

**User Manual
On
Building and Other Construction Workers'
Beneficiary Registration
Service**

1 Getting Started for West Bengal eDistrict Application

1.1 Login to the Application: www.edistrict.wb.gov.in



The screenshot shows the West Bengal e-District application interface. At the top left is the West Bengal state emblem and the text "WEST BENGAL e-DISTRICT". Below this is a banner image featuring a woman in a circular frame and a map of West Bengal. The main content area is split into two columns. The left column has a "Welcome" heading and a paragraph explaining the e-District project. The right column contains a "Login" form with fields for "English" (language), "UserName", "Password", and "Captcha" (with a refresh button). Below the form are links for "Citizen Registration" and "Forgot Password". A footer bar contains links for "Verification of Digitally Signed Document", "Download Forms", and "FAQ". The bottom of the page includes copyright information for 2014 and the developer, CMC Limited.

WEST BENGAL e-DISTRICT

Welcome

e-District is a Mission Mode Project with the objective of making the State's services available to the citizens through a computerized system. The services may be availed of through Internet or by visiting any CSC-s (Common Service Center) or a Kiosk. It may not be necessary to visit the Government Offices for submitting the application, knowing the status or receiving certificate / license etc.

Login

English

UserName

Password

Captcha **775a7**

Login

[Citizen Registration](#) | [Forgot Password](#)

[Verification of Digitally Signed Document](#) | [Download Forms](#) | [FAQ](#)

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Designed and developed by CMC Limited

If the citizen is logging into the system for the first time, click **Citizen Registration** to register in the system. If the user has forgotten the user name or password or both, click **Forgot Password**.

The screenshot shows the West Bengal e-District website interface. At the top, there is a navigation bar with the West Bengal logo and the text 'WEST BENGAL e-DISTRICT'. Below this, there are several menu items: Home, Apply to services, View Status, Downloads, About Services, and User Profile. On the right side of the navigation bar, it says 'Welcome Wb eDistrict | Logout'. Below the navigation bar, there is a secondary navigation bar with links: Track Application, Hearing Application, Approved Application, Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement.

The main content area is titled 'Services under e-District' and is divided into two columns: 'Department' and 'District'. Each column has a 'Service Name' header. The 'Department' column lists 15 services, including 'Registration of Shops and Establishments', 'Registration of Shops and Establishments Renewal', 'Notice of Change in Registration of Shops & Establishments', 'Building and Construction Workers' Beneficiary Registration', 'Building and Construction Workers' Subscription Collection', 'Transport workers' Beneficiary Registration', 'Transport Workers' Beneficiary Registration Renewal', 'Building & Construction and Transport Workers' Benefits Disbursement', 'Registration of Societies', 'Amendment of Memorandum and Regulations', 'Annual Filing of Returns', 'Issuance of Certified Copy of RoR', and 'Tracking Status of Mutation Application'. The 'District' column lists 13 services, including 'Income Certificate', 'Local Residence (Domicile) Certificate', 'Redressal of RTI queries & RTI status tracking', 'Grievance Redressal', 'Issuance of Firearm License', 'Renewal of Firearm License', 'Surrender and Cancellation of Firearm License', 'Sale of Firearms to authorized dealers', 'Transfer case of Arms License', 'Duplicate issue of arms license', 'Extension of area validity of Arms License', 'Impounding of Arms License during elections', and 'Issuance of Firecracker manufacturing license (Factory License)'.

At the bottom of the page, there is a blue banner with the text 'Total Count >> 935'.

Apply to Services

This menu has been described in detail below in section 2.4.

Apply to Building and Other Construction Workers' Beneficiary Registration

Click on 'Apply to Services' to view the list of services under different modules. Click on the specific service name the user wants to apply for. In order to apply for Building and Other Construction Workers Beneficiary Registration, click on the service name under 'Services of Labour Department' module.



Apply to Building and Construction Workers' Beneficiary Registration Service

It is also possible to apply for specific service by clicking on the service name. Building and Other Construction Workers' Beneficiary Registration Service is available under the column 'Department'.



Other Means of Apply to Service

After applying for the service 'Instruction and Requirements for Building and Other Construction Workers' Beneficiary Registration' page opens as below:

WEST BENGAL e-DISTRICT

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Wb eDistrict | Logout

Track Application | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

Instructions and Requirements of Building and Other Construction Workers Beneficiary Registration

Eligibility Criteria:

1. The applicant must be a building or other construction worker engaged in construction work not less than 90 days in preceding 1 year.
2. The age of the applicant must be above 18 years and less than 60 years.

Documents Required:

1. Age proof – Attested copy of Birth Certificate from Hospital / Nursing Home / Municipality / Panchayat / School Leaving Certificate / Horoscope / Voter Identity Card / Ration Card / Driving License etc.
2. Certificate from Employer / MP / MLA/ Shabhadhipati, Zilla Parishad/ President of Shilguri Mahakuma Parishad / Municipal Corporation Mayor / Chairman of Boro Committee / Panchayat Samity P radhan / Municipality Chairman or Vice Chairman / Gram Panchayat Pradhan / Minimum Wage observer / A gricultural minimal wages observer / Councilor of Darjeeling Gorkha Hill Council / President or Secretary of the Registered Trade Union to which the applicant belongs.
3. Photograph – 1 copy for scanning.

Fee Details:

One Time registration Fee: INR 20 and Subscription Fee: INR 30

[Print](#) | [Apply](#)

Instruction and Requirements for Building and Other Construction Workers' Beneficiary Registration

The applicant can take a print out of this page by clicking on **Print** button.

The applicant will have to click on **Apply** button in order to apply for 'Building and Other Construction Workers' Beneficiary Registration'.

Filling up the Application Form

After the applicant selects new application for Building and Other Construction Workers' Beneficiary Registration, application form appears as below. The applicant must fill up the required fields before submission.

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Wb eDistrict | Logout

Track Application | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

Application for Building & Other Construction Workers' Beneficiary Registration

Applicant's Basic Information

Salutation*	Mr.	First Name*	Santu
Middle Name	Middle Name	Last Name*	Halder
Date of Birth*	01/01/1990	Age	25
Gender*	Male	Date of Application*	27/03/2015 14:00:00
Mobile No.:	9830000012	E-Mail:	santu.halder@abc.com
Aadhaar Card No.:	123456789123	BPL*	Yes
Caste*	Other	Religion*	Hinduism
Marital status*	Unmarried		

Applicant's Basic Information

Application for Building and Other Construction Workers' Beneficiary Registration contains following fields:

Applicant's Details:

- **Salutation:**

This is a mandatory field. The applicant has to select proper salutation (Mr/ Miss/ Mrs/ Trans/ Dr) from the drop-down list.

- **First Name:**

This is a mandatory text box field. The applicant has to manually enter the first name in this text box. No abbreviation or short form of the name is allowed.

- **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 a mandatory text box field. The applicant has to manually enter the last name in this text box.

- **Date of Birth:**

This is a mandatory date field. The applicant should enter the date of birth from the calendar in dd/mm/yyyy format.

- **Age:**

This is an auto-calculated numeric field. After the applicant fills up date of birth and clicks on Age field, the age of the applicant is automatically calculated and displayed in this field.

- **Gender:**

This is a mandatory drop-down field. The applicant has to select the gender (male/ female/ trans) from the drop-down list.

- **Date of Application:**

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

- **Mobile No.:**

This is an optional numeric field. The applicant can enter 10 digit mobile no. in this field.

- **E-mail:**

This is an optional text box field. The applicant can enter email id in this field.

- **Aadhaar Card No:**

This is an optional numeric field. The applicant can enter Aadhaar Card No., if there is any.

- **BPL:**

This is a mandatory list field. The user will have to select 'Yes/ No' to indicate if the applicant has BPL status.

- **Caste:**

This is a mandatory list field. The user will have to select the caste of the applicant from the drop down list.

- **Religion:**

This is a mandatory list field. The user will have to select the religion of the applicant from the drop down list.

- **Marital Status:**

This is a mandatory list field. The user will have to select the marital status of the applicant from the drop down list.

Present Address			
Country* :	India	State* :	West Bengal
District* :	Burdwan	Sub-division* :	Burdwan Sadar(North)
Rural or Urban* :	Urban	Block/Municipality/Corporation* :	Municipality
Block/Municipality/Corporation Name* :	Burdwan	Village or Ward :	Hridaypur
Police Station :	PS1	Post Office :	PO1
Address Line1* :	123 Hridaypur	Address Line2 :	Address Line2
Pin Code* :	743335		
<input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="Save & Next"/>			

Present Address

Present Address of Applicant:

- **Country:**

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

- **State:**

This is a mandatory drop-down field. Since, the present address of the applicant should always be in West Bengal, the State field is set as West Bengal by default.

- **Please select the 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.

- **Village or Ward:**

This is an optional text box field. The applicant has to manually enter the name of the village / ward in this text box.

- **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.

- **Address Line1:**

This is a mandatory text box field. The applicant has to manually enter the address line 1 in this text box.

- **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.

- **Reset:**

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

- **Cancel:**

The user can click this button to cancel the information entered in the application.

- **Save & Next:**

The applicant has to click this button to save the data entered and move to the next page.

Home Apply to services View Status Downloads About Services User Profile Welcome Wb eDistrict Logout

Track Application | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

Application for Building & Other Construction Workers' Beneficiary Registration

Parent or Husband details

Parent or Husband * : Father Salutation * : Mr.

First Name * : Tapan Middle Name : Middle Name

Last Name * : Halder

Parent or Husband Details

Parent or Husband's Details:

- **Parent or Husband:**

This is a mandatory drop-down field. The applicant has to select father / mother / husband from the drop-down list.

- **Salutation:**

This is a mandatory field. The applicant has to select proper salutation (Mr/ Miss/ Mrs/ Trans/ Dr) from the drop-down list.

- **First Name:**

This is a mandatory text box field. The user has to manually enter the husband's / parent's first name in this field.

- **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 a mandatory text box field. The applicant has to manually enter the last name in this text box.

Permanent Address of Applicant		<input checked="" type="checkbox"/> Same as Present Address	
Country * :	India	State * :	West Bengal
District * :	Burdwan	Sub Division * :	Burdwan Sadar(North)
Rural or Urban * :	Urban	Block or Municipality or Corporation * :	Municipality
Block or Municipality or Corporation Name * :	Burdwan	Village or Ward Name :	Hridaypur
Police station :	PS1	Post Office :	PO1
Address Line 1 * :	123 Hridaypur	Address Line 2 :	Address Line 2
PIN Code * :	743335		

Permanent Address of Applicant

Permanent Address of Applicant:

If the permanent address is same as present address, select the check box for 'Same as Present Address'. Present address will be automatically copied to permanent address.

- **Country:**

This is a mandatory drop-down field. Since, the permanent address of the applicant can be within or outside India, the Country field has two drop-down entities, India and Other. If the applicant selects 'Other' as Country, there is no necessity to fill in the fields below upto Post Office.

- **State:**

This is a conditional mandatory drop-down field. If the applicant selects 'India' as Country, then only State field has to be filled in. Since, the permanent address of the applicant can be within or outside West Bengal, the State field has two drop-down entities, West Bengal and Other. If the applicant selects 'Other' as State, there is no necessity to fill in the fields below upto Post Office.

- **District:**

This is a conditional mandatory drop-down field. The applicant has to select the district from the drop-down list, only if the State field has been selected as West Bengal.

- **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 or Municipality or Corporation:**

This is a mandatory drop-down field. The applicant has to select either block or municipality or corporation from the list for the present address.

- **Block or Municipality or 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.

- **Village or Ward Name:**

This is an optional text box field. The applicant has to manually enter the name of the village / ward in this text box.

- **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.

- **Address Line1:**

This is a mandatory text box field. The applicant has to manually enter the Address line 1 in this text box.

- **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 user has to manually enter the 6 digit pin code in this field.

Employment Details of Last 12 Months						
Name of the Employer :	Address of the Employer :	Workplace Details and Address :	Registration No. of the Institute :	Nature of Job * :	Employment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Nature of Job"/>	<input type="text"/>	
Sl. No.	Name of the Employer :	Address of the Employer :	Workplace Details and Address :	Registration No. of the Institute :	Nature of Job :	Employment
1	Abc Corp	123 Oak Street	123 Oak Street 3rd floor	123456	Construction	02/04/201

Application- Employment Details of Last 12 Months

Employment Details of Last 12 Months					
Job * :	Employment Start Date * :	Employment End Date * :	No. of Actual Working Days :	Remarks :	<input type="button" value="Add"/>
<input type="text" value="Job"/>	<input type="text" value="02/04/2014"/>	<input type="text" value="27/09/2014"/>	<input type="text" value="179"/>	<input type="text" value="NA"/>	
Nature of Job :	Employment Start Date :	Employment End Date :	No. of Actual Working Days :	Remarks :	Action
Construction	02/04/2014	27/09/2014	179	NA	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Application- Employment Details of Last 12 Months (Scrolled View)

Employment Details of Last 12 Months

- **Name of the Employer:**

This is an optional field, where the user has to enter the name of the employer.

- **Address of the Employer:**

This is an optional field, where the user has to enter the address of the employer.

- **Workplace Details & Address:**

This is an optional field, where the user has to enter address and other details of the workplace.

- **Registration No. of the Institute:**

This is an optional field, where the user has to enter the registration no. of the institute.

- **Nature of Job:**

This is a mandatory field, where the user has to enter the nature of the job.

- **Employment Start Date:**

This is a mandatory date field, where the user has to enter employment start date.

- **Employment End Date:**

This is a mandatory date field, where the user has to enter employment end date.

- **No. of Actual Working Days:**

This is an auto-calculated field, where the number of actual working days is displayed.

- **Remarks:**

This is an optional field, where the user can enter remarks, if required.

- **Add:**

The user can click on this button to add another row for employment details of last 12 months.

- **Delete:**

The applicant can delete a row of 'Employment Details of Last 12 Months' by clicking this button.

- **Edit:**

The applicant can edit a row of 'Employment Details of Last 12 Months' by clicking this button.

Bank Details			
Bank Name :	<input type="text" value="SBI"/>	IFSC Code :	<input type="text" value="SBIN000123"/>
Branch Details :	<input type="text" value="SBI Burdwan"/>	Account No. :	<input type="text" value="123456789"/>

Bank Details

Bank Details

- **Bank Name:**

This is an optional field, where the user can enter the name of the bank.

- **IFSC Code:**

This is an optional field to enter IFSC Code of the bank.

- **Branch Details:**

This is an optional field, where the user can enter the details of the branch.

- **Account No.:**

This is an optional field, where the user can enter the details of the Account Number.

Dependent Family Members Details					
Name *	Age of Dependent Member *	Relation with the Dependent Member *	Gender of Dependent Member *		
<input type="text" value="Name"/>	<input type="text" value="Age of Dependent Member"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="button" value="Add"/>	
Sl. No.	Name	Age of Dependent Member	Relation with the Dependent Member	Gender of Dependent Member	Action
1	Gita Halder	45	Mother	Female	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Dependent Family Members Details

Dependent Family Members' Details

- **Name:**

This is a mandatory field, where the user has to enter the name of the dependent family member.

- **Age of Dependent Member:**

This is a mandatory field, where the user has to enter the age of the dependent family member.

- **Relation with the Dependent Member:**

This is a mandatory drop-down field, where the user has to select the relationship of the applicant with the dependent member.

- **Gender of Dependent Member:**

This is a mandatory drop-down field, where the user has to select the gender of the dependent family member.

- **Add:**

The user can click on this button to add another row for another dependent family member.

- **Delete:**

The applicant can delete a row of 'Dependent Family Member's Details' by clicking this button.

- **Edit:**

The applicant can edit a row of 'Dependent Family Member's Details' by clicking this button.

Nominee Details					
SL No.	Name of Nominee	Address of Nominee	Age of Nominee	Relation with Nominee	Gender of Nominee
1	Gita Halder	Burdwan	45	Mother	Female

Application- Nominee Details

Nominee Details							
SL No.	Name of Nominee	Address of Nominee	Age of Nominee	Relation with Nominee	Gender of Nominee	Share of Nominee	Action

Application- Nominee Details (Scrolled View)

Nominee Details

- **Name of Nominee:**

This is a mandatory field, where the user has to enter the name of the nominee.

- **Address of Nominee:**

This is a mandatory field, where the user has to enter the address of the nominee.

- **Age of Nominee:**

This is a mandatory field, where the user has to enter the age of the nominee.

- **Relation with Nominee:**

This is a mandatory drop-down field, where the user has to select the relationship of the nominee with the applicant.

- **Gender of Nominee:**

This is a mandatory drop-down field, where the user has to select the gender of the dependent family member.

- **Share of the Nominee:**

This is a mandatory field, where the user has to enter the percentage share of the nominee.

- **Add:**

The user can click on this button to add another row for another nominee.

- **Delete:**

The applicant can delete a row of 'Nominee Details' by clicking this button.

- **Edit:**

The applicant can edit a row of 'Nominee Details' by clicking this button.

Other Details

PF No. :	<input type="text" value="PF No."/>	ESI No. :		<input type="text" value="ESI No."/>
Particulars of documents regarding submission of Registration fees :	<input type="text" value="Particulars of documents regarding submis."/>	Rate of Subscription :		<input type="text" value="Rate of Subscription"/>
Status of Construction Worker * :	<input type="text" value="Wage Employed"/>			
Certificate of identification attached * :	<input type="text" value="Yes"/>			

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

Application – Other Details

Other Details

- **PF No:**

This is an optional field, where the user can enter the PF No.

- **ESI No:**

This is an optional field, where the user can enter the ESI No.

- **Particulars of Documents Regarding Submission of Registration Fees:**

This is an optional field, where the user can enter the particulars of documents regarding submission of registration fees.

- **Rate of Subscription:**

This is an optional field, where the user can enter the rate of subscription.

- **Status of Construction Worker:**

This is a mandatory drop-down field to select the status of construction worker.

- **Certificate of Identification Attached:**

This is a mandatory drop-down field. The applicant will have to select 'Yes/ No' to indicate if the certificate of identification attached.

- **I Accept:**

This is a check-box, which the user has to select to indicate that the information provided by him is true to the best of his knowledge and belief.

- **Reset:**

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

- **Save Draft:**

The user will have to click this button to save a draft of the application.

- **Save & Next:**

The applicant has to click this button to save the data entered and move to the next page.

View Application Details

After the applicant fills up the application form and clicks **Save & Next** button, application details become visible. The applicant can either proceed further by attaching supporting documents, or can cancel it, or might take a print out of this page.

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Track Application | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

View Application Details for Building & Other Construction Workers' Beneficiary Registration

Application Number	1812
Applicant's Basic Information	
Name of the Applicant	Mr. Santu Halder
Date of Application	27/03/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9830000012
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123
BPL	Yes
Religion	Hinduism
Caste	Other
Marital status	Unmarried
Present Address	

Attach Supporting Document Edit Basic Information Edit Application Print Cancel

View Application Details

- **Attach Supporting Document:**

This button is to take the applicant to the next step, where the applicant can attach supporting documents.

- **Edit Basic Information:**

This button is for editing Applicant's Basic Information.

- **Edit Application:**

This button is for editing other information entered in the application.

- **Print:**

This button is for taking the print out of the application view.

- **Cancel:**

This button is to cancel the application procedure.

Uploading Supporting Documents

When the applicant clicks on **Attach Supporting Document** button, following page opens:

Document View	Supporting Document Type	Supporting Document Name	Upload File
Not Uploaded	Age proof *	Attested copy of Birth Certificate from Hosp	Choose File certificate.jpg
Not Uploaded	Eligibility Certificate from *	Employer	Choose File docu.jpg
Not Uploaded	Self Photograph *	Self Photograph	Choose File images.jpg
Not Uploaded	Signature or LTI *	Signature or LTI	Choose File Signature.jpg
Not Uploaded	Other Document	Other Document	Choose File lti.jpg
Not Uploaded	Statutory Application Form No. 27 *	Statutory Application Form No. 27	Choose File document.jpg

Mandatory Fields(*). Only .JPEG, .PDF files are supported and each file should be not more than 500kb of size.

Save Draft Save & Next

Supporting Document Details

The supporting document types are Age Proof, Eligibility Certificate from, Self Photograph, Signature or LTI, Other Document and Statutory Application Form No. 27. Except 'Other document' the rest of the supporting documents are all mandatory. Each type has list of documents. The applicant has to select the document name from the drop-down list for each type of supporting document. The applicant can upload the supporting documents by clicking **Choose File** button. After uploading all the mandatory supporting documents, the applicant should click on **Save & Next** button to proceed further. The applicant can also save a draft copy of the application along with the supporting documents by clicking on **Save Draft** button.

Application Submission

The applicant can view the application details and supporting document list before the submission of the application form for Building and Other Construction Workers' Beneficiary Registration.

View Application Details for Building & Other Construction Workers' Beneficiary Registration

Application Number: 1812

Applicant's Basic Information

Name of the Applicant	Mr. Santu Halder
Date of Application	27/03/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9830000012
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123

Supporting Document List

Age proof Eligibility Certificate from Self Photograph Signature or LTI Other Document Sta

Submit Edit Basic Information Edit Application Edit Supporting Document Print Cancel

Final Submission

- **Submit:** Applicant should click this button for submitting the application.

- **Edit Basic Information:**

This button is for editing Applicant's Basic Information.

- **Edit Application:**

This button is for editing other information entered in the application.

- **Edit Supporting Document:**

This button is for editing supporting documents attached with the application.

- **Print:**

The applicant will have to click this button to take a print out of the application.

- **Cancel:**

The applicant might click on this button to cancel the application procedure.

2.5.1. Application Acknowledgement

When the application is successfully submitted, the applicant receives an acknowledgement. This contains the application summary and the contact details of the person to be contacted with for further queries.

The screenshot shows the 'Application Acknowledgement' page of the West Bengal e-District System. The page has a blue header with navigation links: Home, Apply to services, View Status, Downloads, About Services, and User Profile. On the right, it says 'Welcome Wb eDistrict | Logout'. Below the header, there are links for Track Application, Hearing Application, Approved Application, Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement. The main content area has a blue title bar 'Application Acknowledgement'. Below it, it says 'Dear Mr. Santu Halder, Thank you for using West Bengal e-District System. Your application for Building & Other Construction Workers' Beneficiary Registration under Government of West Bengal has been successfully submitted.' There is an 'Application Summary' box with the following details: AIN: 0105061503000241, Name of the Applicant: Mr. Santu Halder, Date of the Application: 27/03/2015, Address: 123 Hridaypur, Hridaypur, Post Office: PO1, Police Station: PS1, Burdwan, West Bengal, India, Pin Code: 743335, Fees: One Time registration Fee: INR. 20 and Subscription Fee: INR. 30, Special Notice: It is mandatory to bring this acknowledgement slip to collect Accounts Statement. Below the summary, it says 'For any query please contact your nearest Kiosk operator or the following contact details:' followed by contact information for ALC Burdwan (North), Municipality: Burdwan, Sub-Division: Burdwan Sadar(North), District: Burdwan, West Bengal, India. At the bottom of the page, there are 'Print' and 'Finish' buttons.

Application Acknowledgement

The applicant can either take a print out of the application acknowledgement by clicking 'Print' button or can click on 'Finish' button to complete the process.

3. Approval Mechanism (Inspector/ALC)

Approval Mechanism for Building and Other Construction Workers Beneficiary Registration involves Inspector or ALC. The Inspector/ ALC verify the application and supporting documents. The approver can either reject the application if it is not correct, or can send back for correction. If the application is sent back to applicant, the applicant will have to make necessary correction and resubmit the application and supporting documents again. If the approver finds that application and supporting documents are correct, he/ she will accept the application for payment and the system will send notification to the applicant.

Payment by Applicant

When an application is accepted for payment, the applicant is automatically notified. In this case 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 complete the payment procedure, the applicant will have to click on 'Payment Pending Application' (refer to the highlighted part in the screen).

WEST BENGAL
e-DISTRICT

Home Apply to services View Status Downloads About Services User Profile Welcome Wb eDistrict Logout

Track Application | Hearing Application | Approved Application | **Payment Pending Application** | Sent For Revision Application | Draft Application | Account Statement

Services under e-District

Department	District
Registration of Shops and Establishments	Income Certificate
Registration of Shops and Establishments Renewal	Local Residence (Domicile) Certificate
Notice of Change in Registration of Shops & Establishments	Redressal of RTI queries & RTI status tracking
Building and Construction Workers' Beneficiary Registration	Grievance Redressal
Building and Construction Workers' Subscription Collection	Issuance of Firearm License
Transport workers' Beneficiary Registration	Renewal of Firearm License
Transport Workers' Beneficiary Registration Renewal	Surrender and Cancellation of Firearm License
Building & Construction and Transport Workers' Benefits Disbursement	Sale of Firearms to authorized dealers
Registration of Societies	Transfer case of Arms License
Amendment of Memorandum and Regulations	Duplicate issue of arms license
Annual Filing of Returns	Extension of area validity of Arms License
Issuance of Certified Copy of RoR	Impounding of Arms License during elections
Tracking Status of Mutation Application	Issuance of Firecracker manufacturing license (Factory License)

Total Count >> 938

Payment Pending

'List of Payment-Pending Application' page opens as below. The user will have to click the proper service from the drop down list of 'Please Select Service Name' list-field. After the user has selected 'Building and Other Construction Workers' Beneficiary Registration' service, he/she will have to click on 'Search' button to view the list of payment pending application for that service.

Home Apply to services View Status Downloads About Services User Profile Welcome Wb eDistrict Logout

Track Application | Hearing Application | Approved Application | **Payment Pending Application** | Sent For Revision Application | Draft Application | Account Statement

List of Payment Pending Applications

Please Select Service Name * : Building & Other Construction Workers Search

Selecting Service Name

The user will have to select the proper application from the list of payment pending applications for building and Other Construction Workers' Beneficiary Registration and click on the button under 'Action' column.

Home	Apply to services	View Status	Downloads	About Services	User Profile	Welcome Wb eDistrict Logout		
Track Application Hearing Application Approved Application Payment Pending Application Sent For Revision Application Draft Application Account Statement								
List of Payment Pending Applications								
Please Select Service Name * : Building & Other Construction Workers Search								
Show 10 entries						Search: <input type="text"/>		
Sl.No.	Service Name	AIN	Name Of Beneficiary	Remarks	Date for acceptance of payment	Application Date	Action	
1	Building & Other Construction Workers' Beneficiary Registration	0105061503000241	Mr. Santu Halder	Application verified and accepted, please pay	27/03/2015	27/03/2015 02:00 PM		
2	Building & Other Construction Workers' Beneficiary Registration	0105061503000227	Ms. Test Test	testtttttt363	23/03/2015	23/03/2015 06:05 PM		
Showing 1 to 2 of 2 entries						First Previous 1 Next Last		

List of Payment-Pending Application

On clicking 'Action' for a specific application, 'Payment Page' appears as below. This page contains AIN of the application, Applicant's Name and Remarks. The user will have to enter information in the 'Receipt Details' Section.

- **Receipt Book No:**

The applicant will have to enter the receipt book no. in this mandatory text box field.

- **Receipt Page No.:**

The applicant will have to enter the receipt page no. in this mandatory text box field.

The applicant can pay the amount in two modes- online payment (Payment Gateway) and offline payment. The applicant has to select the appropriate radio button to select the correct mode of payment.

Home	Apply to services	View Status	Downloads	About Services	User Profile	Welcome Wb eDistrict Logout		
Track Application Hearing Application Approved Application Payment Pending Application Sent For Revision Application Draft Application Account Statement								
Payment for Building & Other Construction Workers' Beneficiary Registration								
AIN		Applicant Name		Remarks				
0105061503000241		Mr. Santu Halder		Application verified and accepted, please pay				
Receipt Details								
Receipt Book No. :* <input type="text" value="123456"/>		Receipt Page No. :* <input type="text" value="3"/>						
Payment Gateway				Offline Payment				
<input type="radio"/>				<input type="radio"/>				

Payment Page

If the applicant selects the radio button against Payment Gateway, payment will be made through online mode.

'GRIPS Payment' section opens, where the applicant will have to enter information in the following fields:

- **Payment mode:**

This is a mandatory list field. The applicant will have to select proper payment mode from the drop-down list.

- **Payment Head/ Head of Account:**

This is a mandatory text box field. The applicant will have to enter the name of Payment head / Head of Account in the text box.

- **Payment Amount:**

This is a mandatory text box field. The applicant will have to enter the payment amount in this text box.

- **Total Payment Amount:**

This is a mandatory text box field. The applicant will have to enter the total payment amount in this text box.

- **Submit:**

After entering information in all the mandatory fields, the applicant will have to click on this button to complete online payment.

The screenshot shows a web application interface for 'Payment for Building & Other Construction Workers' Beneficiary Registration'. The top navigation bar includes links for Home, Apply to services, View Status, Downloads, About Services, User Profile, and a Welcome message for 'Wb eDistrict'. Below the navigation, there are links for Track Application, Hearing Application, Approved Application, Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement. The main content area features a table with columns for AIN, Applicant Name, and Remarks. Below this is a 'Receipt Details' section with input fields for Receipt Book No. and Receipt Page No. There are two radio buttons for 'Payment Gateway' and 'Offline Payment'. At the bottom, the 'GRIPS Payment' section includes dropdown menus for 'Payment mode' and 'Payment head/head of account', and input fields for 'Payment amount' and 'Total payment amount'. A 'Submit' button is located at the bottom right of the form.

AIN	Applicant Name	Remarks
0105061503000241	Mr. Santu Halder	Application verified and accepted, please pay

Receipt Details			
Receipt Book No. :*	123456	Receipt Page No. :*	3

Payment Gateway	Offline Payment
<input type="radio"/>	<input type="radio"/>

GRIPS Payment	
Payment mode*	Online
Payment head/head of account*	G. Sinha
Payment amount*	30
Total payment amount*	50
<input type="button" value="Submit"/>	

Online Payment – Payment Gateway

If the applicant selects 'Offline Payment' mode, he can pay the amount by cash in brick and mortar. The applicant must upload the scanned receipt to get approval for the registration. The applicant will have to choose File and Click 'Upload' button to upload the receipt for offline payment.

AIN	Applicant Name	Remarks
0105061503000241	Mr. Santu Halder	Application verified and accepted, please pay

Receipt Details			
Receipt Book No. :*	123456	Receipt Page No. :*	3

Payment Gateway	Offline Payment
<input type="radio"/>	<input checked="" type="radio"/>

Offline Payment	
Previous Payment Receipt	No Document
Subscription Fees :: Rs. 30 /-	<input type="text" value="Choose File: Test1.jpg"/> <input type="button" value="Upload"/>
Registration Fees :: Rs. 20 /-	
Total Amount :: 50	

Offline Payment

The message for successful update of payment receipt appears as below. The applicant will have to click on 'Submit' button to submit the offline payment.

AIN	Applicant Name	Remarks
0105061503000241	Mr. Santu Halder	Application verified and accepted, please pay

Offline Payment
Payment receipt uploaded successfully.
<input type="button" value="Submit"/>

Success Message for Offline Payment

4. Approval Mechanism: Final Approval (Inspector/ ALC)

After the applicant makes the payment, final approval is done by Inspector/ ALC. If the payment is correct, the application will be approved with digital signature by the Inspector / ALC. However, if the payment amount is not correct, the approver can either reject the application or might send it back to the applicant for making necessary correction.

5. Getting the Certificate for Building and Other Construction Workers' Beneficiary Registration

In order to get the certificate for Building & Other Construction Workers' Beneficiary Registration, 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).

The screenshot shows the West Bengal e-District Home Page. The navigation bar includes links for Home, Apply to services, View Status, Downloads, About Services, and User Profile. A secondary navigation bar contains links for Track Application, e-Notice, Hearing Application, Approved Application (highlighted with a red box), Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement. The main content area is titled 'Services under e-District' and features two columns of service names. The left column lists services under various departments, and the right column lists services under the district. At the bottom, a blue bar indicates a total count of 559 approved applications.











Approved Application

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.

The screenshot shows the 'List of approved applications' page. The navigation bar is similar to the previous screenshot. The main content area is titled 'List of approved applications'. Below the title, there is a search form with a dropdown menu labeled 'Please Select Service Name *' and a 'Search' button. The dropdown menu is currently set to 'Building & Other Construction Workers' B'.

Selecting the Service Name for List of Approved Applications

After the applicant selects 'Building and Other Construction Workers' Beneficiary Registration' as service name and clicks on 'Search' button, the list of approved applications for the service will be displayed as below:

Home	Apply to services	View Status	Downloads	About Services	User Profile	Welcome Wb eDistrict Logout	
Track Application e-Notice Hearing Application Approved Application Payment Pending Application Sent For Revision Application Draft Application Account Statement							
<h2>List of approved applications</h2>							
Please Select Service Name * : <input type="text" value="Building & Other Construction Workers' B"/> <input type="button" value="Search"/>							
Show 10 entries Search: <input type="text"/>							
Sl.No.	Service Name	AIN	Name Of Applicant	Date of approval	Application Date	Remark	Certificate
1	Building & Other Construction Workers' Beneficiary Registration	0105061503000241	Mr. Santu Halder	27/03/2015	27/03/2015 02:00 PM	Application Approved	
2	Building & Other Construction Workers' Beneficiary Registration	0105061503000185	Mr. Santu Halder	13/03/2012	13/03/2015 09:43 AM	Application Approved	
3	Building & Other Construction Workers' Beneficiary Registration	0105061503000182	Mr. Santu Halder	12/03/2015	12/03/2015 04:57 PM	Application Approved	
4	Building & Other Construction Workers' Beneficiary Registration	0105061503000172	Mr. Ghj Ghu	10/03/2015	10/03/2015 09:53 AM	Application Approved	
5	Building & Other Construction Workers' Beneficiary Registration	0105061503000162	Ms. Tina De	13/03/2012	09/03/2015 01:36 PM	Application Approved	
6	Building & Other Construction Workers' Beneficiary Registration	0105061503000122	Mr. Sanjoy Sen	26/02/2012	26/02/2015 11:27 AM	Application Approved	
7	Building & Other Construction Workers' Beneficiary Registration	0105061503000101	Mrs. Sikta Halder	21/02/2015	21/02/2015 08:34 PM		
8	Building & Other Construction Workers' Beneficiary Registration	0105061503000082	Mr. Ramesh Sen	19/02/2015	19/02/2015 12:27 PM	Application Approved	
9	Building & Other Construction Workers' Beneficiary Registration	0105061503000081	Mr. Raj Sen	18/02/2015	18/02/2015 03:28 PM	Application Approved	
10	Building & Other Construction Workers' Beneficiary Registration	0105061503000041	Mr. Don De	16/02/2012	16/02/2015 01:30 PM	Application Approved	

List of Approved Applications

The user will have to click on the 'Certificate' icon for a particular application to get the certificate for 'Building & Other Construction Workers' Beneficiary Registration'.

**Accounts Statement
with
Identity Details of the Beneficiary**
West Bengal Building and Other Construction Workers' Welfare Board

Gram Panchayat / Municipality / Corporation: Burdwan

Block / Ward: Burdwan

District: Burdwan

Registration No.: CN32140002115

Date: 27/03/2015



Handwritten signature

Registered Worker's Details:

Name: Mr. Santu Halder

Father's Name : Mr. Tapan Halder

Permanent Address: 123 Hridaypur, Hridaypur, Burdwan Sadar(North), Burdwan

Present Address: 123 Hridaypur, Hridaypur, Burdwan Sadar(North), Burdwan

Date of Birth: 01/01/1990

Age: 25Yrs

Date of Completion of 60 years: 31/12/2049

Nature of Job: Construction

Status of worker: Wage Employed

Dependent Member(s) Details:

Srl	Name	Age (Yrs)	Gender	Relation
1	Gita Halder	45	Female	Mother

Nominee Details:

Srl	Name	Address	Age (Yrs)	Gender	Relation
1	Gita Halder	Burdwan	45	Female	Mother

Date : 27/03/2015

Place: Burdwan Sadar(North)

Signature Not Verified

Digitally signed by rest5

Date: 2015.03.27 16:45:57 IST

Digitally signed by Inspector

Receipt Details				Months for which Advance given	Amount collected in (INR)	Recipient
Receipt Book No	Receipt Page No	SI No.	Date of Collection			
123456	3	1	27/03/2015		50	LWFC of Burdwan Sadar(North)

Date	Nature of Benefit	Amount Received	Remarks

"The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the "Verification of Digitally Signed Document" link and keying in the Unique number 0105061503000241."

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**Certificate for Building and Other Construction Workers' Beneficiary
Registration**