

Guidelines for Jharkhand ePass App Web Portal

How to Access: - This web portal for testing may be accessed on

<http://164.100.59.117/demo>

ePass request Type:

Three types of request can be requested using this portal

1. Inter State – Approving Authority is DC
2. Inter District within Jharkhand – Approving Authority is SDO/SDM
3. Within District (from one area to other area in same district)- – Approving Authority is Incident Commanders (assigned by the District Administration)/ Block

Flow of Application:

- a. In initial stage citizen has to register into the portal
- b. Login into the portal
- c. Complete the profile details and uploads the required ID card, Address Proof and Photograph.
- d. Apply for e-Pass

Every ePass request will first receive by concerned Incident commander. If the request is within district type then Incident commander may approve or reject the request.

If request is Inter District or Inter State type then he may forward the request to concerned SDM with recommendation. He may also reject the application.

Forwarded request then received by the concerned SDM, if request type is inter district then he may approved or reject the request. If request type is Inter State then he may forward the request to DC with recommendation or reject the request.

Note:- Creation of SDM / Block is under DC Login.

Block may be consider as block/circle/urban area/NAC area

Users: - This portal has 3 Users

1. District Administration (DC) login
2. SDO/ SDM Login
3. Incident Commander Login (Block/Circle/Other Areas)

Role of District Administrator DC Login:

1. Add/ Edit / View /Search the SDO/SDM User
2. Add/Edit / View /Search the Block/Circle/Other Area
3. Verification -> All Pending request recommended by the SDO and Block / Circle Users
4. ePass Letter -> View / Print approved e-Pass
5. Reports
6. Change Password

Role of SDO Login

1. Verification -> All Pending request recommended by the Block / Circle Users
2. ePass Letter -> View / Print approved e-Pass
3. Reports
4. Change Password

Role of Block Login

1. Verification -> All Pending request, requested by applicant.
2. ePass Letter -> View / Print approved e-Pass
3. Reports
4. Change Password