User Manual on Permission for Delayed Registration of Birth for State-wise Rollout of e-District MMP in West Bengal
User Manual
On
Permission for Delayed Registration of Birth

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

Prepared By:
TCS Ltd., Kolkata
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Kolkata – 700 016

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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, Kiosks 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 electrification of the Permission for Delayed Registration of Birth. Scope of the system mainly includes application submission, Approval, Certificate Generation and Report Generation Process. The System also allows the status inquiry for the application Submitted and maintaining of an Electronic Register.

System will be accessed at following places for the Permission for Delayed Registration of Birth

- CSC
- Kiosks
- Citizen Portal

Approval of the application will be done at concern Department. The generated certificate can be availed either from CSCs, Kiosk or by the applicant for download/print.

1.3 User Role and Access Rights

This section describes the roles and access rights of various users that WB e-District Application supports for the service under consideration

<table>
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<th>Designation</th>
<th>Create</th>
<th>Read</th>
<th>Update</th>
<th>Delete</th>
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<tbody>
<tr>
<td>SDO</td>
<td></td>
<td>• Submitted Request</td>
<td>• Write Comment on verified Cases</td>
<td></td>
</tr>
<tr>
<td>Enquiry Officer</td>
<td></td>
<td>• Submitted Request</td>
<td>• Write Comment on verified Cases</td>
<td></td>
</tr>
<tr>
<td>Kiosk/CSC/Citizen</td>
<td></td>
<td>• New Request</td>
<td>• Save Draft Request</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Saved Request</td>
<td>• Update documents for sent back application</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Request Status</td>
<td></td>
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1.4 Document Usage Description

This User Manual describes the step-wise process for Permission for Delayed Registration of Birth in West Bengal e-District Application. It explains how the citizen can apply for the sanction by himself or with the help of CSC / Kiosk Operator and how the back end actors (BDO and SDO) approve or reject or send back the application after verification.

1.5 Related Documents
Software Requirement Specifications

1.6 Customer Support
Delivery Head – State Project, West Bengal
TCS Limited
28, Camac Street,
Kolkata – 700 016

1.7 Acronyms and Abbreviations

<table>
<thead>
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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>ADM(G)</td>
<td>Additional District Magistrate</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>ASO</td>
<td>Assistant Statistical 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</td>
</tr>
<tr>
<td>DTO</td>
<td>District Level Treasury Officer</td>
</tr>
<tr>
<td>DM</td>
<td>District Magistrate</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>LWFC</td>
<td>Labour Welfare Facilitation Centre</td>
</tr>
<tr>
<td>MED</td>
<td>Municipal Engineering Directorate</td>
</tr>
<tr>
<td>MMP</td>
<td>Mission Mode Project</td>
</tr>
<tr>
<td>MSDG</td>
<td>Mobile Services Delivery Gateway</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>SMS</td>
<td>Short Messaging Service</td>
</tr>
<tr>
<td>SRS</td>
<td>Software Requirement Specifications</td>
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<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>
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<tr>
<td>ULB</td>
<td>Urban Local Bodies</td>
</tr>
<tr>
<td>WEBEL</td>
<td>West Bengal Electronic Industry Development Corporation Limited</td>
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WB e-District application notifies the applicant about the status of the application via SMS and email. Similarly the approver gets notification from the system for the pending applications.
2 Permission for Delayed Registration of Birth – Application Process

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 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 should select the General Login. It is the default option.

The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password and type the Captcha as it appears in the screen. Press Login to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password.
2.2 Home Page

After login to West Bengal e-District, the Home page appears. It shows the comprehensive list of services under District column. The Issuing of Permission for Delayed Registration of Birth is a service under the Certificate Category as shown below:

![Home Page](image)

**Figure 2: Home Page**

2.3 Apply for Permission for Delayed Registration of Birth

To apply for Permission for Delayed Registration of Birth, the user needs to select the correct option under services provided and user is directed to the Home screen which contains basic instructions for the user as shown below:

![Instruction and Requirements](image)

**Figure 3: Instruction and Requirements of Permission for Delayed Registration of Birth**
To proceed with the application the user needs to click on Apply button. The following screen appears.

Upon clicking the Apply Button the following screen appears:

2.4 Applicant’s Basic Information

- **Salutation:**
  This is a mandatory field. The field will display the salutation (Mr/ Miss/ Mrs/ Trans/ Dr) selected by the applicant from the drop-down list during the application process.

- **First Name:**
  This is a mandatory text box field. The field will display the first name in this text box as entered by the applicant during application process.

- **Middle Name:**
  This is an optional text field. The field will display the middle name in this text box, if entered by the applicant during application process.
• **Last Name:**
  This is an optional text box field. The field will display the last name in this text box as entered by the applicant during application process.

• **Date of Birth:**
  This is a mandatory date field. The field will display the date of birth in DD/MM/YYYY format as entered by the applicant during application process.

• **Age:**
  The field will display the age of the applicant as calculated from date of birth during application process.

• **Gender:**
  This is a mandatory drop-down field. The field will display the gender of the applicant as entered during application process.

• **Date of Application:**
  This is a mandatory date field. The field automatically takes system date and time.

• **Mobile No.:**
  This is a mandatory numeric field. The field will display the mobile number of the applicant as entered during application process.

• **E-mail:**
  This is an mandatory text box field. The field will display the e-mail of the applicant as entered during application process.

• **Aadhaar Card No:**
  This is an optional numeric field. The field will display the Aadhaar Card No. of the applicant as entered during application process.

2.4.1 **Present Address**

![Figure 6: Present Address](image)

- **Country:**
  This is a mandatory drop-down field. Since, the address of registered office of the association should always be in **India**, the **Country field is set as India by default.**
• **State:**
  This is a mandatory drop-down field. Since, the address of registered office of the association should always be in West Bengal, the State field is set as West Bengal by default.

• **District:**
  This is a mandatory drop-down field. The applicant has to select the district from the drop-down list.

• **Sub-division:**
  This is a conditional mandatory drop-down field. The list appears as per the district selected. The applicant has to select the sub-division from the list.

• **Rural or Urban:**
  This is a mandatory drop-down field. The applicant has to select either rural or urban from the list for the present address.

• **Block/ Municipality/ Corporation:**
  This is a conditional mandatory drop-down field. The applicant has to select either block or municipality or corporation from the list for the present address. If the applicant has selected ‘Rural’ for the previous field, it will only display ‘Block’, but if the applicant has selected ‘Urban’ for the previous field, it will display ‘Municipality / Corporation’.

• **Block/ Municipality/ Corporation Name:**
  This is a conditional mandatory field. The list displays the names of block/ municipality/ corporation as per the sub-division selected. The applicant has to select the appropriate name from the list.

• **Village or Ward:**
  This is an optional text box field. The applicant has to manually enter the name of the village / ward in this text box.

• **Police Station:**
  This is an optional text box field. The applicant has to manually enter the name of the Police Station in this text box.

• **Post Office:**
  This is an optional text box field. The applicant has to manually enter the name of the Post Office in this text box.

• **Enter Address Line1:**
  This is a mandatory text box field. The applicant has to manually enter the address line 1 in this text box.

• **Enter Address Line2:**
  This is an optional text box field. The applicant has to manually enter the Address Line 2, if required.

• **Pin Code:**
  This is a mandatory numeric field. The applicant has to manually enter the 6 digit pin code in this field.

• **Reset:**
  If the user clicks on this button, all the values entered in the field will be automatically reset.

• **Cancel:**
  The applicant will have to press this button in order to cancel the application.

• **Save and Next:**
  The applicant has to click this button to save the data entered and move to the next page.
2.4.2 Details of Child

![Application for Permission for Delayed Registration of Birth](image)

**Figure 7: Details of Child**

- **Salutation**: This is a mandatory field. The applicant has to select the salutation (Mr./Mrs./Dr. Etc.) from the drop-down list.

- **First Name**: This is a mandatory text box field. The applicant has to manually enter the address first name in this text box.

- **Middle Name**: This is an optional text field. The applicant has to manually enter the middle name in this text box if required.

- **Last Name**: This is an optional text box field. The applicant has to manually enter the last name in this text box if required.

- **Date of Birth**: This is a mandatory date field. The applicant has to select the date of birth in this text box.

- **Time of Birth**: This is a mandatory text box field. The applicant has to manually enter the time of birth in this text box.

- **Gender**: This is a mandatory drop-down field. The applicant has to select the gender from drop-down list.

- **Birth Weight (in Kgs)**: This is an optional numeric field. The applicant has to manually enter the weight in this box if required.
2.4.3 Details of Father

The user is then required to enter the details of father. The option ‘Same as Applicant’ is applicable, the user may select the option if yes. Else the user can proceed to enter the details of father which is different from the applicant. The following screen displays the option when the user select the option ‘Yes’.

2.4.4 Details of Mother

The user is then required to enter the details of mother. The option ‘Same as Applicant’ is applicable, the user may select the option if yes. Else the user can proceed to enter the details of mother which is different from the applicant.
2.4.5 Permanent address of Parent

The user now needs to provide the permanent address of parent of Permission for Delayed Registration of Birth is needed.

2.4.6 Place of Birth

The user now needs to provide the details of place of Birth for which Permission for Delayed Registration of Birth. The following screen displays the same:
2.4.7 **Address of Parent at the time of Birth**

The user now needs to provide the details of Address of Parent at the time of Birth of Permission for Delayed Registration of Birth is needed. The following screen displays the same.

![Figure 12: Address of Parent at the time of Birth](image)

2.4.8 **Residence of Mother**

The user now needs to provide the details of Address of Mother of Permission for Delayed Registration of Birth is needed. The following screen displays the same.

![Figure 13: Residence of Mother](image)
2.4.9 Details of 5 Local Person granting okay to delayed registration

![Details of 5 Local Person granting okay to delayed registration](image)

- **Name of the Person:** This is a mandatory text box field. The applicant has to manually enter the name in this text box.
- **Address of the Person:** This is a mandatory text box field. The applicant has to manually enter the address in this text box.

2.4.10 Other Details

![Other Details](image)

- **Declaration of Acceptance:** The user has to click on the check box ‘I Accept’ to provide declaration that the information provided in the application form is true to the best of his/ her knowledge and belief.
- **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.
- **Save Draft:** Click on ‘Save Draft’ to save the entered details. User can access the drafted application from “Draft application” section of the home page.
2.4.11 Application View and Attaching Supporting Documents

The User needs to click on Save & Next to proceed further with the process of Application. The following screen appears.

![Application View](image)

**Figure 16: Application View**

The following options are available:

- Attach Supporting Documents
- Edit Basic Information
- Edit Application
- Print
- Cancel

The user can click on Attach Supporting Document to include the necessary supporting documents along with the application.

![Attaching the Supporting Documents](image)

**Figure 17: Attaching the Supporting Documents**

Once the user selects the option the following screen is displayed:
Figure 18: Uploading Supporting Documents

All the mandatory documents are highlighted with the (*) asterisk symbol. The user needs to click on the Upload button and then select the file to upload as shown below:

Figure 19: Upload Process

Clicking on Upload button, completes the uploading of document against the selected option.

The system acknowledges the successful uploading of the file by displaying the following message:

Figure 20: Upload Confirmation for Document Upload
2.4.12 Final Application View and Final Submission

Once the uploading of all the necessary documents is complete the user needs to complete the application process finally and click on Save and Next to proceed further and then click on Submit button to submit the application finally as shown below:

On Clicking Submit button, the application is submitted. The AIN is generated and displayed as shown below:
The user should note down the AIN and then click on Finish button to complete the process and is directed to the Home Screen. The applicant may print the Application Acknowledgement page containing the AIN no by clicking on the Print button.

Figure 23: Generate AIN

Figure 24: Acknowledgement
3 Getting the Certificate for Permission for Delayed Registration of Birth

In order to get the certificate for Permission for Delayed Registration of Birth, the applicant (Citizen/ CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The Home Page appears as below. In order to get the certificate, the applicant will have to click on ‘Track Application’.

![Home Page Screenshot]

**Figure 25: Track Application Option for Application under Applicant Login**

The ‘Track Applications’ page opens as below, where the applicant will have to enter the Application Identification Number and Click Search Application.

![Track Application Screenshot]

**Figure 26: Track Application**

The user will have to click on the ‘PDF’ icon for application to get the certificate for ‘Permission for Delayed Registration of Birth’.

![Certificate Screenshot]
Sanction Order for Delayed Registration of Birth

As per the provisions of WB Registration of Birth & Death Rules 2000

Whereas the prayer for Delayed Registration of Birth in respect of Mr. Rakesh Porel, S/O Mr. Naresh Porel has been thoroughly enquired and scrutinised by the office of the Block Development Officer, Galsi-I;

And

Whereas the said Block authority has recommended the said petition,

Hence the prayer for the delayed registration is hereby sanctioned in favour of the petitioner for issuing the certificate by the concerned Sub-Registrar of Birth & Death as per the provisions of Sec 10(3) of West Bengal Registration of Birth & Death Rules, 2000.

Sub Divisional Officer
Burdwan Sadar (North)
Purba Bardhaman

Figure 27: Certificate for Permission for Delayed Registration of Birth
4 System Set-up

4.1 System Start up Parameters
NA

4.2 Master File Set-up
NA

4.3 Business Rules
As per the SRS

4.4 Print Set-up
NA
5 Application Details

5.1 Module Name

5.1.1 Function Name
NA

5.1.1.1 Purpose
NA

5.1.1.2 Menu Navigation
NA

5.1.1.3 User Group
NA

5.1.1.4 Form Layout
NA

5.1.1.5 Activation Options
NA

5.1.1.6 Form Description
NA
6 Reports / Query

6.1 Report / Query Title
NA

6.1.1 Selection Rules
NA

6.1.2 Description
NA

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