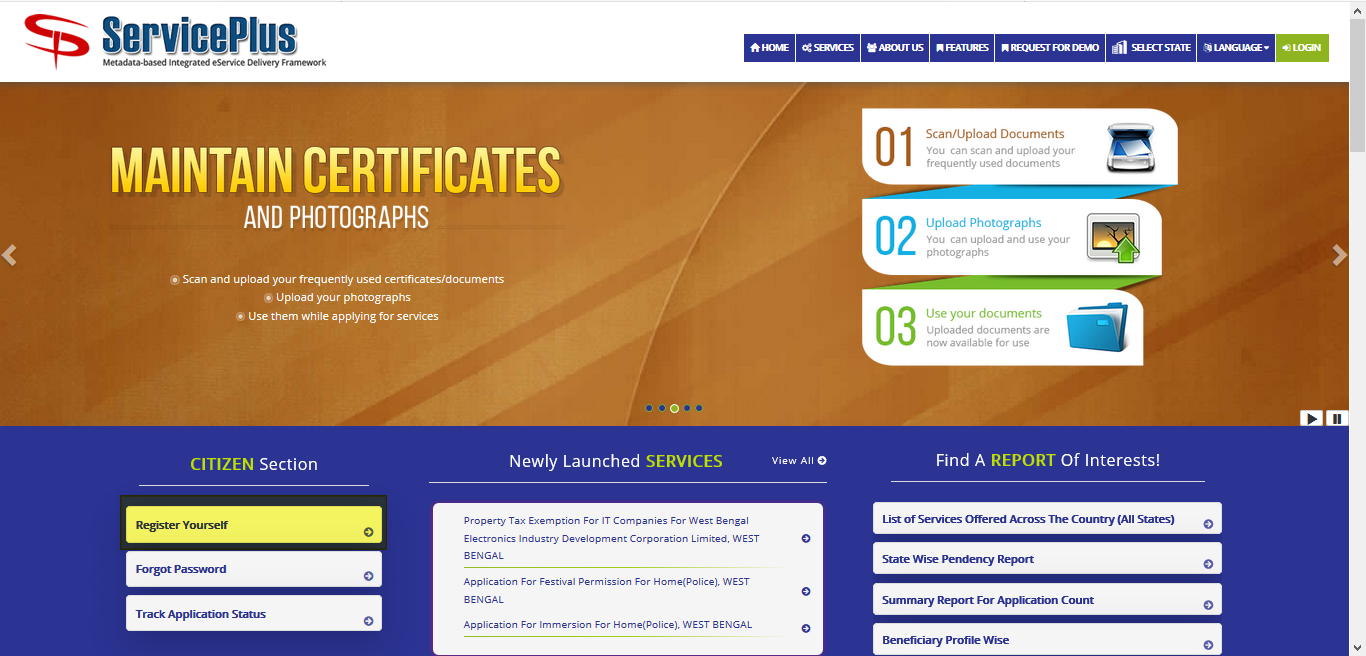
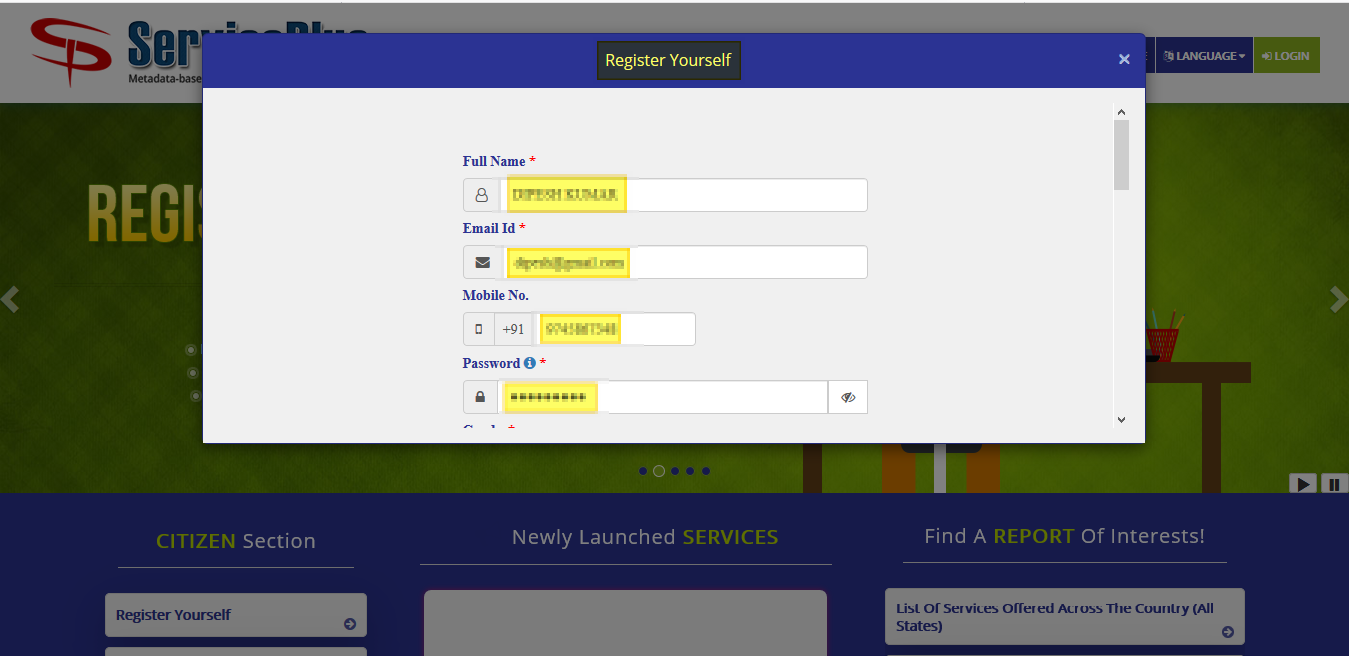
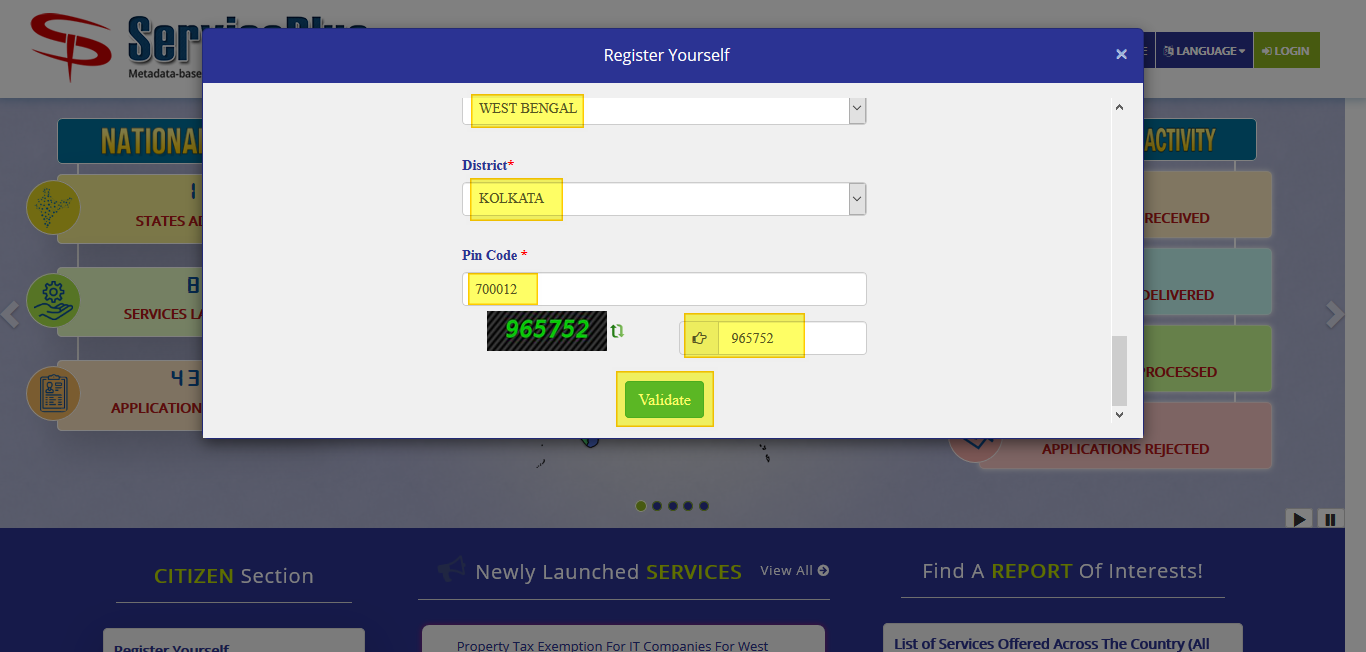
**REGISTRATION**

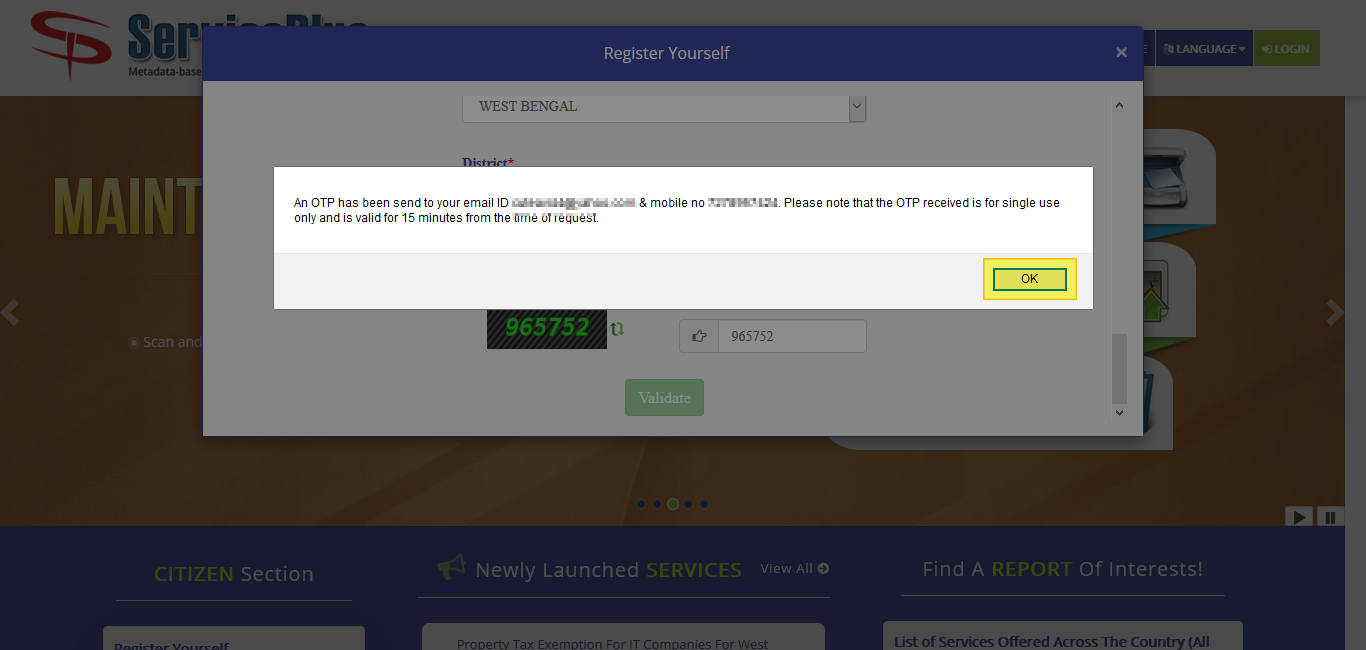
At first **register** yourself by going to the URL **(**<https://tathyasathi.bangla.gov.in/>)

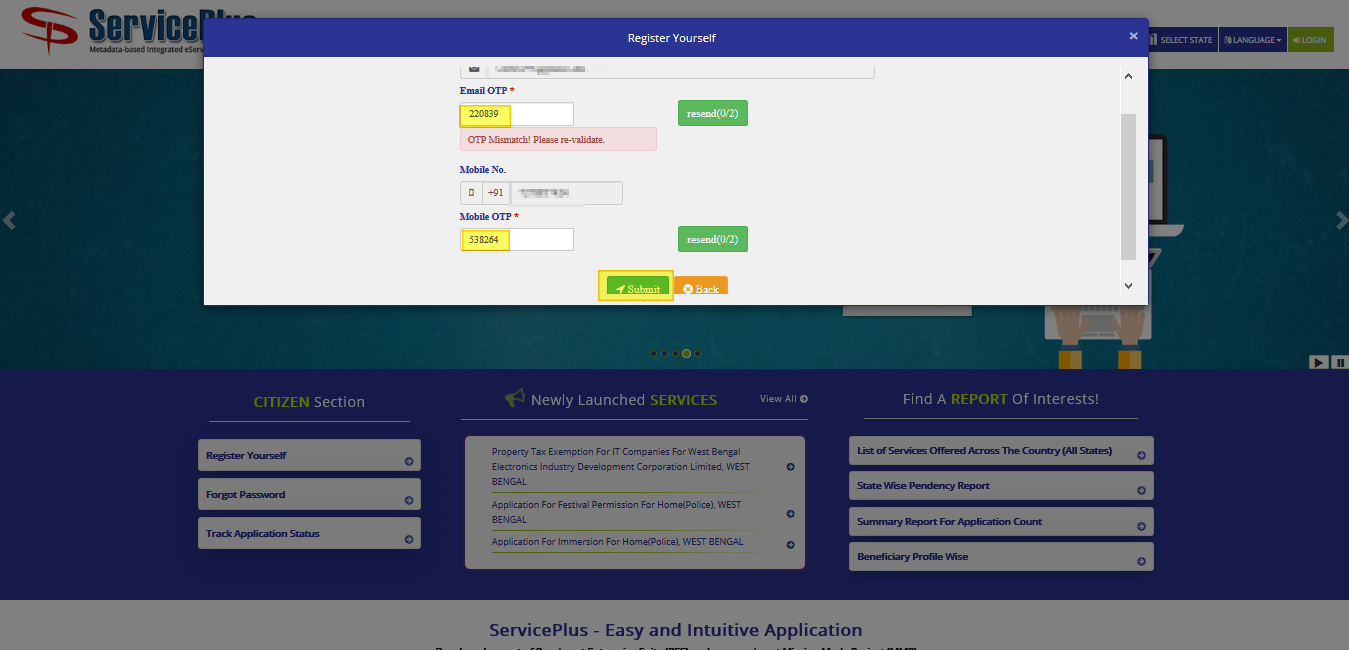


Fill in with proper **details** and **validate**.

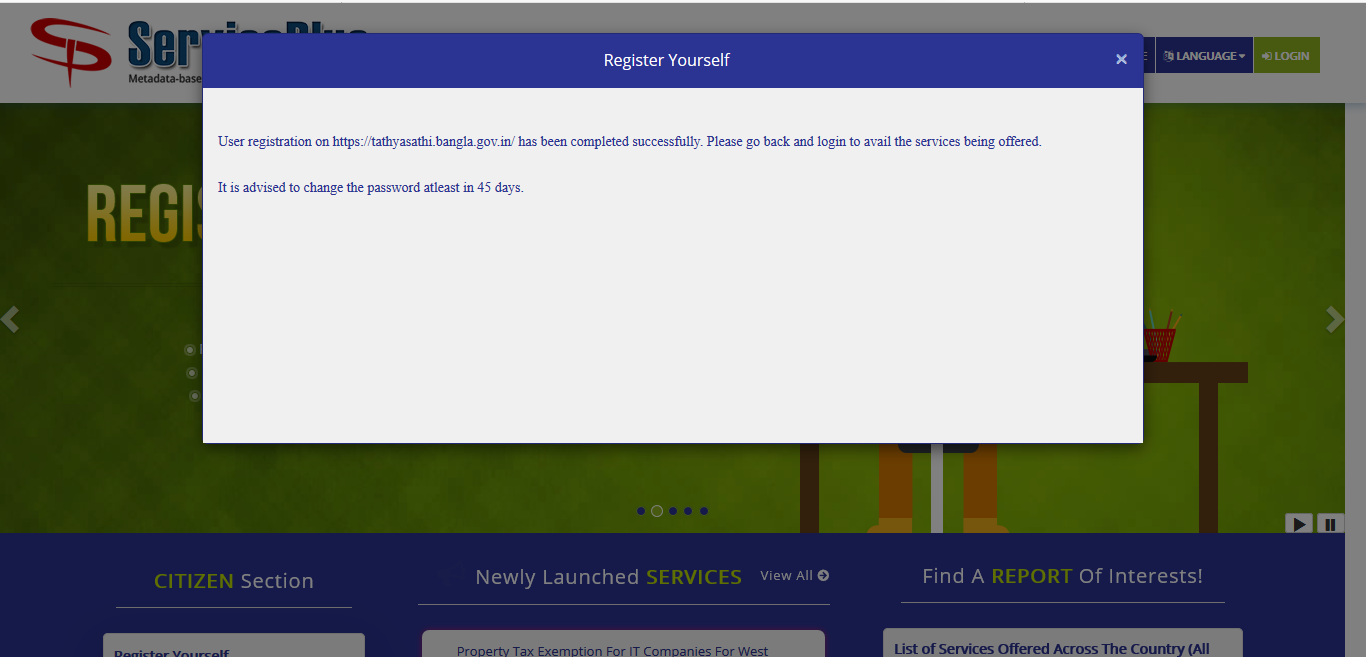








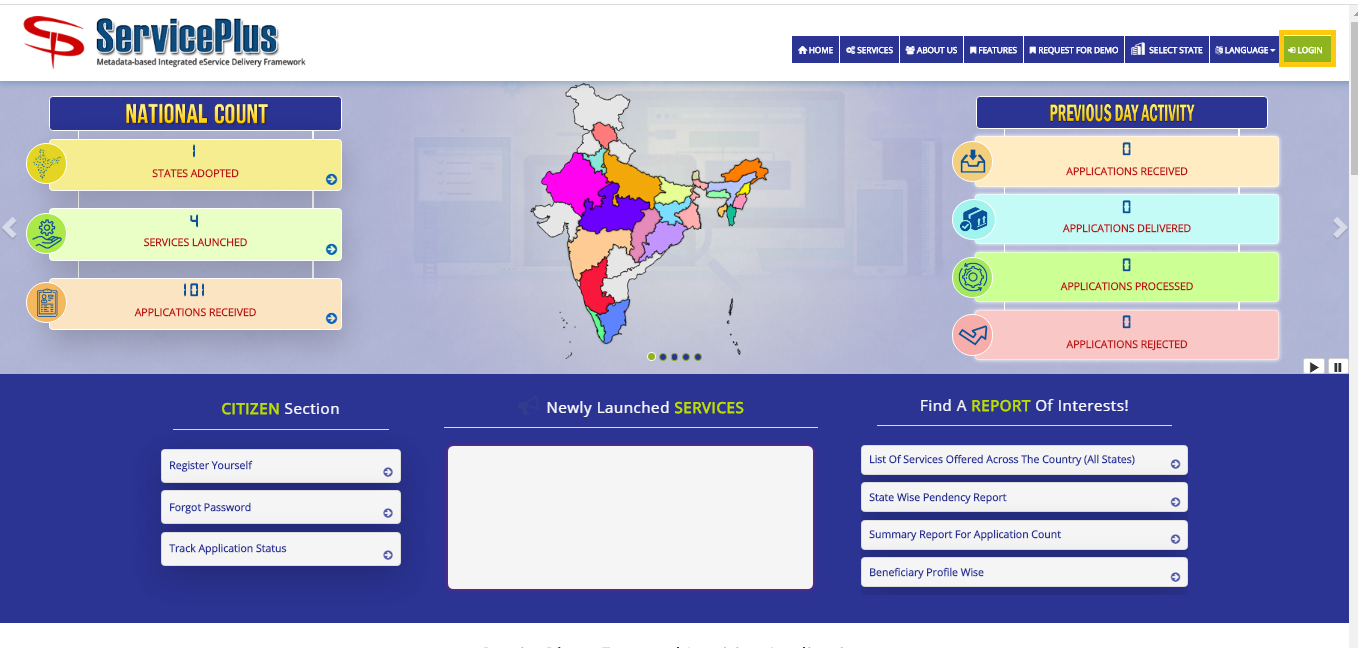
After successful registration.



**APPLICATION PROCESS**

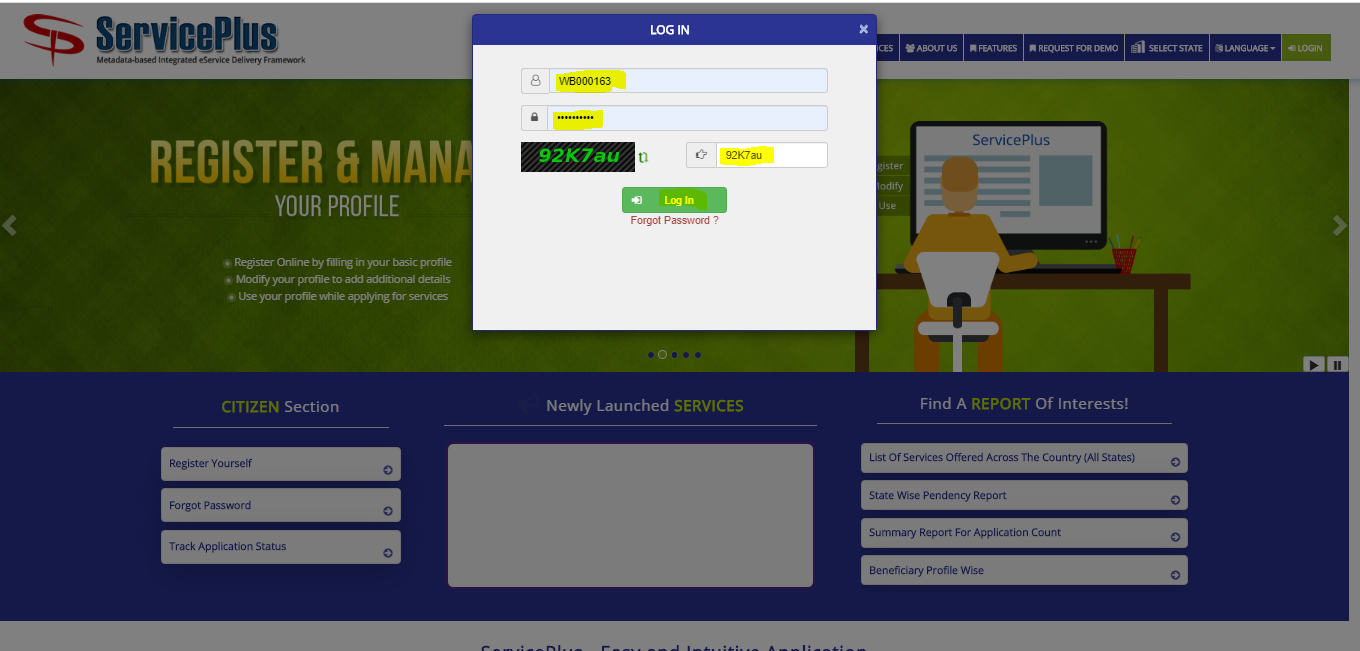
**STEP -1:**

At first login to Service plus web portal**: (**<https://tathyasathi.bangla.gov.in/>) to apply for the **Application for Cancellation of License.**



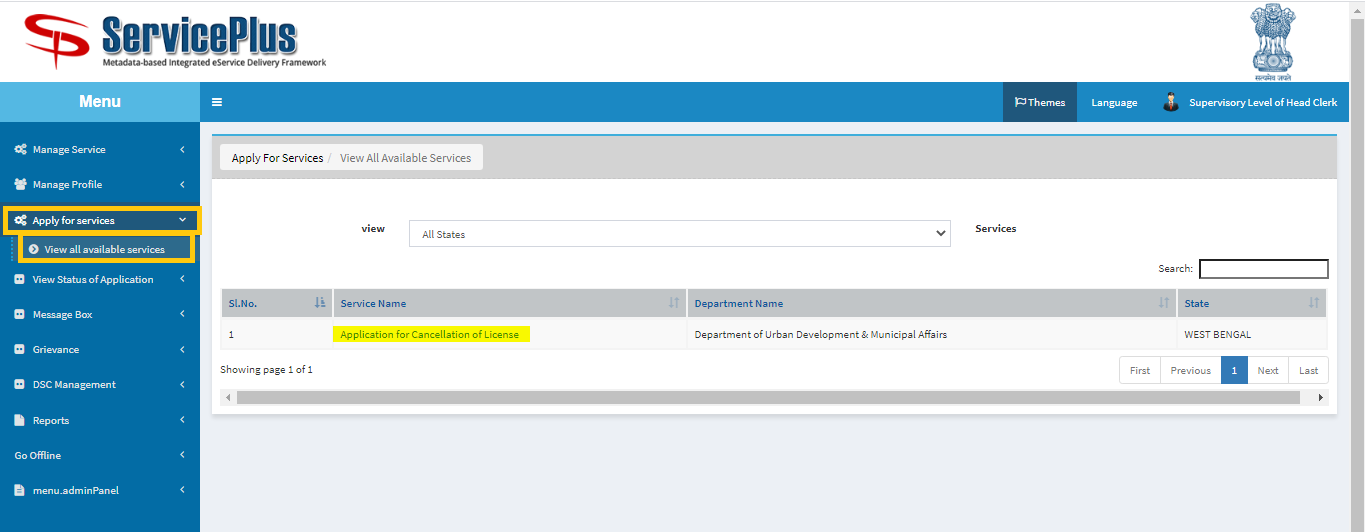
**Step -2:**

Login in the Service plus portal.

****

**Step -3:**

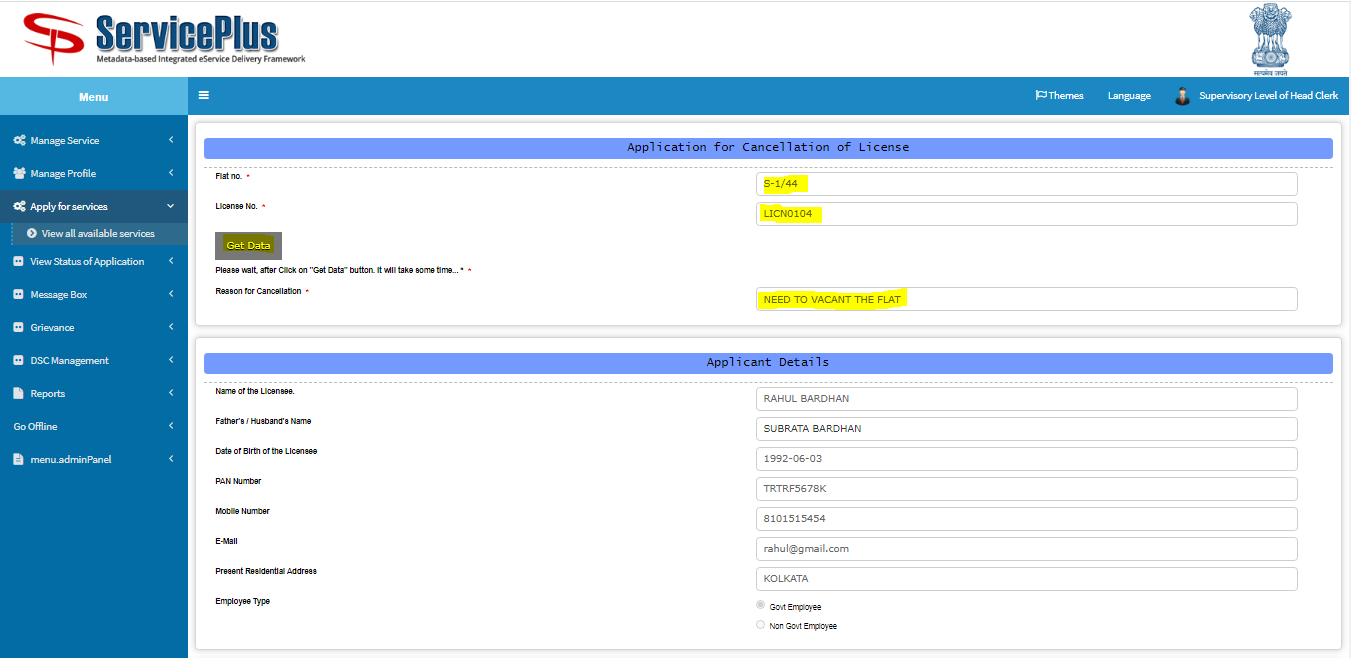
Now click “**Apply for services”** and select “**View all available services**”, then Select particular Service and Fill the form:

****

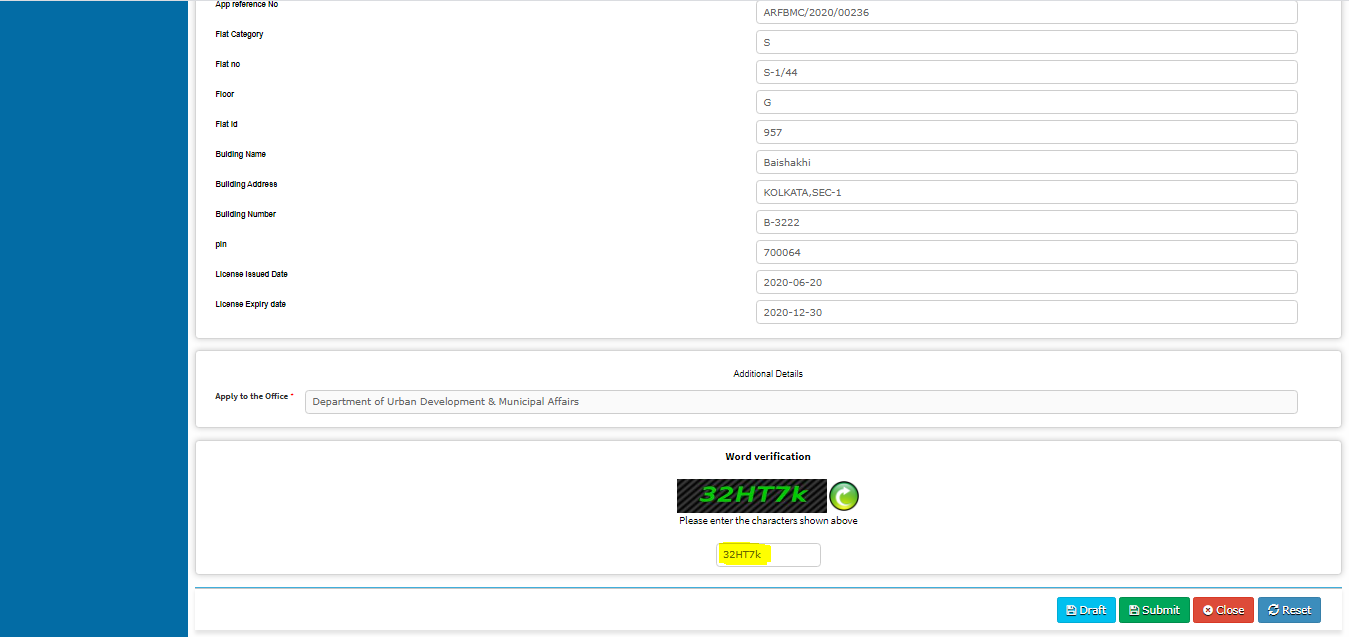
**Step -4:**

Fill the details “**Flat No**” and “**License Number**” and click **Get Data.**

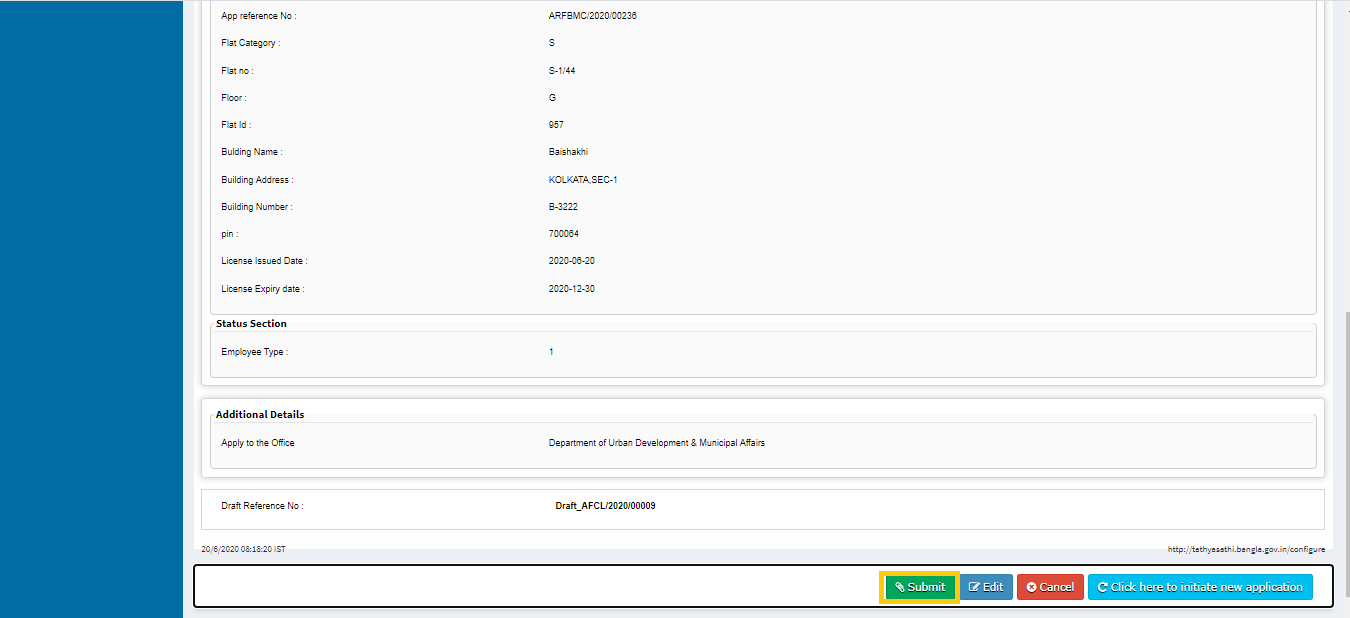
Fill the form with the details as required.

****

After that submit by matching the captcha.

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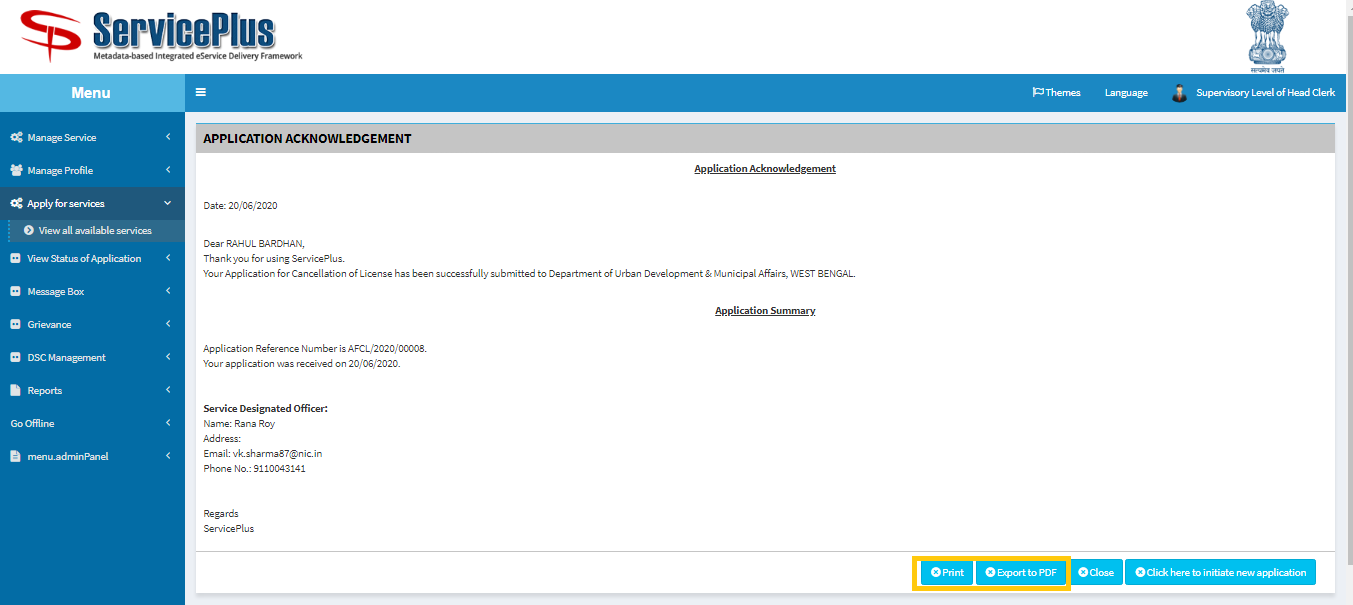
Now Click On Submit button.

****

**Step -5:**

After Submission of form an acknowledgement slip is generated with **app reference number.**

Save by selecting “**Export to pdf”** or print it by selecting “**Print”**

****

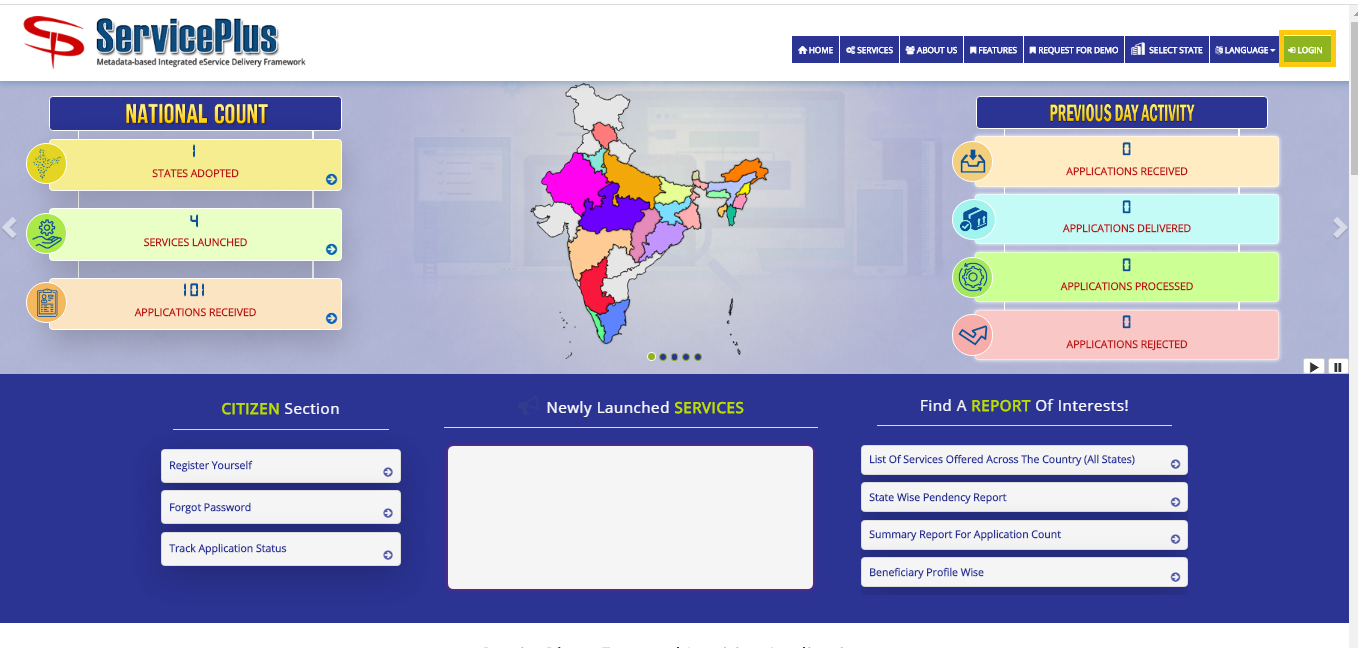
**This is the Application Acknowledgement.**

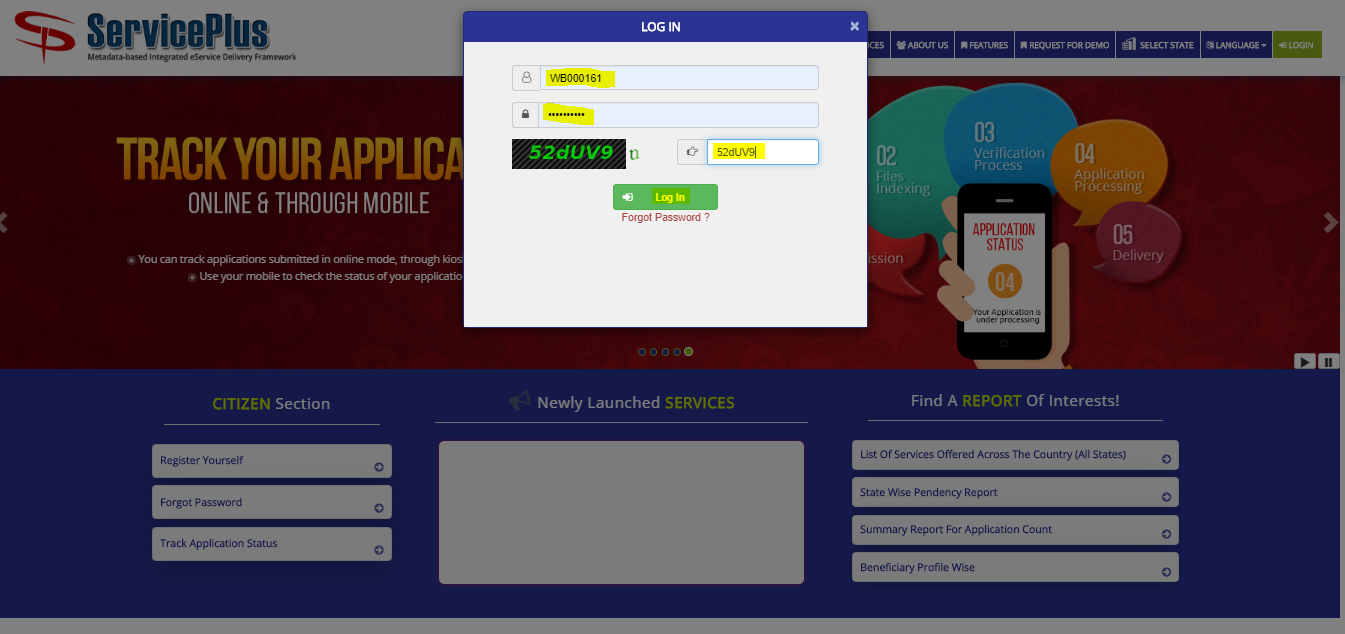
****

**Estate Officer (Generation of Termination Letter)**

**STEP -1:**

At first login to Service plus web portal**: (**<https://tathyasathi.bangla.gov.in/>) to apply for the **Application for Cancellation of License.**



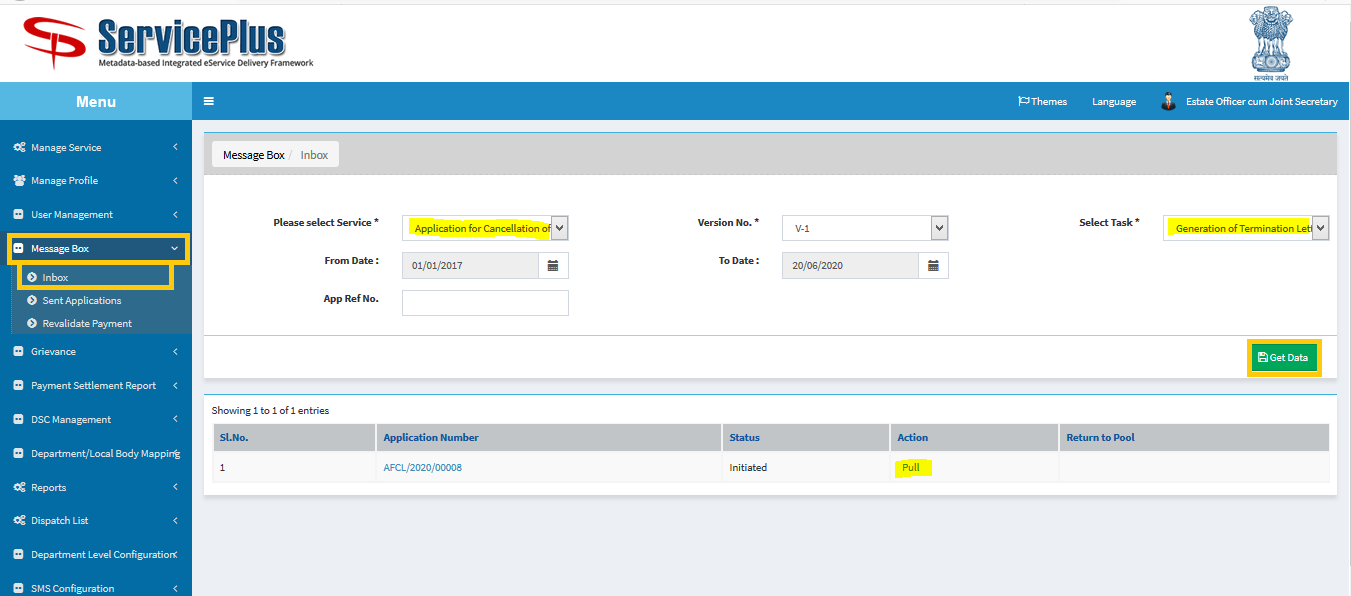
****

**Step 2:**

Now Go to **“Message Box”** and select **“Inbox”**.

In Inbox select the service **“Application for Cancellation of License”** and select the task **“Generation of Termination Letter by Estate Officer”** and select **“Get Data”.**

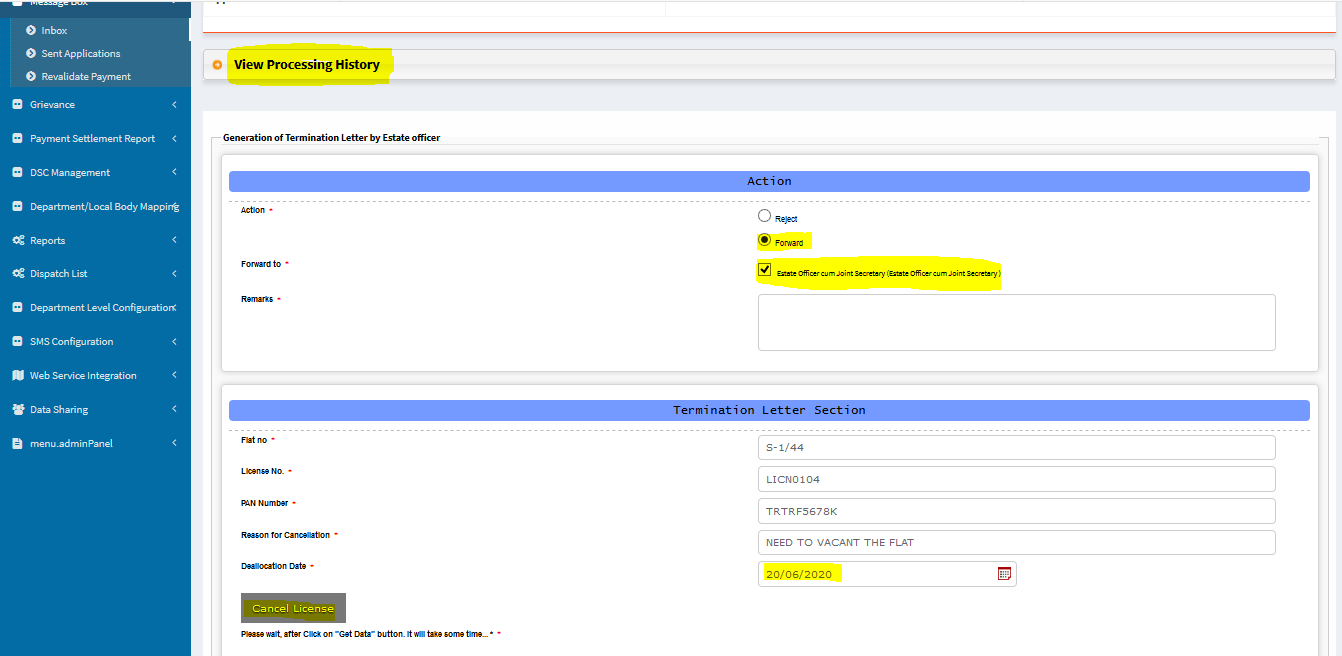
Select **“Pull”/ “Take Action”** to take action.



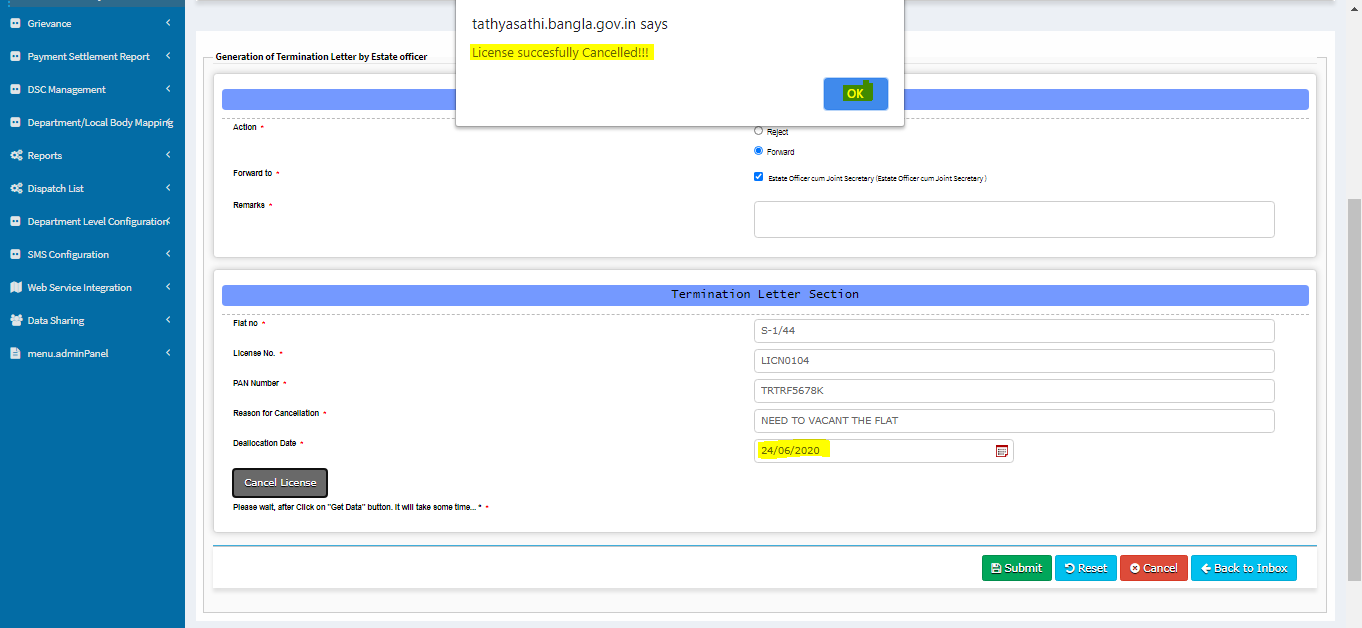
**Step 3:**

Select **“View Processing History”** to see the history of the application.

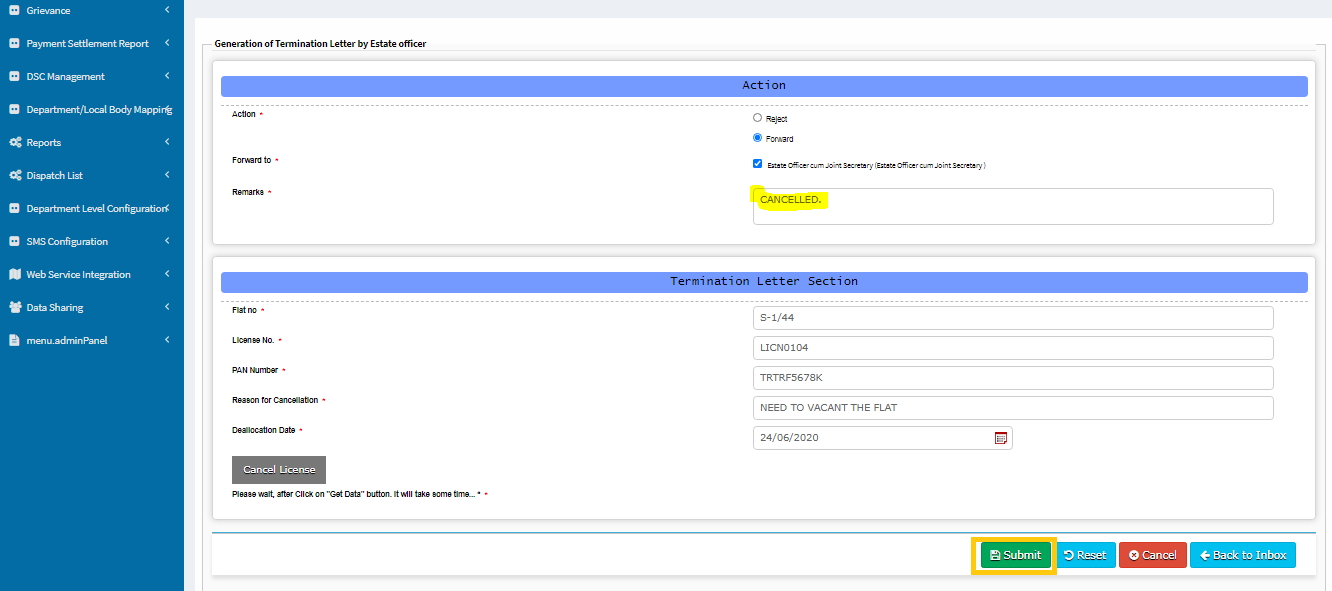
Action of the form can be taken by **Estate Officer** by taking action in two steps to **forward** and **Forward To-Estate Officer cum joint Secretary** and click on **“Cancel License”** button**.**



After showing success message click **“ok”** and continue

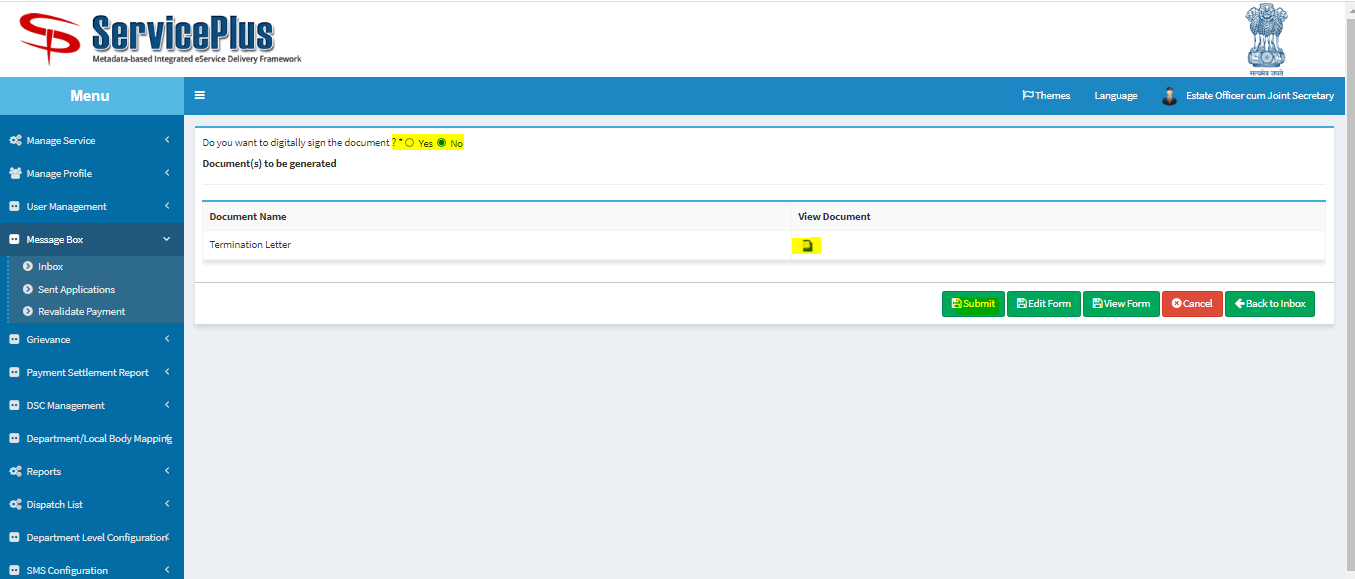


Give **Remarks** & **Submit.**

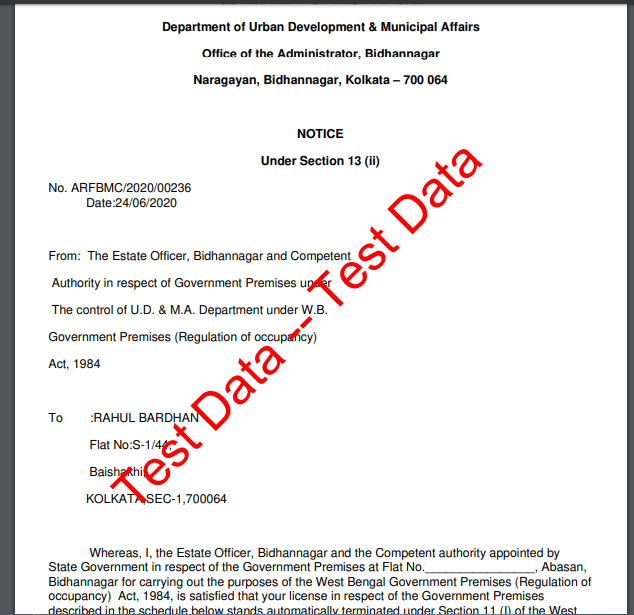


**Step 4:**

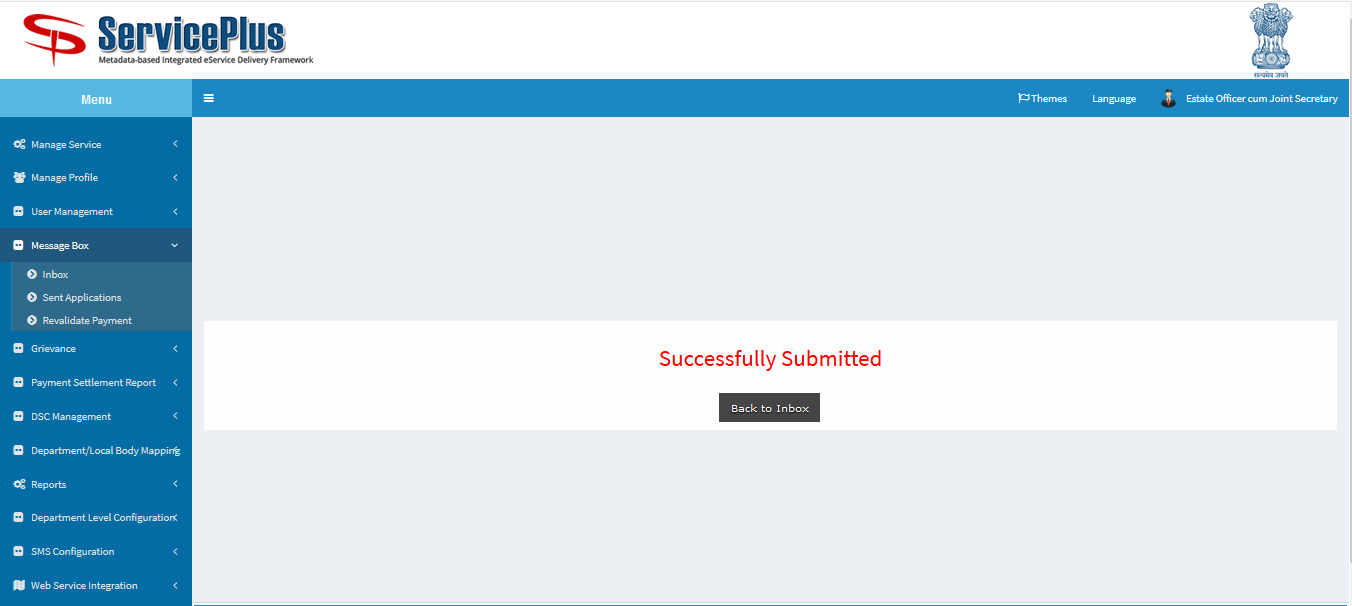
Here download file by clicking the **file** icon and **submit**.



**This is the Termination Letter.**

****

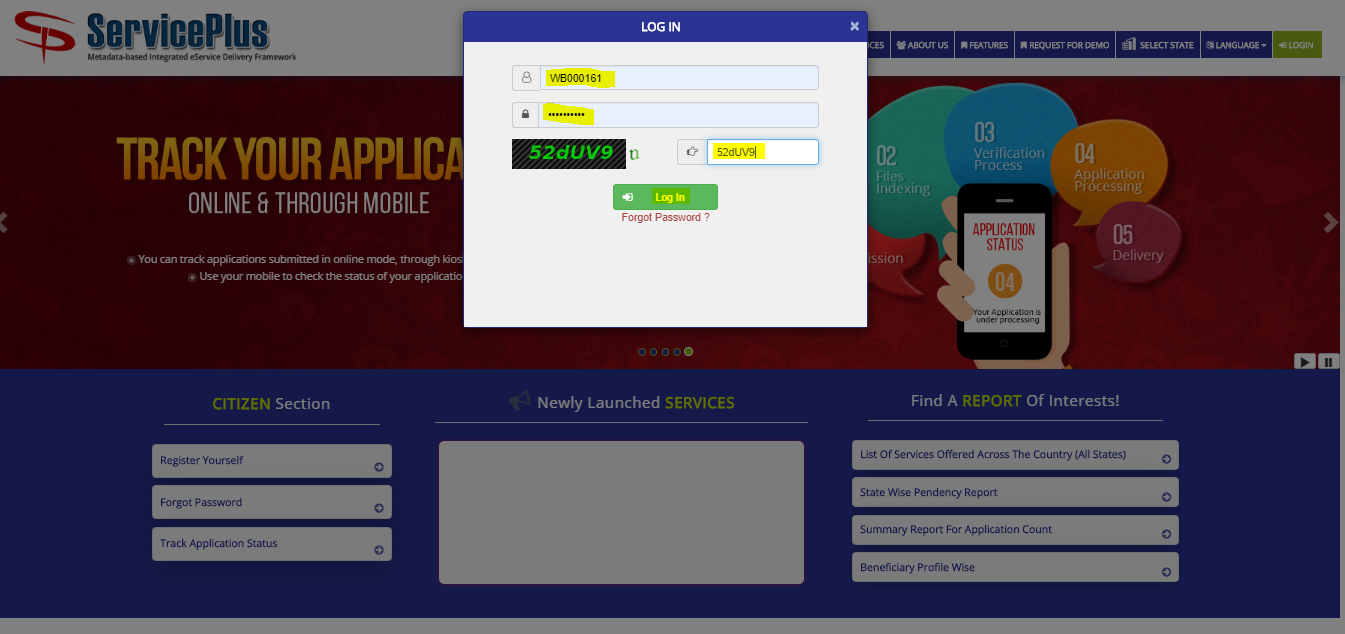
**Now the application submitted successfully.**



**Estate Officer (Issuance of Termination Letter)**

**Step 1:**

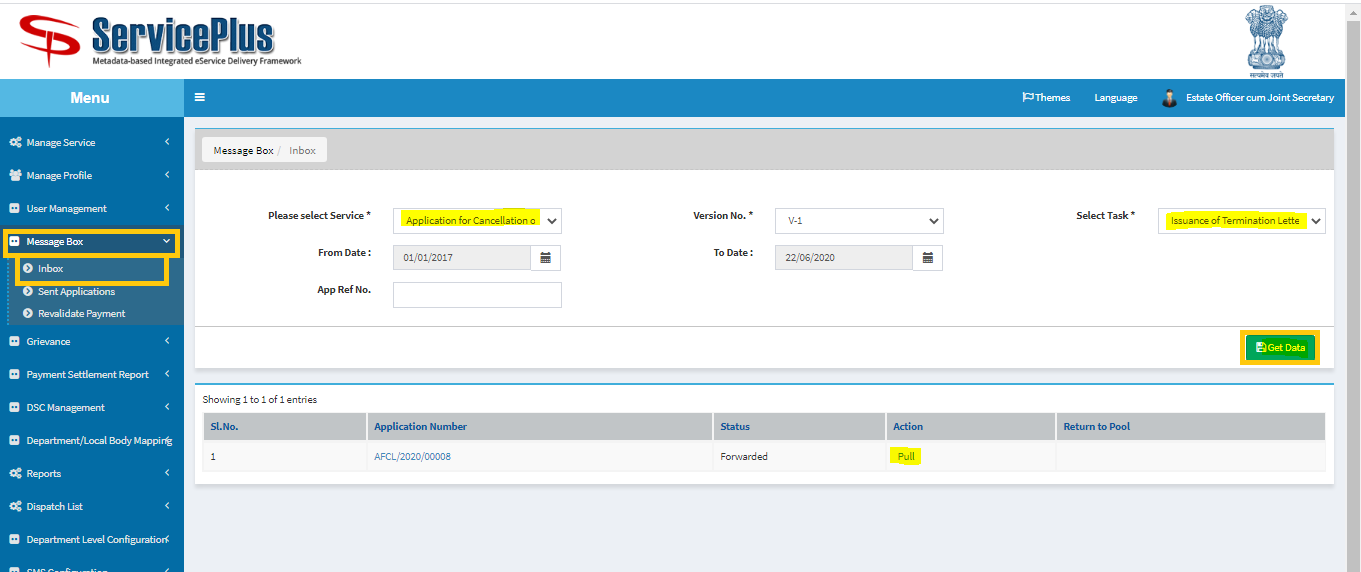
Again Login as **“Estate Officer**” in Service plus web portal.

****

**Step 2:**

Select the service **“Application for Cancellation of License”** and select the task **“Issuance of Termination Letter by Estate Officer”** and select **“Get Data”.**

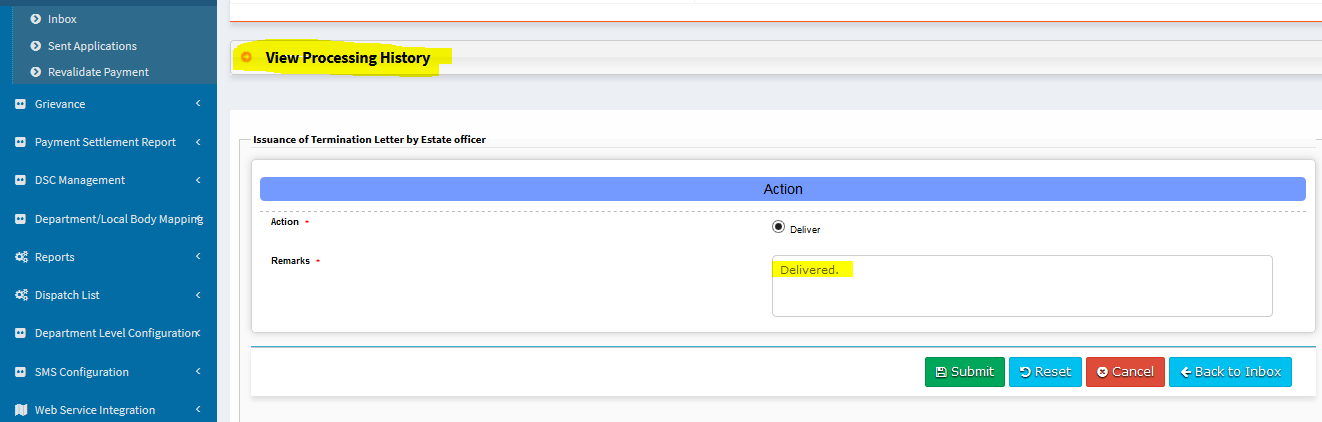
Select **“Pull” / “Take Action”**.

****

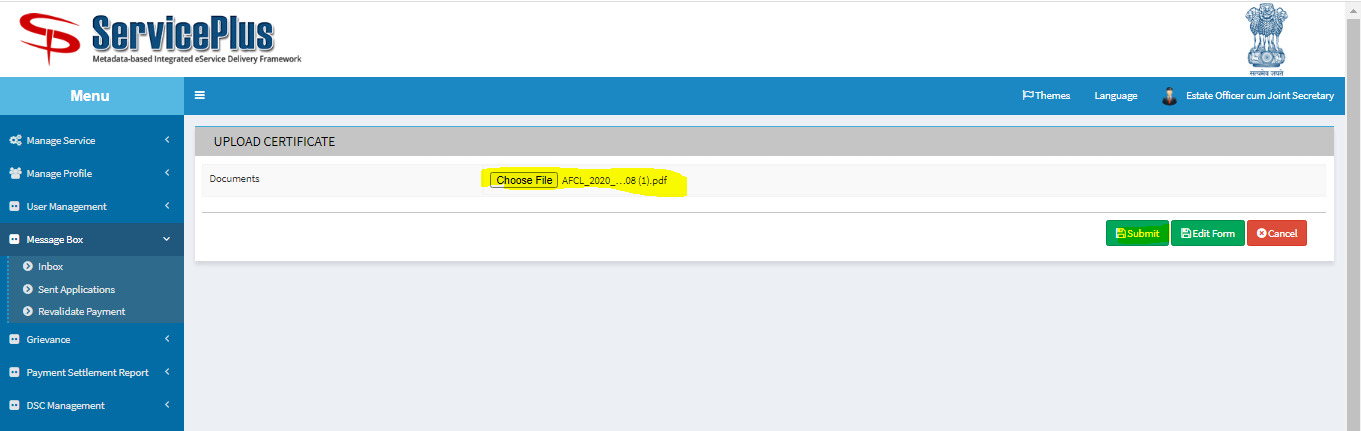
**Step 3:**

Select **“View Processing History”** to see the history of the application.

Action of the form can be taken by **Estate Officer** by taking action to **deliver.**

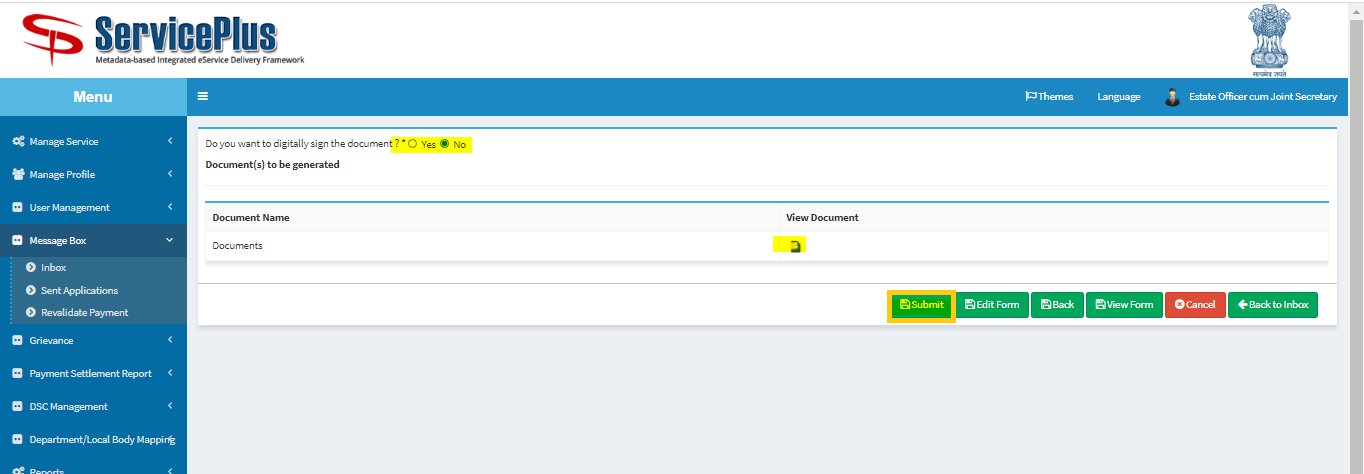
****

Upload The **Termination Letter** & **submit**.

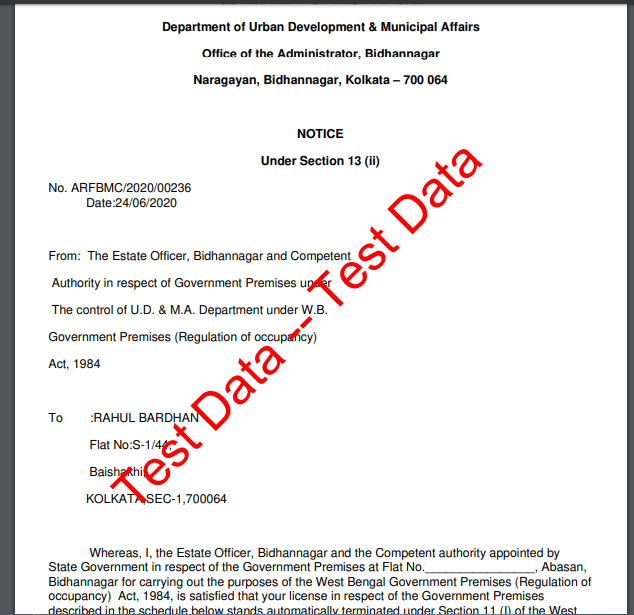
****

**Step 4:**

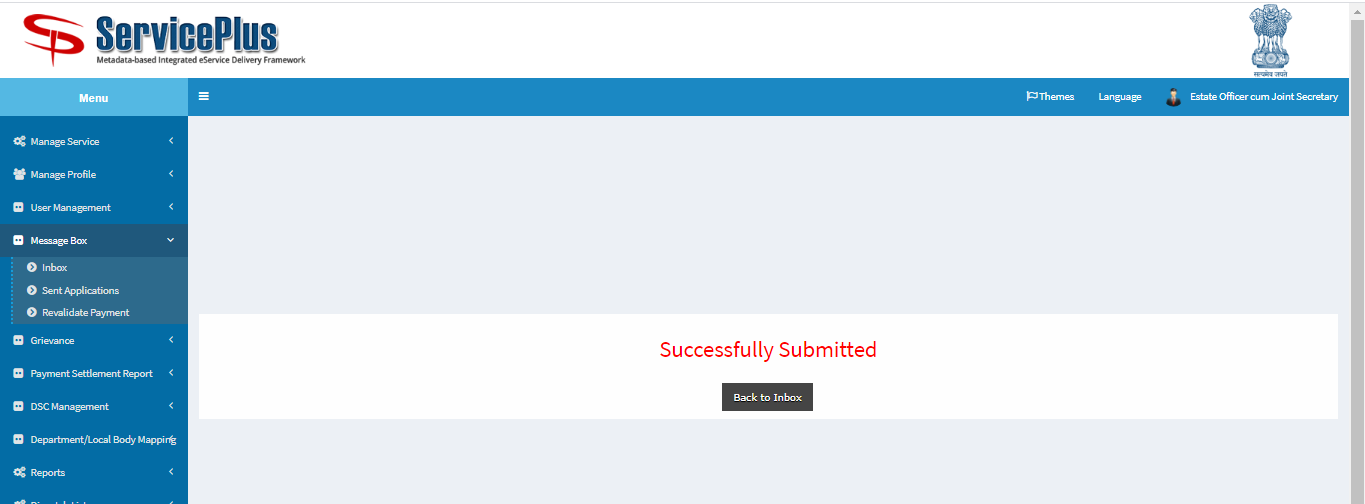
Here download file by clicking the **file** icon and **submit**.

****

**This is the Termination Letter**

****

Now the application Delivered successfully.

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