User Manual – WB eDistrict 2.0

User Manual for Applicants for Renewal of Fire License

Version 1.0

Created On: 08-Feb-2024

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Disclaimer:

The specimen images used in this document are for illustration purpose and have no link whatsoever to actual data related to applicants, actors or applications under the actual portal.

Target Audience:

This document is intended to provide a basic overview of the WB eDistrict 2.0 portal to the following:

- Citizens of the State intending to avail services or schemes (as per their requirement/eligibility).
- Actors involved in providing the identified services to these Citizens.
- Nodal Authorities and designated Govt. Officials for reviewing and governance purpose.

CAUTION

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Revision Control History

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Reviewed by: _____   Date: _____

Authorised by: Date: _____

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List of Abbreviations

SIL#	Test	Meaning
1.	AIN	Application Identification Number
2.	FSR	Fire Safety Recommendation
3.	FSC	Fire Safety Certificate
4.		
5.		
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1.0 Introduction

e-District 2.0 portal has been envisaged by the Government of West Bengal to provide advanced automated workflow solution for District Administration to improve upon the existing standards for providing services to the citizens. This project harbors the dream to earn the reputation of being paramount importance to help the State to establish higher acceptance standards for electronic workflow system for the district administration as well as various departments for processing the applications submitted either by citizens themselves or through Kiosk Centers/BSKs, which are the primary front-end channels as envisaged in the project.

1.1 Accessing eDistrict 2.0

eDistrict 2.0 portal is a web-based application. The application has support for all the popular web browsers like Chrome, Edge and Mozilla. It can be accessed by typing the URL identifier on any of the above-mentioned browsers.

URL: http://10.10.98.51/portal

The following screen opens up.

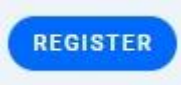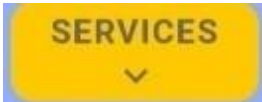User Manual for Application for Renewal of Fire Safety Certificate
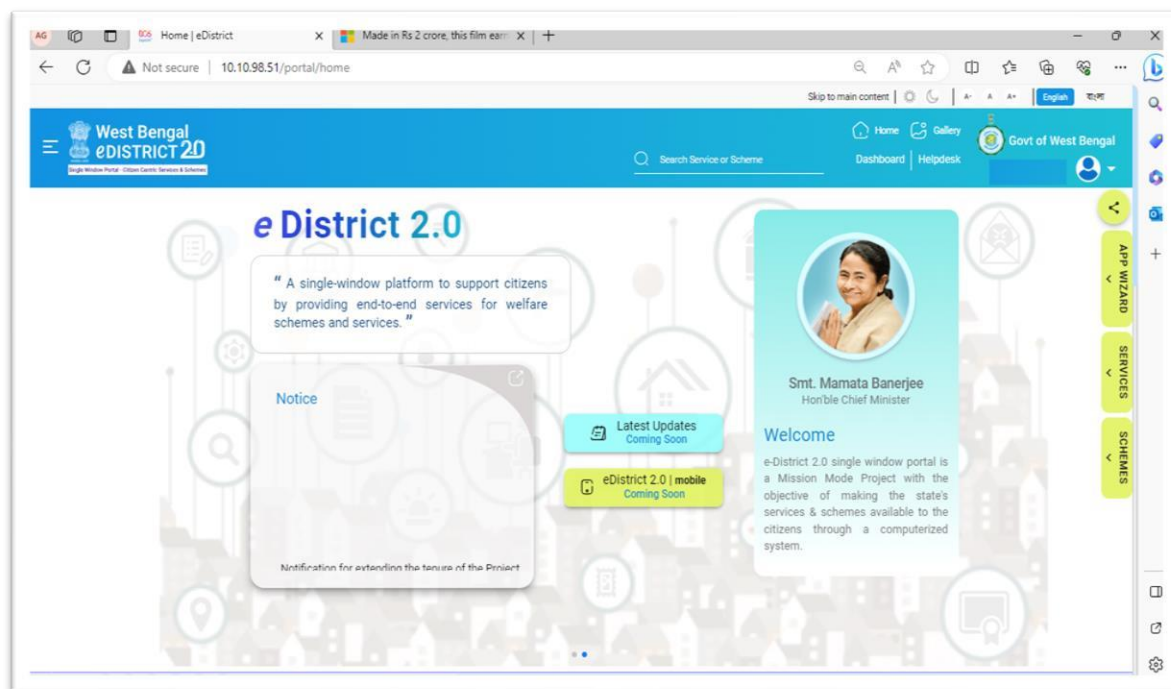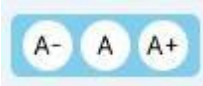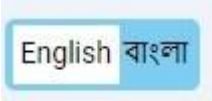
FIGURE 1
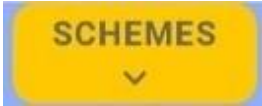
1.2 User Navigation flow

The home page can be divided into two distinct sections. The Header and Body. The Header section contains a few common features which are a part of the standard design and may be used by the users as per their convenience. The common features have distinct icons, and the usage is mentioned below.:

Icon / Link	Usage
	The Night mode icon palette provided icons to select the preference for viewing the portal in the dark mode or in the normal mode.
	Size icons are provided to aid the users select the font size in accordance with the individual reading preferences.

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Icon / Link	Usage
Search	The Search Option is provided to the user so that they can search for a desired service/scheme from within the portal
[camera icon]	The Picture Gallery icon, can be used to view the departmental images.
[home icon]	The Home Icon, helps the user to navigate to the home page.
English বাংলা	Language selector allows the user to toggle between the available. The portal supports English and Bengali la
LOGIN	Clicking on this allows the user to login to the portal and avail the desired service
Helpdesk	The Helpdesk link re-directs the user to the Helpdesk information
[hamburger icon]	The Hamburger icon on the extreme left provides further alternative navigation options mentioned below : **Login** **Services** **Schemes** **Contact Us**
Icon / Link	**Usage**
	User can jump to the **Login screen**, **browse for the available services**, **schemes** and also jump to the **Contact Us**.
REGISTER	Users can Register themselves with the revamped eDistrict Portal by clicking the link and filling up the necessary details.
SERVICES ⌄	Users can Check the details related to the Various live services by clicking the link and filling up the necessary details.

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SCHEMES ⌄	Users can access the details related to the Various live schemes available by clicking the link and filling out the necessary details.

1.3 Important Sections

Other Important Sections present in the home screen are:

- Latest Updates : The Latest Updates section shows latest updates or the important changes which have been newly implemented vide the portal. It serves as a medium of imparting the latest communication to the target audience.

- e-District Mobile: eDistrict Mobile application details

- Welcome : Provides the basic introduction of what the portal is about.

- Notice : It is an archive of the latest Govt. Notices / Circulars.

2.0 Service Discovery

In case any user wants to know about a particular service, he or she can do so by clicking the **Services** link. The **Service Discovery** screen appears as follows.
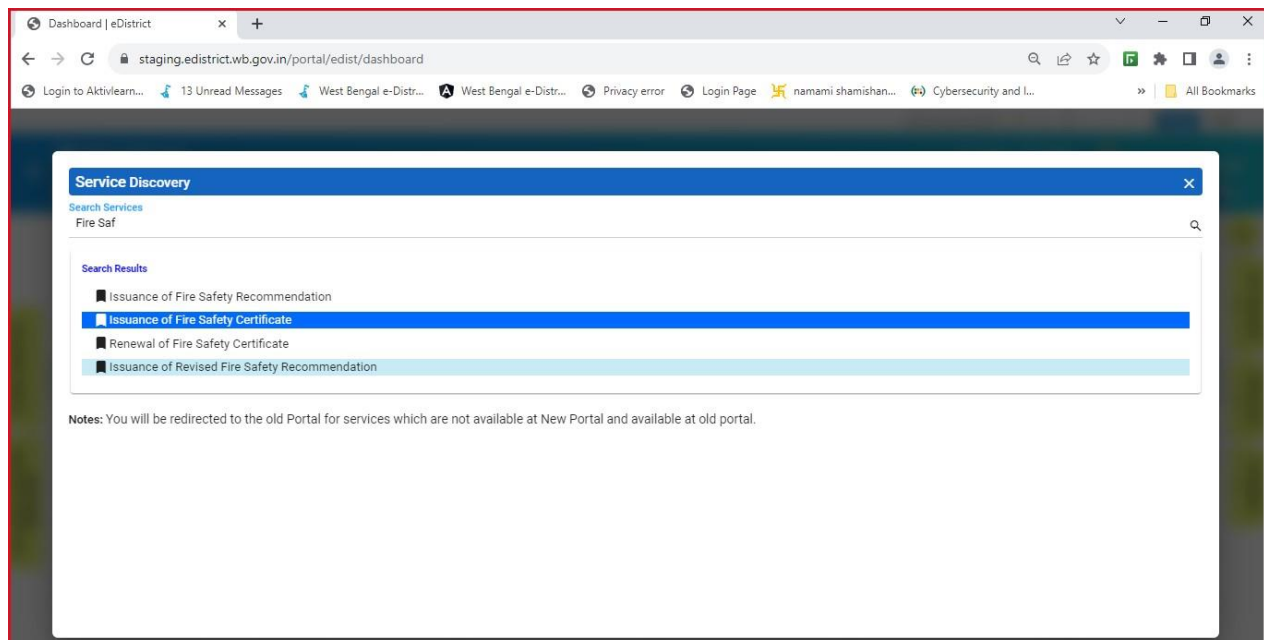
To know more about the service, a user should click on the name of the service. The user is provided with navigation icons (> and <) to navigate across various Departments. The following screen appears when the user clicks the service **Issuance of Fire Safety Certificate**.

User Manual for Application for Renewal of Fire Safety Certificate
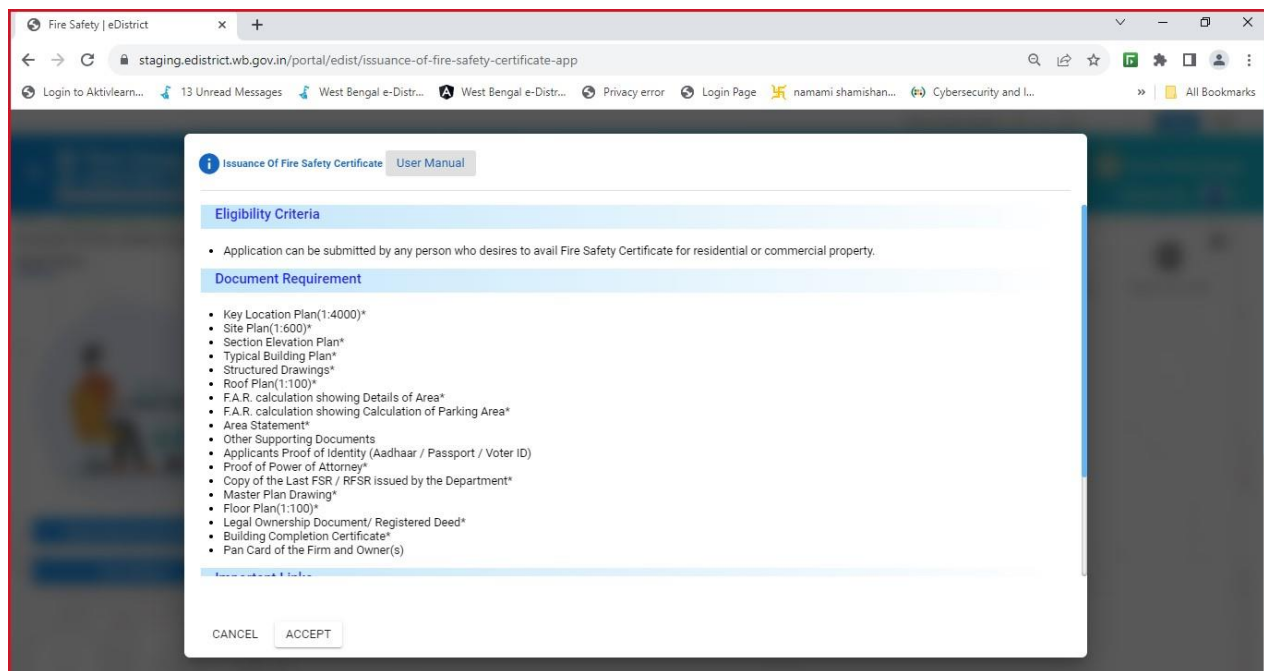
To go-back to the previous screen, the user needs to click on the **CANCEL** button.

In case the user intends to avail a service, the user must register itself with the portal first using the REGISTER option and then login to the portal using the LOGIN option and complete the process by providing his or her unique username and click on **Sign In**.

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3.0 Scheme Discovery

In addition to citizen-centric services, WB eDistrict 2.0 positions itself as a Single Window access point for the various beneficiary schemes. In order to see the available schemes, the user needs to click on the Schemes link to open the Scheme Discovery window as shown below.
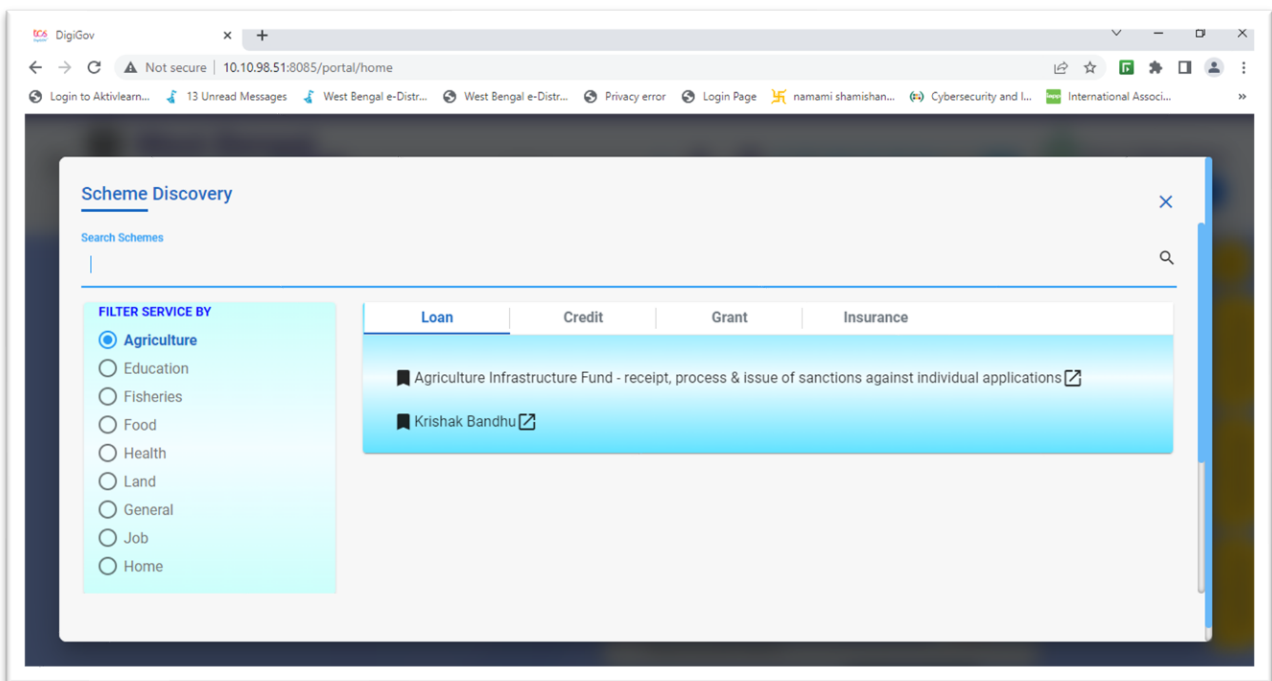
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FIGURE 4

In order to know more about the scheme, the user can either use the **Search** option to search for the necessary scheme by typing the name or use the available **Filters**. In case the user wants to know more about say the **Krishak Bandhu** Scheme, a popular scheme, falling under the **Loan**, the user can click on the Scheme Name and learn more about the same. The following screen appears.
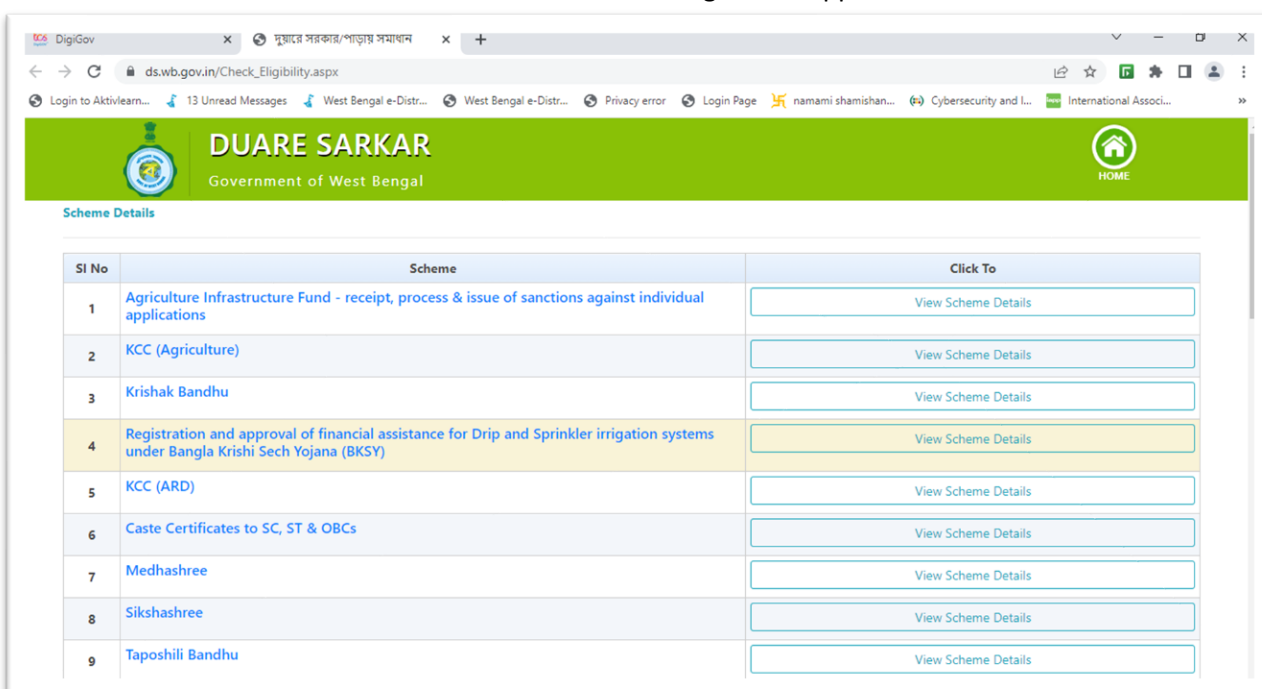
FIGURE 5

In case the user intends to avail a scheme, the user must register itself with the portal first using the REGISTER option and then login to the portal using the LOGIN option and complete the process by providing his or her unique username and click on **Sign In**.

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4.0 User Registration

User Registration is mandatory for availing any of the available schemes or services. In case the visitor to the portal is an occasional surfer, he or she can get a good idea of the portal without going through the registration process.

In case the visitor to the portal wants to avail the service, then he or she needs to be a registered user. Users can register themselves with the revamped eDistrict Portal by clicking the **REGISTER** link and filling in the necessary details. The following screen appears as the user clicks on the **REGISTER** link.

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FIGURE 6

The default screen is designed to capture the Personal Details of the user. This includes Name, Email Id, Mobile Number and Date of Birth. All the details are Mandatory in Nature. Users are required to fill-up the necessary details and click on the **Register** button. This leads to the next screen.

The user is required to select a **Username** of his or her choice. This entry is validated against the user names which are already registered. In case the same is repeated, an appropriate user message is flashed to warn the user regarding the non-availability of the same. Once the user provides valid values for all the remaining fields, he or she needs to click on the **Register** button to move to the final screen where the OTP shared must be validated to complete the User Registration process.

Once the User Registration is Successful, the User needs to login using the User ID and the OTP. The user is directed to the following page which is the dashboard.

Page: 14
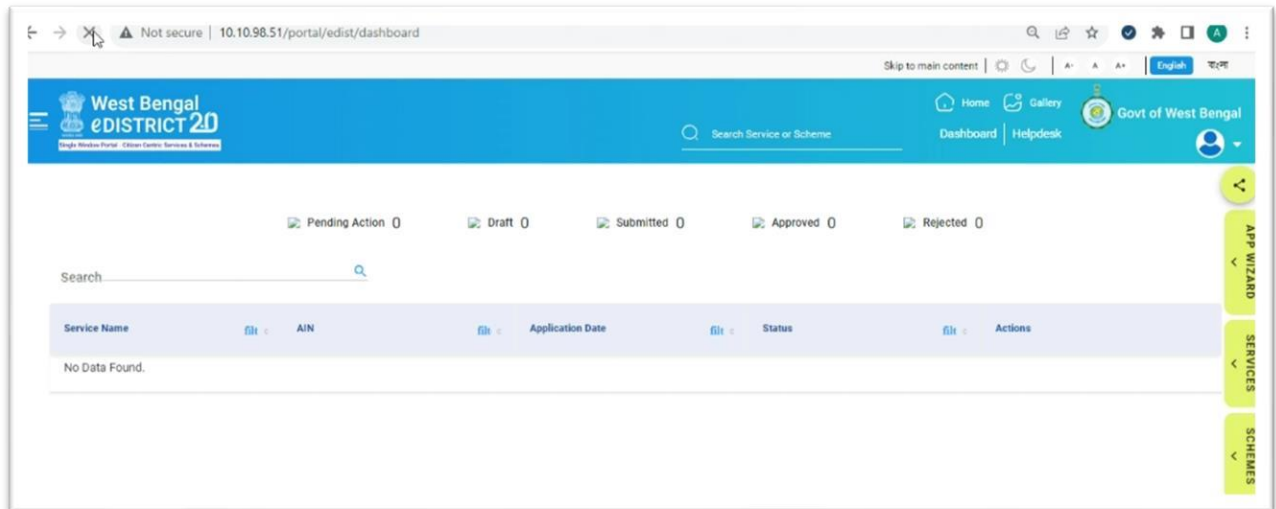
FIGURE 7

The Dashboard shows the application count against various statuses. For a new user this count is Zero for all the status categories.
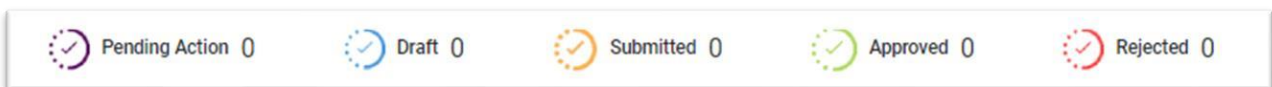
FIGURE 8

Status	Meaning
Pending Actions	Count of Applications which have been successfully submitted and are yet to be acted upon by the actor

Draft	Count of Applications which are saved as Draft
Approved	Count of Applications that have been approved
Reject	Count of Applications that are rejected on various grounds
Submitted	Count of Applications that have been submitted successfully

5.0 Applying for Renewal of Fire Safety Certificate

User needs to find the service as shown below.
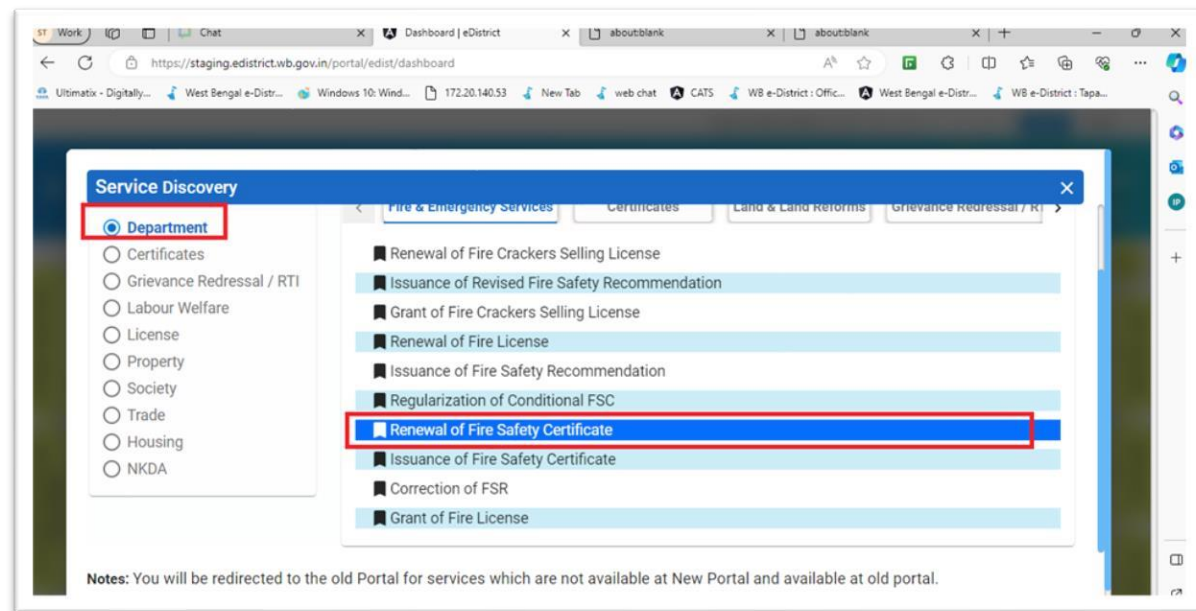
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FIGURE 9

The following screen appears when the user clicks on the Service Name.
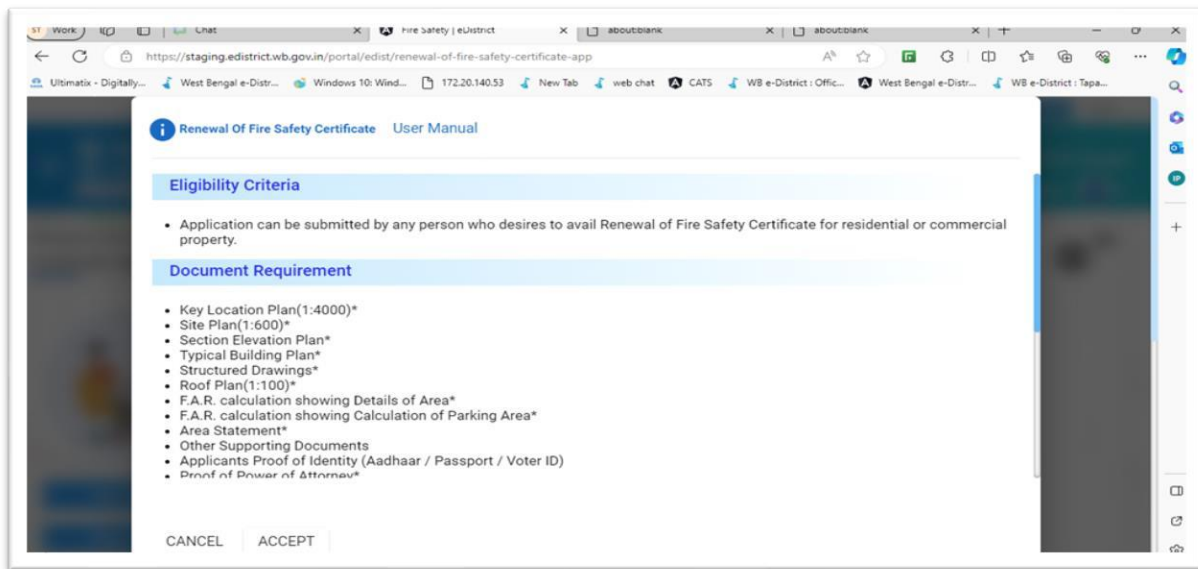
FIGURE 10

The user needs to click on the **Accept** button to proceed further. The following screen appears.

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FIGURE 11

The user needs to fill in the Existing FSR Number. It is a mandatory field and is denoted by red colored asterisk (*) mark next to it.

5.1 Filling up the Application

The FSR details provided by the user are validated and in case a match is found, the user is allowed to proceed. In case the data provided by the user is not present in the WB eDistrict Database, an appropriate message is displayed. In case the Existing FSR Number is valid, the system retrieves the data. User (Applicant) can proceed with the application by clicking on **Save and Next. Necessary changes can be done during the application as per the service design.**

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FIGURE 12

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FIGURE 13

FIGURE 14

FIGURE 15

FIGURE 16

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FIGURE 17

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FIGURE 18

FIGURE 19

The user can click on the **Back** button to go to the previous page. The user can use the Save button to save the Data. Once the data is saved in, the preview button is enabled as shown below.

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FIGURE 20

FIGURE 21

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FIGURE 22

FIGURE 23

FIGURE 24

Next, the user is required to preview the application by clicking on the **Preview** button. The following screen may be referred to.

FIGURE 25

The user needs to submit all details for the last tab and click on **the Submit** button. In case the user clicks on **Submit**, the system checks for the availability of supporting documents and warns accordingly. The user must upload the supporting documents to ensure that the application form is submitted successfully

5.2 Adding Supporting Documents.

Users need to click on the supporting document button. To attach the documents user needs to click on the **Supporting Documents** in order to attach the supporting documents.

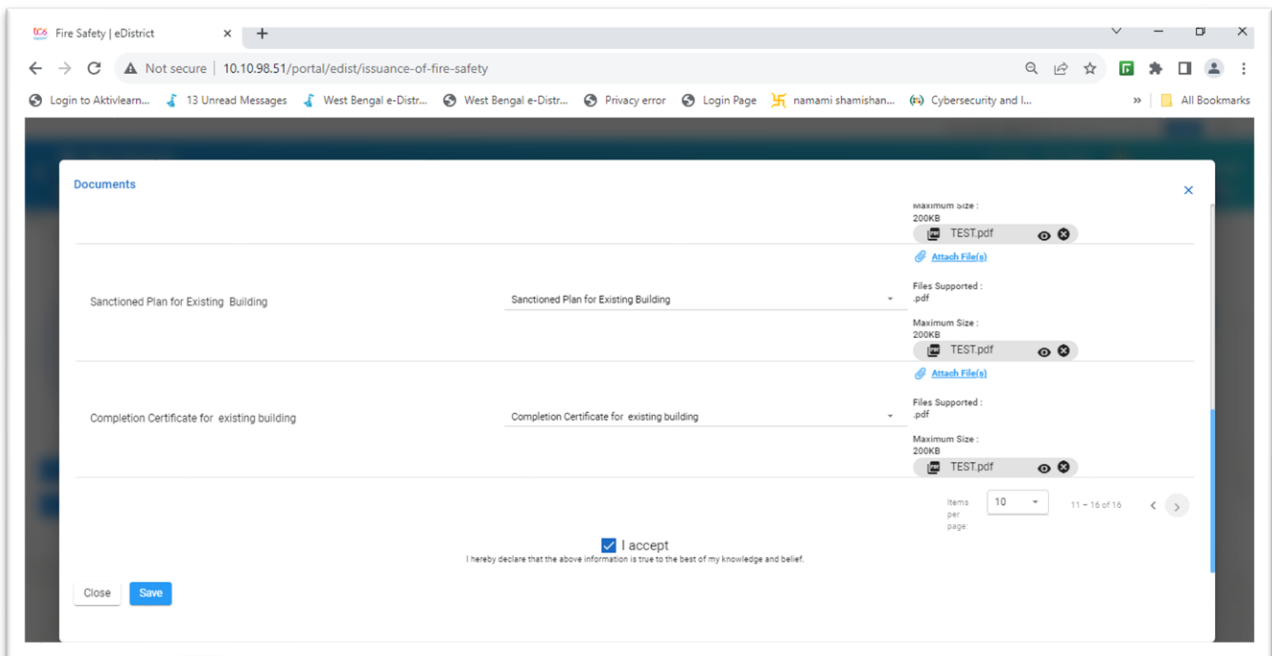User Manual for Application for Renewal of Fire Safety Certificate

FIGURE 26

To attach a document, the user needs to click on the **Attach File(s)** link. Once all the necessary documents are uploaded, the User has to click on **Save** button to save the attachments.

FIGURE 27

Now the user can click on **Submit** to complete the application submission. The Unique AIN is generated for the application submitted.

The User can close the window and go to the **Dashboard,** to see the application. Also, the Application acknowledgement can be downloaded / printed for records by clicking on the download button.

5.3 Deleting Draft Application that is no longer needed

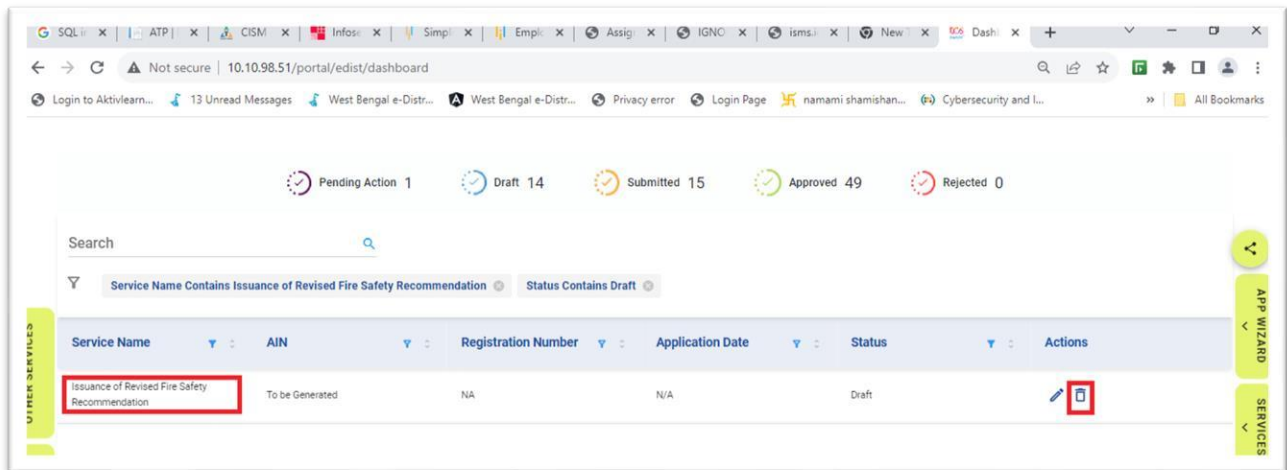The user needs to click on the Trashcan Icon as shown below.
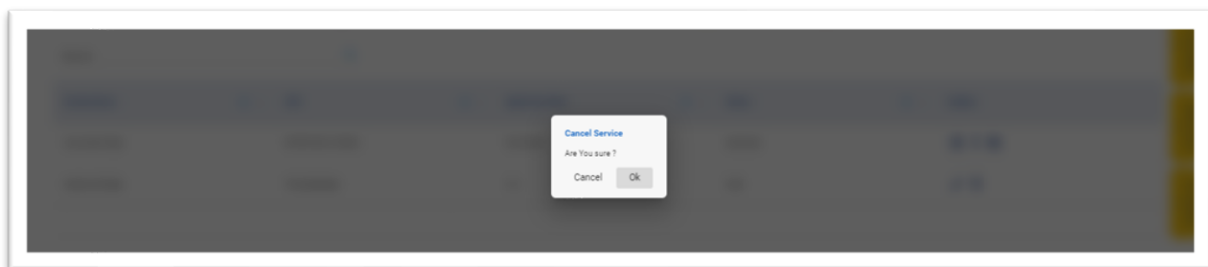

FIGURE 28

The following screen appears.

FIGURE 29

The user has to click on **the Ok** button to confirm the deletion. A confirmatory message appears confirming the deletion.
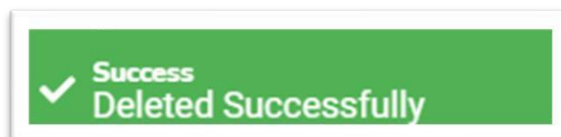

FIGURE 30

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5.4 Editing a Draft Application

The user has to click on the Edit icon as shown below to edit the draft.

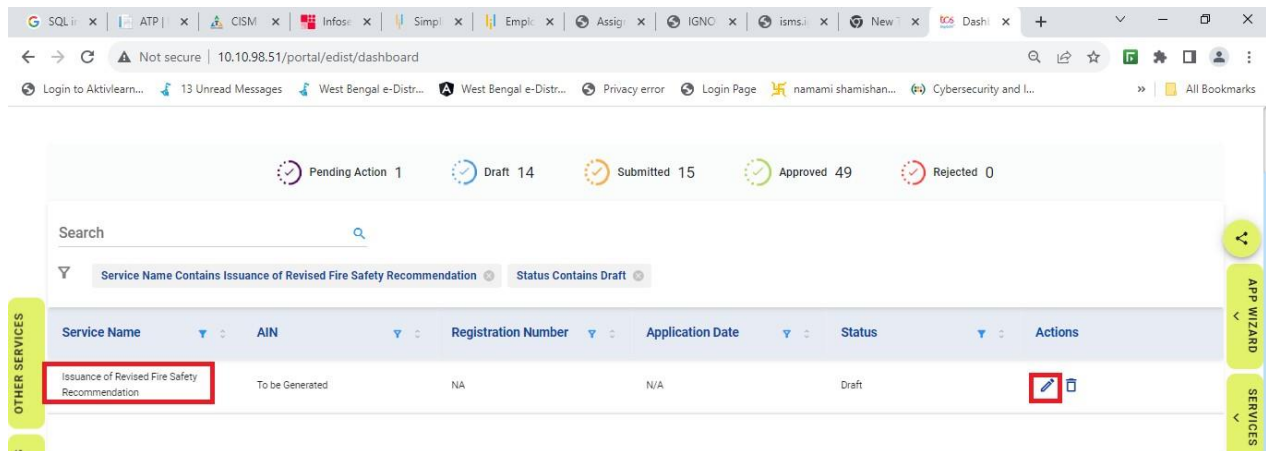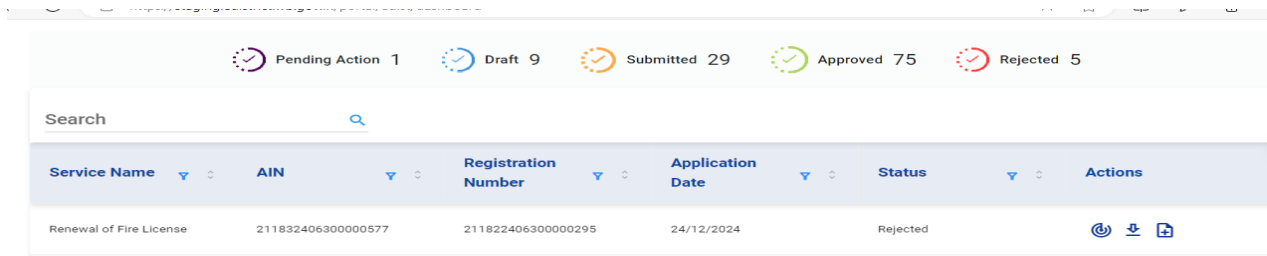
FIGURE 31

5.4 Reject case scenario

If the application got rejected by the actors, in applicant's dashboard it will show as Rejected as below :

5.5 Download Application Acknowledgement

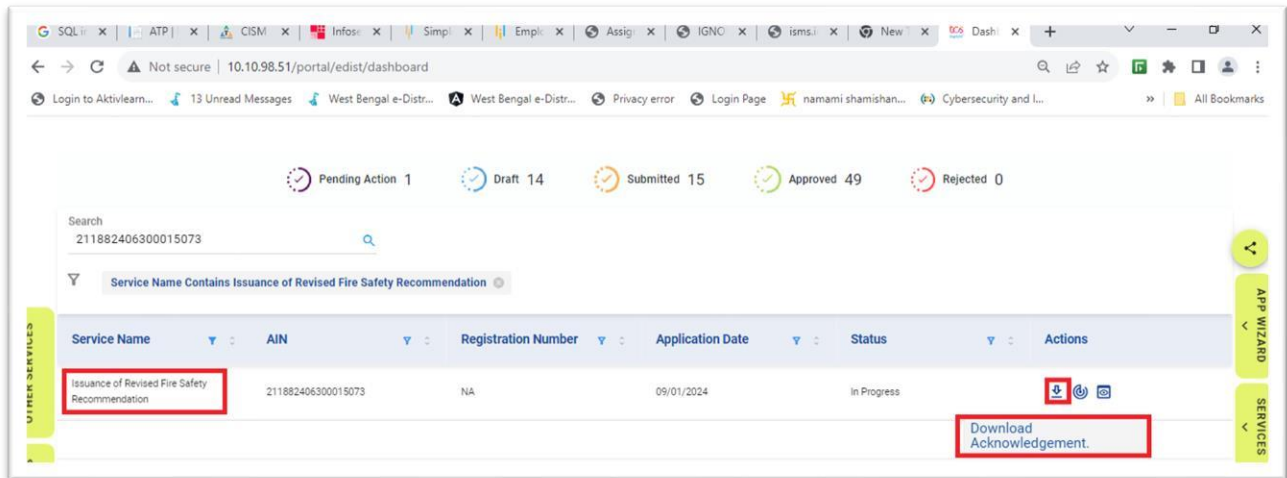The user needs to click on the **Download** icon as shown below.

FIGURE 32

5.6 Searching an Application

To search for an application the user should enter the Unique AIN of the application in the **Search Box**. The following screen shot may be referred to.
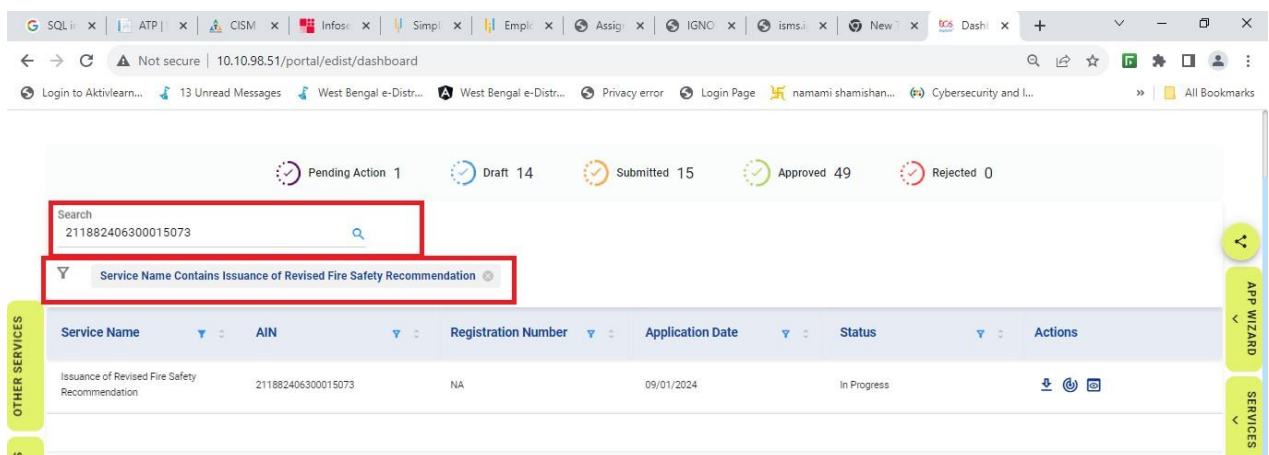

FIGURE 33

In case the application has been Sent Back by any actor the same process may be followed.

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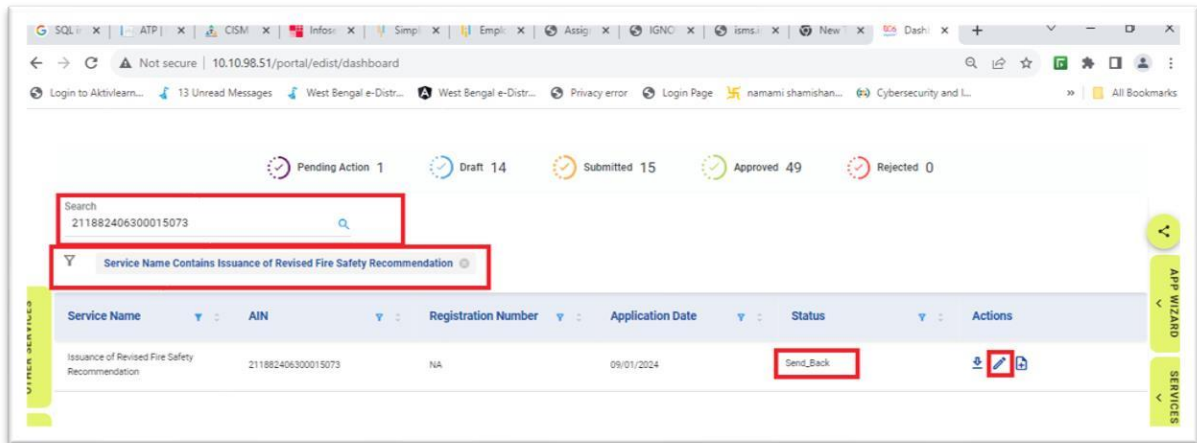

FIGURE 34

Since the application has been sent back the user can view the reasons / comments for the same by clicking on SendBack Remarks as shown above. The following screen appears.
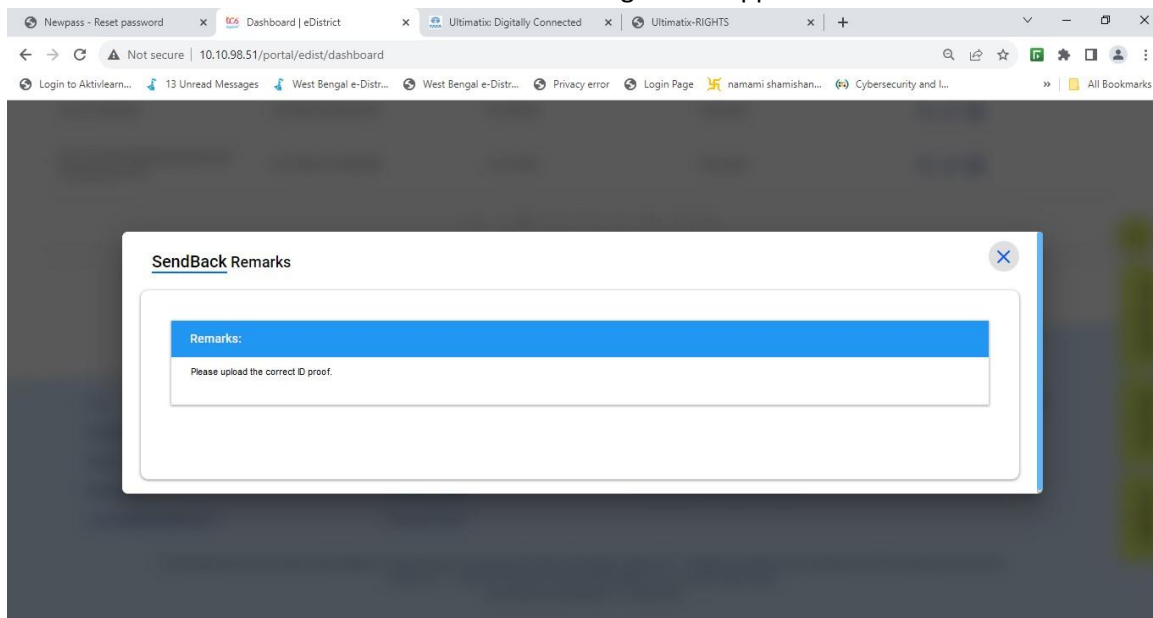

FIGURE 35

5.7 Tracking Application Status

To track the status the user has to click on **the Track Case Status** Icon as shown below.

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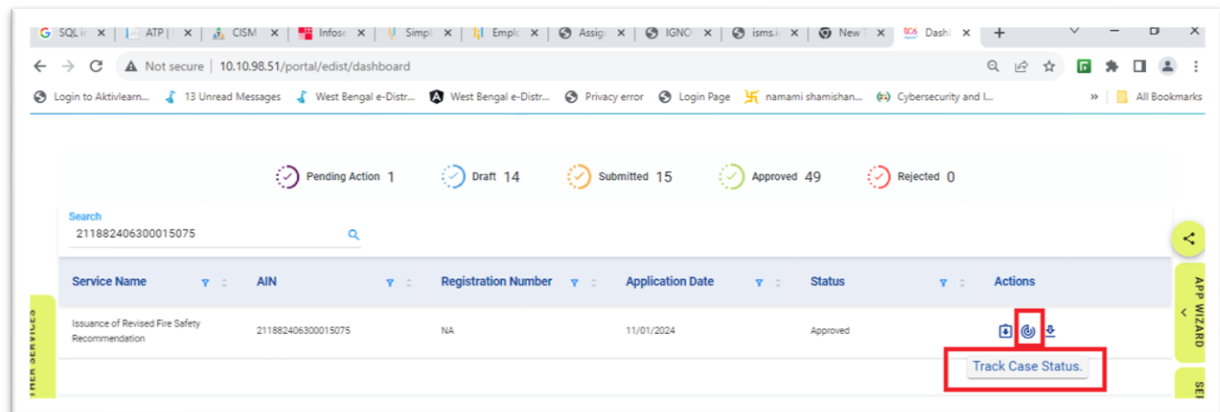

FIGURE 36

The following screen appears showing the real time status.

5.10 Making Payment

In order to Make Payment for an application, the user has to follow the following steps:

- Login to WB eDistrict portal
- Search the application using the search features with the help of the Unique AIN as mentioned in the previous section.
- Check the Remarks for Payment.

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Please note that Payment through Corporate Net-Banking is not currently operational for all banks. In case you like to proceed please ensure the entire process of payment initiation & authorization must be completed within 12 min . Else proceeding with the same would lead to failure of the transaction.

Payment Ref No: 210852407700000056-01

Service Name: ~~Registration for admission of Apartment Owners~~

AIN: 210852407700000056

Depositor Name: Aa

Depositor Address: 11 null, Kolkata, West Bengal, India, 700001

Depositor Email: hraja784@gmail.com

Total Amount: 1000

Select Payment Gateway:

○ G₹!PS 2.0

☑ **Condition Agreed**

Pay

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Payment Acknowledgment

AIN: 210852407700000056

Bank: SBI EPay

BRN: BRN1735037817466

BRN Time: 24/12/2024 16:26:57

Payment Amount: 1000

Payment Status: Success

Click button to download Payment Receipt   **Download**

Please do not refesh or close the window. Redirecting to E-dist portal ......

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FIGURE 37

5.8 Edit an Application

In order to edit an application, the user has to follow the following steps:

- Login to WB eDistrict portal
- Search the application using the search features with the help of the Unique AIN as mentioned in the previous section.
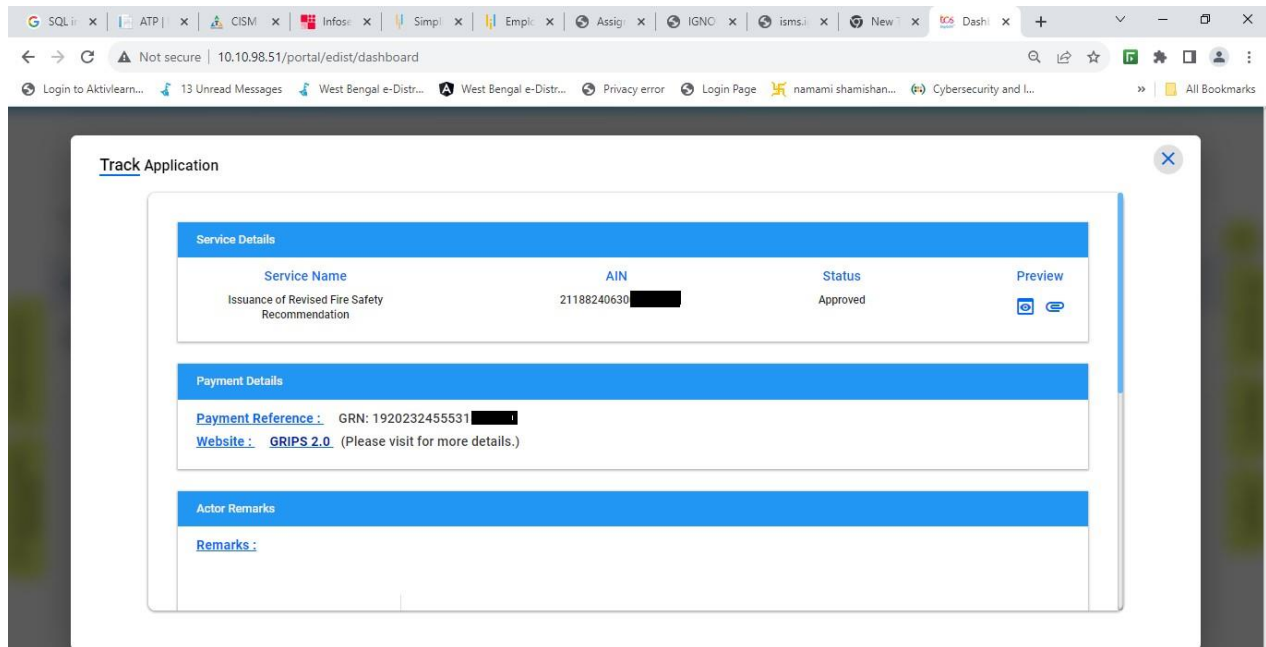- View the remarks shared by the concerned departmental authority.
- Click on the **Edit Case** icon and make the necessary changes as shown below and make the necessary changes.

FIGURE 38

5.9 Checking the Application Outcome

In order to check the outcome of an application, the user has to follow the following steps:

- Login to WB eDistrict portal
- Search the application using the search features with the help of the Unique AIN as mentioned in the previous section.
- Application may have the outcome as Approved or Rejected as per the merit of the case. The following screen shot shows an application which has been rejected.

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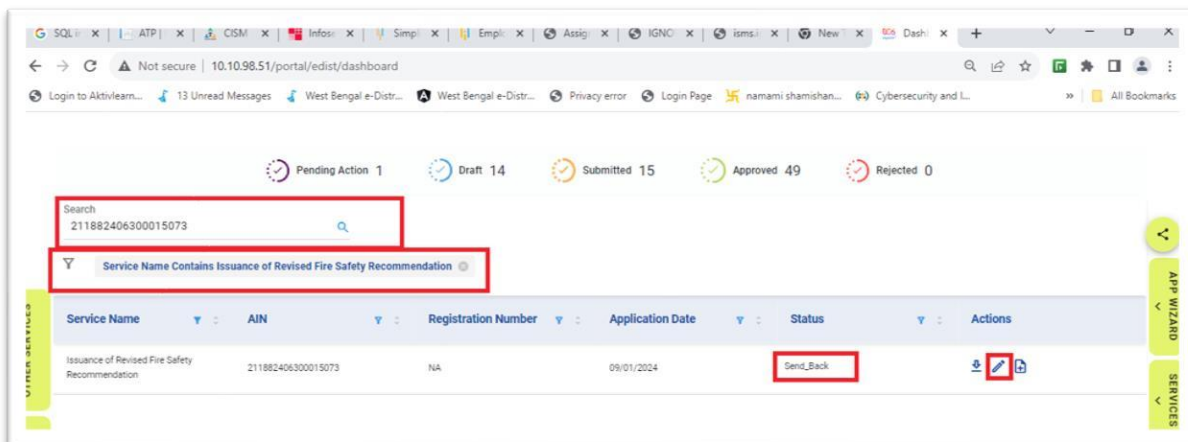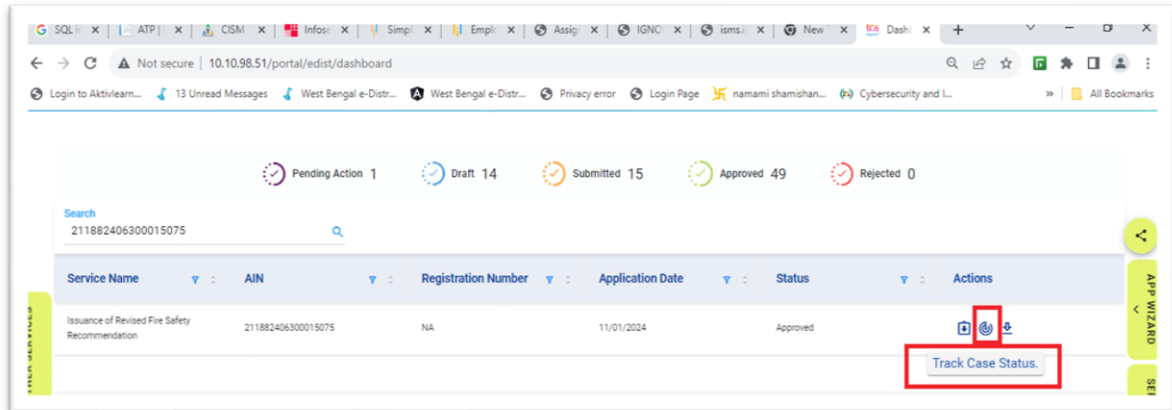User Manual for Application for Renewal of Fire Safety Certificate

FIGURE 39

5.10 Downloading the Output

In order to check the outcome of an application, the user has to follow the following steps:

• Login to WB eDistrict portal

- Search the application using the search features with the help of the Unique AIN as mentioned in the previous sections.
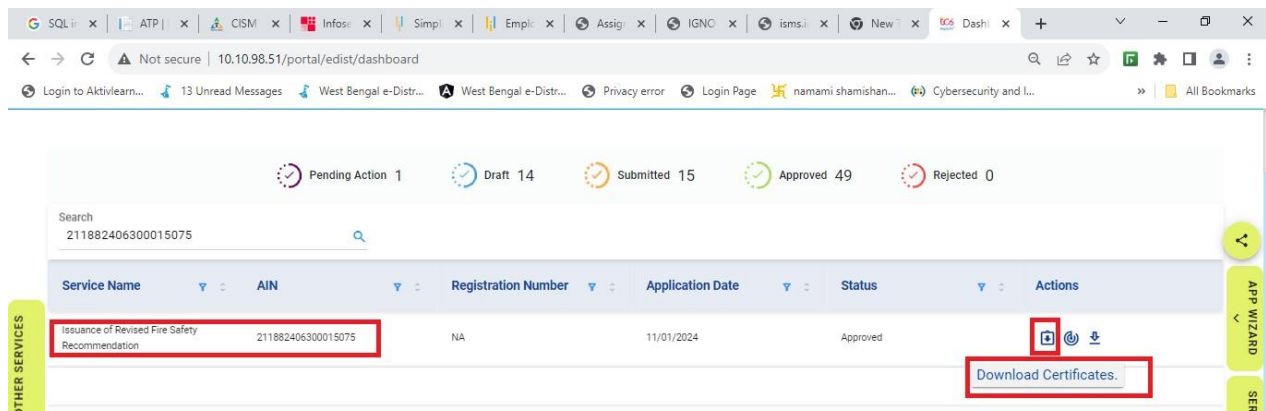- Click on the **Download Certificate** icon under the Actions heading as shown below

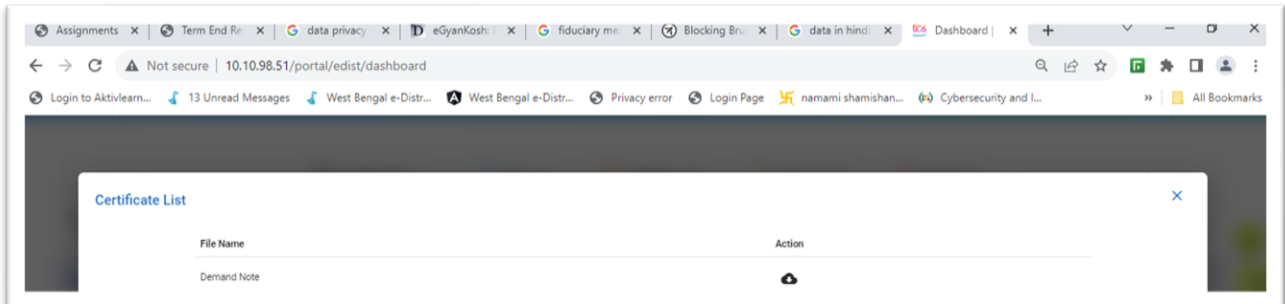**FIGURE 40** The

following screen appears.

FIGURE 41

The user has to click on the Download icon and download the document.

6.0 Connecting Helpdesk

WB eDistrict portal aims to serve a huge number of individuals under different roles. In case, the user gets stuck at a specific point, he or she can click on the Helpdesk link or select the Contact Us menu provided. The following screen appears.
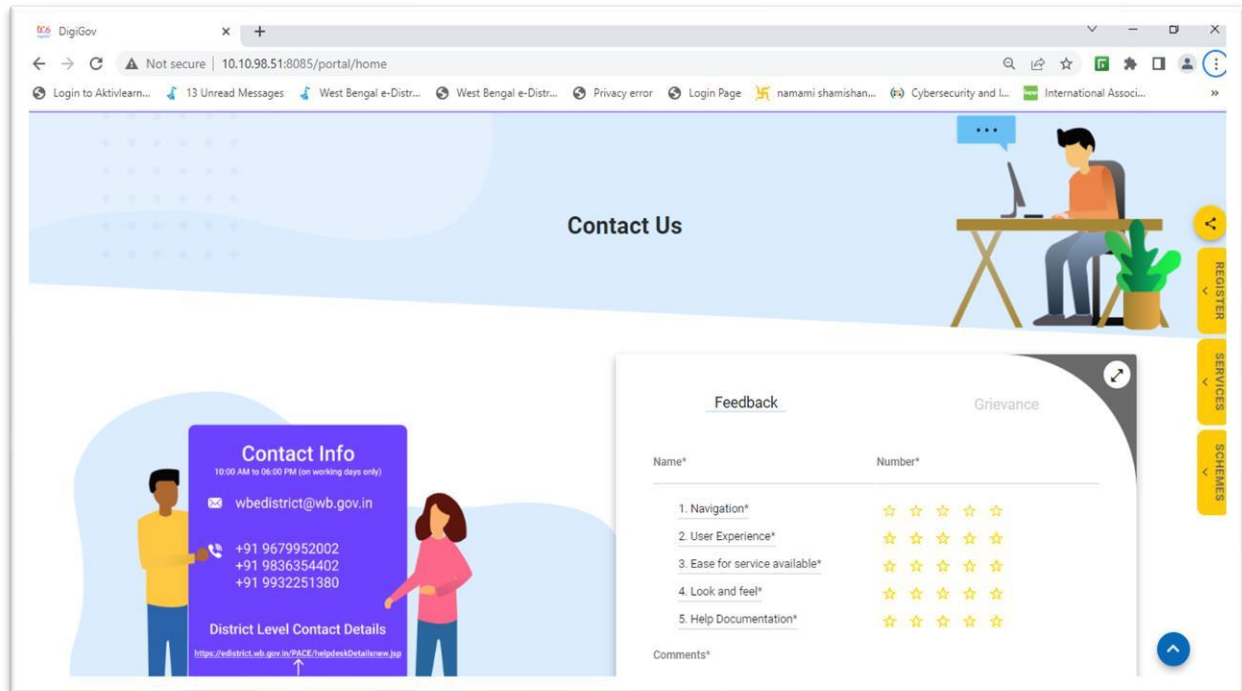

FIGURE 42

The Contact Us section also provides the user to submit generic feedback on the portal as well as provides an option to Submit the Grievance if any.

7.0 Submitting Feedback

In order to submit the feedback, the user needs to enter the name and mobile number and select the rating against the feedback survey parameters and finally enter the comments as shown below.

FIGURE 43

The user has to click on the **SUBMIT** button to successfully register the feedback with the portal. In case the user needs to change the selection, he or she can click on the **RESET** button provided.

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8.0 Logging Out
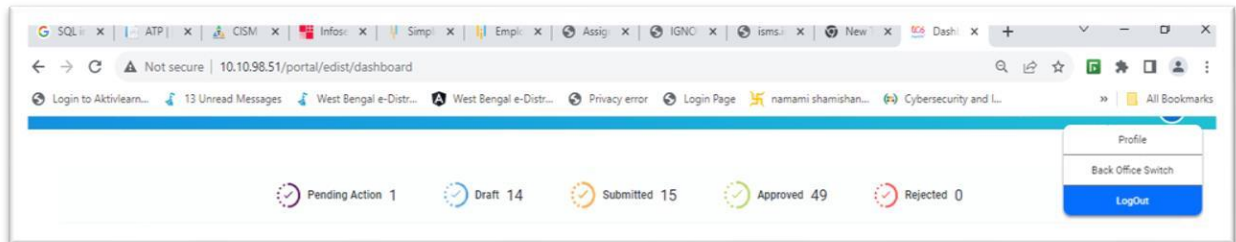
To Logout the user needs to click the

FIGURE 44

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8.0 Third-party Verification Details

In the dashboard left hand side upper corner, there is a 3 dot, upon clicking on the choose the option as Third party verification details. Application must enter the approved ain and fill the captcha. On hitting
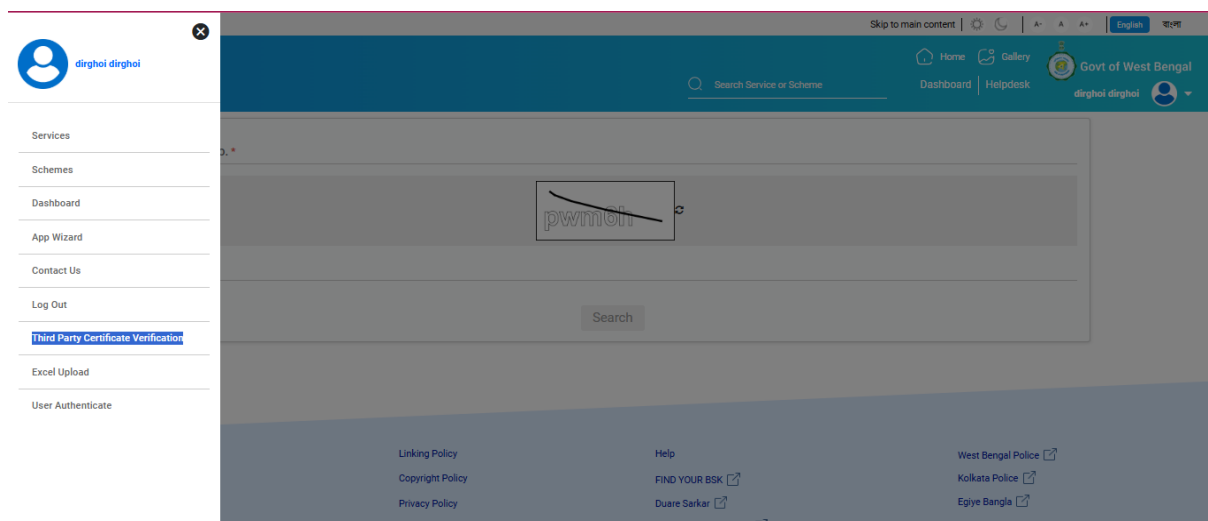
search button applicant will find their details as below:

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Existing AIN No. *
211832406300006385

g25c5

Captcha *
5md54

Search

Search 🔍

Service Name	AIN	Last Action Date	Applicant Name	Status
Renewal of Fire License	211832406300006385	23/12/2024	Bipin Mishra	Approved (Signed)