



User Manual on Issuance of Certified Copy of RoR for State-wise Rollout of e-District MMP in West Bengal



**User Manual
On
Issuance of Certified Copy of RoR
Service**

For

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

Prepared By:
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CMC Limited



Your IT Partner

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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 the Issuance of Certified Copy of RoR process. Scope of the System mainly includes Searching, Application submission, retrieval & printing of digitally signed Certified Copy of RoR and Report Generation Process. The System also allows status inquiry for the application submitted and maintaining Electronic Register.

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

- CSC
- Kiosk Centres
- Offices of RO/BL&LRO

There will be no such approval for this service. If data is available based on the given request, then the Certified Copy of RoR 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

Role	Access Rights			
	Create	Read	Update	Delete
Kiosk/CSC operator/ Citizen	Able to create new request	Able to read/ view the saved request and its status	Able to update the saved request	N/A

1.4 Document Usage Description

This User Manual describes the process of Searching, Application submission, retrieval & printing of digitally signed Certified Copy of RoR and Report Generation Process

1.5 Related Documents

Software Requirement Specifications

1.6 Customer Support

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1.7 Acronyms and Abbreviations

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

WB e-District application notifies the applicant about the status of the application via SMS and email.

2 Getting Started for West Bengal eDistrict 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:

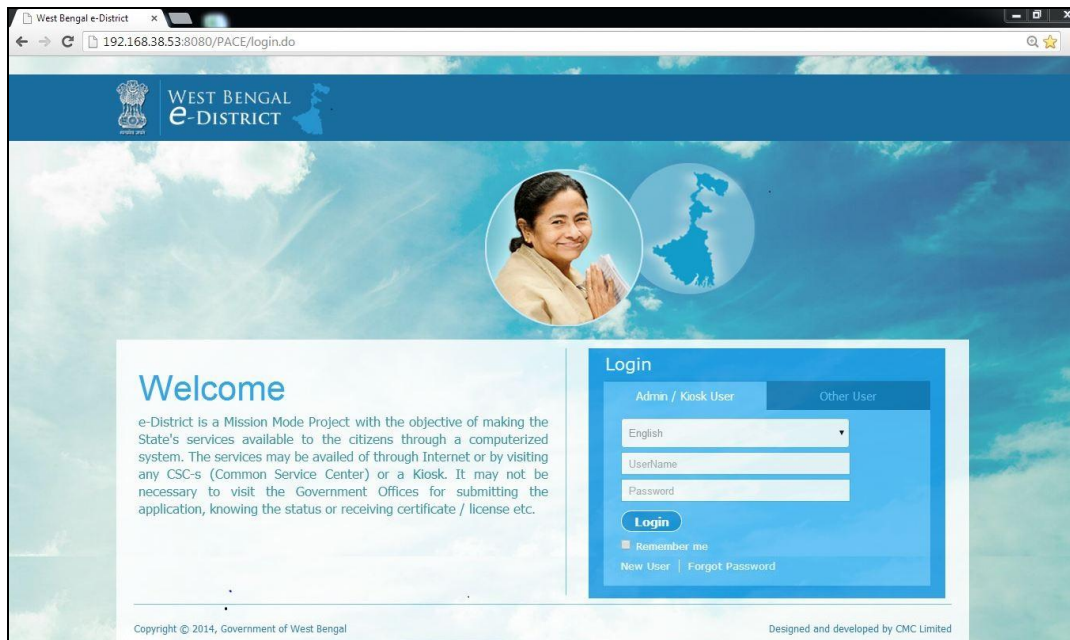


Figure 1 West Bengal e-District Login Page

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 Issuance of Certified Copy of RoR.

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.



Figure 2: Home Page

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 Issuance of Certified Copy of RoR

In order to apply for 'Issuance of Certified Copy of RoR', click on the service name under 'Land Records and Revenue Court Services' module.



Figure 3: Apply to Services

It is also possible to apply for specific service by clicking on the service name from Home Page. 'Issuance of Certified Copy of RoR' Service is available under the column 'Department'.

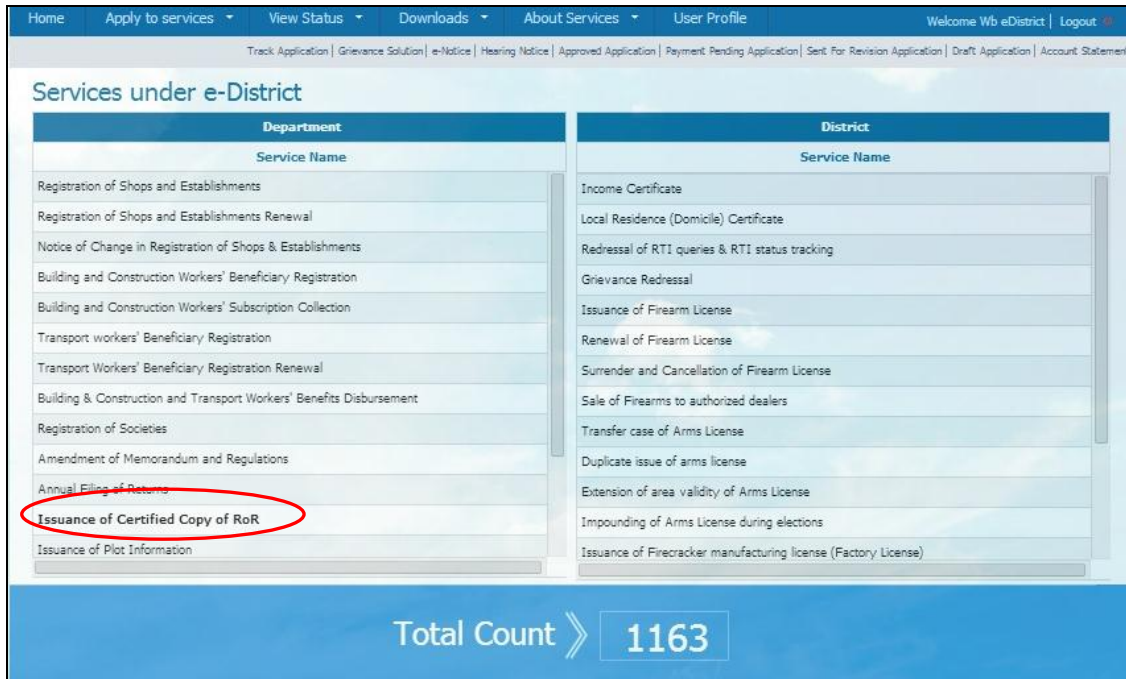


Figure 4: Other Means of Apply to Service

After applying for the service 'Instruction and Requirements for Issuance of Certified Copy of RoR' page opens as below:

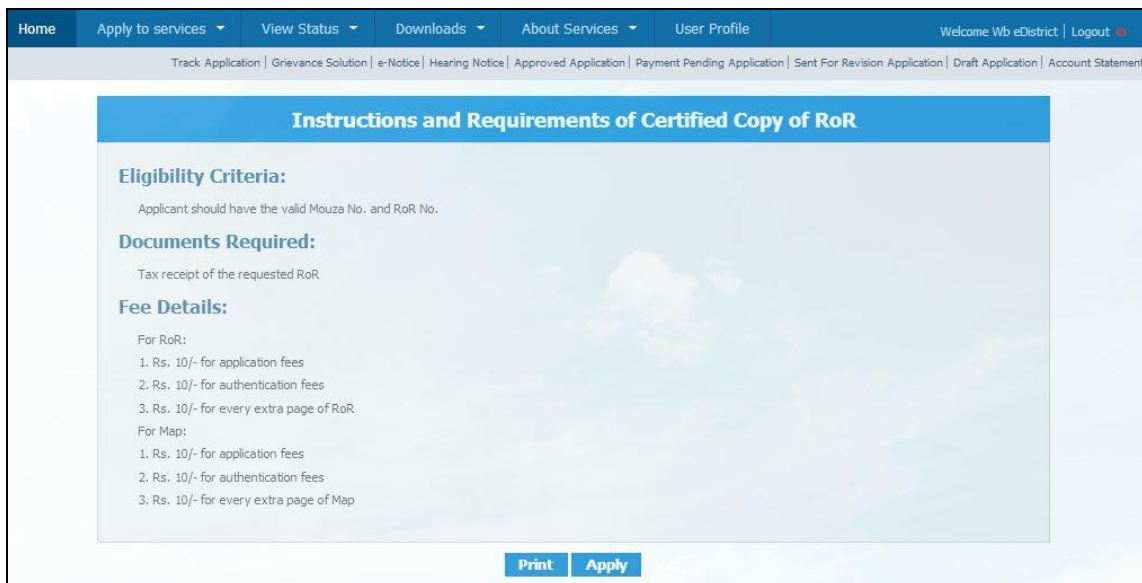


Figure 5: Instructions and Requirements of Issuance of Certified Copy of RoR

The applicant will have to select 'Apply' button in order to apply for Issuance of Certified Copy of RoR. The page opens as below. The applicant will have to select 'Application for Certified Copy of RoR' radio button. Searching parameters appear as below. Applicant will have to fill up the mandatory fields.

2.3.2 Searching for Certified Copy of RoR

After the applicant selects Radio button for 'Application for Certified Copy of RoR', following screen appears for providing search input.

Figure 6: Application for Certified Copy of RoR

- **District:**
This is a mandatory drop-down field. The applicant has to select the District name from the drop-down list.
- **Block:**
This is a mandatory drop-down field. The applicant has to select the Block from the drop-down list. The list of Blocks appears as per the district selected by the applicant.
- **Mouza No.:**
This is a mandatory drop-down field. The applicant has to select the Mouza, where the RoR is located. The list of Mouza appears as per the block selected by the applicant.
- **RoR No.:**
This is a mandatory field. The applicant will have to manually enter the RoR no. in this field.
- **Reset:**
The applicant can click this button to reset the search parameters entered.
- **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 Land 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.

The screenshot shows a web interface with two main sections. The top section, titled "Search Result from West Bengal Land Department", displays the following information:

Availability of digitally signed image :	Yes
Amount to be paid (INR) :	20
Number of pages :	1

The bottom section, titled "Applicant's Basic Information", contains a form with the following fields and values:

Salutation* :	Mr.	First Name* :	Kamal
Middle Name :	Middle Name	Last Name* :	Roy
Mobile No. :	8697041850	E-Mail :	tt@gmail.com
Applicant Address* :	park Street	Mouza No. :	0201001
ROR no. :	100 / 0		

At the bottom of the form, there are two buttons: "Reset" and "Save & Next".

Figure 7: Search Result and Applicant's Basic Information

Search Result from West Bengal Land Department:

- **Availability of digitally signed image:**
This shows if the digitally signed 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 RoR. 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, as 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 an optional numeric field. The applicant will have to enter the Mobile Number.
- **E-mail:**
This is an optional text box field. The applicant will have to enter the e-mail id.
- **Applicant Address:**
This is a mandatory text box field. The applicant will have to manually enter the address.

- **Mouza No.:**

This is a mandatory field. The Mouza no. that was entered before is displayed here.

- **RoR No.:**

This is a mandatory field. The RoR no. that was entered before is displayed here.

- **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 8: GRIPS Payment

2.3.4 Payment for Issuance of Certified Copy of RoR

- **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.

2.3.1 Acknowledgement

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

Application Acknowledgment

Dear Rahul Kumar,
Thank you for using West Bengal e-District System.
Your application for Certified copy of ROR under Government of West Bengal has been successfully submitted.

Application Summary

AIN	: 0251515151515115
Payment Status	: Successful
Name of the Applicant	: Rahul Kumar
Date of the Application	: 08/08/2015
Address	: park Street,D.L Roy Street,Kolkatta
Fees(INR)	: Rs. 16

For any query please contact your nearest Kiosk operator.

Print close

Figure 9: 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 RoR.

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 'Issuance of Certified Copy of RoR'

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

NA

7. Messages and Corresponding Action

NA

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