

**User Manual
On
Transport Workers' Beneficiary Registration
Service**

1 Getting Started for West Bengal eDistrict Application

1.1 Login to the Application

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

WEST BENGAL
e-DISTRICT

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

Figure 1: West Bengal eDistrict Login Page

The login page contains 'Welcome' message for the users of West Bengal eDistrict application. Login option is for Admin/ Kiosk User and Other User. The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password. Press **Login** to enter the home page of the application.

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 citizen or CSC/ kiosk operator will log in to the system to apply for Transport Workers' Beneficiary Registration.

1.2 Home Page

After login to West Bengal eDistrict, the Home page appears. It shows the comprehensive list of services under West Bengal eDistrict. The list includes service names under two different columns- Department and District. The home page contains several panels showing the number of applications for each module of service, such as- Social Welfare Schemes, Registration of Societies, Land Records and Revenue Court Services, Services of Labour Department, Certificates, Licenses and Grievance Redressal/ RTI. Total Count is displayed for the total number of application for all services till the last update.



Figure 2: Home Page

1.3 Menu Navigation

2.3.1 Home

This page has already been described. The page shows the entire menu listed below.

2.3.2 Apply to Services

This menu has been described in detail below.

2.3.3 View Status

The user can view the status of the application (Approved / Pending / Rejected / Sent for Revision) from this menu. On clicking the appropriate submenu, the list of applications becomes visible.

2.3.4 Downloads

This menu contains the manuals and the forms, from which the user can download the required ones.

2.3.5 About Services

This menu includes the list of different services. If the user clicks on a service name, it will display the instructions for that service, such as eligibility criteria, required supporting documents, expected timeline, fees details etc.

1.4 Apply to Services

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.

2.4.1 Apply to Transport Workers Beneficiary Registration

In order to apply for Transport Workers' Beneficiary Registration, click on the service name under 'Services of Labour Department' module.

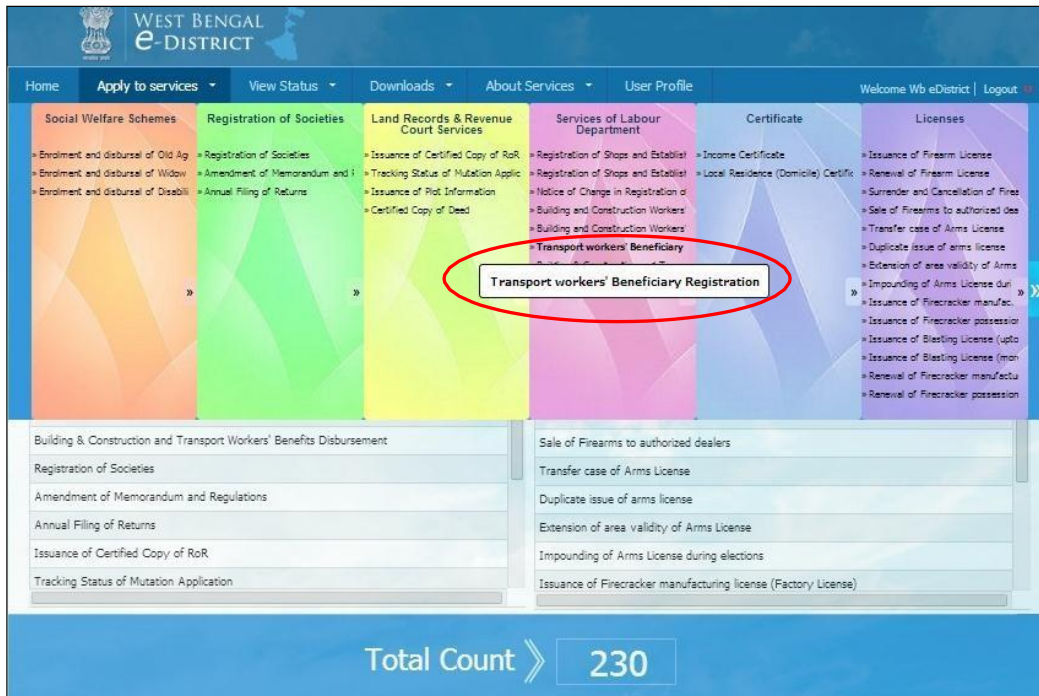


Figure 3: Apply to Services

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



Figure 4: Other Means of Apply to Service

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

Instructions and Requirements of Transport Workers Beneficiary Registration

Eligibility Criteria:

1. The applicant must be a Transport Worker.
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 / Voter Identity Card / Ration Card / Driving Licence etc.
2. Certificate from Employer / MP / MLA / Shabhadhipati, Zila Parishad of the concerned district/ Commissioner / Councilor of concerned Municipality or concerned Corporation / Member of concerned Zila Parishad or concerned Panchayat Sanity / Concerned Gram Panchayat Pradhan / Officer of State Government not below the rank of Inspector / President or Secretary of the Registered Trade Union to which the applicant belongs.
3. Photograph – 1 copy for scanning.
4. Photograph – 1 copy for each dependent member (optional).

Fee Details:

Registration Fees INR 30.

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

Figure 5: Instruction and Requirements for Transport 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 'Transport Workers' Beneficiary Registration'.

2.5.1. Filling up the Application Form

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

Application for Transport 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* :	26/02/2015 11:36:24
Mobile No. :	8334800221	E-Mail :	priyanka.das1@cmcltd.com
Aadhaar Card No. :	Aadhaar Card No	BPL* :	No
Caste* :	Other	Religion* :	Hinduism
Marital status* :	Unmarried		

Figure 6: Applicant's Basic Information for Transport Workers' Beneficiary Registration

Application for Transport 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 of Applicant			
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"/>			

Figure 7: Present Address of Applicant

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.

- **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 and Next:**

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

The screenshot shows a web application interface for 'Application for Transport Workers' Beneficiary Registration'. The top navigation bar includes links for Home, Apply to services, View Status, Downloads, About Services, and User Profile. A secondary navigation bar lists application statuses: Track Application, Approved Application, Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement. The main content area is titled 'Application for Transport Workers' Beneficiary Registration' and contains a section for 'Parent or Husband details'. This section includes the following fields: 'Parent or Husband' (dropdown menu with 'Father' selected), 'Salutation' (dropdown menu with 'Mr.' selected), 'First Name' (text input with 'Tapan'), 'Middle Name' (text input with 'Middle Name'), and 'Last Name' (text input with 'Halder').

Figure 8: 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		

Figure 9: 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/ Municipality/ 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/ 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 user has to manually enter the 6 digit pin code in this field.



Bank Details			
Bank Name :	<input type="text" value="SBI"/>	IFSC Code :	<input type="text" value="SBIN000123"/>
Branch Details :	<input type="text" value="SBI Burdwan"/>		

Figure 10: 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.



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

Figure 11: 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 dependent family member with the applicant.

- **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					
Name of Nominee *	Address of Nominee *	Age of Nominee *	Relation with Nominee *	Gender of Nominee *	
<input type="text" value="Name of Nominee"/>	<input type="text" value="Address of Nominee"/>	<input type="text" value="Age of Nominee"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	
Sl. No.	Name of Nominee :	Address of Nominee :	Age of Nominee :	Relation with Nominee :	Gender of Nominee :
1	Sima Halder	Burdwan	45	Mother	Female

Figure 12: Nominee Details

Nominee Details						
Name of Nominee *	Age of Nominee *	Relation with Nominee *	Gender of Nominee *	Share of Nominee *		
<input type="text" value="Name of Nominee"/>	<input type="text" value="Age of Nominee"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Share of Nominee"/>	<input type="button" value="Add"/>	
Sl. No.	Name of Nominee :	Age of Nominee :	Relation with Nominee :	Gender of Nominee :	Share of Nominee :	Action
1	Sima Halder	45	Mother	Female	100	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Figure 13: 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.

Figure 14: Other Details

Other Details

- **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.

- **Status of Transport Worker:**

This is an optional drop-down field to select the status of transport worker.

- **Nature of Vehicle:**

This is an optional drop down field, from where the user can select the nature of vehicle.

- **Nature of Duties:**

This is an optional drop-down field to select the nature of duties.

- **Certificate of Identification Attached:**

This is an optional drop-down field to select 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 and Next:**

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

2.5.2. 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.

View Application Details for Transport Workers' Beneficiary Registration	
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	8334800221
E-Mail	priyanka.das1@cmctd.com
Aadhaar Card No	
BPL	No
Religion	Hinduism
Caste	Other
Marital status	Unmarried
Present Address of Applicant	
Country	India
State	West Bengal
District	Burdwan
Sub-division	Burdwan Sadar(North)

[Attach Supporting Document](#)
[Edit Basic Information](#)
[Edit Application](#)
[Print](#)
[Cancel](#)

Figure 15: 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.

2.5.3. 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 *	Driving License	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	Photograph of Dependent Member	1 copy for each dependent member	Choose File lady.jpg
Not Uploaded	Signature or LTI *	Signature or LTI	Choose File Signature.jpg
Not Uploaded	Other Document	Other Document	Choose File images (2).jpg
Not Uploaded	Form1 *	Form1	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

Figure 16: Supporting Document Details

The supporting document types are Age Proof, Eligibility Certificate from, Self Photograph, Photograph of Dependent Member, Signature of LTI, Other Document and Form1. Except Other Document these are all mandatory documents. 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.

2.5.4. Application Submission

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






View Application Details for Transport Workers' Beneficiary Registration				
Application Number	503			
Applicant's Basic Information				
Name of the Applicant	Mr. Santu Halder			
Date of Application	26/02/2015			
Date of Birth	01/01/1990			
Age	25			
Gender	Male			
Mobile No	8334800221			
E-Mail	priyanka.das1@cmctd.com			
Aadhaar Card No				
Supporting Document List				
 Age proof	 Eligibility Certificate from	 Self Photograph	 Photograph of Dependent Member	 Signature or LTI
<input type="button" value="Submit"/> <input type="button" value="Edit Basic Information"/> <input type="button" value="Edit Application"/> <input type="button" value="Edit Supporting Document"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>				

Figure 17: 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.

2.5.5. 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.

Application Acknowledgment

Dear Mr. Santu Halder,
Thank you for using West Bengal e-District System.
Your application for Transport Workers' Beneficiary Registration under Government of West Bengal has been successfully submitted.

Application Summary

AIN	: 0105081503000141
Name of the Applicant	: Mr. Santu Halder
Date of the Application	: 26/02/2015
Address	: 123 Hridaypur, Hridaypur, Post Office: PO1, Police Station: PS1, Burdwan, West Bengal, India Pin Code: 743335
Special Notice	: Accounts Statement

For any query please contact your nearest Kiosk operator or the following contact details:

ALC Burdwan (North),
Municipality : Burdwan,
Sub-Division : Burdwan Sadar(North),
District : Burdwan,
West Bengal, India

Print Finish

Figure 18: 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 Transport 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 and the system will send notification for payment.

4. 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).

The screenshot shows the West Bengal e-District portal. The navigation menu at the top includes: Home, Apply to services, View Status, Downloads, About Services, User Profile, and Welcome Wb eDistrict | Logout. Below the navigation menu, there are links for Track Application, Approved Application, Payment Pending Application (highlighted with a red box), Sent For Revision Application, Draft Application, and Account Statement. The main content area is titled 'Services under e-District' and contains two columns of service names. The 'Department' column lists services like 'Registration of Shops and Establishments', 'Building and Construction Workers' Beneficiary Registration', and 'Transport workers' Beneficiary Registration'. The 'District' column lists services like 'Income Certificate', 'Local Residence (Domicile) Certificate', and 'Issuance of Firearm License'. At the bottom of the page, a blue banner displays 'Total Count >> 232'.

Figure 19: 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 'Transport Workers' Beneficiary Registration' service, he/ she will have to click on 'Search' button to view the list of payment pending application for that service.

The screenshot shows the 'List of Payment Pending Applications' page. The navigation menu is the same as in Figure 19. Below the navigation menu, there are links for Track Application, Approved Application, Payment Pending Application, Sent For Revision Application, Draft Application, and Account Statement. The main content area is titled 'List of Payment Pending Applications'. Below the title, there is a form with a label 'Please Select Service Name *:' and a dropdown menu showing 'Transport Workers' Beneficiary Registrat'. A blue 'Search' button is located to the right of the dropdown menu.

Figure 20: Selecting Service Name

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

SLNo.	Service Name	AIN	Name Of Beneficiary	Remarks	Date for acceptance of payment	Application Date	Action
1	Transport Workers' Beneficiary Registration	0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay	28/02/2015	28/02/2015 11:36 AM	

Figure 21: 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 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.

AIN	Applicant Name	Remarks
0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay

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

Figure 22: 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.

- **Pay:**

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

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

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

Payment for Transport Workers' Beneficiary Registration

AIN	Applicant Name	Remarks
0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay

Payment Gateway

Offline Payment

GRIPS Payment

Payment mode*

Payment head/head of account*

Payment amount*

Total payment amount*

[Pay](#)

Figure 23: Online Payment – Payment Gateway

After the applicant clicks on Pay button for online payment, the success message appears as below:

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

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

Payment for Transport Workers' Beneficiary Registration

AIN	Applicant Name	Remarks
0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay

Payment is successfully Completed. Your AIN is 0105081503000141

Figure 24: Success Message for Online Payment

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
0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay

Payment Gateway

Offline Payment

Offline Payment

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

Figure 25: Offline Payment

The message that 'Payment Receipt Uploaded successfully' appears as below. The applicant will have to click on 'Submit' button to submit the offline payment.

AIN	Applicant Name	Remarks
0105081503000141	Mr. Santu Halder	Application verified and accepted, please pay

Offline Payment

Payment receipt uploaded successfully.

Figure 26: Success Message for Offline Payment

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

After the applicant makes the payment, final approval is done by Inspector/ ALC. In order to do so, the actor (Inspector / ALC) has to login to West Bengal eDistrict Application by typing the <site url> in the address bar of an internet browser and entering correct user id and password. 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 applicant to make necessary correction.

6. Getting the Certificate for Transport Workers' Beneficiary Registration

In order to get the certificate for Transport 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 menu includes Home, Apply to services, View Status, Downloads, About Services, and User Profile. A secondary menu contains links for Track Application, 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 'Department' column lists services like 'Registration of Shops and Establishments' and 'Transport workers' Beneficiary Registration'. The 'District' column lists services like 'Income Certificate' and 'Issuance of Firearm License'. At the bottom, a 'Total Count' of 209 is displayed.

Figure 27: 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 menu is the same as in Figure 27. The main content area is titled 'List of approved applications'. Below the title, there is a search form with the label 'Please Select Service Name *' and a dropdown menu showing 'Transport Workers' Beneficiary Registrati'. A blue 'Search' button is located to the right of the dropdown.

Figure 28: Selecting the Service Name for List of Approved Applications

After the applicant selects 'Transport 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; | Hearing Application; | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

List of approved applications

Please Select Service Name * : Transport Workers' Beneficiary Registrati Search

Show 10 entries Search:

SL.No.	Service Name	AIN	Name Of Applicant	Date of approval	Application Date	Remark	Certificate
1	Transport Workers' Beneficiary Registration	0105081503000123	Mr. Santu Halder	26/02/2015	26/02/2015 12:01 PM	Application Approved	
2	Transport Workers' Beneficiary Registration	0105081503000081	Ms. Oly De	18/02/2015	18/02/2015 12:29 PM	Application Approved	
3	Transport Workers' Beneficiary Registration	0105081503000042	Mr. Fhgh Fhf	16/02/2015	16/02/2015 01:27 PM	Application Approved	
4	Transport Workers' Beneficiary Registration	0105081503000001	Ms. Oly De	12/02/2015	12/02/2015 05:26 PM	Application Approved	

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Figure 29: List of Approved Applications

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

Accounts Statement with Identity Details of the Beneficiary West Bengal Transport Workers' Social Security Scheme 2010					
District: Burdwan			 		
Registration No.: TN32140001988		Date: 26/02/2015			
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	
Status of worker : Self Employed					
Nature of Vehicle where engaged: Taxi			Nature of Duties: Driver		
WBTWSSS with effect from: null			Registration Valid up to: null		
Date : 26/02/2015		Place: Burdwan Sadar(North)		Digitally signed by ALC	
Details of Family					
Srl	Name	Age (Yrs)	Gender	Relation	Member's Photo signed by Registering Authority
1	Sima Halder	45	Female	Mother	 Signature Not Verified Digitally signed by test4 Date: 2015.02.26 13:04:20 IST
Details of Benefit Allowed to the Beneficiary					
Sl No.	Date of Payment	Instrument Type	Instrument No. & Date	Amount (INR)	Details of Claim admitted
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 0105081503000123					
Powered By 			For secure paperless solutions Please visit www.emsigner.com		

Figure 30: Certificate for Transport Workers' Beneficiary Registration

