



User Manual
on
Local Residence
(Domicile) Certificate
Service
for
State-wise Rollout
of
e-District MMP
in
West Bengal



**User Manual
On
Local Residence (Domicile) Certificate Service**

For

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

Prepared By:
CMC Ltd., Kolkata

CMC Limited



Your IT Partner

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1 Introduction

1.1 Application Overview

e-District is the project that aims at electronic delivery of identified high volume citizen centric services, at district and sub district level by utilizing the four pillars of infrastructure namely, SDCs, SWANs, SSDGs, 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.

Domicile certificate is certification provided to the citizen by the government confirming and testifying their place of domicile.

1.2 Functional Scope of the System

The system is intended for electronification of the Domicile Certificate process. Scope of the system mainly includes Registration, Approval, Certificate Generation and Report Generation Process. The System also allows status inquiry for the application submitted and maintaining Electronic Register.

System will be implemented at following places for the Domicile Certificate

- CSC
- Kiosk Centres
- Block / BDO / SDO / DM Offices

Approval of the application will be done at SDO/DM office of concerned District. Certificate will be generated either from CSCs, Kiosk Centre or SDO/BDO office.

1.3 User Role and Access Right

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

Role	Access Rights			
	Create	Read	Update	Delete
Enquiry Officer	N/A	Able to read/ view the saved request	Able to write comment on verified cases	N/A
BDO	N/A	Able to read/ view the saved request and its status	Able to forward / reject verified cases	N/A
SDO	N/A	Able to read/ view the saved request and its status	Able to approve / reject verified cases	N/A
ADM	N/A	Able to read/ view the saved request and its status	Able to approve / reject verified cases	N/A

Role	Access Rights			
	Create	Read	Update	Delete
Kiosk/CSC operator/ Citizen	Able to create new request	Able to read/ view the saved request and its status	Able to update the saved request after the application is sent back	Able to delete the saved request
Secretary Revenue	N/A	Able to read/ view the saved request	N/A	N/A

1.4 Document Usage Description

This User Manual describes the step-wise generation of Domicile Certificate in West Bengal eDistrict Application. It explains how the citizen can apply for the Domicile Certificate by himself or with the help of CSC / Kiosk Operator and how the actors from different levels (SDO / BDO / EO / ADM) verify the application to approve / reject or send back. The manual also explains how to get the digitally signed Domicile Certificate through West Bengal eDistrict application.

1.5 Related Documents

Software Requirement Specifications

1.6 Customer Support

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1.7 Acronyms and Abbreviations

ADM	Additional District Magistrate
AIN	Application Identification Number
ASO	Assistant Statistical Officer
BDO	Block Development Officer
CEO	Chief Executive Officer
CSC	Common Service Centre
E-District	Electronic District
EO	Enquiry Officer
ETaal	Electronic Transaction Aggregation & Analysis Layer
MMP	Mission Mode Project
MSDG	Mobile Services Delivery Gateway
SDC	State Data Centre
SDO	Sub-Divisional Officer
SMS	Short Messaging Service
SRS	Software Requirement Specifications
SSDG	State e-Governance Services Delivery Gateway
SWAN	State Wide Area Network
UAIN	Unique Application Identification Number
Webel	West Bengal Electronic Industry Development Corporation Limited

WB e-District application notifies the applicant about the status of the application via SMS and email. Similarly the approver gets notification from the system for the pending applications.

2 Getting Started for West Bengal eDistrict Application

2.1 Login to the Application

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

WEST BENGAL
e-DISTRICT

Welcome

e-District is a Mission Mode Project with the objective of making the State's services available to the citizens through a computerized system. The services may be availed of through Internet or by visiting any CSC-s (Common Service Center) or a Kiosk. It may not be necessary to visit the Government Offices for submitting the application, knowing the status or receiving certificate / license etc.

Login

English

UserName

Password

Captcha xrend

Login

Citizen Registration | Forgot Password

Verification of Digitally Signed Document | Download Forms | FAQ

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Figure 1: West Bengal eDistrict Login Page

The login page contains Welcome message for the users of West Bengal eDistrict application. The Login option is for Admin/ Kiosk User and Other User. The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password. Press **Login** to enter the home page of the application. Select the check box against **Remember me**, if the user wants the system to remember user name and password. Next time the user logs in from the same machine, it is not required to type user name and password.

If it is a new user, click **New User** to register in the system. If the user has forgotten the user name or password or both, click **Forgot Password**.

The citizen or CSC/ kiosk operator will log in to the system to apply for domicile certificate.

2.2 Home Page

After login to West Bengal eDistrict, the Home page appears. It shows the comprehensive list of services under West Bengal eDistrict. The list includes service name and tentative time line to avail the service. The home page contains several panels showing the number of applications for each module of service, such as- Social Welfare Scheme, Registration of Societies, Land Records and Revenue Court Services, Services of Labour Department, Certificates and Licenses. Total Count is displayed for the total number of application for all services till the last update.

Figure 2: Home Page

2.3 Menu Navigation

2.3.1 Home

This page has already been described. The page shows the entire menu listed below.

2.3.2 Apply to Services

This menu has been described in detail below in section 2.4.

2.3.3 View Status

The user can view the status of the application (Approved / Pending / Rejected / Sent for Revision) from this menu. On clicking the appropriate submenu, the list of applications becomes visible. It is also possible to view the Certificate from the list of approved applications (refer to section 4 of this manual).

2.3.4 Downloads

This menu contains the manuals and the forms, from which the user can download the required ones.

2.3.5 About Services

This menu includes the list of different services. If the user clicks on a service name, it will display the instructions for that service, such as eligibility criteria, required supporting documents, expected timeline, fees details etc.

2.4 Apply to Domicile Certificate

Click on 'Apply to Services' to view the list of services under different modules. Click on the specific service name the user wants to apply for. In order to apply for Domicile Certificate, click on the service name under 'Certificates' module.

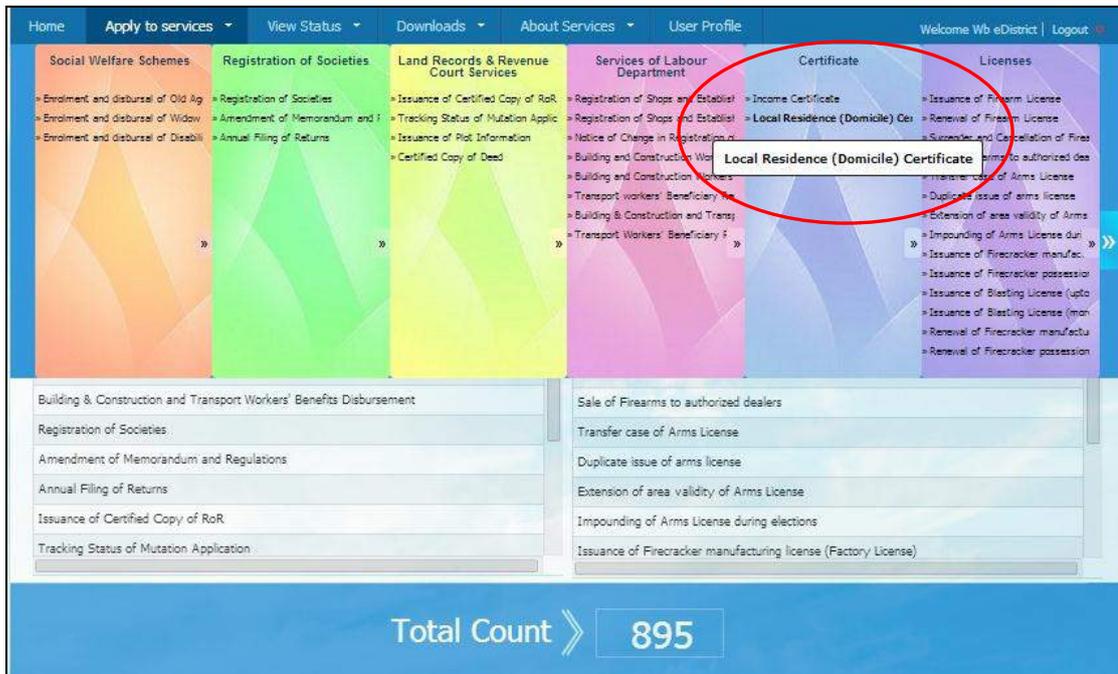


Figure 3: Apply to Services

It is also possible to apply for specific service by clicking on the service name. 'Domicile Certificate' Service is available under the column 'District'.



Figure 4: Other Means of Apply to Service

After applying for the service 'Instructions and Requirements of Domicile Certificate' page opens as below:

Figure 5: Instructions and Requirements of Domicile Certificate

2.4.1 Filling up the Application Form

After the applicant selects new application for Domicile Certificate, application form appears as below. The applicant must fill up the mandatory fields before submission.

Figure 6: Application for Domicile Certificate - Applicant's Basic Information

Application for Domicile Certificate contains following fields:

Applicant's Basic information:

- **Salutation:**

This is a mandatory field. The applicant has to select proper salutation (Mr/ Miss/ Mrs/ Md/ Trans/ Dr) from the drop-down list.

- **First Name:**

This is a mandatory text box field. The applicant has to manually enter the 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 a mandatory text box field. The applicant has to manually enter the last name in this text box.

- **Date of Birth:**

This is a mandatory date field. The applicant should enter the date of birth from the calendar in dd/mm/yyyy format.

- **Age:**

This is an auto-calculated numeric field. After the applicant fills up date of birth and clicks on Age field, the age of the applicant is automatically calculated and displayed in this field.

- **Gender:**

This is a mandatory drop-down field. The applicant has to select the gender (male/ female/ trans) from the drop-down list.

- **Date of Application:**

This is a mandatory date field. The field automatically takes system date and time.

- **Mobile No.:**

This is an optional numeric field. The applicant can enter 10 digit mobile no. in this field.

- **E-mail:**

This is an optional text box field. The applicant can enter email id in this field.

- **Aadhaar Card No:**

This is an optional numeric field. The applicant can enter Aadhaar Card No., if there is any.

Figure 7: Application for Domicile Certificate – Permanent Address of Applicant

Permanent Address of Applicant:

- **Country:**

This is a mandatory drop-down field. Since, the permanent address of the applicant for Domicile Certificate should always be in India, the Country field is set as India by default.

- **State:**

This is a mandatory drop-down field. Since, the permanent address of the applicant for Domicile Certificate should always be in West Bengal for West Bengal eDistrict system, 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 permanent 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 permanent address. Block appears if 'Rural' is selected before. Municipality/ Corporation appear if 'Urban' is selected before.

- **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.

- **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:**

The applicant has to click this button to reset the data entered in the application.

- **Cancel:**

The applicant will have to click this button 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.

Figure 8: Application for Domicile Certificate- Present Address

Present Address of Applicant:

If the present address is same as the permanent address, select the checkbox 'Same as Permanent Address'. The permanent address will be automatically copied as present address.

However, if present address is not the same as permanent address, the applicant will have to manually enter the address fields, described as below:

• **Country:**

This is a mandatory drop-down field. Since, the present address of the applicant can be within or outside India, the Country field has two drop-down entities, India and Other. If the applicant selects 'Other' as Country, there is no necessity to fill in the fields below upto Post Office.

• **State:**

This is a conditional mandatory drop-down field. If the applicant selects 'India' as Country, then only State field has to be filled in. Since, the present address of the applicant can be within or outside West Bengal, the State field has two drop-down entities, West Bengal and Other. If the applicant selects 'Other' as State, there is no necessity to fill in the fields below upto Post Office.

• **District:**

This is a conditional mandatory drop-down field. The applicant has to select the district from the drop-down list, only if the State field has been selected as West Bengal.

• **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 permanent address. Block appears if 'Rural' is selected before. Municipality/ Corporation appear if 'Urban' is selected before.

• **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.

- **Address Line1:**

This is a mandatory text box field. The applicant has to manually enter the Address line 1 in this text box.

- **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 user has to manually enter the 6 digit pin code in this field.

Parent or Husband details			
Parent or Husband *	Father	Salutation *	Mr.
First Name *	Tapan	Middle Name :	Middle Name
Last Name *	Halder	Occupation :	Service
Details of Parents Business or Service :	Teacher		

Figure 9: Application for Domicile Certificate- Parent or Husband details

Parent or Husband Details:

- **Parent or Husband:**

The applicant has to select Father / Mother / Husband from the drop-down list.

- **Salutation:**

This is a mandatory field. The applicant has to select proper salutation (Mr/ Miss/ Mrs/ Trans/ Dr) for parent / husband from the drop-down list.

- **First Name:**

This is a mandatory text box field. The applicant has to manually enter the first name of parent / husband in this text box.

- **Middle Name:**

This is an optional text box field. The applicant has to manually enter the middle name of parent / husband in this text box, if required.

- **Last name:**

This is a mandatory text box field. The applicant has to manually enter the last name of parent / husband in this text box.

- **Occupation:**

This is an optional text box field. The applicant will have to manually enter the occupation of parent/ husband, if required.

- **Details of Parents' Business or Service:**

This is an optional text box field. The applicant will have to manually enter the details of parents' business or service, if required.

Figure 10: Application for Domicile Certificate- Applicant's Place of Birth

Applicant's Place of Birth:

- **Country:**

This is a mandatory drop-down field. Since, the applicant's place of birth can be within or outside India, the Country field has two drop-down entities, India and Other. If the applicant selects 'Other' as Country, there is no necessity to fill in the fields below upto Post Office.

- **State:**

This is a conditional mandatory drop-down field. If the applicant selects 'India' as Country, then only State field has to be filled in. Since, the applicant's place of birth can be within or outside West Bengal, the State field has two drop-down entities, West Bengal and Other. If the applicant selects 'Other' as State, there is no necessity to fill in the fields below upto Post Office.

- **District:**

This is a conditional mandatory drop-down field. The applicant has to select the district from the drop-down list, only if the State field has been selected as West Bengal.

- **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 mandatory drop-down field. The applicant has to select either block or municipality or corporation from the list.

- **Block/ Municipality/ Corporation Name:**

This is a conditional mandatory drop-down field. The applicant has to select either block or municipality or corporation from the list for the permanent address. Block appears if 'Rural' is selected before. Municipality/ Corporation appear if 'Urban' is selected before.

- **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.

- **Address Line1:**

This is a mandatory text box field. The applicant has to manually enter the Address line 1 in this text box.

- **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 user has to manually enter the 6 digit pin code in this field.

Education Detail of Applicant										
Name of Institution *		Class From *		Class To *		From Year *		To Year *		Add
<input type="text" value="Name of Institution"/>		<input type="text" value="Please Select"/>		<input type="text" value="Please Select"/>		<input type="text" value=""/>		<input type="text" value=""/>		<input type="button" value="Add"/>
Sl. No.	Name of Institution	Class From	Class To	From Year	To Year	Action				
1	Rampur High School	I	VIII	1995	2003	<input type="button" value="Delete"/>				

Figure 11: Application for Domicile Certificate- Education Detail of Applicant

Education Detail of Applicant:

This section is optional for an applicant.

- **Name of Institution:**

The applicant will have to manually enter the name of the institution from where education was pursued.

- **Class From:**

The applicant will have to enter the class from which the person was admitted in that institution.

- **Class To:**

The applicant will have to enter the class upto which the person was admitted in that institution.

- **From Year:**

The applicant will have to enter the year from which the person was admitted in that institution.

- **To Year:**

The applicant will have to enter the class upto which the person was admitted in that institution.

- **Add:**

In order to add a new row for education detail, the applicant will have to press this button. After entering necessary information in the mandatory fields, the user will have to click on 'Add' button to add the row.

- **Delete:**

The applicant can delete a row, if required by clicking on this button.

Particulars of stay of last 15 years					
Country *	State *	District *	Sub Division *	Rural or Urban *	
Please Select	Please Select	Please Select	Please Select	Please Select	
Sl. No.	Country	State	District	Sub Division	Rural or Urban
1	India	West Bengal	North 24 Parganas	Barrackpur	Urban

Figure 12: Application for Domicile Certificate- Particulars of Stay of Last 15 Years

Particulars of stay of last 15 years				
Block or Municipality or Corporation *	Block or Municipality or Corporation Name *	Village or Ward Name :	Police Station :	Post Office :
Please Select	Please Select			
Block or Municipality or Corporation	Block or Municipality or Corporation Name	Village or Ward Name	Police Station	Post Office
Municipality	Barrackpur	Sukanata Palli	PS34	PO34

Figure 13: Application for Domicile Certificate- Particulars of Stay of Last 15 Years (Scrolled View)

Particulars of stay of last 15 years				
Address Line 1 *	Address Line 2 :	PIN Code *	From Date *	To Date *
Address Line 1		PIN Code		
Address Line 1	Address Line 2	PIN Code	From Date	To Date
123 Sukanta Palli	NA	722221	03/12/2013	25/12/2014

Figure 14: Application for Domicile Certificate- Particulars of Stay of Last 15 Years (Scrolled View)

Particulars of stay of last 15 years					
Address Line 2 :	PIN Code *	From Date *	To Date *	House Type *	
	PIN Code			Please Select	Add
Address Line 2	PIN Code	From Date	To Date	House Type	Action
	722221	03/12/2013	25/12/2014	Rented	Delete Edit

Figure 15: Application for Domicile Certificate- Particulars of Stay of Last 15 Years (Scrolled View)

Particulars of Stay of Last 15 years:

This is an optional section for the applicants.

- **Country:**

The applicant will have to manually enter the name of the country, where the person has resided in last 15 years.

- **State:**

The applicant will have to manually enter the name of the state, where the person has resided in last 15 years.

- **District:**

The applicant will have to manually enter the name of the district, where the person has resided in last 15 years.

- **Sub-division:**

The applicant will have to manually enter the name of the sub-division, where the person has resided in last 15 years.

- **Rural or Urban:**

This is a drop-down field. The applicant has to select either rural or urban from the list.

- **Block/ Municipality/ Corporation:**

This is a drop-down field. The applicant has to select block / municipality / corporation from the list.

- **Block/ Municipality/ Corporation Name:**

The applicant will have to manually enter the name of the block / municipality / corporation, where the person has resided in last 15 years.

- **Village or Ward:**

The applicant will have to manually enter the name of the village or ward, where the person has resided in last 15 years.

- **Police Station:**

The applicant will have to manually enter the name of the Police Station, where the person has resided in last 15 years.

- **Post Office:**

The applicant will have to manually enter the name of the Post Office, where the person has resided in last 15 years.

- **Address Line1:**

The applicant will have to manually enter Address (line 1), where the person has resided in last 15 years.

- **Address Line2:**

The applicant will have to manually enter Address (line 2), where the person has resided in last 15 years.

- **Pin Code:**

The applicant will have to manually enter 6 digit pin code, where the person has resided in last 15 years.

- **From Date:**

The applicant will have to enter the date from which the person was living in that address.

- **To Date:**

The applicant will have to enter the date till which the person was living in that address.

- **House Type:**

This is a mandatory drop-down field, from where the applicant will have to select the type of the house (owned/ rented etc.)

- **Add:**

The user can click on this button to add another row.

- **Delete:**

The applicant can delete a row by clicking this button.

- **Edit:**

The applicant can edit a row by clicking this button.

Other Details

Applicants Details of Business or service : Native State :

Native District : Duration of Stay in West Bengal :

Whether Applicant or Parents Possess Any Immovable Property Like House etc. in West Bengal or in Any Other State :

Whether Applicant Migrated from Any Other State or Country :

Other Reason for Application :

Immovable Property Details :

Reason for Application :

I hereby declare that the above information is true to the best of my knowledge and belief.
I Accept

Figure 16: Other Details

Other Details:

This is an optional section for the applicant. The applicant will have to either manually enter or select from the drop-down list to provide information in this section.

• **Applicant's Details of Business or Service:**

The applicant will have to manually enter the details of business or service in this optional text box, if required.

• **Native State:**

The applicant will have to manually enter the name of native state in this optional text box, if required.

• **Native District:**

The applicant will have to manually enter the name of native district in this optional text box, if required.

• **Duration of Stay in West Bengal:**

The applicant will have to manually enter the number of years of stay in West Bengal in this optional field, if required.

• **Whether Applicant or Parents possess any Immovable Property like House etc. in West Bengal or in any other State:**

This is an optional drop-down field. The applicant will have to select Yes / No from the list, if applicant or parents possess any immovable property in West Bengal or any other state.

• **Immovable Property Details:**

If applicant or parents possess any immovable property in West Bengal or any other state, the details can be entered in this optional text-box field.

• **Whether Applicant Migrated from Any Other State or Country:**

This is an optional drop-down field. The applicant will have to select Yes / No from the list to indicate if he has migrated from any other state or country.

• **Reason for Application:**

This is an optional drop down field from which the applicant can select the reason for application.

• **Other Reason for Application:**

This is an optional text-box field, where the applicant can manually enter the other reason for application, if required.

• **Disclaimer:**

The applicant will have to select 'I Accept' checkbox indicating that the provided information is true to his knowledge and belief.

- **Reset:**

The applicant will have to click this button, if data reset is required.

- **Save Draft:**

The applicant will have to click this button in order to save a draft of the application.

- **Save & Next:**

The applicant has to click this button to save the data entered and move to the next page.

2.5.1. View Application Details

After the applicant fills up the application form and clicks **Save & Next** button, application details become visible. The applicant can either proceed further by attaching supporting documents, or can cancel it, or might take a print out of this page.

View Application Details for Local Residence (Domicile) Certificate	
Application Number	1741
Applicant's Basic Information	
Name of the Applicant	Mr. Santu Halder
Date of Application	24/03/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9836000000
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123
Permanent Address of Applicant	
Country	India
State	West Bengal
District	Burdwan
Sub-division	Katwa

[Attach Supporting Document](#)
[Edit Basic Information](#)
[Edit Application](#)
[Print](#)
[Cancel](#)

Figure 17: View Application Details for Domicile Certificate

- **Attach Supporting Document:**

This button is to take the applicant to the next step, where the applicant can attach supporting documents required for the Domicile Certificate.

- **Edit Basic Information:**

This is button is for editing Applicant's Basic Information.

- **Edit Application:**

This button is for editing other information entered in the application.

- **Print:**

This button is for taking the print out of the application view.

- **Cancel:**

This button is to cancel the application procedure.

2.5.2. Uploading Supporting Documents

When the applicant clicks on **Attach Supporting Document** button, following page opens:

Document View	Supporting Document Type	Supporting Document Name	Upload File
Not Uploaded	Residential Proof *	Residential Certificate issued by S.D.O	Choose File certificate.jpg
Not Uploaded	Birth Proof *	Birth Certificate	Choose File docu.jpg
Not Uploaded	Identity Proof *	Ration Card	Choose File document.jpg
Not Uploaded	Photograph *	Self Photograph	Choose File images.jpg
Not Uploaded	Other Document	Other Document	Choose File lti.jpg

Mandatory Fields(*). Only .JPEG, .PDF files are supported and each file should be not more than 500kb of size.

Save Draft Save & Next

Figure 18: Supporting Document Details

The supporting document types are Residential Proof, Birth Proof, Identity Proof and Photograph. These are all mandatory documents. Each type has list of documents. The applicant has to select the document name from the drop-down list for each type of supporting document. The applicant can upload the supporting documents by clicking **Choose File** button. After uploading all the mandatory supporting documents, the applicant should click on **Save & Next** button to proceed further.

2.5.3. Application Submission

The applicant can view the application details and supporting document list before the submission of the application form for Domicile Certificate.

View Application Details for Local Residence (Domicile) Certificate	
Application Number	1741
Applicant's Basic Information	
Name of the Applicant	Mr. Santu Halder
Date of Application	24/03/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9836000000
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123

Supporting Document List

Residential Proof Birth Proof Identity Proof Photograph Other Document

Submit Edit Basic Information Edit Application Edit Supporting Document Print Cancel

Figure 19: Final Submission

- **Submit:**
Applicant should click this button for submitting the application.

- **Edit Basic Information:**

This button is for editing Applicant's Basic Information.

- **Edit Application:**

This button is for editing other information entered in the application.

- **Edit Supporting Document:**

This button is for editing supporting documents.

- **Print:**

The applicant will have to click this button to print the application form.

- **Cancel:**

The applicant might click on this button to cancel the application procedure.

2.5.4. Application Acknowledgement

When the application is successfully submitted, the applicant receives an acknowledgement. This contains the application summary and the contact details of the person to be contacted with for further queries.

Home Apply to services View Status Downloads About Services User Profile Welcome Wb eDistrict Logout

Track Application | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

Application Acknowledgment

Dear Mr. Santu Halder,
Thank you for using West Bengal e-District System.
Your application for Local Residence (Domicile) Certificate under Government of West Bengal has been successfully submitted.

Application Summary

AIN : 0101041503000124
Name of the Applicant : Mr. Santu Halder
Date of the Application : 25/03/2015
Address : 123 Hridaypur,
Hridaypur,
Post Office: PO1,
Police Station: PS1,
Burdwan,
West Bengal, India
Pin Code: 743335
Special Notice : It is mandatory to bring this acknowledgement slip to collect certificate.

For any query please contact your nearest Kiosk operator or the following contact details:

Block Development Officer,
Corporation : Katwa-I,
Sub-Division : Katwa,
District : Burdwan,
West Bengal, India

Print Finish

Figure 20: Application Acknowledgement

- **Print:**

The applicant can take a print out of the application acknowledgement by clicking on this button.

- **Finish:**

The applicant will have to click this button to complete application submission procedure.

3. Getting Started for Approval Mechanism

Approval Mechanism for Domicile Certificate involves SDO, BDO, ADM and Enquiry Officer (EO).

Approval for Rural Applications:

In the first level of approval for Domicile Certificate, the applications from rural applicants are sent to associate BDO for verification. If the application and the supporting documents are alright, BDO forwards the application to EO for offline query. BDO can also reject the application or send back to the applicant for correction. EO conducts the offline enquiry and if the enquiry is positive, EO updates the status in the system and forwards the application to respective BDO. EO can also reject or send back the application as per situation. BDO forwards the application to SDO. SDO can either approve or reject or send back the application. In certain cases SDO forwards the application to ADM, who will take the final decision for approval. The final approver will have to digitally sign the certificate. Finally the citizen/ CSC/ kiosk operator will take the print out of digitally signed domicile certificate.

Approval for Urban Applications:

In the first level of approval for Domicile Certificate, the applications from urban applicants are sent to associate SDO for verification. If the application and the supporting documents are alright, SDO forwards the application to EO for offline query. SDO can also reject the application or send back to the applicant for correction. EO conducts the offline enquiry and if the enquiry is positive, EO updates the status in the system and forwards the application back to respective SDO. EO can also reject or send back the application as per situation. SDO can either approve or reject or send back the application. In certain cases SDO forwards the application to ADM, who will take the final decision for approval. The final approver will have to digitally sign the certificate. Finally the citizen/ CSC/ kiosk operator will take the print out of digitally signed domicile certificate.

4. Getting Domicile Certificate

The citizen can check the status of the application from **View Status** menu. The citizen can also view the list of approved applications from Approved Application link in the Home page (refer to the highlighted area in the screen below).



The screenshot shows the West Bengal e-District Home Page. The navigation menu includes 'Home', 'Apply to services', 'View Status', 'Downloads', 'About Services', and 'User Profile'. The 'Approved Application' link is highlighted with a red box. Below the navigation menu, there are two columns of services under 'Services under e-District'. The 'Department' column lists various services like 'Registration of Shops and Establishments', 'Building and Construction Workers' Beneficiary Registration', etc. The 'District' column lists services like 'Income Certificate', 'Local Residence (Domicile) Certificate', 'Redressal of RTI queries & RTI status tracking', etc. At the bottom, a 'Total Count' of 915 is displayed.

Figure 21 : Home Page: Approved Application

When the applicant (Citizen/ CSC/ Kiosk Operator) clicks on the **Approved Application** link, the Applicant will have to select the service name from the list for the approved applications.



The screenshot shows the 'List of approved applications' section on the West Bengal e-District Home Page. The navigation menu is the same as in Figure 21. Below the navigation menu, the title 'List of approved applications' is displayed. There is a search form with the text 'Please Select Service Name *' and a dropdown menu showing 'Local Residence (Domicile) Certificate'. A 'Search' button is also visible.

Figure 22: Selecting Service Name for Approved Applications

The list of approved applications opens as below:

St.No.	Service Name	AIN	Name Of Applicant	Date of approval	Application Date	Remark	Certificate
1	Local Residence (Domicile) Certificate	0101041503000124	Mr. Santu Halder	25/03/2015	25/03/2015 11:52 AM	Application Approved	
2	Local Residence (Domicile) Certificate	0101041503000117	Mr. Ram Ch Sarkar	20/03/2015	20/03/2015 12:56 PM	Application Approved	
3	Local Residence (Domicile) Certificate	0101041503000114	Mr. Anil D.	20/03/2015	20/03/2015 11:35 AM	Application Approved	
4	Local Residence (Domicile) Certificate	0101041503000113	Mr. Biswo Priyo Halder	19/03/2015	19/03/2015 01:32 PM	Application Approved	
5	Local Residence (Domicile) Certificate	0101041503000107	Mr. Ajoy Ghosh	17/03/2015	17/03/2015 02:41 PM	Application Approved	
6	Local Residence (Domicile) Certificate	0101041503000088	Ms. Oli De.	10/03/2015	10/03/2015 05:55 PM	Application Approved	
7	Local Residence (Domicile) Certificate	0101041503000087	Ms. Rini De	09/03/2015	09/03/2015 04:13 PM	Application Approved	
8	Local Residence (Domicile) Certificate	0101041503000085	Ms. Oli De	09/03/2015	09/03/2015 02:27 PM	Application Approved	
9	Local Residence (Domicile) Certificate	0101041503000021	Mr. Rajib Kumar Pal	18/02/2015	18/02/2015 02:14 PM	Application Approved	

Figure 23: List of Approved Application

The applicant can find out specific application sorting by Application No. or Name of Applicant. It is also possible to search for a specific application by providing Applicant's Name / AIN No. in Search engine provided with the screen.

When the applicant clicks on the Certificate icon, the Domicile Certificate opens as the screen below. The applicant is also able to print out the certificate.

 सत्यमेव जयते	
Government of West Bengal Office of the Additional District Magistrate Burdwan	
E-mail :	FAX No.
Certificate No.: 010104150300012	Dated: the 25th day of Mar,2015
<u>To whom it may concern</u>	
<p>This is to certify that Mr. Santu Halder, son of Mr. Tapan Halder is a resident of Village : Hridaypur, P.O.: PO1, P.S.: PS1 in the District of Burdwan, West Bengal, as confirmed and ascertained by causing enquiry of Additional District Magistrate, Burdwan.</p>	
<p>Signature Not Verified Digitally signed by test2 Date: 2015.03.25 12:53:20 IST</p> <p>Additional District Magistrate Burdwan</p>	
<small>*The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the "Verification of Digitally Signed Document" link and keying in the Unique number 0101041503000124.*</small>	
<p>Powered By  For secure paperless solutions Please visit www.emsigner.com</p>	

Figure 24: Domicile Certificate

5. System Set-up

5.5. System Start up Parameters

NA

5.6. Master File Set-up

NA

5.7. Business Rules

As per the SRS related to Domicile Certificate

5.8. Print Set-up

NA

6. Application Details

6.5. Module Name

6.5.1. Function Name

NA

6.5.1.1. Purpose

NA

6.5.1.2. Menu Navigation

NA

6.5.1.3. User Group

NA

6.5.1.4. Form Layout

NA

6.5.1.5. Activation Options

NA

6.5.1.6. Form Description

NA

7. Reports / Query

7.5. Report / Query Title

NA

7.5.1. Selection Rules

NA

7.5.2. Description

NA

7.5.3. Report / Query Layout

NA

8. Interfaces

8.5. Interfaces to other systems

NA

8.6. Data Files Upload / Down Load

8.6.1. Description

NA

8.6.2. File Format

NA

9. Messages and Corresponding Action

NA

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