

#### ANTYODAYA-SARAL



## Home Department License for Sale of Crackers

#### DOCUMENTS REQUIRED:

- 1) Site and Layout plan
- 2) Aadhar Card
- 3) Pan Card
- 4) Site Ownership proof
  - a. Rent deed
  - b. Lease deed
  - c. Copy of mutation
  - d. Jamabandi
  - e. Girdawari
- 5) Allotment letter of HSVP (if required)
- 6) Format of Temporary License to Possess and Sale From a shop Fireworks(Form 24, See Rule 155, Article 4(b) of schedule IV)
- 7) Fee Rs. 500/-

FEES FOR THE SERVICE:		
Govt. Charges	Kendra Service Charges	Atal Seva Kendra (CSC) Service Charges
-	50	30

**RTS TIME LIMIT:** 

2 Weeks

# PROCEDURE

## License for Sale of Crackers

#### **Instructions:**

1) To avail this service, one has to register him/herself on Antyodaya Saral Portal as a citizen.

For Registration Process, Go to https://saralharyana.gov.in



Click on Register here and enter valid Mobile number, Email Id for OTP confirmation and followed the registration process.

- 2) If you have already registered User, Go to Saral Portal: https://saralharyana.gov.in/
  - 2.1) Login with your Registered Id and Password.

#### **How to Apply Services**

After login, On the left menu bar, Click on Apply Services>> View All Available services Search For "License for Sale of Crackers"

Step 1) Click on License for Sale of Crackers



**Step 2)** After the click on service, Application form will be open. Please fill all required Mandatory fields (\*). Enter all required field detail. *Kindly refer to screenshot* 

Metadata-based Integrated eService Delivery Framework				
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Applicant's Details				
Applicant Name *	TEST		Address of Applicant *	#876, Sector-5
Age *	25			
E-Mail	test@gmail.com		Mobile Number *	7654321234
Fax				
Identify Your Locatio	pn			
District(जिला) *	PANCHKULA	~	Tehsil(तहसील) *	Panchkula 🗸
Area(क्षेत्र) *	Rural	~ 1	City/Village(शहर / गांव)	Panchkula
Pincode *	160000			
Police Station (पुलिस स्टेश	Panchkula		Railway Station ( रेलवे स्टेयान) *	Chandigarh
Purpose				
Write the Purpose corres	sponding to particular article as	per Schedule	TEST	
IV, Part1 *				
The purposed premi	ises are situated at the fo	llowing address	5	
Postal Address *	ses are situated at the for	nowing address		
	*876			
Survey Number	2344			
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Area(दीत्र) *	Urban	~ '	City/Village(शहर / गांव) *	Panchkula
Pin Code *	160000			
Poince Station	Panchkula		-Mail	Chandigarh
Phone Number	7654321234		E-Mail	
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Explosives proposed to be po	Description	Class	Division (if Any)	Quantity at any one time
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Test	For Test	2	II	25 KGs
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held by the applicant du 3) (b) was any license ca	ring the last 10 years * incelled or not renewed (if yes, <u>c</u>	give details) *	○ YES	NO
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**Step 3**) Click on Submit button. When you click on submit button application preview window will be open.

Step 4) After preview of application, click on Attach Annexure button.



NO

Yes

🕼 Edit

Declaration.1 hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and 1 undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it. (utionui, if utgragarit utionu arear), words fig as utgrade factor at a sing as false and a sing as the sing as t

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Cancel 🔒 Print 🖻 Export to PDF C Initiate a new application

Office of District Collector( DISTRICT - PANCHKULA )

N Attach Annexure

You will see list of enclosures which are mentioned below:
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3) (b) was any license cancelled or not renewed (if yes, give details) :

Declaration

I Agree

Additional Details

17/11/2020 12:43:28 IST

- Resident Proof of Applicant/Firm
- NOC required from the land of owner of the Land/Building/Place.
- Firm Registration Certificate

Now, attach the related enclosure and click on Save Annexure Button.

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Step5) Preview of Annexure Screen window will be open. Kindly refer to screenshot

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Step 6) After clicking on the Make Payment Following Screen will be open

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View all available services     View Status of Application	Government Charge 500.0
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Following Screen will open for Make Online Payment:

GRN	69456990	Date: 17-11-2020	
Department	Revenue	Type Of Payment	Online
Type Of Payment Mode		PRAN/GPF/PayeeCode/TIN/ Actt.No./VehicleNo./Taxid(If Any)	FCR-P-2058
Office Name	CITY MAGISTRATE PANCHKULA (16-00-0561)	PAN No.(If Applicable)	
Treasury	PanchkulaT	Full Name	Test
Year (Period)	(2020-21) One Time	Address	1052 Sector 36 C
Town/City/District		PIN	
SNo.         Budget           1         0070-60	Head/Purpose 1-101-99-51 Explosive Act		<b>Amount in Rs.</b> 500
Particulars(If Any)	csc egrass	Deduct:Commission	0
Amount In Rs	Five Hundred Rupees	Total/NetAmount	₹ 500

Ge	overnment of Haryana
	Acknowledgement
SARAL ID : LSC/2020/00011	Receipt Date :
Department Name:	Home Department
Service Name:	License For Sale Of Crackers
Name of the Applicant:	TEST
Address:	#123, Sector-5
Mobile :	7654321234
Email Id:	
Total Amount Paid: Thar	500 nk you for using SARAL!
Please Note: How can I track status?	Goto SARAL Portal and login with registered username and password . On the left hand side you have to click "Track Your Application Status" under the "View Status of Application" feature on the homepage.
How will I know that my application has been processed?	You will receive a notification from the department through SMS.
From where can I download the output certificate?	Visit http://saralharyana.gov.in and go to "View Status of Application" tab and click on "Track Application Status" link.
In case of any query please contact us :	E-mail ID : saralharyana@gov.in or Toll Free Number :1800-2000-023 (Monday to Saturday, 8:00 A.M to 8:00 P.M).
	Print Sexport to PDF Close
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Step 7) Click on Submit button and you will get a final Acknowledgement slip.

Note down your new Application Reference ID or Saral ID for further process.

**Step 7**) You can track your application, On the left side, you have to click on "Track application Status" under View Status of Application and Enter your Saral Reference Id and click on submit button. Kindly refer to screenshot

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OR

You will also get an SMS & Email notification on your registered mobile number and Email ID.

For Any Query:

Contact Antyodaya Saral Helpline Toll Free Number: 1800-2000-023 (Monday to Saturday, 8:00 AM to 8:00 PM)

Email Id: <a href="mailto:saral.haryana@gov.in">saral.haryana@gov.in</a>

## **Official Workflow:**

After the Application is submitted by the Applicant, the Application is Comes in the CTM (City Magistrate) Login for the scrutiny.

### Task Name: Scrutiny by CTM (City Magistrate)



- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.
- **Step 5)** Click on **Pull** link button to take action on the application

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- **Step 6)** Click on **View Processing History** to see the Processing History of the Application.
- Step 7) Take Action Forward to Superintendent and enter the Remarks
- Step 8) Click on Submit Button for forwarding.

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**Step 9)** After Successful submission a message will appear on the Screen. *Please refer the Screenshot.* 

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## Task Name: Scrutiny by Superintendent

Step 1) Login as Superintendent

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- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.
- Step 5) Click on Pull link button to take action on the application

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- **Step 6)** Click on **View Processing History** to see the Processing History of the Application.
- **Step 7)** Take Action **Forward to Superintendent** and enter the **Remarks**
- Step 8) Click on Submit Button for forwarding.





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## Task Name: Scrutiny by Assistant

Step 1) Login as Assistant



- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on Take Action link button to take action on the application

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- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Take Action
  - a. **Return to Applicant to Correction:** if any changes are required in the Application form Assistant will send it back to the Applicant.
  - b. **Forward:** if the data is complete the assistant will forward the application to the various related departments.
- Step 7) Click on Submit Button for forwarding.





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Inbox	Application Reference Number-	Application Deference Number		/00020				
Sent Applications	Application Reference number-		10 11 0000	,00050				
Revalidate Payment	Application Received Date-		12-11-2020	)				
<ul> <li>DSC Management &lt;</li> </ul>								
Reports <	• View Processing History							
	Application reference number	•				LI I AV2020/00030		*
	Application Applied Date :	Application Applied Date :				12/11/2020		
	Application Due Date :					27/11/2020		
	Task Name	User		Received Date	Processed Date	Action Details	Bunched Ref No	
	Scrutiny By Assistant	Assistant		12/11/2020	NA	Under Processing	NA	
	Scrutiny By Superintendent	Superintendent-Pa	anchkula	12/11/2020	12/11/2020 15:28:34	Forwarded to Assistant	NA	
	Scrutiny by City Magistrate	City Magistrate-Pa	nchkula	12/11/2020	12/11/2020 15:25:52	Forwarded to Suprintendent	NA	
	Application Submission	Citizen		NA	12/11/2020 14:38:45	Completed	NA	
	•							•
	<u>,</u>							
	<ul> <li>Scrutiny By Assistant</li> </ul>							
	Scrutiny By Assistant							
	Action *				O Return to Applica	nt for Correction		
				Ļ	Forward			
	Task *				Verification By Cl Verification By Ei	nief Electrical Officer		
					<ul> <li>Verification By Fi</li> <li>Verification By Fi</li> </ul>	rest		
					Verification By M	unicipal Corporation		
					Verification By P\	VD		
					Verification by SI	DM TP		
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	Remarks			Г	Check Application f	or NOC		
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### Task Name: Verification by Respective Departments

#### For all the other departments who are related for granting the NOC to the application

For example, we are going to use the SDM login to show the process of issue the NOC for the application

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User Management		33	33		0	
<ul> <li>Message Box</li> </ul>				<u>.</u>		13
Payment Settlement Report Payment Settlement Report	ort <			_		
<ul> <li>DSC Management</li> </ul>						
Department/Local Body N	Mapping					
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**Step 1)** Login as SDM (respective department)

- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

Servi Metadata-based Integra					
Menu	=			며	Themes Language 👗 SDM Panchkula
℃     Manage Service         Manage Profile         User Management	Message Box / Inbox Select Service* From Date :	Permission of Pla Versin	n No. * V-1	Select Tas	k* Verification by SE ♥
•• Message Box •	App Ref No.	01/01/2017	12/11/202	20	
Inbox      Sent Applications      Revalidate Payment      Payment Settlement Report					→ Get Data
<ul> <li>DSC Management</li> </ul>	Showing 1 to 1 of 1 entries			_	
Department/Local Body Mapping	SI.No.	Application Number	Status	Action	Return to Pool
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Web Service Integration <					
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Scheme Configuration <					
Share data with Report Tool <					
Reminder Notification <					
• Mobile App Configuration <					
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- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Select Action Approval of NOC or Rejection for NOC
- Step 7) Mark Application Forward to Application
- Step 8) Tick the Checkbox the Issued by SDM
- Step 9) Enter Remarks
- Step 10) Click on Submit Button

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Menu	=			₩ Themes Language	🛔 SDM Panchkula
📽 Manage Service 🔇	Service Name-	Permission of Places of Publi	c Amusement / Performance for Public /	Amusement	
👻 Manage Profile 🛛 🔇	Current Task-	Verification by SDM			
<ul> <li>User Management</li> </ul>	Application Reference Number-	LPPA/2020/00030			
•• Message Box ••	Application Received Date-	12-11-2020			
<ul> <li>Inbox</li> <li>Sent Applications</li> <li>Revalidate Payment</li> </ul>	• View Processing History				
Payment Settlement Report <					
<ul> <li>DSC Management</li> </ul>	Verification By SDM				
Department/Local Body Mapping	Verification By SDM				
🖹 Reports 🗸	Action to be Taken *		<ul> <li>Approval of</li> </ul>	Rejection for	
SMS Configuration <	Mark Application *		NOC	NOC	
📜 Web Service Integration 🛛 <	Mark Application		Forward to Assistant		
👻 Data Sharing 🛛 🗸	Unload NOC Document				
🖹 Admin Panel 🛛 🔇	Issued By SDM *				
Scheme Configuration <	Remarks		Application Ok		
🖹 Share data with Report Tool 🛛 <					
Reminder Notification <			🖺 Submit	) Reset 🛛 Cancel 🗲 Ba	ack to Inbox
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**Step 11)** After submit the Application, on next screen **Choose** NOC file by the respective department.

Step 12) Click on Submit Button to upload the File.

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Message Box	×	
<ul> <li>Inbox</li> <li>Sent Applications</li> </ul>		Submit C Edit Form S Cancel
<ul> <li>Revalidate Payment</li> </ul>		
• Payment Settlement Report	¢	
DSC Management	<ul> <li>C</li> </ul>	
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- Step 13) On next screen you can view the uploaded document or file.
- **Step 14)** Click on **Submit** Button for final Submission of the NOC of the respected department.



#### Task Name: Verification by Assistant

- Step 1) Login as Assistant
- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- Step 4) Click on Application Number to view the application form.

Click on **pull** link button to take action on the application

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😸 Manage Profile 🛛 🖌	Narran Bay ( Julian	
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Inbox	Select Service* Permission of Pla Version No. * V-1 Verification By As	•
Sent Applications	From Date : 01/01/2017	
<ul> <li>Revalidate Payment</li> </ul>	App Ref No.	
<ul> <li>DSC Management &lt;</li> </ul>		_
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	Showing 1 to 1 of 1 entries	-1
	SLNo. Application Number Status Action Return to Pool	
	1 LPPA/2020/00030 Forwarded Pull	
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- Step 5) Click on View Processing History to see the Processing History of the Application.
- Step 6) Take Action
  - a. **Reject:** if a single department is denied to give the NOC the Application is rejected by the Assistant.
  - b. **Forward to Superintendent:** it the assistant is satisfy with all the NOC's come from all the departments he/she will forward the application to the Superintendent.
- **Step 7)** Assistant will check the NOC by clicking on the **NOC Link**, remarks will also be visible to assistant.
- Step 8) Click on Submit Button for forwarding.
  - Please refer the Screenshot.



#### **Task Name: Verification by Superintendent**

- Step 1) Login as Superintendent
- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- Step 4) Click on Application Number to view the application form.

Click on **pull** link button to take action on the application



- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Forward to CTM
- **Step 7)** Superintendent will check the NOC by clicking on the **NOC Link.**
- Step 8) Click on Submit Button for forwarding.

	Service Name-	Permission of Praces of Public Amusement / Performance for Public Amusement
•• Message Box 🗸 🗸	Current Task-	Verification By Superintendent
Inbox     Sept Applications	Application Reference Number-	LPPA/2020/00030
Revalidate Payment	Application Received Date-	12-11-2020
<ul> <li>DSC Management &lt;</li> </ul>		
🔓 Reports 🗸 🗸	View Processing History	
	<ul> <li>Verification By Superintendent</li> </ul>	
	Verification By Suprintendent	
	Action *	O Forward to CTM
	Remarks	
	Details of NOC	
	Action *	○ Forward to CTM
	Remarks	
	Details of NOC	
	NOC Issued By DCP	Issued By DCP
	NOC Issued By SDM	Issued By SDM
	NOC Issued By Fire Officer	Issued By Fire Officer
	NOC Issued By TCP	Issued by TCP
		EngineerPWD
	NOC Issued By Forest Officer	Issued by Forest Officer
	NOC Issued By Chief Electrical Inspecto	r Issued by Chief Electrical Inspector
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# Task Name: Verification by CTM (City Magistrate)



Step 1) Login as CTM

- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

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<ul> <li>Manage Profile &lt;</li> <li>Message Box ✓</li> </ul>	Message Box / Inbox	Solart Tork*
Inbox     Sent Applications     Revalidate Payment     DSC Management     <	Select Service     Permission of Pla     Version No.     V-1       From Date :     01/01/2017     To Date :     12/11/2020       App Ref No.	Verification of CT V
Reports <	Showing 1 to 1 of 1 entries	→Get Data
	SL.No.         Application Number         Status         Acti           1         LPPA/2020/00030         Forwarded         Put	ion Return to Pool
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- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Forward to DC
- **Step 7)** CTM (City Magistrate) will check the NOC by clicking on the **NOC Link.**
- Step 8) Click on Submit Button for forwarding.





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lanage Profile											
-	Ì	Service Name-	Permission of Places of Public Amusement / Performance for Public Amusement								
essage Box	~	Current Task-	Verification of CTM								
nbox Sent Applications		Application Reference Number-	LPPA/2020/00030								
evalidate Payment		Application Received Date-	12-11-2020								
5C Management	<										
ports	<	View Processing History									
		Application Reference Number : LPPA/2020/00030									
		Application Applied Date :		12/11/2020							
		Application Due Date :		27/11/2020							
		Task Name	User		Recei	ved Date	Processed	Date	Action Details	Bunched Ref No	
		Verification of CTM	City Magistra	ate-Panchkula	12/11/	2020	NA		Under Processing	NA	
		Verification By Superintendent	Superintend	ent-Panchkula	12/11/	2020	12/11/2020	6:07:59	Forwarded to CTM	NA	
		Verification By Assistant	Assistant		12/11/	2020	12/11/2020 1	6:05:34	Forwarded to Superintendent	NA	
		Verification By TCP	Nodal Office	r TCP	12/11	2020	12/11/2020 1	5:42:02	Forwarded to Assistant	NA	
		Verification By Fire Officer	Fire Officer I	Panchkula	12/11/	2020	12/11/2020 1	5:37:24	Forwarded to Assistant	NA	
		Verification By Forest	Nodal Office	r Forest	12/11	2020	12/11/2020	5:51:20	Forwarded to Assistant	NA	
		Verification By Municipal Corporation	MC Municip	al Commissoner Panchkula	12/11/	2020	NA		Waiting to be Pulled	NA	
		Verification by SDM	SDM Panch	kula	12/11/	2020	12/11/2020	5:57:51	Forwarded to Assistant	NA	
		Verification of Police	Police Comr	nissionerate Panchkula	12/11/	2020	12/11/2020 1	5:55:02	Forwarded to Assistant	NA	
		Verification By PWD	Nodal Office	r PWD	12/11/	2020	12/11/2020 1	5:47:41	Forwarded to Assistant	NA	
		Verification By Chief Electrical Officer	Nodal Office	r Electrical	12/11/	2020	12/11/2020 1	5:44:47	Forwarded to Assistant	NA	
		Scrutiny By Assistant	Assistant		12/11/	2020	12/11/2020 1	5:33:11	Forwarded	NA	
		Scrutiny By Superintendent	Superintend	ent-Panchkula	12/11/	2020	12/11/2020	5:28:34	Forwarded to Assistant	NA	
		Scrutiny by City Magistrate	City Magistra	ate-Panchkula	12/11/	2020	12/11/2020	5.25.52	Porwarded to Suprintendent		
		Verification By CTM	_				_				
		Arrian *									
		Action				Forward to DC					
		Remarks			Applicatio	n is OK					
		Details of NOC									
		NOC Issued By DCP				Issued By DCP					
		NOC Issued By Fire Officer				Issued By Fire (	By SDM				
		NOC Issued by Chief Electrica	l Inspector			Issued by Chief					
		NOC Iccurd by Evocutive Engl	incor PMD		Electrical Inspector						
		NOC ISSUED by EXECUTIVE Engl	incer rwb		Engineer PWD						
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## Task Name: Approval/Rejection by DC

Step 1) Login as DC



- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

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📽 Manage Service <							
😁 Manage Profile 🛛 🔇	Message Box / Inbo	<					
📽 Apply for services 🛛 <	Select Service*	Permission of Pla	Version No. *	V-1	✓ Select Task*	Final Approval By 🗸	
<ul> <li>View Status of Application</li> </ul>	From Date :	01/01/2017	To Date :	12/11/2020	<b></b>		
😬 User Management 🛛 🗸	App Ref No.						
<ul> <li>Message Box</li> </ul>						🔺 Get Data	
● Inbox						P OCC Data	
Sent Applications	Showing 1 to 1 of 1 entrie	s					
Grievance	SI.No.	Application Number		Status	Action	Return to Pool	
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DSC Management K							
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- **Step 5)** Click on **View Processing History** to see the Processing History of the Application.
- Step 6) Take Action
  - a. **Reject:** if workflow player chooses reject option application will completely rejects.
  - b. **Forward to Assistant:** Application will be forwarded to the assistant for uploading the final document (**NOC**).
- Step 7) DC will check the NOC by clicking on the NOC Link.
- **Step 8)** Click on **Submit** Button for forwarding.

#### ServicePlus Metadata-based Integrated eService Delivery Framework



# Task Name: Upload final Document (NOC) by Assistant

**Step 1)** Login as Assistant

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誉 Manage Profile	<	DASHBOARD					
•• Message Box	~	Total Applications	Pending Applications	Processed Applications			
<ul> <li>Inbox</li> <li>Sent Applications</li> </ul>		3	1	2			
<ul> <li>Revalidate Payment</li> </ul>			- (*)	2	13		
DSC Management	<						
🖹 Reports	<						
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- Step 2) On the Left side, Message Box → Inbox → Select your Service >> Version >> Task Name
- Step 3) Click on Get Data button
- **Step 4)** Click on **Application Number** to view the application form.

Click on **pull** link button to take action on the application

Serv Metadata-based	VIGEPIUS I Integrated eservice Delivery Framework	
Menu	≣ Pathemes	Language 👫 Assistant
<ul> <li>Manage Profile</li> <li>Message Box</li> <li>Inbox</li> <li>Inbox</li> <li>Sent Applications</li> <li>Revalidate Payment</li> <li>DSC Management</li> <li>Reports</li> </ul>	Message Box / Inbox       Select Service*     NOC required for     Version No.*     V-1     Select Task*       From Date:     01/01/2017     To Date:     16/11/2020     Image: Compare the select Task in th	Verification by As 🗸
	Showing 1 to 1 of 1 entries         SLNo.       Application Number       Status       Action       Return to Period         1       NPS5/2020/0002       Forwarded       Take Action	oot PMINDIA

**Step 5)** Click on **View Processing History** to see the Processing History of the Application.

#### Step 6) Task Action: Deliver

#### Step 7) Click on Submit Button.



- **Step 8)** On next Screen Please **choose file** to be upload.
- Step 9) Click on Submit to upload the document.

Please refer the Screenshot.

ServicePlus Metadata-based Integrated eService Delivery Framework							
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👑 Manage Profile 🛛 🔇 🔇	UPLOAD CERTIFICATE						
• Message Box •	Document Name File Upload	System Generated Linked Document					
Inbox     Sent Applications	Upload Final NOC Browse No file selected.						
Revalidate Payment							
DSC Management <		Submit Cancel					
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**Step 10)** On next Screen you can view the uploaded document.

**Step 11)** Click on **Submit** to deliver the NOC to the Applicant.

ServicePlus Metadata-based Integrated eService Delivery Framework									
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Manage Profile 🛛 🗸	Recommendation for an annual of								
• Message Box •	Document(s) to be generated								
Inbox	Document Name	DSC Required	View Document						
Sent Applications     Revalidate Payment	Upload Final NOC	Not Required							
DSC Management <				_					
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