User Manual on Certified Copy of Deed Service for State-wise Rollout of e-District MMP in West Bengal
User Manual
On
Certified Copy of Deed Service

For

State-wise Roll Out of e-District MMP in West Bengal

Prepared By:
CMC Ltd., Kolkata
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Document Control:

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</tr>
<tr>
<td>Prepared By</td>
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</tr>
<tr>
<td>Release Date</td>
<td>4th May, 2014</td>
</tr>
<tr>
<td>Template Effective Date</td>
<td>28th December, 2001</td>
</tr>
<tr>
<td>Template Version</td>
<td>05</td>
</tr>
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### Revision Control Information

- **File Name**: WB_eDistrict_User_Manual_Applicant_Certified_Copy_of_Deed_4May14
- **File Creation Date**: 04/05/2014
- **Author(s)**: Priyanka Das
- **Approver(s)**: Tarun Kar

<table>
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<tr>
<td>2</td>
<td>-</td>
<td>Screens updated</td>
<td>0.2</td>
<td>04/05/2015</td>
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1 Introduction

1.1 Application Overview

e-District is the project that aims at electronic delivery of identified high volume citizen centric services, at district and sub district level by utilizing the four pillars of infrastructure namely, SDCs, SWANs, SSDGs and CSCs, optimally to deliver public services electronically to citizens at their door steps.

e-District has been envisaged by Government of West Bengal as automation of workflow and internal processes of District Administration for providing services to the citizens. This project is of paramount importance to the State as it would help in moving towards electronic workflow system for the district administration and help in providing efficient individual department services through Common Service Centres (CSCs) and Kiosk Centres, which would be the primary front end channels as envisaged in the project.

1.2 Functional Scope of the System

The system is intended for electronification of generation of Certified Copy of Deed. Scope of the system mainly includes Searching of deed details, Submission of application, Verification, Generation of Certified Copy of Deed and report generation process. The System also allows status inquiry of the application and maintains Electronic Register.

System will be implemented at following places for the Certified Copy of Deed.

- CSC
- Kiosk Centres
- ARA/ADSR/DSR office

There will be no such approval for this service. If data is available based on the given request, then the Certified Copy of Deed will be issued after payment of required fees.

1.3 User Role and Access Right

This section describes the roles and access rights of various users that WB eDA supports

<table>
<thead>
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<th>Role</th>
<th>Access Rights</th>
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<tr>
<td>Kiosk/CSC operator/Citizen</td>
<td>Create: Able to create new request; Read: Able to read/ view the saved request and its status; Update: Able to update the saved request; Delete: N/A</td>
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</table>

1.4 Document Usage Description

This User Manual describes the process of Searching of deed details, Submission of application, Verification, Generation of Certified Copy of Deed and report generation process.

1.5 Related Documents

Software Requirement Specifications
1.6 Customer Support
The Regional SI Head
CMC Limited
28, Camac Street,
Kolkata – 700 016

1.7 Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>ADM(G)</td>
<td>Additional District Magistrate</td>
</tr>
<tr>
<td>ADSR</td>
<td>Additional District Sub-Registrar</td>
</tr>
<tr>
<td>AIN</td>
<td>Application Identification Number</td>
</tr>
<tr>
<td>ALC</td>
<td>Assistant Labour Commissioner</td>
</tr>
<tr>
<td>AR</td>
<td>Additional Registrar</td>
</tr>
<tr>
<td>ARA</td>
<td>Additional Registrar of Assurance</td>
</tr>
<tr>
<td>ASO</td>
<td>Assistant Statistical Officer</td>
</tr>
<tr>
<td>ATO</td>
<td>Additional Treasury Officer</td>
</tr>
<tr>
<td>BCW</td>
<td>Backward Class Welfare</td>
</tr>
<tr>
<td>BCWI</td>
<td>Backward Class Welfare Inspector</td>
</tr>
<tr>
<td>BDO</td>
<td>Block Development Officer</td>
</tr>
<tr>
<td>BI</td>
<td>Block Inspector</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CSC</td>
<td>Common Service Centre</td>
</tr>
<tr>
<td>DA</td>
<td>Dealing Agent / Dealing Assistant</td>
</tr>
<tr>
<td>DCC</td>
<td>Deputy Chief Controller</td>
</tr>
<tr>
<td>DLTO</td>
<td>District Level Treasury Officer</td>
</tr>
<tr>
<td>DM</td>
<td>District Magistrate</td>
</tr>
<tr>
<td>DR</td>
<td>District Registrar</td>
</tr>
<tr>
<td>DSR</td>
<td>District Sub-Registrar</td>
</tr>
<tr>
<td>E-District</td>
<td>Electronic District</td>
</tr>
<tr>
<td>EO</td>
<td>Enquiry Officer</td>
</tr>
<tr>
<td>ETaal</td>
<td>Electronic Transaction Aggregation &amp; Analysis Layer</td>
</tr>
<tr>
<td>IGR</td>
<td>Inspector General of Registration</td>
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<tr>
<td>LWFC</td>
<td>Labour Welfare Facilitation Centre</td>
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<tr>
<td>MMP</td>
<td>Mission Mode Project</td>
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<tr>
<td>MSDG</td>
<td>Mobile Services Delivery Gateway</td>
</tr>
<tr>
<td>OCJM</td>
<td>Officer in Charge, Judicial Munshikhana</td>
</tr>
<tr>
<td>RLO</td>
<td>Regional Labour Offices</td>
</tr>
<tr>
<td>SDC</td>
<td>State Data Centre</td>
</tr>
<tr>
<td>SDO</td>
<td>Sub-Divisional Officer</td>
</tr>
<tr>
<td>SLO</td>
<td>Self Employed Labour Organiser</td>
</tr>
<tr>
<td>SMS</td>
<td>Short Messaging Service</td>
</tr>
<tr>
<td>SRS</td>
<td>Software Requirement Specifications</td>
</tr>
<tr>
<td>SSDG</td>
<td>State e-Governance Services Delivery Gateway</td>
</tr>
<tr>
<td>SWAN</td>
<td>State Wide Area Network</td>
</tr>
<tr>
<td>UAIN</td>
<td>Unique Application Identification Number</td>
</tr>
<tr>
<td>Webel</td>
<td>West Bengal Electronic Industry Development Corporation Limited</td>
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</tbody>
</table>

WB e-District application notifies the applicant about the status of the application via SMS and email.
2 Getting Started for West Bengal e-District Application

2.1 Login to the Application

In order to log in to the West Bengal e-District Application, the user should open an internet browser, type the <site url> in the address bar and press Enter. West Bengal e-District Application login page appears as below:

![West Bengal e-District Login Page](image)

The login page contains 'Welcome' message for the users of West Bengal e-District application. Login option is for Admin/ Kiosk User and Other User. The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password. Type the Captcha, as visible. Press Login to enter the home page of the application.

If the citizen is logging into the system for the first time, click Citizen Registration to register in the system. If the user has forgotten the user name or password or both, click Forgot Password.

The citizen or CSC/ kiosk operator will log in to the system to apply for Certified Copy of Deed.

2.2 Home Page

After login to West Bengal eDistrict, the Home page appears. It shows the comprehensive list of services under Department and District column. Total Count is displayed for the total number of applications for all services till the last update.
2.3 Apply to Services

Click on ‘Apply to Services’ to view the list of services under different modules. The modules are: Social Welfare Schemes, Registration of Societies, Land Records and Revenue Court Services, Services of Labour Department, Certificates, Licenses and Grievance Redressal/RTI. Click on the specific service name the user wants to apply for.

2.3.1 Apply to Certified copy of Deed

In order to apply for ‘Certified Copy of Deed’, click on the service name under ‘Land Records and Revenue Court Services’ module.
It is also possible to apply for specific service by clicking on the service name from Home Page. ‘Certified Copy of Deed’ Service is available under the column ‘Department’.

After applying for the service ‘Instruction and Requirements for Certified Copy of Deed’ page opens as below:
The applicant will have to select ‘Apply’ button in order to apply for Certified Copy of Deed. The page opens as below. The applicant will have to select ‘Application for certified copy of deed’ radio button and then click ‘Next’ to apply for the service.

2.3.2 Search Deed

After the applicant selects Radio button for ‘Application for Certified Copy of Deed’, following screen appears for providing search input.
• **District:**
  This is a mandatory drop-down field. The applicant has to select the District name from the drop-down list.

• **Registration Office:**
  This is a mandatory drop-down field. The applicant has to select the Registration Office from the drop-down list. The list appears as per the district selected by the applicant.

• **Year of Registration:**
  This is a mandatory date field. The applicant has to select the date from the calendar.

• **Registered in Book:**
  In this field the default value is displayed as ‘1’, as the registration is always done in Book 1.

• **Deed Number:**
  This is a mandatory text box field. The applicant will have to manually enter the Deed Number to apply for the certified copy.

• **Search:**
  The applicant will have to click this button to search the result from West Bengal Registration Department.

### 2.3.3 Search Result and Applicant’s Basic Information

On clicking ‘Search’ button, the Search Result from West Bengal Registration Department appears as below. The screen also contains a section named ‘Applicant’s Basic Information’, where the applicant will have to manually enter the basic information required.

![Search Result and Applicant's Basic Information](image)

**Figure 8: Search Result and Applicant’s Basic Information**

**Search Result from West Bengal Registration Department:**

- **Availability of digitally signed deed image:**
  This shows if the digitally signed deed image is available or not.

- **Amount to be paid (INR):**
  This shows the calculated amount to be paid in INR value.

- **Pages:**
  This shows the number of pages present in the digitally signed copy of deed. The amount to be paid is calculated on the basis of the number of pages.

**Applicant’s Basic Information:**

- **Salutation:**
This is a mandatory field. The applicant will have to select the salutation from the list, as entered during registration.

- **First Name:**
  This is a mandatory text box field. The applicant will have to manually enter the First Name, as entered during registration.

- **Middle Name:**
  This is an optional text field. The applicant will have to manually enter the Middle Name, if entered during registration.

- **Last Name:**
  This is a mandatory text box field. The applicant will have to manually enter the Last Name, as entered during registration.

- **Mobile No.:**
  This is a mandatory numeric field. The applicant will have to enter the Mobile Number.

- **E-mail:**
  This is a mandatory text box field. The applicant will have to enter the e-mail id.

- **Deed No.:**
  This field displays the Deed No.

- **Applicant Address:**
  This is a mandatory text box field. The applicant will have to manually enter the address.

- **Reset:**
  If the user wants to reset the data entered, it is required to click on ‘Reset’ button.

- **Save and Next:**
  If the user wants to save the data entered and proceed to the next step of application, he/she will have to select ‘Save & Next’ button.

After the applicant clicks ‘Save and Next’ button, the payment page appears as below:

![Figure 9: GRIPS Payment](image)

### 2.3.4 Payment for Certified Copy of Deed

- **Payment Gateway:**
  The payment for this service is done in online mode. The applicant will have to select the ‘Payment Gateway’ radio button to make the payment.
**GRIPS Payment**

- **Payment mode:**
  This is a mandatory drop-down field, where the applicant will have to select the mode of payment (online/counter payment/debit card payment) from the drop-down list.

- **Payment Amount:**
  This is a mandatory text field, where the applicant will have to enter the payment amount.

- **Pay:**
  After selecting the payment mode and entering data in all required fields, the applicant will have to click the ‘Pay’ button to make the payment.

- **Cancel:**
  The applicant can click this button if cancellation of payment is required.

**2.3.5 Acknowledgement**

After the applicant submits the payment, acknowledgement appears as below:

![Application Acknowledgement](image)

**Figure 10: Application Acknowledgement**

The applicant can take a print out of the acknowledgement by clicking ‘Print’ button. After the acknowledgement appears with AIN, the applicant will have to exit the system by clicking on ‘Close’ button. Later, by using the AIN, the applicant can get the Certified Copy of Deed.
3. **System Set-up**

3.1. **System Start up Parameters**  
NA

3.2. **Master File Set-up**  
NA

3.3. **Business Rules**  
As per the SRS related to ‘Certified Copy of Deed’

3.4. **Print Set-up**  
NA
4. Application Details

4.1. Module Name

4.1.1. Function Name

NA

4.1.1.1. Purpose

NA

4.1.1.2. Menu Navigation

NA

4.1.1.3. User Group

NA

4.1.1.4. Form Layout

NA

4.1.1.5. Activation Options

NA

4.1.1.6. Form Description

NA
5. Reports / Query

5.1. Report / Query Title
NA

5.1.1. Selection Rules
NA

5.1.2. Description
NA

5.1.3. Report / Query Layout
NA
6. **Interfaces**

6.1. **Interfaces to other systems**

NA

6.2. **Data Files Upload / Down Load**

6.2.1. **Description**

NA

6.2.2. **File Format**

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