

## SUVIDHA

### Single window clearance for permission related to campaigning

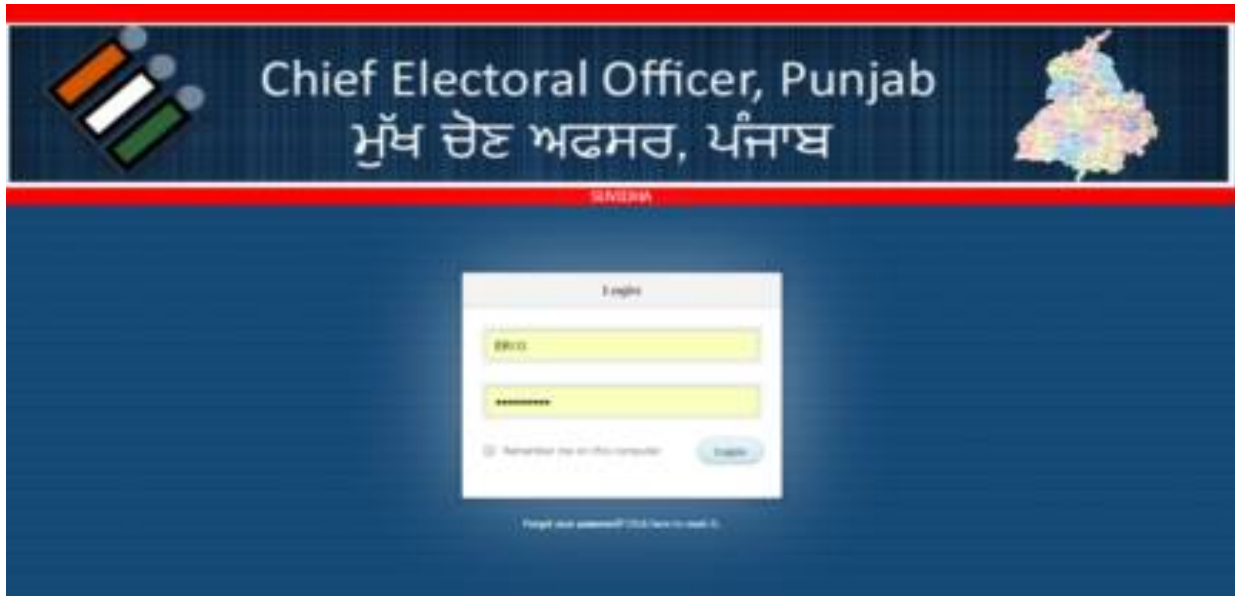
#### **Objectives:**

- Candidates and political parties can apply for following different permissions during Election Campaign.
  - For meetings
  - For rallies
  - For vehicles
  - For temporary election office
  - For loudspeakers
  - For helicopters and helipads
- This system is put in place at every RO level in each sub-division.
- It provides for applying, processing, granting and monitoring permissions.

#### **Facilities:**

- Receipts generated for every application that can be printed and handed over to the applicant on successful submission of the application
- Availability Status- Applicant can now see whether the place sought for meeting etc. is booked on that date and time BEFORE PROCEEDING WITH APPLICATION
- Forwarding letter auto generated to the permission issuing authorities now have all details of the application.
- Assembly wise Police Stations are mapped.
- **Application details Register** is auto generated capturing all details of the application and decision taken
- Event Place, Date & Time is now captured in the database.

1. **Login Page:** After entering the URL, Login Page will appear, officials will enter username, password and click on login button to proceed further.



2. **Entry Form:** user can fill the application entry form for seeking the permission by specifying type of permissions such as permissions for holding meetings, use of loud speakers, for vehicle permit, helicopter and helipads etc.



**APPLICATION**

(7) Mandatory Fields

Detail Of Applicant

<b>Political Party</b> Select Party Name	<b>Applicant Type</b> Select Party Name	<b>Other</b> Other
<b>Name</b> Name	<b>Address (Applicant Address)</b> Address	
<b>Mobile No.</b> Mobile Number	<b>Email ID</b> Email ID	<b>EPIC No.</b> EPIC No.

Detail Of Application


<b>District</b> District	<b>Assembly Constituency</b> Assembly	<b>Police Station</b> Police Station
<b>Event Date &amp; Time</b> Event Date & Time	<b>Event Place</b> Event Place	
<b>Applied For</b> Application		



**2.1 Predefined Formats for seeking Permissions:** Certain Pre defined formats are fixed for seeking permission,user will download the format and fill it and upload it again while filling the application for seeking the permission.

Sl.No.	Document Detail	Upload Document	Max. Limit
1	Application in Prescribed Format <b>Mandatory</b> <a href="#">Download Format</a>	<a href="#">Choose File</a> / You file chosen	(Max. 40 KB)
2	Description of Vehicle <b>Mandatory</b> <a href="#">Download Format</a>	<a href="#">Choose File</a> / You file chosen	(Max. 30 KB)
3	Attach A Copy of The Registration / Insurance / Tax-Token <b>Mandatory</b>	<a href="#">Choose File</a> / You file chosen	(Max. 50 KB)
4	Photostat Copy Statement of Assets - If <b>Mandatory</b> <a href="#">Download Format</a>	<a href="#">Choose File</a> / You file chosen	(Max. 100 KB)

3. **Submission Receipt:** When user submitted the application,he got the submission slip along with the unique application ID through which he can track the application status.



**Submission Successful**

Thank you for submitting your application to the CEO, West Bengal  
Your Application Details as follow

District	COCHIBIRJUR
AC	1 - Markakanga
Application ID	S294R1114872
Name	Test_Est
Mobile No.	8285782158
Email ID	
EPIC No	
Applied For	Application for permission to hold meeting & Loud Speaker



## 6. Police Station Entry :

**6.1 District Wise:** This form is used to create the police station for the district along with its email-id and mobile number.

Sr#	District	Police Station	Email ID	Mobile No.
001	COOCHBEHAR	Balliahat	swdha16.balliahat@gmail.com	9733300403
001	COOCHBEHAR	Kuchibari	swdha16.kuchibari@gmail.com	9867132683
001	COOCHBEHAR	Haridurg	swdha16.haridurg@gmail.com	9866170000
001	COOCHBEHAR	Hathabanga	swdha16.hathabanga@gmail.com	9878763388
001	COOCHBEHAR	Shakunt	swdha16.shakunt@gmail.com	9779889332
001	COOCHBEHAR	Chirah	swdha16.chirah@gmail.com	9830325259
001	COOCHBEHAR	Talaguri	swdha16.talaguri@gmail.com	9866344611
001	COOCHBEHAR	Itan	swdha16.itan@gmail.com	9424193616
001	COOCHBEHAR	Shreebanga	swdha16.shreebanga@gmail.com	9833663363
001	COOCHBEHAR	Madhuti	swdha16.madhuti@gmail.com	9834463368

**6.2 District and AC wise:** This Form is used to map the police station to corresponding district and AC.

Sr#	District	Assembly Constituency	Police Station
001	COOCHBEHAR	Haridurg	Haridurg
001	COOCHBEHAR	Haridurg	Madhuti
001	COOCHBEHAR	Haridurg	Kuchibari
001	COOCHBEHAR	Hathabanga	Hathabanga
001	COOCHBEHAR	Hathabanga	Shreebanga
001	COOCHBEHAR	Coch Behar Uttar	Itan
001	COOCHBEHAR	Coch Behar Dakshin	Itan
001	COOCHBEHAR	Shakunt	Shakunt
001	COOCHBEHAR	Shakunt	Hathabanga
001	COOCHBEHAR	Itan	Itan



Sl. No.	ID	Name	Total Application	Application (In Process)	Accept/Reject
1	COOCH8844A	1-Mathuranga	0	0	0
2	COOCH8844A	2-Mathuranga	0	0	0
3	COOCH8844A	3-Chock Bahar, Uthar	0	0	0
4	COOCH8844A	4-Chock Bahar, Dakshin	0	0	0
5	COOCH8844A	5-Srinivasa	0	0	0
6	COOCH8844A	6-Srinai	0	0	0
7	COOCH8844A	7-Subbar	0	0	0
8	COOCH8844A	8-Subbar	0	0	0
9	COOCH8844A	9-Talangan	0	0	0
10	ALPAC0078	10-Pudupet	0	0	0
11	ALPAC0078	11-Maduravani	0	0	0
12	ALPAC0078	12-Srinagar	0	0	0
13	ALPAC0078	13-Srinagar	0	0	0
14	ALPAC0078	14-Srinagar	0	0	0
15	ALPAC0078	15-Srinagar	0	0	0
16	ALPAC0078	16-Srinagar	0	0	0
17	ALPAC0078	17-Srinagar	0	0	0
18	ALPAC0078	18-Srinagar	0	0	0
19	ALPAC0078	19-Srinagar	0	0	0
20	ALPAC0078	20-Srinagar	0	0	0
21	ALPAC0078	21-Srinagar	0	0	0

**7.4 Application Status:** In this form, status wise ie( accept, reject, in process) reports can be fetched.

Sl. No.	Application ID	From Entry Time	From Entry Date (dd/mm/yyyy)	Applied For	Reason for (Document)	Date (dd/mm/yyyy)	Status	Reason of reject	Station	ID	PS
1	822088338883	00/00/0000	00/00	Application for permission to hold meeting & local assembly	1.00	00-00	Surrendered		3 - COOCH8844A	3 -	Mathuranga

**7.5 Register Format Report:** It contains all the details of the application and its mapped police station with its unique application ID along with the permission grant date and time. Report is also available to download.

