



Government of West Bengal

Office of District Magistrate

(Hooghly)

(IT/e-Governance Section)

New Admin Building, Chinsurah, District: Hooghly, West Bengal, PIN-712101

Order

Government of West Bengal has decided to introduce a citizen centric, inclusive, efficient and transparent work environment through re-engineering of existing processes by leveraging the use of information & Communication Technology (ICT). e- District project has been envisaged by GoWB as enabler for automation of workflow and internal processes of District Administration for providing services to the citizens. The service “**Issuing of New PC & PNDT Registration and renewal**” rollout under e-District project in **Hooghly** is expected to Go-live with effect from **01/04/2018**. The present manual process for delivering services will also continue till the new electronic process matures and all Government rules/ Acts/ circulars already in force pertaining to this service shall be followed. For e-District project, the re-engineered process flow as detailed below will be followed:

A. Channels for On-line Application submission:

Application from citizen shall be acceptable through

- 1) Web/internet (<https://edistrict.wb.gov.in>)
- 2) Citizen kiosk at the District HQ and the outlying Sub-division HQs
- 3) Any of the Common Service Centres (Tathya- Mitra Kendras)

The Government officials shall accept application coming from all the above mentioned channels.

a. Through web/internet (<https://edistrict.wb.gov.in>):

1. The applicant shall open the WB e-District portal for availing the service through internet.
2. The e-district application shall ask for user name and password for registered users. In case, the user is not registered, the application shall ask the user to register.
3. New users shall register with name and required details. The e-District application shall generate unique user ID and password and email it to the applicant.
4. The applicant may login to the WB e-District portal (<https://edistrict.wb.gov.in>) with the username and password and search for the applicable link/menu for applying for the services in the portal.
5. The activity and responsibility of Govt. officials at each step in e-District application is detailed in the table below.

b. Through citizen kiosk at the District HQ and the outline Sub-Division HQs:

1. The applicant shall approach the Kiosk at office of the District Magistrate or Outline Sub-Divisional Officer to submit the request for the given services. The Kiosk Operator shall guide the citizen with the procedures and the documents to be submitted.
2. In case the documents provided by the citizen are not complete the Kiosk Operator shall ask for additional documents as per the requirement mentioned in the table below.
3. The Kiosk Operator shall fill up all the details in the electronic application form.
4. The Kiosk Operator shall also scan and upload the supporting documents in the e-District application.

5. Then Kiosk Operator shall submit the application. Then the e-district application shall generate a unique Application Identification Number (AIN) which can be used to track the particular application. The Application Identification Number shall be provided to the citizen along with a system generated 'Acknowledgement Receipt'.
6. The activity and responsibility of Govt. officials at each step in e-District application is detailed in the table below.

c. Through Common Service Centres (CSCs) / Tathya-Mitra Kendra:

1. The applicant shall submit his request through the Common Service Centre (CSC).
2. The CSC operator shall go to the desired service section of the e-district application on web.
3. The CSC operator shall provide the guidelines and the list of the supporting documents as per the Government Act and Rules.
4. The CSC operator shall fill up all the details in the electronic Application Form.
5. The CSC operator shall also scan and upload the supporting documents in the e-District application.
6. Then CSC operator shall submit the e-Application. Then e-district application shall generate a unique Application Identification Number (AIN) which can be used to track the particular application. The Application Identification Number (AIN) shall be provided to the citizen along with a system generated 'Acknowledgement Receipt'.
7. The activity and responsibility of Govt. officials at each step in the e-District is detailed in the table below.

B. Approval process:

The services 'Issuing of New PC & PNDT Registration' and 'Issuing of PC & PNDT Registration Renewal' require both on-line and off-line activities. The service wise detailed work flow along with the Govt. official wise responsibility is narrated below:

I. Issuing of New PC & PNDT Registration:

Step	Activity	Responsibility	Channel/ Office	Documents involved	Mode
	Citizen approaches at either CSC or Kiosk or through Portal with documents.	Citizen	NA	<ul style="list-style-type: none"> ○ Any one photo ID Proof of the applicant (Voter ID/Aadhaar/PAN). (*) ○ Deed of premises housing the Diagnostic centre. (*) ○ Sketch Map / Layout Map of the Establishment. (*) ○ Latest and valid Pollution License & Fire safety license obtained in the name of the establishment available at the time of application. (*) ○ Valid Trade License. (*) ○ Equipment Company Brochure for the equipment's being used. (*) ○ Qualification details of Sonologists employed (for the staff members employed as on date of application). (*) ○ Copy of Articles of Association. (Only in case the type of organization is other than "Individual Ownership") (Documents marked with * are mandatory)	Manual
	Login into e-District application.	CSC/ Kiosk Operator /	CSC/ Kiosk/	<ul style="list-style-type: none"> ○ All mandatory documents 	Automated

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
	<p>Filling up electronic form online.</p> <p>Attaching supporting documents as scanned files.</p> <p>Submitting the application.</p> <p>Generation of the acknowledgment receipt along with Application Identification number (AIN).</p> <p>AIN would be used to track the status of application.</p>	Operator / Citizen	Portal		
3.	<p>Login into e-District application.</p> <p>Preliminary verification of the application form and the supporting documents.</p> <p>If Application & supporting documents are ok, forwarding the application to DMCHO.</p> <p>Otherwise sending back the application for Re-submission of revised document(s).</p>	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission 	Automated
4.	<p>Login into e-District application.</p> <p>Verification of the application form and the supporting documents.</p> <p>If Application & supporting documents are ok, forwarding the application to ACMOH for offline enquiry.</p> <p>Otherwise sending back the application for Re-submission of revised document(s).</p>	DMCHO	Office of DMCHO	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission 	Automated
5.	<p>Login into e-District application.</p> <p>Verification of the application form and the supporting documents.</p> <p>Conducting of enquiry (offline).</p> <p>Uploading of enquiry Report against the Application after the</p>	ACMOH	Office of ACMOH	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission o Enquiry Report 	Automated & Offline

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
	offline enquiry. Returning the application to DMCHO.				
6.	Login into e-District application. Verification of the enquiry report. Conducting of meeting with DAA [ADM (G) , CMOH, DMCHO, PP/APP] & DAC (Offline). Based on the meeting outcome, recommend the application for approval and uploading the committee recommendation. Else, sending back the application for Re-submission of revised document(s).	DMCHO	Office of DMCHO	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Enquiry Report 	Automated & Offline
7.	Login into e-District application. Verification of the final report from committee. If it is ok, accepting the application for payment of requisite fees. Otherwise entering reason for Rejection of application or Sending back the application for Re-submission of revised document(s).	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Final report from committee 	Automated
8.	Login into e-District application. Payment of requisite fees through GRIPS or uploading the scanned copy of TR-challan.	CSC/ Kiosk Operator / Citizen	CSC/ Kiosk/ Portal	<ul style="list-style-type: none"> ○ TR-challan (in case of offline payment) 	Automated
9.	Login into e-District application. Verification of the payment made by the applicant. If payment is ok, approving the application with digital signature. Otherwise, sending back the application to applicant for	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Final report from committee ○ TR-challan (in case of offline payment) 	Automated

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
	requisite payment of fees.				
10.	<p>Login into e-District application.</p> <p>Printing of digitally signed Certificate if approved.</p> <p>Getting the status and reason for Rejection of the Application.</p> <p>Resubmission of Application for submission of revised document(s).</p>	CSC/ Kiosk Operator / Citizen	CSC/ Kiosk Centre / Portal	<ul style="list-style-type: none"> o Digitally signed Certificate for PC & PNDT registration 	Automated

The applicant gets an update by SMS and/ or email regarding the status of his/her application in every step of application processing.

II. Issuing of PC & PNDT Registration Renewal:

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
11.	Citizen approaches at either CSC or Kiosk or through Portal with documents.	Citizen	NA	<ul style="list-style-type: none"> o Any one photo ID Proof of the applicant (Voter ID card/Aadhaar Card/PAN Card) (*) o Deed of premises housing the Diagnostic centre. o Sketch Map / Layout Map of the Establishment. o Latest and Valid Pollution License & Fire safety license obtained in the name of the establishment as on date of renewal. (*) o Latest and Valid Trade License at the time of renewal. (*) o Equipment Company Brochure for the equipment's being used as on the date of renewal application. (*) o Qualification details of Sonologists employed (for the staff members employed as on date of renewal). (*) o Copy of Articles of Association. (Only in case the type of organization is other than "Individual Ownership") o Last PC and PNDT Registration Certificate. (*) <p>(Documents marked with * are mandatory)</p>	Manual
12.	Login into e-District application.	CSC/ Kiosk Operator /	CSC/ Kiosk/ Portal	<ul style="list-style-type: none"> o All mandatory documents 	Automated

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
	<p>Filling up electronic form online.</p> <p>Attaching supporting documents as scanned files.</p> <p>Submitting the application.</p> <p>Generation of the acknowledgment receipt along with Application Identification number (AIN).</p> <p>AIN would be used to track the status of application.</p>	Citizen			
13.	<p>Login into e-District application.</p> <p>Preliminary verification of the application form and the supporting documents.</p> <p>If Application & supporting documents are ok, forwarding the application to DMCHO.</p> <p>Otherwise sending back the application for Re-submission of revised document(s).</p>	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission 	Automated
14.	<p>Login into e-District application.</p> <p>Verification of the application form and the supporting documents.</p> <p>If Application & supporting documents are ok, forwarding the application to ACMOH for offline enquiry.</p> <p>Otherwise sending back the application for Re-submission of revised document(s).</p>	DMCHO	Office of DMCHO	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission 	Automated
15.	<p>Login into e-District application.</p> <p>Verification of the application form and the supporting documents.</p> <p>Conducting of enquiry (offline).</p> <p>Uploading of enquiry Report against the Application after the</p>	ACMOH	Office of ACMOH	<ul style="list-style-type: none"> o All mandatory documents submitted at the time of submission o Enquiry Report 	Automated & Offline

Step	Activity	Responsibility	Channel/Office	Documents involved	Mode
	offline enquiry. Returning the application to DMCHO.				
16.	Login into e-District application. Verification of the enquiry report. Conducting of meeting with DAA [ADM (G), CMOH, DMCHO, PP/APP] & DAC (Offline). Based on the meeting outcome, recommend the application for approval and uploading the committee recommendation. Else, sending back the application for Re-submission of revised document(s).	DMCHO	Office of DMCHO	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Enquiry Report 	Automated & Offline
17.	Login into e-District application. Verification of the final report from committee. If it is ok, accepting the application for payment of requisite fees. Otherwise entering reason for Rejection of application or Sending back the application for Re-submission of revised document(s).	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Final report from committee 	Automated
18.	Login into e-District application. Payment of requisite fees through GRIPS or uploading the scanned copy of TR-challan.	CSC/ Kiosk Operator / Citizen	CSC/ Kiosk/ Portal	<ul style="list-style-type: none"> ○ TR-challan (in case of offline payment) 	Automated
19.	Login into e-District application. Verification of the payment made by the applicant. If payment is ok, approving the application with digital signature. Otherwise, sending back the application to applicant for	ADM (G)	Office of ADM (G)	<ul style="list-style-type: none"> ○ All mandatory documents submitted at the time of submission ○ Final report from committee ○ TR-challan (in case of offline payment) 	Automated