

Odisha e-Municipality

Municipal Management Information System

Version 1.0

Training Manual

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Odisha e-Municipality/Government ISU

AUM Building, Plot No GA/153, Gayatri Vihar, Patia, Bhubaneswar-751024

Tel: +91-674-6644000, Fax: +91-674-664 4001

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About this Document

Purpose

This manual has been written to help you understand and use the Municipal management Information System application. It presents the functional capabilities and operational details of said module, and contains the procedures that you should know for performing the tasks.

Intended Audience

This manual is primarily intended for ULB officials, PH officials and other higher authorities officials who will use the Municipal management Information System application .This guide can also be used by system administrators responsible for configuring and maintaining the application.

Pre-requisites for use

Following are the prerequisites for understanding this manual:

Functional – Basic understanding of Municipal management Information Practice.

Technical - Basic understanding of Windows and GUI operations. You are expected to be familiar with operations such as using the mouse and keyboard to select, click or choose menu options and buttons and enter values in text boxes. Familiarity with the process of loading and using Municipal Management Information System

Organisation of this Document

Information in this document has been organised as follows:

Table 1: Organisation of the Document

Chapter	Description
Chapter 1	Provides a brief introduction
Chapter 2	Getting Standard - takes you on a quick tour of Municipal management Information System. It gives a brief introduction about the general working features of Municipal management Information System that you should keep in mind while working.

Change Management

Changes to this document, after it has been accepted and signed-off, will be through appropriate Change Management Procedures, as described in the contract.

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List of Abbreviations

Abbreviation/ Acronym	Description
MMIS	Municipal management Information System
ULB	Urban Local Bodies
CSC	Common Services Centre
OCAC	Odisha Computer Application Centre
OeSL	Odisha e-Governance Services Limited
TCS	Tata Consultancy Services
TM	Training Manual

1. Introduction

The Municipal management Information System application will help the authorized officials of respective ULBs to use the module and view the concerned reports depending on different parameters. The additions or changes made to Municipal Management Information System data are immediately reflected in the application

Access to the Municipal management Information System application is limited only to authorized officers. To use it, you must first log on to Municipal management Information System using your user ID and password. After logging in, it allows you to start work upon the functionality for which access has been given to user.

2. Getting Started

To get start with the application, you must first log on to e-Municipality using your credentials. After logging in, e-Municipality allows you to start any of the modules to which you have access rights.

2.1 Log In to MIS (Management Information System) Module

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and from the drop down "Choose your District and ULB"
2. Click on the link for 'Login'
3. Give your user credentials and click on login
4. Navigate to MIS.
5. The MIS reports for different modules will display in the dropdown.

2.2 Accounts Reports in MIS

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Login with valid credential having MIS section access.
3. Navigate to MIS -> Accounts Reports.
4. Fill the required Accounts Reports details i.e. Report name, Ulb Name and Document Type.
5. When Report Name is selected, certain parameters are filled to view the report.

2.2.1 Transaction Based Usage Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Account Reports.
3. Select the Report name 'Transaction Based Usage Report' and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.2.2 User Based Usage Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov>. click on the link for 'Login'.
2. Navigate to 'MIS -> Account Reports'.
3. Select the Report name 'User Based Usage Report' and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.2.3 Grant Details Entry Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Navigate to 'MIS -> Account Reports'.
3. Select the Report name 'Grant Details Entry Report' and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.3 Admin Reports in MIS

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Navigate to 'MIS -> Admin Reports'.

2.3.1 User Detail Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Navigate to 'MIS -> Admin Reports'.
3. Select the Report name 'User Detail Report' and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4 Birth and Death Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'.
3. Select the Report name and fill the necessary parameters.

2.4.1 Hospitals Registered in the ULB Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'.
3. Select the Report name 'Hospitals Registered in the ULB Report' and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.2 Birth and Death Compilation Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> click on the link for 'Login'.

2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth and Death Compilation Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.3 Birth Registration Detail Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth Registration Detail Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.4 Manual Signed Birth Certificates Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Manual Signed Birth Certificates Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.5 Manual Signed Death Certificates Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Manual Signed Death Certificates Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.6 Birth by Religion Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth by Religion Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.7 Birth by Type of Attention Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth by Type of Attention Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.8 Occupation of father by Order of Birth

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.

2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Occupation of father by order of Birth' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.9 Order of Birth by Age of Mother Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'order of Birth By age Of Mother Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.10 Literacy by Religion Order of Birth Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Literacy by Religion order of Birth Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.11 Time Gap Birth Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Time Gap Birth report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.12 Death by Religion Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Religion Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.13 Death by Age Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Age Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.14 Infant Death by Religion Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.

2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Infant Death by Religion sex report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.15 Death by Disease Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Disease Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.16 Death by Occupation sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Occupation sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.17 Death by Type of Attention Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Type of Attention Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.18 Death by Specified Disease Sex Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death by Specified Disease Sex Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.19 Maternal Death Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Maternal Death report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.20 Timegap Death Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'

3. Select the Report name 'Timegap Death Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.21 Death Registration Detail Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death registration Detail Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.22 Death Month Wise summary Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death month Wise Summary report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.23 Still Birth Month Wise Summary Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Still Birth Month wise Summary Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.24 Sex Ratio Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Sex Ratio Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.25 Birth Monthly summary Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth Monthly Summary Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.26 Hospital Nursinghome Birth Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Hospital Nursing Home Report' and fill the necessary parameters

4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.27 Hospital Nursinghome Death Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Hospital Nursinghome Death Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.28 Still Birth Registration Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Still Birth Registration Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.29 CSC/Online Birth Application Details Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'CSC/Online Birth Application Details Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.30 CSC/Online Death Application Details Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'CSC/Online Death Application Details Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.31 Digitally signed Birth Certificates Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Digitally Signed Birth Certificates Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.32 Digitally signed Death Certificates Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'

3. Select the Report name 'Digitally signed Death Certificates Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.33 Report for MCTS Tracking Details

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Report for MCTS Tracking Details' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.34 Birth Certificate Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth Certificate Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.35 Death Certificate Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death Certificate Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.36 Birth IOTMS Payment Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Birth IOTMS Payment Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.4.37 Death IOTMS Payment Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Birth and Death Reports'
3. Select the Report name 'Death IOTMS Payment Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.5 Building Permission Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Building Permission Report'

3. Select the Report name and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.5.1 Building Plan Approval Letter Issued Report

1. Select "Building Plan Approval Letter Issued Report" from the report drop down.
2. Provide the date range in application from and application to fields.
3. Click on run report.
4. A report will be downloaded containing the details of application which are approved in the above date range.

2.5.2 Active Licensee Surveyor report

1. Select "Active Licence Surveyor Report" from the report drop down
2. Provide the date range in "Licence Date From" and "Licence Date To" to fields.
3. Click on run report.
4. A report will be downloaded containing all the active licence building surveyor in the specified period you can see the ULB and User details along with the role profile based on the user credentials provided in the screen that appears.

2.6 Grievance Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.1 Complaint Outstanding Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Complaint Outstanding Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.2 Complaint Resolved after SLA Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Complaint Resolved after SLA Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.3 Date Wise Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Date Wise Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.4 Grievance Age Analysis Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Grievance Age Analysis Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.5 Grievance Analysis Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and from the drop down "Choose your District and ULB"
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Grievance Analysis Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.6 Grievance Resolved Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Grievance Resolved Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.7 Grievance Submitted Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Grievance Submitted Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.8 Grievance Work in Progress Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.

2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Grievance Work in Progress Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.6.9 Open Grievance Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Grievance Reports'
3. Select the Report name 'Open Grievance Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7 Property Tax/ Holding Tax Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS >> property tax Reports'
3. Select the Report name and fill the necessary parameters.
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.1 Collection Register Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Collection register Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.2 Holding issue Register Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Holding Issue Register report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.3 Notice Issuance register Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Notice Issuance Register Report' and fill the necessary parameters

4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.4 Year-on-year cumulative increase of Holdings Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Year-on-year cumulative increase of Holdings Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.5 Year-on-year ward wise cumulative increase of Holdings Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'year-on-year ward wise cumulative increase of holdings report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.6 Ward Wise Total Demand Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Ward wise Total Demand Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.7 Ward Wise Demand Between Amount Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Ward wise Demand Between Amount Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.8 Division Wise Daily Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Division wise Daily Collection report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.9 Online Correction Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Online Correction Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.10 CSC Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'CSC Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.11 Legacy Holding Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Legacy Holding Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.7.12 Ward Wise Defaulters Holding Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Property Tax Reports'
3. Select the Report name 'Ward Wise Defaulters Holding Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8 Solid Waste Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid waste Reports'
3. Select the Report name and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8.1 Attendance Sheet Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid Waste Reports'

3. Select the Report name 'Attendance Sheet Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8.2 Garbage Lifting Daily Job Sheet Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid Waste Reports'
3. Select the Report name 'Garbage Lifting Daily Job Sheet Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8.3 Garbage Lifting Daily Job Sheet for ULB Private Ward Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid Waste Reports'
3. Select the Report name 'Garbage Lifting Daily Job Sheet for ULB Private Ward Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8.4 Garbage Lifting Private Ward Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid Waste Reports'
3. Select the Report name 'Garbage lifting private ward report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.8.5 Nominal Muster Roll Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Solid Waste Reports'
3. Select the Report name 'Nominal Muster Roll report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9 Trade Licence Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade Licence Reports'
3. Select the Report name and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.1 1st notice Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name '1st Notice Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.2 2nd Notice Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name '2nd Notice Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.3 Other Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Other Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.4 Daily Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Daily Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.5 License Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigateto 'MIS -> Trade License Reports'
3. Select the Report name 'License Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.6 Survey Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Survey Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.7 Duplicate License Issue Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.

2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Duplicate License Issue Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.8 Online Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Online Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.9 CSC Collection Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'CSC Collection Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.10 License Approve Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'License Approve Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.11 Trade License Demand Collection Register Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Trade License Demand Collection Register Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.12 Trade License Demand Collection Register Report Financial Wise

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Trade License Demand Collection register Report Financial Wise' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.13 License Renewal Due Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.

2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'License Renewal Due Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.9.14 Trade License Application Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to 'MIS -> Trade License Reports'
3. Select the Report name 'Trade License Application Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.10 Marriage Registration Reports

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to MIS -> Marriage Reports'
3. Select the Report name and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.mora mok liaste

2.10.1 Marriage Registration Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to MIS -> Marriage Reports'
3. Select the Report name 'Marriage Registration report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

2.10.2 Marriage Registration Payment Details Report

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and click on the link for 'Login'.
2. Navigate to MIS -> Marriage Reports'
3. Select the Report name 'Marriage Registration Payment Details Report' and fill the necessary parameters
4. Click on Run Report and the report shall be downloaded in the format as selected.

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