

User Manual
On
Issuance of Record of
Title (Mutation) by
NKDA
for
State-wise Rollout
of
e-District MMP
in
West Bengal



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For**

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e-District MMP
in
West Bengal**

Prepared By:
TCS Ltd., Kolkata



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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.

1.2 Functional Scope of the System

The system is intended for electronification of the Issuance of Record of Title (Mutation) by NKDA. Scope of the system mainly includes Issuance of the Record and approval Generation by following approved workflow. The System also allows the status inquiry for the application Submitted and maintaining of an Electronic Register.

System will be accessed at following places for the Issuance of Record of Title (Mutation) by NKDA

- CSC
- Kiosks
- Citizen Portal

Approval of the application will be done at NKDA. The generated certificate can be availed either from CSCs, Kiosk or by the applicant for download/print

1.3 User Role and Access Rights

This section describes the roles and access rights of various users that WB e-District Application supports for the service under consideration

Role	Access Rights			
	Create	Read	Update	Delete
CEO	X	• Submitted Request	• Write Comment	X
Estate Manager	X	• Submitted Request	• Approve / Sent Back / Reject	X
Finance Officer	X	• Submitted Request	• Write Comment	X
Supervisor	X	• Submitted Request	• Write Comment	X
Kiosk/CS C/ Citizen	• New Request	• Saved Request • Request Status	• Save Draft Request • Update documents for sent back application	X

1.4 Document Usage Description

This User Manual describes the step-wise process for Issuance of Record of Title (Mutation) by NKDA in West Bengal e-District Application. It explains how the citizen can apply for the sanction by himself or with the help of CSC / Kiosk Operator and how the back end actors (SUP, EM, CEO, FO) approve or reject or send back the application after verification.

1.5 Related Documents

Software Requirement Specifications

1.6 Customer Support

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1.7 Acronyms and Abbreviations

ADM(G)	Additional District Magistrate
AIN	Application Identification Number
ALC	Assistant Labour Commissioner
AR	Additional Registrar
ASO	Assistant Statistical Officer
BCW	Backward Class Welfare
BCWI	Backward Class Welfare Inspector
BDO	Block Development Officer
BI	Block Inspector
CEO	Chief Executive Officer
CSC	Common Service Centre
DA	Dealing Agent
DTO	District Level Treasury Officer
DM	District Magistrate
E-District	Electronic District
EO	Enquiry Officer
ETaal	Electronic Transaction Aggregation & Analysis Layer
LWFC	Labour Welfare Facilitation Centre
MED	Municipal Engineering Directorate
MMP	Mission Mode Project
MSDG	Mobile Services Delivery Gateway
RLO	Regional Labour Offices
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
ULB	Urban Local Bodies
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 Issuance of Record of Title (Mutation) by NKDA– Application Process

2.1 Login to the Application

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



The screenshot shows the West Bengal e-District login page. At the top left is the West Bengal e-District logo. The main header area features a blue background with a circular image of a woman on the left and a map of West Bengal on the right. Below this is a 'Welcome' section with a paragraph of text and a table titled 'Highest Transaction Count ()' with two columns: 'Application submitted' and 'Action taken by Govt.'. To the right is a 'Login' form with a language dropdown set to 'English', input fields for 'UserName' and 'Password', a 'Captcha' field with a 'kn5ag' logo, and buttons for 'Login', 'Entrepreneur', 'Citizen Registration', and 'Forgot Password'. The footer contains links for 'Verification of Digitally Signed Document', 'Download Forms', 'FAQ', and 'Dashboard'.

Figure 2.1: West Bengal e-District Login Page

The login page contains 'Welcome' message for the users of West Bengal e-District application. Login option is for Admin/ Kiosk User and Other User. The user should select the General Login. It is the default option.

The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password and type the Captcha as it appears in the screen. Press **Login** to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **Citizen Registration**. If the applicant has forgotten the password, click **Forgot Password**.

2.2 Home Page

After login to West Bengal e-District, the Home page appears. It shows the comprehensive list of services under Department and District column. Issuance of Record of Title (Mutation) by NKDA is a service under the Department Category as shown below:



Figure 2.2: Home Page

2.3 Apply to Services

Click on 'Apply to Services' to view the list of services under different modules. The user needs to select the proper services

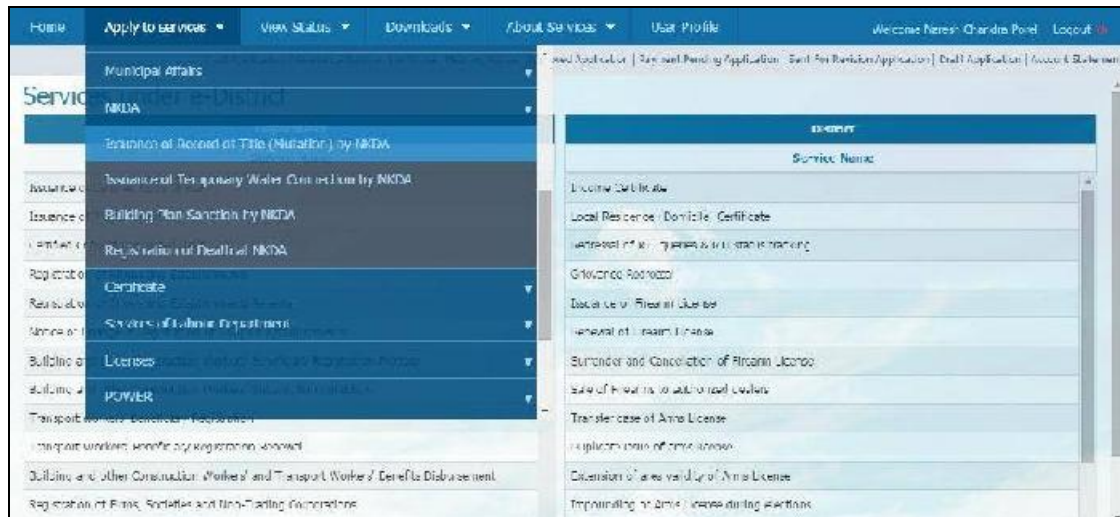


Figure 2.3: Apply to services

2.4 Apply for Issuance of Record of Title (Mutation) by NKDA

To apply for Issuance of Record of Title (Mutation) by NKDA, the user needs to select the correct option under services provided and user is directed to the Home screen which contains basic instructions for the user as shown below:

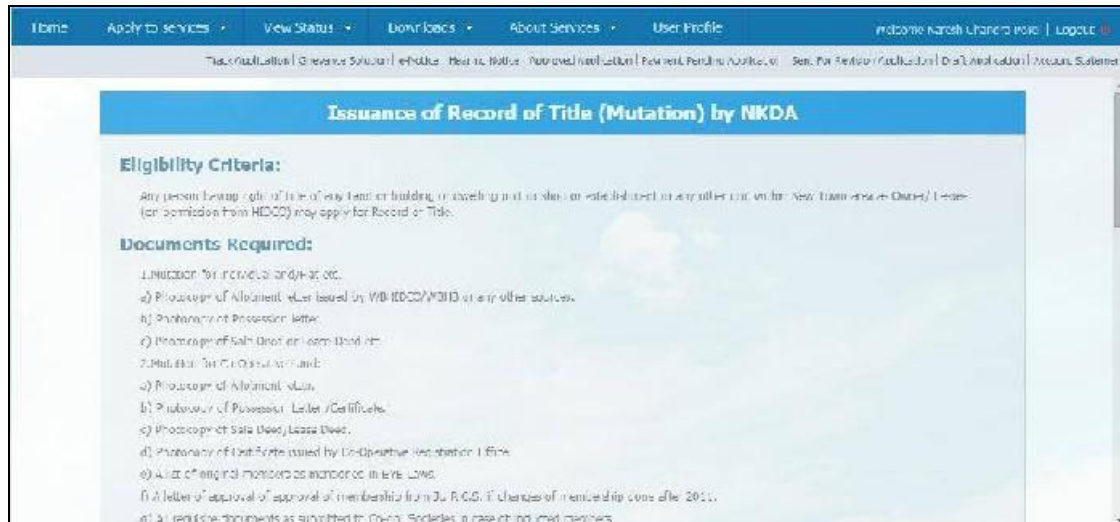


Figure 2.4: Instruction and Requirements Issuance of Record of Title (Mutation) by NKDA
Page-1



Figure 2.5: Instruction and Requirements Issuance of Record of Title (Mutation) by NKDA
Page-2

To proceed with the application the user needs to click on **Apply** button. The following screen appears.



Figure 2.6: Applicants Applying for Issuance of Record of Title (Mutation) by NKDA

2.5 Applicant's Basic Information

Upon clicking the Apply Button the following screen appears:

Application for Issuance of Record of Title (Mutation) by NKDA

Applicant's Basic Information

Salutation*	Mr.	First Name*	Nitesh
Middle Name*	Chandra	Last Name*	Soni
Date of Birth*	03/02/1990	Age*	27
Gender*	Male	Date of Application*	17/09/2017 15:18:16
Mobile No.*	9094238000	Email*	Email
Address* (Use No)	Applicant's Address		

Address of the Property

Figure 2.7: Entering Applicant's Basic Information

The user should enter the Basic the Basic Information which are briefly described below:

- **Salutation:**

This is a mandatory field. The applicant has to selected the salutation(Mr./ Mrs./Dr. Etc.) from the drop-down list.

- **First Name:**

This is a mandatory text box field. The applicant has to manually enter the address 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 an optional text box field. The applicant has to manually enter the last name in this text box if required.

- **Date of Birth:**

This is a mandatory date field. The applicant has to select the date of birth in this text box.

- **Age:**

The field will display the age of then applicant as calculated from date of birth.

- **Gender:**

This is a mandatory drop-down field. The applicant has to Select the gender from drop down list.

- **Date of Application:**

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

- **Mobile No.:**

This is a mandatory numeric field. The applicant has to manually enter the ten digit mobile number in this text box.

- **E-mail:**

This is an optional text box field. The applicant has to manually enter the e-mail ID in this text box if required.

- **Aadhaar Card No.:**

This is an optional text box field. The applicant has to manually enter the aadhaar number in this text box if required.

2.5.1 Address of the Property

The screenshot shows a web form titled "Address of the Property". At the top, there is a navigation bar with links like "Home", "Apply to services", "View Status", "Download", "About Services", and "User Profile". Below the navigation bar, there is a breadcrumb trail and a search bar. The main form area contains several input fields and dropdown menus. The "Country" field is a dropdown menu set to "India". The "State" field is a dropdown menu set to "West Bengal". The "District" field is a dropdown menu set to "Howrah". The "Subdivision" field is a dropdown menu set to "Howrah Sadar". The "Block/Village/party/Corporation" field is a dropdown menu set to "Bhadrakali". The "Village or Ward" field is a dropdown menu set to "Ward". The "Police Station" field is a text box containing "Police Station". The "Address Line 1" field is a text box containing "24 Btich Road". The "Pin Code" field is a text box containing "746125". There are also buttons for "Reset", "Cancel", and "Save & Next".

Figure 2.8: Address of the Property

The next Section is designed to capture the Address of Site Details for the user. The important fields are mentioned below:

- **Country:**

This is a mandatory drop-down field. Since, the address of registered office of the association should always be in **India**, the **Country field is set as India by default**.

- **State:**

This is a mandatory drop-down field. Since, the address of registered office of the association should always be in **West Bengal**, 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 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 present address. If the applicant has selected 'Rural' for the previous field, it will only display 'Block', but if the applicant has selected 'Urban' for the previous field, it will display 'Municipality / Corporation'.

- **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.

- **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.

- **Enter 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.

- **Action Area:**

This is a mandatory numeric field. The applicant has to manually enter the action area in this field.

- **Reset:**

If the user clicks on this button, all the values entered in the field will be automatically reset.

- **Cancel:**

The applicant will have to press this button in order 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.

2.5.2 Communication Address

The user is then required to enter the Postal Address of the applicant. The option ‘**Same as Previous Address**’ is applicable. The user may select the option if suitable. Else the user can proceed to enter the Postal address which is different from the previous address. The following screen displays the option when the user Checks the option ‘**Same as Previous address**’. The system populates the previously entered address data appropriately.

Figure 2.9: Communication Address

2.5.3 Communication Number and Property Details

Figure 2.10: Communication Number and Property Detail

- **Office:**

This is an optional numeric field. The applicant has to manually enter the office number in this field.

- **Residence:**

This is an optional numeric field. The applicant has to manually enter the residence number in this field.

- **Type of the Property:**

This is a mandatory drop-down field. The applicant has to select the type of property from the drop-down list.

- **Premise Number:**

This is a mandatory numeric field. The applicant has to manually enter the premise number in this field.

- **Deed Value:**

This is a mandatory numeric field. The applicant has to manually enter the deed value in this field.

2.5.4 Area of the Property and Purpose of application

The screenshot displays a web application interface with a blue header and navigation menu. The main content area is divided into two sections: 'Area of the Property' and 'Purpose of application'. The 'Area of the Property' section contains several input fields: 'Total Area' (00.188SQMT), 'Plot' (Plot), 'CPS' (CPS), 'Utility Room' (Utility Room), 'Kitchen' (Kitchen), and 'Two Wheeler Space' (Two Wheeler Space). The 'Purpose of application' section includes a dropdown menu for 'Purpose of the application' (Selected for and released by W.T.I.) and a dropdown menu for 'Availability of RoT' (Yes). Below these sections is a section for 'Recorded owners details'.

Figure 2.11: Area of the Property and Purpose of application

- **Total Area:**

This is an optional numeric field. The applicant has to manually enter the area in this field.

- **Purpose of the application:**

This is a mandatory drop-down field. The applicant has to select the type of purpose from the drop-down list.

- **Availability of RoT:**

This is a mandatory drop-down field. The applicant has to select the RoT from the drop-down list.

2.5.5 Recorded Owners Details and Previous Owners Details

The user can then enter the Recorded Owners Details as depicted below:

The screenshot shows a web form titled "Recorded owners details". It includes a navigation bar at the top with links like "Home", "Apply to services", "View Status", "Downloads", "About Services", and "User Profile". Below the navigation bar, there is a horizontal menu with various application types. The main form area contains several input fields: "Subdivision" (a dropdown menu), "First Name", "Middle Name", "Last Name", "Mobile No.", and "Email". Below these fields is a table with the following data:

Sl No.	SUBDIVISION	FIRST NAME	MIDDLE NAME	LAST NAME	MOBILE NO.	EMAIL
1	NA	Ravi	NA	DA	NA	NA

This screenshot shows the same "Recorded owners details" form, but with different input fields visible. The fields include "State", "Country", "District", "Sub Division", and "Rural or Urban". Below these fields is a table with the following data:

State	Country	State	District	Sub Division	Rural or Urban
IN	India	West Bengal	Howrah	Hemraji Sajan	Rural

This screenshot shows the "Recorded owners details" form with address-related fields. The fields include "Address Line 1", "Address Line 2", and "PIN Code". Below these fields is a table with the following data:

Address Line 1	Address Line 2	PIN Code	Action
24,Shaban Road	NA	741042	Delete Edit

Below the table, there is a section titled "Previous Owners Details" which is currently empty.

Figure 2.12: Recorded Owners Details (Scrolled View)

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Nimesh Chandra Paul | Logout

Track Application | Generate Receipt | e-Notice | Hearing Notice | Approved Application | Payment Pending Application | Send For Revision Application | Draft Application | Account Statement

Previous Owner Details

Substation * : First Name * : Middle Name : Last Name : Mobile No. : Email :

Sl. No.	Substation	First Name	Middle Name	Last Name	Mobile No.	Email
1	NA	BHOJABHOJ	NA	NA	NA	NA

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Nimesh Chandra Paul | Logout

Track Application | Generate Receipt | e-Notice | Hearing Notice | Approved Application | Payment Pending Application | Send For Revision Application | Draft Application | Account Statement

Previous Owner Details

T. : Country * : State * : District * : Sub Division * : Rural or Urban * :

Country	State	District	Sub Division	Rural or Urban
NA	India	West Bengal	Howrah	Howrah Sadar

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Nimesh Chandra Paul | Logout

Track Application | Generate Receipt | e-Notice | Hearing Notice | Approved Application | Payment Pending Application | Send For Revision Application | Draft Application | Account Statement

Previous Owner Details

Rural or Urban * : Block or Municipality or Corporation * : Block or Municipality or Corporation Name * : Village or Ward Name : Police station : Post Office :

Rural or Urban	Block or Municipality or Corporation	Block or Municipality or Corporation Name	Village or Ward Name	Police station	Post Office
Rural	Direct	Central	NA	NA	NA

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Nimesh Chandra Paul | Logout

Track Application | Generate Receipt | e-Notice | Hearing Notice | Approved Application | Payment Pending Application | Send For Revision Application | Draft Application | Account Statement

Previous Owner Details

Address : Post Office : Address Line 1 * : Address Line 2 : PIN Code * :

Substation	Post Office	Address Line 1	Address Line 2	PIN Code	Action
NA	NA	14 Station Road	NA	745176	<input type="button" value="Delete"/> <input type="button" value="Post"/>

Figure 2.13: Previous Owners Details (Scrolled View)

2.5.6 Person or Body or Organization etc. liable to Property Tax

Ssl No.	Ssl No.	First Name	Middle Name	Last name	Mobile Number	Email
1	1	Narish	Chandra	Perla	NA	NA

Country	State	District	Sub Division	Rural or Urban
India	West Bengal	Howrah	Howrah Sadar	Rural

Block or Municipality or Corporation Name	Village or Ward Name	Police station	Post Office
Sanesh	NA	NA	NA

Address Line 1	Address Line 2	PIN Code
24, Clifton Road	NA	745121

Figure 2.14: Person or Body or Organization etc. liable to Property Tax (Scrolled View)

This screenshot shows the 'Co-operative Member details' form. The 'Cooperative Name' field contains 'Purush'. Below this, there are input fields for 'First Name', 'Middle Name', and 'Last Name', each with a 'First Name' placeholder. There are also dropdown menus for 'Country' and 'State'. A table below displays the member's details:

Sr No.	Sekation:	First Name:	Middle Name:	Last Name:	Country:	State:
1	MR	Ryan	NA	NA	India	West Ben

This screenshot shows the 'Co-operative Member details' form with location information. The 'Cooperative Name' field contains 'Purush'. Below this, there are dropdown menus for 'District', 'Sub Division', 'Rural or Urban', 'Block or Municipality or Corporation', and 'Block or Municipality Name'. A table below displays the location details:

State:	District:	Sub Division:	Rural or Urban:	Block or Municipality or Corporation:	Block or Municipality Name:
West Bengal	Howrah	Lowish Bader	Rural	Block	Jamrail

This screenshot shows the 'Co-operative Member details' form with address information. The 'Cooperative Name' field contains 'Purush'. Below this, there are input fields for 'Post Office', 'Address Line 1', 'Address Line 2', and 'PIN Code'. An 'Add' button is present. A table below displays the address details:

Station:	Post Office:	Address Line 1:	Address Line 2:	PIN Code:	Action
	NA	NA	NA	714021	Delete Edit

Other Details

Figure 2.15: Cooperative Member Details (Scrolled View)

2.5.7 Other Details

The screenshot shows the 'Other Details' section of the application form. The fields are as follows:

- Whether property is assessed:
- Whether property tax is paid:
- Date of transfer of property:
- Completion certificate issued:
- Date of issue of completion certificate:
- Date of payment of first electricity bill:
- No. Of Building in the premise:
- Number of floors in the building:
- No. or Name of the Road:
- Flat number of the assesses:
- Floor number of the assesses:
- Character/Or Type of Premise:
- Assessee Number:

The screenshot shows the 'Other Details' section of the application form, scrolled down to the declaration section. The fields are as follows:

- Date of transfer of property:
- Completion certificate issued:
- Date of issue of completion certificate:
- Date of payment of first electricity bill:
- No. Of Building in the premise:
- Number of floors in the building:
- No. or Name of the Road:
- Flat number of the assesses:
- Floor number of the assesses:
- Character/Or Type of Premise:
- Assessee Number:

Below the form, there is a declaration section:

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

At the bottom, there are three buttons: **Reset**, **Save Draft**, and **Save & Next**.

Figure 2.16: Other Details (Scrolled View)

- **Declaration of Acceptance:**

The user has to click on the check box **'I Accept'** to provide declaration that the information provided in the application form is true to the best of his/ her knowledge and belief.

- **Reset:**

If the user wants to reset the data entered, it is required to click on **'Reset'** button.

- **Save Draft:**

Click on **'Save Draft'** to save the entered details. User can access the drafted application from "Draft application" section of the home page.

- **Save and Next:**

If the user wants to save the data entered and proceed to the next step of application, he/ she will have to select **'Save & Next'** button.

2.5.8 Application View and Attaching Supporting Documents

The User needs to click on **Save & Next** to proceed further with the process of Application. The following screen appears.

View Application Details for Issuance of Record of Title (Mutation) by NKDA	
Application Number	12457
Applicant's Basic Information	
Name of the Applicant	Mr. Harish Patel
Name of Application	12/11/17
Date of Birth	16/01/1990
Age	27
Gender	Male
Mobile No	9876543210
E-mail	
Aadhaar Card No	
Present Address	
Country	India
State	West Bengal
District	
Sub-division	

Figure 2.17: Application View

The following options are available:

- **Attach Supporting Documents**
- **Edit Basic Information**
- **Edit Application**
- **Print**
- **Cancel**

The user can click on **Attach Supporting Document** to include the necessary supporting documents along with the application.

Date of Birth	16/01/1990
Age	27
Gender	Male
Mobile No	9876543210
E-mail	
Aadhaar Card No	
Present Address	
Country	India
State	West Bengal
District	
Sub-division	

Buttons: **Attach Supporting Document** (highlighted), **Edit Basic Information**, **Edit Application**, **Print**, **Cancel**

Figure 2.18: Attaching the Supporting Documents

Once the user selects the option the following screen is displayed:



Figure 2.19: Uploading Supporting Documents

All the mandatory documents are highlighted with the (*) asterisk symbol. The user needs to click on the Upload button and then select the file to upload as shown below:

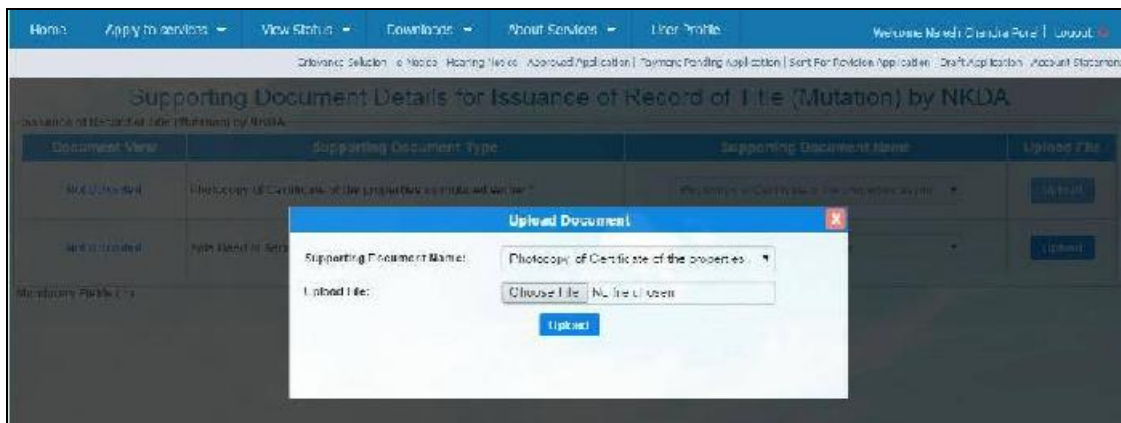


Figure 2.20: Upload Process

Clicking on **Upload** button, completes the uploading of document against the selected option.

The system acknowledges the successful uploading of the file by displaying the following message:

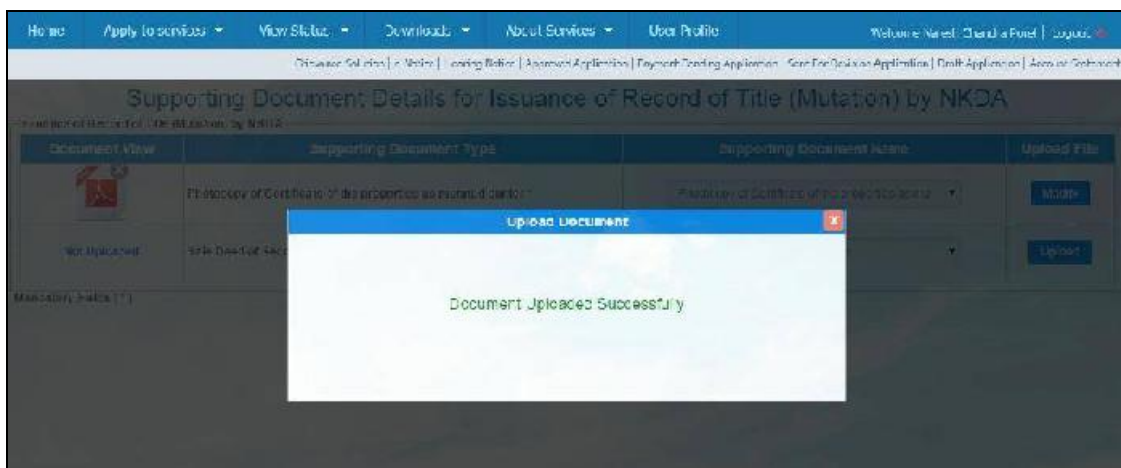


Figure 2.21: Upload Confirmation for Document Upload

2.5.9 Final Application View and Final Submission

Once the uploading of all the necessary documents is complete the user needs to complete the application process finally and click on **Save and Next** to proceed further and then click on **Submit** button to submit the application finally as shown below:

View Application Details for Issuance of Record of Title (Mutation) by NKDA	
Application Number	L2457
Applicant's Basic Information	
Name of the Applicant	Mr. Nimesh Patel
Date of Application	06/03/2017
Date of Birth	16/01/1990
Age	27
Gender	Male
Mobile No	8843517855
E-mail	
Aadhaar Card No	
Present Address	
Supporting Document List	

Figure 2.22: Application View

Date of Application	06/03/2017
Date of Birth	16/01/1990
Age	27
Gender	Male
Mobile No	8843517855
E-mail	
Aadhaar Card No	
Present Address	
Supporting Document List	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Photocopy of Certificate of the properties as attached earlier</p> </div> <div style="text-align: center;"> <p>Sale Deed of Second Purchase</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> Submit Clear Basic Information Clear Application Clear Supporting Document Print Cancel </div>	

Figure 2.23: Submitting completed Application

On Clicking **Submit** button, the application is submitted. The AIN is generated and displayed as shown below:

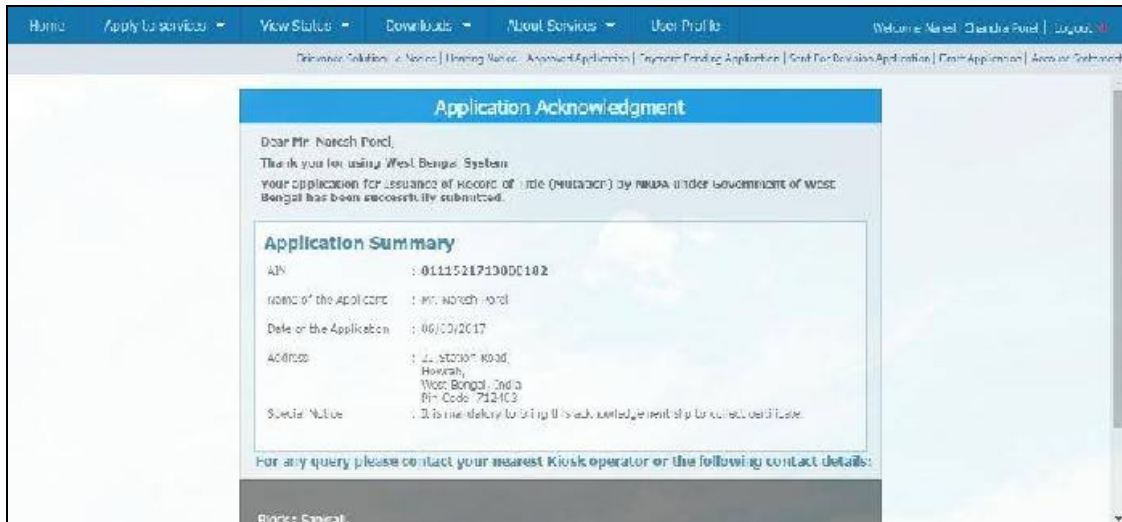


Figure 2.24: Generate AIN

The user should note down the AIN and then click on **Finish** button to complete the process and is directed to the Home Screen.



Figure 2.25: Finishing Application Process

3 Hearing Application

Once the applicant gets the confirmation over SMS regarding the Hearing, the applicant attend the hearing process. For this, the applicant needs to Re-login to the e-District application

The applicant should open an internet browser, type the URL in the address bar and press Enter. West Bengal e-District Application login page appears as below:

The screenshot shows the West Bengal e-District login page. At the top left is the West Bengal e-District logo. The main header area features a blue background with a woman's portrait and a map of West Bengal. Below this, a 'Welcome' message is displayed, followed by a 'Login' section. The login section includes a language dropdown menu (set to 'English'), fields for 'UserName', 'Password', and 'Captcha', and a 'Login' button. There are also links for 'Citizen Registration' and 'Forgot Password'. At the bottom of the page, there is a table with two columns: 'Application submitted' and 'Action taken by Govt.'. The footer contains navigation links: 'Verification of Digitally Signed Document', 'Download Forms', 'FAQ', and 'Dashboard'.

Figure 3.1: West Bengal e-District Login Page

The login page contains 'Welcome' message for the users of West Bengal e-District application. Login option is for Admin/ Kiosk User and Other User. The user should select the General Login. It is the default option.

The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password and type the Captcha as it appears in the screen. Press **Login** to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **Citizen Registration**. If the applicant has forgotten the password, click **Forgot Password**.



Figure 3.2: Hearing Notice Option for Application under Applicant Login

3.1 Selecting a Service for Hearing Notice

On selecting the option the following screen appears.



Figure 3.3: Hearing Ready Applications for a Service under Applicant Login

3.2 Hearing Notice Page

The user will have to click on the 'PDF' icon for a application to get the 'FORM C'.

FORM C
(See Regulation 5)

NOTICE OF HEARING FOR RECORDING TITLE OF LAND, BUILDING, ETC.

AJN : 0111621715000246 Date : 17/08/2017

Premises No. : 200

Please note that an application having been received for recording Title of the land/building/dwelling unit/shop/establishment/any other unit in the register of the Development Authority against premises No. As mentioned above and this will be taken up for hearing for such recording in the register of the Development Authority by inserting the name of Smt. Ms. Arpita of demohest, Pincode - 787787, as owner.

If you have any objection to the proposed recording of the title, you are requested to appear before the undersigned either personally or through authorised agent with evidence, oral and documentary in support of your claim, at 17:30 HRS. on 18/03/2017 (date) and to wait till the case is disposed of. If you fail to be present at the time when the matter will be taken up for hearing, the same will be decided ex-parte.

Parties interested, if any, will also be heard on the same date and time.

Figure 3.4: Form C

4 Payment Process

Once the applicant gets the confirmation over SMS regarding the payment submission, the applicant needs to pay the appropriate payment. For this, the applicant needs to Re-login to the e-District application

The applicant should open an internet browser, type the URL in the address bar and press Enter. West Bengal e-District Application login page appears as below:



Figure 4.1: West Bengal e-District Login Page

The login page contains 'Welcome' message for the users of West Bengal e-District application. Login option is for Admin/ Kiosk User and Other User. The user should select the General Login. It is the default option.

The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password and type the Captcha as it appears in the screen. Press **Login** to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **Citizen Registration**. If the applicant has forgotten the password, click **Forgot Password**.

Once the user logs into the application the following screen appears. The user needs to navigate to the Payment Pending Application option as highlighted below:

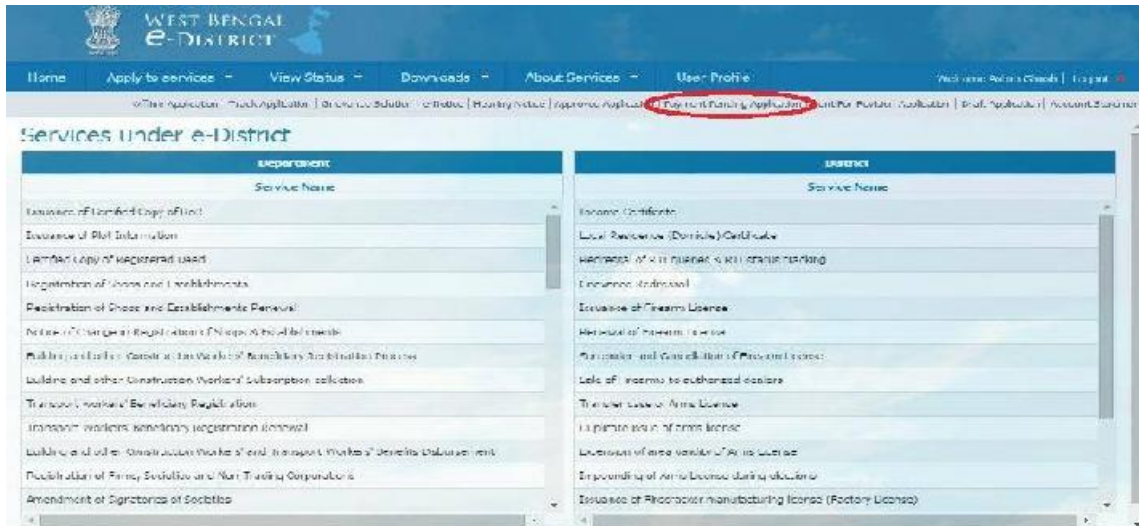


Figure 4.2: Payment Option for Application under Applicant Login

4.1 Selecting a Service for Payment

On selecting the option the following screen appears. The user is allowed to select the service and search for the applications which are approved for payment as depicted below:

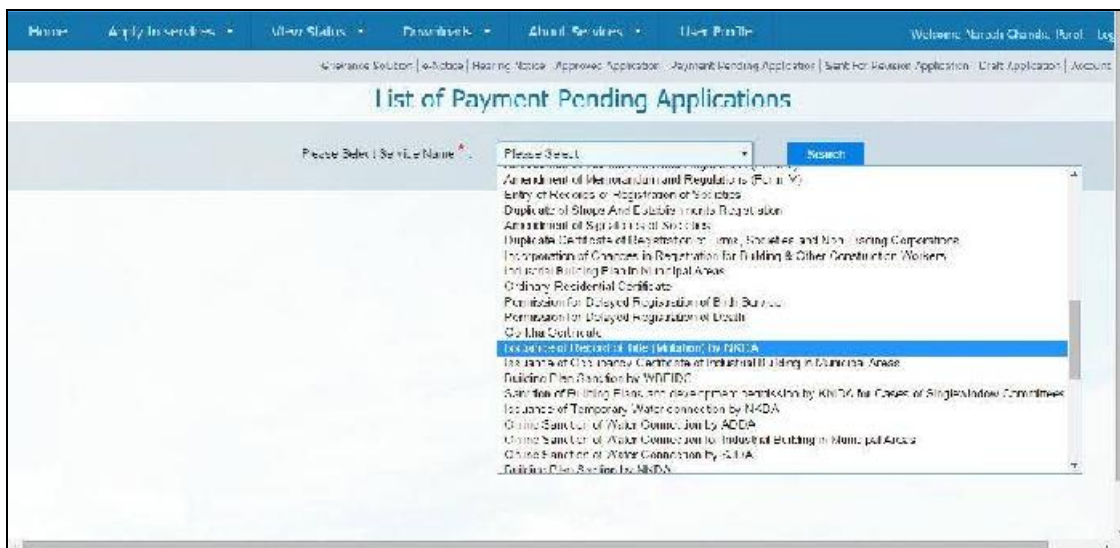


Figure 4.3 : Searching Payment Ready Applications for a Service under Applicant Login

4.2 List of Applications Ready for Payment

The system retrieves the list of applications which are complete and for which the applicant can make the payment. The same is depicted below:



S.No.	Service Name	AIN	Name Of Beneficiary	Remarks	Date for acceptance of payment	Application Date	Action
1	Issuance of Record of Title (Mutation) by NKDA	0111521713000132	Mr. Naresht Paul	Application verified and accepted. Please pay.	07/06/2017	05/06/2017 05:49:10	

Figure 4.4: List of Applications Ready for Payment

4.3 Payment Options

e-District application two payment modes:

- Integrated **GRIPS** payment
- Offline payment

The applicant needs to click on the action icon against the particular application to proceed. In case of Offline Payment, the User needs to submit the softcopy of the receipt by selecting the **Choose File** button and then selecting **Upload** button.

The following screen shows the offline mode (Through the upload of Treasury Challan).



AIN	Applicant Name	Remarks
0111521713000224	Mr. Naresht Paul	Application verified and accepted, please pay.

Offline payment Online Payment

Offline Payment

Previous Payment Receipt: No Document

Government Fees : (Rs. 100)
 সরকারি ফি : (১০০)

Choose File Simple doc.pdf Upload

Figure 4.5: Uploading Payment details

Once the file is successfully uploaded, the appropriate confirmation message is displayed and the applicant needs to click on the **Submit** button to complete the process as shown below.



Figure 4.6: Completing Payment Process

5 Getting the Certificate for Issuance of Record of Title (Mutation) by NKDA

In order to get the certificate for Issuance of Record of Title (Mutation) by NKDA, the applicant (Citizen/ CSC/ Kiosk Operator) will have to login to the system again by typing the <site url> in the address bar of an internet browser and entering correct user id and password. The Home Page appears as below. In order to get the certificate, the applicant will have to click on 'Approved Application' (refer to the highlighted part in the screen).



Figure 5.1: West Bengal e-District Login Page

The 'List of Approved Applications' page opens as below, where the applicant will have to select the service name from 'Please Select Service Name' list field.

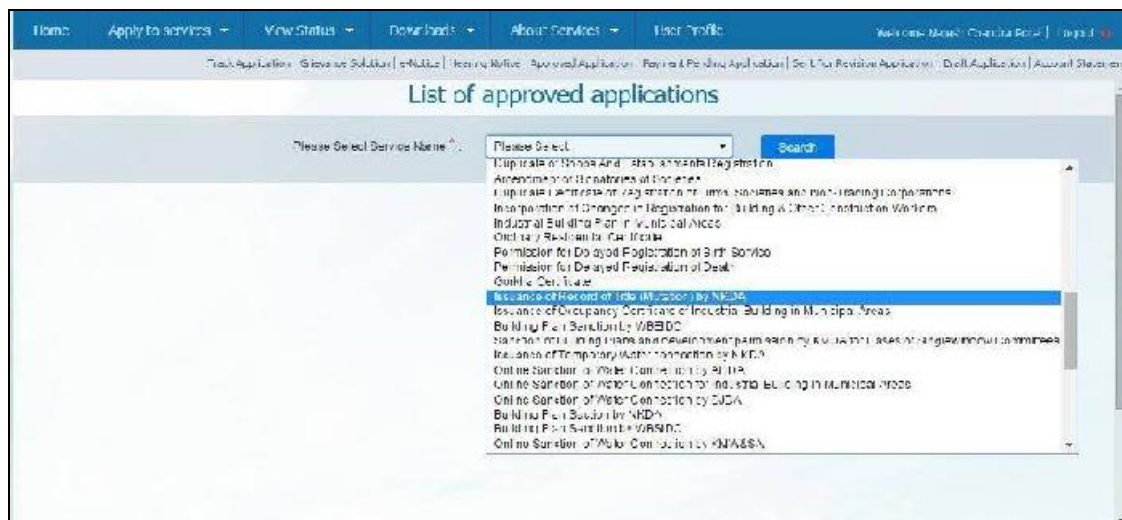


Figure 5.2: Selecting the Service Name for List of Approved Applications

6 System Set-up

6.1 System Start up Parameters

NA

6.2 Master File Set-up

NA

6.3 Business Rules

As per the SRS related to 'Issuance of Record of Title (Mutation) by NKDA'.

6.4 Print Set-up

NA

7 Application Details

7.1 Module Name

7.1.1 Function Name

NA

7.1.1.1 Purpose

NA

7.1.1.2 Menu Navigation

NA

7.1.1.3 User Group

NA

7.1.1.4 Form Layout

NA

7.1.1.5 Activation Options

NA

7.1.1.6 Form Description

NA

8 Reports / Query

8.1 Report / Query Title

NA

8.1.1 Selection Rules

NA

8.1.2 Description

NA

8.1.3 Report / Query Layout

NA

9 Interfaces

9.1 Interfaces to other systems

NA

9.2 Data Files Upload / Down Load

9.2.1 Description

NA

9.2.2 File Format

NA

10 Messages and Corresponding Action

NA

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