

# Marriage Registration Module

## User Guide: Employees

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May 2017

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# About eGovernments

*eGovernments Foundation is a best-in-class technology solutions developer for electronic governance and smart cities with over 13 years of experience in transforming urban governance. Building a comprehensive, intelligent platform for technology-powered, mobile-enabled urban governance is the only work we do.*

*Our products are relied upon by millions of people across India, both in government as well as citizens in their day-to-day lives. They offer exceptional possibilities to organizations engaged in developing/integrating solutions and applications in the e-governance domain.*

## Our strength:

- eGovernments Foundation is promoted by two visionary technocrats – Nandan Nilekani, ex CEO, Infosys, former Chairperson of the Unique Identification Authority of India (UIDAI) and former Head of Government of India's Technology Committee, and Srikanth Nadhamuni, CEO, Khosla Labs, and ex CTO UIDAI – with a vision to transform urban governance through cutting edge technology.
- Our benefactors include Omidyar Network and Tata Trust
- Over the past decade, we have gained deep insights into eGovernance space at a very granular level
- Our state-of-the-art, ERP-based platform – with 22 modules – for urban governance is built on advanced OpenSource technologies for better flexibility, interoperability and faster implementation
- Our products enable administrators in information-driven decision-making, enhanced citizen connect, intelligent financial management; and help citizens to interact with government in an easy, transparent, and real-time fashion.

## Key components of our e-Governance platform:

- ERP - to fully digitize civic body operations
- CRM - digital service delivery to citizens
- Payment System – enabling government offices to go cashless both internally as well as with citizens
- Financial Management – includes budgeting, forecasting and financial accounting that are compliant with National Municipal Accounting Standard
- Dashboards for State / City / Town level monitoring and control
- Mobile apps for citizens to pay taxes, raise and resolve complaints
- Mobile apps for civic body employees
- Data Analytics
- We are committed to collaborate with reputed solution/application developers and system integrators to make Digital India a reality and transform urban governance globally.

# About this User Guide

This User Manual describes the features, benefits, workflow, and roles offered by the Marriage Registration module of eGovernments (eGov MR); and step-by-step-by guide to using the module by different users.

## Conventions

The conventions used in this manual are:

Convention	Description
<i>Note:</i>	Provides additional information about a step or concept. Notes are written italics and contained in grey boxes.
<b>UI Element</b>	Used to describe on screen elements like buttons, drop-down lists, etc. The name of the element is in <b>bold, dark brown</b>
<i>Navigation &gt;</i>	Arrow '>' notation describes the flow of navigation in the app. The navigation is described in <b>bold, italics, blue</b>
*	Fields in the tool screen shots marked with * are mandatory fields

# About Marriage Registration (MR) Module

## About MR module

eGov Marriage Registration [MR] helps register the marriage events performed within the jurisdiction of the ULB.

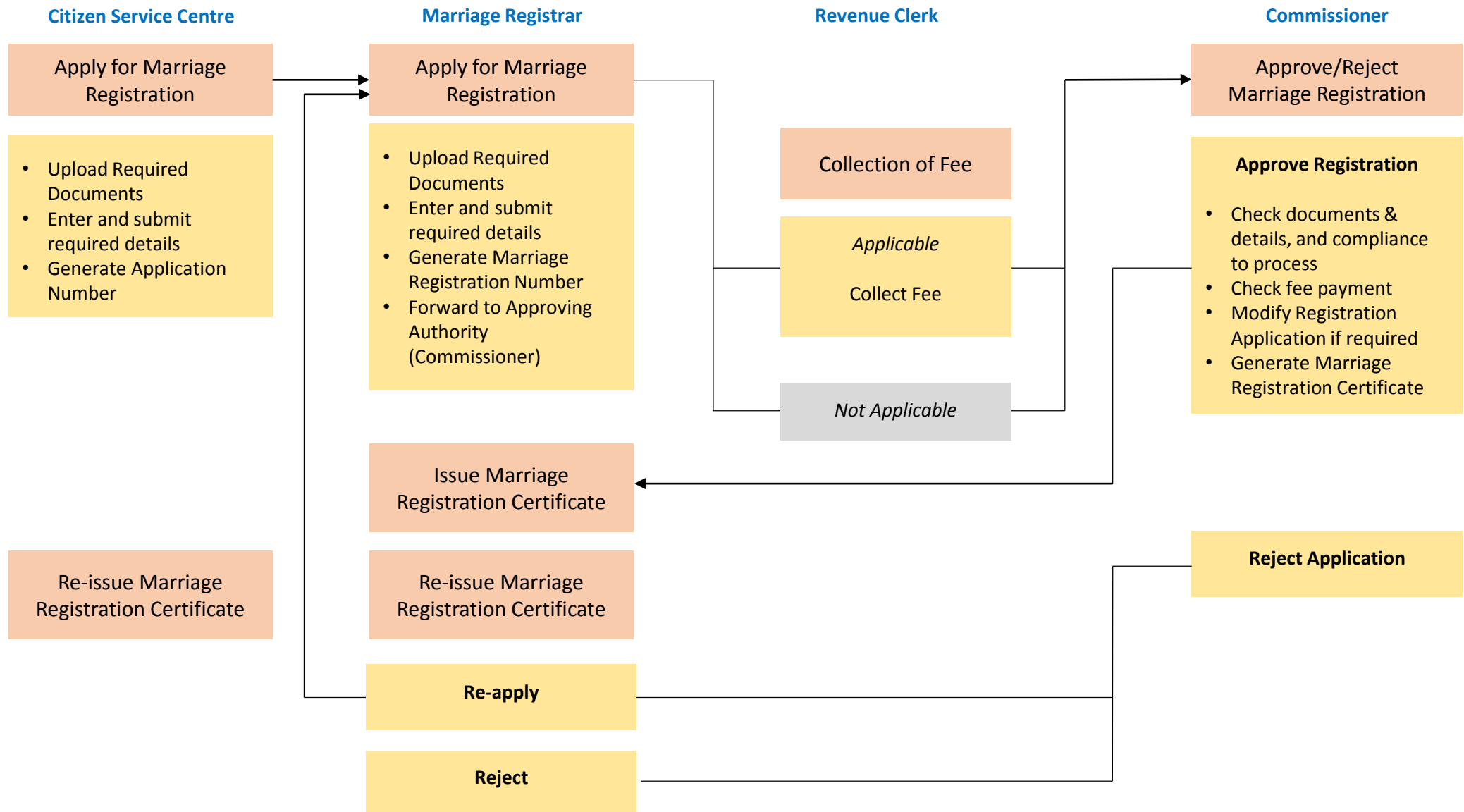
The module enables the users to:

- Apply for new Marriage Registration
- Collect Registration Fee
- Modify a Marriage Registration
- Approve a Marriage Registration
- Generate a Marriage Registration Certificate
- Issue a Marriage Registration Certificate
- Re-issue a Marriage Registration Certificate
- Reject a marriage Registration Application

# About Marriage Registration (MR) Module

# Contd.

## Workflow



- Role/User
- Function
- Actions

# About Marriage Registration (MR) Module

## Contd.

### Terms used

<i>Term</i>	<b>Definition</b>
<b><i>ULB</i></b>	Urban Local Body
<b><i>Marriage Registration Certificate</i></b>	A certificate issued by the ULB to a couple registering/recognizing the Marriage Event.
<b><i>Registration Unit</i></b>	The office/administrative unit of Marriage Registrations Department
<b><i>Zone</i></b>	The administrative zone within the city
<b><i>Venue of Marriage</i></b>	Place where marriage was held - Residence / Function Hall / Worship Place / Others
<b><i>Approver Designation</i></b>	The position given the



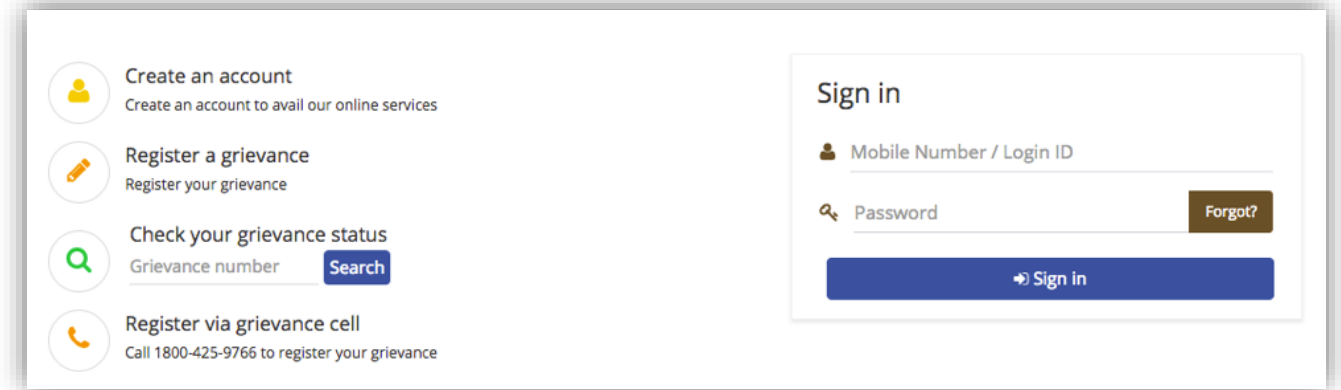
# Getting Started

## Open Marriage Registration (MR)

Marriage Registration (MR) module is available as part of the eGovernments platform. To log into eGovernments platform / your citizen services portal, on your web browser, type <URL> and click on **enter**.

Upon entering the web page, you will see the following options in the home page.

Use your log in details - **Mobile Number/Login ID** and **Password** - and click on **Sign in**.



The screenshot displays the user interface of the eGovernments platform. On the left, there are four service options, each with an icon and a description:

- Create an account**: Create an account to avail our online services (User icon)
- Register a grievance**: Register your grievance (Pencil icon)
- Check your grievance status**: Grievance number   (Magnifying glass icon)
- Register via grievance cell**: Call 1800-425-9766 to register your grievance (Phone icon)

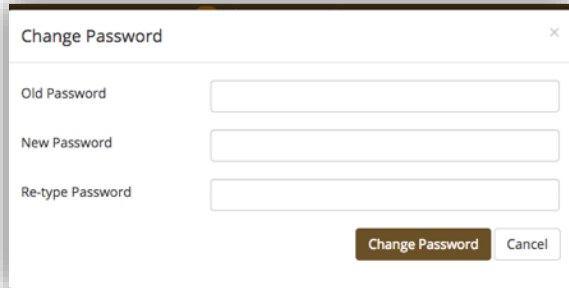
On the right, there is a **Sign in** section with the following fields and buttons:

- Sign in** header
- 
- (Forgot? button)
- (Sign in button)

# Getting Started

## Change Password

- In the top panel, on the right hand top corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down, click on **Change Password** option.
- **Provide Old Password, New password, Retype new password**, and click on **Change Password**.

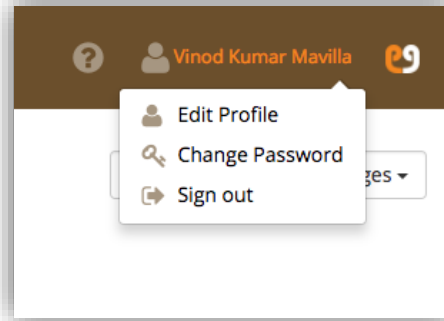


A screenshot of a 'Change Password' dialog box. It contains three input fields: 'Old Password', 'New Password', and 'Re-type Password'. At the bottom right, there are two buttons: 'Change Password' and 'Cancel'.

# Contd.

## Sign out

- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on **Sign out**.



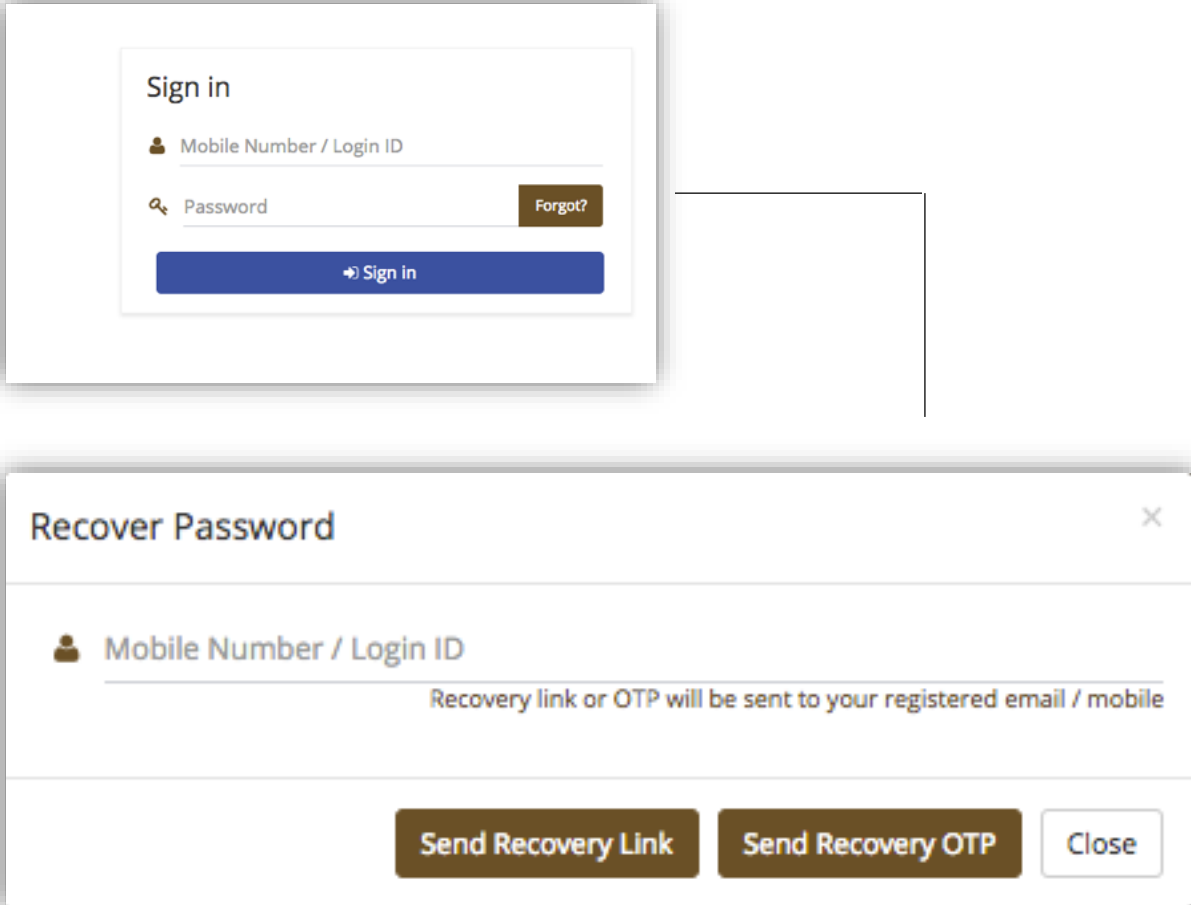
# Getting Started

## Recover Password

If you forget your password, in the log in page click on **Forgot** in the Password box

- In the Recover Password window that opens, enter your Mobile Number or Email ID, and choose the password recovery option (either my OTP to mobile phone or password recovery link to email)

# Contd.




The image shows two screenshots from a web application. The top screenshot is a 'Sign in' form with two input fields: 'Mobile Number / Login ID' and 'Password'. A 'Forgot?' button is located to the right of the password field. A blue 'Sign in' button is at the bottom. A line connects the 'Forgot?' button to the 'Recover Password' dialog box below. The 'Recover Password' dialog box has a title bar with a close button (X). It contains a 'Mobile Number / Login ID' input field. Below the input field, it says 'Recovery link or OTP will be sent to your registered email / mobile'. At the bottom, there are three buttons: 'Send Recovery Link', 'Send Recovery OTP', and 'Close'.

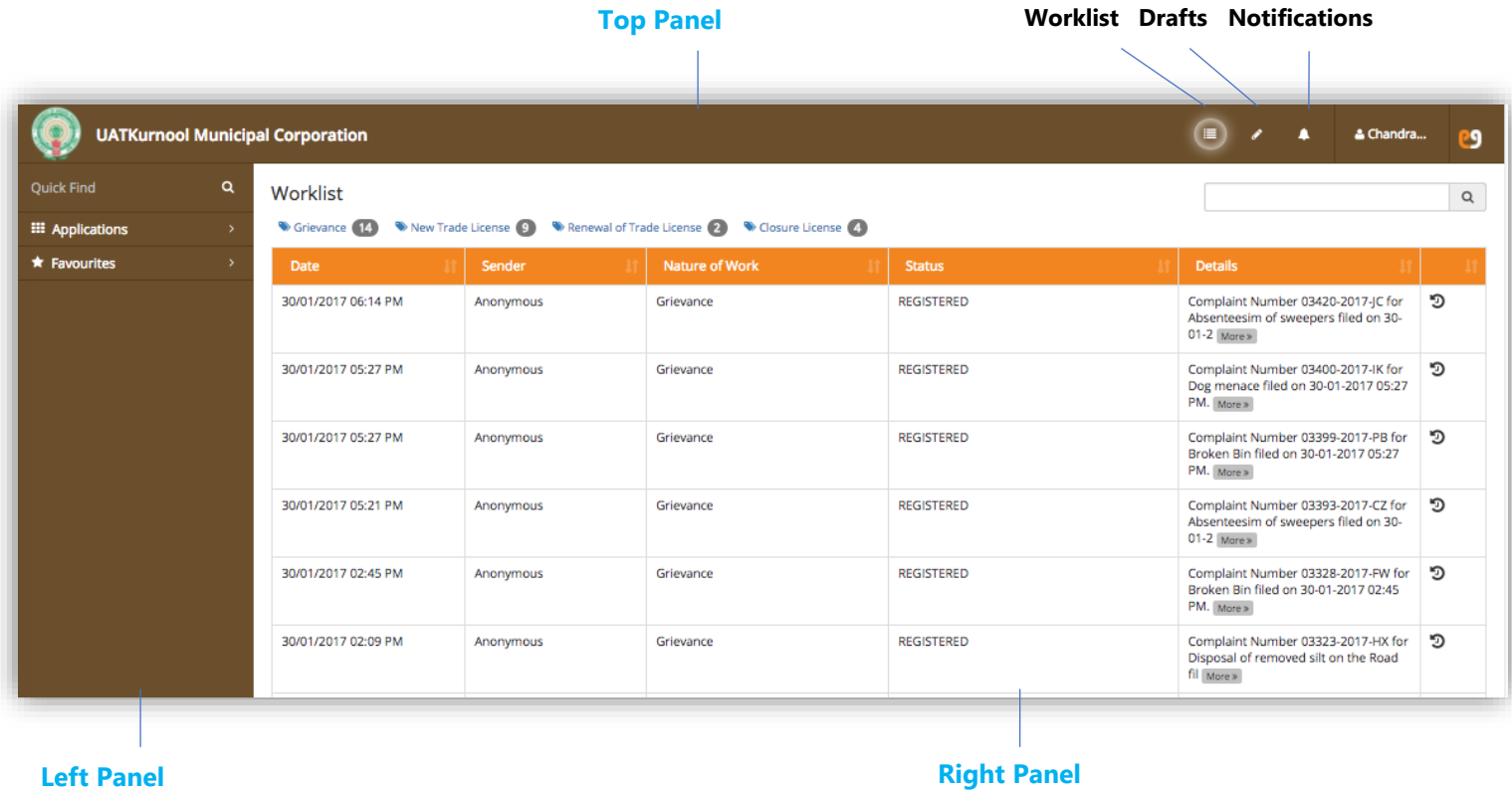
# Getting Started

# Contd.

## Home Page

Element	Functionalities
---------	-----------------

- |                    |  |
|--------------------|--|
| <b>Left panel</b>  | <ul style="list-style-type: none"> <li>Provides two options – <b>Applications</b> and <b>Favourites</b>.</li> <li><b>Applications</b> enable you to carry out different tasks, view the reports and navigates through the menu options of various applications</li> <li>You can mark any task or report as your favourite. Once marked, the application or reports shows up in Favourites for quick access.</li> </ul>   |
| <b>Top Panel</b>   | <ul style="list-style-type: none"> <li>Enables you to view <b>Worklist</b>, <b>Drafts</b>, and <b>Notifications</b>.</li> <li>In addition, the Top Panel enables you to update your profile.</li> </ul>  |
| <b>Right Panel</b> | <ul style="list-style-type: none"> <li>Shows <b>Worklist</b>, <b>Drafts</b>, and <b>Notifications</b> in List View sorted chronologically with most recent on top.</li> <li><b>Worklist</b> contains all the tasks that are pending reviews or approval.</li> <li><b>Drafts</b> contain the tasks that are under process and not yet ready for forward submission.</li> <li><b>Notifications</b> contain the tasks with any changes occurred</li> <li>The  icon on the right of each row enables you to view history of each task.</li> </ul> |



**Top Panel**

**Worklist Drafts Notifications**

**Left Panel**

**Right Panel**

Date	Sender	Nature of Work	Status	Details
30/01/2017 06:14 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03420-2017-JC for Absenteesim of sweepers filed on 30-01-2017 <a href="#">More &gt;</a>
30/01/2017 05:27 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03400-2017-IK for Dog menace filed on 30-01-2017 05:27 PM. <a href="#">More &gt;</a>
30/01/2017 05:27 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03399-2017-PB for Broken Bin filed on 30-01-2017 05:27 PM. <a href="#">More &gt;</a>
30/01/2017 05:21 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03393-2017-CZ for Absenteesim of sweepers filed on 30-01-2017 <a href="#">More &gt;</a>
30/01/2017 02:45 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03328-2017-FW for Broken Bin filed on 30-01-2017 02:45 PM. <a href="#">More &gt;</a>
30/01/2017 02:09 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03323-2017-HX for Disposal of removed silt on the Road fill <a href="#">More &gt;</a>

# Citizen Service Centre (CSC) User

## Citizen Service Centre (CSC) User

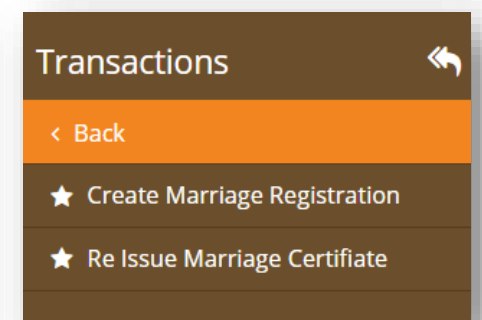
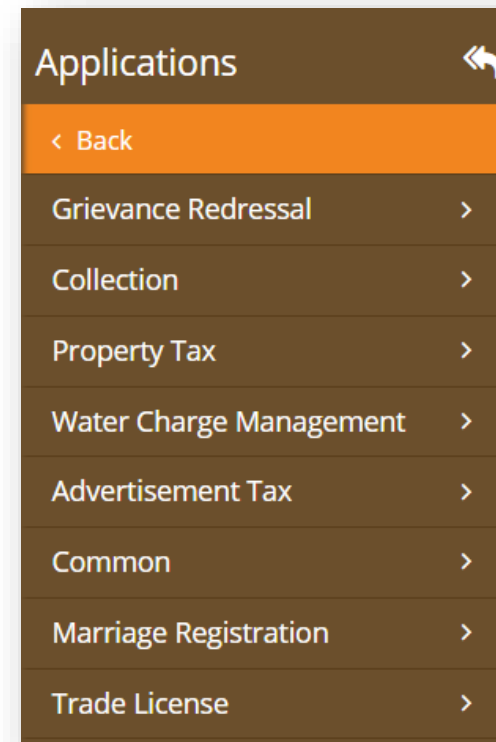
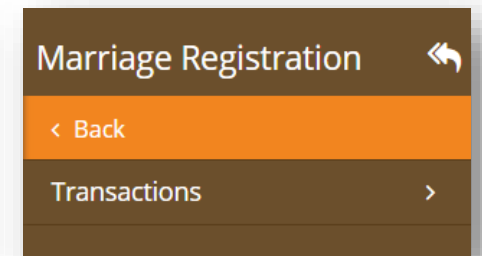
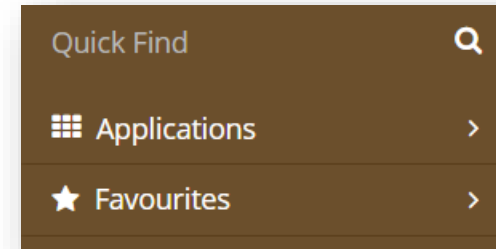
When a citizen submits an application related to Marriage Registration at Citizen Service Centre (CSC), the CSC USER processing the application enters application details online and initiates the workflow. CSC User can (a) create a marriage registration application (b) and re-issue a marriage certificate.

The screens and functionality for the CSC USER are similar to the Marriage Registrar's. The application is sent to the Junior Assistant by clicking on the **Forward** button. The system will generate an acknowledgement slip and a tracking number for the citizen, which are also sent as a sms to the citizen's mobile number.

The system will start the workflow and from the Junior Assistant the application will be forwarded to the Commissioner for approval. The Commissioner can view such applications in Worklist and act on the application. The remaining workflow remains the same. In these instances, the application details are already entered into the system by the CSC USER and the Junior Assistant can review the form and forward to the concerned for approvals.

Navigation for CSC USER:

- Initiate Marriage Registration Application  
[Left panel > Applications > Marriage Registration > Transactions > Create Marriage Registration](#)
- Reissue Marriage Registration Certificate  
[Left panel > Applications > Marriage Registration > Transactions > Re Issue Marriage Certificate](#)



# Marriage Registrar

## Create New Registration

- [Go to new application form](#)
- [Enter applicant details](#)
- [Enter witness details](#)
- [Enter document details and upload documents](#)
- [Forward to approver](#)

## View Applications

- [View all applications](#)

## Issue/Re-Issue Certificate

- [Issue Registration Certificate](#)
- [Re-issue Registration Certificate](#)

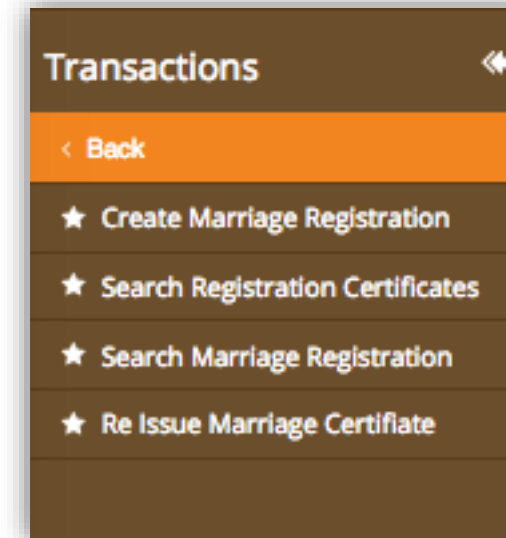
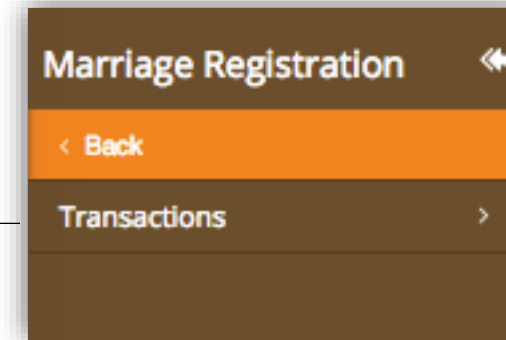
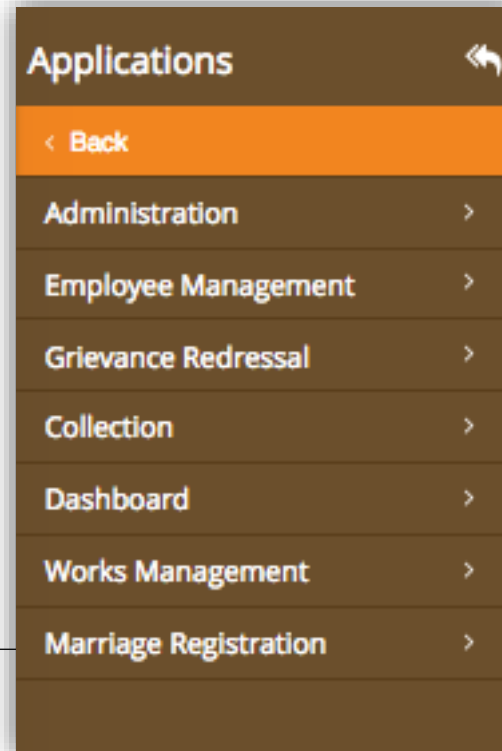
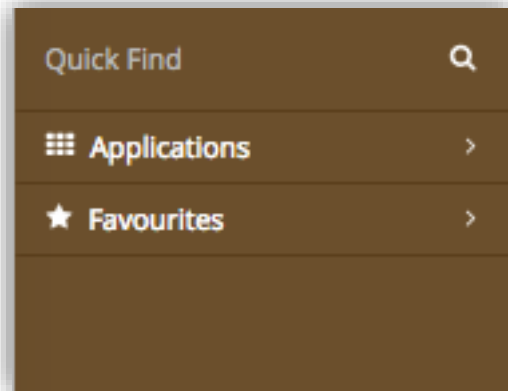
# Marriage Registrar: Create Marriage Registration

## Go to 'Create Marriage Registration'

To create a new Marriage Registration Application, use the following navigation:

[Left panel](#) > [Applications](#) > [Marriage Registration](#) > [Transactions](#) > [Create Marriage Registration](#)

A new **Memorandum of Marriage** window opens.



# Marriage Registrar: Create Marriage Registration

## Contd.

### Enter Applicant's Information

Field	Description
Registration Unit	The administrative unit/office of Marriage Registrations Department. Select from the drop down.
Zone	The administrative zone of the city. This field is auto populated based on the Registration Unit chosen.
Street	Address of the place of marriage
City	City where marriage took place
Locality	Choose the locality where the marriage took place from the drop down
Date of Marriage	Date of marriage. Choose using the calendar feature.
Venue of Marriage	Residence / Function Hall / Worship Place / Others
Place of Marriage	If you choose any option other than Residence in Venue of Marriage, you have to enter the 'place of marriage'
Marriage Fee	Based on the date of the marriage, the Fee details are auto populated.
Marriage Photo	Upload the marriage of photo of Bridegroom and Bride

Memorandum of Marriage (Form-B)

APPLICANT'S INFORMATION
WITNESSES INFORMATION
CHECKLIST

General Information

Registration Unit \*

Street \*

City \*

Venue of Marriage \*

Place of Marriage \*

Zone \*

Locality \*

Date of Marriage \*

Marriage Fee (In Rs.) \*

Marriage Photo \*  No file chosen



# Marriage Registrar: Create Marriage Registration

## Contd.

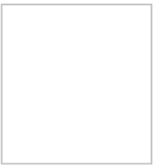
### Enter Applicant's Information

### Contd.


Enter the following information for both Bridegroom and Bride in the respective Information boxes, and upload their respective individual photographs.

- Full Name
- Father's/Mother's Name
- Age on the day of solemnization of marriage
- Status at the time of the marriage – Unmarried, Divorced, Widower, Married
- Residence Address, Locality, Street, City
- Aadhaar Number (Optional)
- Phone Number
- Office Address
- Occupation
- Email ID (optional)
- Educational Qualification
- Nationality
- Handicapped (Select status if the applicant is handicapped)

#### Bridegroom Information

Full Name *	<input type="text" value="First Na"/>	<input type="text" value="Middle Na"/>	<input type="text" value="Last Na"/>	Photo *	
Fathers's/Mother's Name *	<input type="text"/>				
Religion *	<input type="text" value="Select"/>				
Age as on Solemnization of Marriage *	<input type="text" value="Years"/>	<input type="text" value="Months"/>			
Status at the time Marriage *	<input type="text" value="Select"/>				
Residence Address *	<input type="text"/>				
Locality *	<input type="text"/>				
Office Address *	<input type="text"/>				
Occupation *	<input type="text"/>				
Education Qualification *	<input type="text" value="Select"/>				
Handicapped	<input type="checkbox"/>				
	Aadhar No.		<input type="text"/>		
	Street *		<input type="text"/>		
	City *		<input type="text"/>		
	Phone No. *		<input type="text"/>		
	email		<input type="text"/>		
	Nationality *		<input type="text" value="Indian"/>		

#### Bride Information

Full Name *	<input type="text" value="First Na"/>	<input type="text" value="Middle Na"/>	<input type="text" value="Last Na"/>	Photo *	
Fathers's/Mother's Name *	<input type="text"/>				
Religion *	<input type="text" value="Select"/>				
Age as on Solemnization of Marriage *	<input type="text" value="Years"/>	<input type="text" value="Months"/>			
Status at the time Marriage *	<input type="text" value="Select"/>				
Residence Address *	<input type="text"/>				
Locality *	<input type="text"/>				
Office Address *	<input type="text"/>				
Occupation *	<input type="text"/>				
Education Qualification *	<input type="text" value="Select"/>				
Handicapped	<input type="checkbox"/>				
	Aadhar No.		<input type="text"/>		
	Street *		<input type="text"/>		
	City *		<input type="text"/>		
	Phone No. *		<input type="text"/>		
	email		<input type="text"/>		
	Nationality *		<input type="text" value="Indian"/>		

# Marriage Registrar: Create Marriage Registration

## Contd.

### Enter Witness Information

In **WITNESS INFORMATION** enter the following information for witnesses.

- Full Name
- Father's/Mother's/Husband's Name
- Aadhaar Number (Optional)
- Occupation (Optional)
- Relationship with Applicants (Optional)
- Age
- Residence Address

You can also upload the photo of the witness.

*Witness Information has to be entered for four witnesses: two from bridegroom's side and two from bride's side. The fields of information are the same for all four.*

APPLICANT'S INFORMATION
WITNESSES INFORMATION
CHECKLIST

### Bridegroom Side Witness

#### First Witness Information

Full Name \*

S/o. W/o. D/o \*

Aadhar No.

Occupation

Relationship with Applicants

Age \*

Residence Address \*

Photo

No file chosen

# Marriage Registrar: Create Marriage Registration

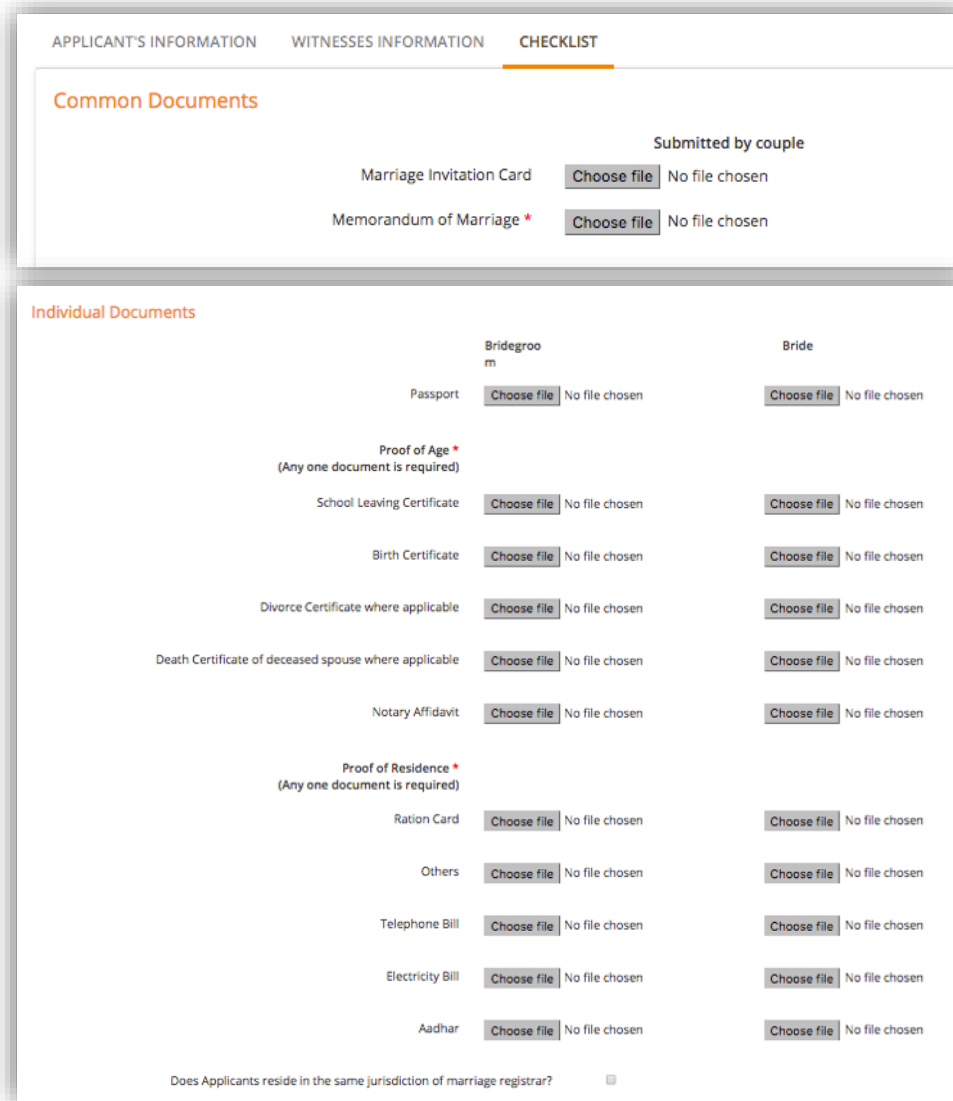
## Contd.

### Upload Documents - Checklist

In **CHEKLIST** choose and upload documents in support of the application. Documents are classified into two types:

1. Common Documents: Documents in support of the marriage – Marriage Invitation card, Memorandum of Marriage
2. Individual Documents: Documents from both Bridegroom and Bride, separately, in support of identity, age, residence, marital status - including
  - Passport
  - School Leaving Certificate
  - Birth Certificate
  - Divorce Certificate
  - Death certificate of deceased spouse
  - Notary affidavit
  - Ration Card
  - Telephone Bill
  - Electricity Bill
  - Aadhaar

Select the box if the applicants reside in the same jurisdiction of marriage registrar.



The screenshot displays the 'CHECKLIST' tab of the marriage registration application. It is divided into two sections: 'Common Documents' and 'Individual Documents'.

**Common Documents:**

- Submitted by couple
- Marriage Invitation Card: Choose file (No file chosen)
- Memorandum of Marriage \*: Choose file (No file chosen)

**Individual Documents:**

	Bridegroom	Bride
Passport	Choose file (No file chosen)	Choose file (No file chosen)
<b>Proof of Age *</b> (Any one document is required)		
School Leaving Certificate	Choose file (No file chosen)	Choose file (No file chosen)
Birth Certificate	Choose file (No file chosen)	Choose file (No file chosen)
Divorce Certificate where applicable	Choose file (No file chosen)	Choose file (No file chosen)
Death Certificate of deceased spouse where applicable	Choose file (No file chosen)	Choose file (No file chosen)
Notary Affidavit	Choose file (No file chosen)	Choose file (No file chosen)
<b>Proof of Residence *</b> (Any one document is required)		
Ration Card	Choose file (No file chosen)	Choose file (No file chosen)
Others	Choose file (No file chosen)	Choose file (No file chosen)
Telephone Bill	Choose file (No file chosen)	Choose file (No file chosen)
Electricity Bill	Choose file (No file chosen)	Choose file (No file chosen)
Aadhar	Choose file (No file chosen)	Choose file (No file chosen)

Does Applicants reside in the same jurisdiction of marriage registrar?

*Upload only those documents that are required. For example, for proof of residence, only one document from among Ration Card, Aadhaar, Electricity Bill and Telephone Bill is required.*

# Marriage Registrar: Create Marriage Registration

## Contd.

### Forward Application for Approval

In the **Memorandum of Marriage** window, after entering Applicant Information, Witness Information, and completing Checklist (uploading relevant documents), complete the creation of the Marriage Registration Application by completing Approval Details in the bottom part of the window.

- Select Approver's Department
- Select Designation
- Select Approver (Name of the Approving Officer)
- Click **Forward** to (a) generate Marriage Registration Number (b) send the application for fee collection, if applicable, and (c) send the registration for approval of the Commissioner.

#### Approval Details

Approver Department *	ADMINISTRATION	Approver Designation *	Commissioner
Approver *	Ravindra Babu/ADM_Con		
Comments			

# Marriage Registrar: View Marriage Registration Applications

## View all Marriage Registration Applications

To view all Marriage Registration applications, use the following navigation:

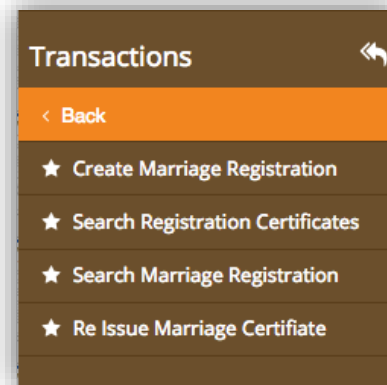
[Left panel > Applications > Marriage Registration > Transactions > Search Marriage Registration](#)

A new **Search Certificates** window opens.

You can search by (a) Application Number (b) Registration Number (c) Bridegroom Name (d) Bride Name (e) Date range (f) Registration Unit (g) Date of Marriage. Choose your search parameter and click on **Search Registrations**. The search results show the list of applications and their current status.

In the search results, click on **Select from Below** under the **Actions** field against each application.

Click on **View** to view all the details of the Marriage Registration Application, including: Applicant Information, Witness Formation, and Checklist of documents uploaded.



### Search Applications

Registration Number	<input type="text"/>	Application No.	<input type="text"/>
Bridegroom Name	<input type="text"/>	Bride Name	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Unit	<input type="text" value="Select"/>	Date of Marriage	<input type="text"/>

The Search result is

Registration No	Application No	Application Date	Marriage Date	Bridegroom Name	Bride Name	Marriage Fee	Status	Registration Unit	Action
02022017000001	01474-2017-WA	02/02/2017	02/02/2017	a	b	0	Registered	Sarjapur	Select from Below ↓
03022017000002	01482-2017-BC	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Approved	Sarjapur	Select from Below ↓
123880	AN123880	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	Select from Below ↓

# Marriage Registrar: Issue Marriage Registration Certificate

## Issue Registration Certificate

To issue a Marriage Registration Certificate, use the following navigation:

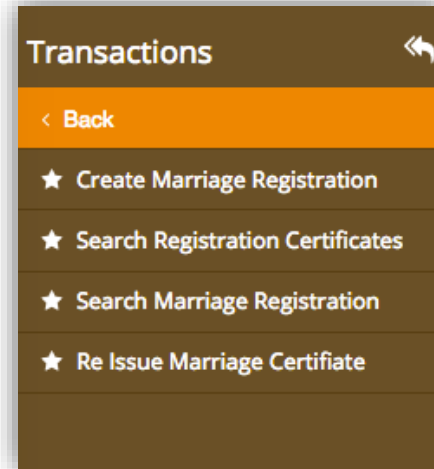
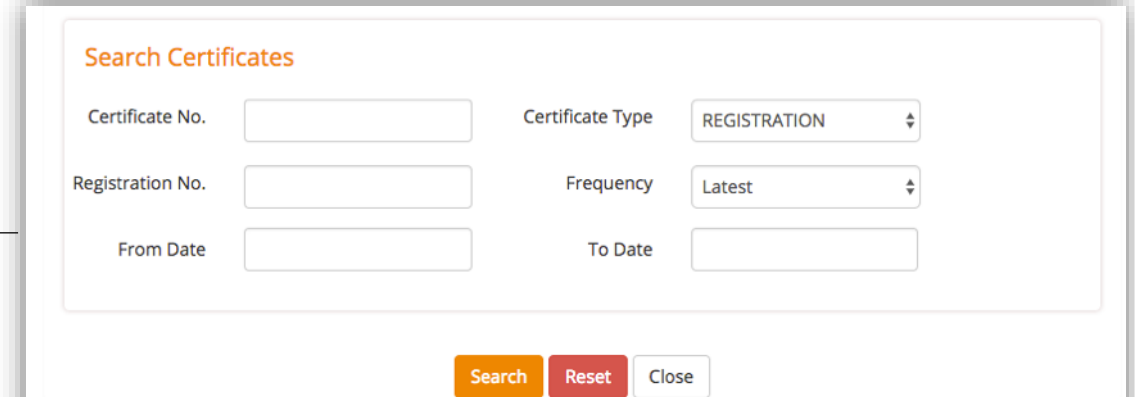
[Left panel](#) > [Applications](#) > [Marriage Registration](#) > [Transactions](#) > [Search Registration Certificates](#)

A new **Search Certificates** window opens.

You can search by (a) Certificate Number (b) Registration Number (c) Certificate Type (d) Frequency – All or Latest (d) Date Range

Select **Certificate Type** as “REGISTRATION” to view registration certificates for marriage registration applications submitted by and approved for issue. Click **Search**.

In the search results, click on **Print Certificate** box under **Actions** field for the certificate you want to issue.

The Certificate Search result is

Registration No	Certificate No	certificateDate	Bridegroom Name	Bride Name	certificateType	Action
07022017000010	1016000008	2017-02-07	Bride	Bride	REGISTRATION	<a href="#">Print Certificate</a>
07022017000009	1016000007	2017-02-07	Salman NN	Salman NN	REGISTRATION	<a href="#">Print Certificate</a>
07022017000009	1016000006	2017-02-07	Salman NN	Salman NN	REGISTRATION	<a href="#">Print Certificate</a>



# Marriage Registrar: Re-issue Marriage Registration Certificate

## Re-issue Registration Certificate

Marriage certificates can be re-issued when citizens apply for re-issue of certificate in the case of loss/damage.

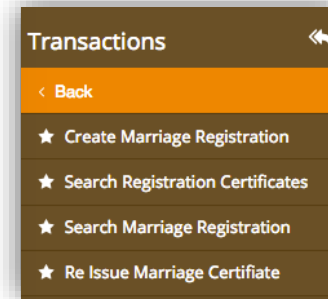
To re-issue a Marriage Registration Certificate, use the following navigation:

[Left panel > Applications > Marriage Registration > Transactions > Reissue Marriage Certificate](#)

A new **Search Certificates** window opens. You can search by (a) Registration Number (b) Application Number (c) Bridegroom Name (d) Bride Name (d) Date range (e) Registration Unit (f) Date of Marriage

After choosing your search parameter, click on **Search Registrations**

In the search results, click on **Re Issue Certificate** under **Actions** field for the certificate you want to re-issue.



### Search Applications

Registration Number	<input type="text"/>	Application No.	<input type="text"/>
Bridegroom Name	<input type="text"/>	Bride Name	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Unit	<input type="text" value="BTM"/>	Date of Marriage	<input type="text"/>

---

The Search result is

Registration No	Application No	Application Date	Marriage Date	Bridegroom Name	Bride Name	Marriage Fee	Status	Registration Unit	Action
0002	002	08/02/2017	08/02/2017	Saket Kumara	Roshni Kumari	0	Registered	BTM	<a href="#" style="color: white; text-decoration: none;">Re Issue Certificate</a>

# Revenue Clerk

## Collect Fee

- [Collect Fee for Issue / Re-Issue of Marriage Registration Certificates](#)



# Revenue Clerk: Collect Fee

## Collect Fee for Issue / Re-issue of Marriage Registration Certificates

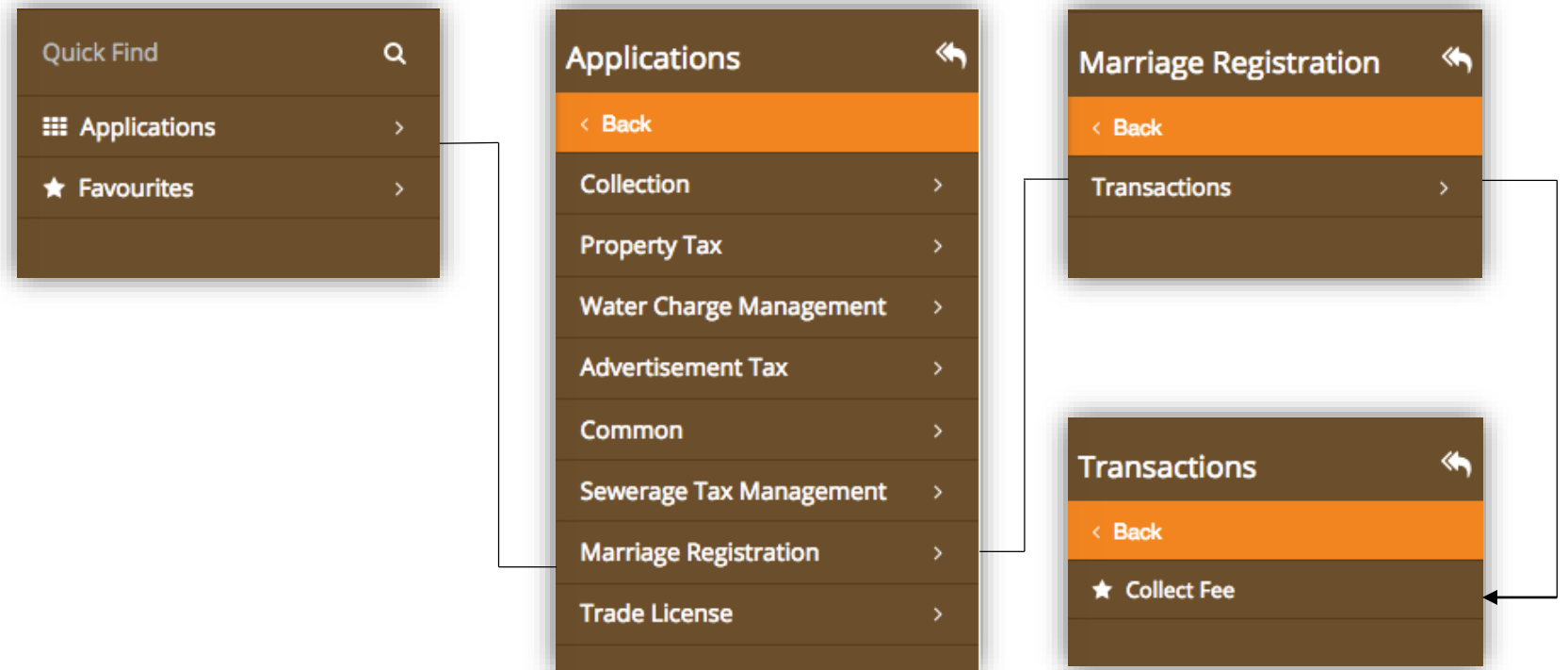
Marriage Registration Applications are created by the Marriage Registrar. Each application is identified by a unique Marriage Registration Number by the system.

Based on the date of marriage and the date of application (the number of days since marriage has taken place), the fee is decided. After a marriage registration application is created and submitted for approval by the Marriage Registrar, applications that require application fee to be collected are automatically routed to the Fee Collector.

To collect fee, go to:

[Left panel > Applications > Marriage Registration > Transactions > Collect Fee](#)

Fee is also collected for re-issue of marriage registration certificates, which are issued in the case of loss/damage



# Revenue Clerk: Collect Fee

# Contd.

## Collect Fee for Issue / Re-issue of Marriage Registration Certificates

## Contd.

In the **Search Applications** window that opens, you can search by various parameters, including: (a) Registration Number (b) Application Number (c) Bridegroom Name (d) Bride Name (e) Date range (f) Registration Unit (g) Date of Marriage (h) Registration Type.

If Registration Type is selected as REGISTRATION, new marriage registration applications are shown. If the status is selected as REISSUE, applications for reissue of certificates are shown.

In the search results, go to Action field against the application for which fee has to be collected, and click on 'Collect Fee' in the 'Select from Below' box.

### Search Applications

Registration Number <input type="text"/>	Application No. <input type="text"/>
Bridegroom Name <input type="text"/>	Bride Name <input type="text"/>
From Date <input type="text"/>	To Date <input type="text"/>
Registration Unit <span style="border: 1px solid #ccc; padding: 2px;">Select</span>	Date of Marriage <input type="text"/>
Registration Type <span style="border: 1px solid #ccc; padding: 2px;">REGISTRATION</span>	

Search Registrations
Reset
Close

The Search result is

Registration No	Application No	Application Date	Marriage Date	Bridegroom Name	Bride Name	Marriage Fee	Status	Registration Unit	Action
N/A	01704-2017-BD	06/02/2017	02/01/2017	Salman NN	FullName PP	100	Created	Sarjapur	Select from Below ↓
N/A	01706-2017-FC	06/02/2017	02/01/2017	Salman NN	FullName PP	100	Created	Sarjapur	Select from Below ↓
N/A	01725-2017-ED	06/02/2017	02/01/2017	Salman NN	FullName PP	100	Created	Sarjapur	Select from Below ↓
N/A	01737-2017-LG	06/02/2017	02/01/2017	Salman NN	FullName PP	100	Created	Sarjapur	Select from Below ↓

# Revenue Clerk: Collect Fee

# Contd.

## Collect Fee for Issue / Re-issue of Marriage Registration Certificates

## Contd.

In the **Marriage Registration Charges** window that opens, view **Bill Details**, choose **Mode of Payment**, view amount to be collected, enter **Amount**.

After completing the collection through cash/cheque/credit card/direct bank transfer/bank challan, click on **Pay**.

The system auto generates the receipt that can be printed and given to the applicant.

### Marriage Registration Charges

**Bill Details**

Bill Number	Additional Information	Consumer Code	Payee Name and Description	Account Details
731538	Marriage Registration Fee Collection	01704-2017-BD	Salman and FullName, Marriage Registration with Application No. : 01704-2017-BD	

**Payment Details**

Total Amount To Be Received: Rs. 100.00      Total Amount Received: Rs.

Mode of Payment:\*     Cash    Cheque    DD    Credit/Debit card    Direct Bank    SBI MOPS Bank challan

Amount:\*   


Paid By:\*   

\* Mandatory Fields

**Counter and Collection Details**

Collection Operator: P.Narayana      Service: Marriage Registration Charges



### UATKurnool Municipal Corporation

MARRIAGE REGISTRATION RECEIPT

Receipt No:	02/2016-17/104889	Receipt Date:	10-02-2017 15:36:50
Name:	Salman and FullName		
Address:	Mumbai		
Payment Details:	Description:	Marriage Registration with Application No. : 01704-2017-BD	
	Paid By:	Salman Full Name	
	Description Head of A/C	Amount (in Rupees)	
	Marriage Registration Fee - 2016-2017-2		100.00
	<b>Total:</b>		<b>100.00</b>
Amount (in words): Rupees One Hundred Only			
Received Cash: 100.00			
This is computer generated receipt. Signature is not necessary. Except Online payment the receipt is subject to realisation of cheque.			
Collected By : P.Narayana			

# Commissioner

## View Registration

- [Go to Marriage Registration module](#)
- [View Marriage Registration Applications](#)

## Modify Registration

- [Search Marriage Registrations](#)
- [Modify Marriage Registration](#)

## Approve / Reject Registration

- [View Registrations pending approval](#)
- [Approve Registration](#)
- [Generate Marriage Registration Certificate](#)
- [Add Digital Signature to Marriage Registration Certificate](#)
- [Reject Marriage Registration](#)

## View Reports

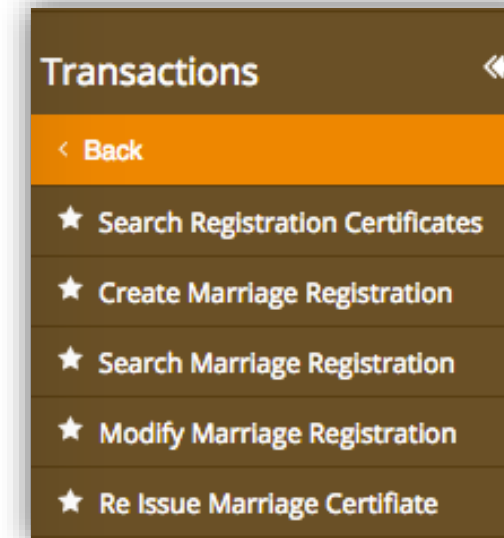
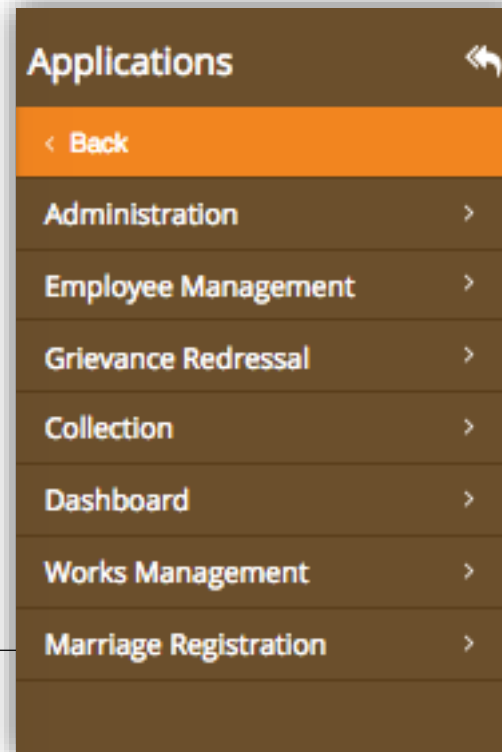
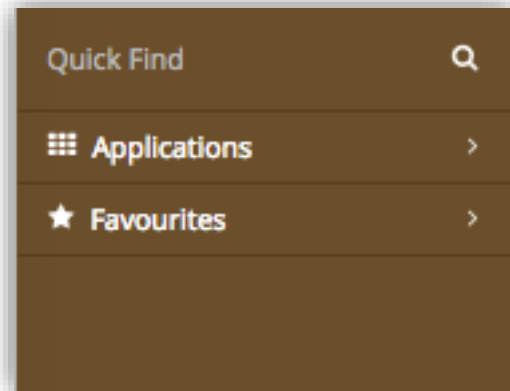
- [Access Reports](#)
- [Age Wise Report](#)
- [Registration Certificate Details Report](#)
- [Status at the time of Marriage Report](#)
- [Date Wise Report](#)
- [Monthly Report](#)
- [Registration Status Report](#)
- [Religion Wise Report](#)
- [Ageing Report](#)
- [Handicapped Marriage Registration Report](#)
- [Collection Report](#)

# Commissioner: Access Marriage Registration

## Go to Marriage Registration

To view all functions related to Marriage Registration Application, use the following navigation:

*Left panel > Applications > Marriage Registration > Transactions*



# Commissioner: View Marriage Registrations

## View Marriage Registration Applications

To view all Marriage Registration Applications, use the following navigation:

[Left panel > Applications > Marriage Registration > Transactions > Search Marriage Registrations](#)

Search by Registration Number / Application Number / Bridegroom Name / bride Name / Date range / Registration Unit / Date of Marriage

In the search results, click on **Select from Below** under **Actions**, and click on View to see complete details of the application.

Memorandum of Marriage (Form-B)

### Search Applications

Registration Number	<input type="text"/>	Application No.	<input type="text"/>
Bridegroom Name	<input type="text"/>	Bride Name	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Unit	<input type="text" value="Sarjapur"/>	Date of Marriage	<input type="text"/>

The Search result is

Registration No	Application No	Application Date	Marriage Date	Bridegroom Name	Bride Name	Marriage Fee	Status	Registration Unit	Action
02022017000001	01474-2017-WA	02/02/2017	02/02/2017	a	b	0	Registered	Sarjapur	Select from Below ↓
03022017000002	01482-2017-BC	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Approved	Sarjapur	Select from Below ↓
123880	AN123880	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	Select from Below ↓
123858	AN123858	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	Select from Below ↓
12326	AN12326	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	Select from Below ↓
N/A	01620-2017-AR	06/02/2017	06/02/2017	Salman NN	FullName PP	0	Created	Sarjapur	Select from Below ↓

# Commissioner: Modify Marriage Registration


## Search Marriage Registrations

To edit a Marriage Registration Application, use the following navigation:

[Left panel > Applications > Marriage Registration > Transactions > Modify Marriage Registrations](#)

In the **Search Applications** window that opens, search by Registration Number / Application Number / Bridegroom Name / bride Name / Date range / Registration Unit / Date of Marriage

In the search results, click on **Edit** under **Actions**.

 **Search Applications**

**Search Applications**

Registration Number	<input type="text"/>	Application No.	<input type="text"/>
Bridegroom Name	<input type="text"/>	Bride Name	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Unit	<input type="text" value="Sarjapur"/>	Date of Marriage	<input type="text"/>

The Search result is

Registration No	Application No	Application Date	Marriage Date	Bridegroom Name	Bride Name	Marriage Fee	Status	Registration Unit	Action
02022017000001	01474-2017-WA	02/02/2017	02/02/2017	a	b	0	Registered	Sarjapur	<a href="#">Edit</a>
123880	AN123880	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	<a href="#">Edit</a>
123858	AN123858	03/02/2017	03/02/2017	Salman NN	FullName PP	0	Registered	Sarjapur	<a href="#">Edit</a>

# Commissioner: Modify Marriage Registration

## Contd.

## Modify Marriage Registration

In the **Modify Marriage Registration Details** window that opens, you can view and edit all the details related to APPLICANT'S INFORMATION, WITNESSES INFORMATION, and CHECKLIST.

Click on **Update** to save the modifications.

**Modify Marriage Registration Details**

Memorandum of Marriage (Form-B)

APPLICANT'S INFORMATION   WITNESSES INFORMATION   CHECKLIST

Update   Close



# Commissioner: Approve Marriage Registration

## View Registrations pending approval

New Marriage Registrations requiring approval are listed in Worklist on the home page.

The approval process involves three steps.

### 1. Approval of the Registration

Click on the registration application status to [open approval screen.](#)

### 2. Generating Marriage Registration Certificate

[Click here](#) to view this step.

### 3. Adding Digital Signature to the Certificate

Click on the registration application status to [open approval screen.](#)

Worklist					
Date	Sender	Nature of Work	Status	Details	
Demolition 1    General Revision Petition 1    Marriage Registration :: Re-Issue 60    Renewal of Trade License 5 Marriage Registration :: New Registration 26    Estimate 4    Tax Exemption 5    New Water Tap Connection 1    New Assessment 11 New Trade License 2    Advertisement 22    Addition/Alteration 1    Reset / Clear					
Date	Sender	Nature of Work	Status	Details	
10/02/2017 05:19 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02112-2017-LN	🔄
10/02/2017 05:17 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02111-2017-RX	🔄
10/02/2017 05:14 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02109-2017-AY	🔄
10/02/2017 01:13 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02102-2017-KH	🔄
09/02/2017 11:10 AM	0935528::Ravindra Babu	Marriage Registration :: New Registration	Application Approved - Digital Signature Pending	Marriage registration application no : 02037-2017-WP	🔄
08/02/2017 04:34 PM	0935528::Ravindra Babu	Marriage Registration :: New Registration	Application Approved - Digital Signature Pending	Marriage registration application no : 02004-2017-CA	🔄
08/02/2017 04:15 PM	0935528::Ravindra Babu	Marriage Registration :: New Registration	Application Approved - Digital Signature Pending	Marriage registration application no : 02003-2017-LK	🔄
07/02/2017 01:38 PM	944177::M.Raghavendra Prasad	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 01875-2017-VZ	🔄

# Commissioner: Approve Marriage Registration Contd.

## Approve Registration

From the Worklist in the Home page, click on the marriage registration that requires your approval.

The **Memorandum of Marriage** window opens, you can view all the details – APPLICANT’S INFORMATION, WITNESSES INFORMATION and CHECKLIST.


At the bottom of the screen, you can view **Application History**.

In **Approval Details** box, enter comments and Click on **Approve**.

The approved registrations will be available in

[Left panel > Applications > Marriage Registration > Transactions > Search Registration Certificates](#)

for generation of Registration Certificates.


Memorandum of Marriage (Form-B)

APPLICANT'S INFORMATION
WITNESSES INFORMATION
CHECKLIST

### Application History ▼

Date	Updated By	Status	Current Owner	Department	Comments
10-02-2017 17:19 PM Fri	944168::N.Chin na Ramudu	Revenue Clerk Approved	0935528::Ravin dra Babu	ADMINISTRATI ON	

### Approval Details

Comments

Approve
Reject
Close

# Commissioner: Approve Marriage Registration

## Contd.

### Generate Marriage Registration Certificate

To generate a Marriage Registration Certificate, go to:

[Left panel > Applications > Marriage Registration > Transactions > Search Registration Certificates](#)

In the **Search Certificates** window that opens, search by Certificate Number / Certificate type / Registration Number / Frequency (All or Recent) / Date range.

Registrations that are approved will have **Print Certificate** option enabled under **Action**.

Click on **Print Certificate** to generate the Marriage Registration Certificate.

Search Certificates

**Search Certificates**

Certificate No.	<input type="text"/>	Certificate Type	REGISTRATION <span style="font-size: 0.8em;">▼</span>
Registration No.	<input type="text"/>	Frequency	All <span style="font-size: 0.8em;">▼</span>
From Date	<input type="text"/>	To Date	<input type="text"/>

Search
Reset
Close

The Certificate Search result is

Registration No	Certificate No	certificateDate	Bridegroom Name	Bride Name	certificateType	Action
02022017000001	1016000001	2017-02-02	a	a	REGISTRATION	
02022017000001	1016000002	2017-02-02	a	a	REGISTRATION	
03022017000002	1016000003	2017-02-03	Salman NN	Salman NN	REGISTRATION	
07022017000008	1016000005	2017-02-07	Salman NN	Salman NN	REGISTRATION	<a href="#" style="color: white; text-decoration: none;">Print Certificate</a>

**UATKurnool Municipal Corporation**  
Form - C  
[See Section 12 of Andhra Pradesh Compulsory Registration of Marriage Act, 2002]  
**Marriage Certificate**

I, **Ravindra Babu** hereby certify that I have registered the marriage of bridegroom **Salman NN** son of Sri **Salim Khan** with bride **FuJName PP** daughter of Sri **Parents Name** on this **7th** day of **February 2017** in pursuance of the memorandum date the **3rd** day of **January** received by me from the parties and the same has been entered at Serial No. **null** in page **null** of the Register of Marriages maintained by me.

Registration Office : **Sarjapur**  
Certificate Number : **1016000005**  
Registration Number : **07022017000008**  
Application Number : **01862-2017-KJ**  
Certificate Date : **Tue Feb 07 17:51:16 IST 2017**

Registrar of Marriage  
Zone-1

# Commissioner: Approve Marriage Registration

## Contd.

### Add Digital Signature to Marriage Registration Certificate



From the Worklist in the Home page, click on the marriage registration that requires adding your digital signature to Marriage Registration Certificate.

The **Memorandum of Marriage** window opens, you can view - APPLICANT'S INFORMATION and REGISTRATION DETAIL.

At the bottom of the screen, you can view **Application History**.

Memorandum of Marriage (Form 'D')

APPLICANT INFORMATION	REGISTRATION DETAIL		
<b>Applicant Information</b>			
Full Name	AaZz		
Residence Address	Kurnool, Andra Pradesh	Office Address	Kurnool, Andra Pradesh
Phone No.	9876511223	email	NA
Marriage Fee Criteria	Re-Issue Fee	Fee	100.0
<b>Applicant Documents</b>			
	School Leaving Certificate		NA
	Birth Certificate		NA
	Divorce Certificate where applicable		NA
	Death Certificate of deceased spouse where applicable		NA
	Notary Affidavit		NA
	Ration Card		NA
	Others		NA

APPLICANT INFORMATION	REGISTRATION DETAIL		
<b>General Information</b>			
Reissue Application No.	02125-2017-TP	Application No.	A123600N
Registration No.	123600	Date of Marriage	2017-01-06 00:00:00.0
Zone	Zone-1		
Venue of Marriage	Function Hall	Street	BTM Street
City	Bangalore	Locality	aditya nagar
Place of Marriage	Bangalore	Registration Unit	Sarjapur
Marriage Photo			
<b>Bridegroom Information</b>			
Full Name	Salman	NN	
Religion	Islam		
Fathers's/Mother's Name	Salim khan	Street	Mumbai Street
Locality	Bandra	City	Mumbai
Age as on Solemnization of Marriage	30 Years, 8 Months		
Status at the time Marriage	Unmarried	Occupation	Actor
Residence Address	Mumbai	Office Address	Bandra Office
Phone No.	9876582212	email	
Nationality	Indian	Handicapped	No
Photo			

# Commissioner: Approve Marriage Registration

## Contd.

### Add Digital Signature to Marriage Registration Certificate Contd.

In the **Approval Details** click on Preview to view the Marriage Registration Certificate.

Enter Comments in the **Comments** box, and click on **Sign**.

In the **Select Certificate** window that opens, choose the digital signature certificate that is assigned for Marriage Registrations and click **Submit**.

**Application History** ▼

Date	Updated By	Status	Current Owner	Department	Comments
10-02-2017 18:18 PM Fri	944177::M.Raghavendra Prasad	Revenue Clerk Approved	0935528::Ravindra Babu	ADMINISTRATI ON	Forward to commissioner
10-02-2017 18:18 PM Fri	0935528::Ravindra Babu	Application Approved	0935528::Ravindra Babu	ADMINISTRATI ON	

**Approval Details**

Comments

# Commissioner: Reject Marriage Registration

## View Registrations pending approval

New Marriage Registrations requiring approval are listed in Worklist on the home page.

Click on the registration application status of the registration that you want to reject.

Worklist

Demolition 1 General Revision Petition 1 Marriage Registration :: Re-Issue 60 Renewal of Trade License 5

Marriage Registration :: New Registration 26 Estimate 4 Tax Exemption 5 New Water Tap Connection 1 New Assessment 11

New Trade License 2 Advertisement 22 Addition/Alteration 1 Reset / Clear

Date	Sender	Nature of Work	Status	Details	
10/02/2017 05:19 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02112-2017-LN	🔄
10/02/2017 05:17 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02111-2017-RX	🔄
10/02/2017 05:14 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02109-2017-AY	🔄
10/02/2017 01:13 PM	944168::N.Chinna Ramudu	Marriage Registration :: New Registration	Revenue Clerk Approved - Approver Approval Pending	Marriage registration application no : 02102-2017-KH	🔄

# Commissioner: Reject Marriage Registration

## Contd.

### Reject Registration

From the Worklist in the Home page, click on the marriage registration that requires your approval.

The **Memorandum of Marriage** window opens, you can view all the details – APPLICANT'S INFORMATION, WITNESSES INFORMATION and CHECKLIST.

At the bottom of the screen, you can view **Application History**.

In **Approval Details** box, enter comments and Click on **Reject**.

Memorandum of Marriage (Form-B)

APPLICANT'S INFORMATION
WITNESSES INFORMATION
CHECKLIST

#### Application History ▼

Date	Updated By	Status	Current Owner	Department	Comments
10-02-2017 17:19 PM Fri	944168::N.Chin na Ramudu	Revenue Clerk Approved	0935528::Ravin dra Babu	ADMINISTRATI ON	

#### Approval Details

Comments

Approve
Reject
Close

# Commissioner: Reports

## Access Reports

The Commissioner can view a variety of Reports related to Marriage Registrations.

[Left panel > Applications > Marriage Registration > Reports](#)

The information viewed in every report can be sent for **Print** or downloaded as an **Excel** or **PDF** file using the options at the bottom of the report.





# Commissioner: Reports


## Age Wise Report

Age Wise Report shows the number of Marriage Registrations created in the system by age i.e., duration from the time of marriage to Registration application.

To access the Age Wise Report, go to

[Left panel > Applications > Marriage Registration > Reports > Age Wise Report](#)

In the **Marriage Registration Age Wise Report** screen that opens, select **Year**, **Registration Unit** and **Zone**, and click on **Search** to view the details.


Marriage Registration Age Wise Report

**Age Wise Search**

Year \*

Zone

Registration Unit

The Registration Age Wise Search result is

S.No	Age Range	Bridegroom	Bride
1	0-18	0	0
2	19-25	1	1
3	26-30	131	131
4	31-35	1	1
5	36-40	0	0
6	40-45	0	0
7	46-50	0	0
8	50-100	1	1
<b>Total</b>		<b>134 (134)</b>	<b>134 (134)</b>

Showing 1 to 8 of 8 entries
Show  entries

1

# Commissioner: Reports

## Registration Certificate Details Report

Marriage Registration Certificates Report shows the number of Marriage Registrations created in the system. The list can be viewed by Certificate Type (Registration/Reissue/Rejected), Zone, Registration Unit, and Date range (the period of creating the registrations).

To access the Registration Certificate Details Report, go to

[Left panel > Applications > Marriage Registration > Reports > Registration Certificate Details Report](#)

In the **Marriage Registration Certificates Report** screen that opens, select **the search criteria** and click on **Search Registrations** to view the list.

If you click on the **Registration No** field in any entry, the complete details of that Registration are displayed in a separate screen.

Marriage Registration Certificates Report

### Search Applications

Registration No.

Certificate Type

From Date

Zone

Registration Unit

To Date

Search Registrations
Reset
Close

The Certificate Search result is

Total No.of Records Available In Entered Search Criteria are : 11

Registration No	Certificate No	Zone	certificateDate	certificateType	Registration Date	Marriage Date	Bridegroom Name	Bride Name
<a href="#">02022017000001</a>	1016000001	Zone-1	2017-02-02 00:00:00.0	REGISTRATION	2017-02-02 19:16:27.246	2017-02-02 00:00:00.0	a	b
<a href="#">02022017000001</a>	1016000002	Zone-1	2017-02-02 00:00:00.0	REGISTRATION	2017-02-02 19:16:27.246	2017-02-02 00:00:00.0	a	b
<a href="#">07022017000010</a>	1016000008	Zone-1	2017-02-07 00:00:00.0	REGISTRATION	2017-02-07 17:47:24.351	2017-01-01 00:00:00.0	Bride	bride
<a href="#">12022017000015</a>	1016000012	Zone-10	2017-02-12 00:00:00.0	REGISTRATION	2017-02-12 19:55:00.895	2017-01-01 00:00:00.0	Kamlesh pratp	Riya kumari
<a href="#">12022017000015</a>	1016000013	Zone-10	2017-02-13 00:00:00.0	REGISTRATION	2017-02-12 19:55:00.895	2017-01-01 00:00:00.0	Kamlesh pratp	Riya kumari

# Commissioner: Reports

## Status at the time Marriage Report

Status at the time Marriage Report shows the number of applicants by their marital status at the time of marriage. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Status at the time Marriage Report](#)

In the **Applicant status at time of marriage report** screen that opens, you have the to option to filter data by

- Applicant type: Husband, Wife, Both
- Status at the time Marriage: Unmarried, Widower, Divorced, Married
- Date range: from Date, To Date
- Registration Unit
- Zone

If you do not choose any search criteria, the report shows complete data of all applicants by their marital status at the time of marriage. Clicking on the number in the statuses fields, will show the complete list of registrations in the status.

Applicant status at time of marriage report

**Search**

Applicant Type

From Date

Registration Unit

Status at the time Marriage

To Date

Zone

The applicant Status at the time of marriage result is

S.no	Month	Applicant Type	Married	Unmarried	Divorced	Widower	Total
1	Feb	husband	0	161	0	0	161
2	Feb	wife	0	161	0	0	161
Total			0 (0)	322 (322)	0 (0)	0 (0)	322 (322)

Showing 1 to 2 of 2 entries      Show  entries               **1**

Marriage Registration Results

S.No	Registration No.	Bridegroom Name	Marital Status	Age	Bride Name	Marital Status	Age	Date of Marriage	Place of Marriage	Residence Address	Zone
1	0302201700001	a	Unmarried	25	b	Unmarried	22	2017-02-02 00:00:00.0	a	a	Zone-1
2	0302201700002	Salman	Unmarried	30	FullName	Unmarried	30	2017-02-03 00:00:00.0	Bangalore	Mumbai	Zone-1
3	123880	Salman	Unmarried	30	FullName	Unmarried	30	2017-03-03 00:00:00.0	Bangalore	Mumbai	Zone-1
4	123858	Salman	Unmarried	30	FullName	Unmarried	30	2017-02-03 00:00:00.0	Bangalore	Mumbai	Zone-1
5	12326	Salman	Unmarried	30	FullName	Unmarried	30	2017-02-03 00:00:00.0	Bangalore	Mumbai	Zone-1
6	N/A	Salman	Unmarried	30	FullName	Unmarried	30	2017-03-06 00:00:00.0	Bangalore	Mumbai	Zone-1
7	N/A	Salman	Unmarried	30	FullName	Unmarried	30	2017-03-06 00:00:00.0	Bangalore	Mumbai	Zone-1
8	0602201700003	Salman	Unmarried	30	FullName	Unmarried	30	2017-03-06 00:00:00.0	Bangalore	Mumbai	Zone-1
9	1002201700014	Salman	Unmarried	30	FullName	Unmarried	30	2017-01-02 00:00:00.0	Bangalore	Mumbai	Zone-1
10	N/A	Salman	Unmarried	30	FullName	Unmarried	30	2017-01-02 00:00:00.0	Bangalore	Mumbai	Zone-1
11	N/A	Salman	Unmarried	30	FullName	Unmarried	30	2017-01-02 00:00:00.0	Bangalore	Mumbai	Zone-1
12	N/A	Salman	Unmarried	30	FullName	Unmarried	30	2017-01-02 00:00:00.0	Bangalore	Mumbai	Zone-1

# Commissioner: Reports

## Date Wise Report

Date Wise Report shows the number of Marriage Registrations for a date range you can specify. The data can be further filtered by Registration Unit, Zone, and Application Status (Created, Approved, Digitally Signed, Rejected, and Cancelled). To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Date Wise Report](#)

In the **Daily Registration Report** screen that opens, choose your search criteria and click on **Search**.

e
Daily Registration Report

**Daily Registration Report**

From Date:  To Date:

Registration Unit:  Registration Status:

Zone:

**Registration Search result is**

Total No.of Records Available In Entered Search Criteria are : 13

Application No.	Registration No.	Bridegroom Name	Bride Name	Registration Date	Marriage Date	Marriage Fee	Status	Registration Unit	zone	Remarks
02112-2017-LN	N/A	sads daa	sad sad	10/02/2017	10/02/2017	0	Created	Sarjapur	Zone-1	N/A
02111-2017-RX	N/A	Rahul bhatt	rashi tripathi	10/02/2017	10/02/2017	0	Created	Sarjapur	Zone-1	N/A
02102-2017-KH	N/A	sad sads	dsf sdfs	10/02/2017	10/02/2017	0	Created	Sarjapur	Zone-1	N/A
01875-2017-VZ	N/A	Salman NN	FullName PP	07/02/2017	03/01/2017	100	Created	Sarjapur	Zone-1	N/A
01756-2017-NY	N/A	Salman NN	FullName PP	06/02/2017	02/01/2017	100	Created	Sarjapur	Zone-1	N/A
01746-2017-JE	N/A	Salman NN	FullName PP	06/02/2017	02/01/2017	100	Created	Sarjapur	Zone-1	N/A

# Commissioner: Reports

## Monthly Report

Monthly Report shows the number of Marriage Registrations created in a month. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Monthly Report](#)

In the **Monthly Registration Report** screen that opens, select the **Month**. You can also filter data by **Registration Unit** and **Zone**. Click on **Search** to display results. Clicking on the number shown under **Marriage Registration** field, will show the complete list.

### Monthly Registration Report

Month \*  Registration Unit

Zone

The Applications Count Result is

S.No	Registration Unit	Month	Marriage Registration	Reissue	Total
1	Sarjapur	Feb	134	0	134
Total			134 (134)	0 (0)	134 (134)

Showing 1 to 1 of 1 entries Show 10 entries PDF Excel Print Previous 1 Next

### The Monthly Applications Details

S.No	Application No.	Registration No.	Bridgroom Name	Bride Name	Registration Date	Marriage Date	Marriage Fee	Status	Registration Unit	zone	Remarks
1	01474-2017-WA	02022017000001	a	b	02/02/2017	02/02/2017	0	Registered	Sarjapur	Zone-1	N/A
2	AN123880	123880	Salman NN	FullName PP	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
3	AN123858	123858	Salman NN	FullName PP	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
4	AN12326	12326	Salman NN	FullName PP	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
5	AN123169	123169	Salman NN	FullName PP	06/02/2017	02/01/2017	100	Registered	Sarjapur	Zone-1	N/A
6	AN12391	12391	Salman NN	FullName PP	06/02/2017	02/01/2017	100	Registered	Sarjapur	Zone-1	N/A
7	AN123809	123809	Salman NN	FullName PP	07/02/2017	03/01/2017	100	Registered	Sarjapur	Zone-1	N/A
8	AN123426	123426	Salman NN	FullName PP	07/02/2017	03/01/2017	100	Registered	Sarjapur	Zone-1	N/A
9	AN123997	123997	Salman NN	FullName PP	07/02/2017	03/01/2017	100	Registered	Sarjapur	Zone-1	N/A
10	AN123596	123596	Salman NN	FullName PP	07/02/2017	03/01/2017	100	Registered	Sarjapur	Zone-1	N/A

Showing 1 to 10 of 134 entries Show 10 entries PDF Excel Print Previous 1 2 3 4 5 ... 14 Next

# Commissioner: Reports

## Registration Status Report

Registration Status Report shows the number of Marriage Registrations in the system by status. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Monthly Report](#)

In the **Marriage Registration Status Wise Report** screen that opens, select the **Registration Status**. You can also filter data by **Registration Unit** and **Zone**. Click on **Search** to display results. Clicking on the number shown under the chosen status field, will display the complete list.

### Marriage Registration Status Wise Report

**Registration Status**

From Date:  To Date:

Registration Status:  Registration Unit:

Zone:

The Registration Status Search result is

S.No	Registration No	Bridegroom Name	Bride Name	Registration Date	Marriage Date	Application Type	RegistrationUnit	Zone	Status	Remarks
1	0302201700002	Salman NN	FullName PP	03/02/2017	03/02/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
2	0602201700003	Salman NN	FullName PP	06/02/2017	06/02/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
3	1002201700014	Salman NN	FullName PP	06/02/2017	03/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
4	0602201700004	Salman NN	FullName PP	06/02/2017	02/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
5	0702201700005	Salman NN	FullName PP	07/02/2017	03/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
6	0702201700006	Salman NN	FullName PP	07/02/2017	03/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
7	0702201700008	Salman NN	FullName PP	07/02/2017	03/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
8	0702201700007	Salman NN	FullName PP	07/02/2017	03/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
9	0802201700011	Salman NN	FullName PP	08/02/2017	04/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A
10	0802201700012	Salman NN	FullName PP	08/02/2017	04/01/2017	MarriageRegistration	Sarjapur	Zone-1	Approved	N/A

Showing 1 to 10 of 11 entries Show 10 entries PDF Excel Print Previous 1 2 Next

The Registration Status Search result is

S.No	Registration Unit	Created	Approved	Registered	Rejected	Cancelled	Total
1	Sarjapur	0	11	0	0	0	11
Total		0 (0)	11 (11)	0 (0)	0 (0)	0 (0)	11 (11)

Showing 1 to 1 of 1 entries Show 10 entries PDF Excel Print Previous 1 Next

# Commissioner: Reports

## Religion Wise Report

Religion Wise Report shows the number of Marriage Registrations in the system by the religion of the applicants. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Religion Wise Report](#)

In the **Marriage Registration Religion Wise Report** screen that opens, select **Bridegroom's Religion** and the **Year** for which you want the report. You can also filter data by **Bride's Religion**, **Registration Unit** and **Zone**. Click on **Search** to display results.

Marriage Registration Religion Wise Report

**Religion wise Search**

Bridegroom's Religion \*

Year \*

Zone

Bride's Religion

Registration Unit

Registration Search result is

Total No.of Records Available In Entered Search Criteria are : 153

Application No.	Registration No.	Bridegroom Name	Bridegroom Religion	Bride Name	Bride Religion	Registration Date	Marriage Date	Marriage Fee	Status	Registration Unit	zone	Remarks
01482-2017-BC	03022017000002	Salman NN	Islam	FullName PP	Others	03/02/2017	03/02/2017	0	Approved	Sarjapur	Zone-1	N/A
AN123880	123880	Salman NN	Islam	FullName PP	Others	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
AN123858	123858	Salman NN	Islam	FullName PP	Others	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
AN12326	12326	Salman NN	Islam	FullName PP	Others	03/02/2017	03/02/2017	0	Registered	Sarjapur	Zone-1	N/A
01629-2017-AR	N/A	Salman NN	Islam	FullName PP	Others	06/02/2017	06/02/2017	0	Created	Sarjapur	Zone-1	N/A
01631-2017-XD	N/A	Salman NN	Islam	FullName PP	Others	06/02/2017	06/02/2017	0	Created	Sarjapur	Zone-1	N/A
01636-2017-ZJ	06022017000003	Salman NN	Islam	FullName PP	Others	06/02/2017	06/02/2017	0	Approved	Sarjapur	Zone-1	N/A
01699-2017-SR	10022017000014	Salman NN	Islam	FullName PP	Others	06/02/2017	02/01/2017	100	Approved	Sarjapur	Zone-1	N/A
01704-2017-BD	N/A	Salman NN	Islam	FullName PP	Others	06/02/2017	02/01/2017	100	Created	Sarjapur	Zone-1	N/A
01706-2017-FC	N/A	Salman NN	Islam	FullName PP	Others	06/02/2017	02/01/2017	100	Created	Sarjapur	Zone-1	N/A

# Commissioner: Reports

## Ageing Report

Ageing Report shows the number of Marriage Registration Applications pending approval, with the break-up of their age i.e., number of days since creation. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Ageing Report](#)

In the **Ageing Report** screen that opens, select the **Year** for which you want the report. You can also filter data by **Registration Unit** and **Zone**. Click on **Search** to display results.

Clicking on the **Number of Applications** field for a specific age range, will show the complete list.

Ageing Report

**Ageing Applications Search**

Year \*  Registration Unit

Zone

**Ageing Details of Application for Approval**

S.No	Days Range	No. Of Applications
1	0-3	16
2	4-6	56
3	7-9	13
4	10-12	1
5	13-15	0
6	16-20	0
7	20-25	0
8	26-30	0
9	31-365	0
Total		86 (86)

Showing 1 to 9 of 9 entries    Show  entries          Previous  Next

The Registration Status Search result is

S.No	Application No.	Registration No.	Application Type	Registration Name	Spouse Name	Application Date	Date of Marriage	Place of Marriage	Zone	Status	User Name	Pending Action
1	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
2	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
3	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
4	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
5	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
6	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
7	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
8	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
9	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending
10	0109-2017-02	000201700000	Marriage Registration	Sarjan N	Fulhara P	20170208 12:47:28.848	20170208 00:00:00.000	Bangalore	Zone=1	APPROVED	Kamritha Bhatu	Digital Signature Pending

Showing 1 to 10 of 13 entries    Show  entries          Previous  Next



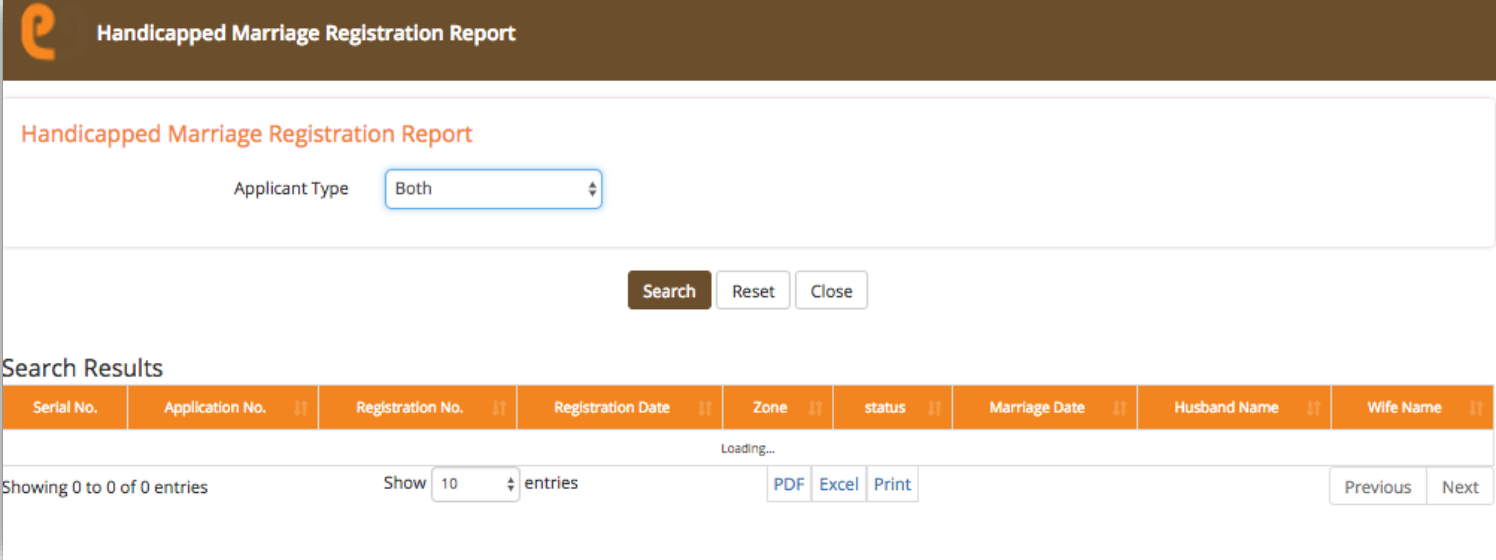
# Commissioner: Reports

## Handicapped Marriage Registration Report

Handicapped Marriage Registration Report shows the number of Marriage Registrations with Husband or Wife or Both being Handicapped. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Handicapped Marriage Registration Report](#)

In the **Handicapped Marriage Registration Report** screen that opens, **Applicant Type** – Husband, Wife, Both – and Click on **Search** to display results.



The screenshot shows the 'Handicapped Marriage Registration Report' application. At the top, there is a title bar with the eGovernments logo and the text 'Handicapped Marriage Registration Report'. Below this, the main content area has a sub-header 'Handicapped Marriage Registration Report' and a dropdown menu for 'Applicant Type' set to 'Both'. There are three buttons: 'Search', 'Reset', and 'Close'. Below the buttons, the text 'Search Results' is displayed. A table with the following columns is shown: Serial No., Application No., Registration No., Registration Date, Zone, status, Marriage Date, Husband Name, and Wife Name. The table is currently empty, with 'Loading...' text above it. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries', a 'Show 10 entries' dropdown, and buttons for 'PDF', 'Excel', 'Print', 'Previous', and 'Next'.

# Commissioner: Reports

## Collection Report

Collection Report shows the total amount of fee collected through Marriage Registrations and Reissue of marriage Registration certificates – month wise. To generate this report, go to:

[Left panel > Applications > Marriage Registration > Reports > Collection Report](#)

In the **Monthly Fund Collection Report** screen that opens, you can choose to filter data by **Month, Year** and **Registration Unit**. Click on **Search** to display the results.

e
Monthly Fund Collection Report

Search Monthly Fund Collection

Month

Registration Unit

Year

The Fund Collection Result is

S.No	Month	Total Collection
1	January	0
2	February	16,600
3	March	0
4	April	0
5	May	0
6	June	0
7	July	0
8	August	0
9	September	0
10	October	0
11	November	0
12	December	0