



FAQ Document

Company Information

Medhassu e Solutions (India) Private Limited is a software technology concern providing end-to-end cost effective turnkey software solutions to its customers. Since its inception in 2002, Medhassu e Solutions (India) Private Limited has established itself as a prime player in e-governance having rich experience in implementing right, scalable and multi-user solutions to small, large and government organizations using open-source technologies.

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Acronyms

Abbreviations	Expanded Terms
DPS	Designated Public Servant
CSC	Common Services Centre
PFC	Public Facilitation Centre
DA	Dealing Assistant
CO	Circle Officer
LM	Lot Mandal
SSDG	State Service Delivery Gateway
SP/SSDG	State Portal/ State Service Delivery Gateway
SPMU	State Project Management Unit
SMS	Short Message Service
SDC	State Data Centre
MDC	Mini Data Centre

1 ASSAM E-DISTRICT OVERVIEW

1.1 What is e-governance & NeGP?

National E-Governance Plan in India is taking initiatives to introduce E-Governance system across the country. This is the application of information and communication technology (ICT) for delivering government services, exchange of information, communication, transactions and integration of various stand-alone systems and services between Government-to-Citizens (G2C), Government-to-Business (G2B), Government-to-Government (G2G) as well as back office processes and interactions within the entire government frame work. Though government services will be made available to the citizens in a convenient, efficient and transparent manner, a large-scale digitization of records is going down to enable simple, reliable access over the internet. The main objective of this plan is to bring public services closer to the citizens. E-governance has the potential to get multi-dimensional changes and a fruitful effect which will be beneficial for everybody including industry and citizens.

1.2 What is SP & SSDG?

To fulfill the vision of providing an easy and convenient services to the citizens through remote access primarily through Common Service Centre (CSCs)/PFCs, Assam e-District project is created under the National e-Governance Plan (NeGP). The main objective of developing State Portal (SP) along with Assam e-District is to provide all citizens with outlets where they can access the services under a single interface mechanism in the form of the Portal.

The basic components of the Facilitating Services through CSC's/PFCs is enabling Implementation of State Portal & e-Forms, project are as follows:

- State Portal including Applications & electronic – forms
- Training and Manpower for Assam e-District, State Portal
- Gap Infrastructure at the destination offices including gaps in connectivity

1.3 What are the functions of State Portal?

- Information Dissemination: The portal will provide information about Government departments, line ministries, and web links of these departments. It will provide information about Government structure in the state, service key notifications to the offerings and business and citizen community. Content Architecture of the Portal shall be in accordance with State Portal Framework (SPF).
- Shall be accessible from a variety of channels: The portal can be accessed via a variety of established channels, including Common Service Centers, Government Service delivery counters, PFCs etc.
- Shall exchange information & services seamlessly across State Government departments. This exchange should be in accordance with SPF.



- The State Portal shall also host all the electronic forms for various Government Services accessible to citizens in the State. A citizen will be able fill the form electronically through internet services including Common Service Centre (CSCs) outlets and submit his/her application electronically. A citizen will be able to track the status of his/her application request at any point of time.

1.4 What is State Service Delivery Gateway (SSDG)?

The National e-Governance Plan (NeGP) aims to make all Government services accessible to the common man in his locality, through common service delivery channels and ensure effectiveness, lucidity & reliability of such services at affordable costs to realize the basic needs of a common man. One of the goals of the Government to meet this vision is the need to cooperate, collaborate and integrate information systems characterized by islands of legacy systems using heterogeneous platforms and technologies and spread across diverse geographical locations, in varying state of automation, make this task very challenging. The State e-Governance Service Delivery Gateway (SSDG), a core component in e-Governance infrastructure under the NeGP, can simplify this task by acting as a standards-based messaging switch and providing seamless interoperability and exchange of data across different departments in the Centre, States and Local Government. Government

SSDG will:

- Act as center for all the interactions between service seekers (the citizen and businesses) and various service providers (Government Departments) and even among Government Departments.
- Handle large number of transactions across the entire network.
- Provide flawless interoperability and exchange of data across the departments.
- Managing and coordinating inter departmental working, tracking all transactions of the Government etc.
- Be a messaging middleware between State Portal (acting as service access provider (SAP))and State Department Services (State Department acting as Service Provider (SP)).

1.5 What are the functions of SSDG?

- Audit Management & Time Stamping: Results in better tracking (auditing) and security of each transaction.
- Web enabling of Legacy Applications: With Gateway Server, legacy applications can be Internet enabled as Gateway server can act as a web layer around them so Government Departments need to put least effort for web enabling of their legacy applications.



- **Interoperability:** The gateway as the middleware will facilitate easy inter-departmental data exchange.
- **Departmental Workflow:** The Gateway will also help the Departments backend workflow evolve gradually as the Gateway acts as a middleware de-linking the backend from the front end. This means that even the Departments, which do not have the complete automation or work flow at the back, can still deliver e-Service to the citizens in a limited manner.
- Seamless availability of information
- Necessary connectors to interface with the applications developed at the State level.

1.6 What are the services offered by SSDG?

SSDG offers the following services:

- Ensures the interoperability among the various departmental applications
- Help protect the legacy investments in software and hardware by easily integrating them with other technology platforms and software implementation.
- De-link the back-end departments/ Service Providers (SP) from the front-end Service Access Providers (SAP) thereby ensuring separation of concerns of service access from the service implementation i.e. separates the Portal, CSC, Kiosks etc. from the government services which reside in the backend departments.
- Encouraging competition at the front-end by allowing independent service access providers to provide services with varying levels of complexity, cost and service quality levels.
- Reduce the cost of e-Governance Projects by rationalizing, distributing and optimizing the services framework.
- Use of PKI infrastructure for secure transactions. Provision exists for encryption of department payload to ensure confidentiality of the department data. SSDG provides digital signature and certificates to all

stakeholders interacting with the gateway for identification, authentication and authorization. Transaction and audit logs help track government data.

- Enable transaction logging and time stamping for tracking of transactions and centralized control.
- Help the Departments backend workflow evolve .The Gateway acts gradually as middleware de-linking the backend as a means that from the front end. This even the Departments which do not have complete automation or work flow at the back can still deliver e-Service to the citizens in a limited manner through the Gateway.

1.7 Services considered under SP & SSDG project

- Providing easy, anywhere and anytime access to Government Services (both Informational & Transactional)
- Reducing number of visits of citizens to a Government office / department for availing the services
- Reducing administrative burden and service fulfilment time & costs for the Government, Citizens & Businesses.
- Enhancing perception & image of the Government and its constituent Departments
- Promotion of uniform web interfaces across Government and build in synergies with the National Portal of India (NPI) using the National Service Delivery Gateway
- Delivery of services through Common Service Centres leveraging the common (CSCs) by infrastructure (SWAN, SDC etc.) and development of the applications and infrastructure required for deployment of State Portal and State Service Delivery Gateway (SSDG) for the State.
- Publishing the static data and all information of the State departments in line with guidelines for necessary integration with NPI.

2 Functionality of eDistrict portal:

The functional requirements of the proposed Service are described below in terms of process. A process may be defined as a particular activity that an Actor can perform. An Actor is a user with a specific role. The following table gives a brief description of each process field in the process that follow:

S.No.	Description
1.	The System will be able to identify user logging into the system as defined by the login component
2.	The System will enable receiving of the application as per the Application Receipt component.
3.	The System will display a message regarding successful or unsuccessful completion of any transaction.
4.	The System will allow concerned officials to view the service request only on authenticated login as per login process.
5.	There is a second level of authentication mechanism through biometric device. If a user is biometric enabled then user has to login by using his biometric device.
6.	System will allow to raise official's concern/feedback in the application and super admin can check their feedback and solve the same.
7.	District Admin has right to assign Roles in respective Service and Configure Workflow steps as per their District process. District Admin has option to add or delete levels of actors in workflow.
8.	System has facility to map Remarks with role, service, district and action taken.
9.	The System will be able to save the application data and route it to the concerned Officer.
10.	The System will be able to notify the concerned Officer about the new and pending applications through e-District application dashboard.
11.	The System will allow concerned Officer to accept/reject/revert/send back any service request application
12.	The System will request the Officer to compulsorily provide comments in case of any action taken.
13.	The officer must be able to download the application from the System.
14.	The System will enable the officer to order verification as per the Verification component.
15.	The System will allow the Officer to enter/select query parameters for the Report and then display the results for the query to Officer.



16.	The System will allow the Officer to approve the application by using his digital signature.
17.	The System will log the every action's date and time.
18.	System will check the timelines, if the SLA time is about to be breached then system will send a warning mail to DPS as well as to eDPM.
19.	System will check the timelines, if the SLA time is breached then system will send a warning mail to DC of respective district.
20.	Digitally signed certificate is saved physically inside a repository in the server.
21.	The System will be able to notify the Applicant through SMS/EMAIL service and deliver any certificate as per the Delivery Mechanism component.
22.	The System will be able to detect changes in status and send status updates to the citizen as per the Notification component.
23.	The System will be able to generate MIS reports as per the format specified in the table Monitoring Report.
24.	The System will have a facility for forwarding of the application, with remarks to any person in workflow registered with the System.
25.	The System will support multilingual interface (Bengali, Bodo, Assamese and English) as per Localization and Language Technology Standards for National e- Governance Plan defined in e-district guidelines. Admin can configure the language in which the certificate should be generated district-wise as well as service-wise
26.	The e-District Application supports Digital Signatures under the Controller of Certifying Authorities.
27.	The Digital Signatures used and the e-District Application provides the Time Stamping of the act of Digitally Signing a document as mandated by the IT Act 2000.
28.	Certificate output security features barcode and QR code used in eDistrict application.
29.	Citizen can verify the authenticity of the certificate through the certificate verification module present in the login screen in eDistrict portal. If a valid certificate number is entered and submitted then the corresponding certificate pdf is fetched from the repository and displayed.

3 How to Login in eDistrict Portal?

The application allows only the authentic users to login to the system.



There are two authentication mechanisms implemented in the system:

1. User id and Password combination.
2. Biometric Device

1. User id and Password combination: User needs to enter the correct username and password.
2. Biometric Device Authentication: In this mechanism the finger print of the user is registered first. This is a onetime process and once registration is done the system will ask for the user's fingerprint using the biometric device subsequently.

3.1 Imaging page after successful login

- After successful login for the first time, User gets a window to change his/her password.

e - District Applications Report

	Total	Pending	In Process	Approved	Rejected
Assam	2910	131	2139	293	347
Barpeta	183	2	158	10	13
DC Office Barpeta	51	0	38	9	4
Bajali Sub Division Office	15	0	15	0	0
Bajali Circle Office	21	0	21	0	0
Sarupeta Circle Office	0	0	0	0	0
Barpeta(sadar) SubDivision Office	0	0	0	0	0
Baghor Circle Office	14	0	5	0	9
Permanent Resident Certificate	4	0	4	0	0
Permission for Delayed Birth Registration	5	0	0	0	5
Permission for Delayed Death Registration	2	0	0	0	2
Non Creamy Layer Certificate	1	0	1	0	0
Next of Kin Certificate	0	0	0	0	0
Land Valuation Certificate	0	0	0	0	0
Income certificate	2	0	0	0	2
Senior Citizen Certificate	0	0	0	0	0
Bakjai Clearance Certificate	0	0	0	0	0

Login

Please Enter Username

Please Enter Password

[Forgot Password?](#)

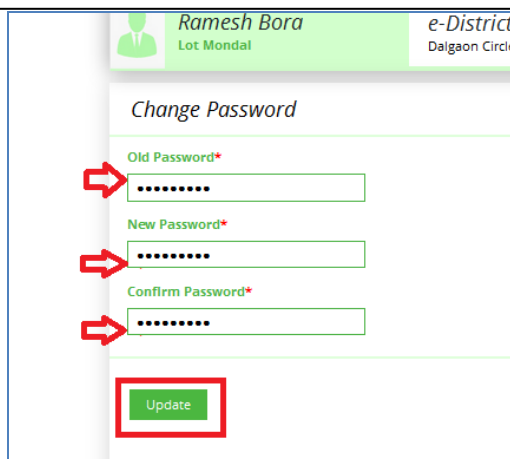
application status

Application No *

Please Enter Application No

view approved certificate

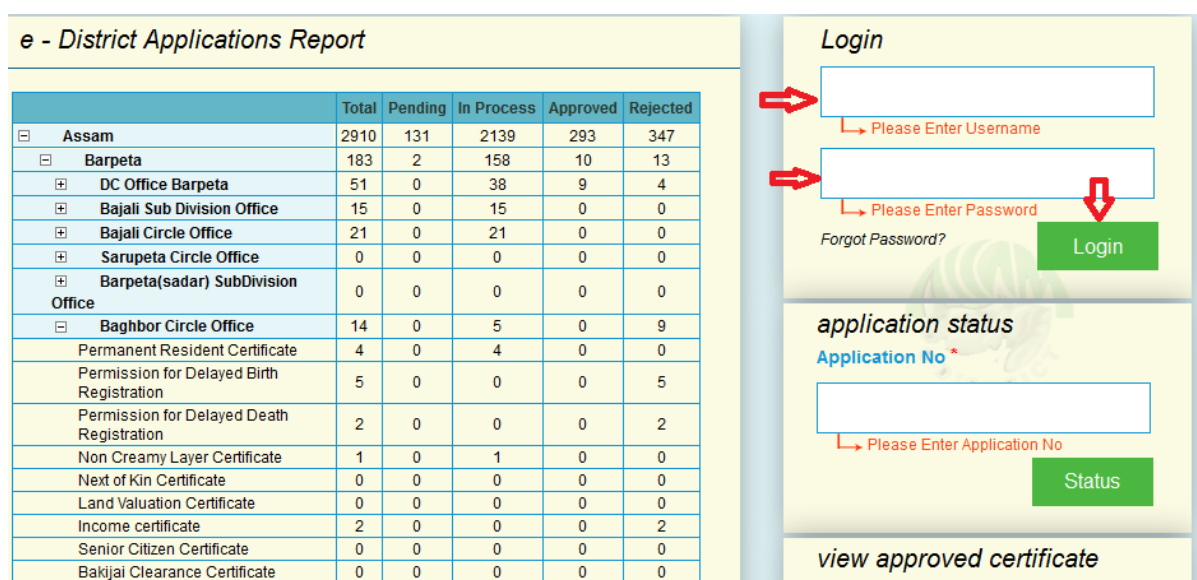
- User has to Enter old password and has to enter a new password.



- After successful updation, status shows as password has been changed.

3.2 Biometric Registration Process

- Enter user-Id and password, click on “Login”:



	Total	Pending	In Process	Approved	Rejected
Assam	2910	131	2139	293	347
Barpeta	183	2	158	10	13
DC Office Barpeta	51	0	38	9	4
Bajali Sub Division Office	15	0	15	0	0
Bajali Circle Office	21	0	21	0	0
Sarupeta Circle Office	0	0	0	0	0
Barpeta(sadar) SubDivision Office	0	0	0	0	0
Baghbor Circle Office	14	0	5	0	9
Permanent Resident Certificate	4	0	4	0	0
Permission for Delayed Birth Registration	5	0	0	0	5
Permission for Delayed Death Registration	2	0	0	0	2
Non Creamy Layer Certificate	1	0	1	0	0
Next of Kin Certificate	0	0	0	0	0
Land Valuation Certificate	0	0	0	0	0
Income certificate	2	0	0	0	2
Senior Citizen Certificate	0	0	0	0	0
Bakijai Clearance Certificate	0	0	0	0	0

Login

Please Enter Username

Please Enter Password

Forgot Password?

Login

application status

Application No *

Please Enter Application No

Status

view approved certificate

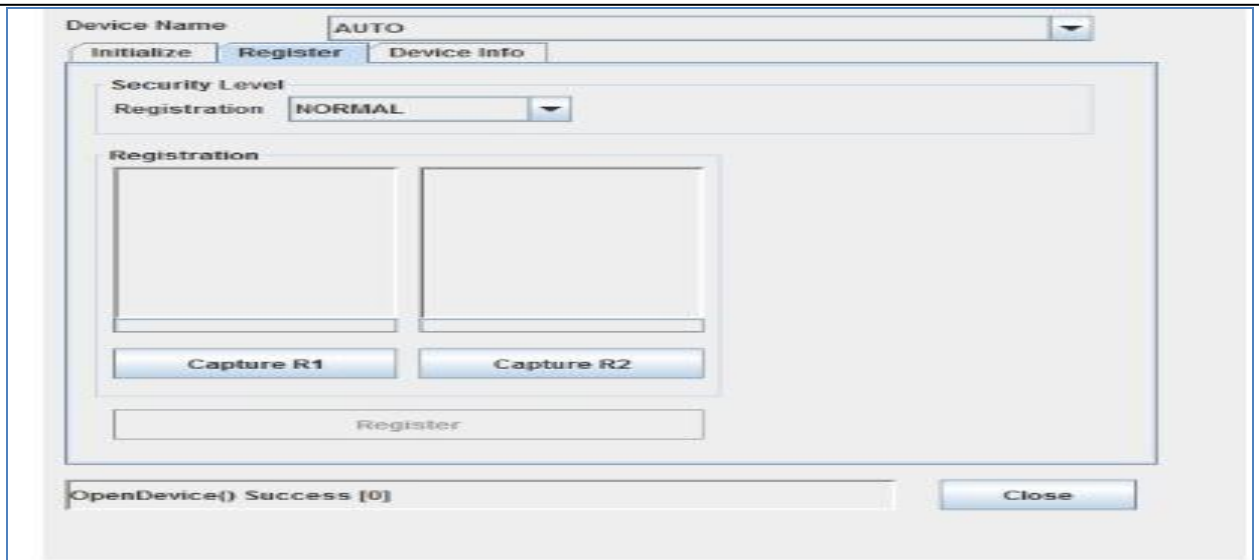
- One window appears:



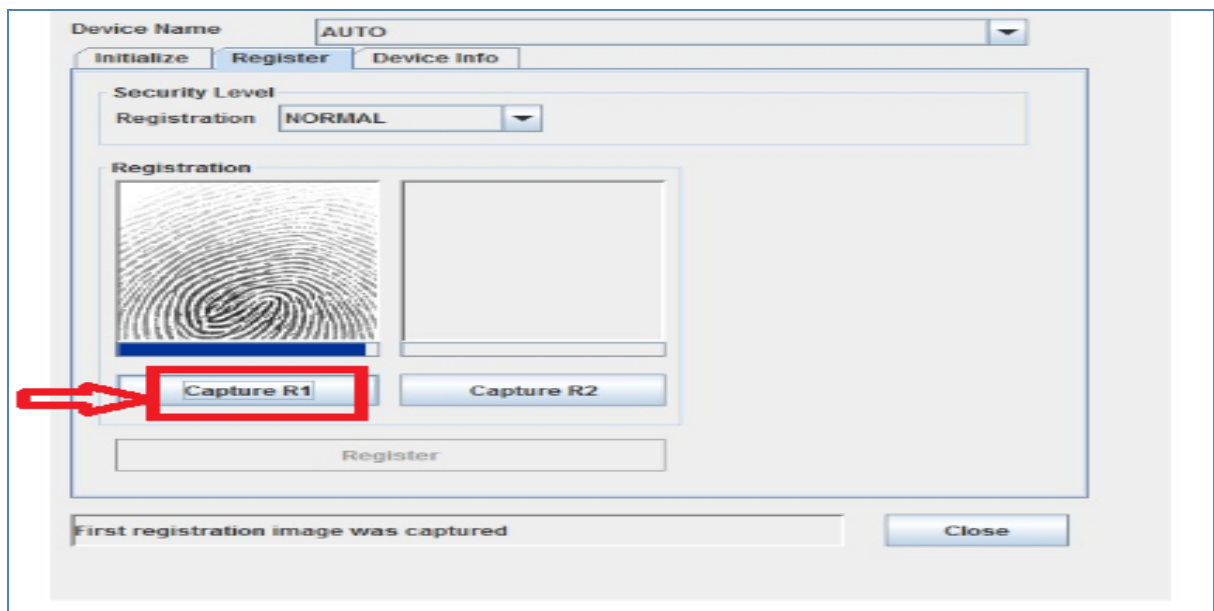
- Mark the checkbox and click on "Run" button:



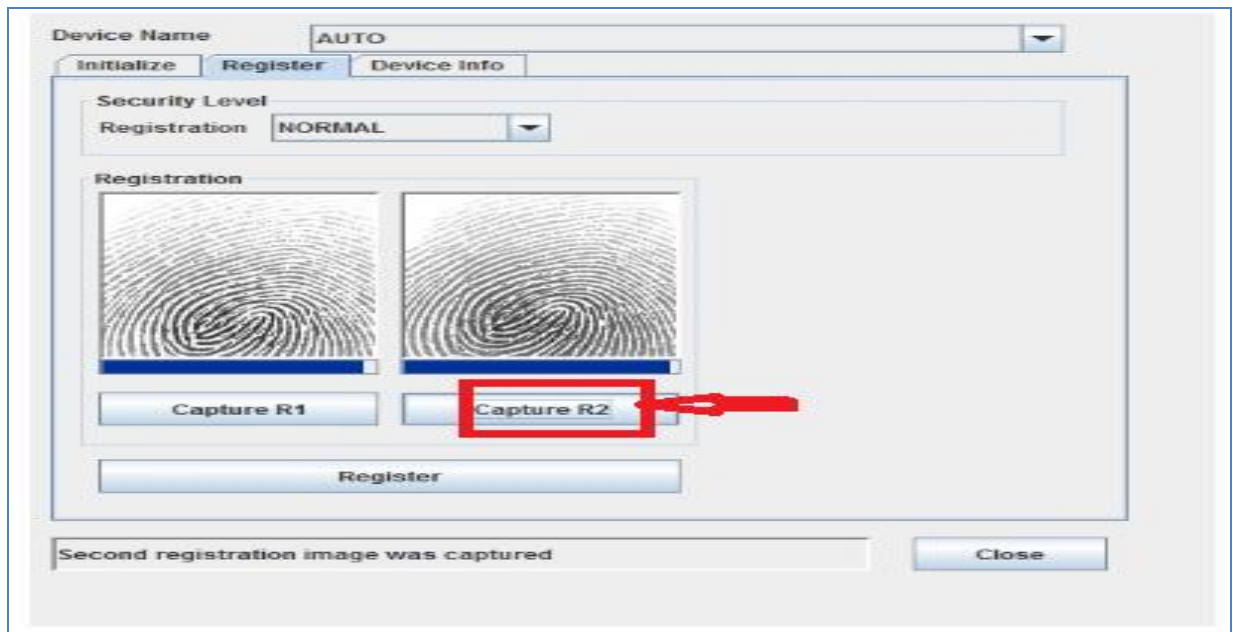
- Window appears:



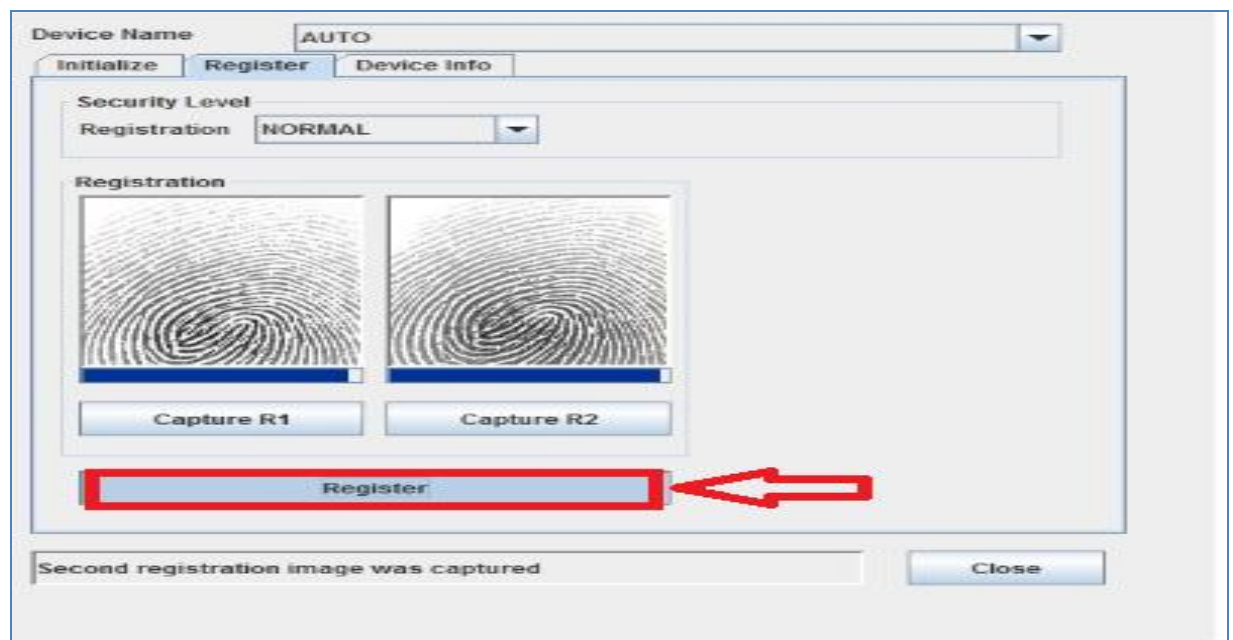
- Press finger on biometric device,(it will scan fingerprint)->click on “Capture R1”:



- For confirmation, again Press finger on biometric device,(it will scan fingerprint)-click on “Capture R2”:



- Click on “Register” button:



- Fingerprint has been registered and user will be taken to the Home page:



3.3 Biometric Login Process

Once biometric is enabled via administrator then only biometric registration or login screen will be enabled

- Enter user-Id and password, click on “Login”:

e - District Applications Report

	Total	Pending	In Process	Approved	Rejected
Assam	2910	131	2139	293	347
Barpeta	183	2	158	10	13
DC Office Barpeta	51	0	38	9	4
Bajali Sub Division Office	15	0	15	0	0
Bajali Circle Office	21	0	21	0	0
Sanupeta Circle Office	0	0	0	0	0
Barpeta(sadar) SubDivision Office	0	0	0	0	0
Baghbor Circle Office	14	0	5	0	9
Permanent Resident Certificate	4	0	4	0	0
Permission for Delayed Birth Registration	5	0	0	0	5
Permission for Delayed Death Registration	2	0	0	0	2
Non Creamy Layer Certificate	1	0	1	0	0
Next of Kin Certificate	0	0	0	0	0
Land Valuation Certificate	0	0	0	0	0
Income Certificate	2	0	0	0	2
Senior Citizen Certificate	0	0	0	0	0
Bakijai Clearance Certificate	0	0	0	0	0

Login

Please Enter Username

Please Enter Password

Forgot Password?

Login

application status

Application No *

Please Enter Application No

Status

view approved certificate

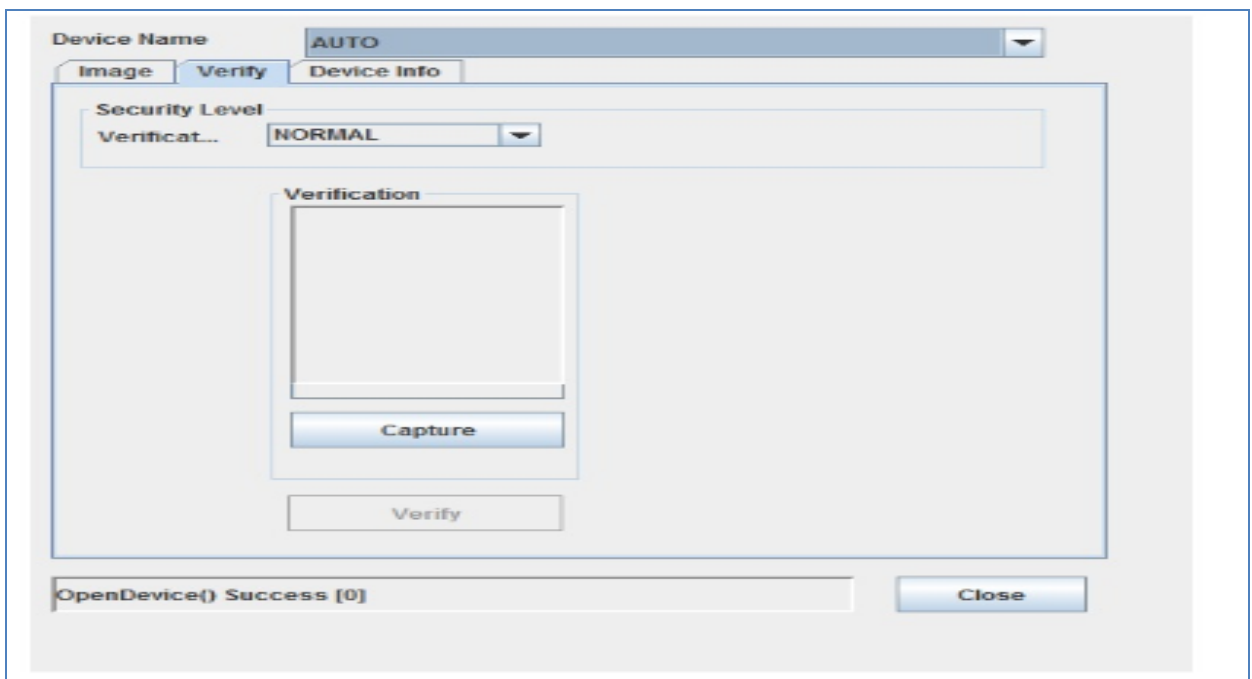
- One window appears:



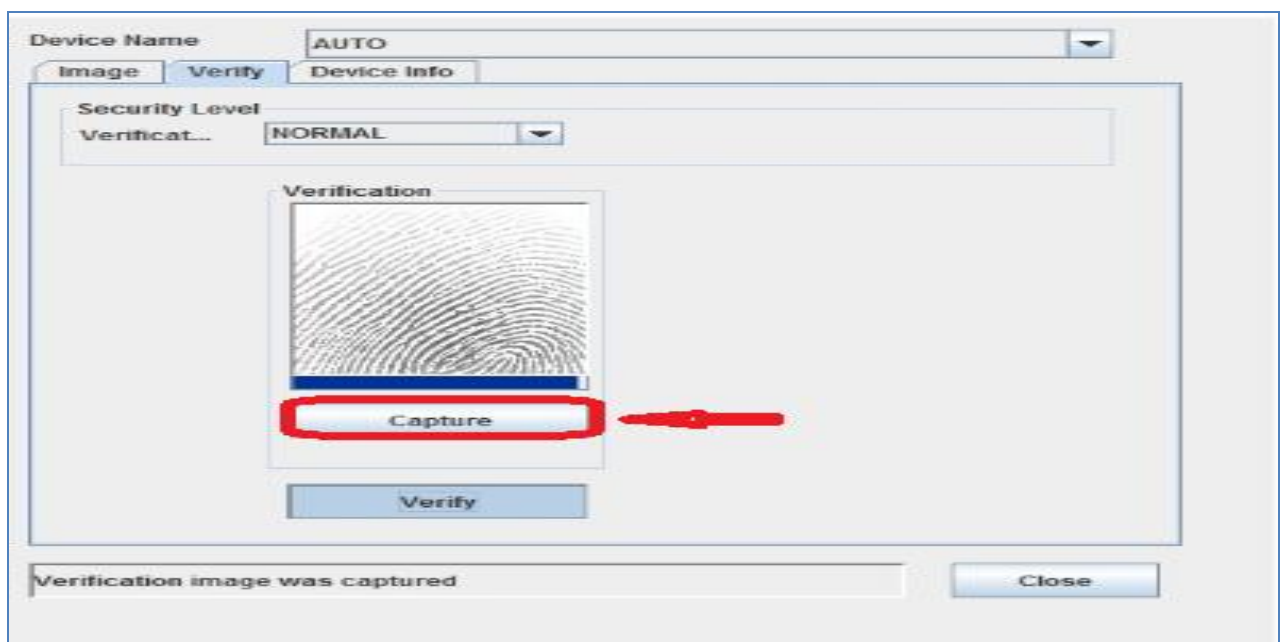
- Mark the checkbox and click on “Run” button:



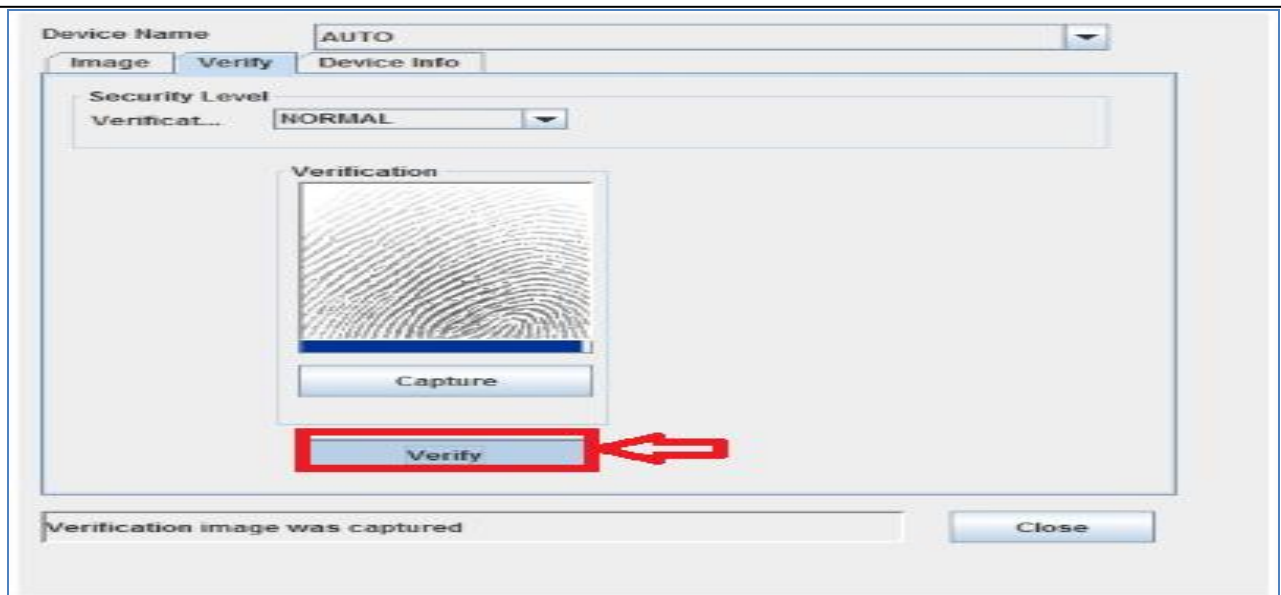
- One window appears:



- Press finger on biometric device,(it will scan fingerprint)->click on “Capture ”:



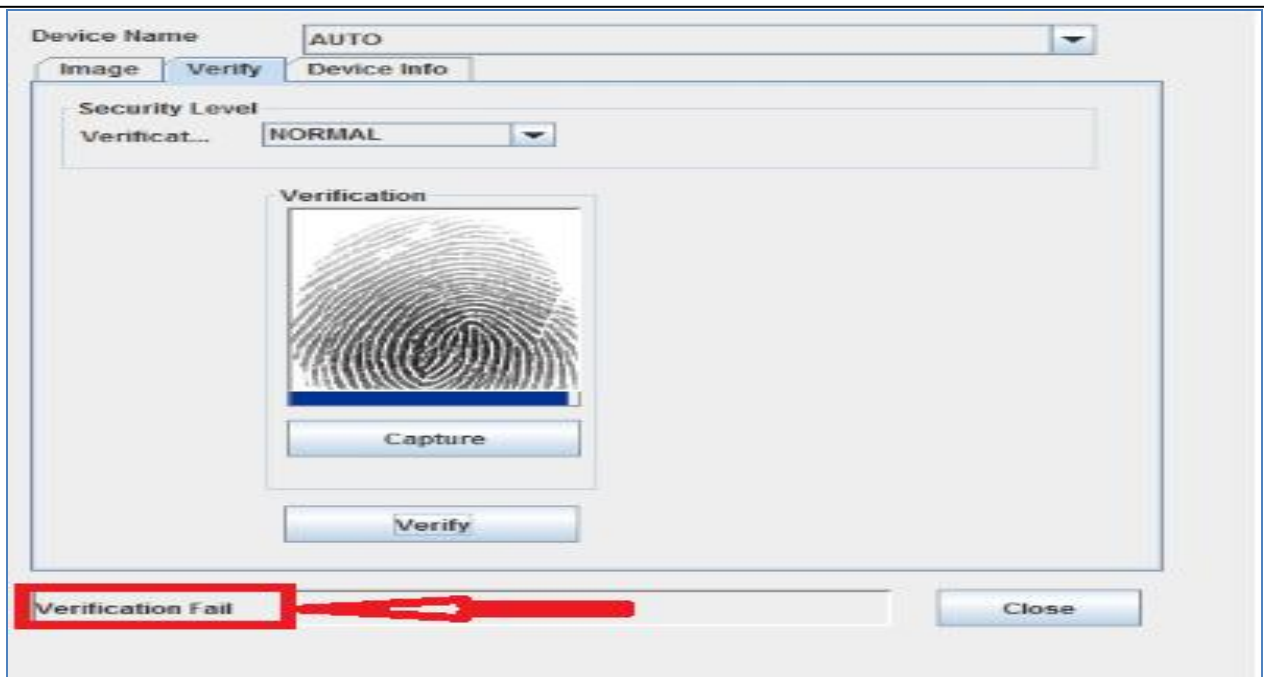
- Click on Verify button:



- If verification process is successful user will be taken to the Home page:

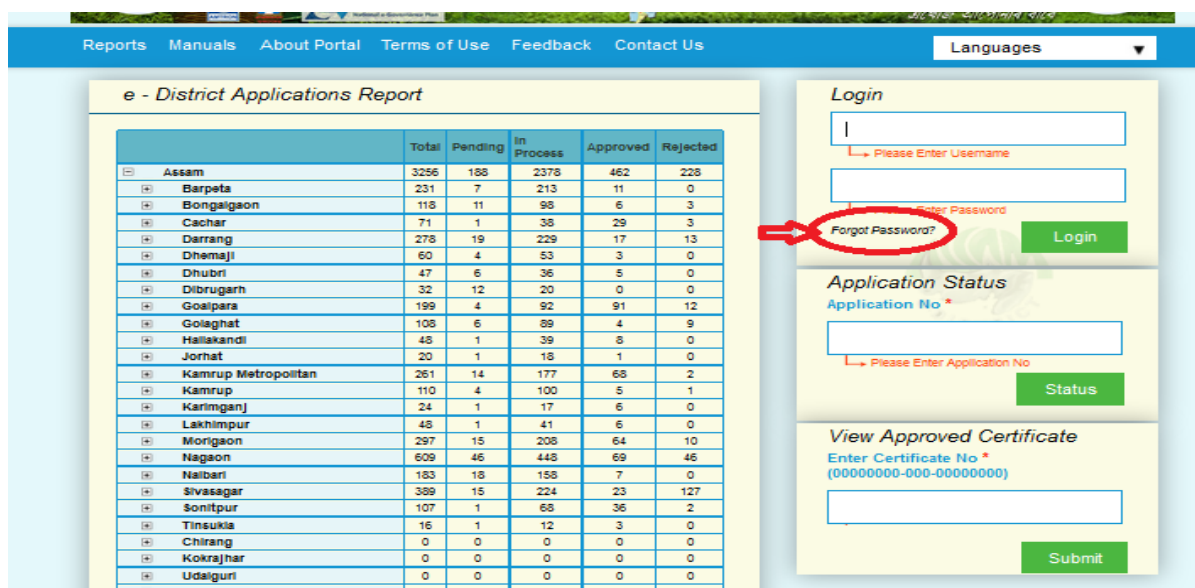


- If verification process isn't successful, an error message will appear



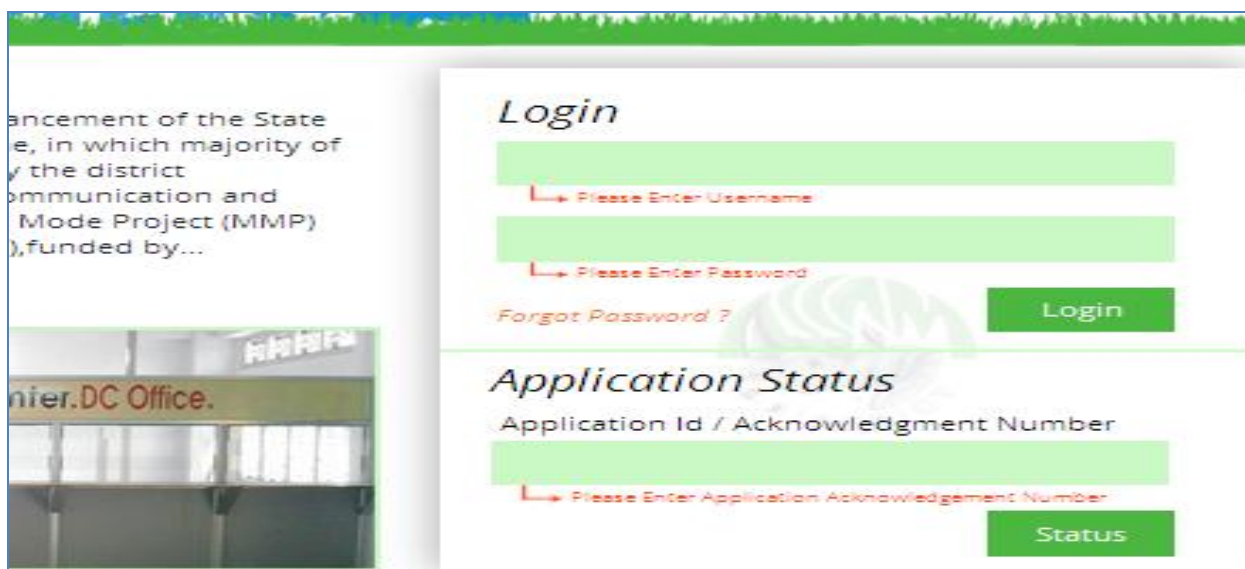
3.4 If any official forgot his/her password:

- Click on the link “Forgot Password”



	Total	Pending	In Process	Approved	Rejected
Assam	3256	188	2378	462	228
Barpeta	231	7	213	11	0
Bongaigaon	118	11	98	6	3
Cachar	71	1	38	29	3
Darrang	278	19	229	17	13
Dhemajuli	60	4	53	3	0
Dhubri	47	6	36	5	0
Dibrugarh	32	12	20	0	0
Goalpara	199	4	92	91	12
Golaghat	108	6	89	4	9
Hailakandi	48	1	39	8	0
Jorhat	20	1	18	1	0
Kamrup Metropolitan	261	14	177	68	2
Kamrup	110	4	100	5	1
Karimganj	24	1	17	6	0
Lakhimpur	48	1	41	6	0
Morigaon	297	15	208	64	10
Nagaon	609	46	448	69	46
Nalbari	183	18	158	7	0
Sivasagar	389	15	224	23	127
Sonitpur	107	1	68	36	2
Tinsukia	16	1	12	3	0
Chirang	0	0	0	0	0
Kokrajhar	0	0	0	0	0
Udalguri	0	0	0	0	0
Baksa	0	0	0	0	0

- A new window appears, enter username and valid Email-Id (Email ID should be registered in user's details), click on Submit button.
- Password will be sent to user's registered Mail-ID, user has to login into his registered email account and get his password details.
- "Click here to Login " link will redirect the user to Login Page



Login

Please Enter Username

Please Enter Password

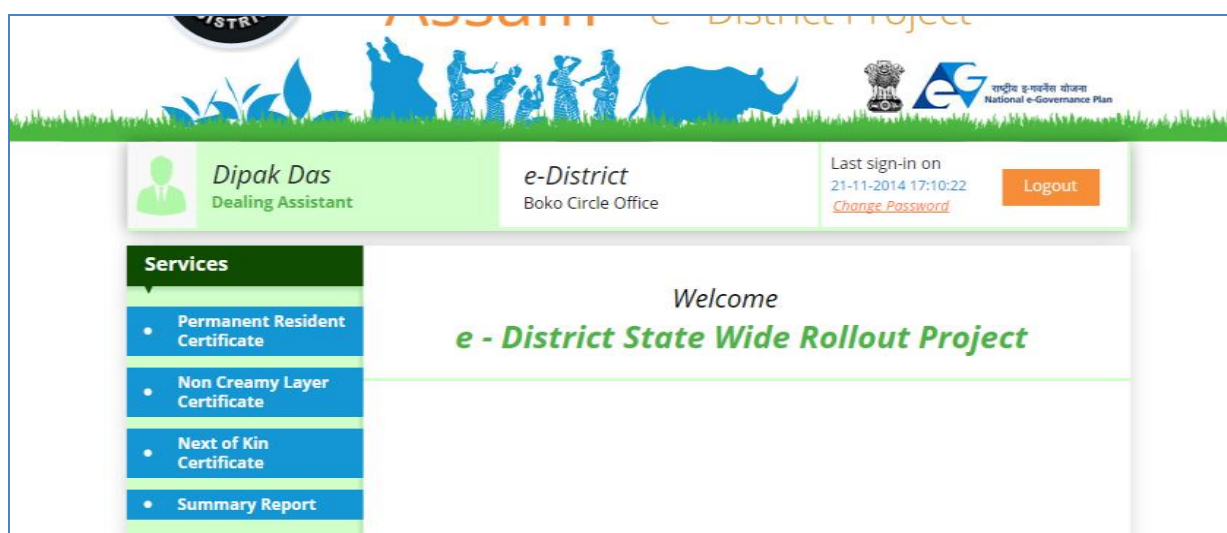
[Forgot Password ?](#) **Login**

Application Status

Application Id / Acknowledgment Number

Please Enter Application Acknowledgement Number **Status**

- If login process is successful user will be taken to the Home page:



Dipak Das
Dealing Assistant

e-District
Boko Circle Office

Last sign-in on
21-11-2014 17:10:22
[Change Password](#) **Logout**

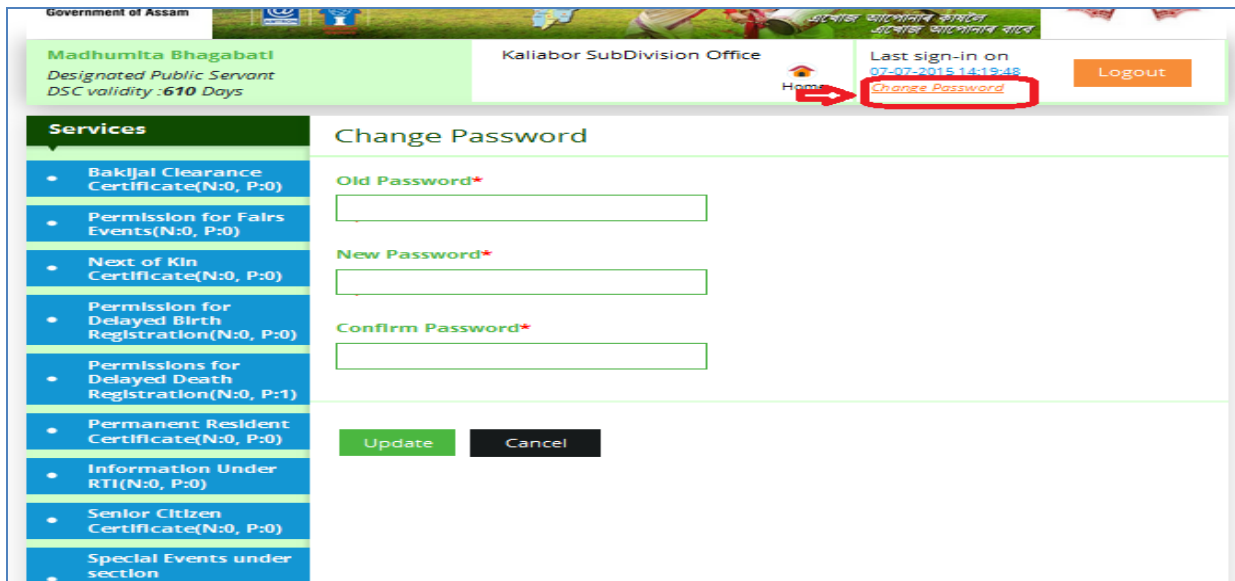
Services

- Permanent Resident Certificate
- Non Creamy Layer Certificate
- Next of Kin Certificate
- Summary Report

Welcome
e - District State Wide Rollout Project

3.5 How to change Password?

- Click on “Change Password”



Government of Assam

Madhumita Bhagabati
Designated Public Servant
DSC validity :610 Days

Kaliabor SubDivision Office

Last sign-in on
07-07-2015 14:19:48

Logout

Home

Services

- Bakljai Clearance Certificate(N:0, P:0)
- Permission for Fairs Events(N:0, P:0)
- Next of Kin Certificate(N:0, P:0)
- Permission for Delayed Birth Registration(N:0, P:0)
- Permissions for Delayed Death Registration(N:0, P:1)
- Permanent Resident Certificate(N:0, P:0)
- Information Under RTI(N:0, P:0)
- Senior Citizen Certificate(N:0, P:0)
- Special Events under section

Change Password

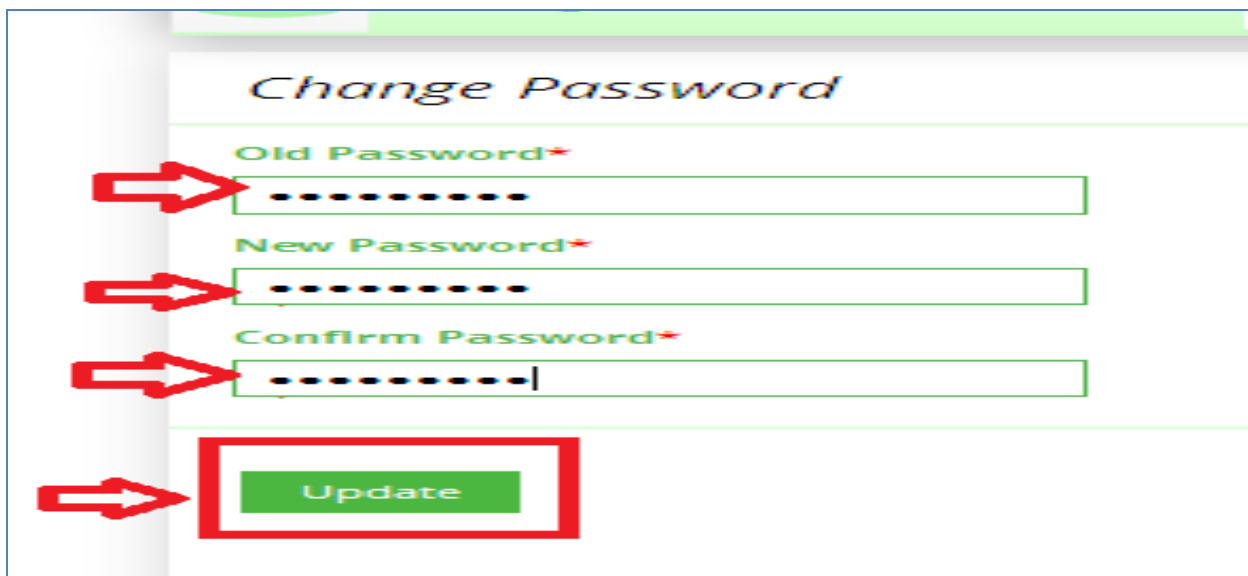
Old Password*

New Password*

Confirm Password*

Update Cancel

Password Policy: Password should contain min. 8 characters, at least 1 lowercase letter, at least 1 uppercase letter, at least 1 special character(!_@#\$\$%^&+=) and should not contain any blank space.



Change Password

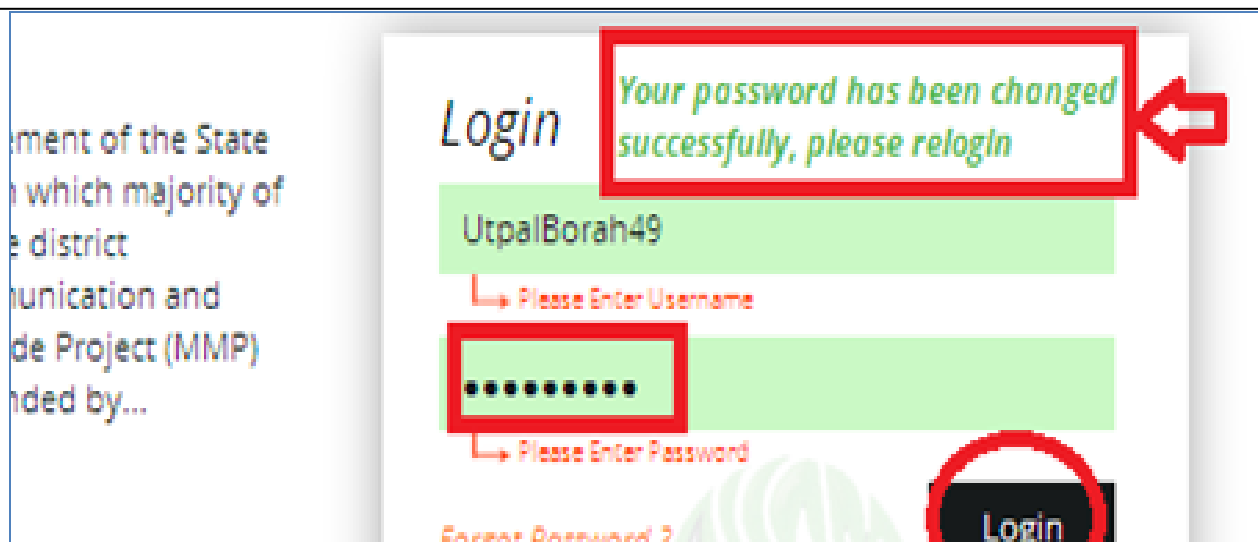
Old Password*

New Password*

Confirm Password*

Update

- New window appears with a status

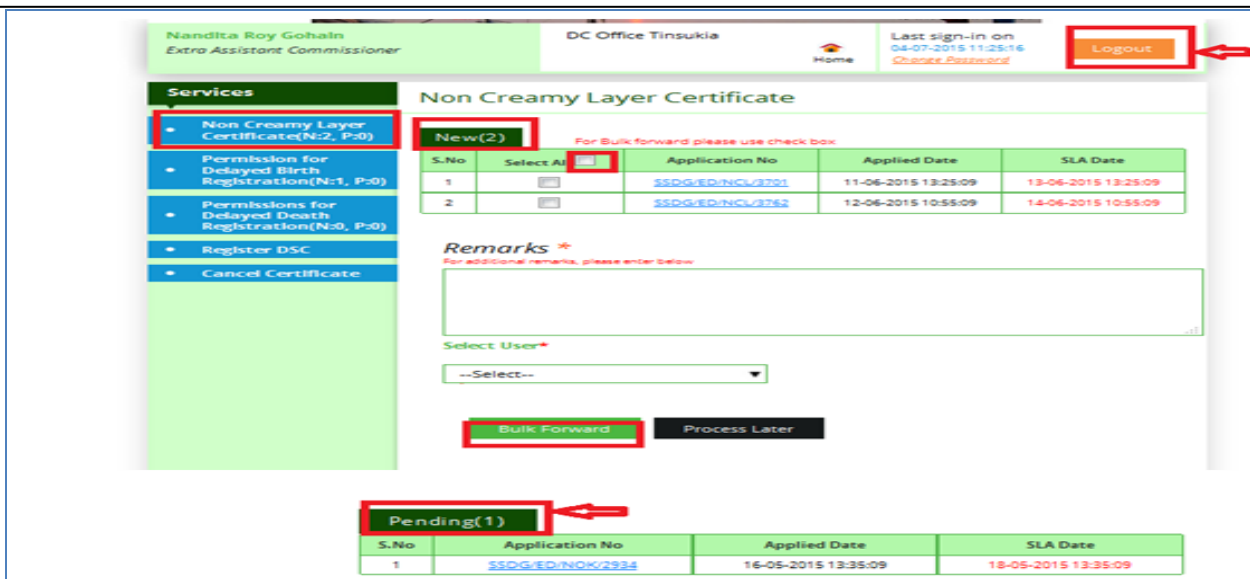


4 How and where to check new and pending applications?

4.1 Application Process stages

4.1.1 Dashboard use:

- After successful login of any official dashboard will be showing.
- To access the particular application user needs to clicked on corresponding "Select"
- In this page there are two lists "New"/ "Pending".
- To view new Application click on "New" option.
- For Bulk forward, Only Approving Authority has right to select all applications by clicking checkbox.
- To view the pending application for approval click on "Pending" option.
- User can logout from his/her account by clicking on "Logout" link.



Services

- Non Creamy Layer Certificate(N-2, P-0)
- Permission for Delayed Birth Registration(N-1, P-0)
- Permissions for Delayed Death Registration(N-0, P-0)
- Register DSC
- Cancel Certificate

Non Creamy Layer Certificate

New(2)

For Bulk forward please use check box

S.No	Select All	Application No	Applied Date	SLA Date
1	<input type="checkbox"/>	SSDG/ED/NCL/3791	11-06-2015 13:25:09	13-06-2015 13:25:09
2	<input type="checkbox"/>	SSDG/ED/NCL/3792	12-06-2015 10:55:09	14-06-2015 10:55:09

Remarks *
For additional remarks, please enter below

Select User*

--Select--

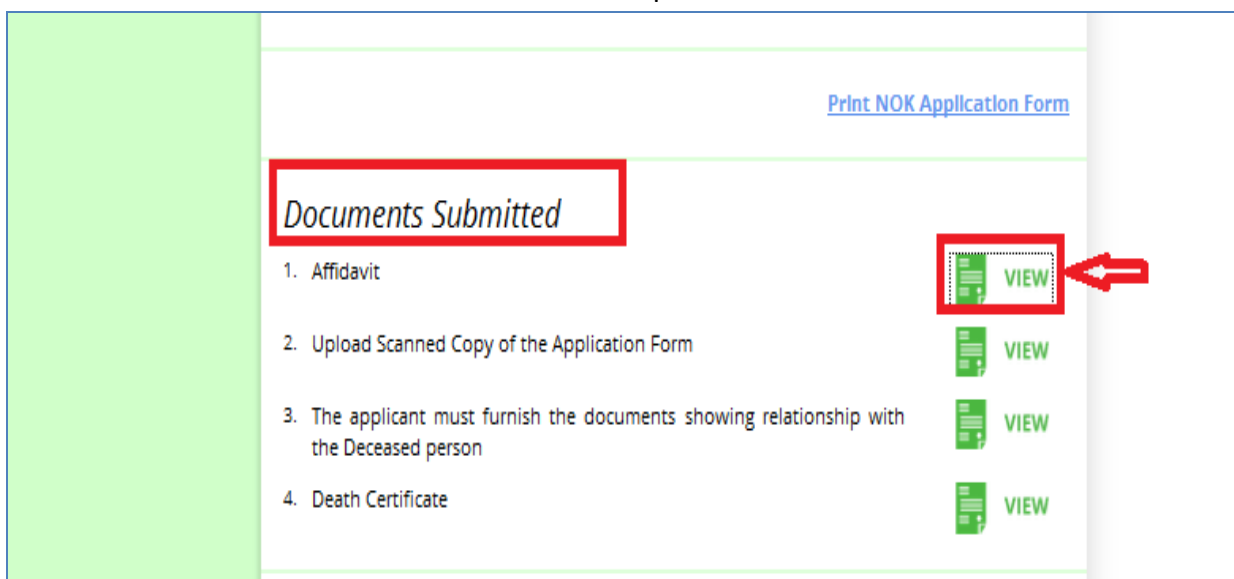
Bulk Forward **Process Later**

Pending(1)

S.No	Application No	Applied Date	SLA Date
1	SSDG/ED/NOK/2934	16-05-2015 13:35:09	18-05-2015 13:35:09

4.1.2 How to forward any application?

➤ Respective departmental user can view the application details as well as the attached supporting documents. To view a document click on the “View” option.

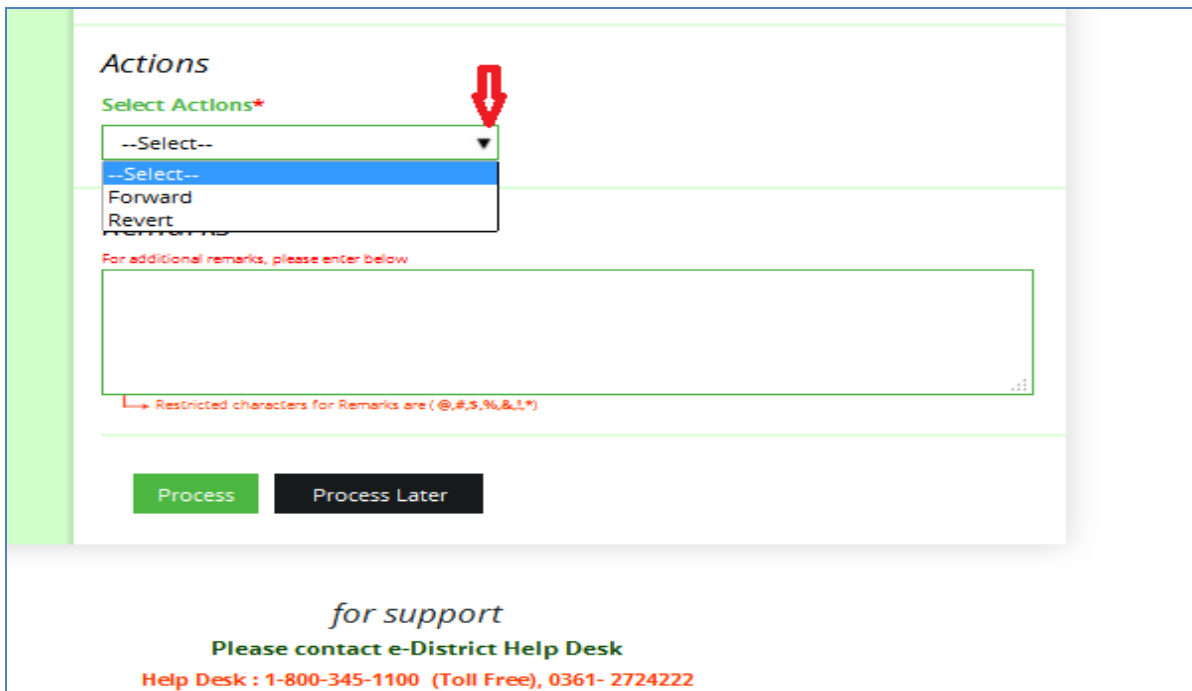


[Print NOK Application Form](#)

Documents Submitted

1. Affidavit **VIEW**
2. Upload Scanned Copy of the Application Form **VIEW**
3. The applicant must furnish the documents showing relationship with the Deceased person **VIEW**
4. Death Certificate **VIEW**

➤ Select Actions ,Forward button needs to be selected



Actions

Select Actions*

--Select--

Forward

Revert

For additional remarks, please enter below

Restricted characters for Remarks are (@, #, \$, %, &, !, *)

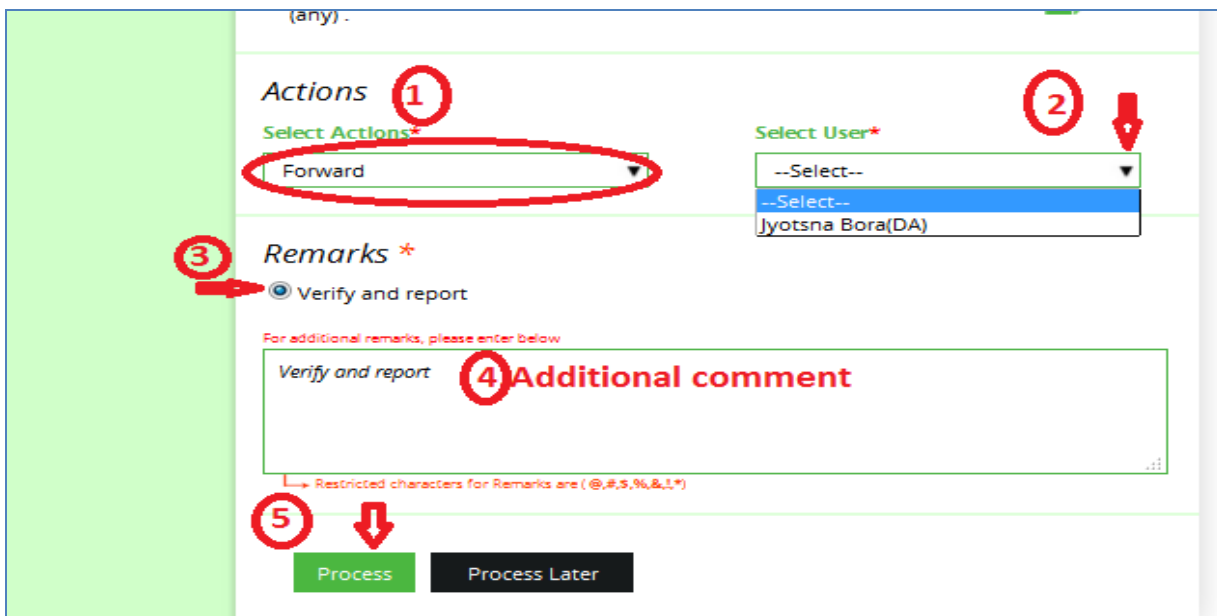
Process Process Later

for support

Please contact e-District Help Desk

Help Desk : 1-800-345-1100 (Toll Free), 0361- 2724222

- Once select forward button, Select User option will appear and once click on remarks, Application forwarding message shown on screen. Needful comments should be written into the field "Remarks"



(any) .

Actions

Select Actions*

Forward

Select User*

--Select--

--Select--

Jyotsna Bora(DA)

Remarks *

Verify and report

For additional remarks, please enter below

Verify and report

Additional comment

Restricted characters for Remarks are (@, #, \$, %, &, !, *)

Process Process Later

- Status shows as application has been successfully forwarded to concern DA.



<ul style="list-style-type: none"> Bakljal Clearance Certificate(N:0, P:0) Permlsslon for Falrs Events(N:0, P:0) 	<p><i>The Application SSDG/ED/ NCL /4007 is Successfully forwarded to Mrs. Jyotsna Bora (DA - Goalpara District Office ,DC Office)</i></p>
--	--

4.1.3 How to preview and approve any application?

- If verification reports OK then DPS approves and digitally sign the certificate
- DPS has option to view attached document

Print PDDR Application Form

Documents Submitted

- Hospital or Doctor's Certificate regarding Death / Cremation certificate or Age Proof (any).  VIEW
- Proof of Resident.  VIEW

Previous Remarks

Jyotsna Bora Dealing Assistant - Kaliabor SubDivision Office 20-05-2015 14:08:17	Remarks Forwarded to Circle Officer for verification, As per Circle Officers report recommended for issuance of certificate
Madhumita Bhagabati Designated Public Servant - Kaliabor SubDivision Office 20-05-2015 14:06:51	Remarks Verify and report

Actions

Select Actions*

--Select--

Remarks *

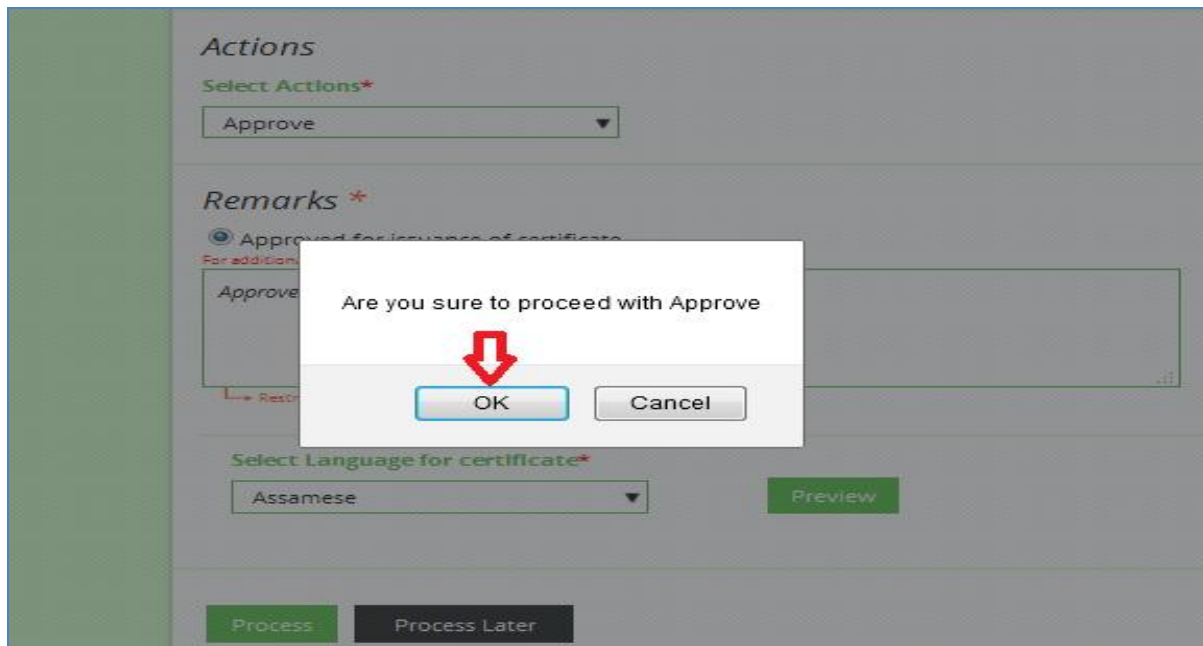
For additional remarks, please enter below

- “Approve” button needs to be selected
- Needful comments should be written into the field “Remarks”

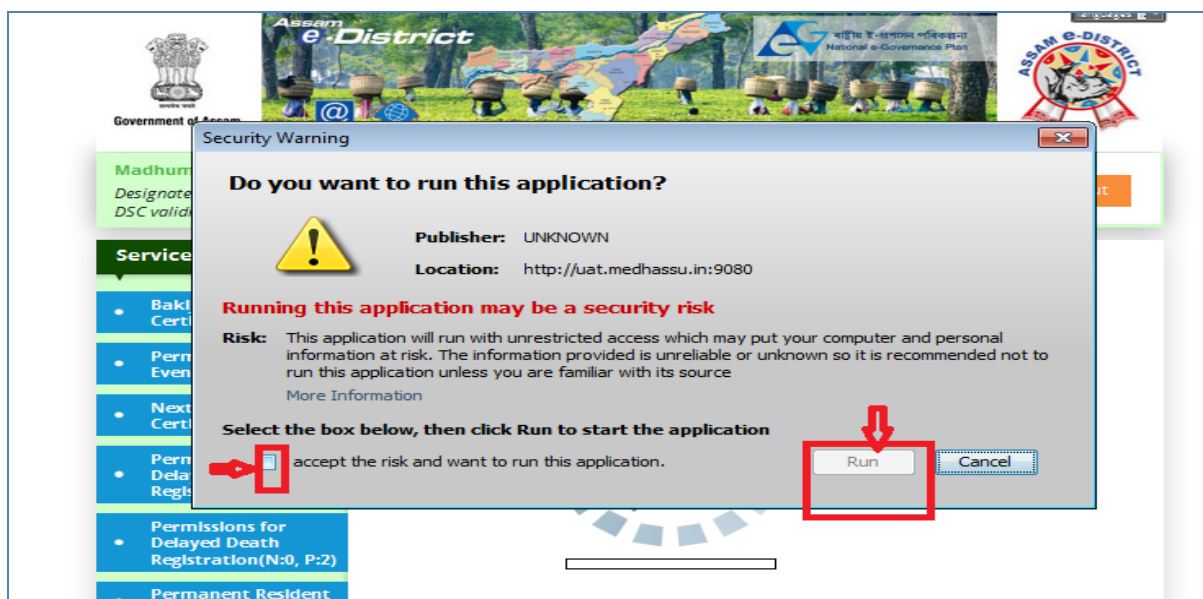
- Approving Authority can Preview of the certificate before digitally signing.
- Preview button needs to be clicked

FAQ

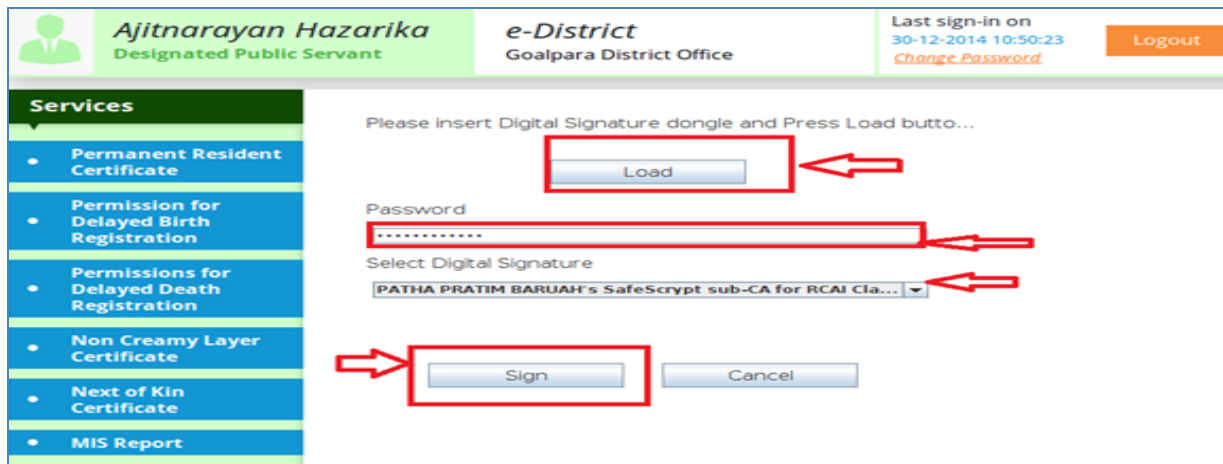
- If supporting documents and reports are OK then DPS approves the certificate. To approve an application Approving Authority has to insert the digital signature dongle in his system and click on approve button.



- Approving Authority has to *check the checkbox* and click on “Run” button.



- DPS has to follow the below steps 1) Click on “Load” 2) Enter Password 3) Select Digital Signature by using Drop-down option 4) Click on “Sign”



Ajitnarayan Hazarika
Designated Public Servant

e-District
Goalpara District Office

Last sign-in on
30-12-2014 10:50:23
[Change Password](#)

[Logout](#)

Services

- Permanent Resident Certificate
- Permission for Delayed Birth Registration
- Permissions for Delayed Death Registration
- Non Creamy Layer Certificate
- Next of Kin Certificate
- MIS Report

Please insert Digital Signature dongle and Press Load button...

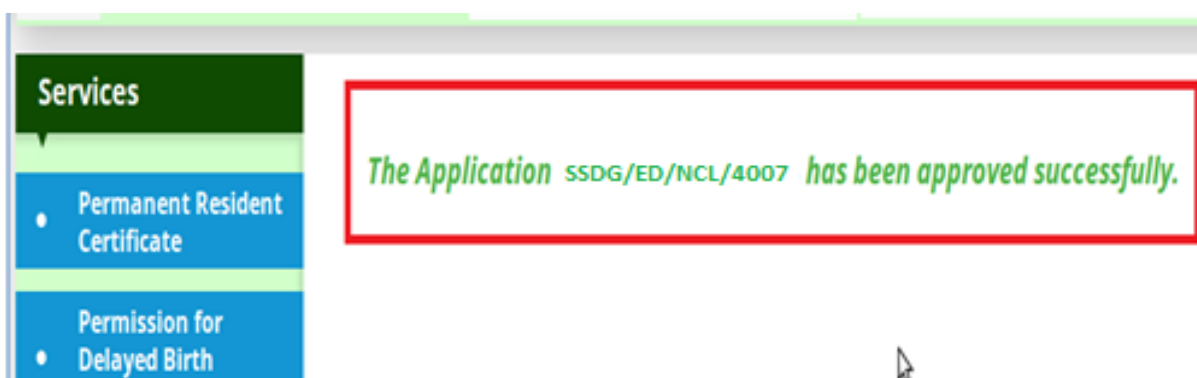
Load

Password

Select Digital Signature
PATHA PRATIM BARUAH's SafeScript sub-CA for RCAl Cla...

Sign **Cancel**

- Confirmation should be given by clicking “OK” button in the alert message
- Status shows as application has been successfully approved



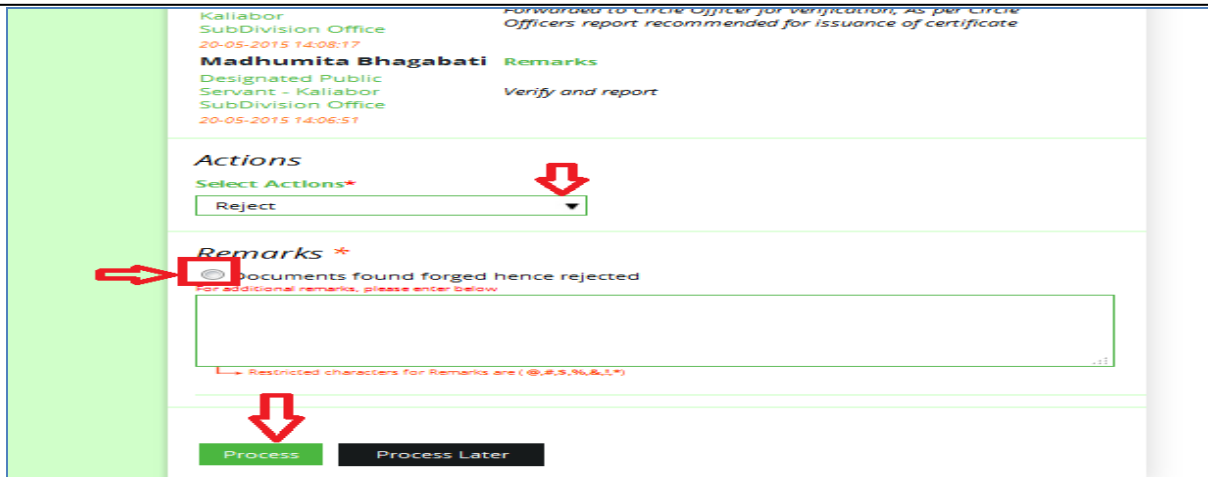
Services

- Permanent Resident Certificate
- Permission for Delayed Birth

The Application SSDG/ED/NCL/4007 has been approved successfully.

4.1.4 How to reject any application?

- If verification reports are not OK then Approving Authority rejects the application with Justification and the intimation is given to the applicant via SMS.
- “Reject” button needs to be selected
- Needful comments should be written into the field “Remarks”



Kaliabor
SubDivision Office
20-05-2015 14:08:17
Madhumita Bhagabati
Designated Public
Servant - Kaliabor
SubDivision Office
20-05-2015 14:06:51

Forwarded to Circle Officer for verification, As per Circle
Officers report recommended for issuance of certificate

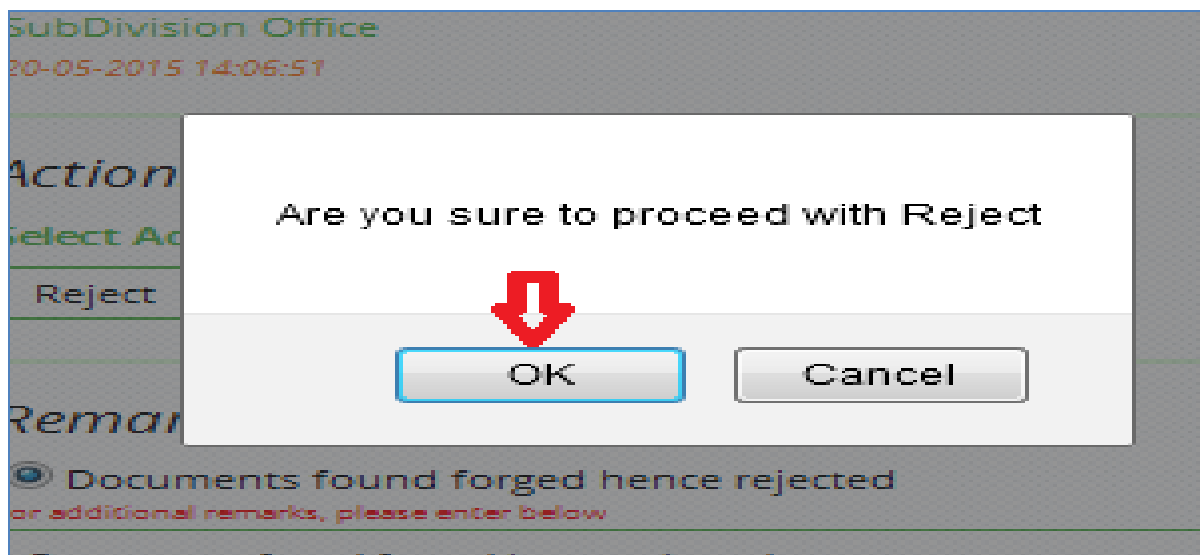
Verify and report

Actions
Select Actions*
Reject

Remarks *
Documents found forged hence rejected
for additional remarks, please enter below
Restricted characters for Remarks are (@, #, \$, %, &, !, *)

Process Process Later

- Confirmation should be given by clicking “OK” button in the alert message



SubDivision Office
20-05-2015 14:06:51

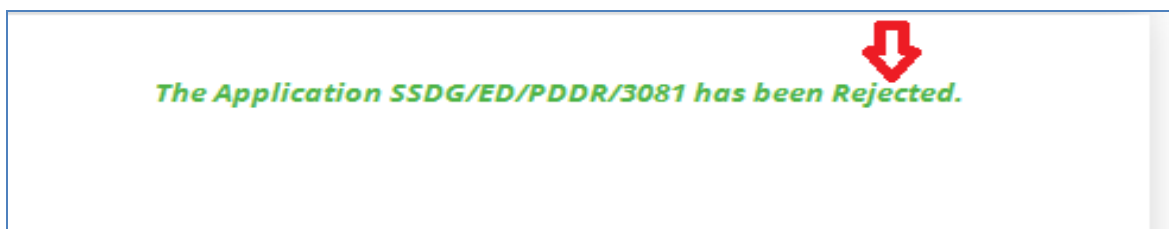
Action
Select Action
Reject

Are you sure to proceed with Reject

OK Cancel

Remarks
Documents found forged hence rejected
for additional remarks, please enter below
Restricted characters for Remarks are (@, #, \$, %, &, !, *)

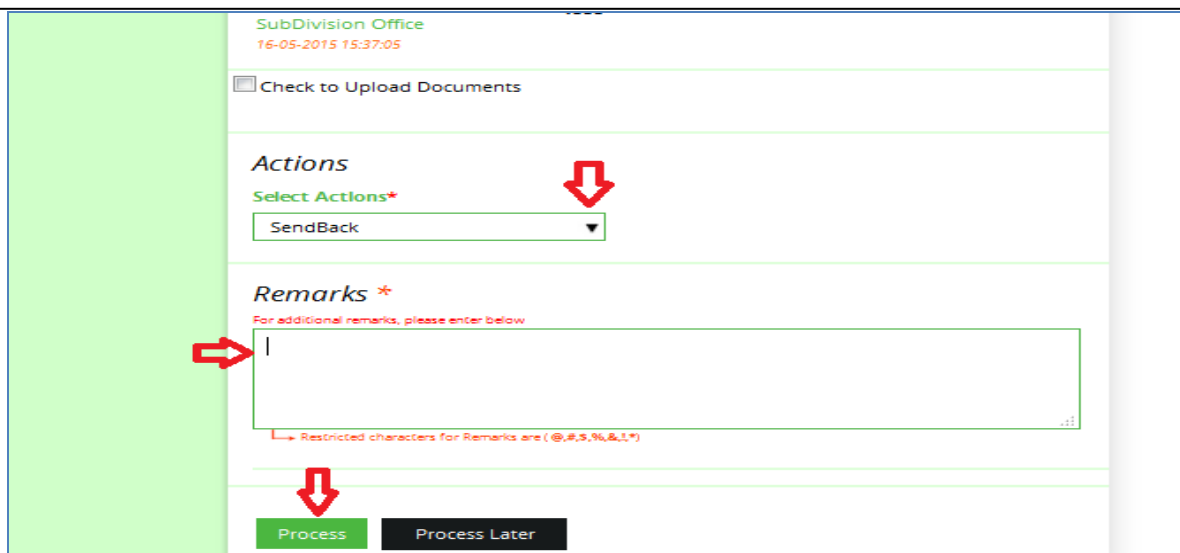
- Status shows as application has been Rejected



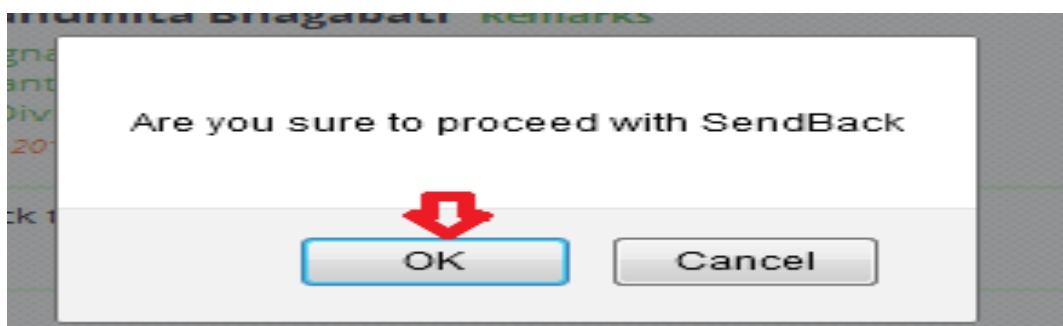
The Application SSDG/ED/PDDR/3081 has been Rejected.

4.1.5 How to Send Back any application?

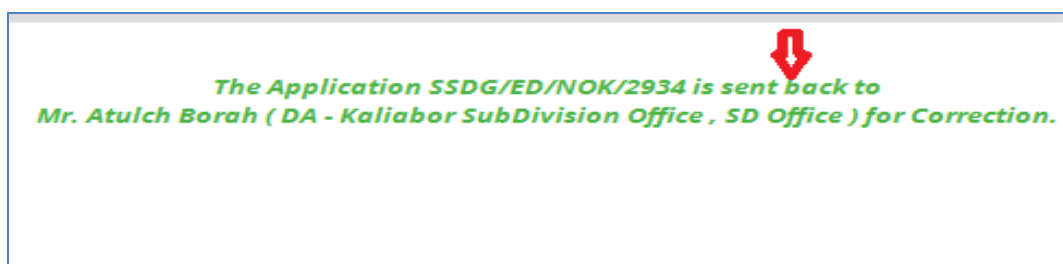
- There is an option to Send Back an application to the previous user in the workflow for further information is required.
- “Send Back” button needs to be Selected
- Needful comments should be written into the field “Remarks”



- Confirmation should be given by clicking “OK” button in the alert message



- Status is showing once sent back



5 About Action button

- Various buttons for processing an Application

Forward:

- Needful comments should be written into the field “Remarks”
- Forward button needs to be clicked



- Application forwarding message shown on screen

Send Back:

- There is an option to Send Back an application to the previous user in the workflow for further information is required.
- Needful comments should be written into the field "Remarks"
- "Send Back" button needs to be clicked
- Confirmation should be given by clicking "OK" button in the alert message

Approve:

- If verification reports OK then DPS approves and digitally sign the certificate
- Needful comments should be written into the field "Remarks"
- "Approve" button needs to be clicked
- Confirmation should be given by clicking "OK" button in the alert message

Preview:

- User can Preview of the certificate before digitally signing.
- "Preview" button needs to be clicked
- Confirmation should be given by clicking "OK" button in the alert message

Revert:

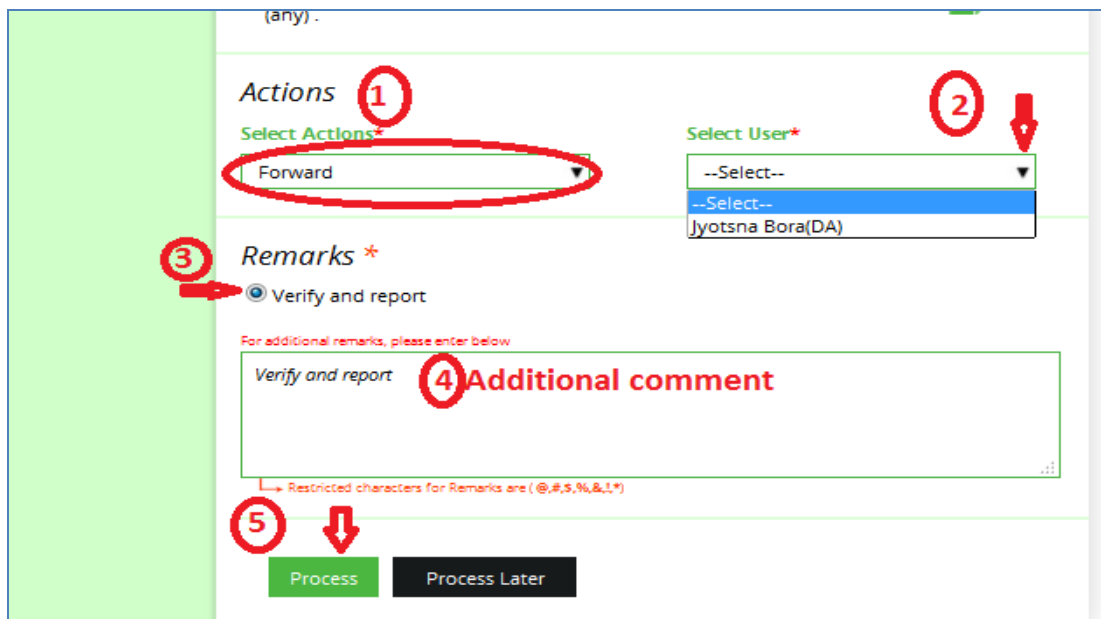
- If application is not complete in all aspects DA update the status "Pending application
- Feedback" and reverts back to DPS. DPS in turn reverts back the application to
- SSDG for necessary correction/modification.
- Needful comments should be written into the field "Remarks"
- "Revert" button needs to be clicked
- Confirmation should be given by clicking "OK" button in the alert message
-

Reject:

- If verification reports are not OK then DPS rejects the application with
- Justification and the intimation is given to the applicant via SMS.
- Needful comments should be written into the field "Remarks"
- "Reject" button needs to be clicked
- Confirmation should be given by clicking "OK" button in the alert message

- b. Selecting Comments Check Boxes

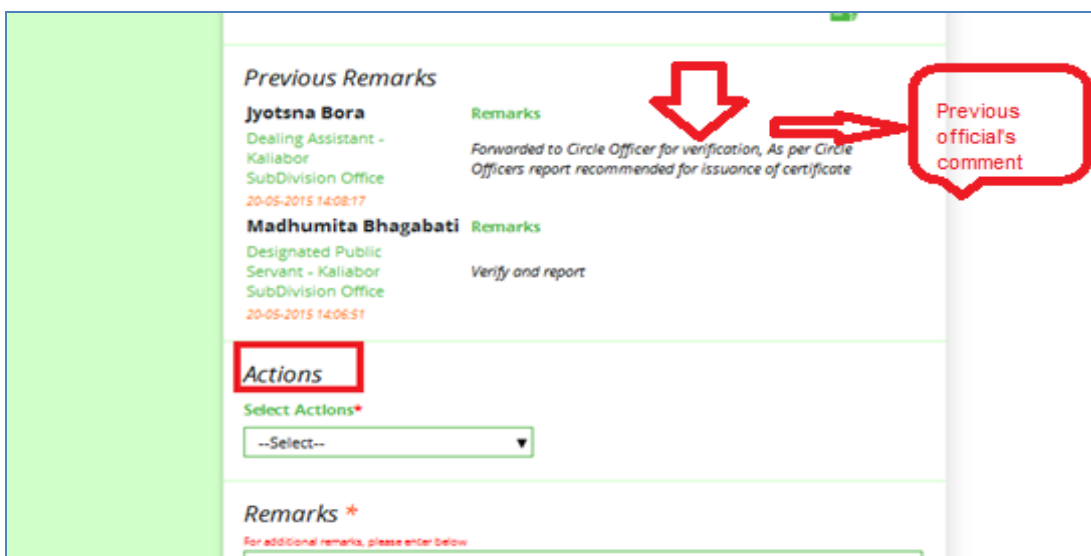
- Respective departmental user can select predefined remarks to process the application, for any additional remark official can write into the box



The screenshot shows a web form for processing an application. It includes the following elements:

- Actions:** A dropdown menu labeled "Select Actions*" with "Forward" selected. This is circled in red and labeled with a red circle containing the number 1.
- Select User*:** A dropdown menu with "--Select--" and "Jyotsna Bora(DA)" as options. This is labeled with a red circle containing the number 2 and a red arrow pointing down.
- Remarks *:** A section with a radio button for "Verify and report" (labeled with a red circle containing the number 3 and a red arrow) and a text area for "Additional comment" (labeled with a red circle containing the number 4). Below the text area is a note: "Restricted characters for Remarks are (@,#,\$,%,&,'*)".
- Buttons:** "Process" and "Process Later" buttons at the bottom. The "Process" button is labeled with a red circle containing the number 5 and a red arrow pointing down.

- c. Highlight previous comments?



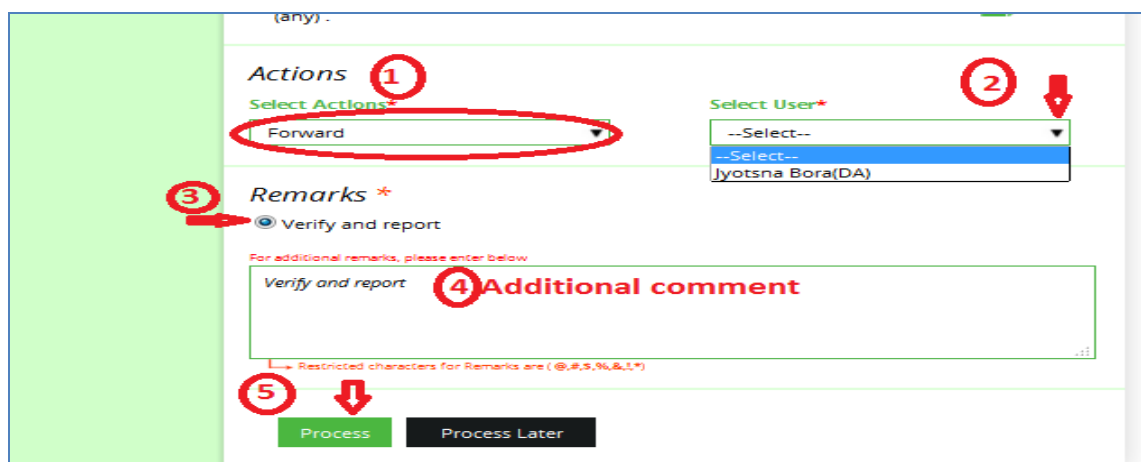
The screenshot shows the "Previous Remarks" section of the application. It lists two previous remarks:

- Jyotsna Bora:** Dealing Assistant - Kallabor SubDivision Office, 20-05-2015 14:08:17. Remarks: "Forwarded to Circle Officer for verification, As per Circle Officers report recommended for issuance of certificate".
- Madhumita Bhagabati:** Designated Public Servant - Kallabor SubDivision Office, 20-05-2015 14:06:51. Remarks: "Verify and report".

Below the remarks is an "Actions" section with a "Select Actions*" dropdown menu. A red box highlights the "Actions" section. A red arrow points from a red speech bubble labeled "Previous official's comment" to the "Remarks" column of the previous remarks.

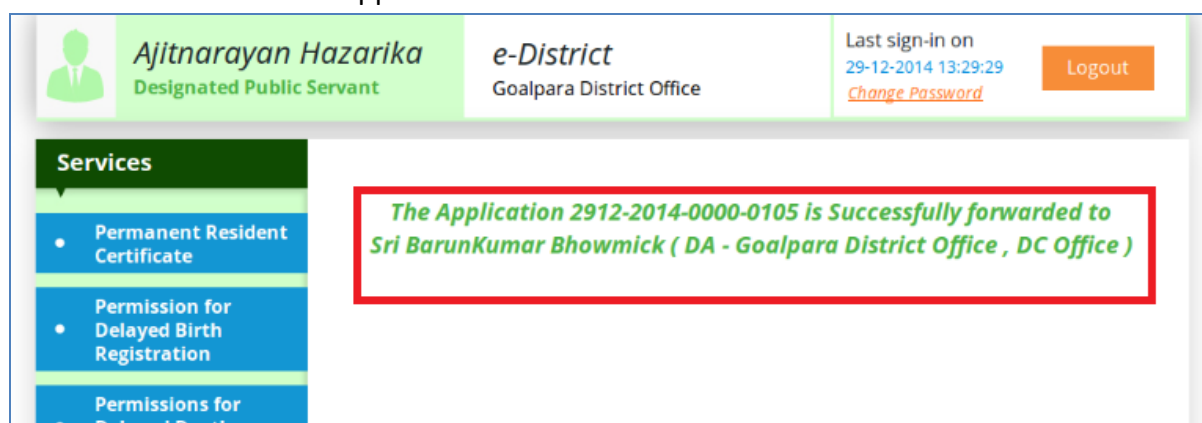
- d. How to Forward an application?

If application complete in all aspects departmental user forwards the application, departmental user has to select predefined remark or add comment in the comment box as shown in fig



The screenshot shows a web form for forwarding an application. It includes a 'Select Actions' dropdown menu (1) with 'Forward' selected, a 'Select User' dropdown menu (2) with 'Jyotsna Bora(DA)' selected, a 'Remarks' section (3) with a radio button for 'Verify and report', and a text area for 'Additional comment' (4). At the bottom, there are 'Process' and 'Process Later' buttons (5). A red oval highlights the 'Forward' option in the 'Select Actions' dropdown, and a red arrow points to the 'Additional comment' text area.

e. Status shows where an Application is Forwarded to next Official



The screenshot shows a user dashboard for 'Ajitnarayan Hazarika', Designated Public Servant, e-District, Goalpara District Office. The dashboard includes a 'Services' sidebar with options like 'Permanent Resident Certificate', 'Permission for Delayed Birth Registration', and 'Permissions for Delayed Death'. A red box highlights a message: 'The Application 2912-2014-0000-0105 is Successfully forwarded to Sri BarunKumar Bhowmick (DA - Goalpara District Office , DC Office)'. The top right shows the last sign-in on 29-12-2014 13:29:29, a 'Change Password' link, and a 'Logout' button.

6 About Report details

6.1 MIS Reports

- Selection criteria – Service, District, Office Type, Office , Status, Official ,From Date, To Date
- Functionality of Report – Provide a list of Applications satisfying selection criteria



MIS Report

Service
Permanent Resident Certificate ▼

District
Barpeta ▼

OfficeType
-- ALL -- ▼

Office
-- ALL -- ▼

Status
In Progress ▼

Official
-- ALL -- ▼

From Date
2015-09-30

To Date
2015-10-01

In fig: Selection conditions are showing

MIS Report(30-09-2015 - 01-10-2015)

Permanent Resident Certificate

District : Barpeta **Office :** DC Office Barpeta **STATUS :** In Progress

Application Number	Applicant Name	Regn Date	Pending At	Days	Remarks
SSDG/ED/ PRC/ 53178	MAHBUBUR RAHMAN	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 53222	MARJINA PARBIN	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 53285	DIPANKAR DAS	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 53423	PRATIMA SARKAR	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 53634	JURI NATH	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 54039	MOUSUMI SUMIM RAHMAN	30-09-2015	DRBABUL SAHARIA	2 days	view
SSDG/ED/ PRC/ 54280	ALAKA MANDAL	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54346	ANITA AKTAR	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54377	ALMINA SADDAT	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54844	NAZMA BEGUM	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54912	DEJEE TALUKDAR	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54890	UPASANA TALUKDAR	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 54939	TASLIMA NASRIN	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 55004	JUGASMITA MEDHI	01-10-2015	DRBABUL SAHARIA	1 days	view
SSDG/ED/ PRC/ 55057	ANOWARA AHMED	01-10-2015	DRBABUL SAHARIA	1 days	view

District : Barpeta **Office :** Bajali Sub Division Office **STATUS :** In Progress

Application Number	Applicant Name	Regn Date	Pending At	Days	Remarks
SSDG/ED/ PRC/ 54940	MADHUSMITA DAS	01-10-2015	Subhalaxmi Deka	1 days	view

In fig: output of the report is showing

6.2 Summary Reports

- Selection Criteria - Date Selection
- Functionality of Report – Provide a list of Number of Applications satisfying selection criteria –
 - > Applications are classified as Number of Applications pending at District, Sub Division, Circle office;
 - > Number of Applications Approved, Number of Applications Rejected, Number of Applications with NO officials
- Output of the report

Summary Report

District

Barpeta ▼

From Date **To Date**

2015-09-24 2015-10-01

Submit **Cancel**

In fig, selection conditions are showing

• Service Category	Application Summary Report(24-09-2015 - 01-10-2015)					
• OfficeType						
• Office						
• Service Role Messages						
• FeedBack Log						
• Reports						
Service Category	Service Details	Applications Pending at			Applications	
		District	Sub Division	Circle	Approved Rejected	with No Official
District: Barpeta						
Certificates	Permanent Resident Certificate	AA:0 DA:1 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0
	Non Creamy Layer Certificate	AA:0 DA:0 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 1	App: 0 Rej: 0	0
	Next of Kin Certificate	AA:1 DA:0 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0
	Income certificate	AA:0 DA:0 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0
	Senior Citizen Certificate	AA:0 DA:1 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0
	Bakljal Clearance Certificate	AA:1 DA:0 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0
	Marriage Certificate	AA:0 DA:0 PA:0	AA:0 DA:0 PA:0	AA:0 DA:0 PA: 0	App: 0 Rej: 0	0

In fig, report output is showing

6.3 Dietary Reports

- Selection Criteria - Date Selection
- Functionality of Report – Provides a District Wise list of Number of Applications satisfying selection criteria – Applications Approved, Applications Received
- Output of the report:

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Asset Type
- Asset
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Reports

DeiTY Report

District
Morigaon

From Date 2015-09-29 **To Date** 2015-10-01

DeiTY Report(29-09-2015 - 01-10-2015)

Service Category	Service Details	Applications			
		Received	Approved	Rejected	Reverted
District: Morigaon					
Certificates	Caste Certificate	10	0	0	0
Certificates	Permanent Resident Certificate	2	0	0	0
Certificates	Senior Citizen Certificate	1	0	0	0
Permissions	Permission for Delayed Birth Registration	97	0	0	0
Permissions	Permission for Delayed Death Registration	1	0	0	0

In fig, based on selection conditions report output is showing

6.4 Official Reports

- Selection criteria – Service, District, Office Type, Office, Designation, Gender, Biometric Enabled, Is Published
- Functionality of Report – Provide a list of Officials satisfying selection criteria
- Output of the report:

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Asset Type
- Asset
- Role
- Service Category

Officials Report

Service
Permanent Resident Certificate

OfficeType
DC Office

Designation
Dealing Assistant

Is Biometric Enabled
☒ No ☐ Yes

District
Barpeta

Office
DC Office Barpeta

Gender Selected
☒ Male ☐ Female ☐ Both

Is Published
☐ No ☒ Yes

In fig: Selection conditions are showing

Officials Report

Sub Heading

District : Barpeta

Office : DC Office Barpeta

Service : Permanent Resident Certificate

Name Login UserName	Designation	Mobile	Gender
PRANITA DAS	Dealing Assistant	9435267838	Male
ZIAUR RAHMAN	Dealing Assistant	9957446493	Male
SAMIRAN MAZUMDAR	Dealing Assistant	9435328103	Male

In fig: output of the report is showing

7 District Admin Roles and Responsibilities:

Following are the roles and responsibilities of District Admin:

- Create a user
- Update a user
- Service role revocation and transfer services
- Deactivate a user
- Define service workflow
- Service wise certificate output language configuration
- Update asset management module
- Reports and MIS

7.1 Create a User:

District Admin needs to enter the correct username and password, after successful login home page will appear.

Click on Link "User"



Government of Assam
KamrupMetroAdmin
Kamrup Metro Admin

Last sign-in on
23-04-2015 18:41:57
[Change Password](#)

Logout

User

Search

Name

<< < 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | > >> 1--10 Of 90

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Sharmistha	Borah	SHARMISTHABO RAH	9864053741	dumyy@email. com	<input type="button" value="Edit"/>	<input type="button" value="GO"/>
Dhrubajyoti	Das	DDHRUBAJYOTI	9435183744	dumyy123@gm ail.com	<input type="button" value="Edit"/>	<input type="button" value="GO"/>

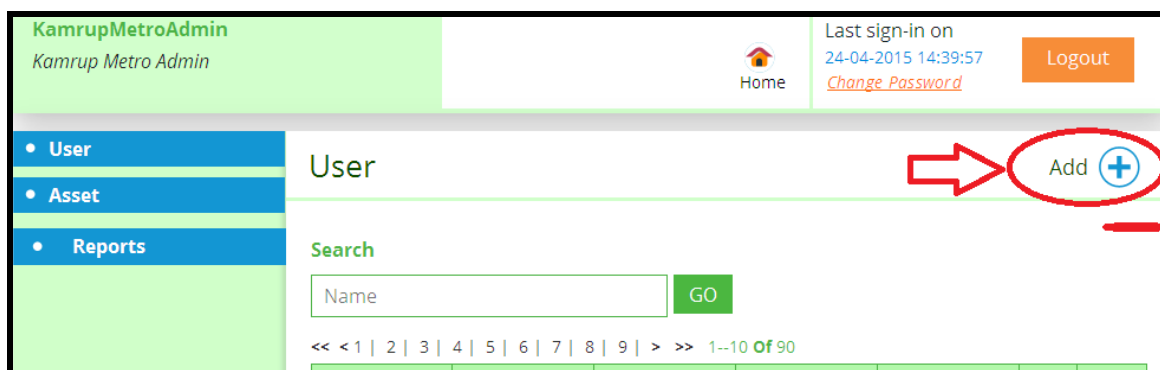
Example: To create a user with Name "M Abdul Rasid", please follow the below steps:

District Admin has to search with the first name that is "M Abdul", if record does not come District Admin has to check with the Last name example "Rasid". Sometimes result will not come though we put last name or first name then District Admin has to use partial name example "M" or "Abdul" or "Rasid". If user is not present then only create a new user

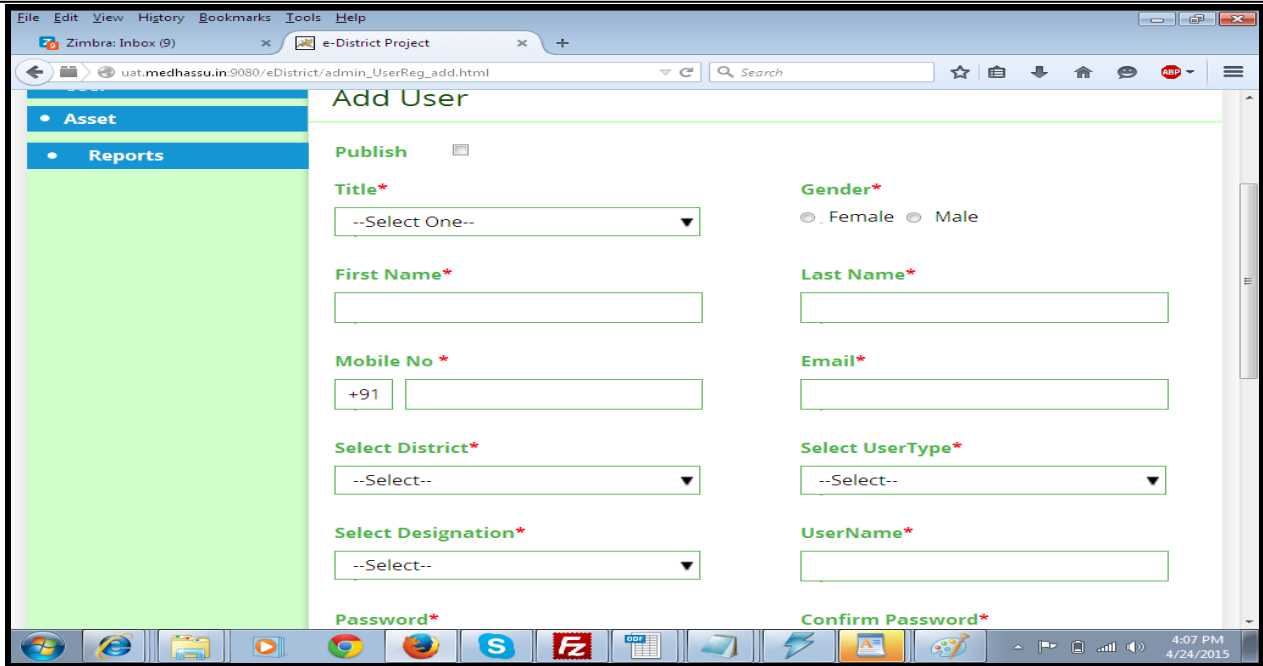
Before entering details, District admin has to create userID .Example for user "M Abdul Rasid", User-Id will be "MABDULRASID" (firstname+lastname) , if userID is not present then only use this userID. If this user ID is present it means another user already uses this ID, in this case admin has to create a new userID as "ABDULRASID" or "ABDULRASIDM"



➤ Click on "Add"



➤ District Admin has to fill the fields .FYI User Type should be "**Official**". If email-Id data is not with District Admin, District Admin has to fill with "**dummy@email.com**", Display name will be first name and last name for example display name will be for this user is **M Abdul Rasid**



Add User

Publish ☒

Title*

Gender* ☐ Female ☐ Male

First Name*

Last Name*

Mobile No *

Email*

Select District*

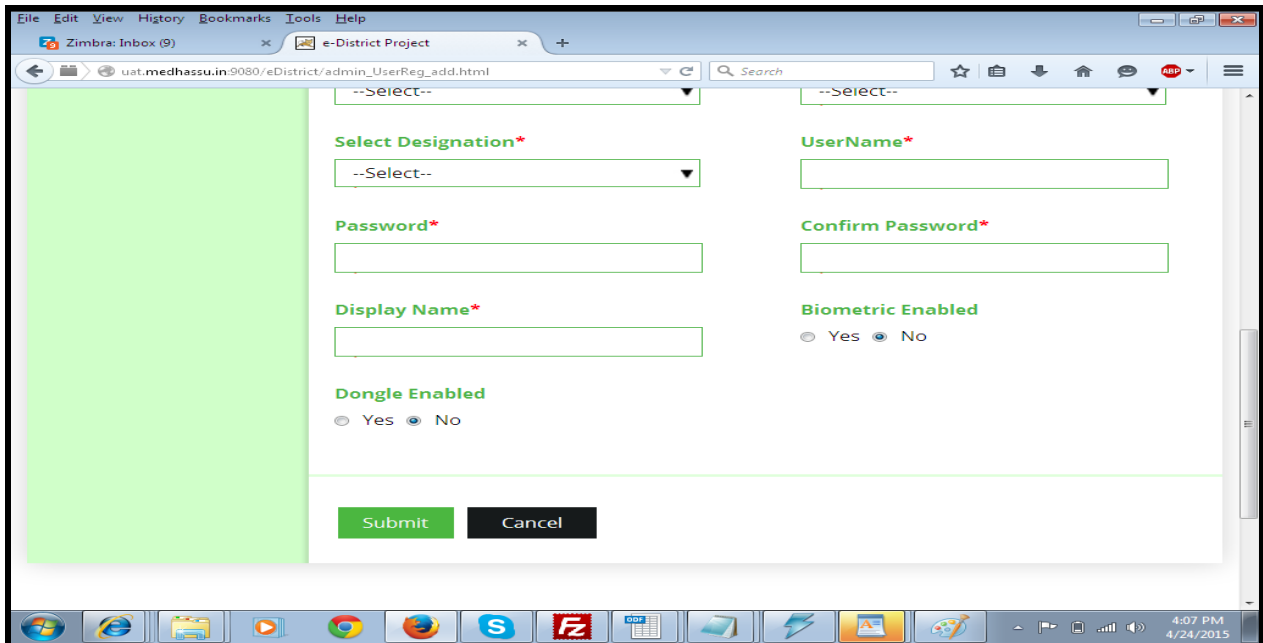
Select UserType*

Select Designation*

Password*

Confirm Password*

- Set Biometric and Dongle Enabled as "NO"



Select Designation*

UserName*

Password*

Confirm Password*

Display Name*

Biometric Enabled ☐ Yes ☒ No


Dongle Enabled ☐ Yes ☒ No

Submit **Cancel**

- Click on "Submit"



To assign service,role,office type ,office:

- Search the user ->click on go under assign column

User Add 

Search


<< < 1 | > >> 1--1 Of 1


First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
M Abdul	Rasid	MABDULRASID A	9707605400	dummy@gmail. com		


- After clicking Go, the below window appears. District Admin has to select service, role, office type and office step by step.


Mobile Number 9859991199 **Email** dummy@gmail.com

Designation Designated Public Servant

1 **Select Service *** 

2 **Select Role *** 

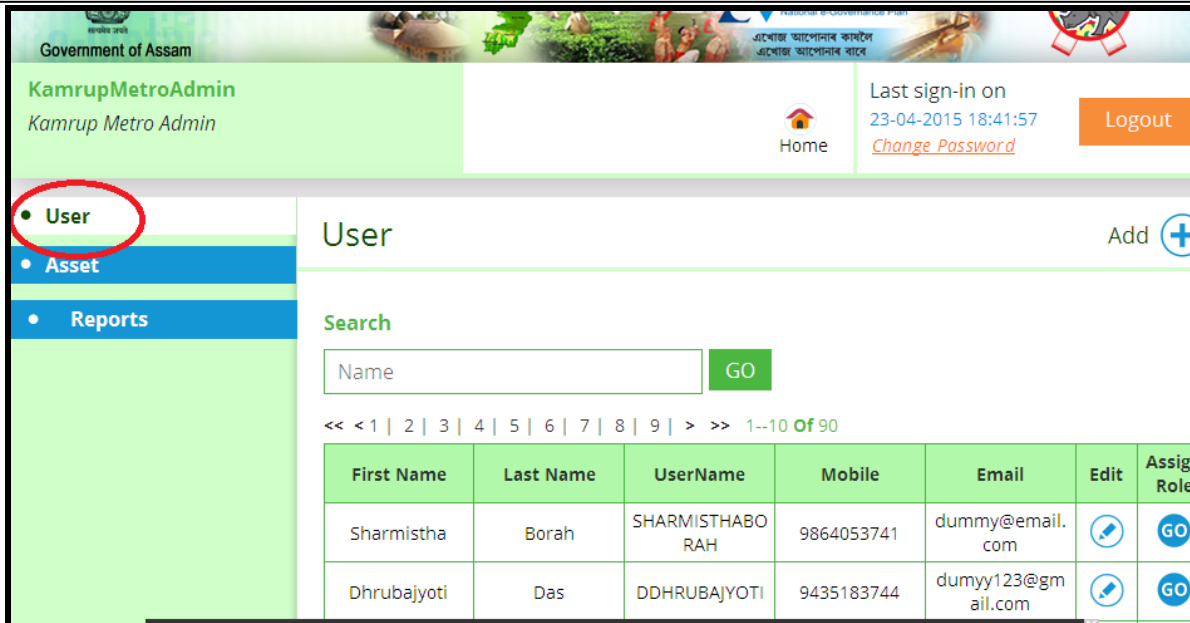
3 **Select OfficeType *** 

4 **Select Office *** 

- Click on **Submit**.

7.2 Update a user:

- District Admin needs to enter the correct username and password, After successful login home page will appear.



Government of Assam
KamrupMetroAdmin
Kamrup Metro Admin

Last sign-in on 23-04-2015 18:41:57
[Change Password](#) [Logout](#)

Home

User Add +

Asset

Reports

Search

Name [GO](#)

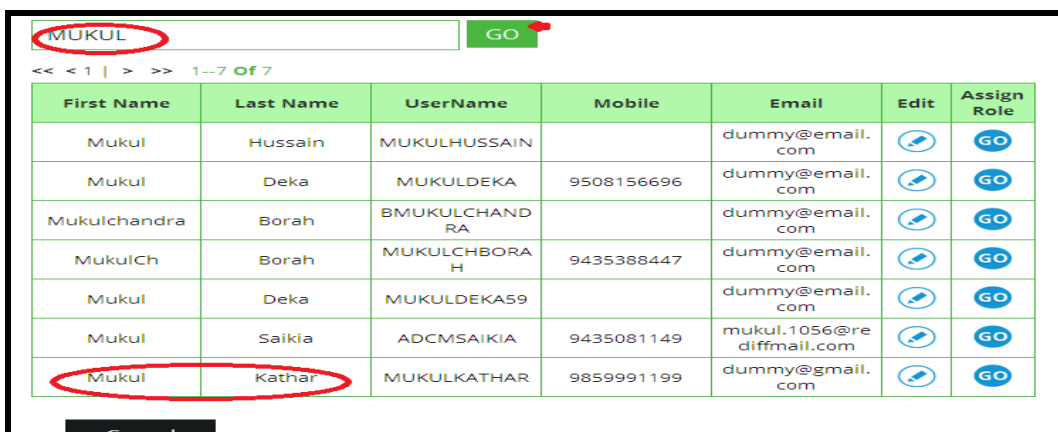
<< < 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | > >> 1--10 Of 90

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Sharmistha	Borah	SHARMISTHABO RAH	9864053741	dummy@email. com	Edit	GO
Dhrubajyoti	Das	DDHRUBAJYOTI	9435183744	dumyy123@gm ail.com	Edit	GO

To update a user, please find the below steps

Example: To update a user "Mukul Kathar"

- Admin has to search with the first name that is "Mukul", if record doesn't come Admin has to check with the Last name example "Kathar". Sometimes result will not come though we put last name or first name then Admin has to use partial name example "Mu"(from first name Mukul) or "Kat"(from last name Kathar)



[GO](#)

<< < 1 | > >> 1--7 Of 7

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Mukul	Hussain	MUKULHUSSAIN		dummy@email. com	Edit	GO
Mukul	Deka	MUKULDEKA	9508156696	dummy@email. com	Edit	GO
Mukulchandra	Borah	BMUKULCHAND RA		dummy@email. com	Edit	GO
MukulCh	Borah	MUKULCHBORA H	9435388447	dummy@email. com	Edit	GO
Mukul	Deka	MUKULDEKA59		dummy@email. com	Edit	GO
Mukul	Saikia	ADCMSAIKIA	9435081149	mukul.1056@re diffmail.com	Edit	GO
Mukul	Kathar	MUKULKATHAR	9859991199	dummy@gmail. com	Edit	GO















[Cancel](#)


- To update any personal information of any user, go to "Edit" -> update information -> click on Update
- Above record is showing that user is already present in the application. If any user is already present in the application, Admin has to update his profile by adding the new service.
- If we want to add one more service to them
- Admin has to click on "GO" under the column "Assign role"

MUKUL

GO

<< < 1 | > >> 1--7 Of 7

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Mukul	Hussain	MUKULHUSSAIN		dummy@email.com		
Mukul	Deka	MUKULDEKA	9508156696	dummy@email.com		
Mukulchandra	Borah	BMUKULCHANDRA		dummy@email.com		
MukulCh	Borah	MUKULCHBORAH	9435388447	dummy@email.com		
Mukul	Deka	MUKULDEKA59		dummy@email.com		
Mukul	Saikia	ADCMSAIKIA	9435081149	mukul.1056@rediffmail.com		
Mukul	Kathar	MUKULKATHAR	9859991199	dummy@gmail.com		



After clicking Go, the below window appears. Admin has to select service, role, office type, office step by step.

Mobile Number	9859991199	Email	dummy@gmail.com
Designation	Designated Public Servant		
<hr/>			
1	2		
Select Service *	Select Role *		
--Select--	--Select--		
3	4		
Select OfficeType *	Select Office *		
--Select--	--Select--		


Admin has to fill the fields with required data.

Mobile Number	9859991199	Email	dummy@gmail.com
Designation	Designated Public Servant		
Select Service *	Bakijai Clearance Certificate	Select Role *	Approving Authority
Select OfficeType *	DC Office	Select Office *	DC Office Kamrup Metropolitan

Annotations in the image:

- Red circle around "Select Service *" with text: "Select service from dropdown"
- Red circle around "Select OfficeType *" with text: "Select Office type from dropdown"
- Red circle around "Select Role *" with text: "Here Mukul Kathar is as DPS and he approves the certificate, please select Approving authority"
- Red circle around "Select Office *" with text: "DC Office Kamrup Metropolitan"

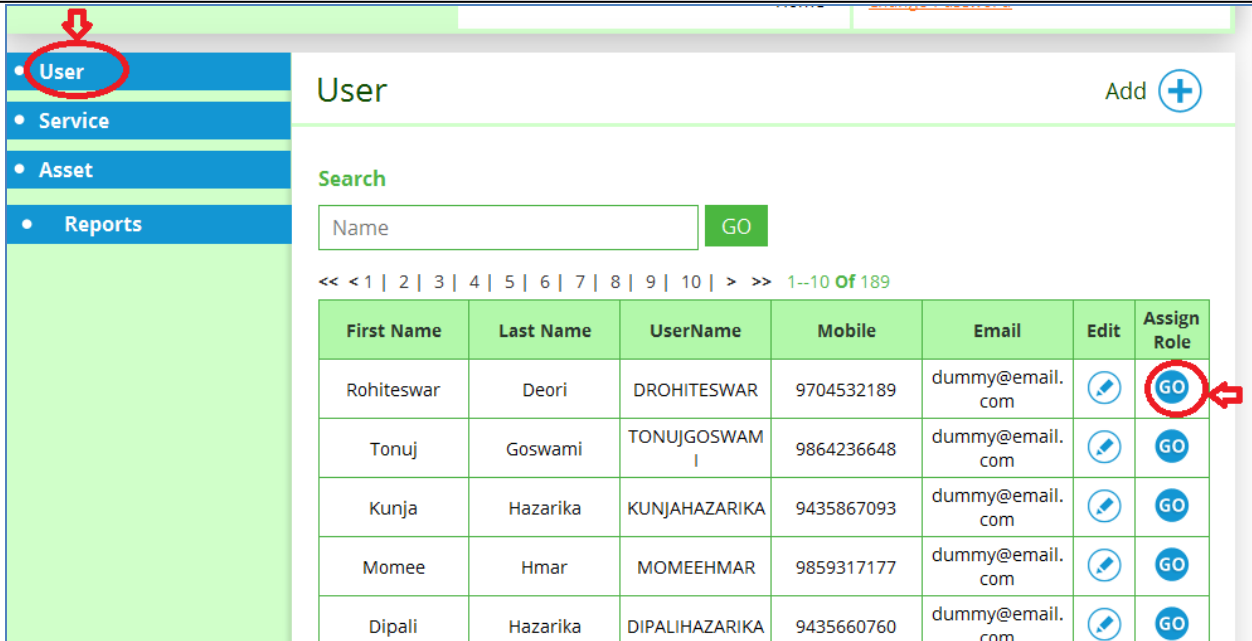
Admin has to click on "Submit"


Designation	Designated Public Servant		
Select Service *	Bakijai Clearance Certificate	Select Role *	Approving Authority
Select OfficeType *	DC Office	Select Office *	DC Office Kamrup Metropolitan
<div>  <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>			

7.3 Service-Role Revocation and Transfer services

District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on "Go" under "Assign Role"













User Add 

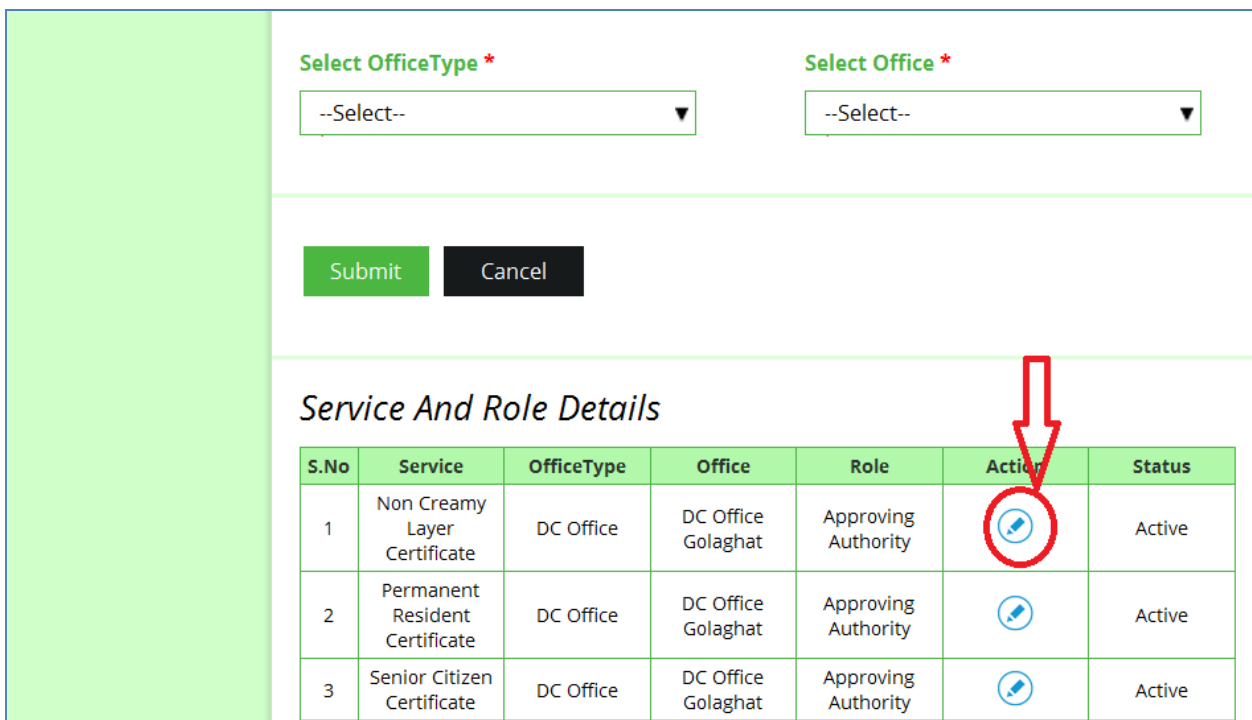
Search

Name

<< < 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | > >> 1--10 Of 189

First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Rohiteswar	Deori	DROHITESWAR	9704532189	dummy@email.com		
Tonuj	Goswami	TONUJGOSWAMI	9864236648	dummy@email.com		
Kunja	Hazarika	KUNJAHARARIKA	9435867093	dummy@email.com		
Momee	Hmar	MOMEHMAR	9859317177	dummy@email.com		
Dipali	Hazarika	DIPALIHARARIKA	9435660760	dummy@email.com		




Click on Edit



Select OfficeType *

Select Office *

Service And Role Details

S.No	Service	OfficeType	Office	Role	Action	Status
1	Non Creamy Layer Certificate	DC Office	DC Office Golaghat	Approving Authority		Active
2	Permanent Resident Certificate	DC Office	DC Office Golaghat	Approving Authority		Active
3	Senior Citizen Certificate	DC Office	DC Office Golaghat	Approving Authority		Active

Uncheck "Publish button" and click on Update.



Mobile Number	9704532189	Email	dummy@email.com
Designation	Designated Public Servant		
<input checked="" type="checkbox"/> Published			
Select Service*	Non Creamy Layer Certificate ▼	Select Role*	--Select-- ▼
Select OfficeType *	DC Office ▼	Select Office *	DC Office Golaghat ▼
<input type="button" value="Update"/>		<input type="button" value="Cancel"/>	

If user has pending application under that service, a message will appear.

All pending applications need to be assigned to another user.

For that click on “Submit “ button

Official Details

First Name

Rohiteswar

Last Name

Deori

Mobile Number

9704532189

Email

dummy@email.com

Designation

Designated Public Servant

☒ Published

→ This user has application assigned. Please click submit to reassign the application to another user ←

Submit

Select Service*

Permanent Resident Certificate ▼

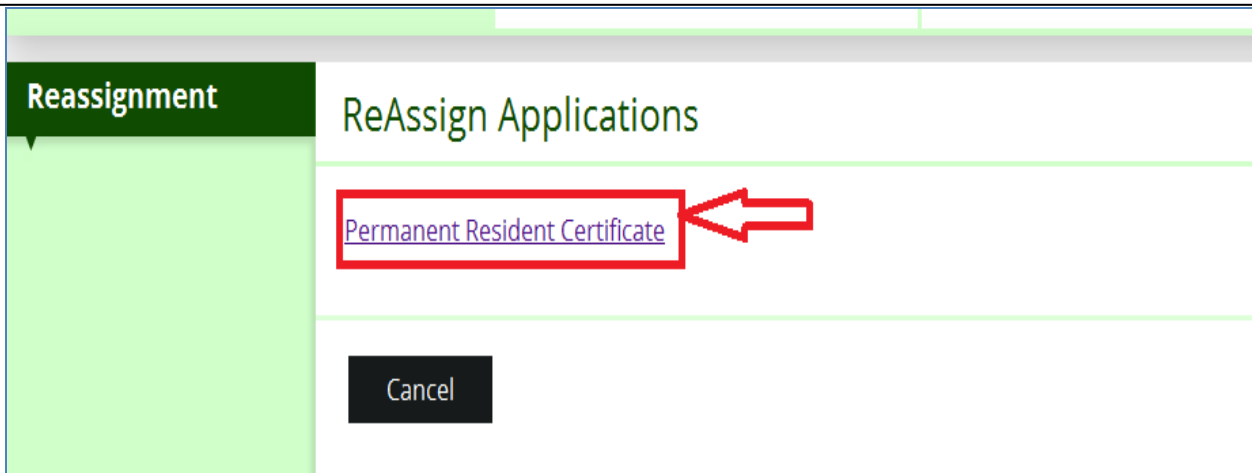
Select Role*

Approving Authority ▼

Select OfficeType *

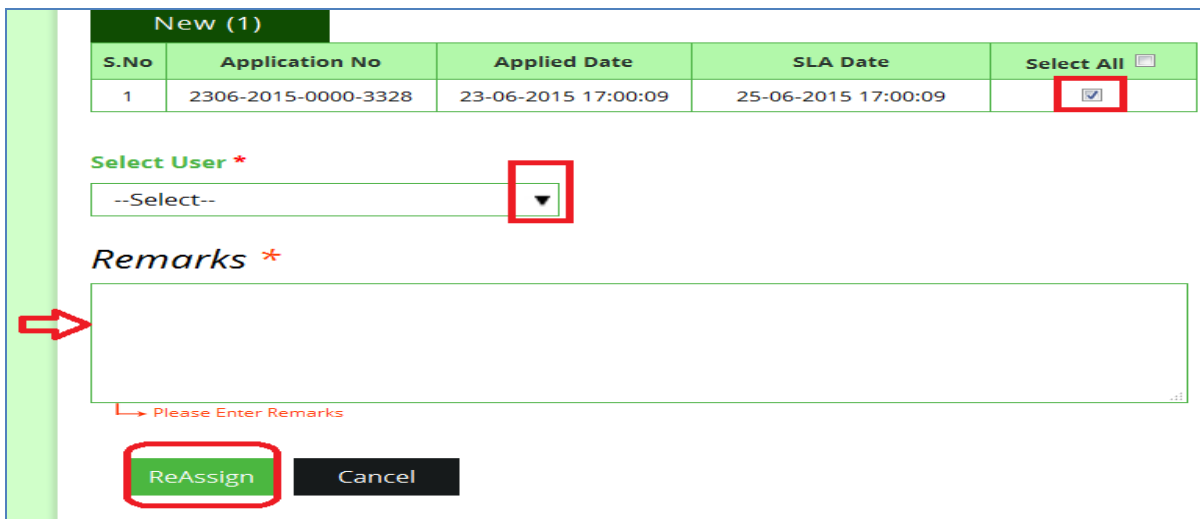
Select Office *

Click on service



The screenshot shows a web interface for reassigning applications. On the left is a green sidebar with the word "Reassignment" in white. The main area has a title "ReAssign Applications" in green. Below the title, the text "Permanent Resident Certificate" is underlined in blue and enclosed in a red rectangular box. A red arrow points from the right towards this box. Below the text is a black button labeled "Cancel".

- Select application and select a user, enter remarks and reassign that application to another user.
- Note: For this, another user should be present who delivers the particular service; otherwise dropdown menu will not show any user's list.



The screenshot shows a web interface for reassigning applications. At the top, there is a green header with the text "New (1)". Below this is a table with the following columns: S.No, Application No, Applied Date, SLA Date, and Select All. The table contains one row with the following data: S.No: 1, Application No: 2306-2015-0000-3328, Applied Date: 23-06-2015 17:00:09, SLA Date: 25-06-2015 17:00:09, and Select All: ☒. Below the table, there is a section titled "Select User *" with a dropdown menu showing "--Select--". A red box highlights the dropdown arrow. Below this is a section titled "Remarks *" with a text area. A red arrow points to the text area. Below the text area, there is a red arrow pointing to the text "Please Enter Remarks". At the bottom, there are two buttons: "ReAssign" (highlighted with a red box) and "Cancel".

S.No	Application No	Applied Date	SLA Date	Select All
1	2306-2015-0000-3328	23-06-2015 17:00:09	25-06-2015 17:00:09	<input checked="" type="checkbox"/>

Select User *

--Select--

Remarks *

Please Enter Remarks

ReAssign Cancel

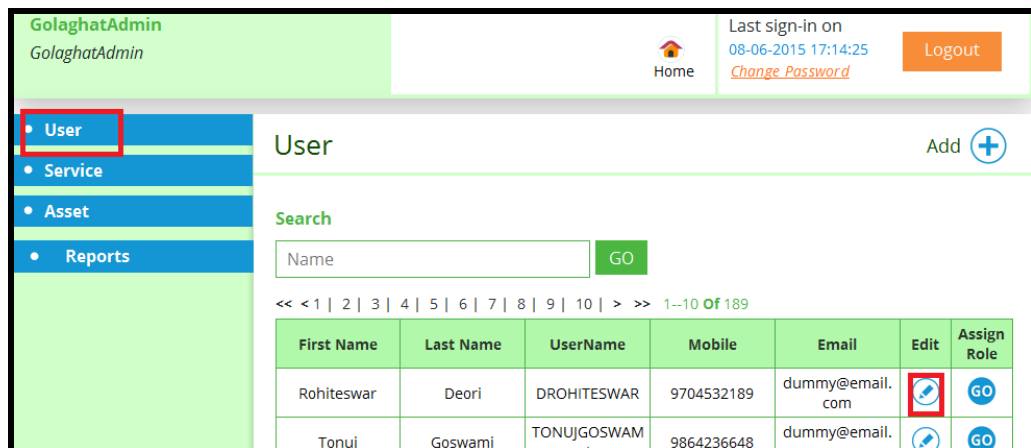
7.4 Deactivate a user:





- To deactivate a user-> Service-Role Revocation and Transfer all assigned services to another

user(please refer point 2.3)

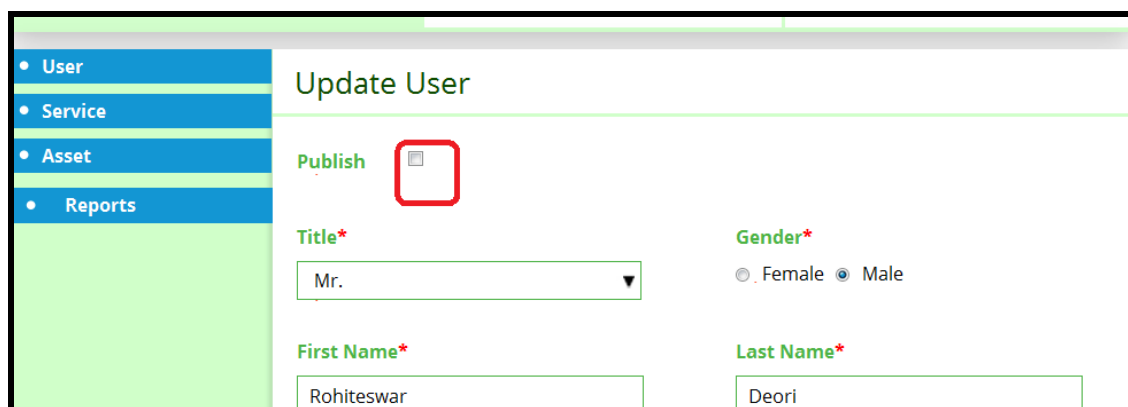
➤ District Admin needs to enter the correct username and password, After successful login home page will appear.

Search the user->Click on Edit->



First Name	Last Name	UserName	Mobile	Email	Edit	Assign Role
Rohiteswar	Deori	DROHITESWAR	9704532189	dummy@email.com		
Tonuj	Goswami	TONUJGOSWAM	9864236648	dummy@email.com		

Uncheck the “Publish button ”



Update User

Publish ☐

Title* **Gender*** ☐ Female ☒ Male

First Name* **Last Name***

Click on Update

7.5 Define Service workflow

➤ District Admin needs to enter the correct username and password, After successful login home page will appear. Click on Services











➤ For some services Different districts follow different workflows. District admin has rights to add workflow as per their District .

➤ If any District admin wants to create any workflow of any particular services, Admin has to follow two steps:

1. Assign Roles in respective Service and 2. Configure Workflow steps

- User
- Service**
- Asset
- Reports

Service

S.No	Service Category	Service Name	Prefix	Assign Role	Configure Workflow Steps
1	Certificates	Permanent Resident Certificate	PRC		
2	Permissions	Permission for Delayed Birth Registration	PDBR		
3	Permissions	Permission for Delayed Death Registration	PDDR		
4	Certificates	Non Creamy Layer Certificate	NCL		
5	Certificates	Next of Kin Certificate	NOK		
6	Certificates	Land Valuation Certificate	LVC		
7	Certificates	Income certificate	INC		

1.To assign any role->click on Assign Role->select required roles->click on “Update”

<ul style="list-style-type: none"> User Service Asset Reports 	<h2>Service Role Relationship</h2> <p>Service</p> <p>Permission for Delayed Birth Registration</p> <p>Select District *</p> <p>Golaghat</p> <table> <tr> <th>Role Name</th> <th>Select</th> </tr> <tr> <td>Dealing Assistant</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Approving Authority</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Processing Authority</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Public Information Officer</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Monitoring Authority</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Maintenance Authority</td> <td><input type="checkbox"/></td> </tr> <tr> <td>FAA</td> <td><input type="checkbox"/></td> </tr> </table>	Role Name	Select	Dealing Assistant	<input checked="" type="checkbox"/>	Approving Authority	<input checked="" type="checkbox"/>	Processing Authority	<input type="checkbox"/>	Public Information Officer	<input type="checkbox"/>	Monitoring Authority	<input type="checkbox"/>	Maintenance Authority	<input type="checkbox"/>	FAA	<input type="checkbox"/>
Role Name	Select																
Dealing Assistant	<input checked="" type="checkbox"/>																
Approving Authority	<input checked="" type="checkbox"/>																
Processing Authority	<input type="checkbox"/>																
Public Information Officer	<input type="checkbox"/>																
Monitoring Authority	<input type="checkbox"/>																
Maintenance Authority	<input type="checkbox"/>																
FAA	<input type="checkbox"/>																

2. Configure Workflow Steps: To configure any workflow Admin should understand the application process stages .Depending on access rights of officials admin can define the step actions to official.

When to select “Forward”:

➤ Respective departmental user can view the application details as well as the attached supporting documents; by clicking forward action one official can forward the any application to another official to take necessary action. Every official has this access right.

When to select “Approve”

➤ Only Approving authority can “Approve ” any application, If verification reports OK then DPS approves and digitally sign the certificate.

When to select “Revert”

➤ Only approving authority can Revert any application , If application is not complete in all aspects DPS reverts back the application to SSDG for necessary correction/modification.

When to Select “Reject”



- Only approving authority can Reject any application. If verification reports are not OK then DPS rejects the application with Justification and the intimation is given to the applicant via SMS.

Steps for Sending Back the application

- There is an option to Send Back an application to the previous user in the workflow for further information is required, by default this feature will be added to every official.
- District Admin has to select Action Button as per process flow.
- Admin has to define forward as well as backward processes to in workflow.

example:For PRC ,

Forward process :Approving Authority->Dealing assistant->Circle Officer->SK->Lot Mandal

Backward process : SK-> Circle Officer ->Dealing assistant-> Approving Authority

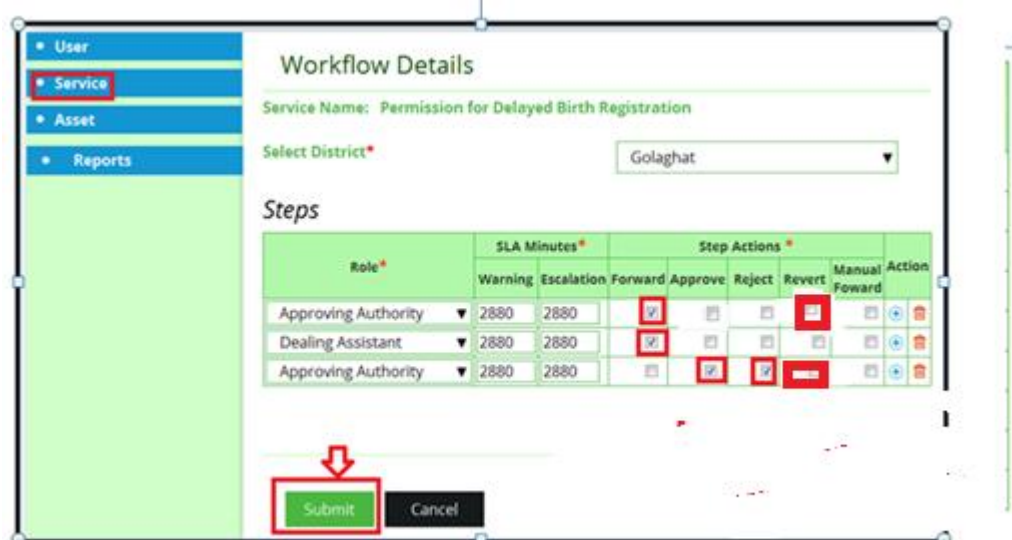
Same way Admin has to define this in workflow steps:

Role*	SLA Minutes*		Step Actions*					Action		
	Warning	Escalation	Forward	Approve	Reject	Revert	Manual Forward			
Approving Authority ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Circle Officer ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
SK ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Lot Mandal ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
SK ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Circle Officer ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>
Approving Authority ▼	2880	2880	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="➕"/>	<input type="button" value="🗑"/>

For Birth Certificate,

Forward process : Approving Authority->Dealing Assistant

Backward process : Dealing Assistant-> Approving Authority



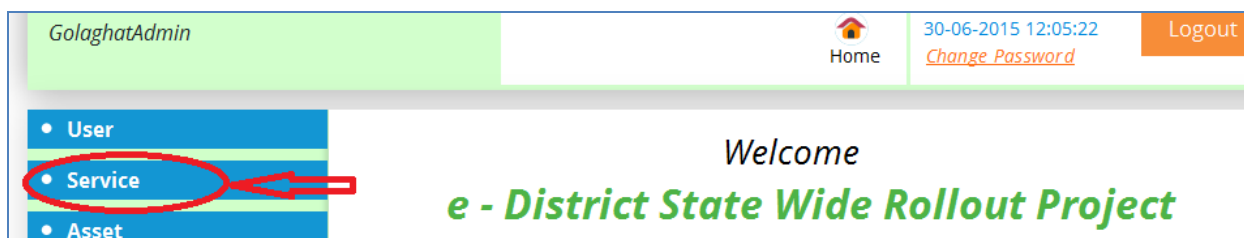
Role*	SLA Minutes*		Step Actions*					
	Warning	Escalation	Forward	Approve	Reject	Revert	Manual Forward	Action
Approving Authority ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing Assistant ▼	2880	2880	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approving Authority ▼	2880	2880	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click on Submit

7.6 Service wise certificate output language configuration

- District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on Service





- Click on Service Certificate Language

User	Service						
Service							
Asset							
Reports							
	S.No	Service Category	Service Name	Prefix	Assign Role	Configure WorkFlow Steps	Service Certificate Language
	1	Certificates	Permanent Resident Certificate	PRC		GO	
	2	Permissions	Permission for Delayed Birth Registration	PDBR		GO	
	3	Permissions	Permission for Delayed Death Registration	PDDR		GO	
	4	Certificates	Non Creamy Layer Certificate	NCL		GO	
			Next of Kin				

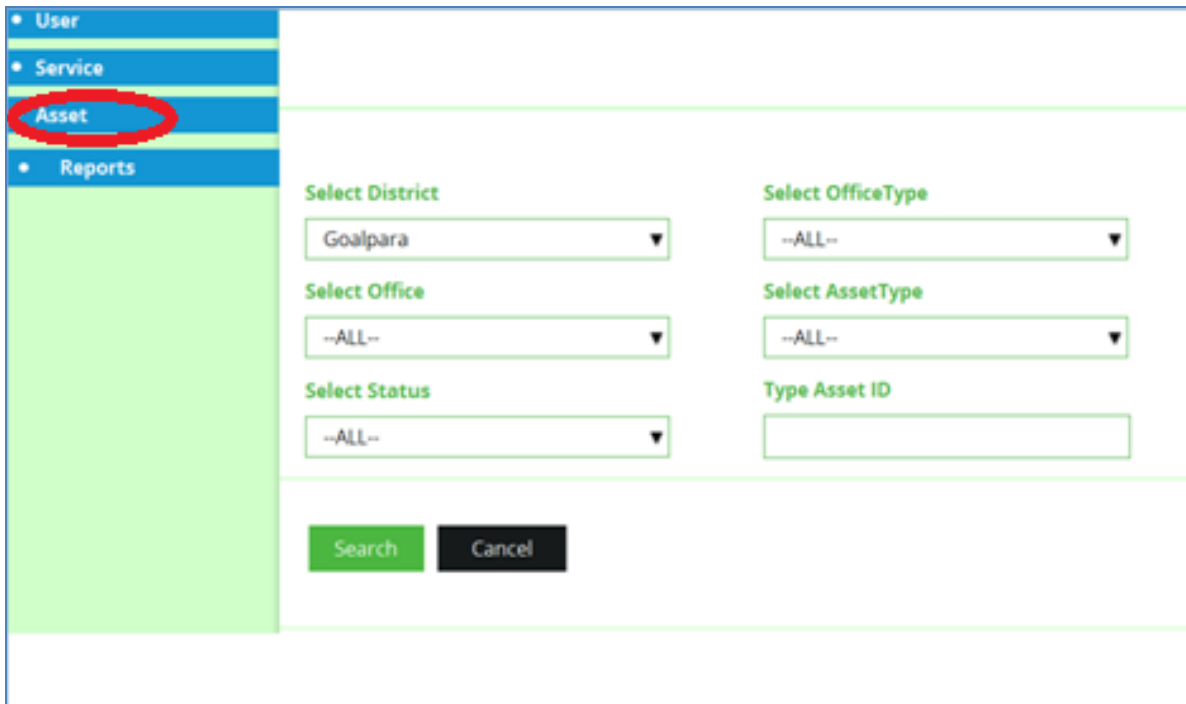
- Select required Service and click on Update

User	Service Certificate Language	
Service	Service	
Asset	Permanent Resident Certificate	
Reports	Select District *	
	Golaghat	
	Language Name	Select
	Assamese	<input checked="" type="checkbox"/>
	Bengali	<input type="checkbox"/>
	Bodo	<input type="checkbox"/>
	<div>Update</div> <div>Cancel</div>	

7.7 Update Asset Management Module:

District Admin needs to enter the correct username and password, After successful login home page will appear.

Click on Asset Link:



• User	
• Service	
• Asset	
• Reports	

Select District
Goalpara ▼

Select OfficeType
--ALL-- ▼

Select Office
--ALL-- ▼

Select AssetType
--ALL-- ▼

Select Status
--ALL-- ▼

Type Asset ID

Search

Cancel

- Fill the selection criteria , on basis of it output will be showing

Select District

Select OfficeType

Select Office

Select AssetType

Select Status

Type Asset ID

Asset Details

<< <1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | >> 1-10 Of 29

District Name	Office Name	Asset Type	Asset ID	Status	Last Updated On	Asset Log	Edit
Goalpara	DC Office Goalpara	Desktop	AS/Goa/DC /edist /DTP/029	Functional (New)	19-09-2015	View Log	
Goalpara	DC Office Goalpara	Desktop	AS/Goa/DC /edist /DTP/017	Functional (New)	19-09-2015	View Log	





- When view log is clicked:

Asset Details

<< <1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | >> 1-10 Of 29

District Name	Office Name	Asset Type	Asset ID	Status	Last Updated On	Asset Log	Edit
Goalpara	DC Office Goalpara	Desktop	AS/Goa/DC /edist /DTP/029	Functional (New)	19-09-2015	View Log	
Goalpara	DC Office Goalpara	Desktop	AS/Goa/DC /edist /DTP/017	Functional (New)	19-09-2015	View Log	

➤ Log will be showing:

[DSC Summary Report](#)
[Manuals +](#)
[About Portal](#)
[Terms of Use](#)
[Feedback](#)
[Contact Us +](#)

Languages ▼

Asset Log Details

District: Goalpara
 Office Type : DC Office
 Office : DC Office Goalpara



Asset Type : Desktop
 Asset ID : AS/Goa/Goa/DC /edist/DTP/029

SNO	Status	Asset Serial No	Model No	Action Taken	Updated By	Updated On	Comments/ Remarks	View Document
1	Functional (New)	SPGFR559	CPU	--	Administrator	19-09-2015		--

➤ When edit is clicked:

Asset Details

<< <1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | > >> --10 Of 29

District Name	Office Name	Asset Type	Asset ID	Status	Last Updated On	Asset Log	Edit
Goalpara	DC Office Goalpara	Desktop	AS/Goa /Goa/DC /edist /DTP/029	Functional (New)	19-09-2015	View Log	
Goalpara	DC Office Goalpara	Desktop	AS/Goa /Goa/DC /edist /DTP/017	Functional (New)	19-09-2015	View Log	

➤ Details can be updated

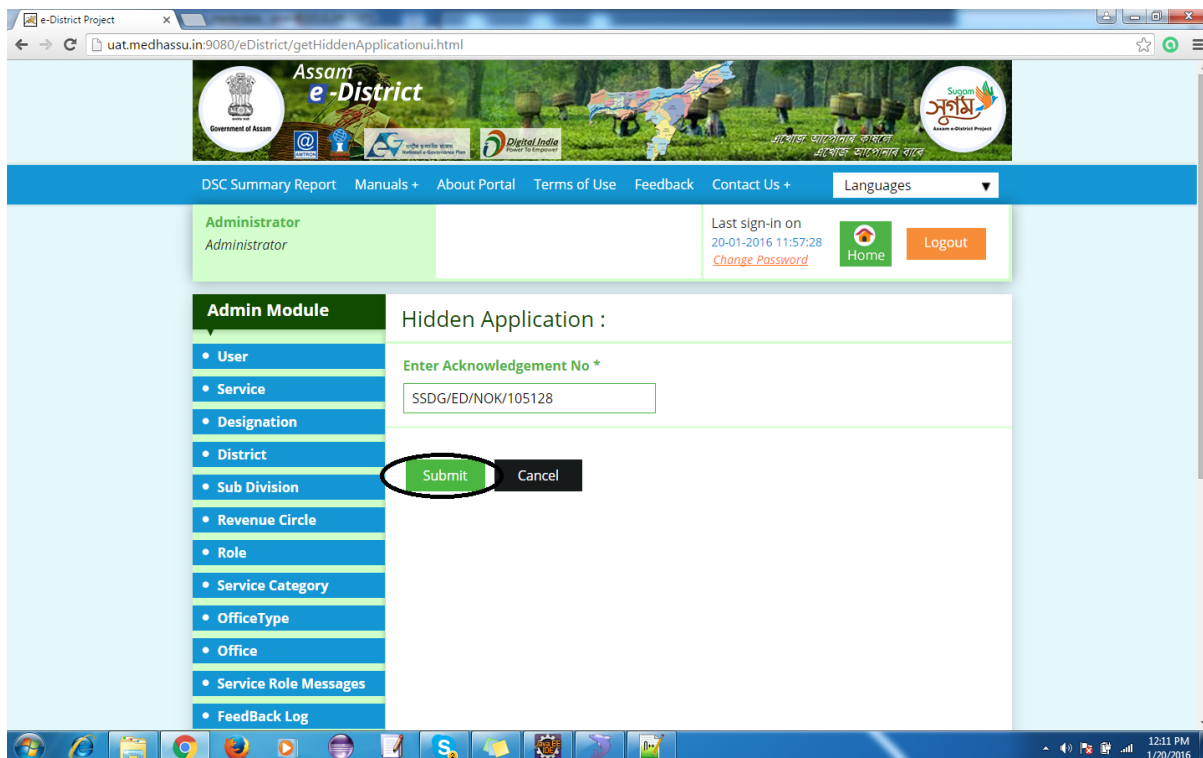
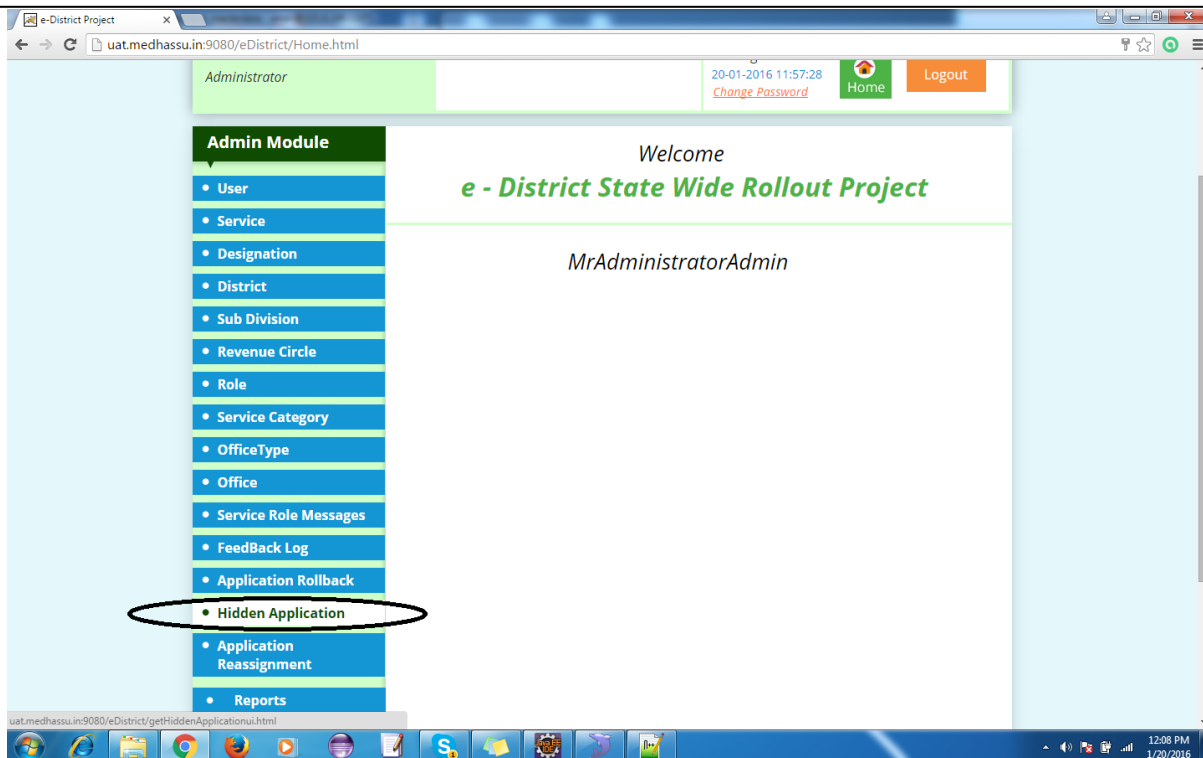


District Goalpara	OfficeType DC Office
Office DC Office Goalpara	Asset Type Desktop
Serial No SPGFR559	Model No CPU
Asset ID AS/Goa/Goa/DC/edist/DTP/029	Make 0
Warranty Expiry date 00-00-0000	Installation Date 00-00-0000
Status <input checked="" type="radio"/> Functional <input type="radio"/> Non-Functional	
Remarks <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
<div> Update Cancel </div>	

7.8 How to solve Hidden application issue from UI?

Steps:

- Login as District Administrator.
- Click on the option "Hidden Application" in the side menu.
- Enter the Hidden Acknowledgement No in the space provided and click on "Submit".
- It will show Some Application related details like Current Office, current Official etc.
- By putting appropriate remarks, click on "Reassign" button.
- If it is done, it will show a successful reassigned message with the official name.





Assam e-District Project

uat.medhassu.in:9080/eDistrict/getHiddenAppdetails.html

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Application Rollback
- Hidden Application
- Application Reassignment
- Reports

Hidden Application :

Enter Acknowledgement No *

Submit Cancel

Acknowledgement No	Application Id
SSDG/ED/NOK/105128	125929
Applicant Name	BHRIGU KUMAR BORAH
Applicant Mobile No	Applicant Email Id
9864041533	nayanjyoti.sarma@medhassu.in
District	Sub-Division
Nagaon	Kaliabor
Revenue Circle	Created Date
Kaliabor	10-12-2015 13:00:28
Current Office	Current Official
Kaliabor SubDivision Office	Atulch Borah
Remarks	
hidden is making displayed	

Reassign Cancel

Assam e-District Project

uat.medhassu.in:9080/eDistrict/assignHiddenApplication.html

Assam e-District

Government of Assam

DSC Summary Report Manuals + About Portal Terms of Use Feedback Contact Us + Languages

Administrator
 Administrator

Last sign-in on
 20-01-2016 11:57:28
[Change Password](#)

[Home](#)
[Logout](#)

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Application Rollback
- Hidden Application
- Application

Hidden Application :

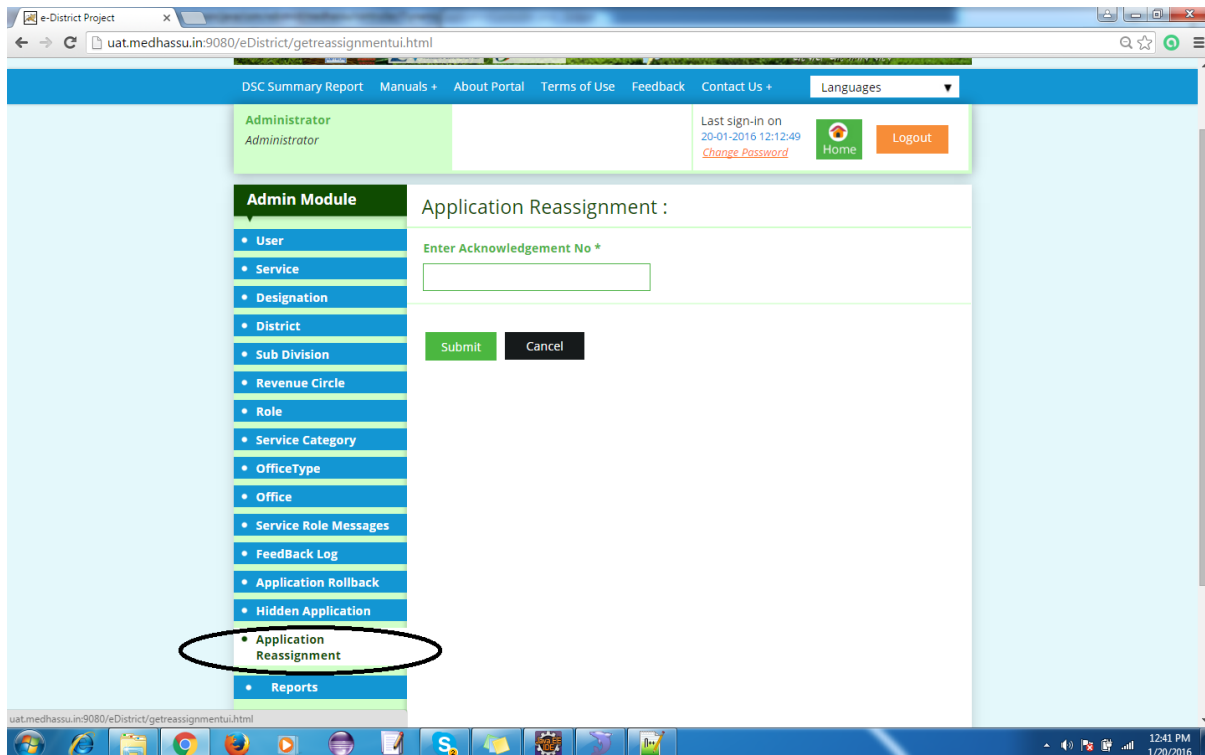
Enter Acknowledgement No *

Submit Cancel

Application SSDG/ED/NOK/105128 Successfully assigned to Atulch Borah

7.9 How to reassign any application from one official to another(within same office)?

- Login as District Administrator and click on the “Application Reassignment” option in the side menu.
- Enter the Acknowledgement no in the space provided and click on “Submit” button.
- It will show some Application related details like Current Office, Current Officials etc.
- Provide the details like Office type, Role and User to which the application should be reassigned.
- Provide suitable remarks and click on the “Reassign” button.
- It will display a message with the official name after successful reassignment.





Browser: e-District Project | uat.medhassu.in

Left Menu:

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Application Rollback
- Hidden Application
- Application Reassignment
- Reports

Form Fields:

Enter Acknowledgement No *

Submit Cancel

Acknowledgement No
SSDG/ED/SCC/2093

Applicant Name

Applicant Mobile No
9864041533

District
Sonitpur

Revenue Circle
Tezpur

Current Office
DC Office Sonitpur

Select Office
DC Office Sonitpur

Select User
Prabir Dutta

Remarks
reassigned to another official

Reassign Cancel

Application Details:

Application Id
1592

Test Senior CITIZEN

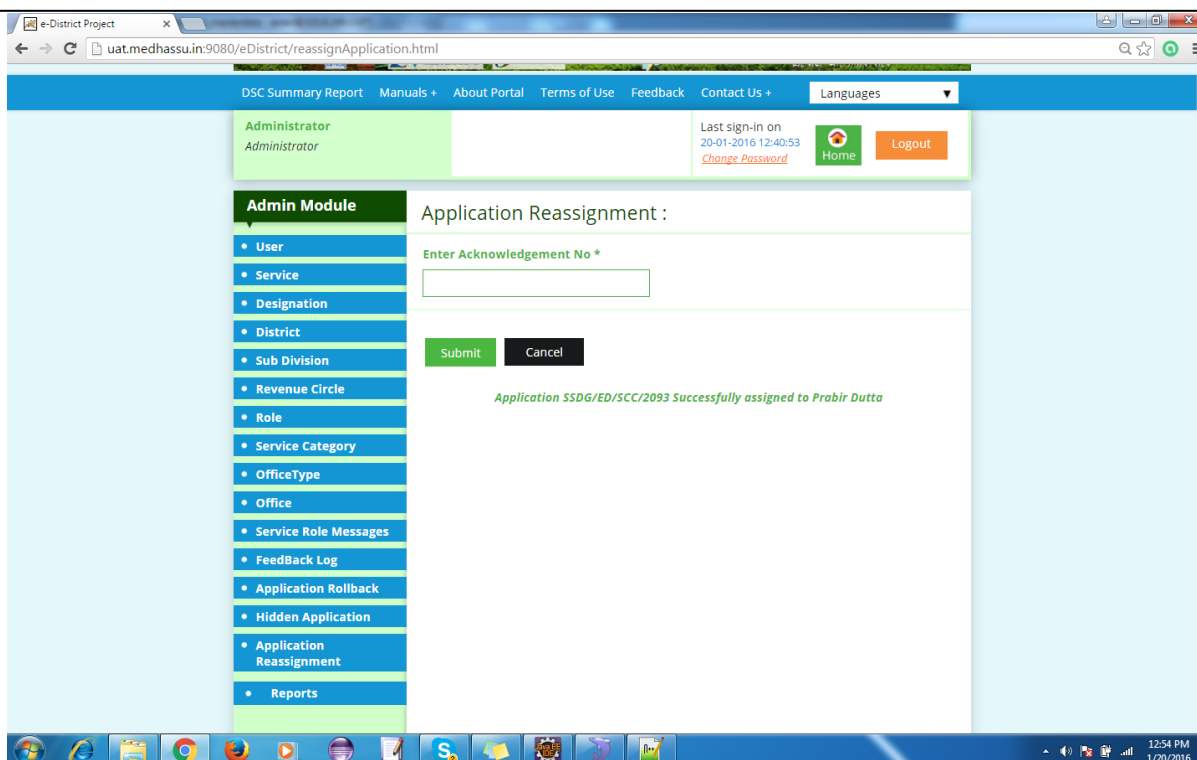
Applicant Email Id
nayanjyoti.sarma@medhassu.in

Sub-Division
Tezpur(sadar)

Created Date
02-05-2015 10:55:09

Current Official
Prabir Dutta

Select Role
Approving Authority



7.10 How to roll back any application?

- Login as District Administrator.
- Click on "Application Rollback" Option from the side menu.
- Enter the Acknowledgement No in the space provided and click on "Submit".
- It will show all the previous remarks.
- Put appropriate remarks and click submit.
- A successful rolled back message will be displayed if the rollback is successful.



Administrator 20-01-2016 11:27:41 [Change Password](#) [Home](#) [Logout](#)

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Application Rollback**
- Hidden Application
- Application Reassignment
- Reports

Rollback Application :

Enter Acknowledgement No *

[Submit](#) [Cancel](#)

Administrator 20-01-2016 11:27:41 [Change Password](#) [Home](#) [Logout](#)

Admin Module

- User
- Service
- Designation
- District
- Sub Division
- Revenue Circle
- Role
- Service Category
- OfficeType
- Office
- Service Role Messages
- FeedBack Log
- Application Rollback
- Hidden Application
- Application Reassignment
- Reports

Rollback Application :

Enter Acknowledgement No *

[Submit](#) [Cancel](#)



Rollback Application :

Enter Acknowledgement No *

ssdg/ed/inc/2082

Submit Cancel

Acknowledgement No	ssdg/ed/inc/2082	Application Id	1582
Applicant Name	Deepjyoti barman	Applicant Email Id	nayanjyoti.sarma@medhassu.in
Applicant Mobile No	9864041533	Sub-Division	Morigaon(sadar)
District	Morigaon	Current Office	Mayong Circle Office
Revenue Circle	Mayong	Approved on	2015-05-04 17:06:06.0
Submission Date	2015-05-01 12:15:09.0	Approved office	Mayong Circle Office
Approved By	ANANTA KUMAR GOGOI (ANANTAGOGOI)		

Remarks *

rolled back to make some correction

Rollback Cancel

for support
Please contact e-District Help Desk

Administrator
Administrator

Last sign-in on
20-01-2016 11:33:17
[Change Password](#)

Home Logout

Admin Module

Rollback Application :

Enter Acknowledgement No *

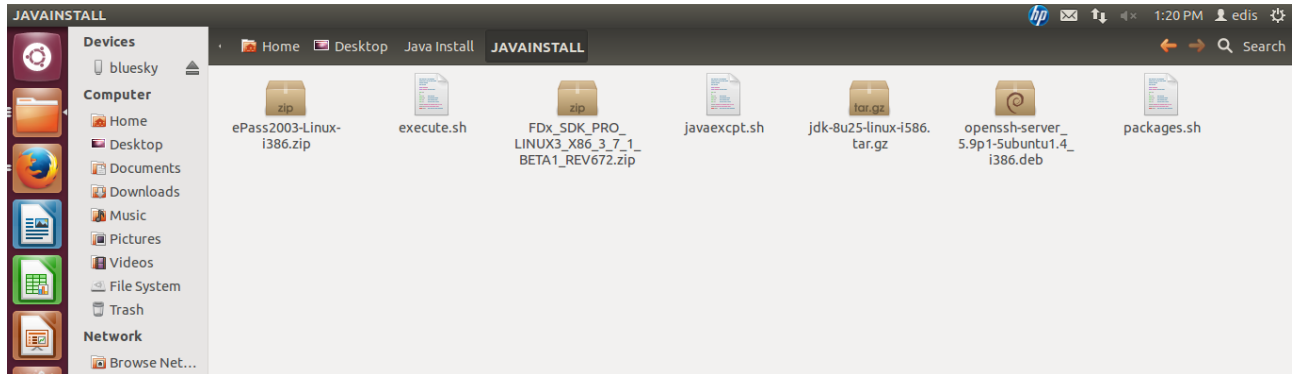
ssdg/ed/inc/2082

Submit Cancel

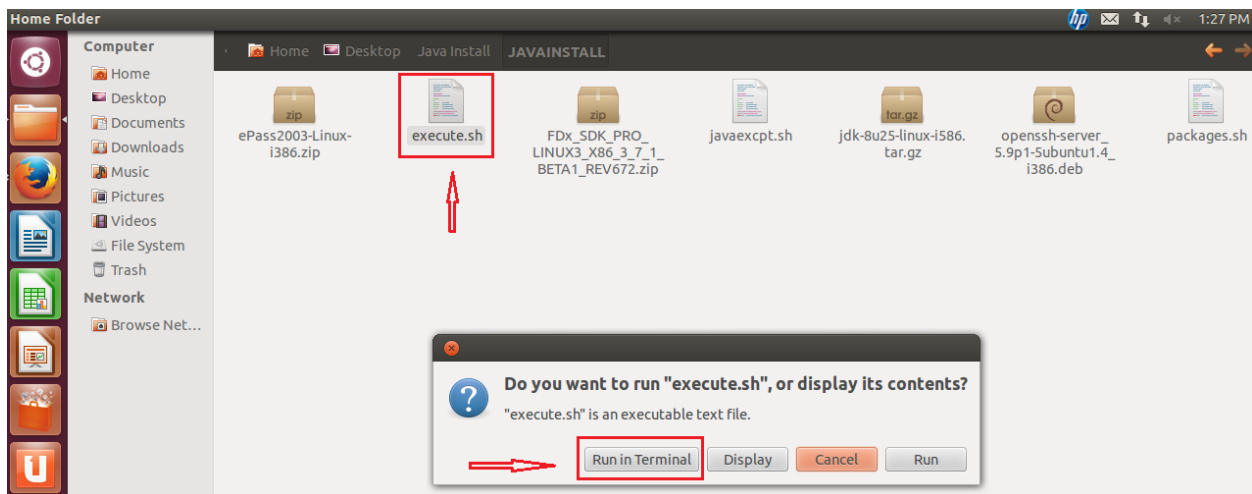
Application Successfully Rolledback to DPS account

7.11 How to install Java & Dongle Drivers?

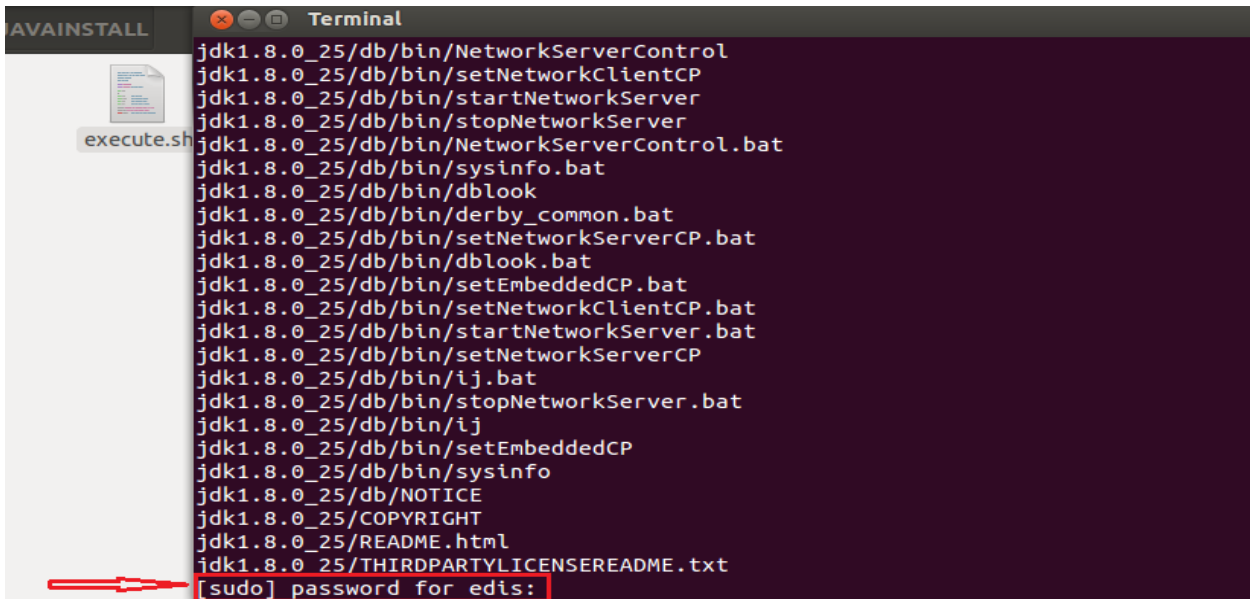
Step 1 : Copy JAVAINSTALL folder from Pendrive to Desktop & extract it.



Step 2 : Open the folder and run "execute.sh" by clicking "Run in Terminal"



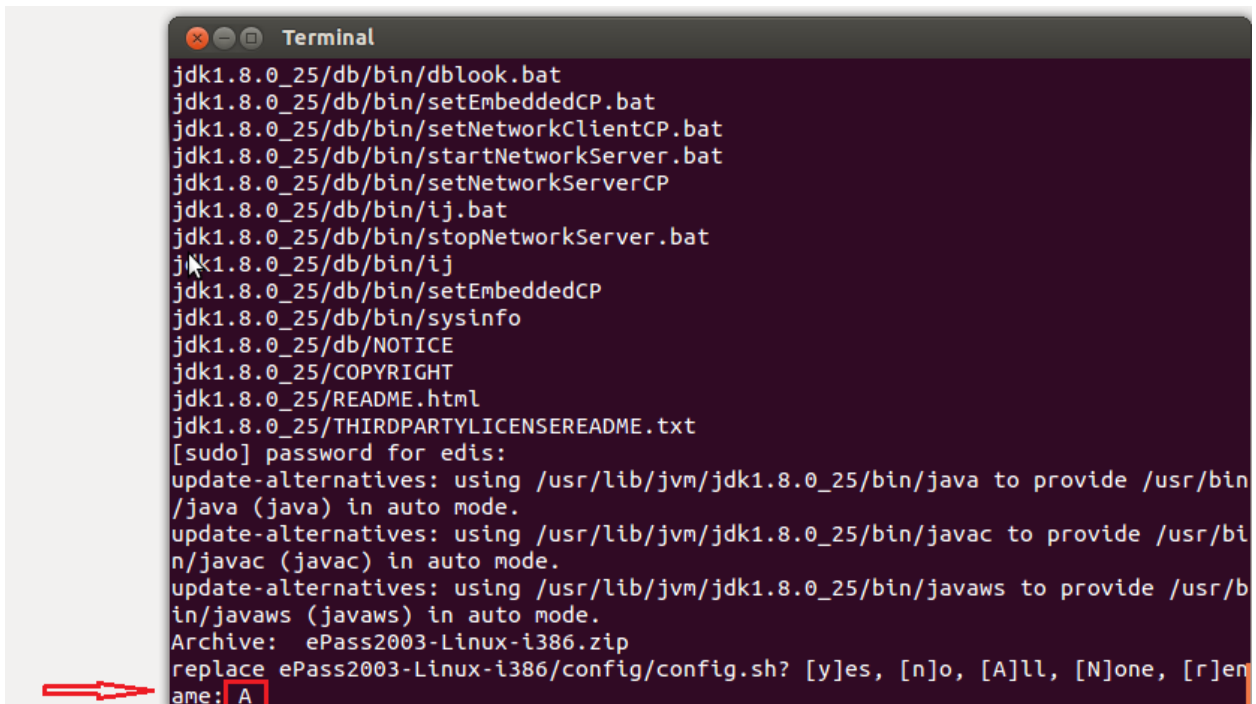
Step 3: This script will run in the terminal and will ask for the system password.



```

jkd1.8.0_25/db/bin/NetworkServerControl
jkd1.8.0_25/db/bin/setNetworkClientCP
jkd1.8.0_25/db/bin/startNetworkServer
jkd1.8.0_25/db/bin/stopNetworkServer
jkd1.8.0_25/db/bin/NetworkServerControl.bat
jkd1.8.0_25/db/bin/sysinfo.bat
jkd1.8.0_25/db/bin/dblook
jkd1.8.0_25/db/bin/derby_common.bat
jkd1.8.0_25/db/bin/setNetworkServerCP.bat
jkd1.8.0_25/db/bin/dblook.bat
jkd1.8.0_25/db/bin/setEmbeddedCP.bat
jkd1.8.0_25/db/bin/setNetworkClientCP.bat
jkd1.8.0_25/db/bin/startNetworkServer.bat
jkd1.8.0_25/db/bin/setNetworkServerCP
jkd1.8.0_25/db/bin/ij.bat
jkd1.8.0_25/db/bin/stopNetworkServer.bat
jkd1.8.0_25/db/bin/ij
jkd1.8.0_25/db/bin/setEmbeddedCP
jkd1.8.0_25/db/bin/sysinfo
jkd1.8.0_25/db/NOTICE
jkd1.8.0_25/COPYRIGHT
jkd1.8.0_25/README.html
jkd1.8.0_25/THIRDPARTYLICENSEREADME.txt
[sudo] password for edis:
  
```

Step 4: Type "A" when the following lines comes.



```

jkd1.8.0_25/db/bin/dblook.bat
jkd1.8.0_25/db/bin/setEmbeddedCP.bat
jkd1.8.0_25/db/bin/setNetworkClientCP.bat
jkd1.8.0_25/db/bin/startNetworkServer.bat
jkd1.8.0_25/db/bin/setNetworkServerCP
jkd1.8.0_25/db/bin/ij.bat
jkd1.8.0_25/db/bin/stopNetworkServer.bat
jkd1.8.0_25/db/bin/ij
jkd1.8.0_25/db/bin/setEmbeddedCP
jkd1.8.0_25/db/bin/sysinfo
jkd1.8.0_25/db/NOTICE
jkd1.8.0_25/COPYRIGHT
jkd1.8.0_25/README.html
jkd1.8.0_25/THIRDPARTYLICENSEREADME.txt
[sudo] password for edis:
update-alternatives: using /usr/lib/jvm/jdk1.8.0_25/bin/java to provide /usr/bin/java (java) in auto mode.
update-alternatives: using /usr/lib/jvm/jdk1.8.0_25/bin/javac to provide /usr/bin/javac (javac) in auto mode.
update-alternatives: using /usr/lib/jvm/jdk1.8.0_25/bin/javaws to provide /usr/bin/javaws (javaws) in auto mode.
Archive: ePass2003-Linux-i386.zip
replace ePass2003-Linux-i386/config/config.sh? [y]es, [n]o, [A]ll, [N]one, [r]en
ame: A
  
```

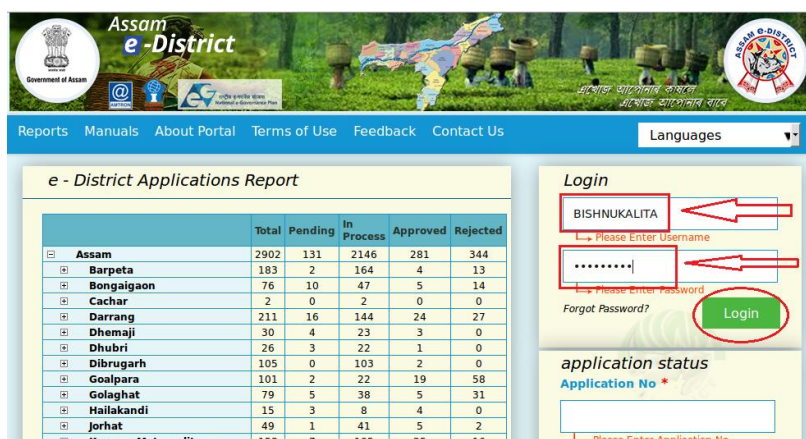
Step 5: Note down the IP address

```

Terminal
sudo cp libnlsfplib.so.3.7.1 /usr/local/lib
sudo /sbin/ldconfig /usr/local/lib
ln: failed to create symbolic link './libnlsfplib.so': File exists
touch: cannot touch '/root/.java/deployment/security/exception.sites': No such file or directory
./javaexcpt.sh: line 3: /root/.java/deployment/security/exception.sites: No such file or directory
(Reading database ... 215261 files and directories currently installed.)
Preparing to replace openssh-server 1:5.9p1-5ubuntu1.4 (using openssh-server_5.9p1-5ubuntu1.4_i386.deb) ...
Unpacking replacement openssh-server ...
Setting up openssh-server (1:5.9p1-5ubuntu1.4) ...
ssh stop/waiting
ssh start/running, process 2924
Processing triggers for man-db ...
Processing triggers for ureadahead ...
Processing triggers for ufw ...
#####
Please copy the Hostname and IP address in a proper format given to you
#####
inet addr:192.168.1.246 Bcast:192.168.1.255 Mask:255.255.255.0
inet addr:127.0.0.1 Mask:255.0.0.0
system name = edis-ThinkCentre-M72e
    
```

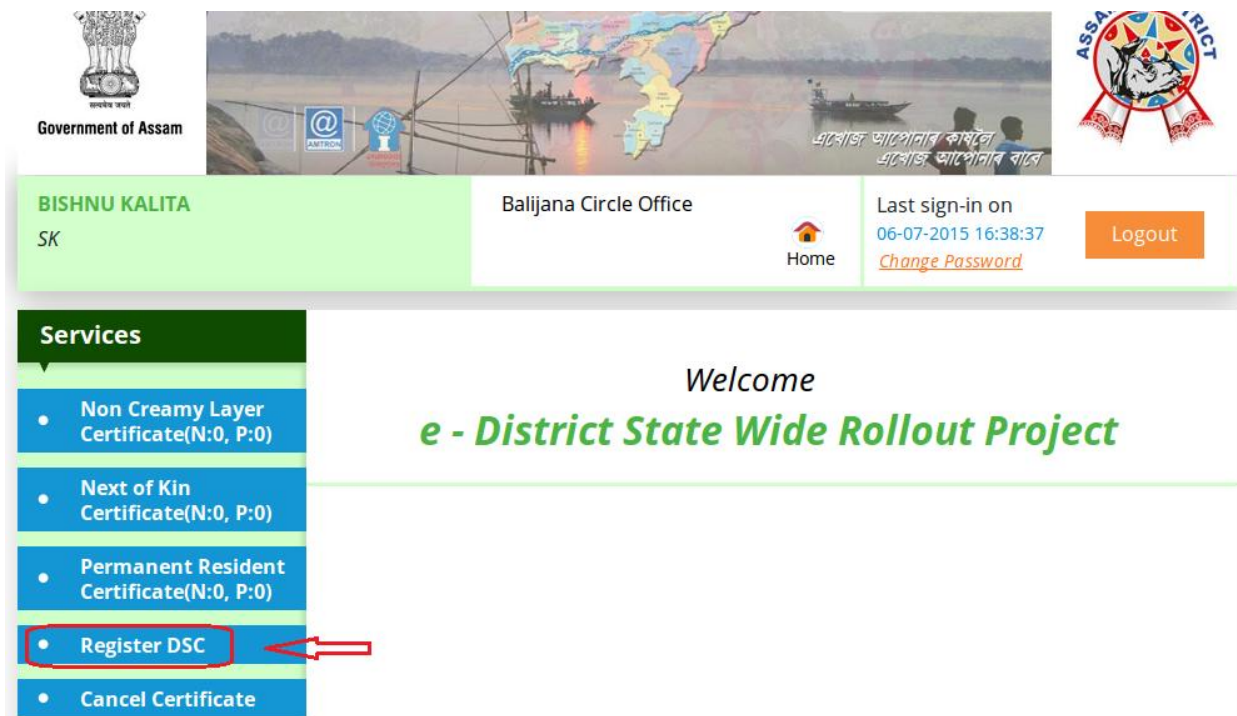
Digital Signature Registration process:

Step1 : Enter Username and Password for login.



	Total	Pending	In Process	Approved	Rejected
Assam	2902	131	2146	281	344
Barpeta	183	2	164	4	13
Bongaigaon	76	10	47	5	14
Cachar	2	0	2	0	0
Darrang	211	16	144	24	27
Dhemaji	30	4	23	3	0
Dhubri	26	3	22	1	0
Dibrugarh	105	0	103	2	0
Goalpara	101	2	22	19	58
Golaghat	79	5	38	5	31
Hailakandi	15	3	8	4	0
Jorhat	49	1	41	5	2
Kamrup Metropolitan	153	7	105	25	16

Step 2 : Click on “Register DSC” for register the Digital Signature



Government of Assam

Balijana Circle Office

Last sign-in on 06-07-2015 16:38:37

Logout

Home

[Change Password](#)

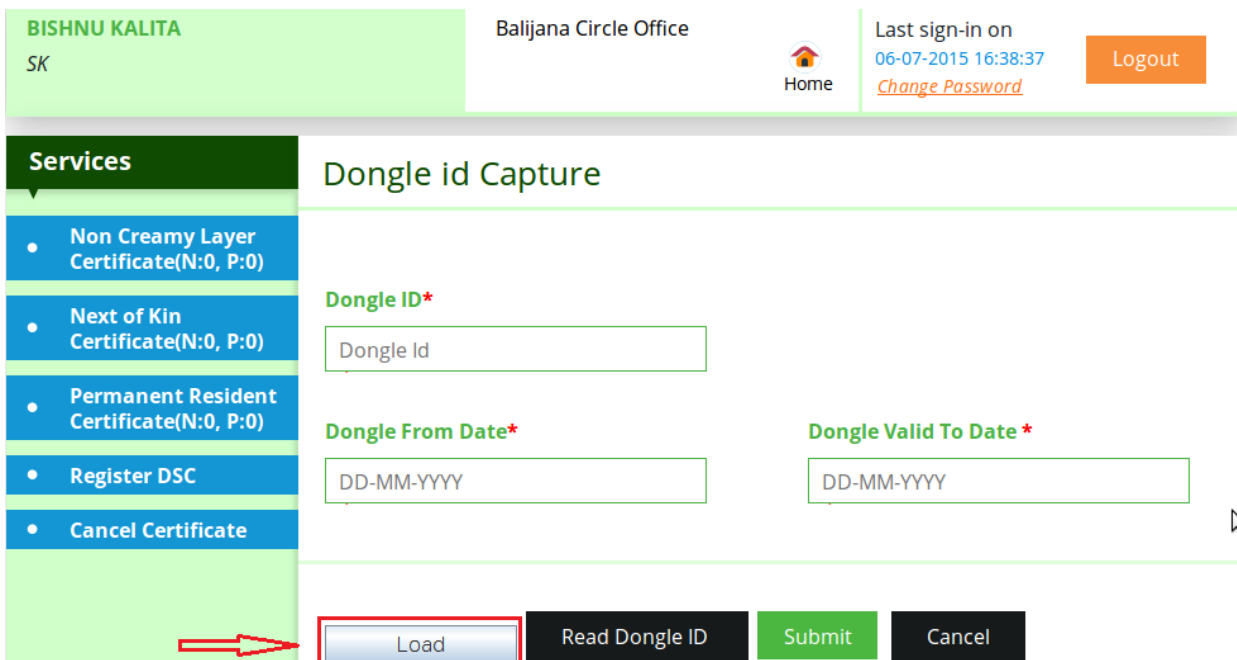
Services

- Non Creamy Layer Certificate(N:0, P:0)
- Next of Kin Certificate(N:0, P:0)
- Permanent Resident Certificate(N:0, P:0)
- Register DSC**
- Cancel Certificate

Welcome

e - District State Wide Rollout Project

Step 3: Click on “Load” button.



BISHNU KALITA SK

Balijana Circle Office

Last sign-in on 06-07-2015 16:38:37

Logout

Home

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Services

- Non Creamy Layer Certificate(N:0, P:0)
- Next of Kin Certificate(N:0, P:0)
- Permanent Resident Certificate(N:0, P:0)
- Register DSC**
- Cancel Certificate

Dongle id Capture

Dongle ID*

Dongle Id

Dongle From Date*

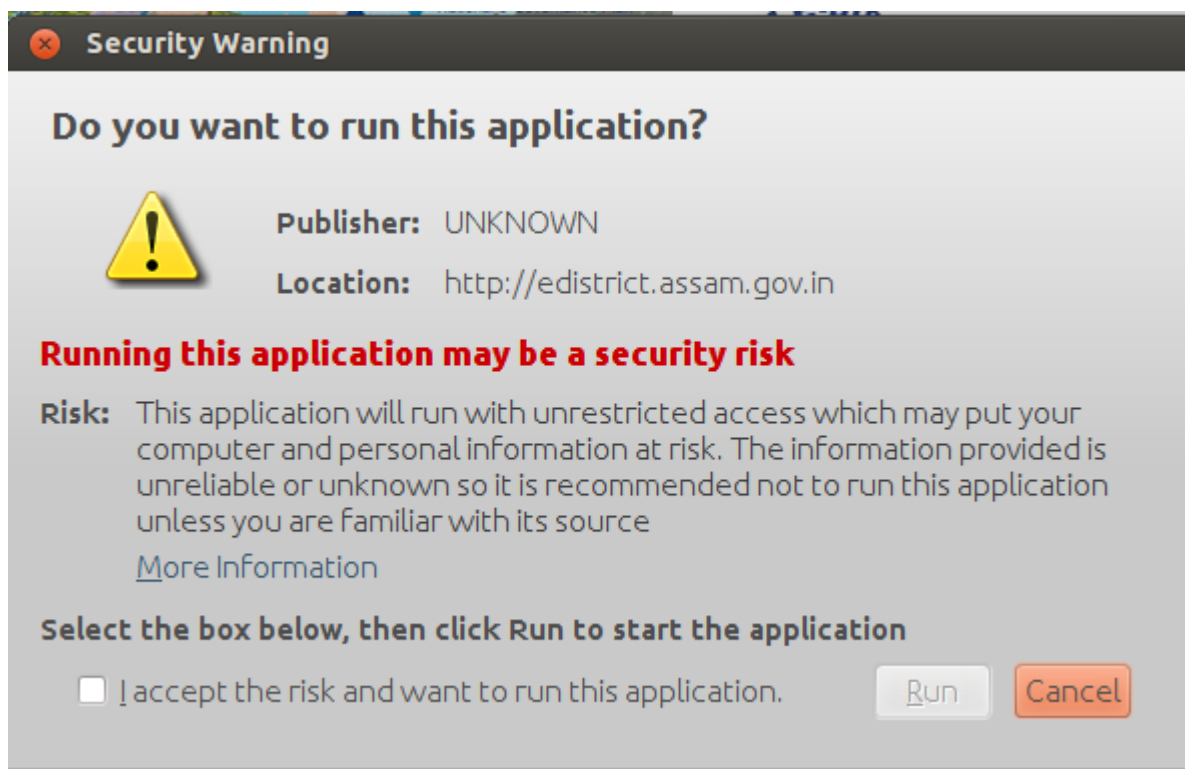
DD-MM-YYYY

Dongle Valid To Date *

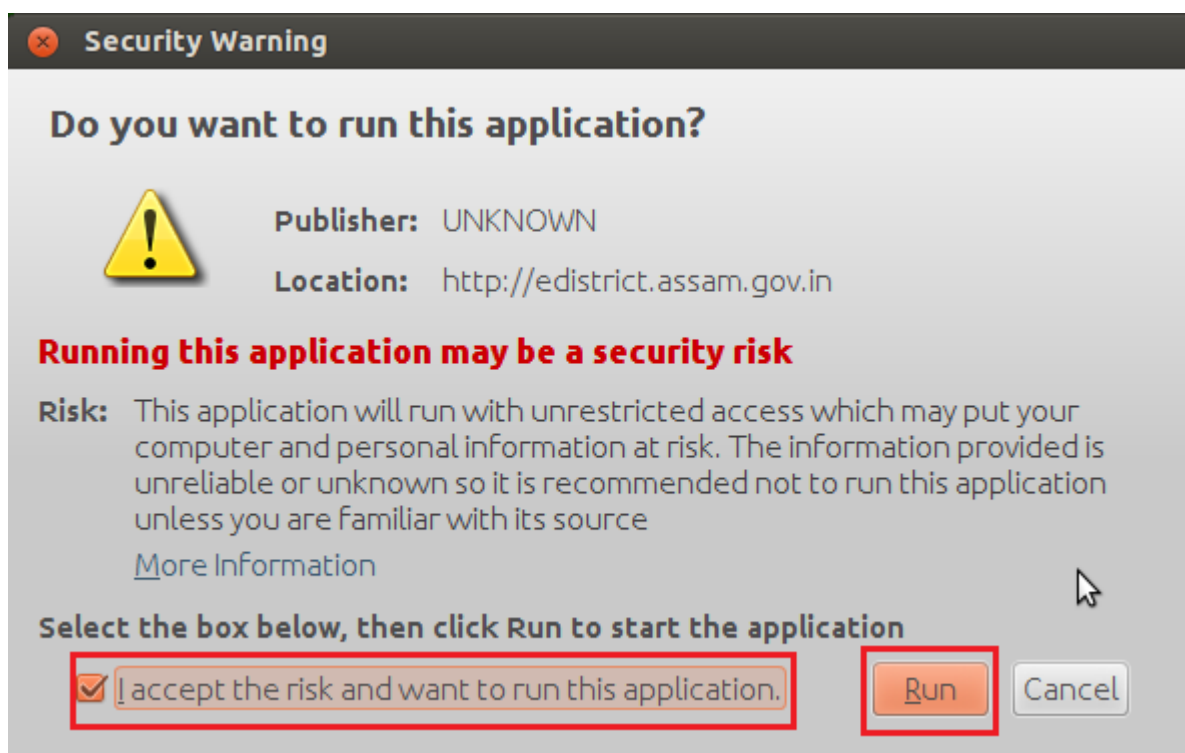
DD-MM-YYYY

Load Read Dongle ID Submit Cancel

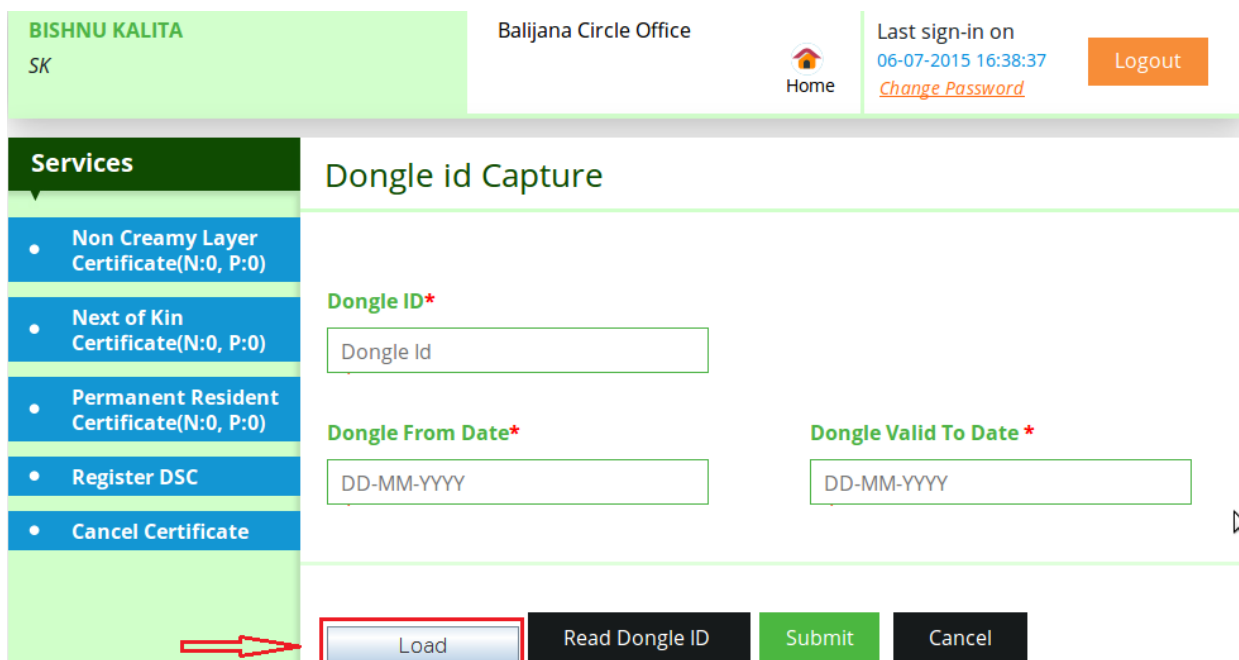
Step 4: One window appears:



Step 5: Mark the checkbox and click on "Run" button:



Step 6 : Click on “Load” button again.



BISHNU KALITA
SK

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Home

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Logout

Services

- Non Creamy Layer Certificate(N:0, P:0)
- Next of Kin Certificate(N:0, P:0)
- Permanent Resident Certificate(N:0, P:0)
- Register DSC
- Cancel Certificate

Dongle id Capture

Dongle ID*

Dongle Id

Dongle From Date*

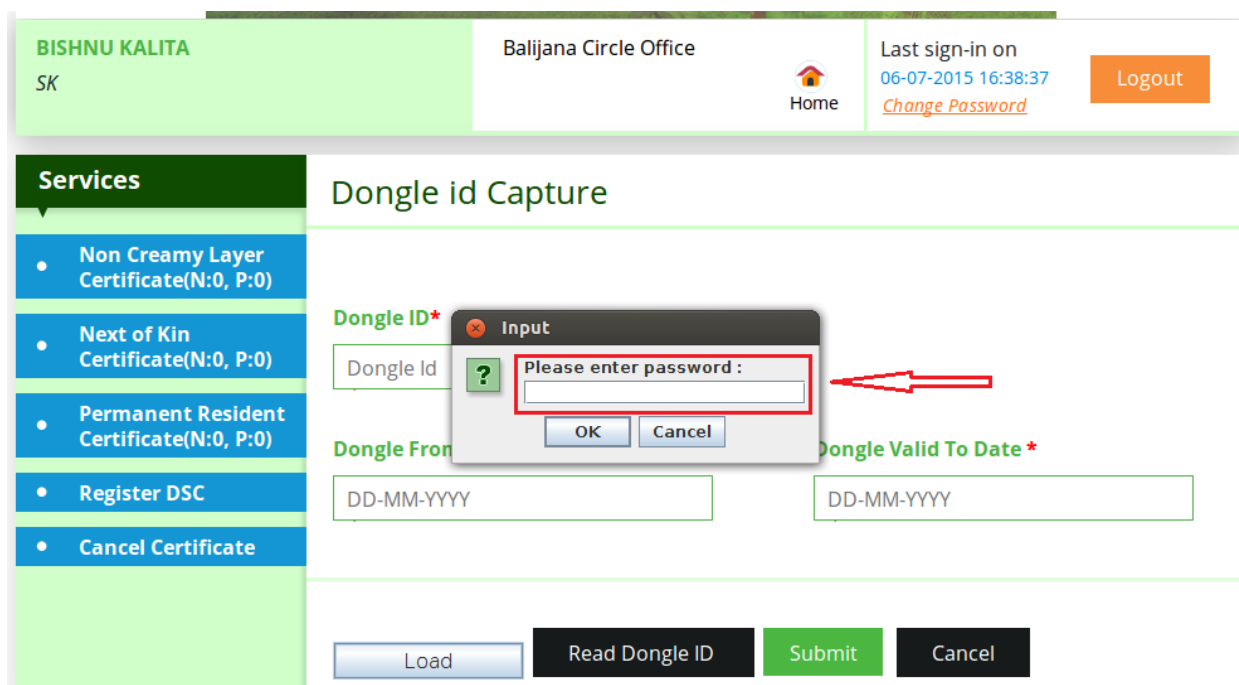
DD-MM-YYYY

Dongle Valid To Date *

DD-MM-YYYY

Load Read Dongle ID Submit Cancel

Step 7: Enter the Digital Signature password



BISHNU KALITA
SK

Balijana Circle Office

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[Change Password](#)

Logout

Services

- Non Creamy Layer Certificate(N:0, P:0)
- Next of Kin Certificate(N:0, P:0)
- Permanent Resident Certificate(N:0, P:0)
- Register DSC
- Cancel Certificate

Dongle id Capture

Dongle ID*

Dongle Id

Dongle From

DD-MM-YYYY

Dongle Valid To Date *

DD-MM-YYYY

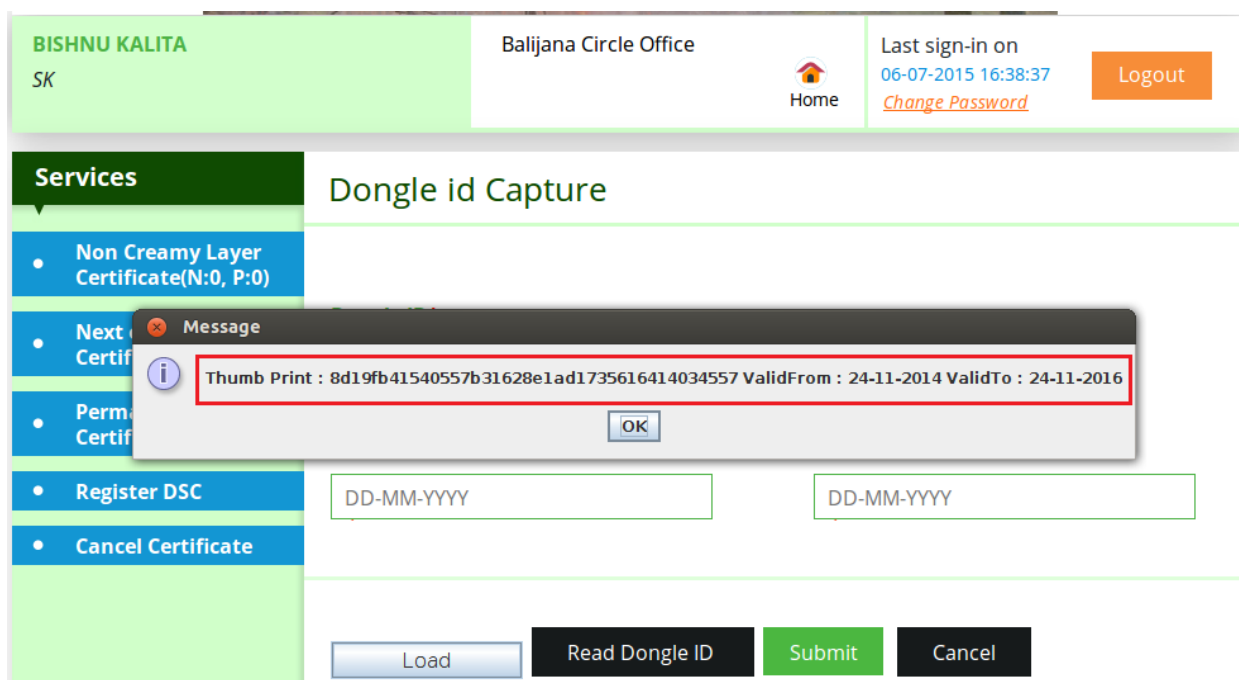
Load Read Dongle ID Submit Cancel

Input

Please enter password :

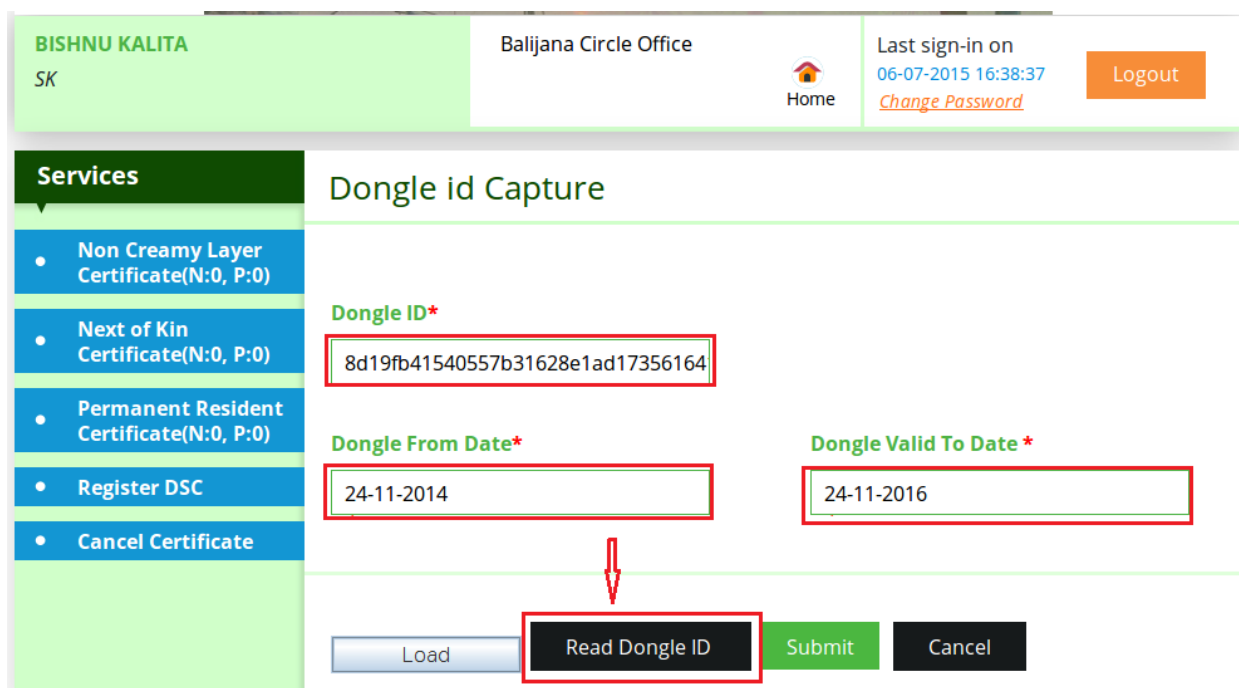
OK Cancel

Step 8: Dongle ID will popup and click on “OK” button.




The screenshot shows the 'Dongle id Capture' page. A message popup is displayed with the following text: "Thumb Print : 8d19fb41540557b31628e1ad1735616414034557 ValidFrom : 24-11-2014 ValidTo : 24-11-2016". The popup has an 'OK' button. The background page shows the user's name 'BISHNU KALITA', the office 'Balijana Circle Office', and a 'Logout' button. The 'Services' menu on the left includes options like 'Non Creamy Layer Certificate(N:0, P:0)', 'Next of Kin Certificate(N:0, P:0)', 'Permanent Resident Certificate(N:0, P:0)', 'Register DSC', and 'Cancel Certificate'. The 'Dongle id Capture' section has two date input fields labeled 'DD-MM-YYYY' and buttons for 'Load', 'Read Dongle ID', 'Submit', and 'Cancel'.

Step 9: Click on “Read Dongle ID” , then Dongle ID and validation will appear in the respective boxes.



The screenshot shows the 'Dongle id Capture' page after clicking 'Read Dongle ID'. The 'Dongle ID*' field now contains the value '8d19fb41540557b31628e1ad17356164'. The 'Dongle From Date*' field contains '24-11-2014' and the 'Dongle Valid To Date *' field contains '24-11-2016'. A red arrow points from the 'Read Dongle ID' button to the 'Dongle ID*' field. The background page remains the same as in Step 8.

Step 10: Click on “Submit” button for the confirmation of Digital Signature Registration

BISHNU KALITA SK	Balijana Circle Office	 Home	Last sign-in on 06-07-2015 16:38:37 Change Password	Logout
----------------------------	------------------------	---	---	------------------------

Services	Dongle id Capture			
<ul style="list-style-type: none">• Non Creamy Layer Certificate(N:0, P:0)• Next of Kin Certificate(N:0, P:0)• Permanent Resident Certificate(N:0, P:0)• Register DSC• Cancel Certificate	<p>Dongle ID*</p> <input type="text" value="8d19fb41540557b31628e1ad17356164"/>			
	<p>Dongle From Date*</p> <input type="text" value="24-11-2014"/>	<p>Dongle Valid To Date *</p> <input type="text" value="24-11-2016"/>		
	<input type="button" value="Load"/>	<input type="button" value="Read Dongle ID"/>	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

*****End of the document*****