

SSDG West Bengal

Central Application Manual for the Departmental Users of Online Single Window Clearance System

V 1.0

**Document Revision History**

Ver. No.	Ver. Date	Prepared By	Reviewed By	Approved By	Affected Section & Summary of Change
1.0	02.02.2015	Sumit Mukhopadhyay	Udayan Mandal	Udayan Mandal	First version



Table of Contents

1 INTRODUCTION..... 5

2 HOW TO ACCESS CENTRAL APPLICATION 6

3 LEVEL WISE DISTRIBUTION OF ALL DEPARTMENTAL USERS 7

4 PROCESSING OF APPLICATION AS A DEPARTMENTAL USER 8

4.1 LOGIN SCREEN..... 8

 4.1.1 STEPS..... 8

 4.1.2 FIELD DETAILS 8

 4.1.3 ACTION ITEMS 8

 4.1.4 VALIDATIONS 8

5 DASH BOARD SCREEN 9

5.1 DASHBOARD VIEW..... 9

 5.1.1 STEPS..... 9

 5.1.2 FIELD DETAILS 10

 5.1.3 ACTION ITEMS 10

 5.1.4 VALIDATIONS 10

6 APPLICATION PROCESSING SCREEN 11

6.1 VIEW..... 11

 6.1.1 STEPS..... 12

 6.1.1.1 UPDATE STATUS 12

 6.1.1.2 NOTIFYING APPLICANT 12

 6.1.1.3 BACK TO DASHBOARD PAGE..... 12

 6.1.1.4 PRINT BASIC INFORMATION 12

 6.1.1.5 UPLOADED DOCUMENT VIEW 12

 6.1.1.6 ATTACH ANY DOCUMENT 12

 6.1.1.7 APPROVE APPLICATION 13

 6.1.1.8 REJECT APPLICATION..... 13

 6.1.1.9 LOGOUT 13

 6.1.1.10 GO TO DASH BOARD 13

 6.1.2 FIELD DETAILS 13

 6.1.3 ACTION ITEMS 13

 6.1.4 VALIDATIONS 14

7 UPDATE STATUS 15

8 NOTIFYING APPLICANT 16

9 BACK TO DASHBOARD PAGE 17

10 PRINT BASIC INFORMATION 18

11 UPLOADED DOCUMENT VIEW..... 19

12 ATTACH ANY DOCUMENT..... 20

13 ATTACH APPROVAL CERTIFICATE 21

14 APPROVE APPLICATION..... 22

15 REJECT APPLICATION 23



16 PRINT FORM FOR LAND MUTATION..... 24
17 PRINTED FROM FOR LAND CONVERSION..... 25



1 INTRODUCTION

This manual describes how to use the Central Application of Online Single Window Clearance System from a departmental user's point of view. This guide is intended for users who are responsible for using the Central Application of Online Single Window Clearance System. Users of this guide should be familiar with the functionality of the Central Application.



2 HOW TO ACCESS CENTRAL APPLICATION

The following URL need to be accessed to access the Central Application of Online Single Window Clearance System:

<https://eservices.wb.gov.in/centralsp/login.seam>



3 LEVEL WISE DISTRIBUTION OF ALL DEPARTMENTAL USERS

Department wise use categories are as follows:

Department	Role
Pollution Control Board	Chief Engineer
Permission of water use	State wise State Nodal Officer
Fire & Emergency Services	Director-General of WB Fire Service
WBSEDCL	State Nodal Officer Chief Engineer Commercial
LR (Mutation of land)	Block Land & Land Reforms Officer
	State Nodal Officer
LR (Conversion of land)	District Land & Land Reforms Officer
	State Nodal Officer
Directorate of Factories	Chief Inspector of Factories
SWID	Superintending Geologist
Irrigation & Waterways Department	Secretary, Irrigation & Waterways



4 PROCESSING OF APPLICATION AS A DEPARTMENTAL USER

4.1 LOGIN SCREEN

On accessing the Central Application using the specified URL in Section 2, the following Login screen appears:

4.1.1 STEPS

1. Provided username needs to be entered in “Username” field correctly
2. Provided password needs to be entered in “Password” field correctly
3. After providing specific user id and password user needs to click on “Login” button to access his/her account
4. If user does not want to login after entering user id and password then the “Cancel” button needs to be clicked and after that “Username” and “Password” fields will be blanked.

4.1.2 FIELD DETAILS

Fields	Remarks
Username	Enter the provided Username
Password	Enter the provided Password

4.1.3 ACTION ITEMS

Items	Remarks
Login	Click this button to login through entered “Username” and “Password”
Cancel	Click this to clear the entered “Username” and “Password”

4.1.4 VALIDATIONS

Not applicable for this screen





5 DASH BOARD SCREEN

5.1 DASHBOARD VIEW


On successful Login to Central Application, the following Dashboard is viewed which enables the Departmental User to view/process any application from the list of applications:

Application ID	Task description	Start date	Status	Action
WB-BN-SWCS-ALNC-BIKASK-63	IND/2015/124	03/02/2015	Pending	View / Process
WB-BN-SWCS-AMUT-BIKASK-58	IND/2015/124	03/02/2015	Pending	View / Process
WB-BN-SWCS-AMUT-BIKASK-54	IND/2015/118	23/01/2015	Pending for 11 days	View / Process
WB-BN-SWCS-AMUT-BIKASK-55	IND/2015/119	23/01/2015	Pending for 11 days	View / Process
WB-BN-SWCS-AMUT-BIKASK-35	IND/2015/110	15/01/2015	Pending for 19 days	View / Process
WB-BN-SWCS-AMUT-BIKASK-37	IND/2015/112	15/01/2015	Pending for 19 days	View / Process
WB-BN-SWCS-ALNC-BIKASK-57	IND/2015/110	15/01/2015	Pending for 19 days	View / Process
WB-BN-SWCS-AMUT-BIKASK-36	IND/2015/111	15/01/2015	Pending for 19 days	View / Process
WB-BN-SWCS-ALNC-BIKASK-55	IND/2015/107	14/01/2015	Pending for 20 days	View / Process
WB-BN-SWCS-AMUT-BIKASK-31	IND/2015/106	14/01/2015	Pending for 20 days	View / Process

Search Application by Unique App-Id:  

5.1.1 STEPS

1. To access the particular application user needs to clicked on corresponding “View/Process”
2. User can navigate one page to another by clicking on respective page number or by clicking on next/previous arrow.
3. User can come to first or last page by clicking on double arrow at left and right hand sight respectively.
4. Required application is needs to be entered into “Search Application by Unique App-Id” field
5. After entering the application id user needs to be clicked on the “Search” icon for getting the expected result.
6. To clear the entered application id from “Search Application by Unique App-Id” field user needs to click on brush icon beside of search icon.
7. If user wants to access “Transaction Details” then user needs to hover on “Transaction Details” and then clicks on “Daily Transaction” link
8. To access the list of applications those were activated by the user, he/she needs to click on “User History” link.
9. User can logout from his/her account by clicking on “Logout” link.

SSDG West Bengal	<p align="center">User Manual for Central Application (Online Single Window Clearance System)</p> <p align="center">Project ID No.: SWCS</p>	
-------------------------	---	---

5.1.2 FIELD DETAILS

Fields	Remarks
Search Application by Unique App-Id	Required application id needs to be entered

5.1.3 ACTION ITEMS

Items	Remarks
View/Process	To access the details of the corresponding application
Search Icon	For searching the particular application
Brush Icon	For clearing the app id from “Search Application by Unique App-Id” field

5.1.4 VALIDATIONS

Not applicable for this screen



6 APPLICATION PROCESSING SCREEN

6.1 VIEW

The following view appears when any application is opened using the View/Process link on the Dashboard list:

Dash Board
Logged In By joint_dllrs [Logout](#)

SINGLE WINDOW CLEARANCE SYSTEM
Application For Mutation For Land

Enterprise Registration Number: BNBKASK-1933386465

Particulars of the Applicant

Applicant's Name	Test	Father/Husband's Name	Test
Postal Address	Test	Telephone No.	
Mobile No.	9433288740	Existing Khatian No.	

Details of Transfer

Mode of Transfer	Purchase	Registered Deed No.	qqqww
Registered Deed Date	1/5/2015	Transferred Directly from the recorded raiyat	Yes
Copies of all chain deeds are available: Yes			

Serial No	District	Block	Police Station	Mouza	J.L.No.	Khatian No.	Plot No.	Area
1	Bankura	Bishnupur(M)	Meja PS	শোভা মাই	0	qwqw	qwqw	qqw

Particulars of Transferrer

Transferrer's Name	asas	Father/Husband's Name	asa
Factory Address	kkkk		

Declarant's Details

Mutation Declaration Name	asas	Father's Name	asas
Mutation Declaration Address	XZXZX	Police Station	ZXZX
District	zZXx	Declaration Deed No.	zZXx
Declaration Deed Date	1/26/2015	Declaration Heir Name	ZX
Declaration Inherit Name		Declaration Inherit On Date	1/6/2015
Declaration Inherit Cause	asas	Declaration Land Possession Date	1/13/2015

Factory Details

District	Bankura	Block	Saltora(B)
----------	---------	-------	------------

Document Enclosed Details

Serial No	Document Name	Document Size	Content Type	Action
1	Copy of Registered Deed of Sale or gift or exchange	2.0712890625 KB	image/jpeg	View
2	Copy of legal heir certificate/faraz	2.0712890625 KB	image/jpeg	View
3	Copy of Chain Deeds	2.0712890625 KB	image/jpeg	View
4	Declaration in Prescribed Form with Court fee stamp of Rs. 10*	2.0712890625 KB	image/jpeg	View
5	Proof of Payment of Requisite Process Fee*	2.0712890625 KB	image/jpeg	View
6	Recent Passport Sized Photograph*	2.0712890625 KB	image/jpeg	View
7	Signature of the Applicant/Declarant*	2.0712890625 KB	image/jpeg	View
8	Up To Date Revenue Payment Receipt*	2.0712890625 KB	image/jpeg	View

Document Details

Document Details*	Document Date*
Upload*	<input type="button" value="Choose File"/> No file chosen

* Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

Add Attachment

Update Status Notify Applicant

* Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note. Message for Applicant entry is mandatory for action "Notify Applicant" and "Reject"

Approve
Reject
Print Basic Info
Overall Status
Back



6.1.1 STEPS

6.1.1.1 UPDATE STATUS

1. Check the Update Status check box on the screen
2. Needful comments should be written into the field “Processing Status”
3. “Update Status” button needs to be clicked
4. Confirmation should be given by clicking “OK” button in the alert message
5. Status updates will be listed on the screen.

6.1.1.2 NOTIFYING APPLICANT

1. Check the Notify Applicant check box on the screen
2. Needful information need to be written into the field “Message for Applicant”
3. “Notify Applicant” button needs to be clicked.
4. Confirmation should be given by clicking “OK” button in the alert message
5. Notification details will be listed on the screen.

6.1.1.3 BACK TO DASHBOARD PAGE

1. User can go to the “Dash Board” page by clicking on “Back” button

6.1.1.4 PRINT BASIC INFORMATION

1. User can take a print out of the Basic Information Form by clicking on “Print Basic Info” button
2. Print version of the filled up Basic Information form will be viewed or downloaded.

6.1.1.5 UPLOADED DOCUMENT VIEW

1. Uploaded documents can be viewed or saved by clicking on corresponding “View” button in the “Document Enclosed Details” section.

6.1.1.6 ATTACH ANY DOCUMENT

1. User can upload any document via the Document Details section.
2. User needs to fill up the following entries:
 - a. Document Details
 - b. Document Date
 - c. Upload by selection a file from the browser window
3. Use needs to click the Add Attachment button to complete the uploading of any relevant document for future reference.
4. Any uploaded document will be listed under the “Document Details” section.



6.1.1.7 APPROVE APPLICATION

1. User can approve an application by clicking the “Approve” button
2. Any approval will require uploading the scan copy of the approval document for the benefit of the applicant.

6.1.1.8 REJECT APPLICATION

1. User can reject an application by clicking the “Reject” button.

6.1.1.9 LOGOUT

1. User can logout from his/her account by clicking on “Logout” link

6.1.1.10 GO TO DASH BOARD


1. User can go to directly “Dash Board” page by clicking on “Dash Board” link at the top left side

6.1.2 FIELD DETAILS

Fields	Remarks
Update Status	The feedback/comments need to be written in this field.
Message for Applicant	Needful information/message should be written in this field
Document Details	Details of the document to be uploaded are to be written in this field
Document Date	Document Date needs to be written in this field

6.1.3 ACTION ITEMS

Items	Remarks
View	To access the respective uploaded document by the applicant user needs to clicked on the corresponding “View” button
Whether physical form is received	User needs to checked this to ensure that physical form has been received
Forward	“Forward” button needs to be clicked for forwarding his/her comments to the next higher level
Update Status	“Update Status” button needs to clicked for registering the processing status written in the “Processing Status” field
Notify Applicant	“Notify Applicant” button needs to be clicked for send the message to the applicant
Back	Back button needs to be clicked for going to the “Dash Board” screen
Print Basic Info	For printing/downloading the Basic Information form
Overall Status	To view the overall summary status of all the applications

SSDG West Bengal	User Manual for Central Application (Online Single Window Clearance System) Project ID No.: SWCS	
-------------------------	--	---

Items	Remarks
	submitted by the applicant
Approve	"Approve" button needs to be clicked to approve the application
Reject	"Reject" button needs to be clicked to reject the application
Dash Board	User can directly access the Dash Board page by clicking on "Dash Board" link
Logout	By clicking this link user log out from his/her account

6.1.4 VALIDATIONS

Not applicable for this screen



7 UPDATE STATUS

On the application view page, the following set of screens help to update the processing status of that application can be updated using the following screens:

- 1) Click the Update Status check box:

Processing Comments				
Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND

Update Status Notify Applicant

*
 Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
 Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

[Approve](#) [Reject](#) [Print Basic Info](#) [Overall Status](#) [Back](#)

- 2) Enter the required status in the text box for Processing Status & click Update Status:

Processing Comments				
Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND

Update Status Notify Applicant

Processing Status*

*
 Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
 Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

[Update Status](#) [Approve](#) [Reject](#) [Print Basic Info](#) [Overall Status](#) [Back](#)

- 3) Updated status will be listed in the table as shown below:

Processing Comments				
Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND

Update Status Notify Applicant

*
 Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
 Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

[Approve](#) [Reject](#) [Print Basic Info](#) [Overall Status](#) [Back](#)



8 NOTIFYING APPLICANT

On the application view page, the following set of screens help to notify a status/information to the applicant:

- 1) Click the Notify Applicant check box:

Processing Comments

Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND

Update Status Notify Applicant

Message for Applicant*

*
Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

Notify Applicant Approve Reject Print Basic Info Overall Status Back

- 2) Enter the required status in the text box for Message for Applicant & click Notify Applicant:

Processing Comments

Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND

Update Status Notify Applicant

Message for Applicant*

*
Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

Notify Applicant Approve Reject Print Basic Info Overall Status Back

- 3) Applicant will be notified & the notification text will be listed in the table as shown below:

Processing Comments

Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND
3	Under Processing	Your application is under process	2/2/2015	SNO LAND

Update Status Notify Applicant

*
Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

Approve Reject Print Basic Info Overall Status Back



9 BACK TO DASHBOARD PAGE

On the application view page, click the Back button to go back to the Dash Board page:

Processing Comments				
Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND
3	Under Processing	Your application is under process	2/2/2015	SNO LAND

Update Status Notify Applicant

*
Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

[Approve](#) [Reject](#) [Print Basic Info](#) [Overall Status](#) [Back](#)



10 PRINT BASIC INFORMATION

On the application view page, click the Print Basic Info button to preview the Basic Information entered by the applicant:

Processing Comments				
Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	sdasa	Under Processing	2/2/2015	SNO LAND
2	Under Inspection	Under Processing	2/2/2015	SNO LAND
3	Under Processing	Your application is under process	2/2/2015	SNO LAND

Update Status Notify Applicant

*

Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action "Notify Applicant" and "Reject"

[Approve](#) [Reject](#) [Print Basic Info](#) [Overall Status](#) [Back](#)



11 UPLOADED DOCUMENT VIEW

- 1) Any document or set of documents uploaded by the Applicant can be viewed in the Document Enclosed Details section. This applicable for those forms where applicant can upload the scan copy of any document:

Mutation Declaration Address	sad	Police Station	sda	
District	asdsa	Declaration Deed No.	asd	
Declaration Deed Date	1/7/2015	Declaration Heir Name	sad	
Declaration Inherit Name	sda	Declaration Inherit On Date	1/6/2015	
Declaration Inherit Cause	sda	Declaration Land Possession Date	1/6/2015	
Factory Details				
District	Hooghly	Block	Srirampur-Uttarpara(B)	
Document Enclosed Details				
Serial No	Document Name	Document Size	Content Type	Action
1	Copy of Registered Deed of Sale or gift or exchange	858.783203125 KB	image/jpeg	View
2	Copy of legal heir certificate/faraz	826.1142578125 KB	image/jpeg	View
3	Copy of Chain Deeds	581.33203125 KB	image/jpeg	View
4	Declaration in Prescribed Form with Court fee stamp of Rs. 10*	757.521484375 KB	image/jpeg	View
5	Proof of Payment of Requisite Process Fee*	762.5302734375 KB	image/jpeg	View
6	Recent Passport Sized Photograph*	762.5302734375 KB	image/jpeg	View
7	Signature of the Applicant/Declarant*	548.12109375 KB	image/jpeg	View



12 ATTACH ANY DOCUMENT

- 1) On the application view page, use the Document Details section to upload the softcopy of any document for further reference during Departmental processing:

Document Details

Document Details* Document Date*

Upload* No file chosen

*
Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

- 2) Enter the details about the document, select a Document Date & use the Choose File button to select the scan copy of the document from the required location of the Hard Disk.

Document Details

Document Details* Document Date*

Upload* CentralApplication1.png

*
Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

- 3) Click the Add Attachment button to upload the document & the preview of the same would be available from the list below the Add Attachment section:

Document Details

Document Details* Document Date*

Upload* No file chosen

*
Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

Serial No	Document Name	Document Size	Content Type	Document Details	Document Date	Action	Action
1		155.7724609375 KB	image/png	Inspection Report	02/02/2015	View	Delete



13 ATTACH APPROVAL CERTIFICATE

- 1) On the application view page, use the Approval Certificate section to upload the softcopy of an approval document for applicant's reference:

Approval Certificate

Upload* Choose File No file chosen

Submit

- 2) Use the Choose File button to select the scan copy of the document from the required location of the Hard Disk/drive.

Approval Certificate

Upload* Choose File Desert.jpg

Submit

- 3) Click the Submit button to upload the document.



14 APPROVE APPLICATION

Approve any application by clicking the Approve button. Approval of any application will require uploading of the scan copy of the Approval Document. The steps for approval are as follows:

- 1) Upload Approval Certificate by selecting the scanned file from the file location:

Approval Certificate

Upload* Choose File No file chosen

Submit

- 2) Click Update Status, to enter text for approval in Processing Status:

Processing Status*

Update Status Notify Applicant

Approved

*
Departmental Notesheet entry is mandatory for actions, e.g. Approve, Done, Forward, Reject and Add Note.
Message for Applicant entry is mandatory for action 'Notify Applicant' and 'Reject'

Update Status Approve Reject Print Basic Info Overall Status Back

- 3) Click Approve button.
- 4) Confirm the alert “Are you sure to Approve the application?” by clicking the OK button.
- 5) On successful approval, application will be removed from the Dash Board view.
- 6) Applicant will be notified via SMS & Email. The Approval Certificate will be available to the applicant via the Applicant’s Dash Board.



15 REJECT APPLICATION

Reject any application by clicking the Reject button at any point of time. The steps for rejection are as follows:

- 1) Click Update Status, enter the reason for rejection in Processing Status and click Reject button:

Processing Status*

Update Status Notify Applicant

Rejected

Update Status Approve Reject Print Basic Info Overall Status Back

- 2) On successful rejection, application will be removed from the Dash Board view.
- 3) Applicant will be notified via SMS & Email.



16 PRINT FORM FOR LAND MUTATION

To print a hard copy of the Land Mutation form, use the Print Mutation Form button at the bottom of the page:

ONLINE SINGLE WINDOW CLEARANCE SYSTEM
Application For Mutation For Land

Enterprise Registration Number: BNBKASK-1933386465

Particulars of the Applicant

Applicant's Name	Test	Father/Husband's Name	Test
Postal Address	Test	Telephone No.	
Mobile No.	9038551100	Existing Khatian No.	132

Details of Transfer

Mode of Transfer	Purchase	Registered Deed No.	321
Registered Deed Date	1/14/2015	Transferred Directly from the recorded raiyat	Yes

Copies of all chain deeds are available: Yes

Serial No	District	Block	Police Station	Mouza	J.L.No.	Khatian No.	Plot No.	Area
1	Darjeeling	Kalimpong-(I(B)	Kalimpong	কোড়াপাড়া শাহেদায়া	055	213	123	132

Particulars of Transferer

Transferer's Name	ads	Father/Husband's Name	ads
Factory Address	ads		

Declarant's Details

Mutation Declaration Name	ads	Father's Name	ads
Mutation Declaration Address	asd	Police Station	dsa
District	ads	Declaration Deed No.	231
Declaration Deed Date	1/7/2015	Declaration Heir Name	adas
Declaration Inherit Name	sfd	Declaration Inherit On Date	1/14/2015
Declaration Inherit Cause	fsad	Declaration Land Possession Date	1/7/2015

Factory Details

District	Hooghly	Block	Srirampur-Uttarpara(B)
----------	---------	-------	------------------------

Document Enclosed Details

Serial No	Document Name	Document Size	Content Type	Action
1	Copy of Registered Deed of Sale or gift or exchange	2.998046875 KB	image/jpeg	View
2	Copy of legal heir certificate/faraz	2.998046875 KB	image/jpeg	View
3	Copy of Chain Deeds	2.998046875 KB	image/jpeg	View
4	Declaration in Prescribed Form with Court fee stamp of Rs. 10*	2.998046875 KB	image/jpeg	View
5	Proof of Payment of Requisite Process Fee*	2.998046875 KB	image/jpeg	View
6	Recent Passport Sized Photograph*	2.998046875 KB	image/jpeg	View
7	Signature of the Applicant/Declarant*	2.998046875 KB	image/jpeg	View

Document Details

Document Details* Document Date*

Upload* No file chosen

* Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

Approval Certificate

Upload* No file chosen

Processing Comments

Serial No.	Notesheet for Department	Comments for Applicant	Date	Commented By
1	Attachment Verified	Under Processing	1/15/2015	SNO LAND
2	Under Processing	Please resubmit new attachments	1/15/2015	SNO LAND
3	Under Processing	Email Test	1/23/2015	SNO LAND

Update Status Notify Applicant



17 PRINTED FROM FOR LAND CONVERSION

To print a hard copy of the Land Conversion form, use the Print Land Conversion Form button at the bottom of the page:

ONLINE SINGLE WINDOW CLEARANCE SYSTEM
Application For Change Of Character ,Conversion or alteration in the mode of use of land

Enterprise Registration Number BNBKASK-1933386465

Sender Details

Name Of the Applicant Test Address Of the Applicant Test

Conversion Details

Conversion or Alteration of Land/WaterBody for the purpose of asd

Particulars of the Land

District	DARJEELING	Block	Kurseong(M)
Police Station	KURSEONG	Name Of Mouza	sad
Jurisdiction List No.	123	Khatian No.(R.S and L.R)	123
Plot No.	234	Area of the plot(R.S and L.R)	324
Existing classification of the Plot	asd		

Document Enclosed Details

Serial No	Document Name	Document Size	Content Type	Action
1	Copy of Birth Certificate/Admit card of Board Examination as age proof*	858.00 KB	image/jpeg	View
2	Income Certificate*	826.00 KB	image/jpeg	View
3	Copy of last Marksheet*	581.00 KB	image/jpeg	View
4	Income declaration affidavit*	757.00 KB	image/jpeg	View
5	Residential proof *	762.00 KB	image/jpeg	View
6		548.00 KB	image/jpeg	View

Document Details

Document Details* Document Date*

Upload* No file chosen

* Document Details, Document Date and Upload entries are mandatory for action "Add Attachment".

Approval Certificate

Upload* No file chosen

Update Status Notify Applicant