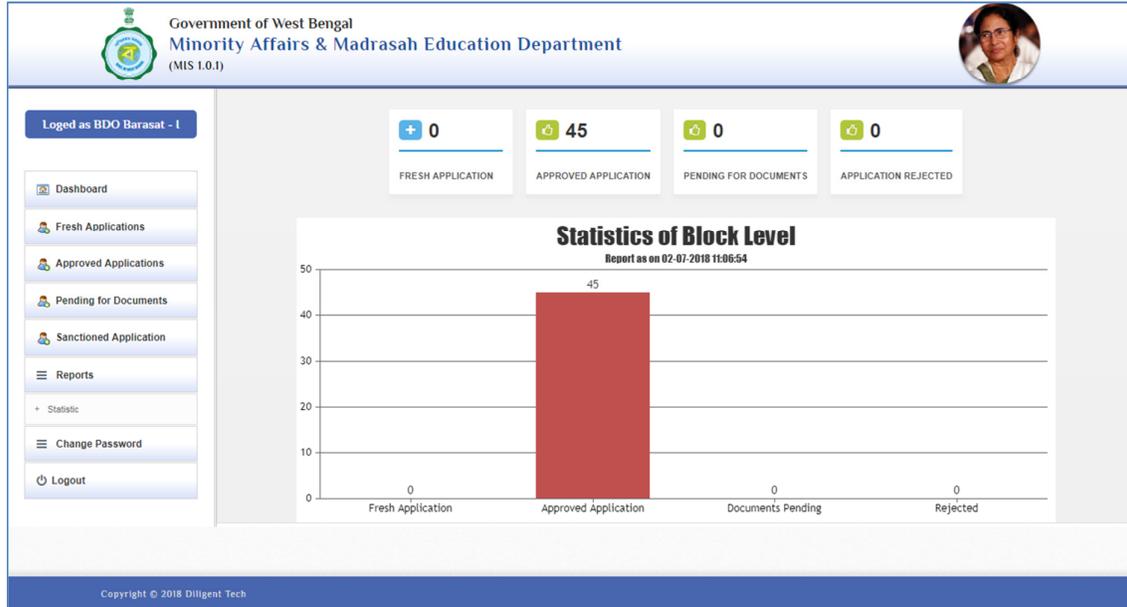


# User Manual for Block/Municipality level users

## 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.



## 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.

Government of West Bengal  
Minority Affairs & Madrasah Education Department  
(MIS 1.0.1)

Logged as BDO Barasat - I

**Application**

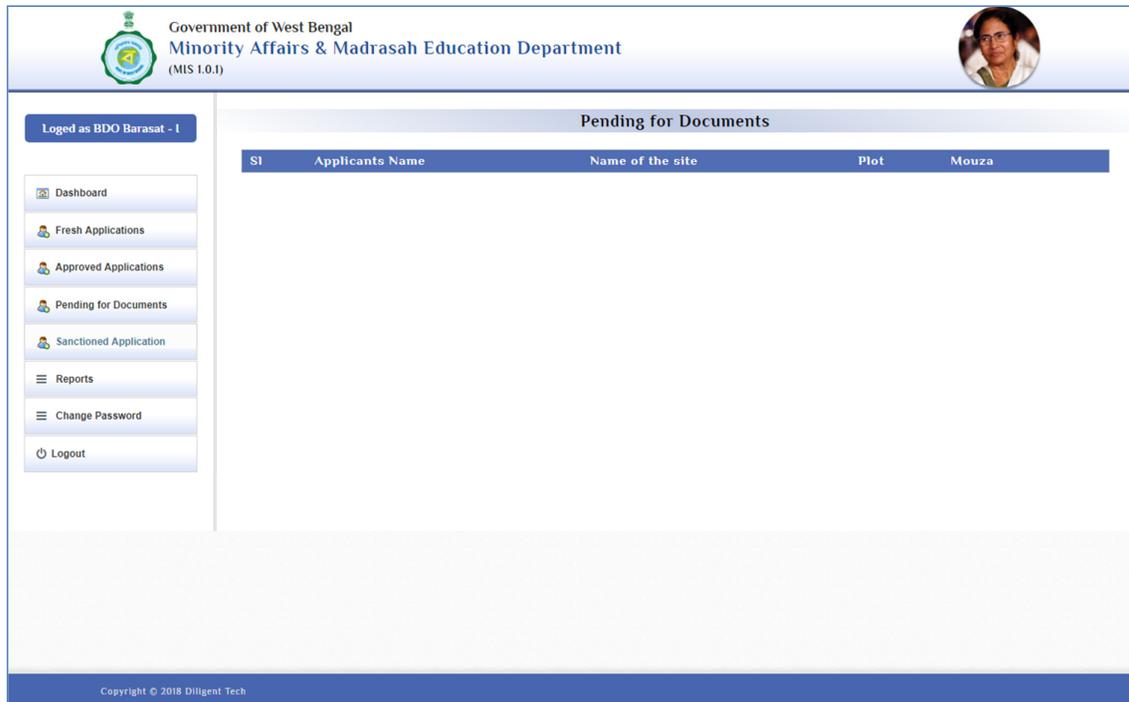
SI	Applicants Name	Name of the site	Plot	Mouza
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## STEP 5 – Pending For Documents

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



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(MIS 1.0.1)

Logged as BDO Barasat - 1

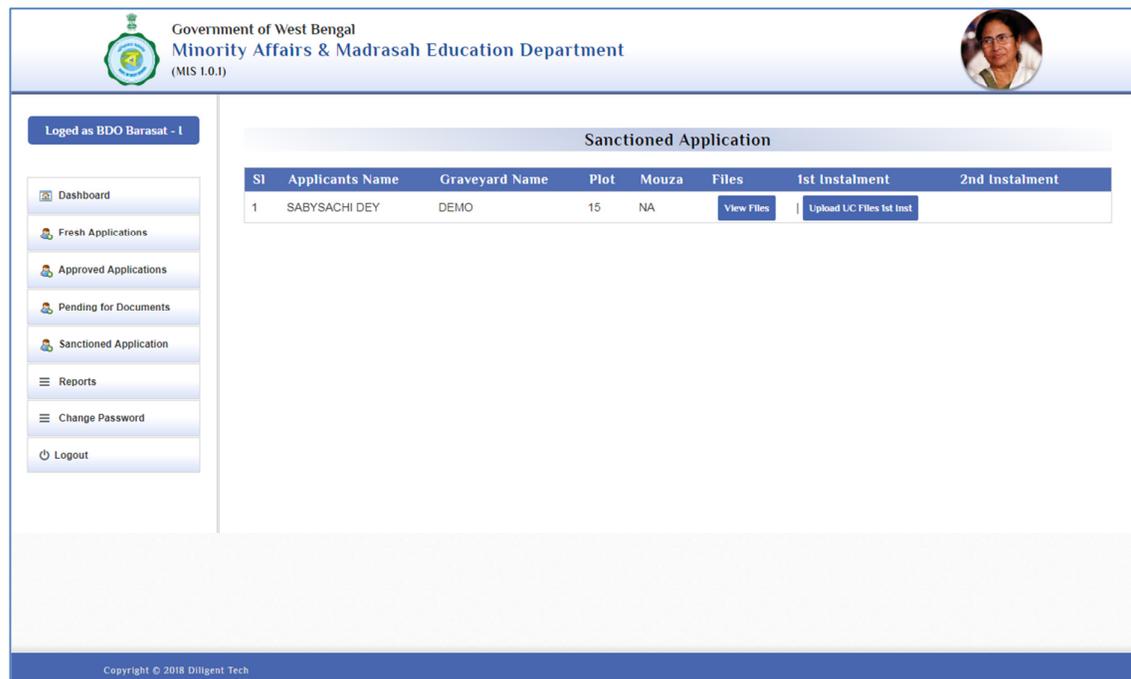
Pending for Documents

SI	Applicants Name	Name of the site	Plot	Mouza
----	-----------------	------------------	------	-------

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## 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.



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(MIS 1.0.1)

Logged as BDO Barasat - 1

Sanctioned Application

SI	Applicants Name	Graveyard Name	Plot	Mouza	Files	1st Instalment	2nd Instalment
1	SABYSACHI DEY	DEMO	15	NA	<a href="#">View Files</a>	<a href="#">Upload LC Files 1st Inst</a>	

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## STEP 7 – UC Details for 1<sup>st</sup> Instalment

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.

Government of West Bengal  
Minority Affairs & Madrasah Education Department  
(MIS 1.0.1)

Logged as BDO Barasat - I

- Dashboard
- Fresh Applications
- Approved Applications
- Pending for Documents
- Sanctioned Application
- Reports
- Change Password
- Logout

### UC Details For 1st Instalment

Financial Year	2018-2019	District	NORTH 24 PARGANAS
Project	DEMO	Approved Amount	25,000.00
Released Amount	12,500.00	Sanction Order No & date *	NA
<small>&amp; Total UC Submitted (1st Instalment)-0.00</small>			
UC Submission Date *	02-07-2018	Utilised Amount*	

Submit

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## 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.

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Minority Affairs & Madrasah Education Department  
(MIS 1.0.1)

Logged as BDO Barasat - I

- Dashboard
- Fresh Applications
- Approved Applications
- Pending for Documents
- Sanctioned Application
- Reports
- Change Password
- Logout

### ULB Status

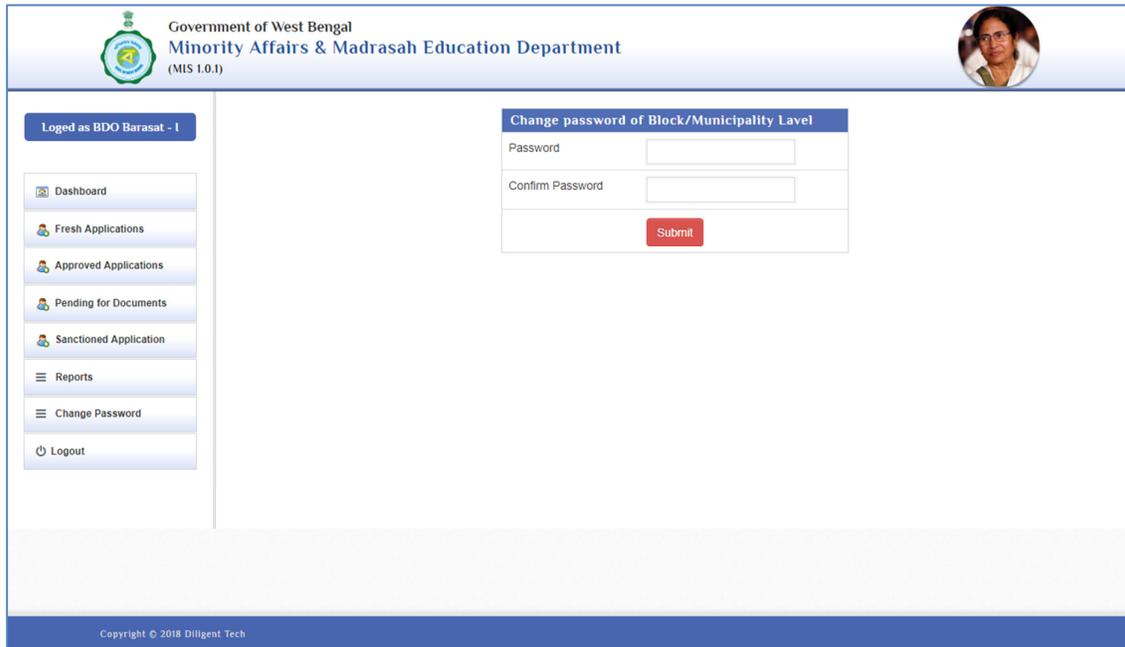
Report From Ulb Level

Sl	ULB Name	Fresh Application	Approved From Block	Pending For documents	Resubmission
1	Titagarh	0	1	0	0

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## STEP 9 – Change Password of Blocks/Municipality Level

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



The screenshot displays a web application interface for the Government of West Bengal, Minority Affairs & Madrasah Education Department (MIS 1.0.1). The user is logged in as BDO Barasat - I. The main content area features a form titled "Change password of Block/Municipality Level" with two input fields for "Password" and "Confirm Password", and a red "Submit" button. A left sidebar contains a navigation menu with options: Dashboard, Fresh Applications, Approved Applications, Pending for Documents, Sanctioned Application, Reports, Change Password, and Logout. The footer includes the copyright notice "Copyright © 2018 Diligent Tech".

Government of West Bengal  
Minority Affairs & Madrasah Education Department  
(MIS 1.0.1)

Logged as BDO Barasat - I

Change password of Block/Municipality Level

Password

Confirm Password

Submit

Dashboard

Fresh Applications

Approved Applications

Pending for Documents

Sanctioned Application

Reports

Change Password

Logout

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## STEP 10 – Log out