User Manual for Block/Municipality level users

STEP 1 – Dashboard

Dashboard:. After login in, a dashboard will appear and users of Block/ULB level can view some quick facts like: Number of Fresh application, No. of approved application, No. of pending application, No. of sanctioned application etc. within the jurisdiction of concerned Block/Municipality.

Governmen Minority (MIS 1.0.1)	nt of West Bengal y Affairs & Madrasah Education D	epartment					
Loged as BDO Barasat - I	• 0	0 45	0	0			
Dashboard	FRESH APPLICATION	APPROVED APPLICATION	PENDING FOR DOCUMENTS	APPLICATION REJECTED			
S Fresh Applications		Statistics (of Block Level				
Approved Applications	50						
Pending for Documents	40	45					
Sanctioned Application	40						
≡ Reports	30						
+ Statistic	20						
E Change Password	10						
() Logout	0		0	0			
	0 Fresh Application	Approved Application	Document's Pending	Rejected			
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STEP 2 – Fresh Applications

Fresh application: users of Block/ULB level can view application i.e. received with all attachments, uploaded by the applicant. Just click on **verify** button and follow the steps to verify application.

ged as BDO Barasat - l		Application					
Dashboard	SI	Applicants Name	Name of the site	Plot	Mouza		
Fresh Applications							
Approved Applications							
Pending for Documents							
anctioned Application							
Reports							
Change Password							
ogout							

STEP 3 – Approved Applications

Approved application: users of Block/ULB level can view approved application i.e. received for certification with all attachments, uploaded by the applicant. And forwarded to District level.

Govern Mino (MIS 1.0							
Loged as BDO Barasat - l	Approved Application						
	SI	Applicants Name	Graveyard Name	Plot	Mouza		
Dashboard	1	RAMIJ HABIB MONDAL	AHIRA GRAVEYARD	116	AHIRA	View Details	
S Fresh Applications	2	SK. ALI	TEST	123	SANSAD-XII	View Details	
	3	MD. NA	GRAVIYARD BSPN	67	78	View Details	
Approved Applications	4	MD. NA	ABC GRAVEYARD	65	BSP	View Details	
Pending for Documents	5	SABYSACHI DEY	SABYSACHI DEY	123	TEST	View Details	
Sanctioned Application	6	SABYSACHI DEY	DEMO	15	NA	View Details	
■ Reports	7	SECRETARY	Kharki Gramma Kabarsthan (Part-III)	1012-1014, 1020, 1021	Khorki	View Details	
	8	SECRETARY	Algoria Kabarsthan	211, 212, 212/677	Algaria	View Details	
 Change Password 	9	SECRETARY	Dogachia Purba Para Kabarsthan(3No.)	462, 320/860, 861	Dogachia	View Details	
少 Logout	10	SECRETARY	Dogachia Purbapara Graveyard	200	Dogachia	View Details	
	11	SECRETARY	Dagachia Majherparav Graveyard	458	Dagachia	View Details	

STEP 4 – Approved Applications View Details

Details of Approved application: users of Block/ULB level can view approved application in details with parameter of verified applications.

Governm Minori (Mis 1.0.1)	nent of West Bengal ity Affairs & Madrasah Education Dep	artment
Loged as BDO Barasat - I	Application for Sanction of Scheme for	construction of Boundery Wall around Graveyard/Mosque/ldgah/Mazar
Dashboard	Basic Information	
Fresh Applications	Name of the Applicant	RAMIJ HABIB MONDAL
Approved Applications	Contact number.	9143531964
Danding for Documente	Email	ramijhabib123@gmail.com
a Pending for Documents	Name of the Graveyard/Mosque/Idgah/Mazar.	AHIRA GRAVEYARD
Sanctioned Application	Documents	
≡ Reports	Verify	
■ Change Password	Data Sheet	
ථ Logout	BL & LRO/BDO/DOMA/SDO's certificate	
	Site Plan	

STEP 5 – Pending For Documents

Pending For Documents: users of Block/ULB level can view the applications i.e. pending For Documents and take actions on that.

(MIS 1.0.1)				
Loged as BDO Barasat - I		Pending for Documents		
	Sl Applicants Name	Name of the site	Plot	Mouza
Dashboard				
Fresh Applications				
Approved Applications				
Pending for Documents				
Sanctioned Application				
Reports				
Change Password				
) Logout				

STEP 6 – Sanctioned Application

Users of Block/ULB level can view the sanctioned list of applications and Block/ULB level user can upload utilisation certificate (UC) also.

ed as BDO Barasat - I				Sanct	ioned Ap	plication		
	SI	Applicants Name	Graveyard Name	Plot	Mouza	Files	1st Instalment	2nd Instalment
ashboard	1	SABYSACHI DEY	DEMO	15	NA	View Files	Upload UC Files 1st Inst	
resh Applications								
pproved Applications								
ending for Documents								
anctioned Application								
eports								
hange Password								
gout								

STEP 7 – UC Details for 1st Instalment

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Users of Block/ULB level can view the sanctioned list of applications and Block/ULB level user can upload utilisation certificate project wise with financial year, amount.

ged as BDO Barasat - l		UC Detai	ils For 1st Instalment	
	Financial Year	2018-2019	District	NORTH 24 PARGANAS
ashboard	Project	DEMO	Approved Amount	25,000.00
	Released Amount	12,500.00	Sanction Order No & date *	NA
Fresh Applications		& Total UC Submited (1st Instalment):-0.00		
Approved Applications	UC Submition Date *	02-07-2018	Utilised Amount*	
Pending for Documents			Outrait	
Sanctioned Application			Submit	
Reports				
Change Beenword				
Change Password				
Logout				

STEP 8 – Report from BLOCK/ULB Level

MIS reports on Number of Fresh application, No. of approved application, No. of pending application, No. of sanctioned application etc. within the jurisdiction of concerned block/Municipality.

.oged as BDO Barasat - l	ULB Status							
		Report From Ulb Level						
Dashboard	SI	ULB Name	Fresh Application	Approved From Block	Pending For documents	Resubmition		
S Fresh Applications	1	Titagarh	0	1	0	0		
~								
 Sanctioned Application Reports Change Password 								

STEP 9 – Change Password of Blocks/Municipality Level

Users of Block/ULB level can change their password from the menu: "change password"

Government of West Bengal Minority Affairs & Madrasa (MIS 1.0.)	h Education Department	
Loged as BDO Barasat - I	Change password of Block/Municipality Lavel	
	Password	
Dashboard	Confirm Password	
& Fresh Applications	Submit	
Approved Applications		
Pending for Documents		
Sanctioned Application		
Change Password		
එ Logout		
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STEP 10 – Log out