1. Introduction

Central Application is a backend application for all the non-automated departments to receive and process the information / applications received via SSDG from the e-forms application front end.

- Centralized data repository that stores the submitted e–Forms along with the required attachments in designated specific data stores.
- User Authentication & Role based access control.
- The central application should enable departments to create simple workflows for processing of applications received from State Portal.
- Status Reporting: Reporting of details related to the applications received and processed were generated from the Central Application.

If the department is non-automated, a centralized application would be developed for the department users to access the form information and processing the same. After application submission through state portal, the information is sent to State Service Delivery Gateway (SSDG) which acts as a middleware and passes on the information to the Government department.

This manual covers the different functionality available in the application both for Dealing Assistant login and also for Registrar login. The manual has screenshots for each screen and describes the importance of each screen.

2. How to Access Centralized Application

URL to access the Central Application:
3. **Centralized Department Application Login**

There are two levels of processing, which is required to process any of the service under Registration & Stamps department:

Level 1: By Dealing Assistant

Level 2: By Registrar

4. **Processing of Application as Dealing Assistant**

4.1. **Login**

Login to Mee Seva Portal using your Login ID and Password form Registration Department Intranet Portal. This link is enabled through the intranet portal of Registration department. Upon accessing the above specified url in the browser the central application page is loaded as the screen shot shown below.

To forward any kind of services to Registrar, the Dealing Assistant needs to login with his/her credentials. Please enter user name and password and click on “Login” button.

The above shown screen shot contains the provision to login to the central application with the valid username and password.
Steps to be followed:

1. Open browser and type URL and press enter.
2. Key in your login details
   1. Your user ID on User Name
   2. Your password on Password
3. Click on Login

4.2. Dash Board with List of Pending Task to Forward

This section gives the snapshot of the total count of the forms received to the application, number of forms assigned under the ownership of the officer and the number of processed and completed forms.

Notes:

1) Dash Board
   a) You can view list of e-forms lined up for you with service name, total applications pending
   b) Service Name: E-form service type
   c) Link: As a department user you can click to view or process the e-forms.

Please click on task for the particular service for which you need to forward and it will redirect to the next page as shown below.
In the above screen represents the partial detail of the particular services. If we go further to forward this service you need to ‘click the action icon’.

4.3. Dealing Assistant Review of Application

In the below snap shot shown are the full details of the particular application. If you want to see the attached documents, it’s available in the Enclosed Documents section. To forward this application we need to click ‘Continue’ Button.

4.3.1. Society Registration Details
Notes:

(1) You can check the information of
(a) Application details,
(b) Address contact details,
(c) Service details and Document enclosed details.
(d) Click on link to verify the document.
4.3.2. Amendment of Society

Notes:

(1) You can check the information of
   (a) Applicant Details,
   (b) Amendment of Society (list of options)
   (c) Society Details

4.3.3. Check Name Availability For Society Registration

This functionality is used to check the available Society name against the user registered Society name. The Dealing Assistant or the Registrar can check the similar available Society name against the user registered Society name before forwarding or approving or rejecting the task. The screen shot of the Check Name Availability is as shown below.
Upon clicking the ‘Check Name Availability’ link the below shown screen with search option will displayed.
As shown above the screen consists of search section and the listing section. The search section can be used to search the similar Society name as entered in the search section.

Upon entering the details the user can click on the ‘Search’ button in order to retrieve the corresponding details in the list format as shown above.

4.3.4. Firm Registration Details
Notes:

(1) You can check the information of
   (a) Application details,
   (b) Address contact details,
   (c) Service details and Document enclosed details.
   (d) Click on link to verify the document.

4.3.5. Changes / Alterations in Firm
Notes:

(1) You can check the information of
   (a) Application detail,
   (b) Firm Detail,
   (c) Updated Partner Permanent Address Details,
   (d) Updated Other address details
   (e) Click on link to verify the document.

4.3.6. Change in Constitution of Firm
Notes:

(1) You can check the information of
   (a) Application detail,
   (b) Firm Detail,
   (c) Current partner, Added partner, Exit partner and Replace partner details
   (d) Dissolve Firm
   (e) Click on link to verify the document.

4.3.7. Check Name Availability For Firm Registration

This functionality is used to check the available Firm name against the user registered Firm name. The Dealing Assistant or the Registrar can check the similar available Firm name against the user registered Firm name before forwarding or approving or rejecting the task. The screen shot of the Check Name Availability is as shown below.
Upon clicking the ‘Check Name Availability’ link the below shown screen with search option will displayed.
As shown above the screen consists of search section and the listing section. The search section can be used to search the similar Firm name as entered in the search section.

Upon entering the details the user can click on the ‘Search’ button in order to retrieve the corresponding details in the list format as shown above.

4.4. Bifurcation of Total payment collected from Kiosk.

Here DL user can see the payment details which has been collected by the Kiosk end. The payment details frame contains Statutory Fee, User Changes, Service tax and Total amount are being displayed.

4.5. Task Action

The logged in user can view the form details and do the corresponding action.

1. Submit: If all the details present in the form and the attachments are proper, the officer can submit the form to the next level officer by selecting the forward option and then clicking on “Submit” button.
2. Cancel: This button is used to cancel work being done without saving/updating any info on the form.

The screen shot of the Task Action is as shown below.

![Task Action Screen Shot](image)

Notes:

1) Processing Comments
   a) As an officer, you can give your comments on the e-form.
   b) The comment in the comments field would be send to the next level.
   c) Need to select user, to whom you want to forward this task
   d) Click on forward to forward the e-form.
   e) Click submit to submit the form
   f) Task Action: This section consists of Status, Internal Comments.
      b. Internal Comments: Comments to be provided by the form processing assistant to the next level officer with respect to the form handling.
      c. Buttons: Cancel, Submit.

The following inputs are mandatory in the above page

1. Decision
2. Comments (about the application)
3. Select User (need to select user to whom you should want to forward)

After the valid entry, user needs to submit the page. Once the page is submitted it will be redirect to next page as shown below.

Message: - Successfully Submitted
Click on the ‘close’ button, Home page (Dash Board) will be displayed.

**My Pending Request**

In Home page we have one more menu option called ‘My Pending Request’. It’s used to select particular pending services.

Click on to the ‘My Pending Request’ link, following page will be displayed,
Here, we need to select any one of the services and click on ‘search’ button. Based on the search criteria, it will fetch pending applications for that particular service. It’s shown in the following picture.
5. Processing of Application as Registrar

5.1. Login

Login to Mee Seva Portal using your Login ID and Password from Registration Department Intranet Portal. This link is enabled through the intranet portal of Registration department.

Steps to be followed:

1. Open browser and type URL and press enter.

2. Key in your login details
   1. Your user ID on User Name
   2. Your password on Password
   3. Click on continue

After Successful login, it will redirect to the Dash Board page, it’s contain the entire task forwarded by dealing assistant. Once the dealing assistant forwards the task to Registrar, Registrar will receive the forwarded task on his/her dash board for approval. Registrar will verify the task and take the appropriate decision (Approve/Reject) on it.

5.2. Dash Board with list of Pending Task to Approve/Reject or check task pending with DL

This is the landing screen once the Registrar logins. This section gives the total count of the forms received to the application, number of forms assigned under the ownership of the officer and the number of processed and completed forms.
The sample screen shot of the page is as shown below.

Notes:

1) Dash Board
   a) You can view list of e-forms lined up for you with service name, total applications pending
   b) Service Name: E-form service type
   c) Link: As a department user you can click to view or process the e-forms.

Click on to the particular services total application pending link, it will redirect to the partial details page for the particular services.
The above screen shows the total approval pending list for the particular services. Here we need to select particular services, which you want to approve/reject. Click on to the particular link, it will redirect to the full details for the particular services.

5.3. Registrar Review the Application

In the below snapshot are shown the full details of the particular services. If you want to see the attached document, it’s available in the Enclosed Documents section. To Approve/Reject this application we need to click ‘Continue’ Button.

5.3.1. Society Registration Details

Notes:
(1) You can check the information of
   (a) Application details,
   (b) Address contact details,
   (c) Service details and Document enclosed details.
   (d) Click on link to verify the document.

5.3.2. Amendment of Society

Amendments Requested
5.3.3. Check Name Availability For Society Registration

This functionality is used to check the available Society name against the user registered Society name. The Dealing Assistant or the Registrar can check the similar available Society name against the user registered Society name before forward or approve or reject the task. The screen shot of the Check Name Availability is as shown below.
Upon clicking the ‘Check Name Availability’ link the below shown screen with search option will displayed.

Check Name Availability
As shown above the screen consists of search section and the listing section. The search section can be used to search the similar Society name as entered in the search section.

Upon entering the details the user can click on the ‘Search’ button in order to retrieve the corresponding details in the list format as shown above.
### 5.3.4. Firm Registration Details

#### Applicant Details
- **First Name:** [Name]
- **Last Name:** [Surname]
- **Gender:** [Gender]
- **Address:**
  - **Door No.:** [Address]
  - **Street:** [Address]
  - **Mandal:** [Mandal]
  - **District:** [District]
  - **City:** [City]
  - **State:** [State]
  - **Country:** [Country]
  - **Pin Code:** [Pin Code]
- **Contact Details:**
  - **Landline Phone No.:** [Phone]
  - **Mobile No.:** [Phone]
  - **Fax:** [Fax]
- **Unique Application No:** [Application No]

#### Application Details
- **Firm Name:** [Firm Name]
- **Firm Duration From:** [Firm Duration]
- **Industry Type:** [Industry]
- **Premises Type:** [Premises]
- **Name of registration district:** [District]
- **Firm Duration To:** [Firm Duration]
- **Business Type:** [Business]
- **Building Capacity:** [Building]
- **Unique Application ID:** [ID]

#### Principal Place of Business
- **Door No.:** [Address]
- **Street:** [Address]
- **City:** [City]
- **State:** [State]
- **Mandal:** [Mandal]

#### Other Place of Business

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Door No</th>
<th>Street</th>
<th>City</th>
<th>Mandal</th>
<th>District</th>
<th>State</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
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<td>[Address]</td>
<td>[Address]</td>
<td>[City]</td>
<td>[Mandal]</td>
<td>[District]</td>
<td>[State]</td>
<td>[Action]</td>
</tr>
</tbody>
</table>

#### Added Partner Details

<table>
<thead>
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<th>Joining Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[Name]</td>
<td>15/06/2013</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>[Name]</td>
<td>16/04/2013</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>[Name]</td>
<td>16/06/2013</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>[Name]</td>
<td>16/06/2013</td>
<td></td>
</tr>
</tbody>
</table>

#### Added document Details

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[File Name]</td>
</tr>
<tr>
<td>2</td>
<td>[File Name]</td>
</tr>
<tr>
<td>3</td>
<td>[File Name]</td>
</tr>
</tbody>
</table>

**Notes:**

1. You can check the information of
   - (a) Application details,
   - (b) Address contact details,
   - (c) Service details and Document enclosed details.
   - (d) Click on link to verify the document.
5.3.5. Changes / Alterations in Firm

Notes:

(1) You can check the information of
   (a) Application detail,
   (b) Firm Detail,
   (c) Firm Name Change details,
   (d) Updated Partner Permanent Address Details,
   (e) Updated Other address details
   (f) Click on link to verify the document.
5.3.6. Change in Constitution of Firm

Notes:

(1) You can check the information of
   (a) Application detail,
   (b) Firm Detail,
   (c) Current partner, Added partner, Exit partner and Replace partner details
   (d) Dissolve Firm
   (e) Click on link to verify the document.

5.3.7. Check Name Availability For Firm Registration
This functionality is used to check the available Firm name against the user registered Firm name. The Dealing Assistant or the Registrar can check the similar available Firm name against the user registered Firm name before forward or approve or reject the task. The screen shot of the Check Name Availability is as shown below.

Upon clicking the ‘Check Name Availability’ link the below shown screen with search option will displayed.
As shown above, the screen consists of the search section and the listing section. The search section can be used to search for similar Firm names as entered in the search section.

Upon entering the details, the user can click on the ‘Search’ button in order to retrieve the corresponding details in the list format as shown above.

5.4. Bifurcation of Total payment collected from Kiosk.

Here, the DR user can see the payment details which have been collected by the Kiosk end. The payment details frame contains Statutory Fee, User Changes, Service tax, and Total amount being displayed.

5.5. Task Action

The logged-in user can view the form details and do the corresponding action.

3. Submit: If all the details present in the form and the attachments are proper, the officer can approve the form.
4. Reject: If the officer is not satisfied with the application of the applicant or supporting documents provided he/she can reject the application.

5. Generate Certificate: This button will be visible only to the officer who has the authority to generate the certificate.

The screen shot of the Task Action is as shown below.

Once entered all the necessary values, need you click ‘Continue to Sign’ button. Once we click it will ask you the confirmation window, whether you want to confirm the decision or not. If you click ‘Cancel’, it will remain in the same page. If you click the ‘Ok’ it will be remain the same page with ‘Sign’ button. It’s shown in the below screenshot.

Notes:

1. The Registrar can approve or reject the e-form by clicking on approve or reject respectively.
2. As a Registrar, you can give your comments on the e-form.
3. Once you click on continue to sign button, you will get dialog box to confirm.
4. Click ok to continue signing and submit the form.
On approving the application form, the system directs the officer to continue with Digital Signing of the final order document as shown above.

Here ‘Sign’ button is required for Approve/Reject of the task. If we select, the decision as a Reject the ‘Sign’ button will appear and need to click this button. At that time its creating dummy signed certificate and allow Registrar to submit the task as Rejected.

If we select, the decision as an Approve the ‘Sign’ button will appear and need to click this button. At that time its generating certificate based on the task. Once the digital signature task is completed, you are ready to submit the task.

After successful Digital Signing, it changes the status to “Signing Completed”.

Note:
1. If your computer asks your permission for digital signature, click ‘Always run on this site’.
2. Task Action: This section consists of Status, Internal Comments.
   a. Status: Accepted, Rejected.
   b. Internal Comments: Comments to be provided by the form processing officer with respect to the form handling.
   c. Buttons: Submit, Cancel, Sign.

5.5. Preview Certificate

The Preview Certificate link is used to generate the certificate online by the authorized officer only. Upon clicking the ‘Preview Certificate’ link the system retrieve the details and open in the
GOVERNMENT OF ANDHRA PRADESH
OFFICE OF THE REGISTRAR OF SOCIETIES
NIZAMABAD

Certificate of Registration

( No : 3 of 2013 )

I hereby certify that 'jugni Fan Club', 1223 G2 Type 2 Shakhthinager Jukkal
Nizamabad Andhra Pradesh India on this day registered under the Andhra
Pradesh Societies Registration Act., 2001

Certified copy of Registration

NIZAMABAD
Date : 8/Jun/2013

REGISTRAR OF SOCIETIES
NIZAMABAD
5.6. Step by Step Solution

The approval authority receives the application electronically and appoints verifying authority. After physical verification verifying authority submits the report back to issuing/approval authority with his remarks (Yes/No).

The Issuing Authority receives the verified application and either approves or Rejects (with reason) the application electronically. The approved certificates & rejection Letters are digitally signed.

The Issuing/Approving Authority takes a print out of the Certificate/ Letter on Pre-printed Stationery.

The CSC Operator collects the Certificate/letter from the Approving Authority.

The citizen visits the kiosk on the specified date for delivery and requests for the document.

5.7. Download Certificates

This section is available only for the Registrar user and enables this user to download the certificates for the below services:

- Certified Copy of Society Registration
- Certified Copy of Bye-Law
- Certified Copy of Firm Registration

As shown in the above screenshot, the Registrar can search for the specific service using various search parameters and select the certificate type from the list. On clicking Search button, the search list is
displayed as shown in below screenshot. The Registrar can then click on Action button to download the specific certificate.

Logout

The officers can logout using the Logout button at top right corner
6. Digital Certificate

The State Government, through various Government orders (released by line departments) has decided that, all the services selected under the project will be provided to citizens electronically using Digital Signatures of the approving authorities concerned. The Digital Signature has a legal sanctity and should be handled properly to avoid any misuse.

Digital Signature also ensures that no alterations are made to the data once the document has been digitally signed. A DSC is normally valid for 1 or 2 years, after which it can be renewed. A Digital Signature is a method of verifying the authenticity of an electronic document. Digital signatures are going to play an important role in our lives with the gradual electronization of records and documents.

The IT Act has given legal recognition to digital signature meaning, thereby, that legally it has the same value as handwritten or signed signatures affixed to a document for its verification.

Digital Certificate: Components

- **Serial Number:** Used to uniquely identify the certificate.
- **Subject:** The person or entity identified.
- **Signature Algorithm:** The algorithm used to create the signature.
- **Signature:** The actual signature to verify that it came from the issuer.
- **Issuer:** The entity that verified the information and issued the certificate.
- **Valid-From:** The date the certificate is first valid from.
- **Valid-To:** The expiration date.
- **Key-Usage:** Purpose of the public key (e.g. signature, certificate signing...).
- **Public Key:** The public key.
- **Thumbprint Algorithm:** The algorithm used to hash the public key.
- **Thumbprint:** The hash itself, used as an abbreviated form of the public key.

The security model of the SSDG system supports Digital Certificate Authentication as well as Digital Signing of documents. The Architecture of the system used for signing of digital document is as shown below.
6.1. Sample of a Digital Signed Certificate
7. **Workflow History**

This section shows the history of the form from the initial submission to the current logged in user state. The screen shot of the Task Action is as shown below.
The workflow history contains the details like,

- **User**: Different officers who have processed the form.
- **Start Date**: Form submitted date and its flow.
- **End Date**: Each office task completed and its navigation.
- **Decision**: The decision listed by the system upon moving from one stage to another.
- **Comments**: Comments if any provided by each officer upon processing it.