অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার
Additional Chief Secretary
Finance Department
Government of West Bengal

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No. 973– F(eGov)

Dated : 12th March, 2026

1 : To,
The Additional Chief Secretary/Principal Secretary/Secretary to the Government of West Bengal,
_____ Department (All)

2 : To
The District Magistrate & Collector,
_____ District, West Bengal (All)

Subject : Implementation of West Bengal Social Registry Portal for Social Welfare Schemes - regarding

Madam/Sir,

As you may be aware, Finance Department has developed the Social Registry Portal (https://socialregistry.wb.gov.in), which maintains the database of beneficiaries for various welfare schemes implemented by different Departments of the Government of West Bengal.

The West Bengal Social Registry Portal is an inclusive system to ensure effective implementation of welfare schemes for the targeted beneficiaries and to identify and reach left-out eligible beneficiaries. The Portal helps strengthen financial discipline and facilitates the effective implementation, monitoring, and evaluation of welfare schemes of the State Government. Login-based access has already been provided to the designated Nodal Officers of different Departments to enable them to view and monitor beneficiary details pertaining to their respective Schemes through the Social Registry Portal.

Now, for effective usage of the Portal at the field level for various Social Welfare Schemes, access to the Social Registry Portal is also being provided to the District Magistrates and Block Development Officers from FY 2026-27 onwards so that field officers can monitor implementation, identify gaps and plan targeted interventions for effective implementation of different Schemes.

Thanking you,

Yours faithfully,

(Prabhat Kumar Mishra)

Memo No:-973- F(e-Gov)/ 1(7) **Dated 12-03-2026**

Copy forwarded for information and necessary action to: -

1) The OSD & EO Secretary, e-Governance Group, Finance Department
2) The Special Secretary, Finance Department
3) The Nodal Officers of all departments of the Social Registry System Portal
4) The SIO, NICWB
5) The Sr. PS to ACS, Finance Department
6) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department, He is requested to upload this order in the Finance Department's website.
7) Office Copy

12/3/26.

Deputy Secretary
e-Governance Group, Finance Department

Manual Document

Of

Social Registry System

For

Government of West Bengal

Prepared by: SRS Team

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Full Map Toggle: A green "Full Map" button is available. Clicking this toggles the view, expanding the map for a closer look while keeping the statistical data consistent 30

User Creation & Role Entry

Important Note: *Only users with District Magistrate (DM) or Administrator privileges to have the authority to create new users or modify existing roles within the system.*

By navigating to the Registration menu and expanding the **User Creation & Role Entry** section, authorized users can manage system access for subordinate staff (such as a Sub-DM, BDO). This module allows you to both create new user profiles and modify existing ones.

USER CREATION AND MANAGEMENT WORKFLOW: HIERARCHICAL LEVELS AND ACCESS CONTROL

Access Control Principle:
Any user at a higher level (e.g., Admin, DM, Principal Nodal, District Nodal) can access and manage users created at a lower level.
Higher authorities can update or deactivate user profiles.

LEVEL 1: ADMIN (Higher Authority)

• The top administrative authority.

• Action: Admin creates main login for DM (District Magistrate).

LEVEL 2: DISTRICT MAGISTRATE (DM)

• Action: DM creates logins for District Nodal officers and Block Development Officers (BDOs).

• Action: DM may assign authority to Principal nodal

LEVEL 3: PRINCIPAL NODAL (PNO)

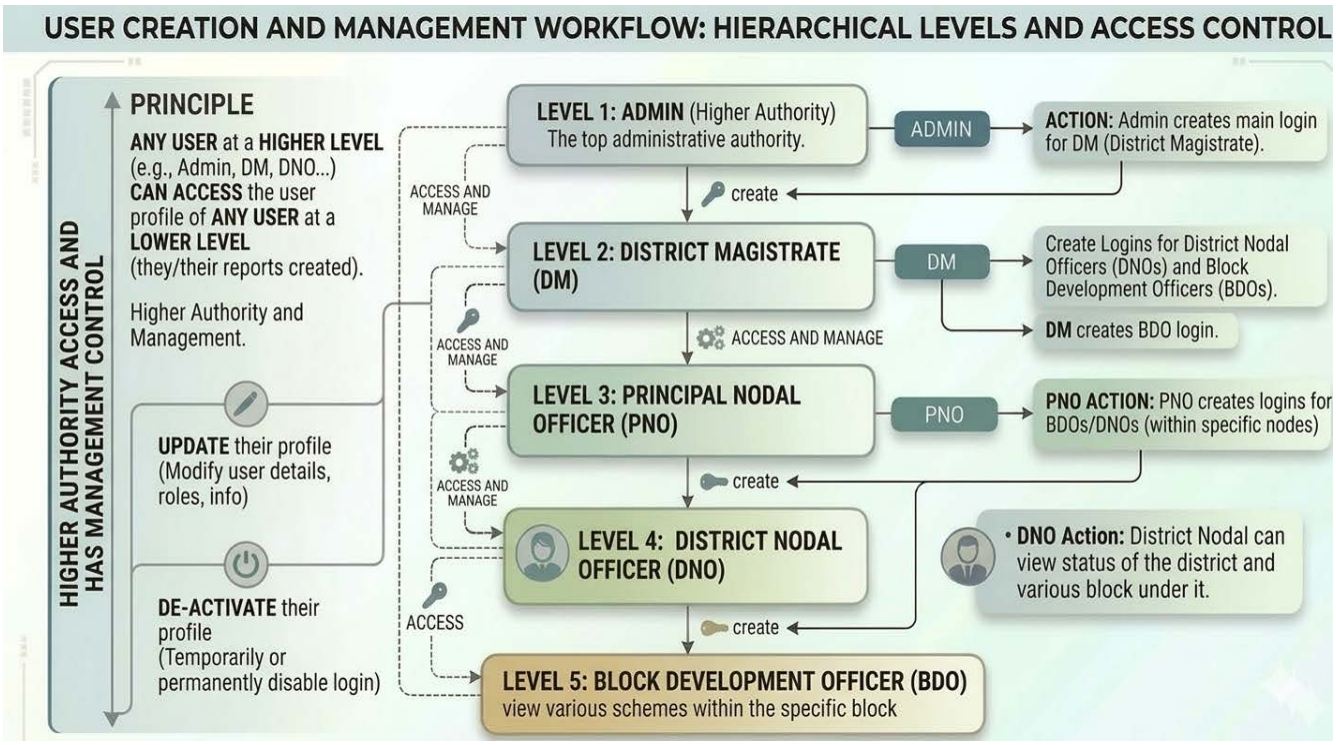
• Action: Under authorization by DM, Principal nodal (PNO) creates logins for District Nodal officers (DNOs) and Block Development Officers (BDOs).

LEVEL 4: DISTRICT NODAL

• Action: District Nodal can view status of the district and various blocks under it.

LEVEL 5: BLOCK DEVELOPMENT OFFICER (BDO)

• BDO can view the status of various schemes under its jurisdiction.



Role Entry (Menu Assignment)

Once a user account has been created, administrators must define what that user is allowed to access within the portal. The **Role Entry** page allows you to assign specific menus and sub-menus to individual users.

1. Searching for the User To begin assigning roles, you first need to pull up the specific user's profile:

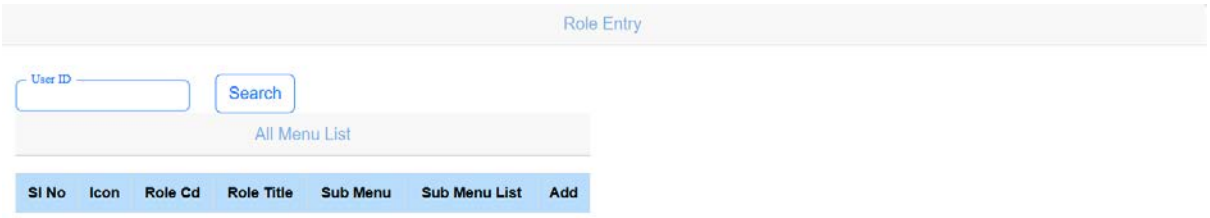
- Enter the exact ID of the user in the **User ID** field.
- Click the **Search** button. This action will load the user's current permission status and activate the menu assignment table below.

2. All Menu List (Assigning Permissions) Below the search area is the **All Menu List** table. This section displays every available module and feature within the Social Registry portal that can be assigned to a user.

The table includes the following columns to help you identify and assign the correct access:

- **Sl No:** The serial number of the menu item.
- **Icon:** A visual symbol representing the specific menu or module.
- **Role Cd:** The internal Role Code used by the system to identify the permission.
- **Role Title:** The descriptive name of the menu (e.g., "Summary Reports," "Registration").
- **Sub Menu & Sub Menu List:** These columns detail if the main Role Title contains deeper, specific sub-menus (like the "Drill Down Report" under "Summary Reports").
- **Add:** To grant the searched user access to a specific menu or sub-menu, interact with this column (typically by clicking an 'Add' button or checking a box within that specific row).

Note: You must carefully select only the menus that are relevant to the user's specific job duties (e.g., a Sub-BDO may need access to "Status Reports" but perhaps not "User Creation").



3. Given Menu List (Reviewing & Revoking Access)

Directly below the "All Menu List," you will find the **Given Menu List** table. This section displays all the modules and menus that are *currently assigned* to the user you searched for.

This table helps administrators easily review what level of access an employee currently holds. The columns are nearly identical to the list above:

- **Sl No, Icon, Role Cd, Role Title, Sub Menu, Sub Menu List:** These columns identify the specific permissions the user already has.
- **Remove:** If a user's job duties change and they no longer require access to a specific menu or sub-menu, you can revoke that permission by interacting with this column (typically by clicking a 'Remove' link or unchecking a box in that row).

4. Saving Role Updates

Whether you are adding new permissions from the "All Menu List" or taking away permissions from the "Given Menu List," the changes do not take effect immediately.

Once you have finished adjusting the user's access, you **must** click the blue **Save** button located at the bottom left of the screen to finalize and apply the new role settings to the system.

Login

Access the Login Portal

- Open a web browser and navigate to: https://socialregistry.wb.gov.in/
- On the homepage, click on the **"Social Registry Dashboard"** card to proceed to the login screen.

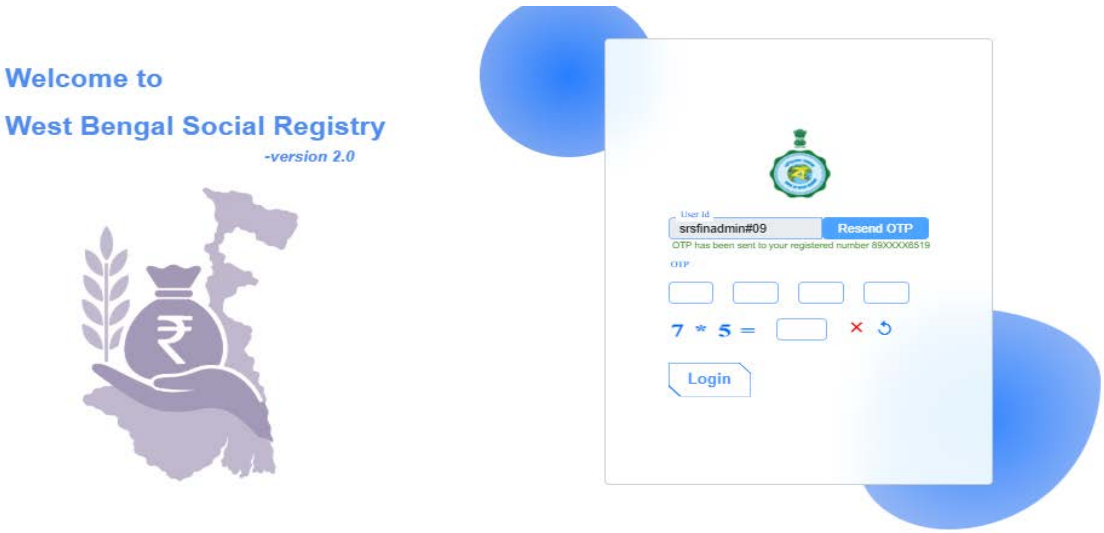
Log In

- On the login page, enter the following information:
  - **User ID** and **Password** as received via email

- **Text Captcha** as displayed on the screen
- Click **Login** to proceed.

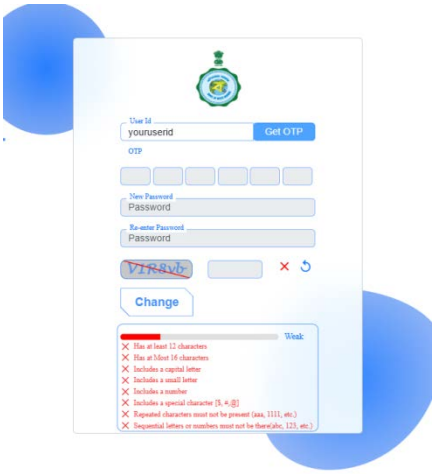
Two-Factor Authentication (OTP Verification)

- After successfully entering your credentials and completing the captcha challenge, you will be prompted to verify your identity using an OTP.
- An OTP will be sent via SMS to your registered mobile number.
- Enter the OTP in the designated field.
  - If you do not receive the OTP, click **"Resend OTP"**.
- Solve the arithmetic captcha displayed on the screen and click **Login** to complete the authentication process.



Forgot Password

If you have forgotten your password, follow these steps to reset it:



- Click on the **"Forgot Password?"** link on the login page.
- On the password recovery screen:
  - Enter your **User ID** and click **Get OTP**.
  - A 6-digit OTP will be sent to your registered mobile number via SMS.
  - Enter the **OTP**, **New Password**, and **Confirm New Password**.(Ensure the password meets the complexity requirements displayed on the screen.)
  - Complete the **Text Captcha**, then click **Change** to reset your password.

Navigation

After a successful login, the user will be able to see the side bar which contains the different pages/reports available to the user.

Side Bar

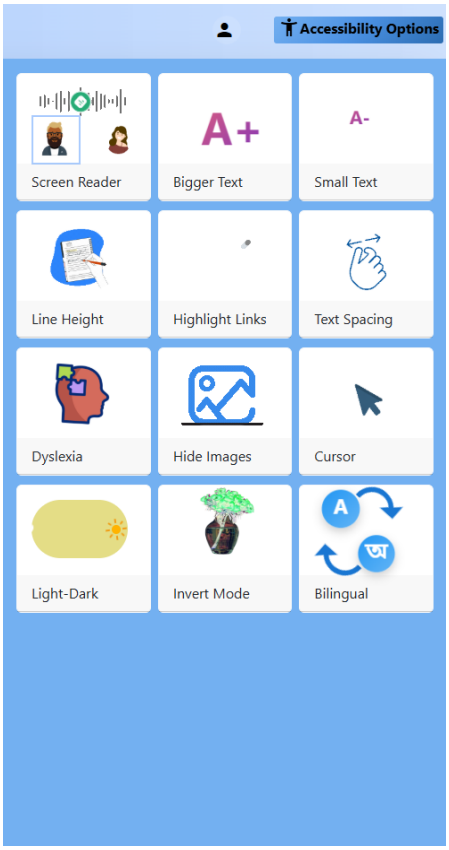
Hovering on the icons in the side bar will show the name of the page that icon leads to.

Following are the pages that are available:

- Dashboard: Contains quick overview visual charts.
- Summary Reports: Clicking on this opens a sub-menu containing:
    - Drill Down Report
    - Status Report
    - District/GP-wise Report
    - Scheme-wise Summary Report
    - LGD List Details Report
- Scheme wise Reports: Clicking on this opens a sub-menu containing:
    - DBT in Multiple Schemes
    - Left Out in Schemes
    - Grade Wise Report
    - Freezed Payment Report
    - Irregular Payment Report
    - Deduplication Beneficiary Report
    - Address Mismatch Report
    - Scheme Inclusion Report
- Search Individual / Family: Allows the user to search for a specific family in their *district*.
- Profile: Shows an interactive map of the *district* and quick summaries for the displayed area.
- Logout: Clicking this button will log out the user from this session.
- Users can click on the collapse button to collapse any side-menus opened by the Summary Reports and Scheme wise Reports.

Accessibility Options

Clicking on the “Accessibility Options” allows the user to use the accessibility settings to customize the website to their preference.



Screen Reader: Activates an audio tool that reads the text on the webpage aloud for users with visual impairments.

Bigger Text (A+): Increases the font size across the portal to make reading easier.

Small Text (A-): Decreases the font size, typically used to reverse the "Bigger Text" function or scale down large text.

Line Height: Increases the vertical space between lines of text to prevent them from looking crowded.

Highlight Links: Visually emphasizes all clickable links on the page (usually by underlining or adding a bright background) so they are easier to spot.

Text Spacing: Increases the horizontal space between individual letters and words to improve overall legibility.

Dyslexia: Changes the website's text to a specialized, weighted font designed to be easier for people with dyslexia to read.

Hide Images: Removes all pictures and graphics from the page to minimize visual distractions and help users focus purely on the text.

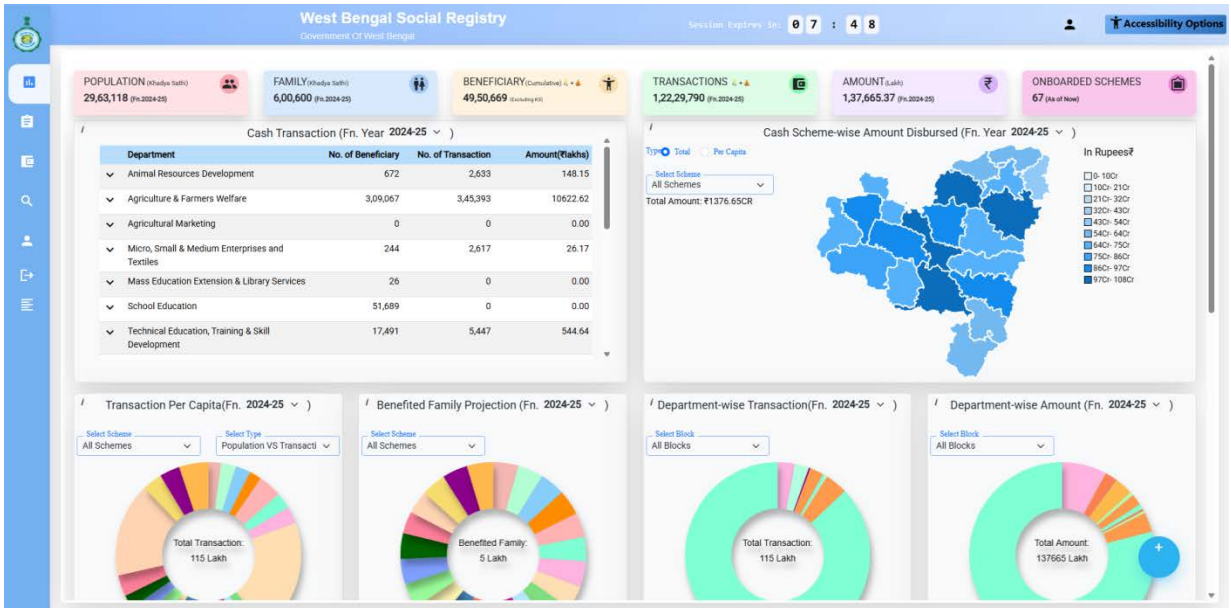
Cursor: Modifies the mouse pointer making it larger and changing its color so it is easier to track across the screen.

Light-Dark: Toggles the website's overall visual theme between a standard light mode and a darker, low-glare mode.

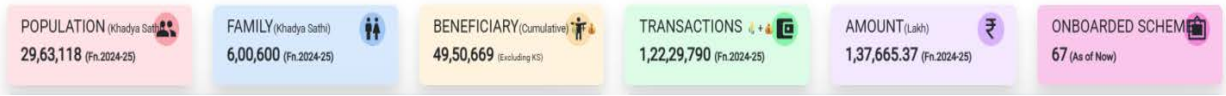
Invert Mode: Reverses the colors on the screen (e.g., turning white backgrounds black and vice versa) to create a high-contrast viewing experience.

Bilingual: Translates or toggles the language of the portal switching between English ('A') and Bengali ('অ').

Dashboard



After logging in the user will be first be taken to the dashboard page.



Summary Reports

Drill Down

Upon opening the Drill Down Report, the user can view District-level details, which include the following information:

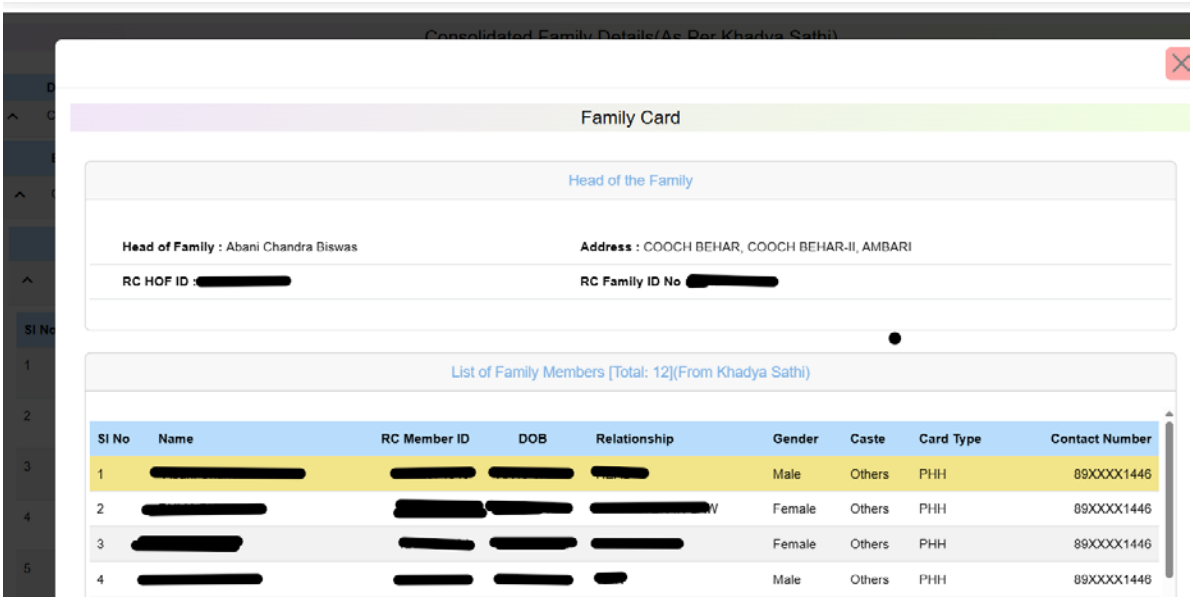
- **District** (Name of the District)
- **Family** (Total Family Count)
- **Members** (Total Members Count)
- **Male** (Male Count)
- **Female** (Female Count)
- **Others** (Other Count)

The GP/Ward-level details include the same demographic counts, alongside a classification column:

- **GP/Ward** (Name of the Gram Panchayat or Ward)
- **Rural/Urban** (Classification of the area)
- **Family** * **Members** * **Male** * **Female** ***Others** *(Note: The GP/Ward rows also feature down arrows, indicating further drill-down capabilities are available below the GP/Ward level.)*

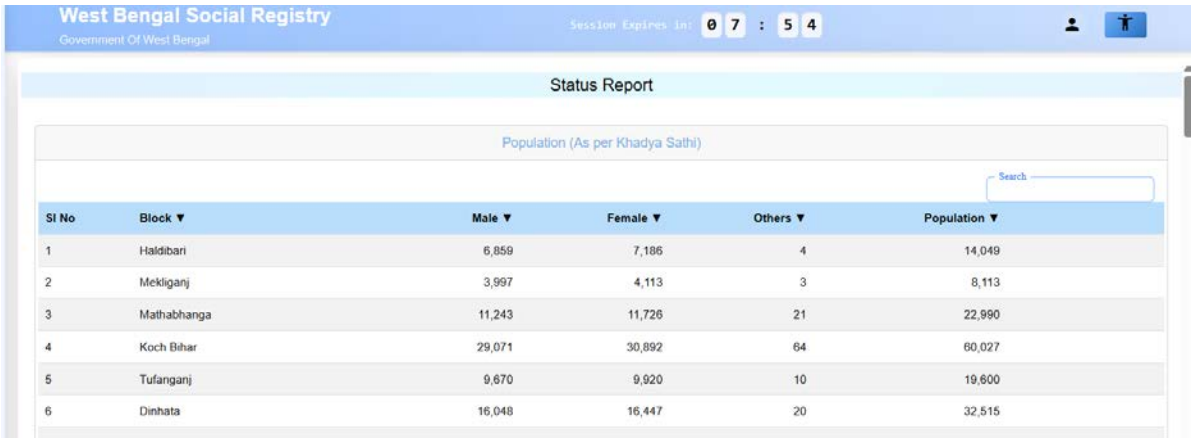
Additionally, each family row features a blue **Ledger** button at the far right. This allows the user to access further specific financial or historical records for that individual household.

Upon clicking the **Ledger** button for a specific household, the user is navigated to the detailed **Family Card** view. This page provides a comprehensive breakdown of the household's demographic and ration card information:



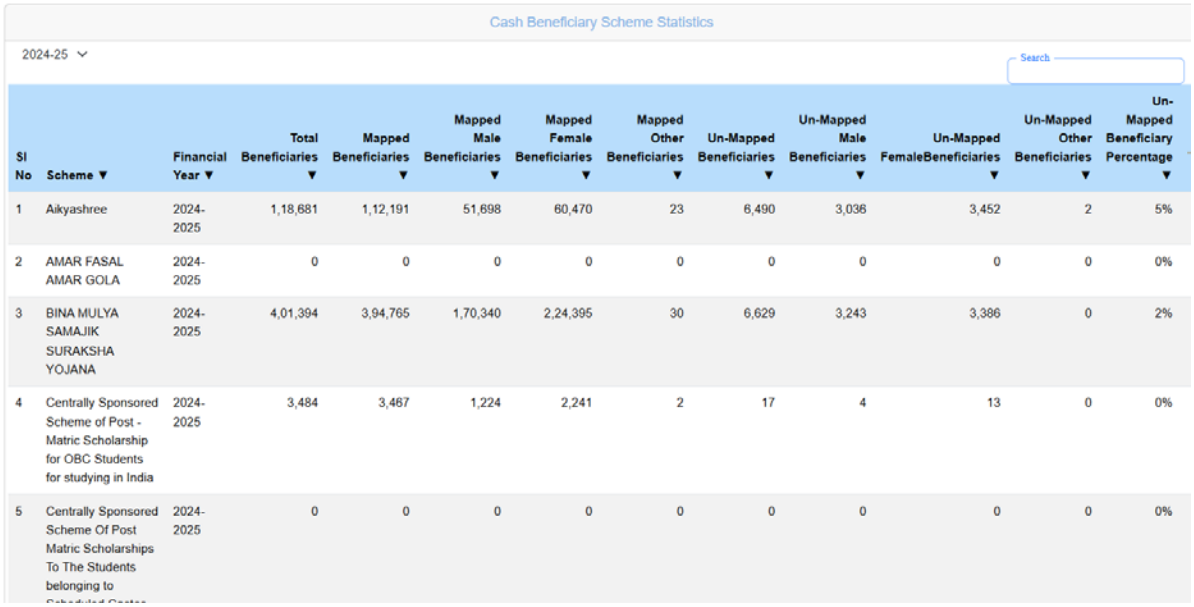
Status Report

Navigating to the **Status Report** section presents the user with the **Population (As per Khadya Sathi)** data table. This page provides a high-level summary of population demographics, categorized by Gram Panchayat (GP) or Ward.



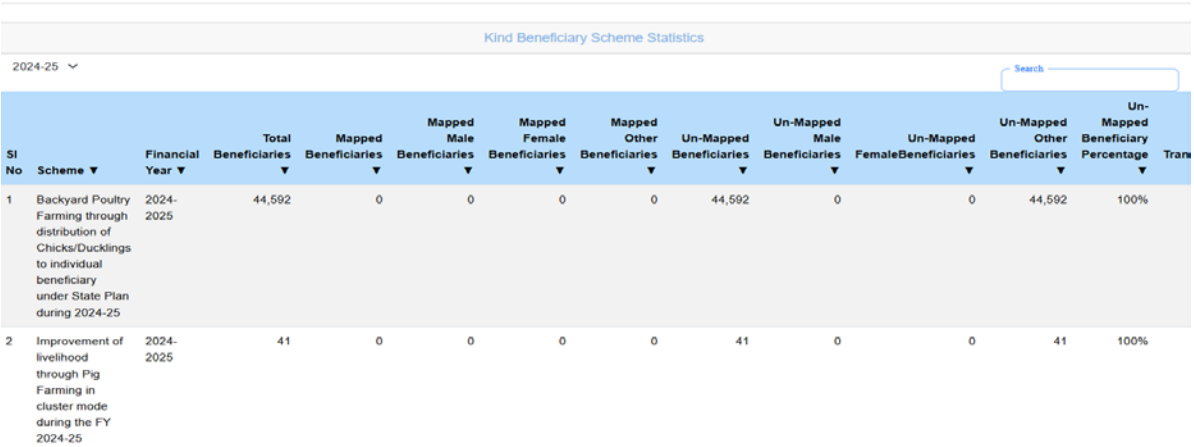
Sl No	Block	Male	Female	Others	Population
1	Haldibari	6,859	7,186	4	14,049
2	Mekliganj	3,997	4,113	3	8,113
3	Mathabhanga	11,243	11,726	21	22,990
4	Koch Bihar	29,071	30,892	64	60,027
5	Tufanganj	9,670	9,920	10	19,600
6	Dinhata	16,048	16,447	20	32,515

Cash Beneficiary Scheme Statistics



Sl No	Scheme	Financial Year	Total Beneficiaries	Mapped Beneficiaries	Mapped Male Beneficiaries	Mapped Female Beneficiaries	Mapped Other Beneficiaries	Un-Mapped Beneficiaries	Un-Mapped Male Beneficiaries	Un-Mapped FemaleBeneficiaries	Un-Mapped Other Beneficiaries	Un-Mapped Beneficiary Percentage
1	Aikyashree	2024-2025	1,18,681	1,12,191	51,698	60,470	23	6,490	3,036	3,452	2	5%
2	AMAR FASAL AMAR GOLA	2024-2025	0	0	0	0	0	0	0	0	0	0%
3	BINA MULYA SAMAJIK SURAKSHA YOJANA	2024-2025	4,01,394	3,94,765	1,70,340	2,24,395	30	6,629	3,243	3,386	0	2%
4	Centrally Sponsored Scheme of Post - Matric Scholarship for OBC Students for studying in India	2024-2025	3,484	3,467	1,224	2,241	2	17	4	13	0	0%
5	Centrally Sponsored Scheme Of Post Matric Scholarships To The Students belonging to	2024-2025	0	0	0	0	0	0	0	0	0	0%

Kind Beneficiary Scheme Statistics

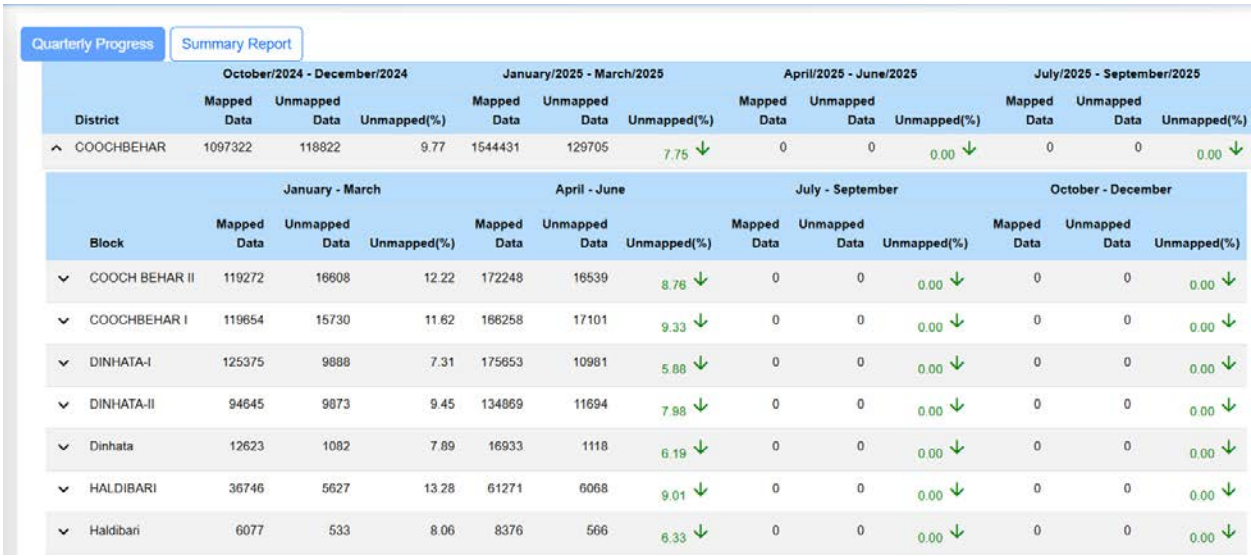


Sl No	Scheme	Financial Year	Total Beneficiaries	Mapped Beneficiaries	Mapped Male Beneficiaries	Mapped Female Beneficiaries	Mapped Other Beneficiaries	Un-Mapped Beneficiaries	Un-Mapped Male Beneficiaries	Un-Mapped FemaleBeneficiaries	Un-Mapped Other Beneficiaries	Un-Mapped Beneficiary Percentage	Tran
1	Backyard Poultry Farming through distribution of Chicks/Ducklings to individual beneficiary under State Plan during 2024-25	2024-2025	44,592	0	0	0	0	44,592	0	0	44,592	100%	
2	Improvement of livelihood through Pig Farming in cluster mode during the FY 2024-25	2024-2025	41	0	0	0	0	41	0	0	41	100%	

District/GP-wise Summary Report

This section provides the Block Development Officer (BDO) & District Magistrate (DM) with a geographical breakdown of beneficiary and transaction data, allowing for easy monitoring of mapping progress and distribution metrics across different Gram Panchayats (GPs) within their jurisdiction.

1. Quarterly progress:



Quarterly Progress | Summary Report

District	October/2024 - December/2024			January/2025 - March/2025			April/2025 - June/2025			July/2025 - September/2025		
	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)
COOCHBEHAR	1097322	118822	9.77	1544431	129705	7.75	0	0	0.00	0	0	0.00

Block	January - March			April - June			July - September			October - December		
	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)	Mapped Data	Unmapped Data	Unmapped(%)
COOCH BEHAR II	119272	16608	12.22	172248	16539	8.76	0	0	0.00	0	0	0.00
COOCHBEHAR I	119654	15730	11.62	166258	17101	9.33	0	0	0.00	0	0	0.00
DINHATA-I	125375	9888	7.31	175653	10981	5.88	0	0	0.00	0	0	0.00
DINHATA-II	94645	9873	9.45	134869	11694	7.98	0	0	0.00	0	0	0.00
Dinhata	12623	1082	7.89	16933	1118	6.19	0	0	0.00	0	0	0.00
HALDIBARI	36746	5627	13.28	61271	6068	9.01	0	0	0.00	0	0	0.00
Haldibari	6077	533	8.06	8376	566	6.33	0	0	0.00	0	0	0.00

2. Summary Report:

District/GP-wise Summary Report

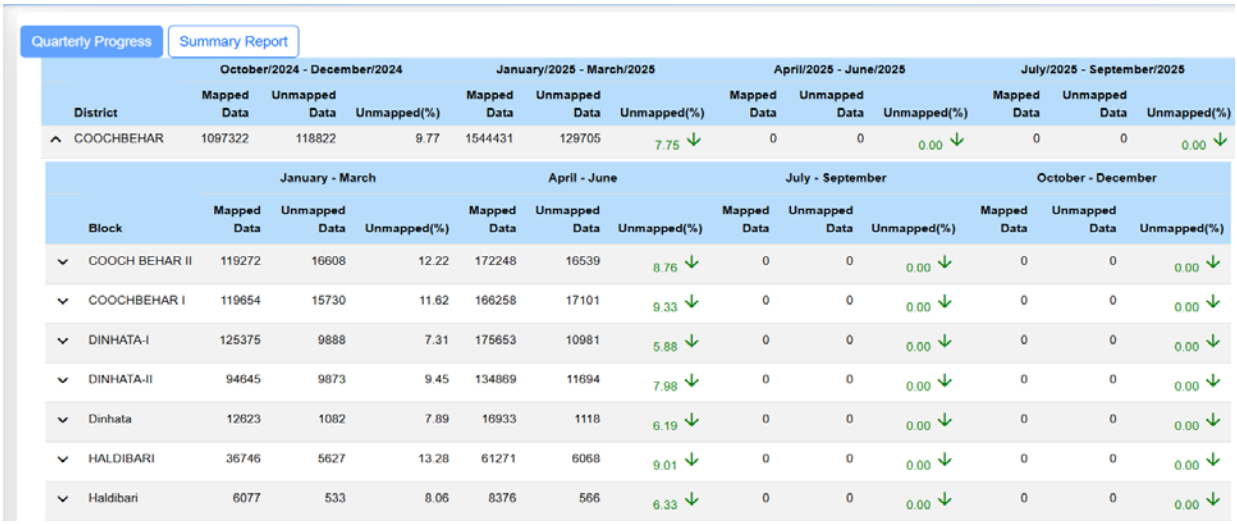
2024-25 | Cash

Quarterly Progress | Summary Report

District	Mapped Beneficiary	Unmapped Beneficiary	Mapped Transactions	Unmapped Transactions	Mapped Amount Disbursed(₹LAKH)	Unmapped Amount Disbursed(₹LAKH)
COOCHBEHAR	39,21,832	8,59,993	1,15,97,644	9,24,448	138895.18	11895.43

Block	Mapped Beneficiary	Unmapped Beneficiary	Mapped Transactions	Unmapped Transactions	Mapped Amount Disbursed(₹LAKH)	Unmapped Amount Disbursed(₹LAKH)
COOCH BEHAR II	4,23,250	1,03,161	12,94,443	1,25,162	15142.62	1547.12
COOCHBEHAR I	4,49,784	86,139	12,97,452	1,28,756	15618.73	1503.21
DINHATA-I	4,37,847	91,370	13,60,536	64,457	15613.75	929.97
DINHATA-II	3,50,909	80,861	10,30,171	80,414	11975.22	1114.85
Dinhata	39,831	7,755	1,05,060	4,596	1257.82	60.56
HALDIBARI	1,59,902	27,215	4,03,400	50,406	4973.70	568.55
Haldibari	18,164	3,329	50,143	2,525	596.52	31.67
Koch Bihar	57,099	15,069	1,97,218	13,724	2215.27	192.57

District/GP-wise Unmapped to Mapped Quarterly Progress



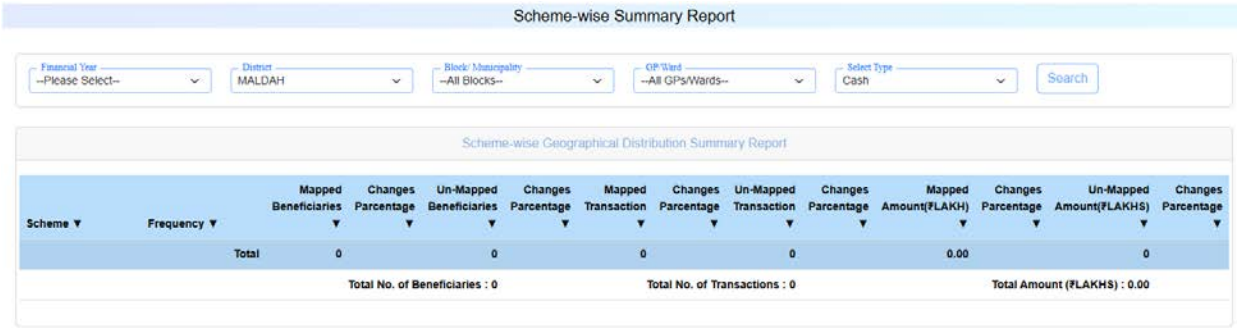
Quarterly Progress | Summary Report

District	Oct/2024 - Dec/2024 Mapped Data	Oct/2024 - Dec/2024 Unmapped Data	Oct/2024 - Dec/2024 Unmapped(%)	Jan/2025 - Mar/2025 Mapped Data	Jan/2025 - Mar/2025 Unmapped Data	Jan/2025 - Mar/2025 Unmapped(%)	Apr/2025 - Jun/2025 Mapped Data	Apr/2025 - Jun/2025 Unmapped Data	Apr/2025 - Jun/2025 Unmapped(%)	Jul/2025 - Sep/2025 Mapped Data	Jul/2025 - Sep/2025 Unmapped Data	Jul/2025 - Sep/2025 Unmapped(%)
COOCHBEHAR	1097322	118822	9.77	1544431	129705	7.75	0	0	0.00	0	0	0.00

Block	Jan - Mar Mapped Data	Jan - Mar Unmapped Data	Jan - Mar Unmapped(%)	Apr - Jun Mapped Data	Apr - Jun Unmapped Data	Apr - Jun Unmapped(%)	Jul - Sep Mapped Data	Jul - Sep Unmapped Data	Jul - Sep Unmapped(%)	Oct - Dec Mapped Data	Oct - Dec Unmapped Data	Oct - Dec Unmapped(%)
COOCH BEHAR II	119272	16608	12.22	172248	16539	8.76	0	0	0.00	0	0	0.00
COOCHBEHAR I	119654	15730	11.62	166258	17101	9.33	0	0	0.00	0	0	0.00
DINHATA-I	125375	9888	7.31	175653	10981	5.88	0	0	0.00	0	0	0.00
DINHATA-II	94645	9873	9.45	134869	11694	7.98	0	0	0.00	0	0	0.00
Dinhata	12623	1082	7.89	16933	1118	6.19	0	0	0.00	0	0	0.00
HALDIBARI	36746	5627	13.28	61271	6068	9.01	0	0	0.00	0	0	0.00
Haldibari	6077	533	8.06	8376	566	6.33	0	0	0.00	0	0	0.00

Scheme-wise Summary Report

The **Scheme-wise Summary Report** allows administrators to view a highly targeted breakdown of beneficiary mapping and transaction data for specific welfare schemes, filtered by precise geographic locations.



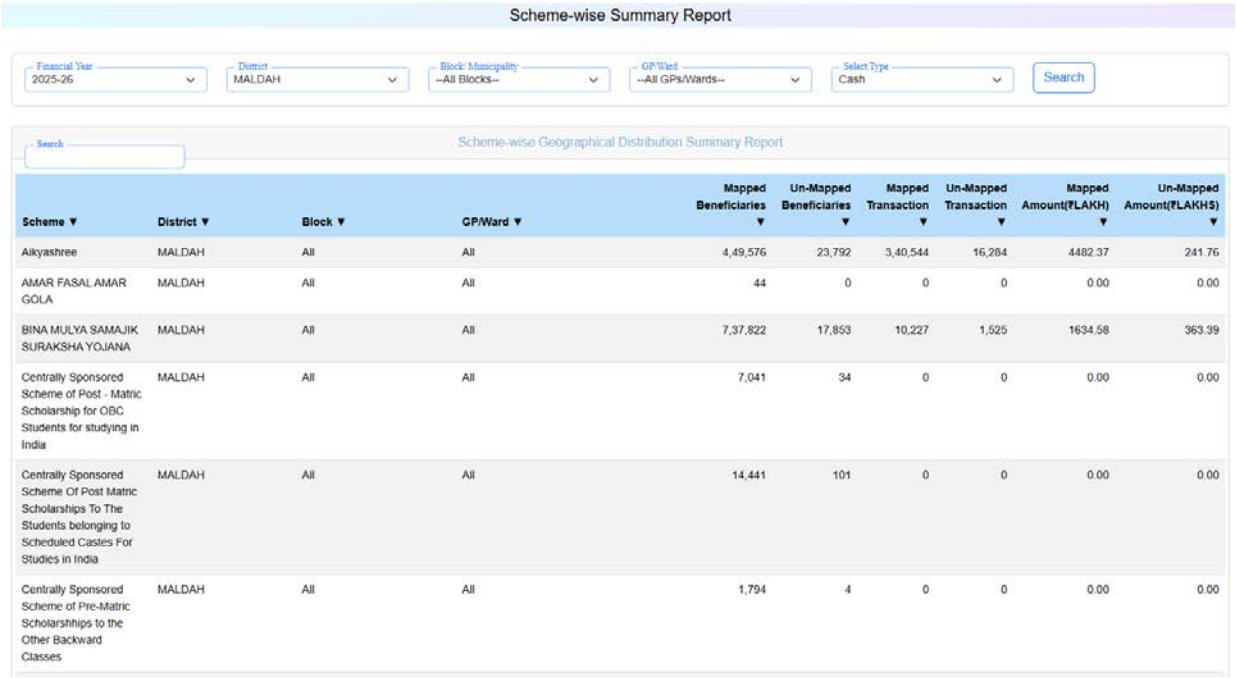
Scheme-wise Summary Report

Financial Year: --Please Select-- | District: MALDAH | Block/ Municipality: --All Blocks-- | GP/Ward: --All GPs/Wards-- | Select Type: Cash | Search

Scheme-wise Geographical Distribution Summary Report

Scheme	Frequency	Mapped Beneficiaries	Changes Parcentage	Un-Mapped Beneficiaries	Changes Parcentage	Mapped Transaction	Changes Parcentage	Un-Mapped Transaction	Changes Parcentage	Mapped Amount(₹LAKH)	Changes Parcentage	Un-Mapped Amount(₹LAKHS)	Changes Parcentage
	Total	0		0		0		0		0.00		0	

Total No. of Beneficiaries : 0 | Total No. of Transactions : 0 | Total Amount (₹LAKHS) : 0.00



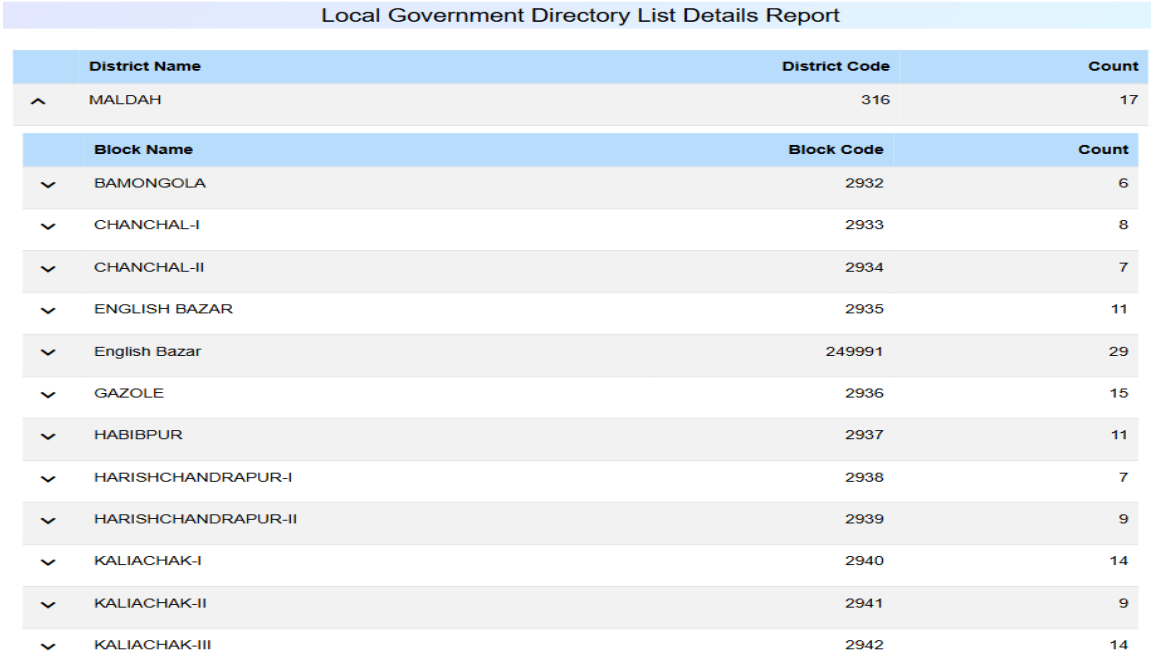
Scheme	District	Block	GP/Ward	Mapped Beneficiaries	Un-Mapped Beneficiaries	Mapped Transaction	Un-Mapped Transaction	Mapped Amount(₹LAKH)	Un-Mapped Amount(₹LAKHS)
Aikyashree	MALDAH	All	All	4,49,576	23,792	3,40,544	16,264	4482.37	241.76
AMAR FASAL AMAR GOLA	MALDAH	All	All	44	0	0	0	0.00	0.00
BINA MULYA SAMAJIK SURAKSHA YOJANA	MALDAH	All	All	7,37,822	17,853	10,227	1,525	1634.58	363.39
Centrally Sponsored Scheme of Post - Matric Scholarship for OBC Students for studying in India	MALDAH	All	All	7,041	34	0	0	0.00	0.00
Centrally Sponsored Scheme Of Post Matric Scholarships To The Students belonging to Scheduled Castes For Studies in India	MALDAH	All	All	14,441	101	0	0	0.00	0.00
Centrally Sponsored Scheme of Pre-Matric Scholarshhips to the Other Backward Classes	MALDAH	All	All	1,794	4	0	0	0.00	0.00

Local Government Directory (LGD) List Details Report

This report provides the DM with a clear, hierarchical view of the official Local Government Directory (LGD) codes for their specific administrative jurisdictions. The report features a straightforward, three-level drill-down design.

	District Name	District Code	Count
⌄	MALDAH	316	17

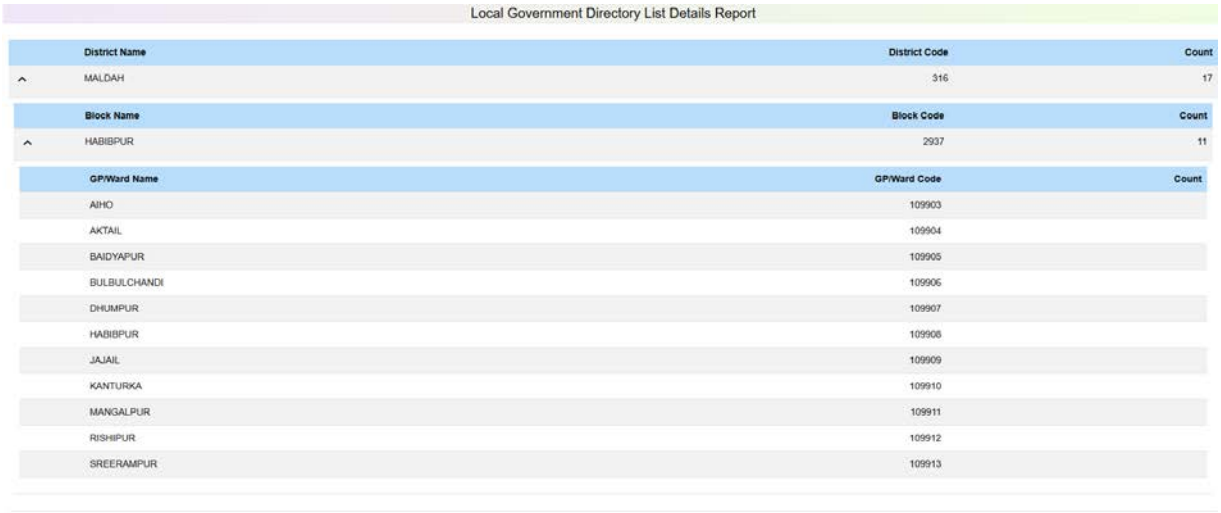
2. Block Level Details



	District Name	District Code	Count
⌃	MALDAH	316	17

	Block Name	Block Code	Count
⌄	BAMONGOLA	2932	6
⌄	CHANCHAL-I	2933	8
⌄	CHANCHAL-II	2934	7
⌄	ENGLISH BAZAR	2935	11
⌄	English Bazar	249991	29
⌄	GAZOLE	2936	15
⌄	HABIBPUR	2937	11
⌄	HARISHCHANDRAPUR-I	2938	7
⌄	HARISHCHANDRAPUR-II	2939	9
⌄	KALIACHAK-I	2940	14
⌄	KALIACHAK-II	2941	9
⌄	KALIACHAK-III	2942	14

3. GP/Ward Level Details:



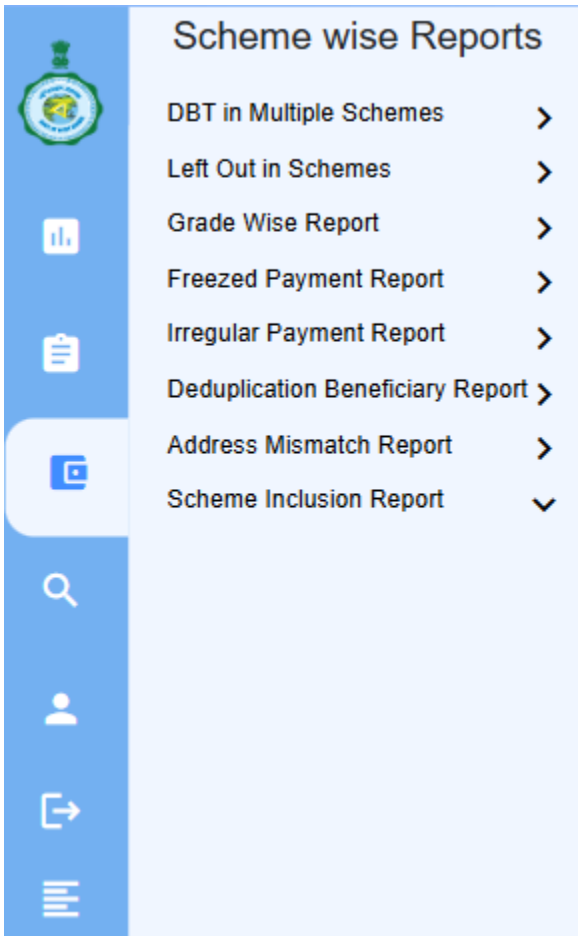
Local Government Directory List Details Report

District Name	District Code	Count
MALDAH	316	17

Block Name	Block Code	Count
HABIBPUR	2937	11

GP/Ward Name	GP/Ward Code	Count
AIHO	109903	
AKTAIL	109904	
BAIDYAPUR	109905	
BULBULCHANDI	109906	
DHUMPUR	109907	
HABIBPUR	109908	
JAJAIL	109909	
KANTURKA	109910	
MANGALPUR	109911	
RISHIPUR	109912	
SREERAMPUR	109913	

Scheme Wise Reports



The **Scheme-wise Reports** module provides the District Magistrate with a comprehensive overview of welfare distribution performance. These reports are designed to facilitate data-driven monitoring, identify discrepancies in fund disbursement, and ensure that no eligible beneficiary is left behind.

Navigating the Reports

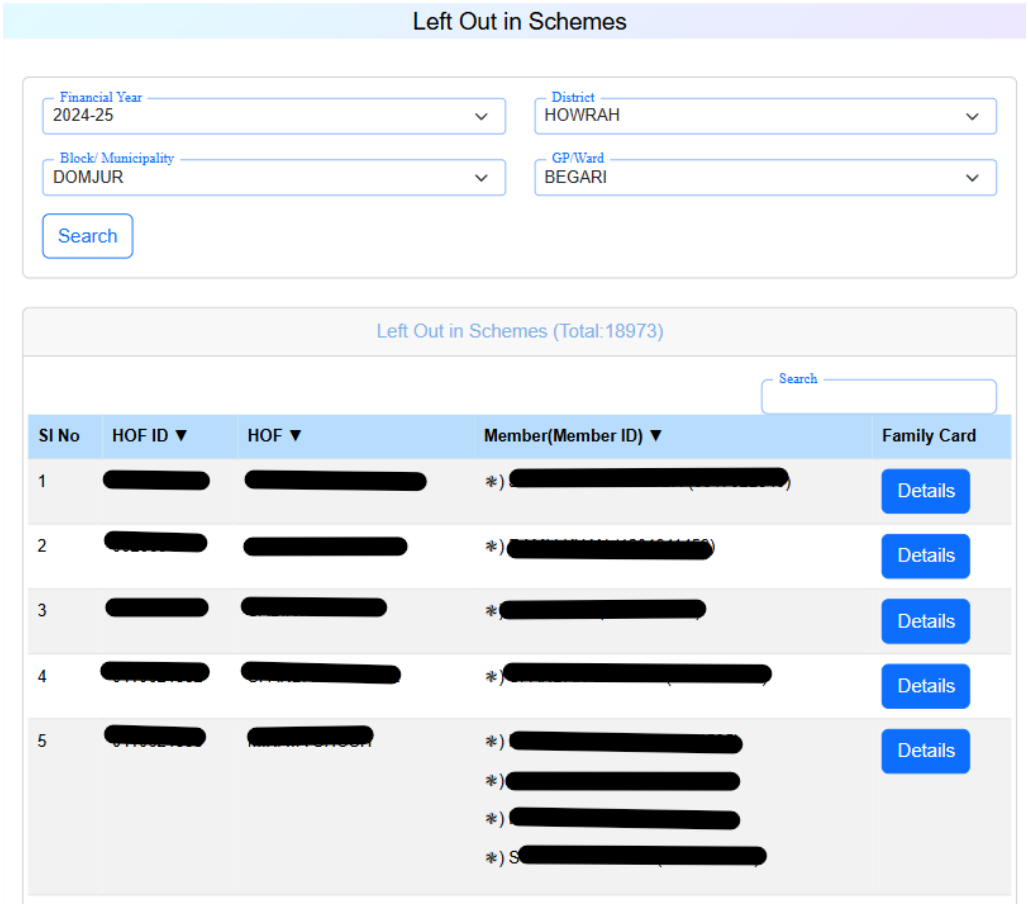
To access these reports, select the **Wallet/Finance Icon** from the left-hand sidebar. The following analytical reports are available:

Report Descriptions

- **DBT in Multiple Schemes:** Identifies families receiving Direct Benefit Transfers from one or many schemes. This is essential for cross-verification and ensuring policy compliance.
- **Left Out in Schemes:** Tracks the families not yet integrated into specific welfare programs. This is a **High Priority** report for achieving 100% saturation goals.
- **Grade Wise Report:** Provides a classification (grading) based on name, gender and age of beneficiary according to the matching of details with their ration card or any other government database details.
- **Freezed Payment Report:** Lists disbursements that have been halted due to technical or administrative issues. These require immediate oversight to prevent delays.
- **Irregular Payment Report:** Highlights anomalies in payment cycles, inconsistent payments or the payments are being made irregularly.
- **Deduplication Beneficiary Report:** A critical audit tool to identify and remove duplicate entries, supporting the "One Beneficiary, One Benefit" principle.
- **Address Mismatch Report:** Flags records where a beneficiary's registered address does not align with verified databases, indicating a need for field verification.
- **Scheme Inclusion Report:** A detailed list of non benefited citizens who are eligible to receive any particular scheme, allowing the DM to monitor the expansion of various initiatives.

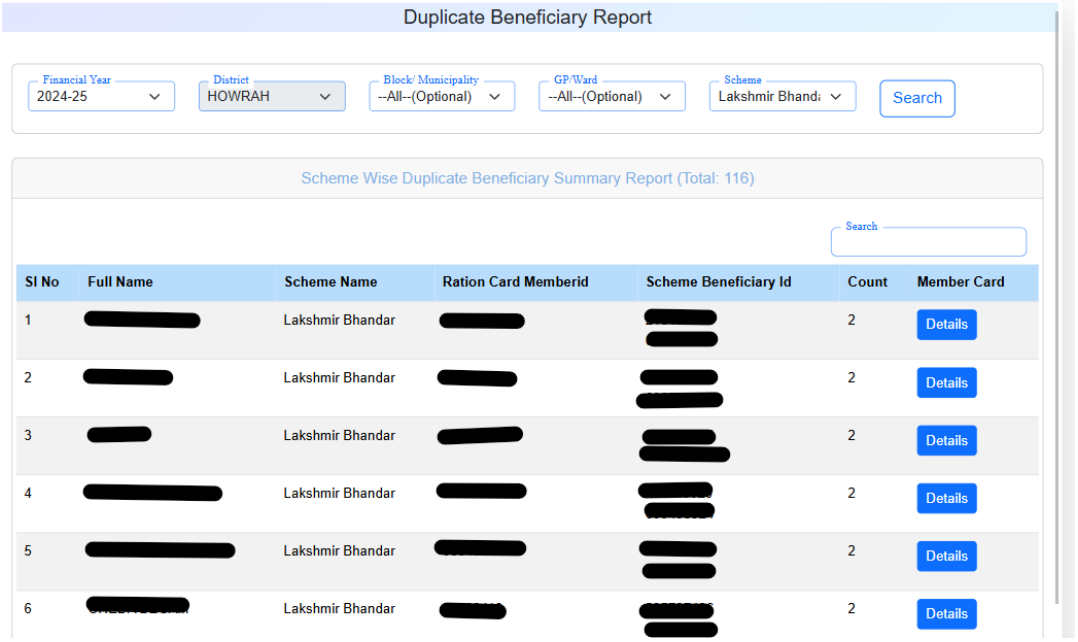
Left Out in Schemes Report

The primary objective of this report is to facilitate **100% saturation** of welfare schemes. It identifies families or households that are present in the core database (such as Khadya Sathi) but are currently not linked to any Direct Benefit Transfer (DBT) schemes.



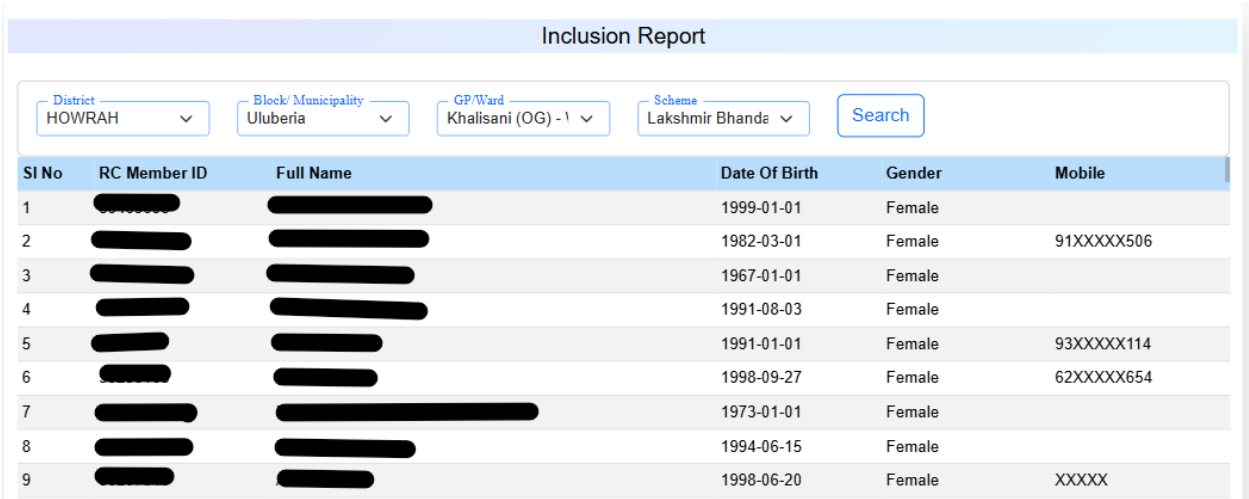
Duplicate Beneficiary Report

The Duplicate Beneficiary Report serves as a high-level audit mechanism to ensure the principle of **"One Beneficiary, One Benefit."** It flags instances where a single Ration Card holder is linked to multiple Scheme Beneficiary IDs, potentially leading to double payments from the same welfare program.



Inclusion Report

The Inclusion Report identifies individuals who meet all eligibility criteria for a specific scheme but are currently **not receiving benefits**. This report is a critical administrative tool for identifying "silent gaps" in the delivery system where enrollment has occurred but disbursement has not commenced.



Search Individual/Family

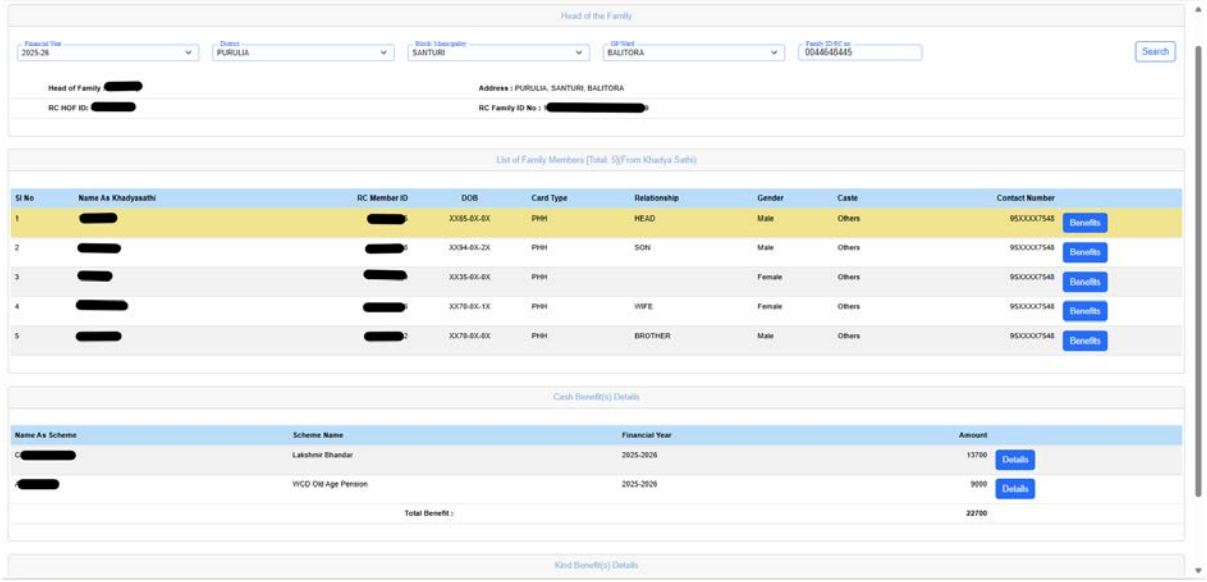
This page allows user to search for a specific family or beneficiary using their Family ID or RC. No.

Here you can find details of all schemes benefitted from of all the members of a family or a specific individual.

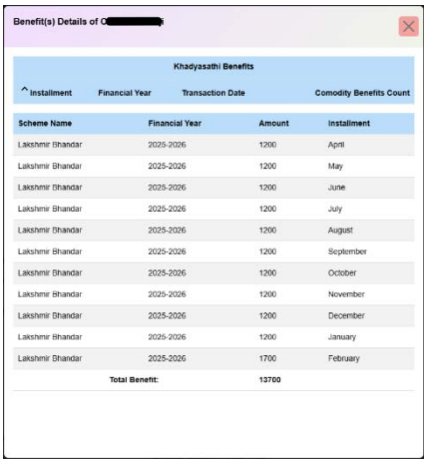
Please select the financial year and enter the RC.No or Family ID of the required person and click on search.

The DMs will have the option to select any given Block and GP/Ward in their district.

On successful completion of the search, the list of family members, Cash Benefits and Kind Benefits received will be populated on the screen.

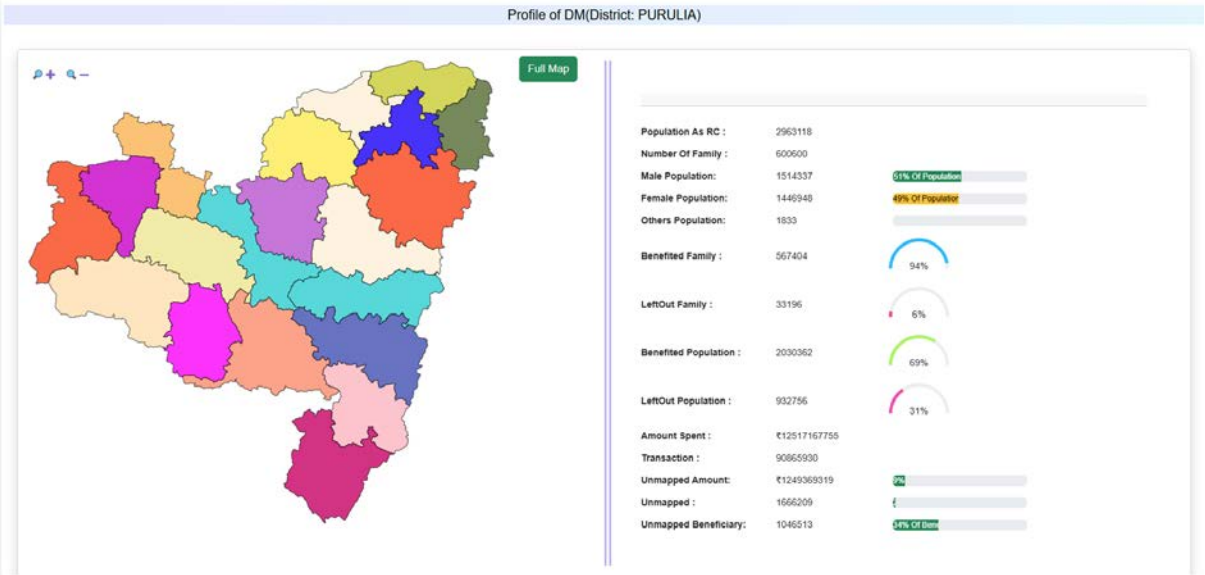


Clicking the “Benefits” button against a person opens a window with the details of all the benefits received by this person across all schemes and the total benefit received.



Profile of DM

This page displays a comprehensive overview of the district's demographic and beneficiary data for the District Magistrate. It provides both a visual representation through an interactive map and detailed statistical information.



Interactive District Map: The page features a map of the district, color-coded by Blocks.

- **Zoom/Drill-Down:** Users can click on any specific Block on the map. This action zooms into that Block, revealing the Gram Panchayats (GP) or Wards within it.
- **Dynamic Data Updates:** When a Block or GP/Ward is selected, the statistical data on the right side of the screen automatically updates to reflect the details of that specific geographical area.

Statistical Dashboard: The right side of the screen presents a detailed breakdown of the selected area's profile, including:

- **Population Data:** Total Population (as per Ration Card), Number of Families, Male Population (with percentage), Female Population (with percentage), and Others Population.
- **Beneficiary Metrics:** Shows the number and percentage of Benefited Families versus LeftOut Families, as well as Benefited Population versus LeftOut Population, represented with circular progress charts.
- **Financial & Transactional Details:** Displays the total Amount Spent and the number of Transactions.
- **Unmapped Data:** Provides figures and percentages for Unmapped Amount, Unmapped Transactions, and Unmapped Beneficiaries.

Map Controls:

- **Zoom In/Out:** Use the plus (+) and minus (-) magnifying glass icons in the top left corner of the map to adjust the zoom level manually.
- **Full Map Toggle:** A green "Full Map" button is available. Clicking this toggles the view, expanding the map for a closer look while keeping the statistical data consistent.

West Bengal Social Registry System Overview

Overview on User Creation & Role Entry

Important Note: *Only users with District Magistrate (DM) or Administrator privileges have the authority to create new users or modify existing roles within the system.*

Registration menu → User Creation & Role Entry section →Role creation under DM level (authorized users can manage system access for subordinate staff). This module allows you to both create new user profiles and modify existing ones.

User Creation (Features)

1. Searching for an Existing User (To Update or Deactivate)
2. Creating a New User & Updating Details
3. Managing Account Status (Active/Inactive)

Role Entry (Menu Assignment)

After Role Creation, the **Role Entry** page allows you to assign specific menus and sub-menus to individual users. The features are:

1. Searching for the User
2. Assigning Permissions
3. Reviewing & Revoking Access
4. Role Updates

Overview on Login

Access the Login Portal

1. Access URL: https://socialregistry.wb.gov.in/ → “Social Registry Dashboard”
2. Log In
3. Two-Factor Authentication (OTP Verification)
4. Forgot Password

After a successful login, the user will be able to see the side bar which contains the different pages/reports available to the user.

Side Menu Bar

Following are the pages that are available:

- Dashboard: Contains quick overview visual charts.
- Summary Reports: Clicking on this opens a sub-menu containing:
    - Drill Down Report
    - Status Report
    - District/GP-wise Report
    - Scheme-wise Summary Report
    - LGD List Details Report
- Scheme wise Reports: Clicking on this opens a sub-menu containing:
    - DBT in Multiple Schemes
    - Left Out in Schemes
    - Grade Wise Report
    - Freezed Payment Report
    - Irregular Payment Report
    - Deduplication Beneficiary Report
    - Address Mismatch Report
    - Scheme Inclusion Report
- Search Individual / Family: Allows the user to search for a specific family in their *district*.
- Profile: Shows an interactive map of the *district* and quick summaries for the displayed area.
- Logout: Clicking this button will log out the user from this session.

Accessibility Options

"Accessibility Options" allows the user to use the accessibility settings to customize the website to their preference as per GIGW norms as follows:

1. Screen Reader: Activates an audio tool that reads the text on the webpage aloud for users with visual impairments.
2. Bigger Text (A+): Increases the font size across the portal to make reading easier.
3. Small Text (A-): Decreases the font size, typically used to reverse the "Bigger Text" function or scale down large text.
4. Line Height: Increases the vertical space between lines of text to prevent them from looking crowded.
5. Highlight Links: Visually emphasizes all clickable links on the page (usually by underlining or adding a bright background) so they are easier to spot.
6. Text Spacing: Increases the horizontal space between individual letters and words to improve overall legibility.

7. Dyslexia: Changes the website's text to a specialized, weighted font designed to be easier for people with dyslexia to read.
8. Hide Images: Removes all pictures and graphics from the page to minimize visual distractions and help users focus purely on the text.
9. Cursor: Modifies the mouse pointer making it larger and changing its color so it is easier to track across the screen.
10. Light-Dark: Toggles the website's overall visual theme between a standard light mode and a darker, low-glare mode.
11. Invert Mode: Reverses the colors on the screen (e.g., turning white backgrounds black and vice versa) to create a high-contrast viewing experience.
12. Bilingual: Translates or toggles the language of the portal switching between English ('A') and Bengali ('অ').

Overview on Dashboard

The dashboard of the WBSRS portal is having many features for monitoring and overview of the scheme details, beneficiary details etc.

The top row KPI cards contain the population, family count, total beneficiaries, total transactions, amount disbursed and no. of on boarded schemes for the *district*. Hovering over any KPI card will switch the data shown in that card to the latest financial year.

User can switch between 2 separate dashboards for “Cash” type schemes and “Kind” type schemes by clicking (or hovering) on the blue “+” icon at the bottom right corner of the screen.

Clicking on the “i” button on the top left corner of any chart will show the relevant summary for that specific chart.
Please click on “more” to show the details and the available options for that chart.
Click on “i” again to close the summary popup.

Overview on Summary Reports

Drill Down

User may drill down for report at the following levels

District →Block →GP/Ward→ Family Card

Status Report

Status Report section presents the user with the Population (As per Khadya Sathi) data table. This page provides a high-level summary of population demographics, categorized by Gram Panchayat (GP) or Ward.

Key Features & Navigation:

- Search Functionality
- Sorting
- Summary Row

Cash/Kind Beneficiary Scheme Statistics

This section provides a detailed statistical overview of various cash beneficiary programs, breaking down the number of beneficiaries who have been mapped versus those who remain un-mapped within the system, along with associated transaction data.

Key Features & Navigation:

- Financial Year Filter
- Search Functionality
- Sorting

District/GP-wise Summary Report

This section provides the Block Development Officer (BDO) & District Magistrate (DM) with a geographical breakdown of beneficiary and transaction data, allowing for easy monitoring of mapping progress and distribution metrics across different Gram Panchayats (GPs) within their jurisdiction.

Quarterly Progress

This contains Quarterly Progress of district data.

Scheme-wise Summary Report

The Scheme-wise Summary Report allows administrators to view a highly targeted breakdown of beneficiary mapping and transaction data for specific welfare schemes, filtered by precise geographic locations.

1. Initial View & Filtering (Generating the Report) Financial Year
2. Reviewing the Data Table
3. Searching Within the Table

Local Government Directory (LGD) List Details Report

This report provides the DM with a clear, hierarchical view of the official Local Government Directory (LGD) codes for their specific administrative jurisdictions. The report features a straightforward, three-level drill-down design.

1. District Level (Initial View)
2. Block Level Details
3. GP/Ward Level Details

Overview on Scheme Wise Reports

The Scheme-wise Reports module provides the District Magistrate with a comprehensive overview of welfare distribution performance. These reports are designed to facilitate data-driven monitoring, identify discrepancies in fund disbursement, and ensure that no eligible beneficiary is left behind.

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Map Controls:

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