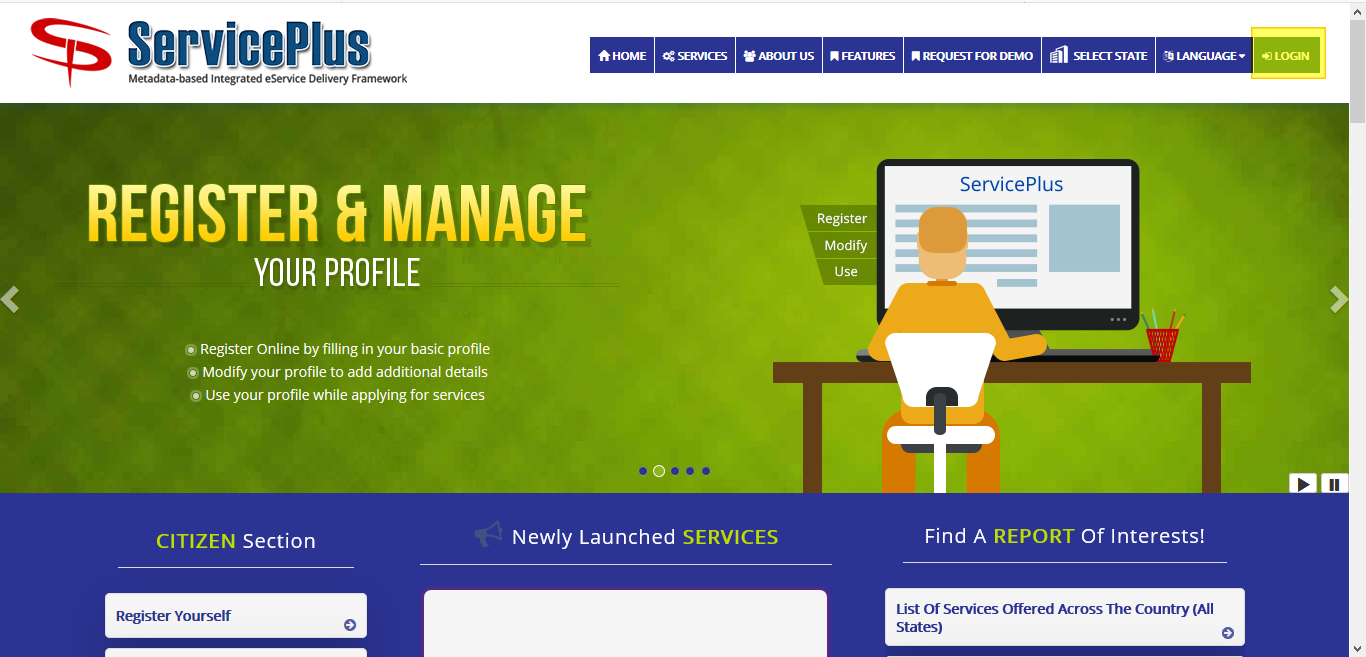
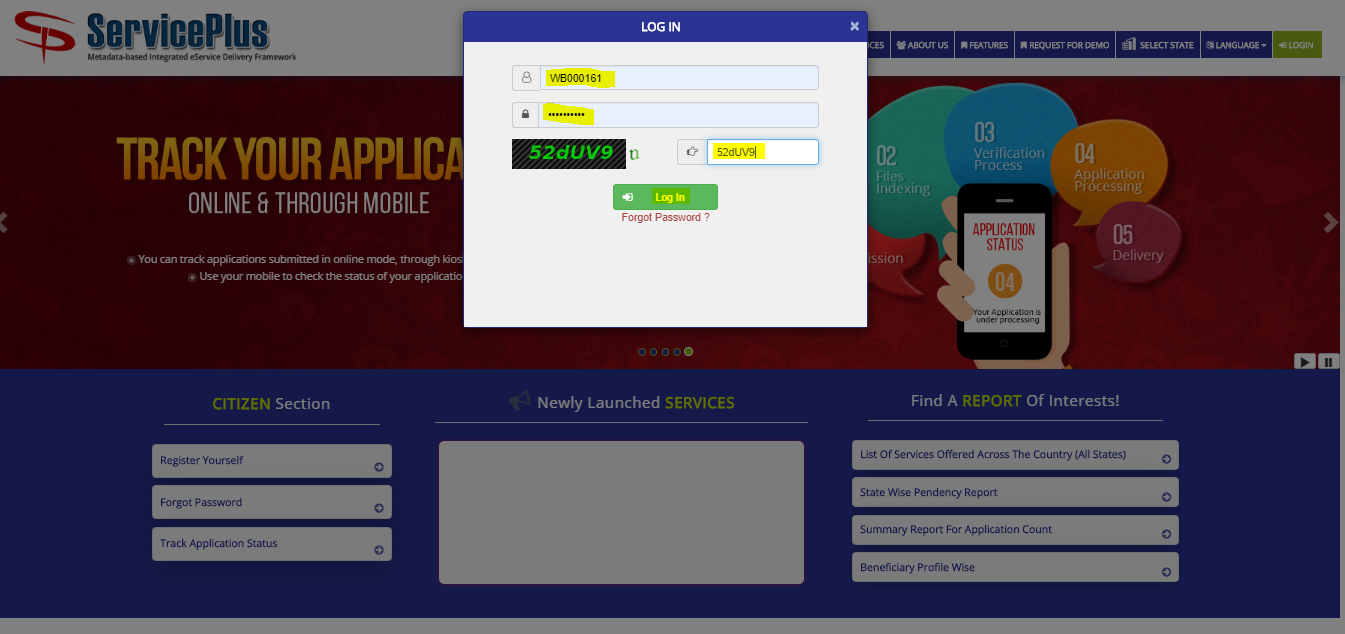
**Estate Officer (Forwarded for scrutiny to Head clerk)**

**Step -1:**

**Open Service plus web portal:** (<https://tathyasathi.bangla.gov.in/>).

Login as **Estate Officer** in Service plus web portal.



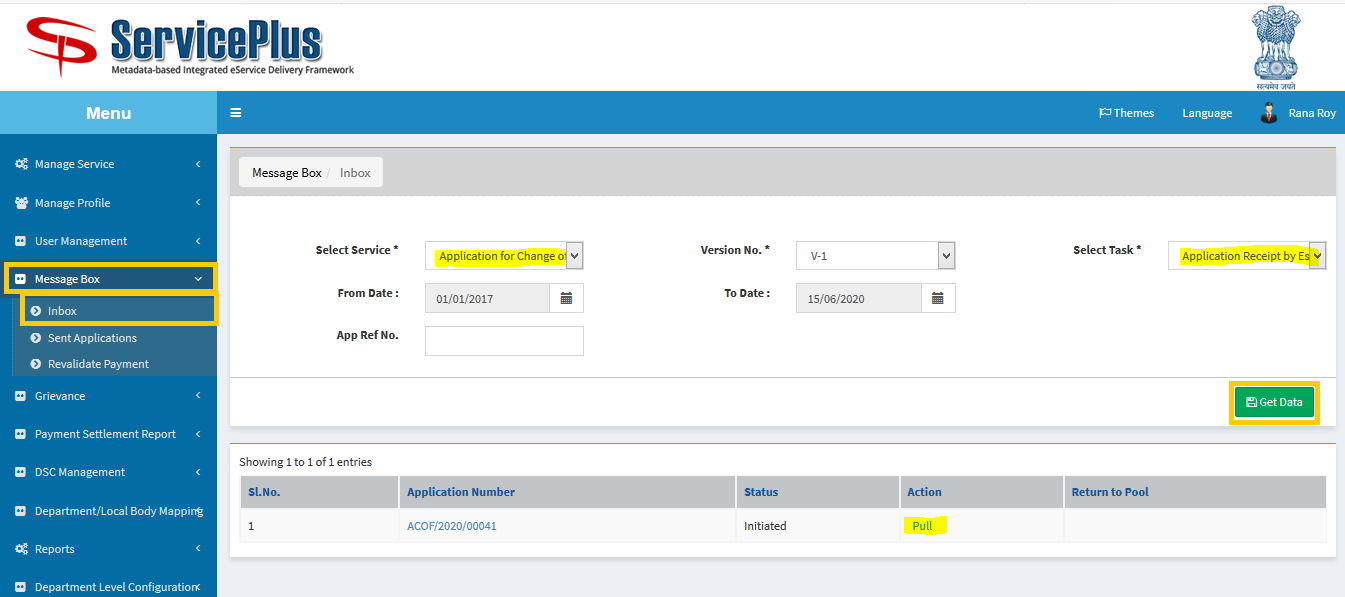
****

**Step 2:**

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

In Inbox select the service **“Application for Change of Flats in Bidhannagar Municipal Corporation Area”** and select the task **“Application Receipt by Estate Officer cum Joint Secretary”** and select **“Get Data”.**

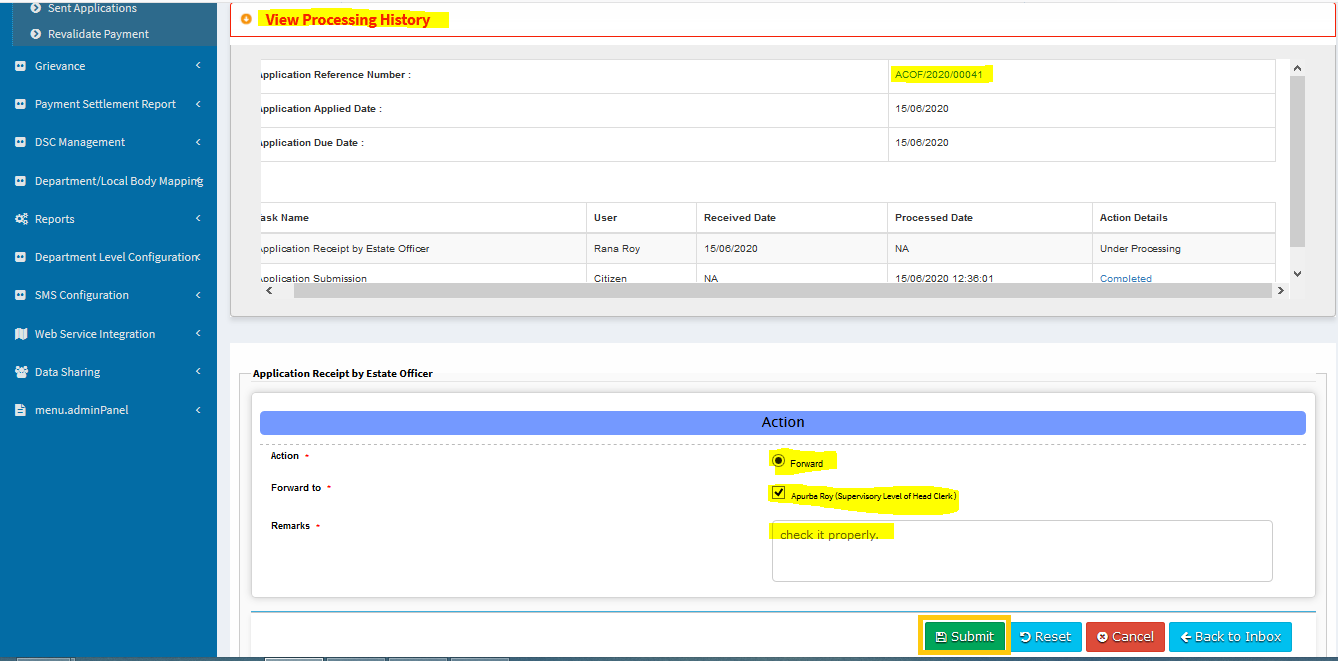
Select **“Pull”/ “Take Action”** to take action.

****

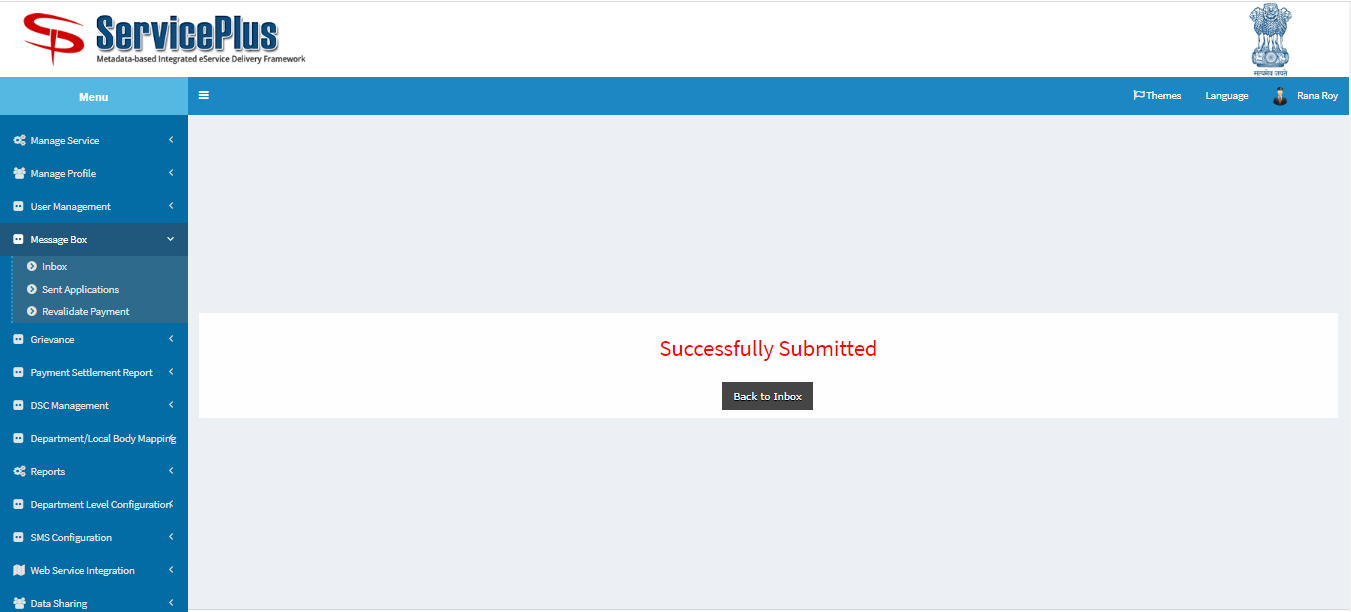
**Step 3:**

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-Supervisory Head Clerk** for Verification to “**Head Clerk”** and Give remarks and **submit**.

****

Now the application sent to head clerk successfully.

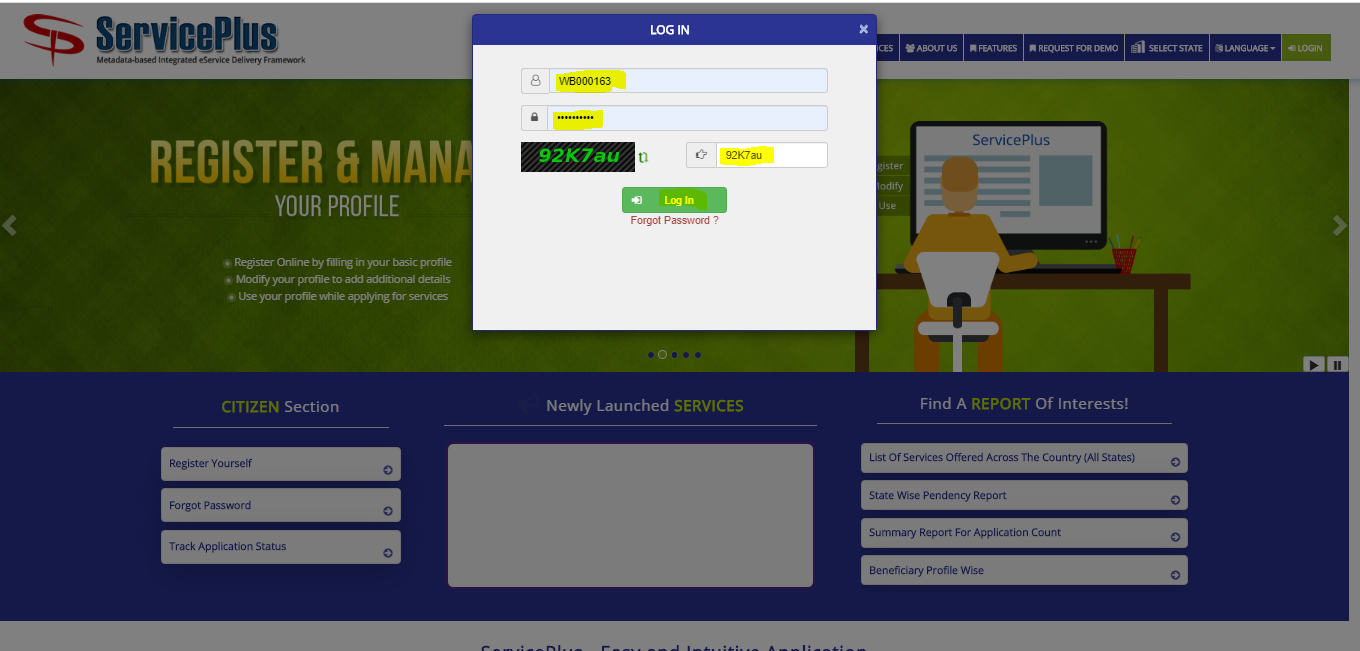
****

**HEAD CLERK (Scrutiny and Forwarded for shortfall or Preparation License)**

**Step 4:**

At first login to Service plus web portal**: (**<https://tathyasathi.bangla.gov.in/>).

Login as “**Head Clerk**” in Service plus web portal.

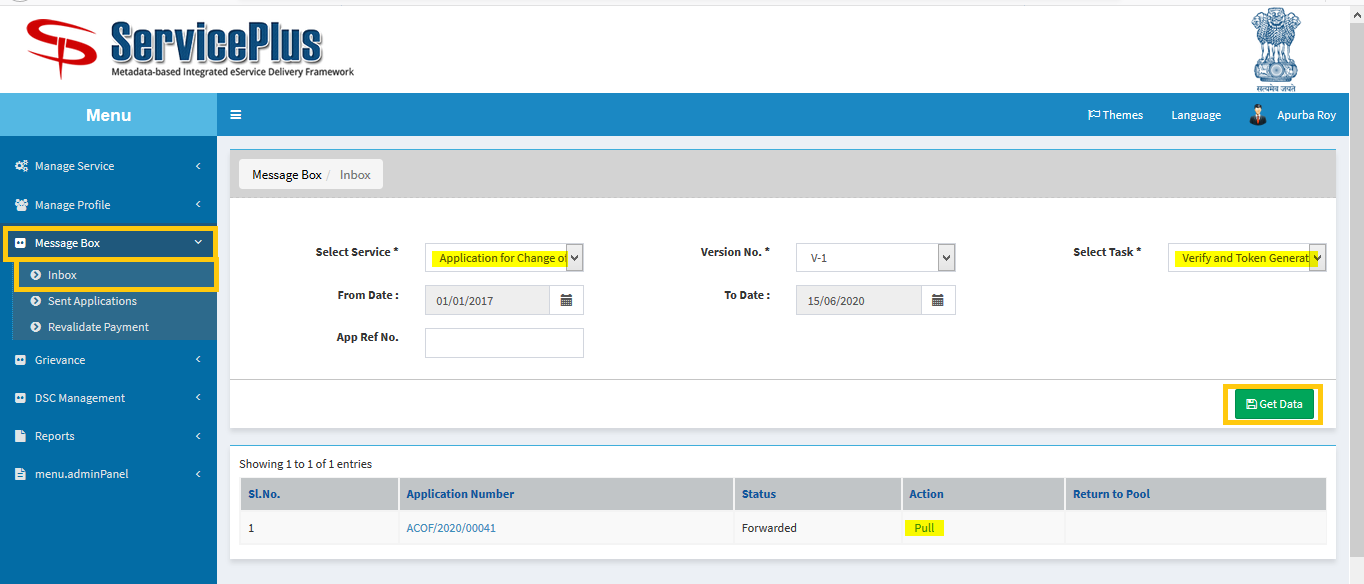
****

**Step 5:**

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

In Inbox select the service **“Application for Change of Flats in Bidhannagar Municipal Corporation Area”** and select the task **“Verify and Token Generation”** and select **“Get Data”.**

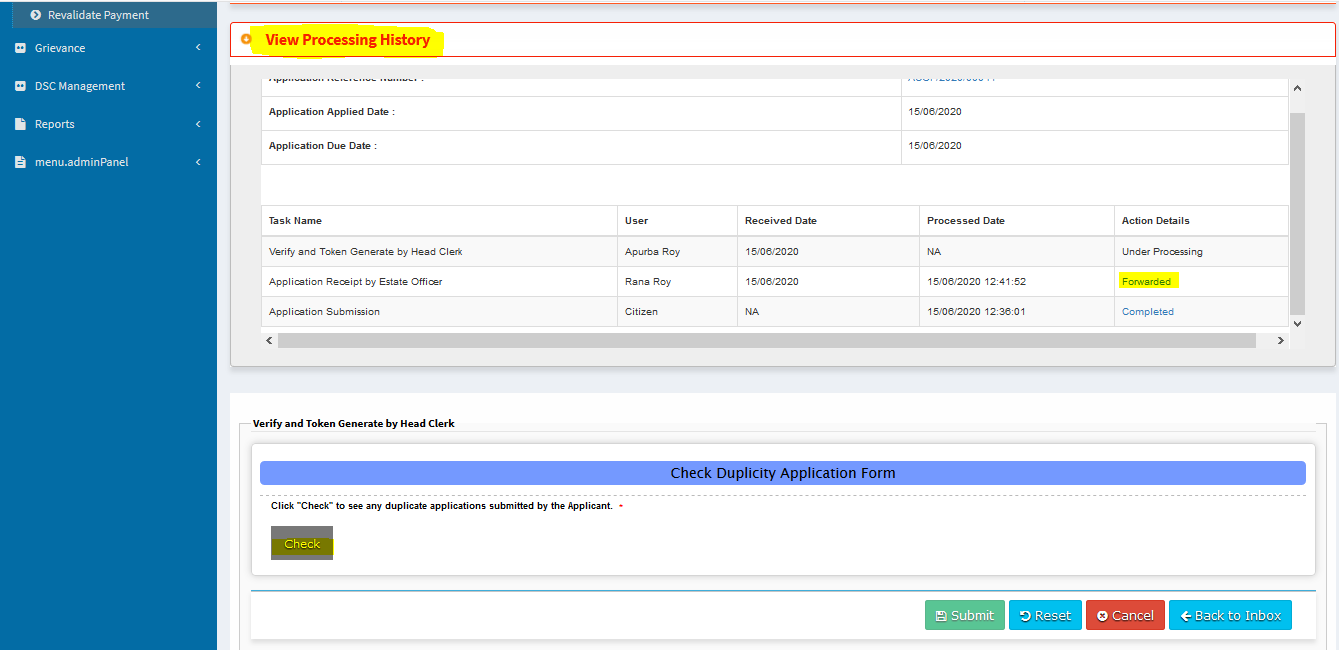
Select **“Pull”/ “Take Action”** to take action.

****

**Step 6:**

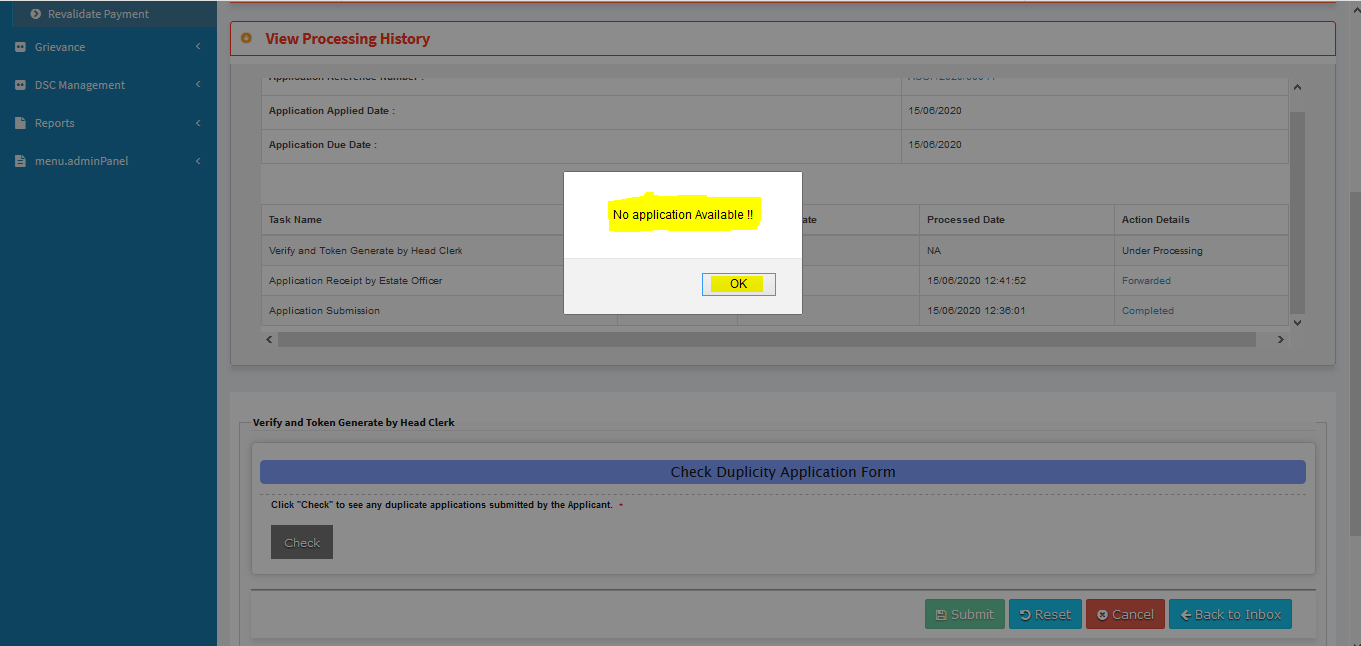
Select **“View Processing History”** to see the history of the application.

Now Click **“Check”** button to check if there is no duplicate application.

****

If no same application found there then this message will be shown.

Click “**ok”** to continue.

****

**Step 7:**

Now **Head Clerk** can process the application by forwarding to –

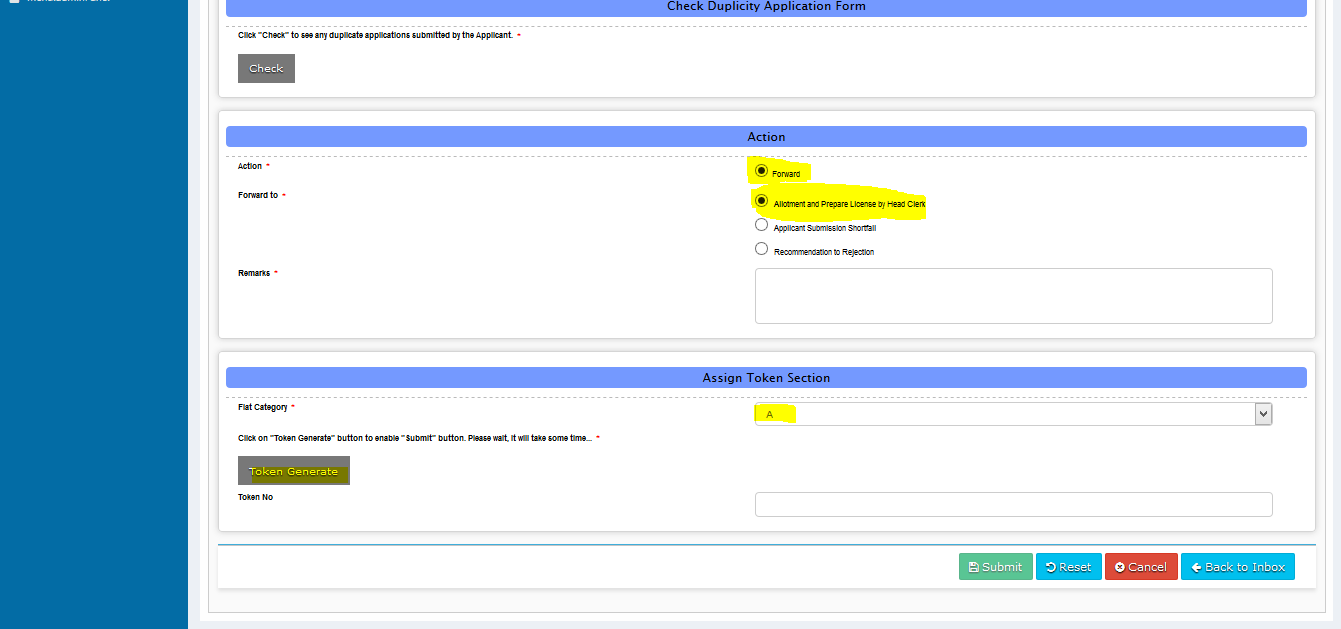
**Allotment and Prepare License by Head Clerk**

**Application Submission** **Short fall**

**Recommend for rejection**.

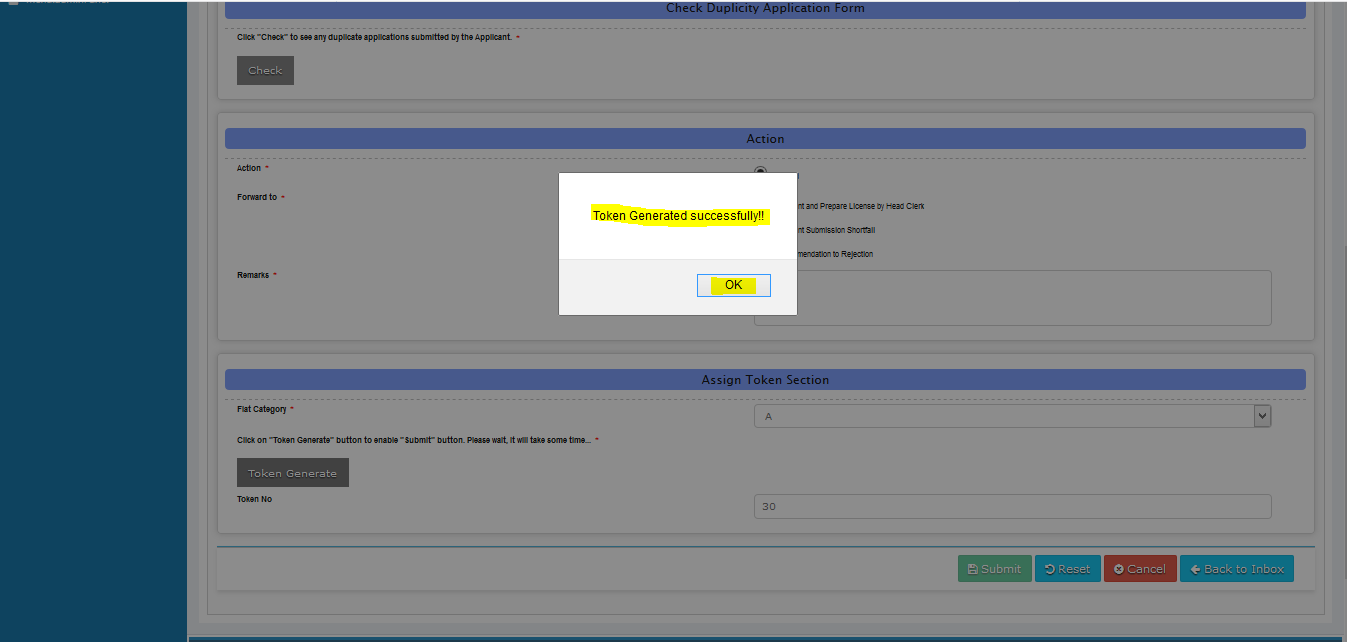
Click on **Forward** then **Allotment and Preparation License by Head Clerk**

Select **Flat Category** Then click on **“Token Generation”** button.

****

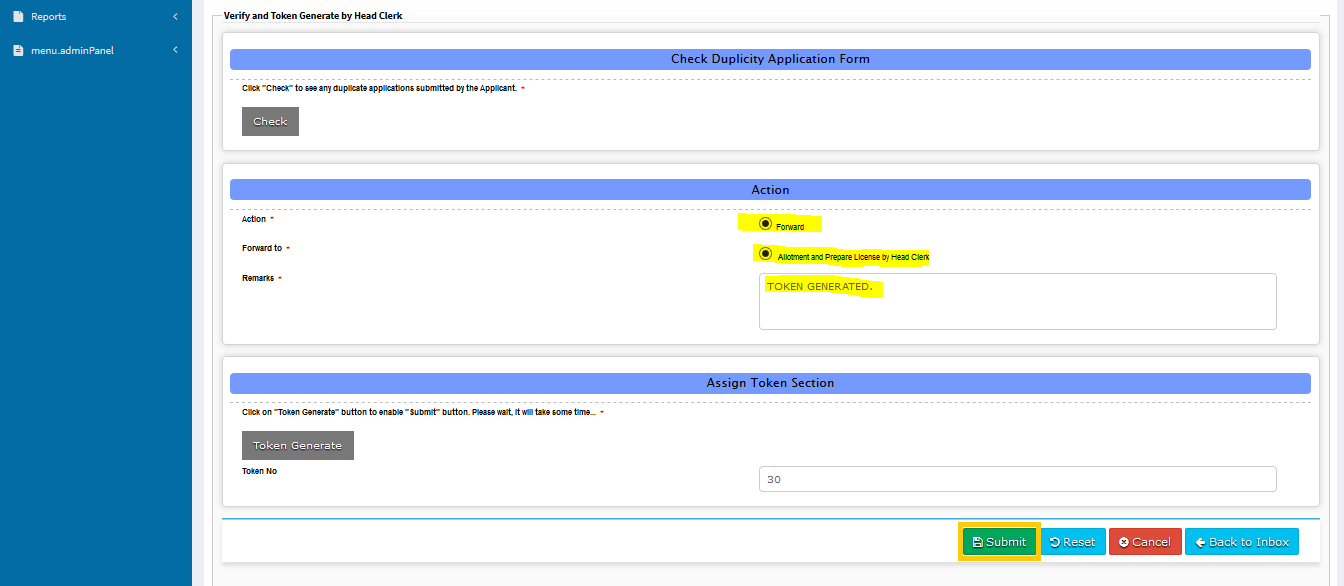
This Message will be shown after successful token generation.

Now click on **“ok”** to continue.

****

**Step 8:**

Give **Remarks** and **submit.**

****

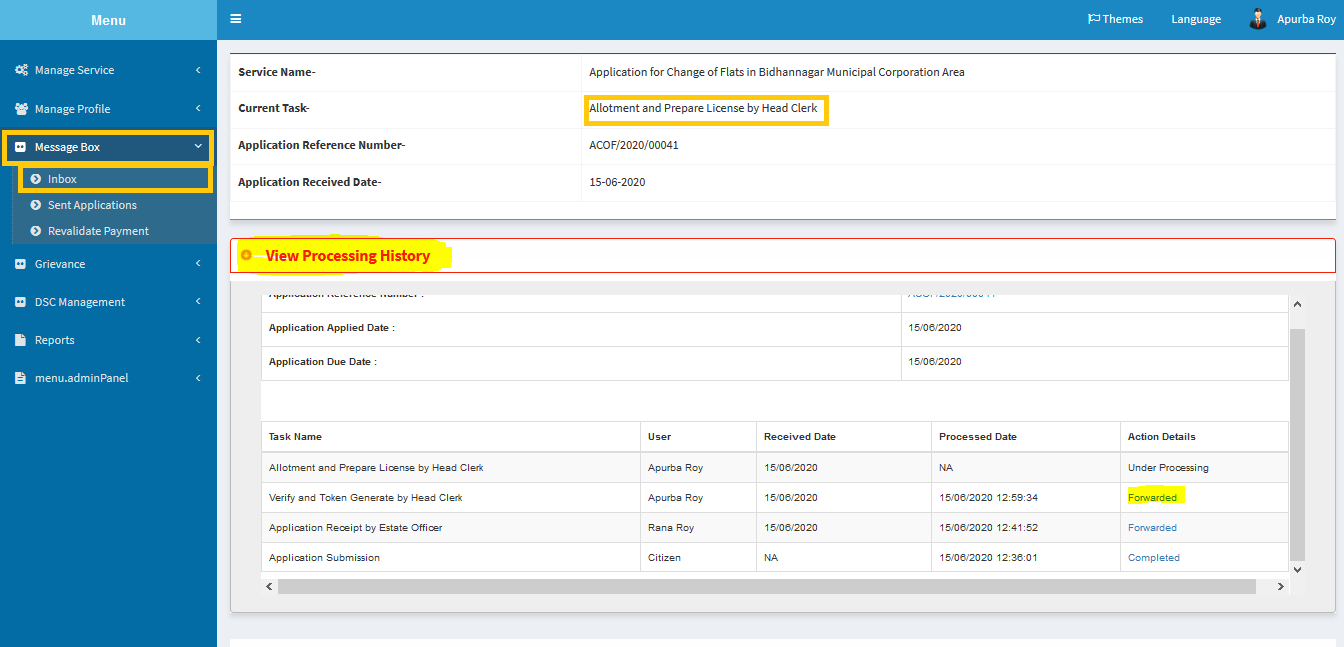
**HEAD CLERK**

**(Allotment and Prepare License by Head Clerk)**

**Step 9:**

Now go to **“Allotment and prepare License by Head Clerk Task”.**

Click on **“View processing History”.**

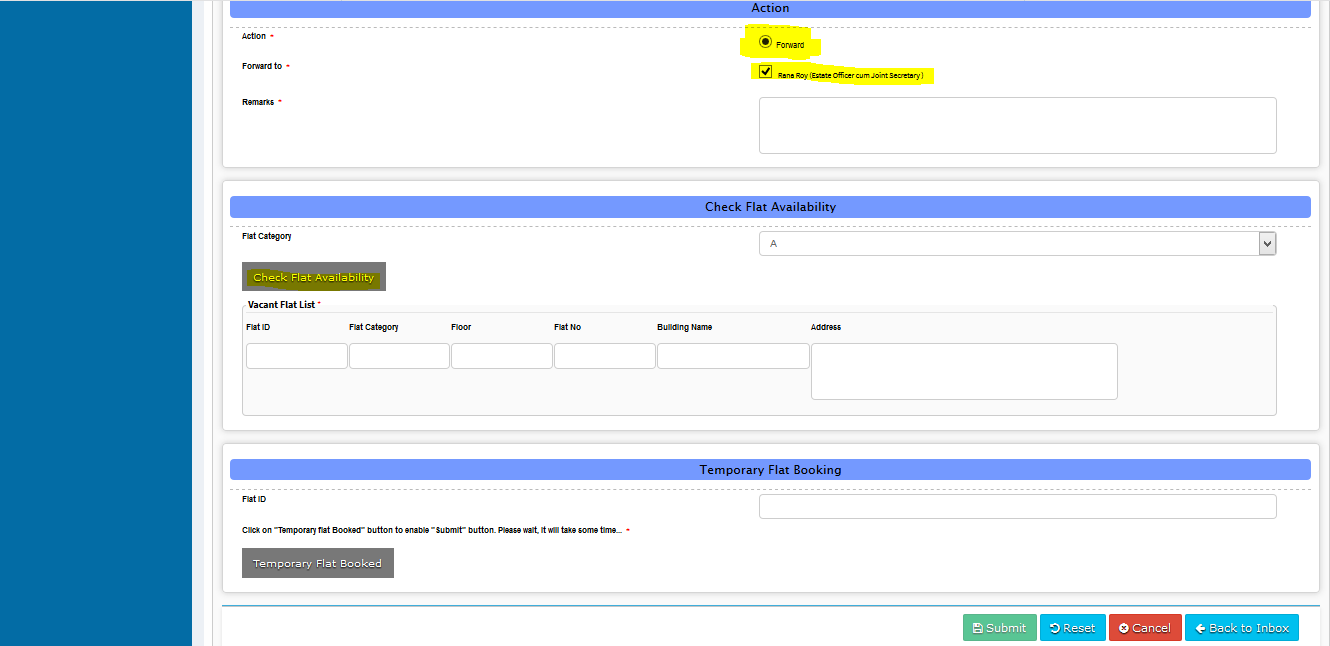
****

**Step 10:**

Click on **forward**,

Then select **Flat Category**.

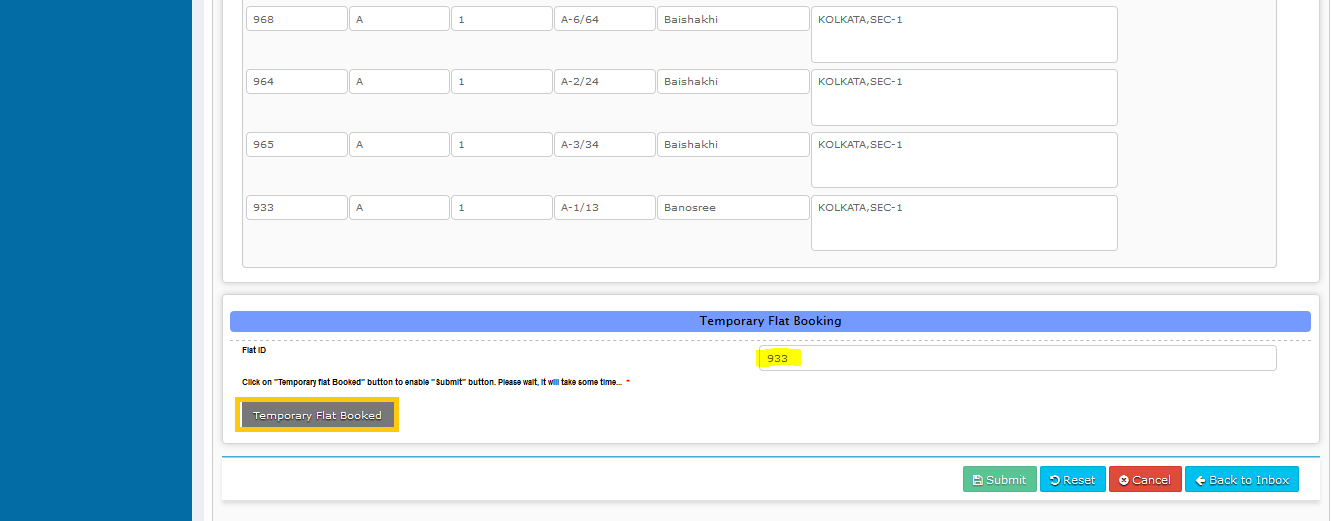
Now click on **“Check Flat Availability”.**

****

**Step 11:**

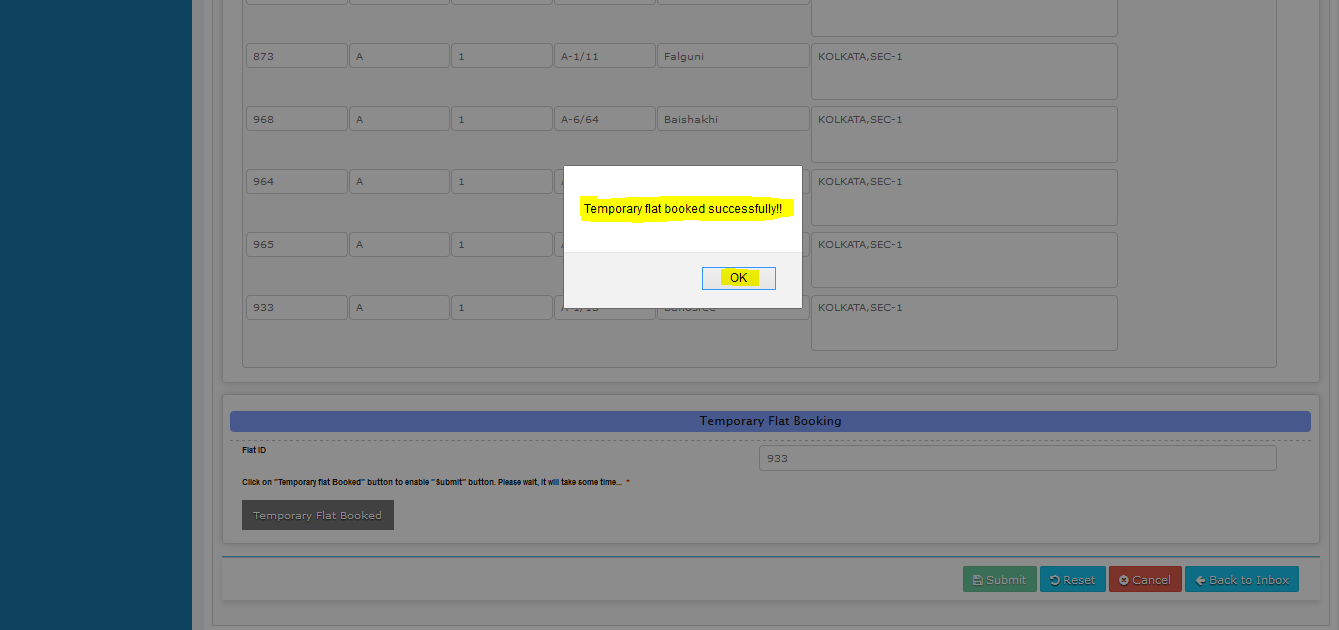
Now put available Flat id from the list.

Then Click on **“Temporary Flat booked”.**

****

After successful Temporary booking this message will be shown.

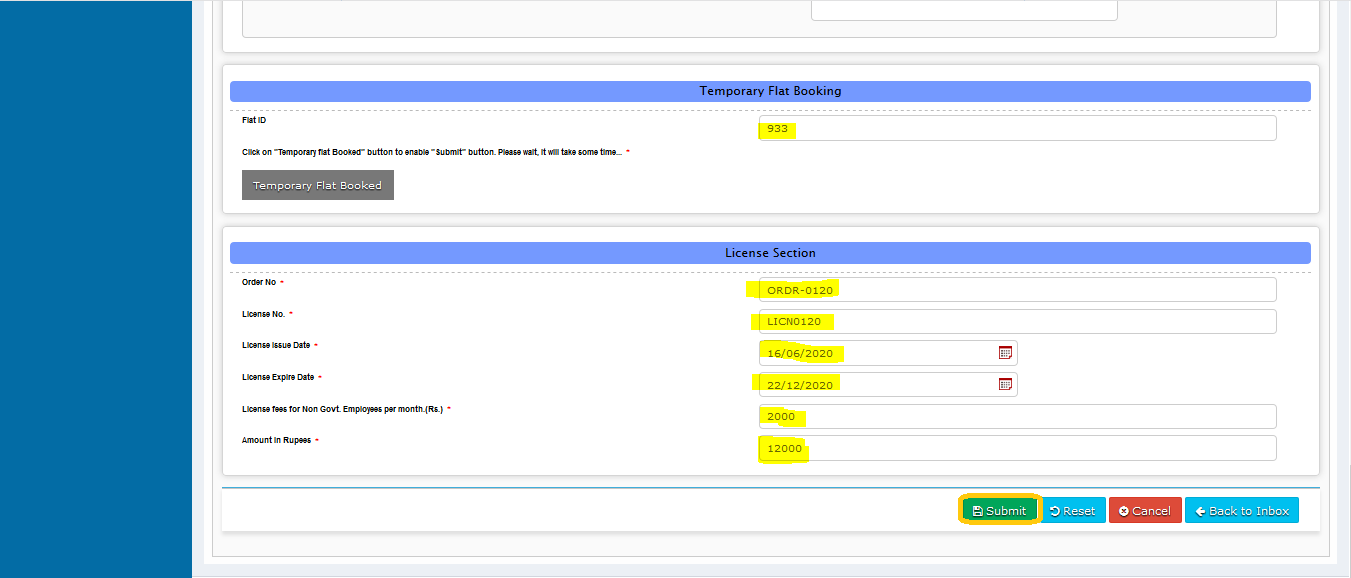
Now click on **“ok”** to continue.

****

**Step 12:**

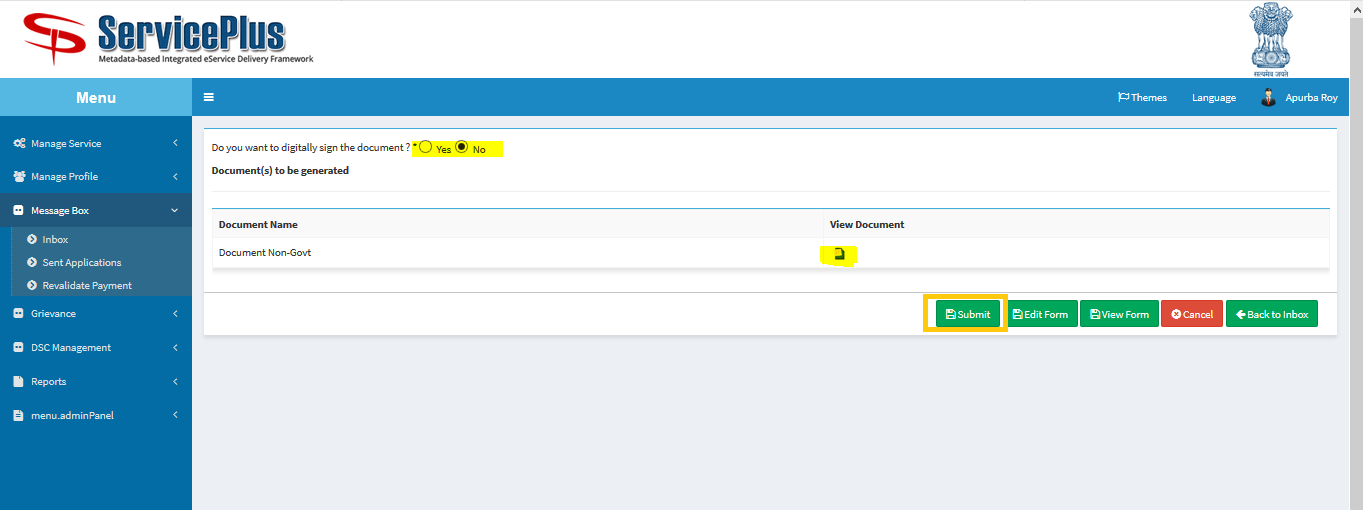
Fill the required Details for License.

Then click on Submit.

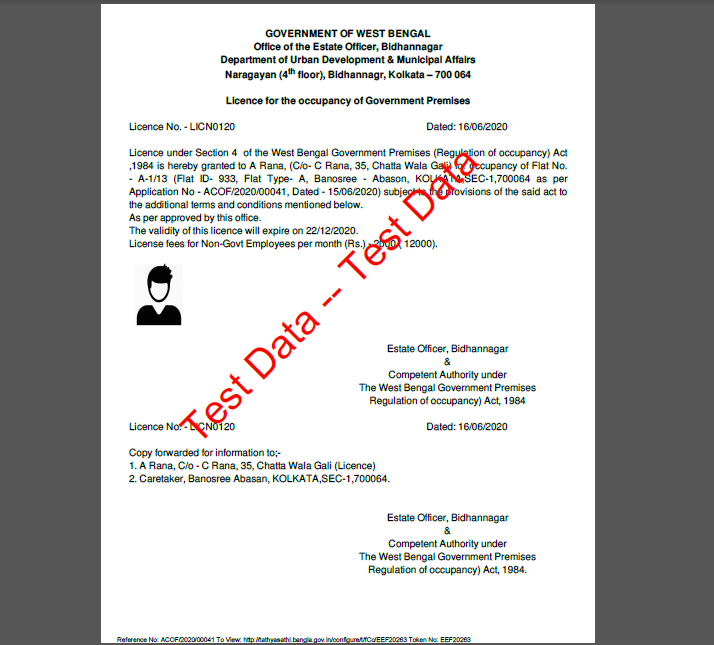
****

**Step 13:**

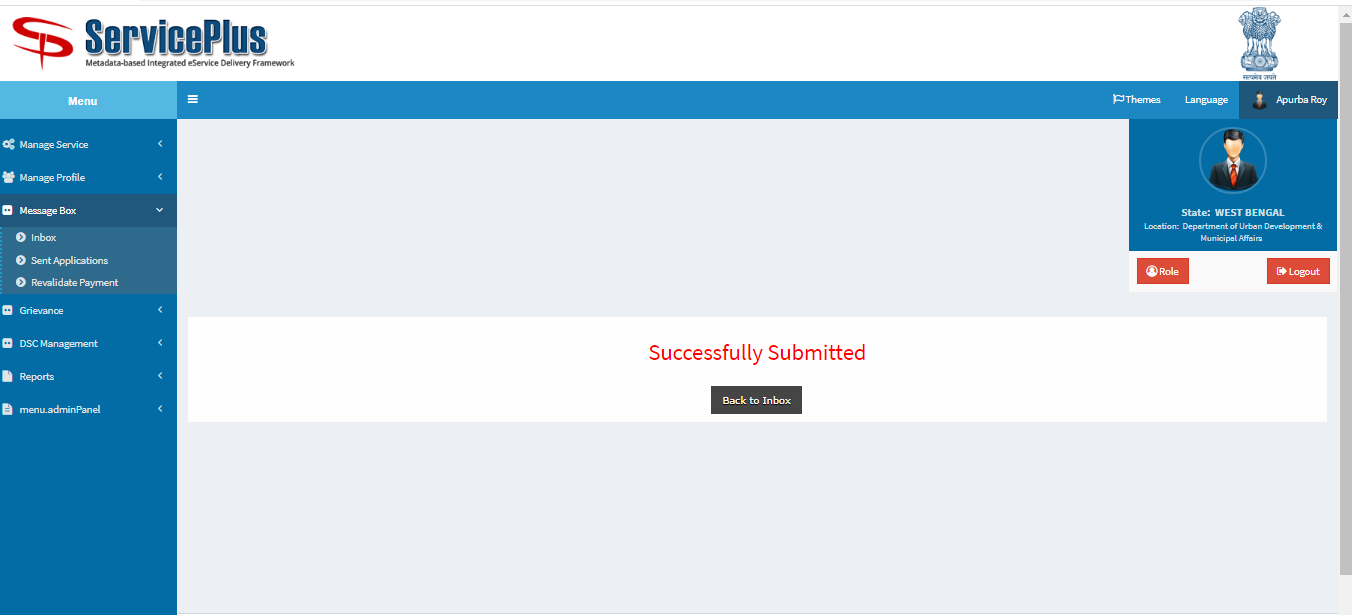
Here download file by clicking the **file** icon and **submit**.

****

**This is the License Copy.**

****

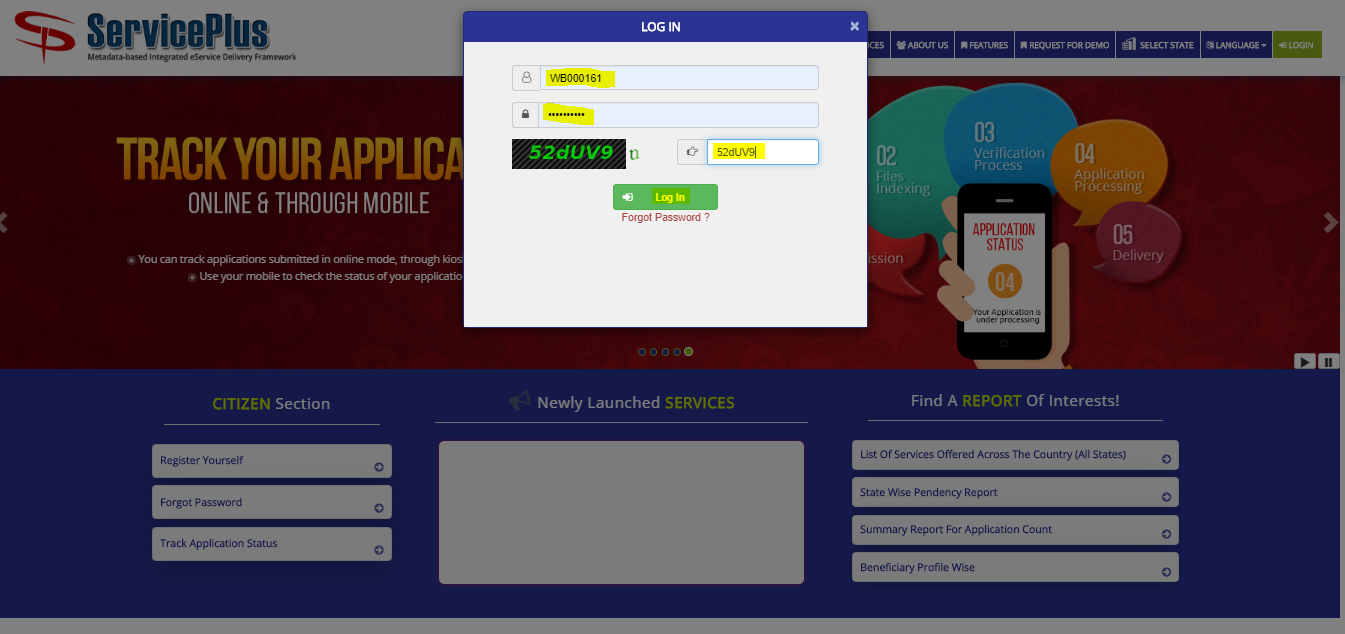
Now the application sends to Estate officer successfully.

****

**Estate Officer (Generation of License)**

**Step 1:**

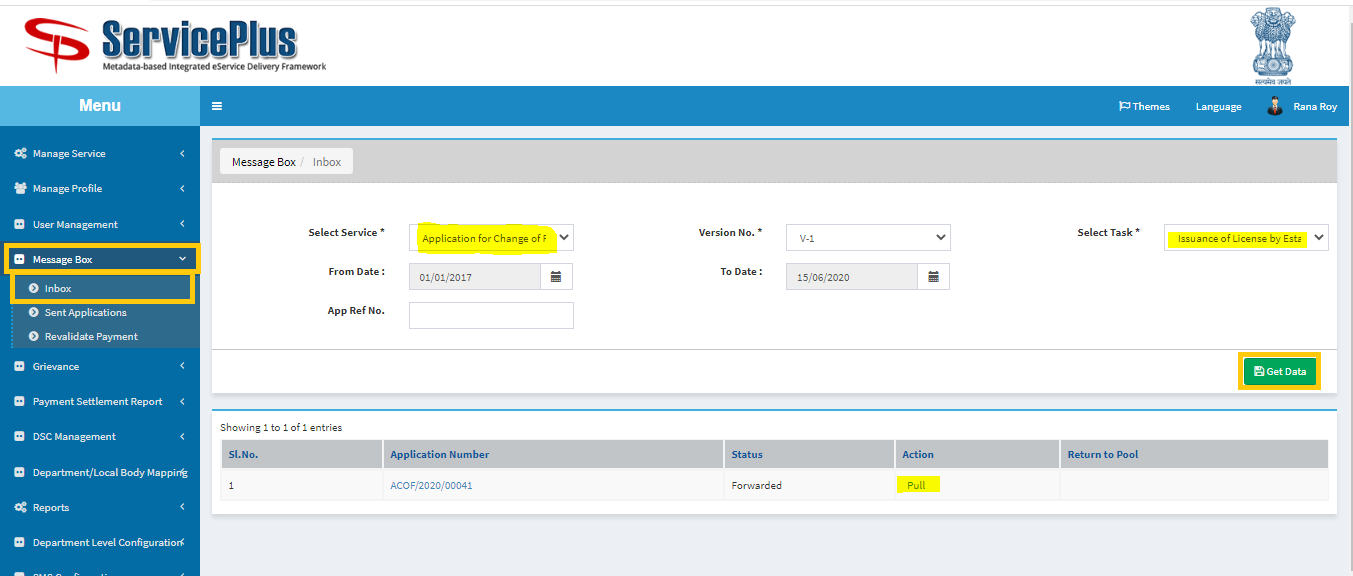
Again Login as **“Estate Officer**” in Service plus web portal.

****

**Step 2:**

Select the service **“Application for Change of Flats in Bidhannagar Municipal Corporation Area”** and select the task **“Issuance of License by Estate Officer”** and select **“Get Data”.**

Select **“Pull” / “Take Action”**.

****

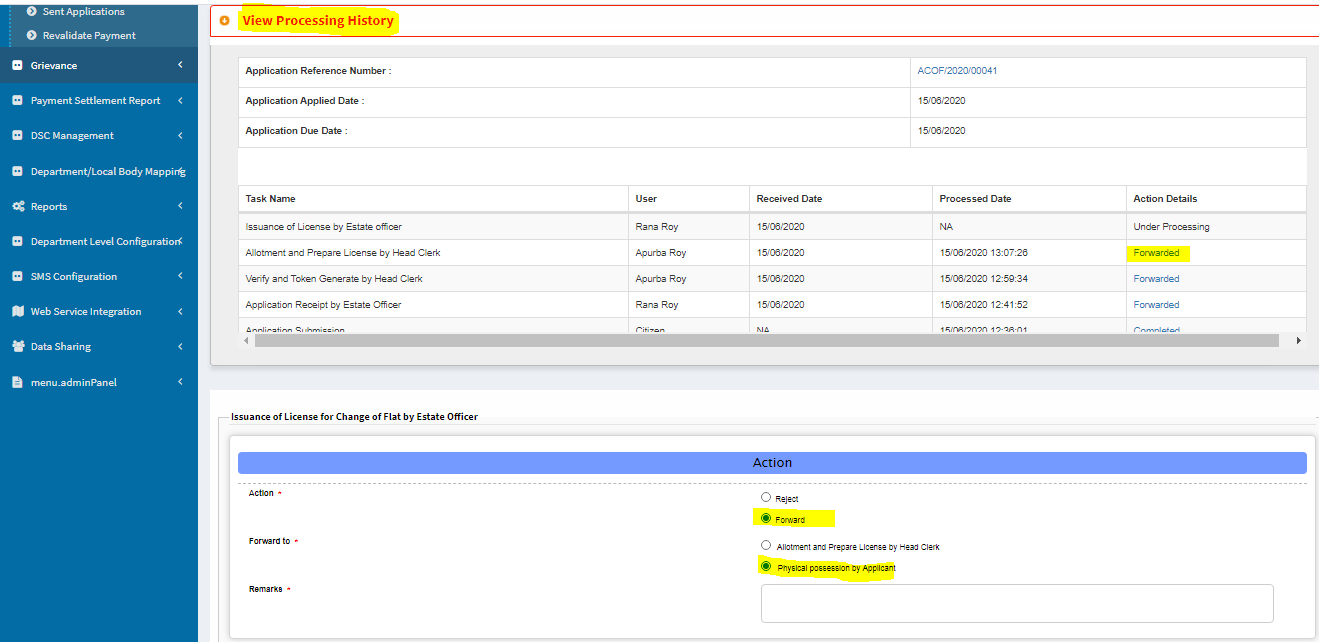
**Step 3:**

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 **forward** or **reject.**

Now select **forward** then **Physical Possession by Applicant.**

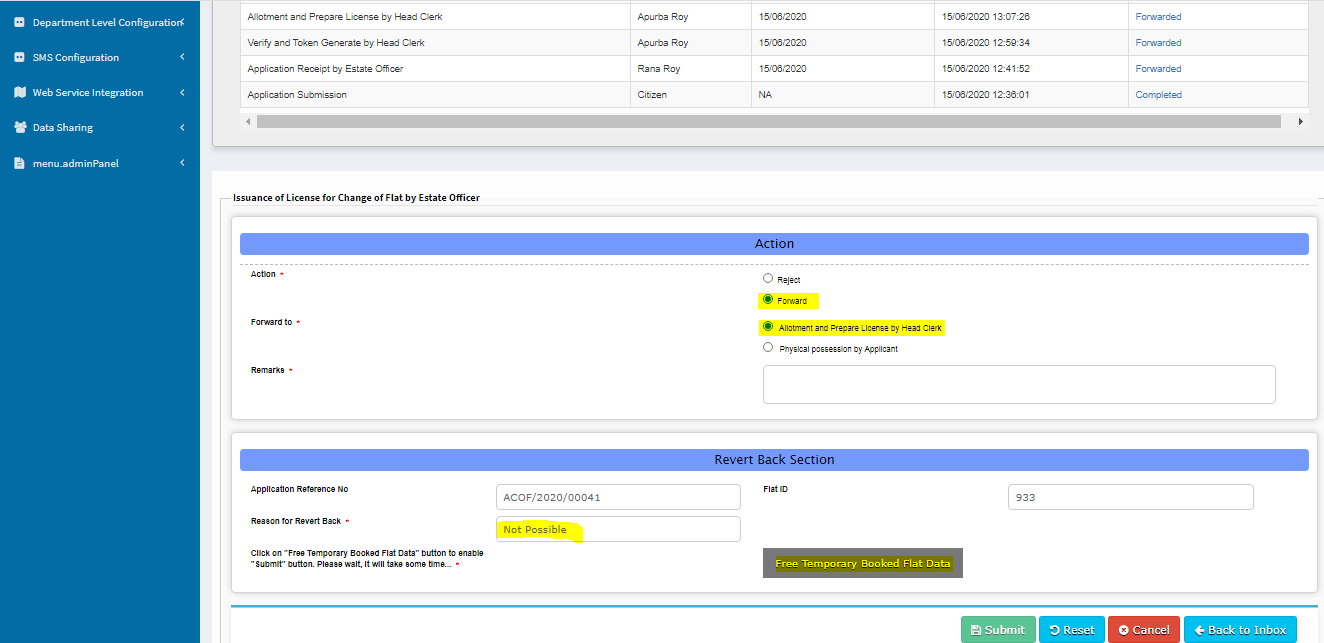
Or reject the application by selecting **Reject**.

****

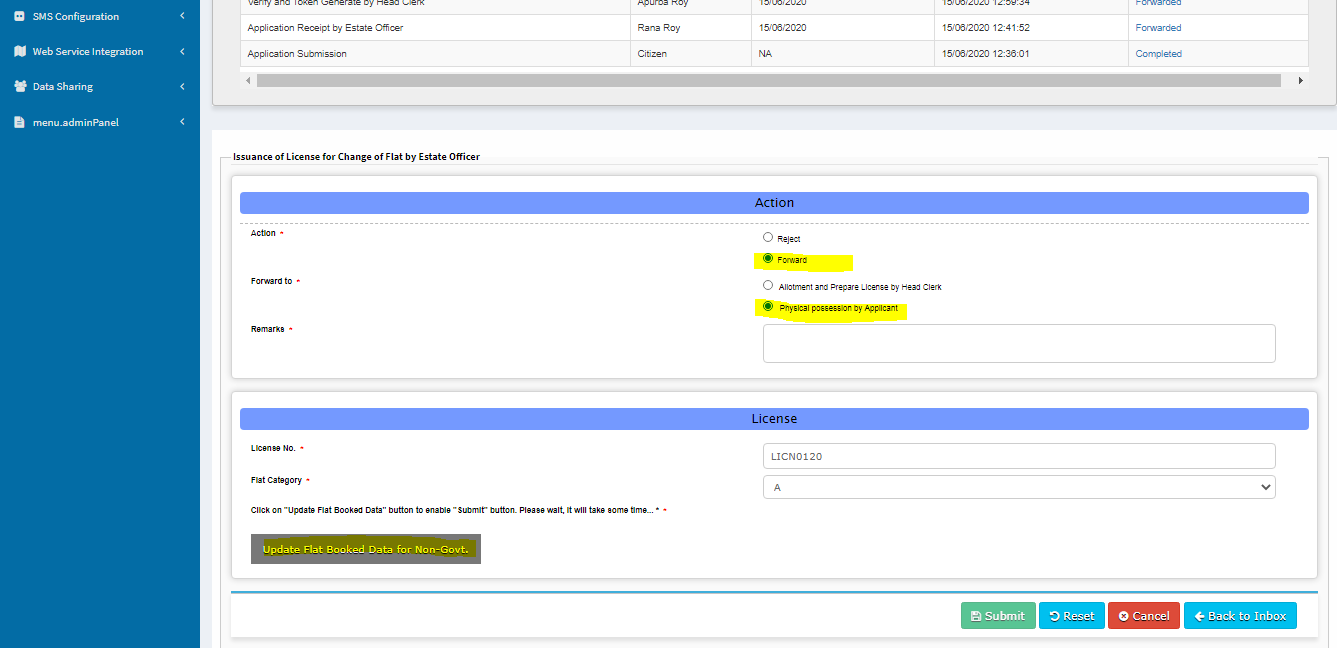
Or revert back by selecting **“Allotment and License generation by Head clerk”.**

Give “**reasons for revert back”**.

Then click on **“Free Temporary Booked Flat data”** to enable “**submit**” button**.**

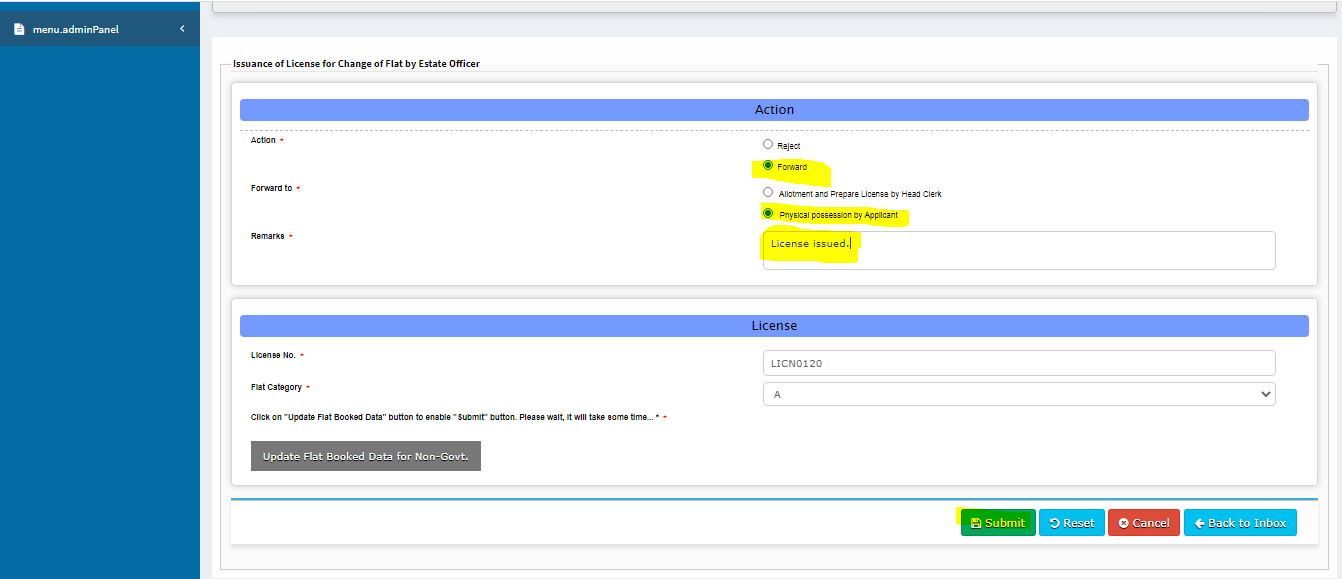
****

For the Case of **“Physical possession by applicant”** click on “**Update Flat booked data”.**

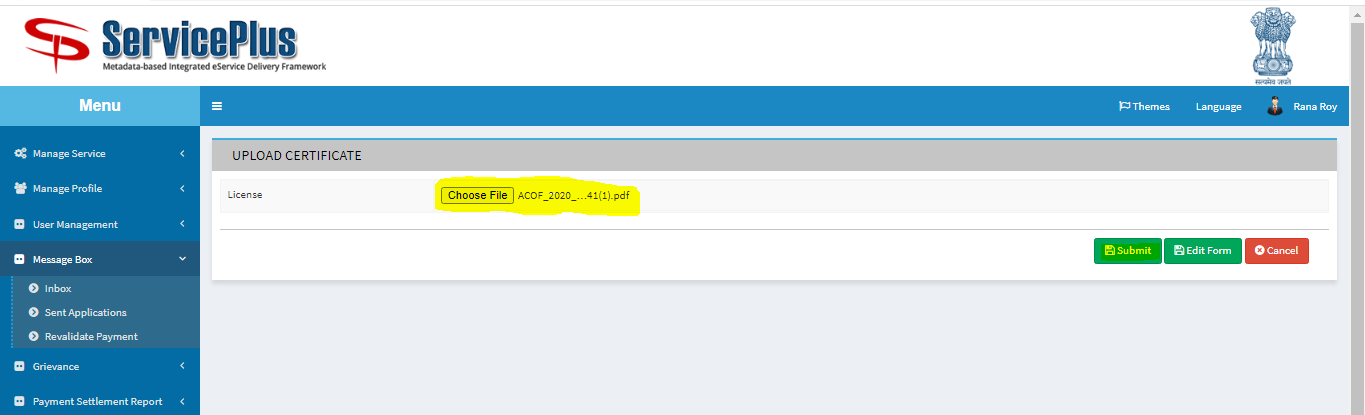
****

After successful **updation** this message pops up.

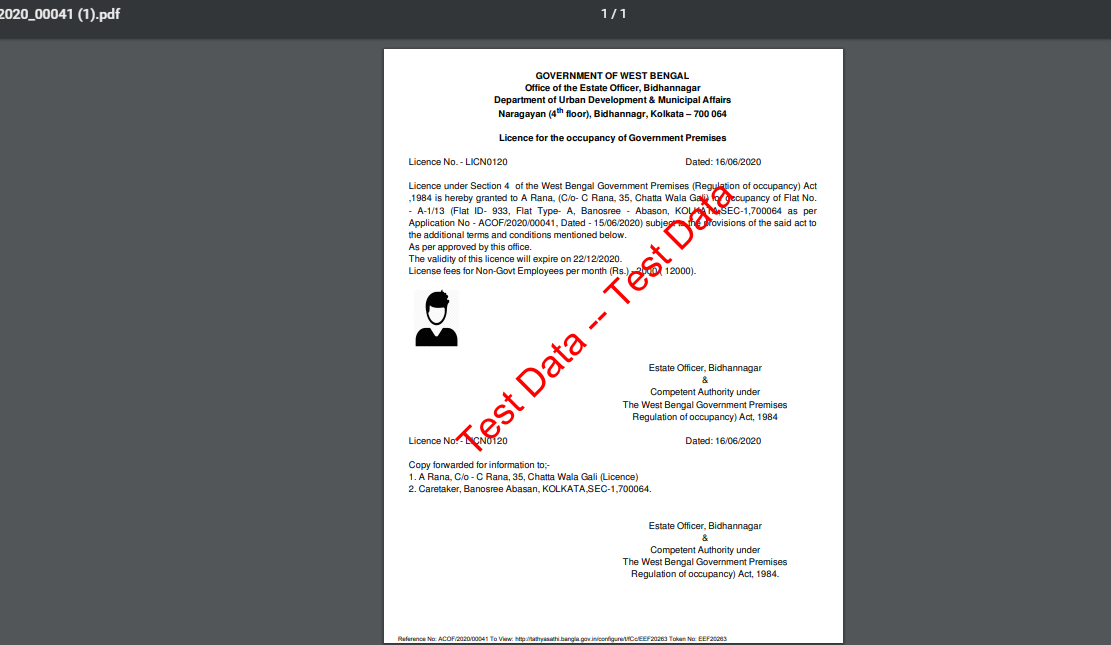
Click **“ok”** to continue and **submit**.

****

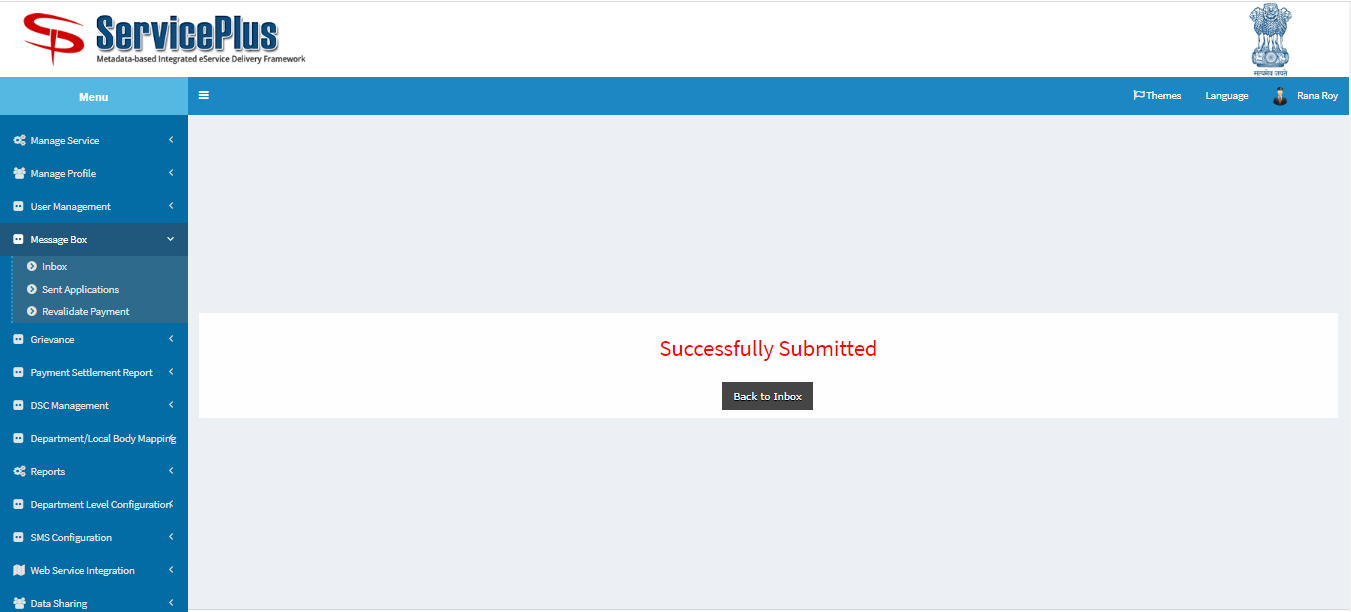
Upload The **License Copy** & **submit**.

****

**This is the License Copy.**

****

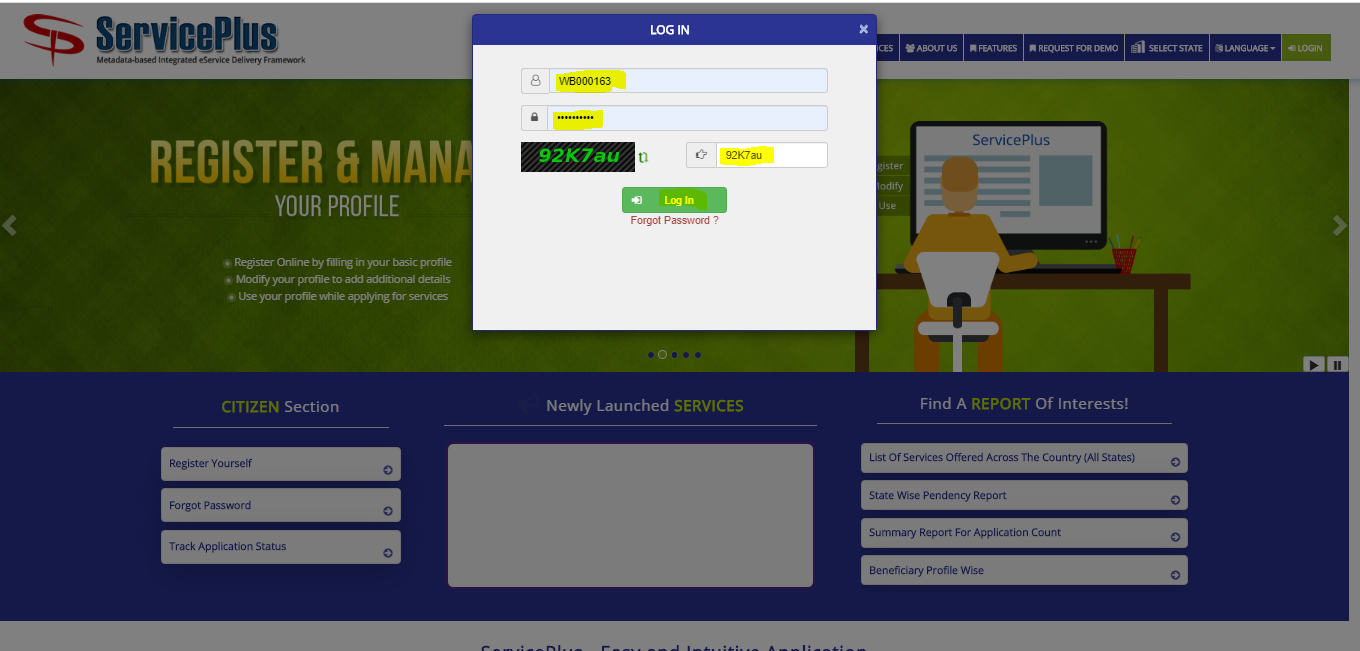
Now the License Copy sent to Applicant successfully.

****

**HEAD CLERK (Deliver the Application)**

**Step 1:**

Again Login as **“Head Clerk**” in Service plus web portal.

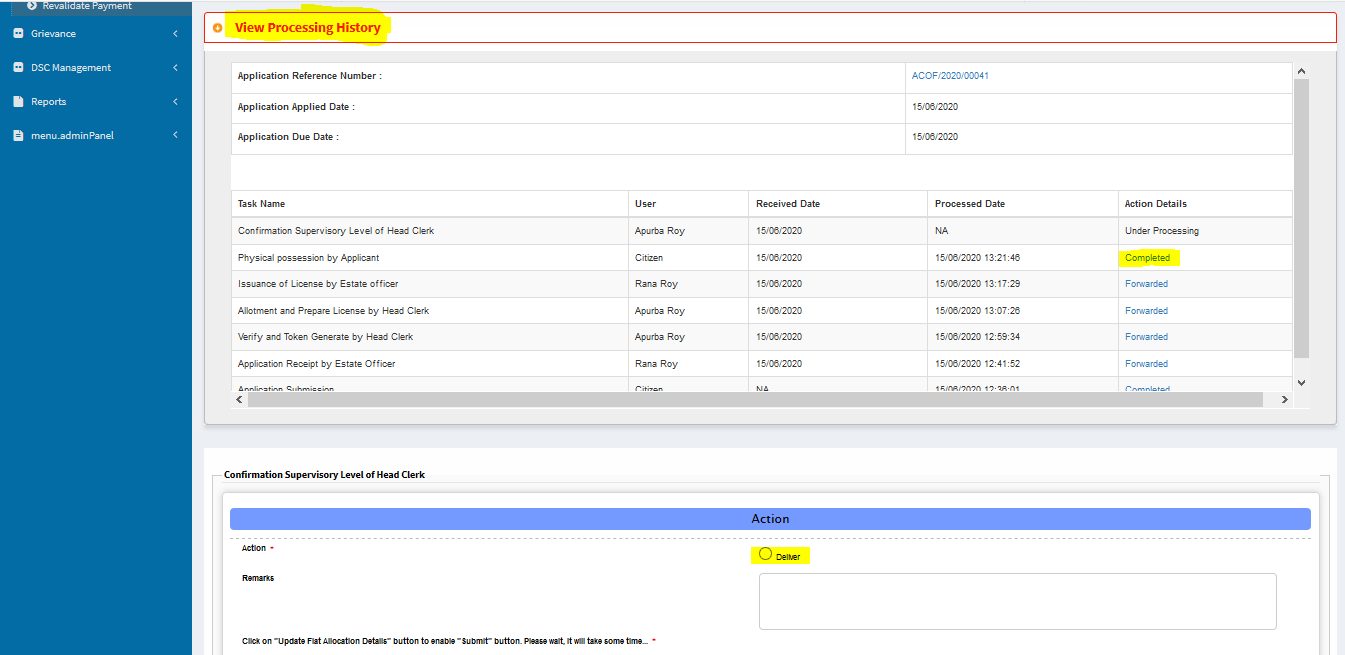
****

**Step 2:**

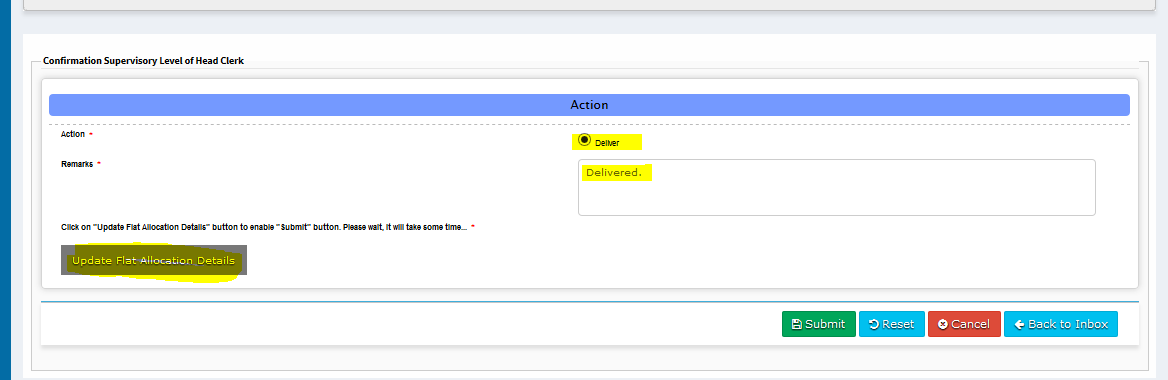
Select **“View Processing History”** to see the history of the application.

Action of the form can be taken by **Head Clerk** by taking action to **deliver.**

And then clicking on **“Update Flat Allocation details** button.

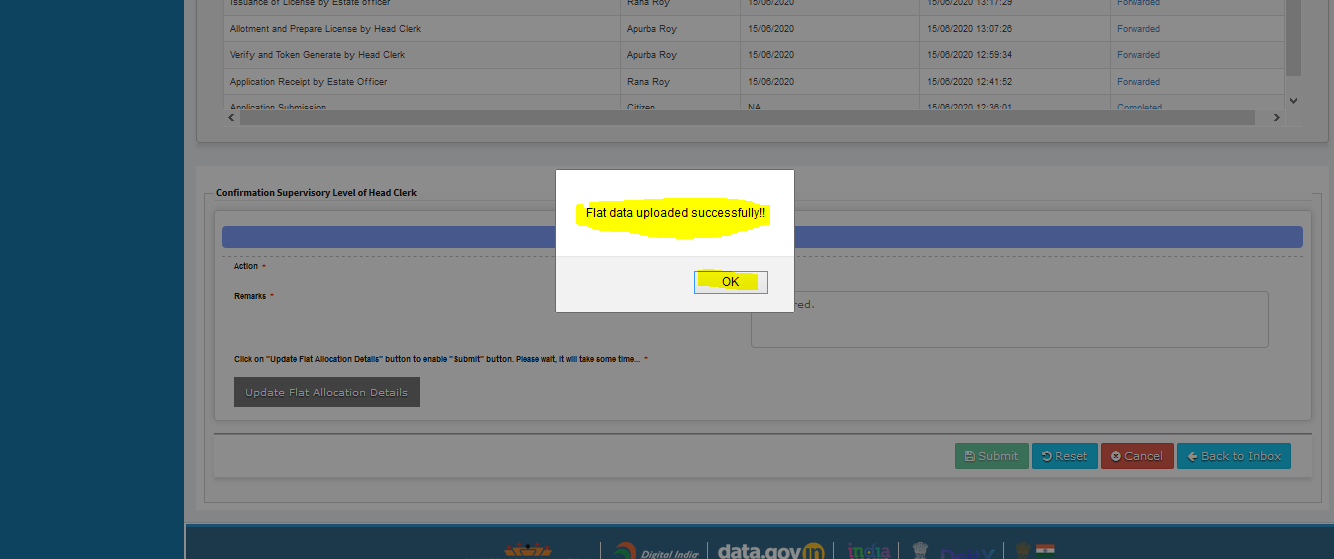
****

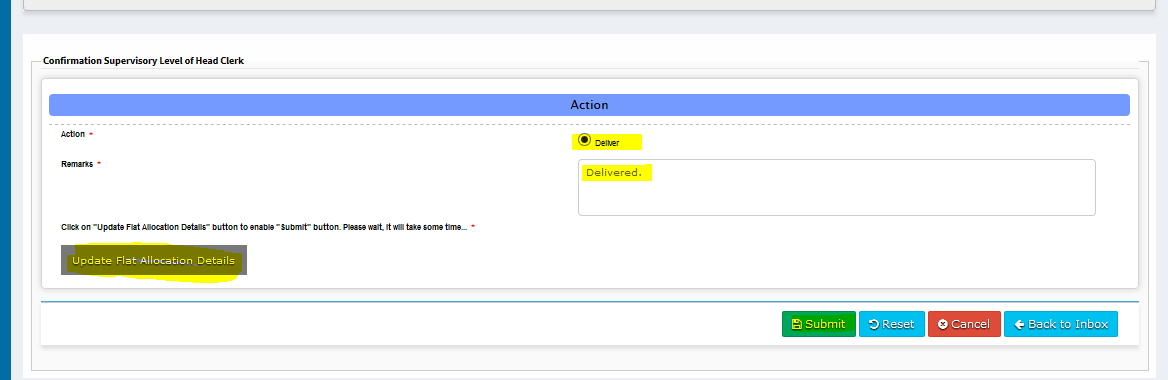
Give **remark** and click on the **“Update flat Allocation Details”.**

****

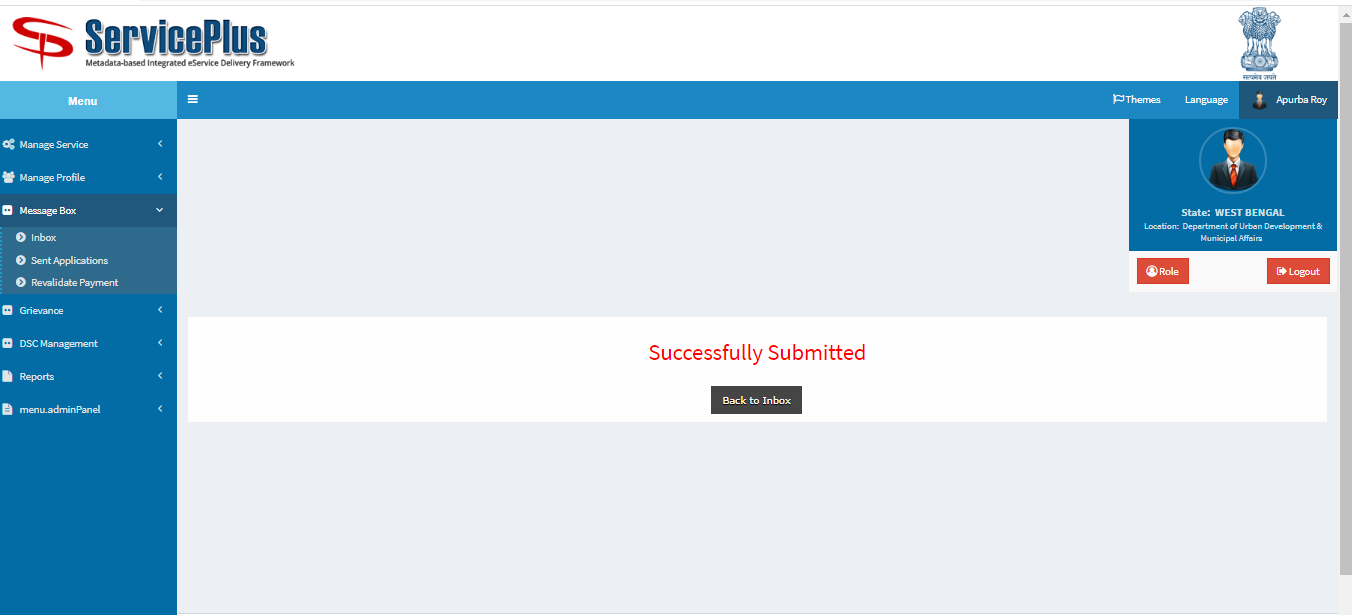
After successful **updation** this message pops up.

Click **“ok”** to continue and **submit**.

****

****

Now The License Copy Delivered Successfully.

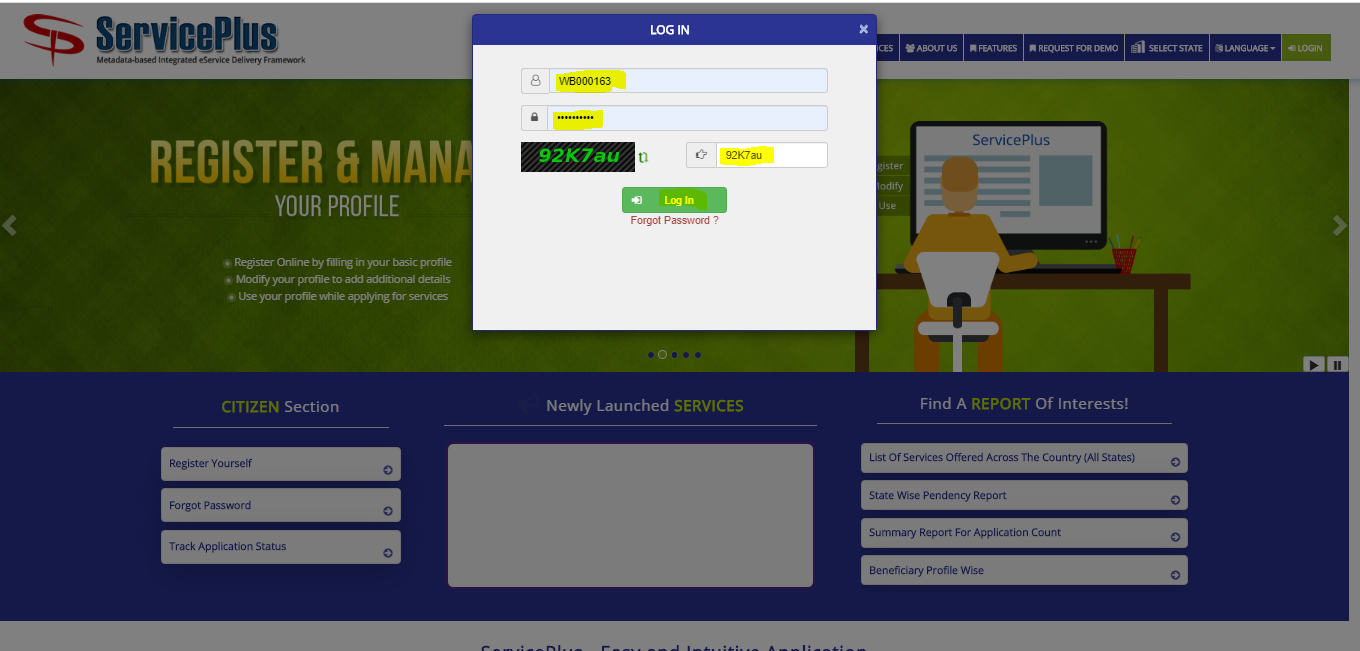
****

**SHORTFALL CASE**

**HEAD CLERK (Shortfall)**

**Step 1:**

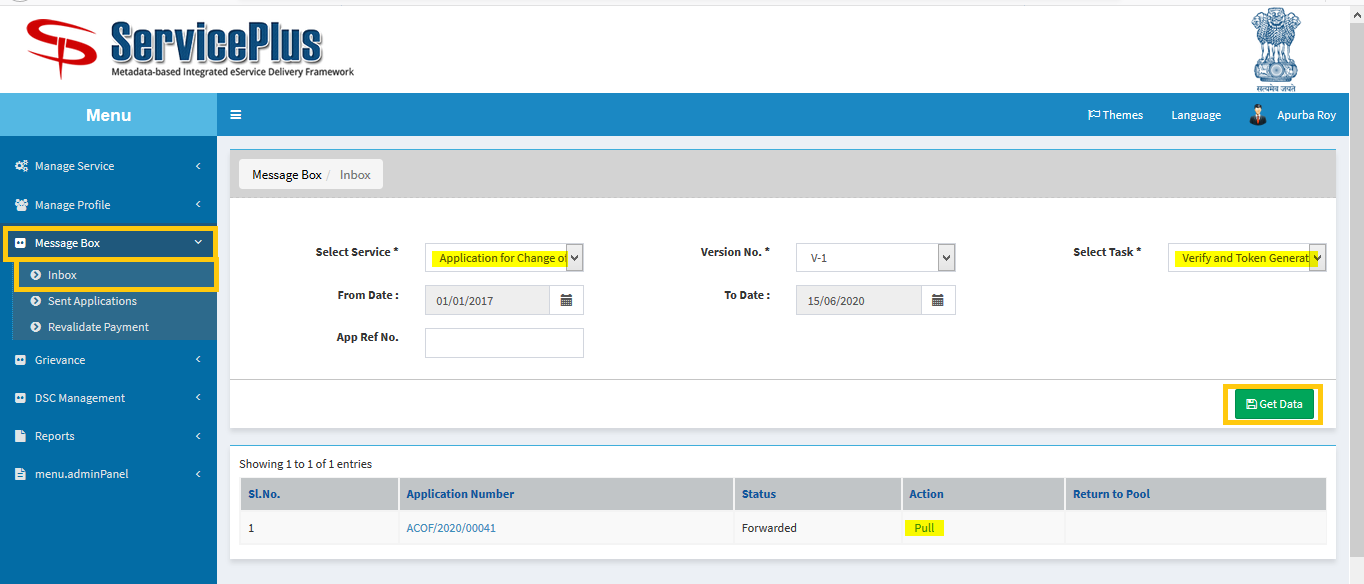
Again Login as **“Head Clerk**” in Service plus web portal.

****

**Step 2:**

Select the service **“Application for Change of Flats in Bidhannagar Municipal Corporation Area”** and select the task **“Verify and Token Generation by Head Clerk”** and select **“Get Data”.**

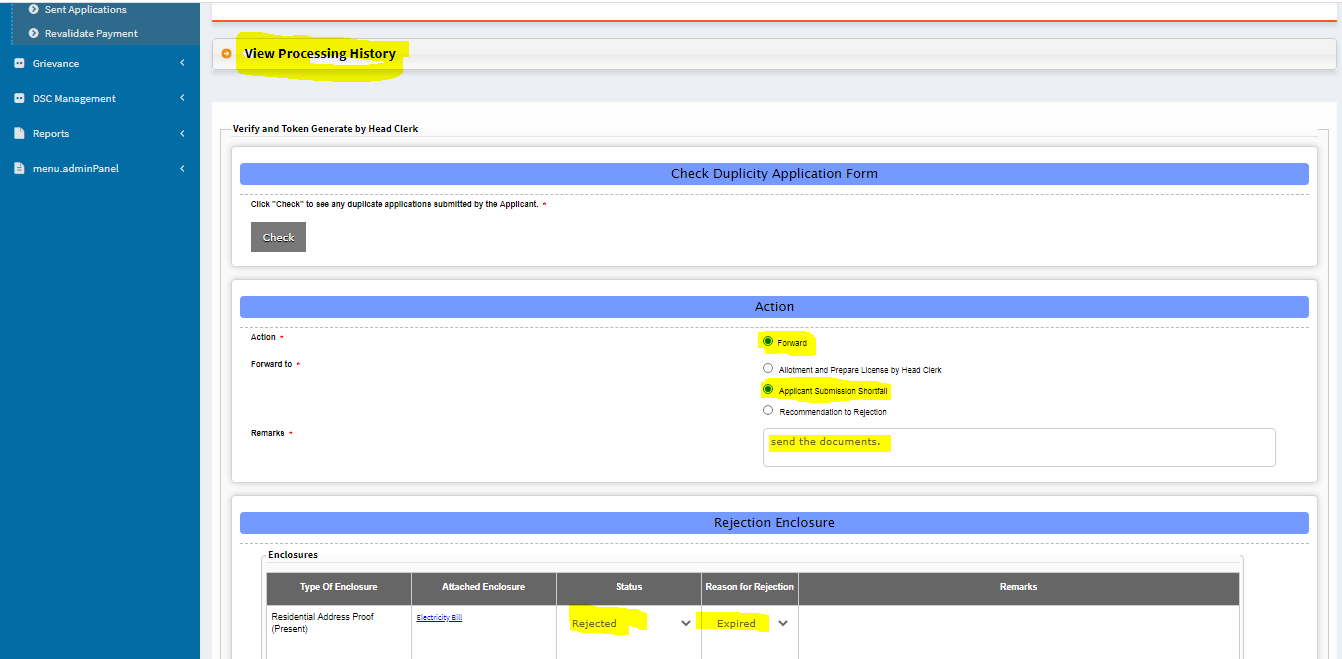
Select **“Pull” / “Take Action”**.

****

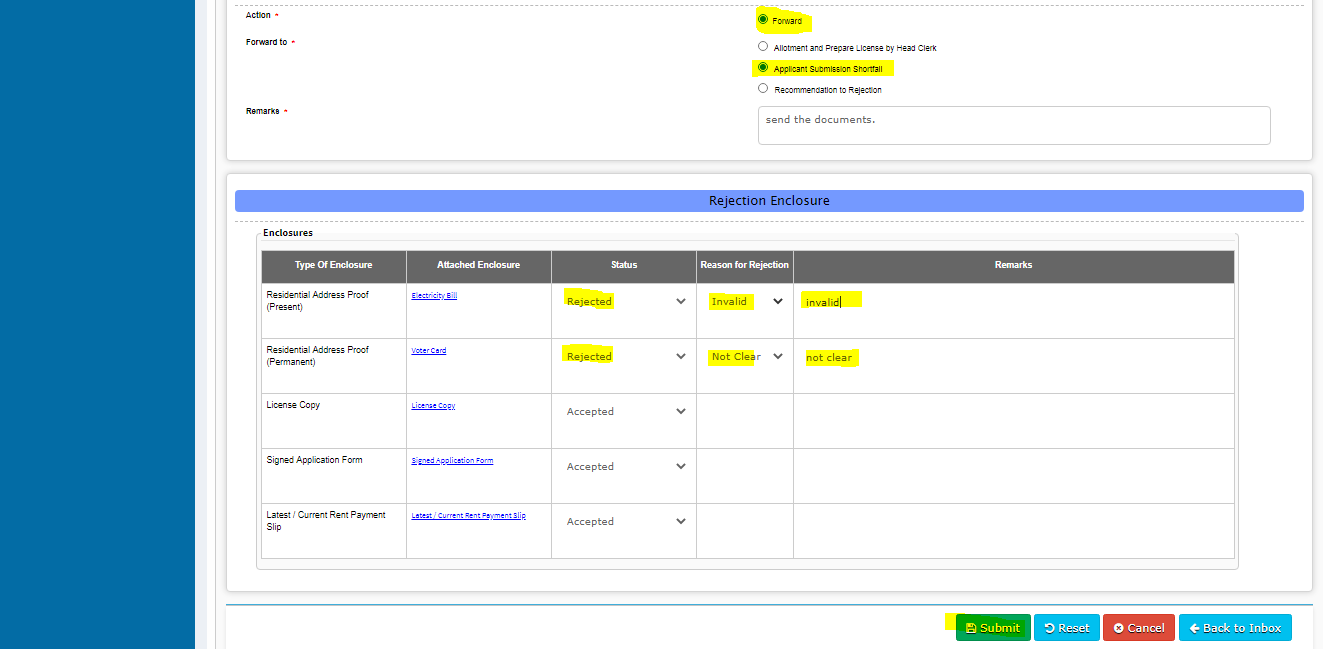
**Step 3:**

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

Action of the form can be taken by **Head Clerk** by taking action to **forward** and **Applicant Submission Shortfall** and the reason for rejection**.**

****

Mentioned the document for Shortfall & put remarks then click on submit.

****

After successful **submit** this message pops up.

Click **“ok”** to continue and **submit**.

