

User Manual for District level users

STEP 1 – Dashboard

Dashboard: After login in, a dashboard will appear and users of District 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 District.



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 (MIS 1.0.1)



Logged as NORTH 24 PARGANAS District

- Dashboard
- Fresh Applications
- Approved Applications
- Pending Application
- e-Office Reference Files
- Sanction Order Details
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- Change Password
- Log Out

+ **0**
 FRESH APPLICATION

✓ **598**
 APPROVED APPLICATION

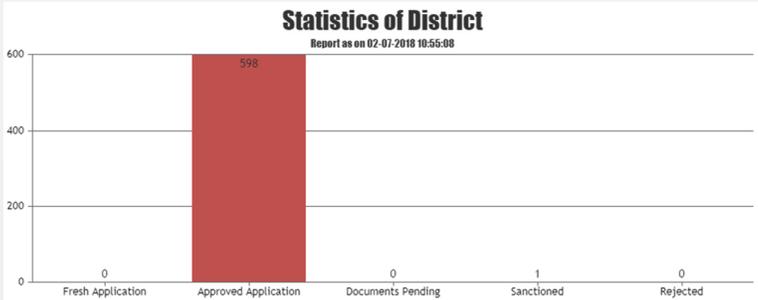
⌚ **0**
 PENDING FOR DOCUMENTS

✓ **1**
 APPLICATION SANCTIONED

✗ **0**
 APPLICATION REJECTED

Statistics of District

Report as on 02-07-2018 10:55:08



Category	Count
Fresh Application	0
Approved Application	598
Documents Pending	0
Sanctioned	1
Rejected	0

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STEP 2 – Fresh Application

Fresh application: users of District level can view application i.e. received with all attachments and verification report from block/ulb level, uploaded by the applicant. Just click on **verify** button and follow the steps to verify application.



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Fresh Application

Search By

BDO ULB Applicant Name

Submit

Sl	Application Id	Applicants Name	Graveyard Name	Plot	Mouza
No record found					

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STEP 3 – Approved Application

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



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Approved Application

Search By

BDO ULB Applicant Name

Sl	Application Id	Graveyard Name	Block/Municipality	Plot	Mouza	Sanctioned Order Number	UC
1	NORT1819BARA761	AHIRA GRAVEYARD		116	AHIRA		View Details
2	NORT1819BARA7307	TEST		123	SANSAD-XII		View Details
3	NORT1819BARA7308	GRAVIYARD BSPN		67	78		View Details
4	N2418197309	ABC GRAVEYARD		65	BSP		View Details
5	N2418197310	SABYSACHI DEY		123	TEST		View Details

STEP 4 – Approved Application View Details

Details of Approved application: users of District level can view approved application in details with parameter of verified applications. It can be searched, BDO/ULB wise.



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Application for Sanction of Scheme for construction of Boundery Wall around Graveyard/Mosque/Idgah/Mazar

Basic Information

Name of the Applicant: RAMIJ HABIB MONDAL
Contact number: 9143531964
Email: ramijhabib123@gmail.com
Name of the Graveyard/Mosque/Idgah/Mazar: AHIRA GRAVEYARD

Documents

- Data Sheet
- BL & LRO/BDO/DOMA/SDO's certificate
- Site Plan
- Resolution
- Sketch map



Sorry, this page

STEP 5 – Pending For Documents

Pending For Documents: Users of District level can view the applications i.e. pending for documents and take actions on that.



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Logged as NORTH 24 PARGANAS District

Pending Application

Search By

BDO ULB Applicant Name

SI	Application Id	Applicants Name	Graveyard Name	Plot	Mouza
No record found					

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STEP 6 – E Office Reference Files

Users can create file with e-office reference. And upload all files & application for official communication.



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Sanction Order Details

[Create File](#)

SI	Files No	Download Files
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Create files under e-office

e-office File No.

Applicants Details

Graveyard Name	Block	Mouza	JL No.	Plot
<input type="checkbox"/> AHIRA GRAVEYARD	Barasat - I	AHIRA	21	116
<input type="checkbox"/> TEST	Barasat - I	SANSAD-XII	25	123
<input type="checkbox"/> GRAVIYARD BSPN	Barasat - I	78	22	67
<input type="checkbox"/> ABC GRAVEYARD	Barasat - I	BSP	32	65
<input type="checkbox"/> SABYSACHI DEY	Barasat - I	TEST	1233	123
<input type="checkbox"/> DEMO	Barasat - I	NA	65	15
<input type="checkbox"/> Kushangra and Tapla Kusangra Kabarsthna	Minakhan	Tapla Kusangra	45	263
<input type="checkbox"/> Atpukur Kabarsthan	Minakhan	Atpukur	53	4557
<input type="checkbox"/> Simuldaha Mollapara & Gajipara Kabarsthan	Minakhan	Simuldaha	47	90, 91

STEP 8 – Sanction Order Details (1st Instalment)

Lists of all sanctioned cases from Directorate level will show here & UC Upload facility is given for 1st instalment.



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Sanction Order Details (1st Instalment)

Sl	Sanction Order Details	Total Beneficiary	Approved Amount	Sanctioned Amount		
1	1500000	1	25000	12500	<input type="button" value="Distribution"/>	<input type="button" value="Upload UC Files"/>

STEP 9 – Sanction Order Details (2nd Instalment)

Lists of all sanctioned cases from Directorate level will show here & UC Upload facility is given for 2nd instalment.



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Sanction Order Details (2nd Instalment)

SI	Sanction Order Details	Total Beneficiary	Approved Amount	Sanctioned Amount
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STEP 10 – Required UC Files

Sanctioned but UC is not uploaded from Block/ULB level can be view from this menu and District level users can take actions on that.



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Required UC Files

Search By

BDO ULB Applicant Name

SI	Application Id	Financial Year	Graveyard Name	Block/ Municipality	Approved Amount	Sanction Amount	All Documents	Upload UC File
No record found								

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STEP 11 – Uploaded UC Details

Sanctioned and UC is uploaded from Block/ULB level can be view from this menu and District level users can take actions on that.



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Uploaded UC Details

Search By

BDO ULB Applicant Name

Submit

Sl	Application Id	Financial Year	Graveyard Name	Block/ Municipality	Approved Amount	All Documents	View UC File
1	N2418197311	2018-2019	DEMO		25000	View	

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UC Details Send to State

Sl	Order Number	Amount	UC Amount	Download
1	5014 OFC REF.			Download Uc

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STEP 12 – Download UC files

UTILISATION CERTIFICATE

Name of Project: **Construction of Boundary Wall**
 Approved financial assistance from Construction of Boundary Wall Surrounding Public Graveyard:

Certified that out of Rs. **12,500.00 (twelve thousands five hundred Rupees)** made available as assistance under the Scheme named "Construction of Boundary Wall Surrounding Public Graveyard/Idgah/Mosque/Mazar" sanctioned by Ministry of Minority Affairs during the financial year **2018-2019** vide letter number **5014 OFC REF.** and Rs.**500.00 (five hundred Rupees)** on account of unspent balance of the previous year, a sum of Rs. **12,000.00 (twelve thousands Rupees)** has been utilized for the following works:

Sl No.	Sanctioned G.O No & Date	Number of boundary Wall /Project	State Share Approved	State Share Utilised	Utilised percentages
1	5014 OFC REF.	1	12,500	12,000	96.00

Further certified that I have satisfied myself that the conditions on which the assistance from the Construction of boundary Wall was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Vouchers and Books of Accounts
2. Measurement Books
3. Grant-in-aid/Loan Register
4. Expenditure Register

The balance of Rs. **0.00** Is remaining unutilized as on **01-01-1970**

STEP 13 – Passwords of Block/ULB

District level user can manage your block/ulb details from here.



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Passwords Of Block

Sl	Block Name	Contact Persons	Mobile No	User Name	Password
1	Barasat - I				Create Password
2	Basirhat - I				Create Password
3	Barrackpore - I				Create Password
4	Bagda				Create Password
5	Barasat-II				Create Password
6	Habra - I				Create Password
7	Habra - II				Create Password
8	Amdanga				Create Password
9	Deganga				Create Password
10	Rajarhat				Create Password
11	Bongaon				Create Password
12	Gaighata				Create Password
13	Baduria				Create Password
14	Harna				Create Password

Dashboard

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UC Details

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STEP 14 – District Status

MIS Report & Statics on Application received.



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District Status

Sl	Block Name	Total Application	Report From District & Block Level				
			Verified From Block Level	Pending At District Level	District Level Verified	District Level Pending for Document	District Level Resubmission
1	Barasat - I	45	45	0	45	0	0
2	Basirhat - I	45	45	0	45	0	0
3	Barrackpore - I	12	12	0	12	0	0
4	Bagda	4	4	0	4	0	0
5	Barasat-II	44	44	0	44	0	0
6	Habra - I	51	51	0	51	0	0
7	Habra - II	26	26	0	26	0	0
8	Amoanga	20	20	0	20	0	0
9	Deganga	28	28	0	28	0	0
10	Rajarnat	1	1	0	1	0	0
11	Bongaon	7	7	0	7	0	0
12	Gaighata	12	12	0	12	0	0
13	Dobsoni	10	10	0	10	0	0

STEP 15 – Expenditure Report

Financial year wise expenditure report can be achieved from these options.



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Expenditure Report

Financial Year

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STEP 16 – Change password at DOMA Level

Change password of your panel from here.



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Change password of DOMA Level

Password

Confirm Password

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