Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Marriage Registration

User Manual for GUDM

Version 1.0

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1 Introduction

The Marriage Registration module of e-Nagar 2.0 is developed to digitize and streamline the complete process of marriage registration for Urban Local Bodies (ULBs) across Gujarat. The module facilitates efficient handling of new marriage registration applications, document verification, memorandum generation, payment processing, workflow approvals, and issuance of digitally signed marriage certificates through a centralized digital platform.

The system enables citizens to apply for marriage registration online, enter marriage and applicant details, upload the required documents, generate and upload the signed memorandum, make online payments, track application status, and download or reprint marriage certificates without repeatedly visiting the municipal office. It also allows ULB officials to verify applications, review submitted documents, process approvals, and manage workflow activities in a transparent and efficient manner.

The module supports a workflow-based approval mechanism involving multiple authorities and user levels for application scrutiny, document verification, memorandum validation, approval, rejection, backward movement, and certificate issuance. It also facilitates workflow history tracking, document management, payment verification, status monitoring, and digital certificate generation throughout the lifecycle of a marriage registration application.

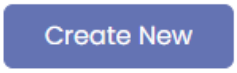
Additionally, the module supports digital marriage certificate reprints, receipt reprints, online and offline payment processing, certificate downloads, workflow tracking, and other operational activities required for effective marriage registration administration and record management.

This user manual provides detailed instructions for citizens and authorized users to submit and manage marriage registration applications, upload documents, generate memorandums, perform workflow actions, process approvals, complete payments, download or reprint certificates, and monitor the complete marriage registration process using the Marriage Registration module of the e-Nagar 2.0 system.

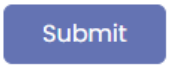
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete

- Removes the selected record from the system.
- Requires confirmation before deletion.

View

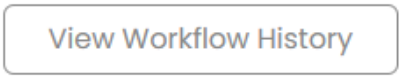
- Displays complete details of a selected record.
- Used for read-only access without editing.

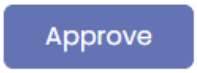
Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

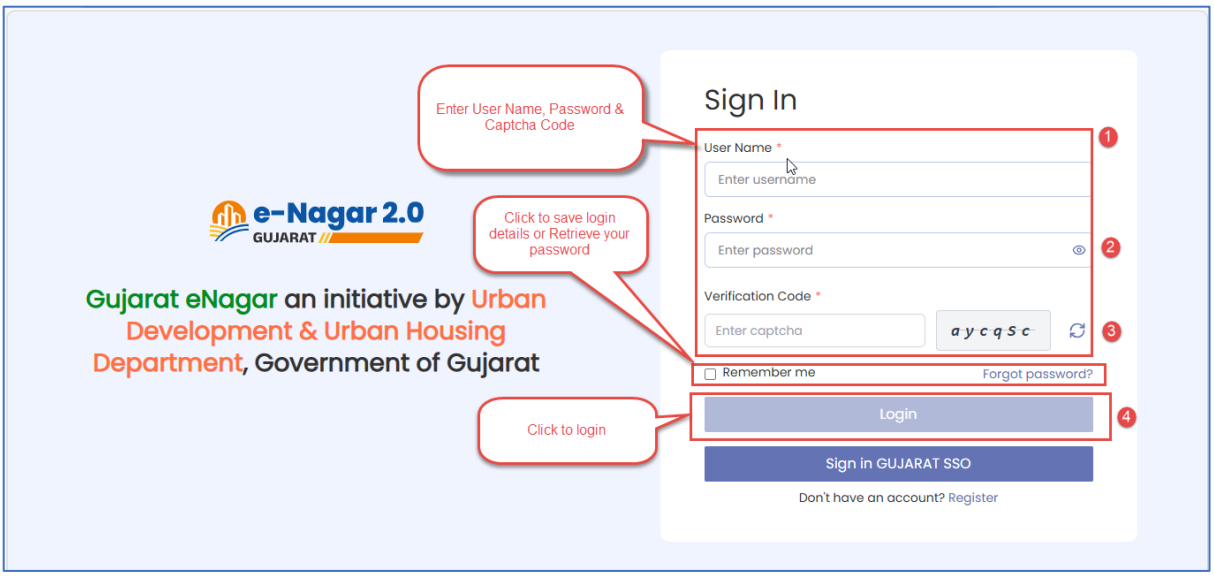


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Dashboard

The **Dashboard** serves as the landing page of the Marriage Registration module. It provides users with quick access to marriage registration services, displays application statistics, and enables navigation to various marriage-related services from a single interface.

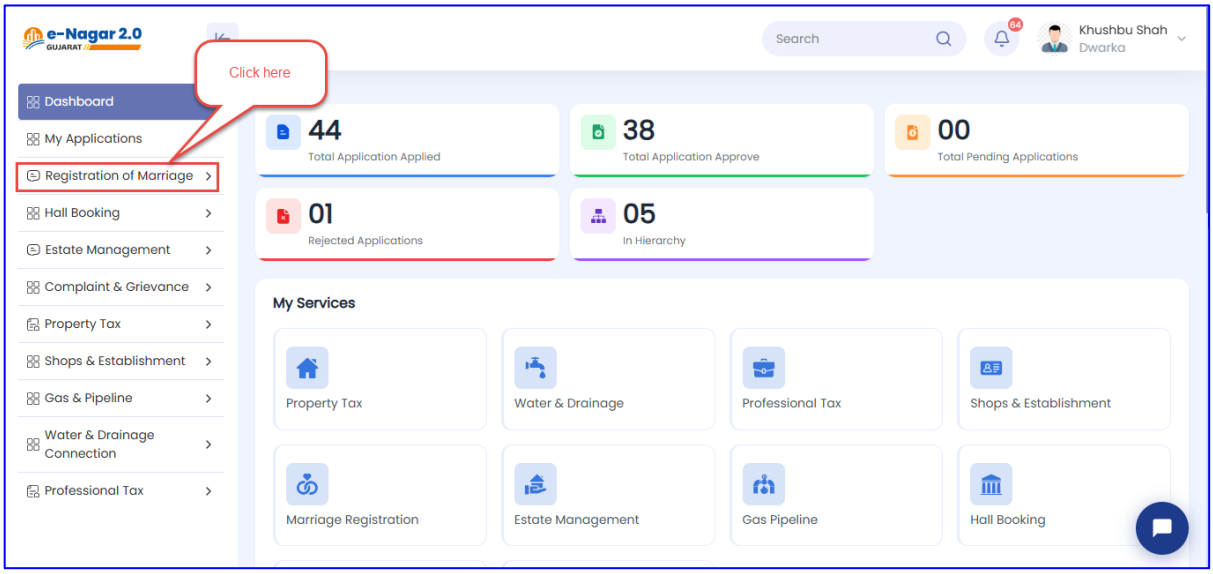


Figure 4-1

Navigation

Dashboard → Registration of Marriage

Dashboard Overview

The Dashboard displays a summary of the user's marriage registration activities along with shortcuts to available services. Users can access the Marriage Registration module, download or reprint marriage certificates, submit correction requests, digitize old handwritten marriage certificates, and view the status of their submitted applications.

Dashboard Components

Application Summary

The top section of the dashboard displays application statistics, including:

- **Total Application Applied** – Displays the total number of marriage-related applications submitted by the user.
- **Total Application Approved** – Displays the total number of approved applications.
- **Total Pending Applications** – Displays the total number of applications awaiting approval.
- **Rejected Applications** – Displays the total number of rejected applications.

- **In Hierarchy** – Displays the total number of applications currently under workflow processing.

My Services

The **My Services** section provides quick access to all citizen services available in the portal, such as:

- Property Tax
- Water & Drainage
- Professional Tax
- Shops & Establishment
- Marriage Registration
- Estate Management
- Gas Pipeline
- Hall Booking

Users can click the respective service card to access its module directly.

5 Marriage Registration

The **Marriage Registration** module allows citizens to apply for a new marriage registration, download or reprint marriage certificates, submit requests for digitization of old handwritten marriage certificates, request corrections to marriage certificates, and reprint payment receipts. The module provides a centralized interface for managing all marriage registration-related services.

Navigation

Dashboard → Registration of Marriage → Marriage Registration → Marriage Registration Request

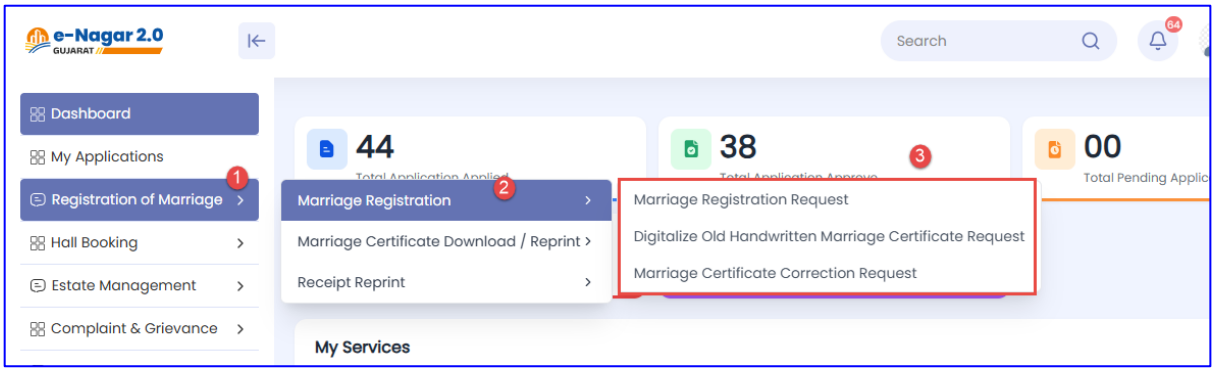


Figure 5-1

Accessing Marriage Registration Request

1. From the **Dashboard**, click **Registration of Marriage** from the left navigation panel.
2. Select **Marriage Registration**.
3. Click **Marriage Registration Request**.
4. The **Marriage Registration** listing page opens.
5. Click **Create New** to submit a new marriage registration application.

Marriage Registration Listing Page

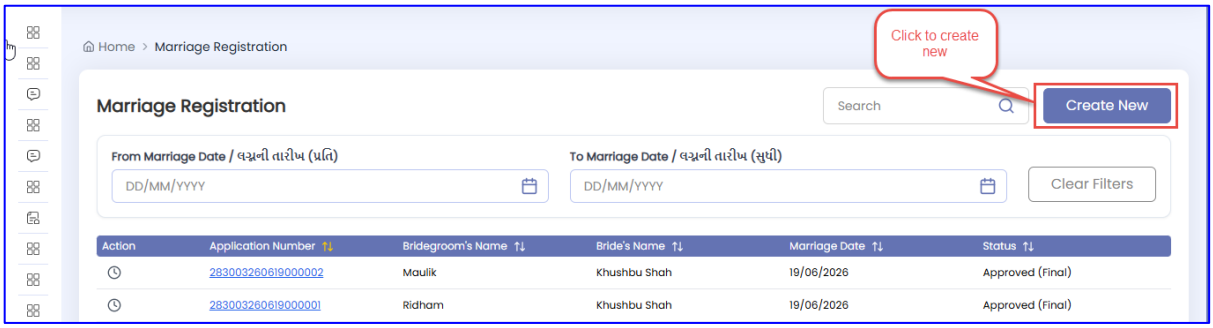


Figure 5-2

The Marriage Registration listing page displays all marriage registration applications submitted by the user. It allows users to search applications, filter records based on the marriage date, create new applications, and monitor the current status of each application.

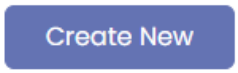
Fields

- **From Marriage Date** – Select the start date to filter applications by marriage date. (Date Picker)
- **To Marriage Date** – Select the end date to filter applications by marriage date. (Date Picker)
- **Search** – Search applications using relevant keywords or application details. (Search Box)

Grid Details

- **Action** – Displays available actions such as viewing the application or checking its workflow history. (Action)
- **Application Number** – Displays the unique application number assigned to each marriage registration request. (Hyperlink)
- **Bridegroom's Name** – Displays the name of the bridegroom entered in the application. (Display)
- **Bride's Name** – Displays the name of the bride entered in the application. (Display)
- **Marriage Date** – Displays the registered date of marriage. (Date)
- **Status** – Displays the current processing status of the application. (Display)

Buttons

- **Create New** – 

Opens the Marriage Registration application form for creating a new request.
- **Search** – Retrieves applications matching the entered search criteria.
- **Clear Filters** – Removes all applied filters and displays the complete application list.

Declaration Page

After clicking **Create New**, the system opens the **Declaration** page. This page displays important instructions and declarations that applicants must read before proceeding with the marriage registration application.

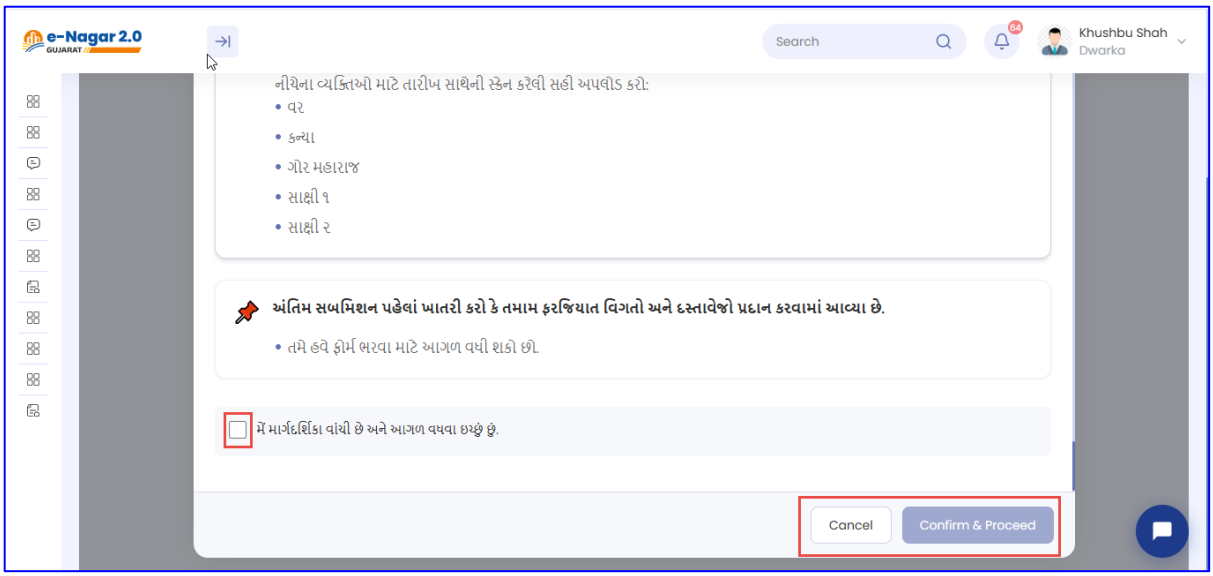


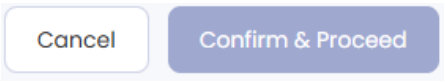
Figure 5-3

The applicant must carefully review all the displayed instructions regarding the information and documents required for marriage registration.

A declaration checkbox is provided at the bottom of the page. The applicant must select this checkbox to confirm that they have read, understood, and agreed to the declaration before continuing.

Fields

Declaration Checkbox – Confirms that the applicant has read and accepted the declaration and wishes to proceed with the application. (Checkbox)

Buttons 

- **Confirm & Proceed** – Validates the declaration and opens the Marriage Registration application form.
- **Cancel** – Closes the declaration page without proceeding to the application form.

5.1 Marriage Registration Request

The **Marriage Registration Request** module enables citizens to apply for the official registration of their marriage through the e-Nagar 2.0 portal. The module provides a guided, step-by-step workflow for entering marriage details, bridegroom and bride information, priest and witness details, uploading supporting documents, reviewing the application, and submitting it for processing.

Basic Details

The Basic Details page is the first step of the Marriage Registration application. It captures essential information related to the marriage and the applicant. Users must complete all mandatory fields before proceeding to the next stage of the application.

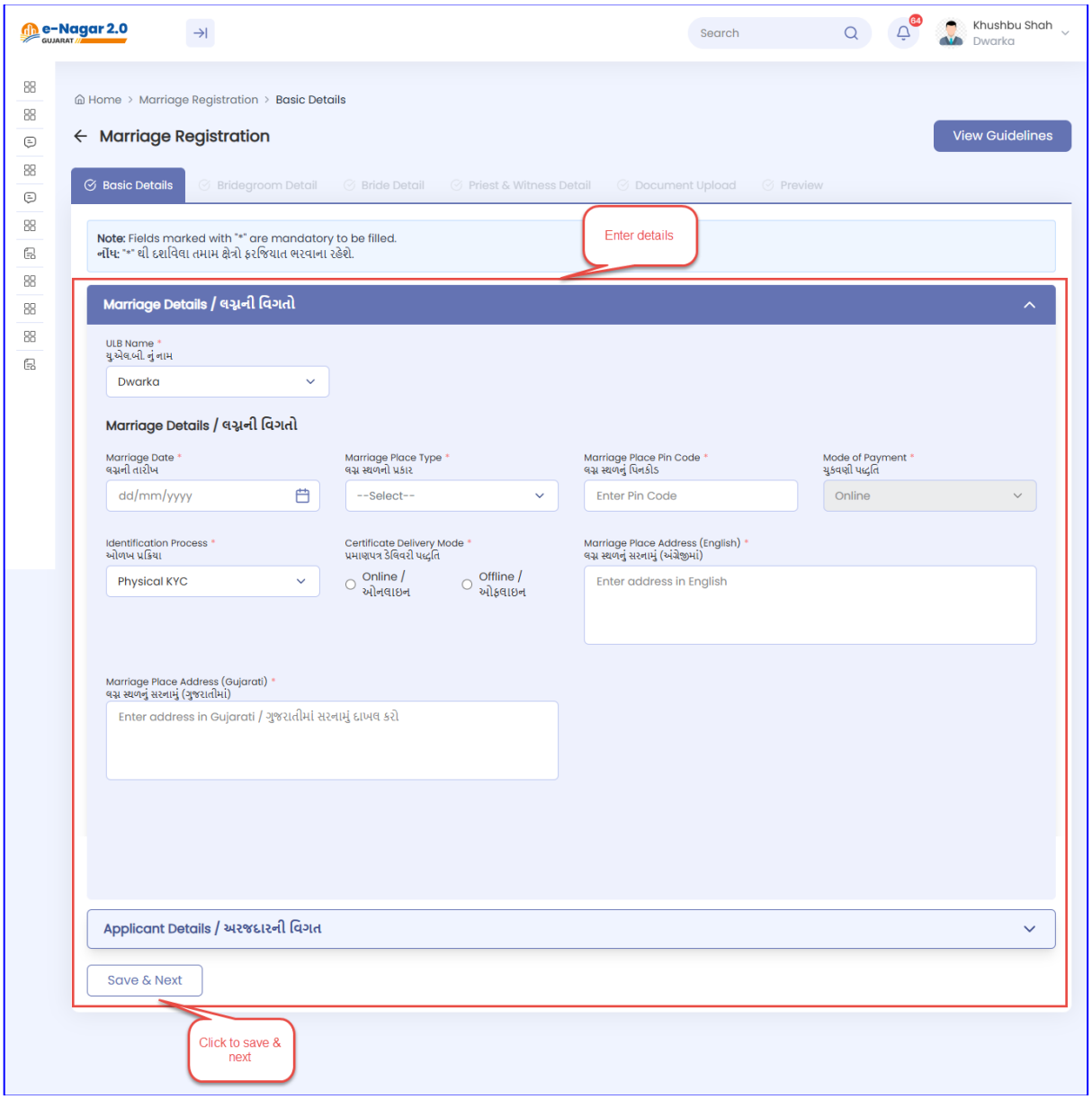


Figure 5-4

The page is divided into two sections:

- Marriage Details
- Applicant Details

A progress bar at the top indicates the stages of the application process:
Basic Details → Bridegroom Detail → Bride Detail → Priest & Witness Detail → Document Upload → Preview

Users can also click **View Guidelines** to review the instructions for filling out the application.

Marriage Details

The **Marriage Details** section captures information related to the marriage, such as the marriage date, place, payment mode, identification process, certificate delivery mode, and marriage venue address.

Fields

- **ULB Name** – Select the Urban Local Body (Municipality/Municipal Corporation) where the marriage registration application is being submitted. (Dropdown)
- **Marriage Date** – Select the actual date on which the marriage was solemnized. (Date Picker)
- **Marriage Place Type** – Select the type of location where the marriage was performed, such as Temple, Community Hall, Residence, or any other applicable place. (Dropdown)
- **Marriage Place Pin Code** – Enter the PIN code of the marriage venue. (Numeric)
- **Mode of Payment** – Displays the payment mode selected for the application fee. (Dropdown)
- **Identification Process** – Select the method through which the applicant's identity will be verified, such as Physical KYC. (Dropdown)
- **Certificate Delivery Mode** – Select how the marriage certificate should be delivered to the applicant. (Radio Button)
    - **Online** – The certificate will be available digitally through the portal.
    - **Offline** – The certificate can be collected through the designated office.
- **Marriage Place Address (English)** – Enter the complete address of the marriage venue in English. (Text Area)
- **Marriage Place Address (Gujarati)** – Enter the complete address of the marriage venue in Gujarati. (Text Area)

Applicant Details

The **Applicant Details** section captures the personal and contact information of the applicant submitting the marriage registration request.

Fields

- **Relation with the Bride or Bridegroom** – Select the applicant's relationship with either the bride or bridegroom. (Dropdown)
- **Applicant Name** – Enter the full name of the applicant. (Text)
- **Applicant Mobile No** – Enter the applicant's active mobile number. (Numeric)
- **Applicant Email ID** – Enter the applicant's valid email address. (Email)
- **Applicant Address** – Enter the complete residential address of the applicant. (Text Area)

Buttons

- **View Guidelines** – Displays the guidelines and instructions for filling out the marriage registration application.
- **Save & Next** – 

Saves the entered information and navigates to the **Bridegroom Detail** page.

5.1.1 Bridegroom Detail

The **Bridegroom Detail** page is the second stage of the Marriage Registration application. This page captures the personal information, residential address, parent or guardian details, and, where applicable, NRI/OCI or overseas relative information of the bridegroom. All mandatory fields marked with (*) must be completed before proceeding to the next stage.

The page consists of the following sections:

- Bridegroom Details
- Bridegroom's Address
- Details of Bridegroom's Parents
- Bridegroom NRI/OCI (Displayed when applicable)
- Bridegroom Relative (Displayed when applicable)

Bridegroom Details

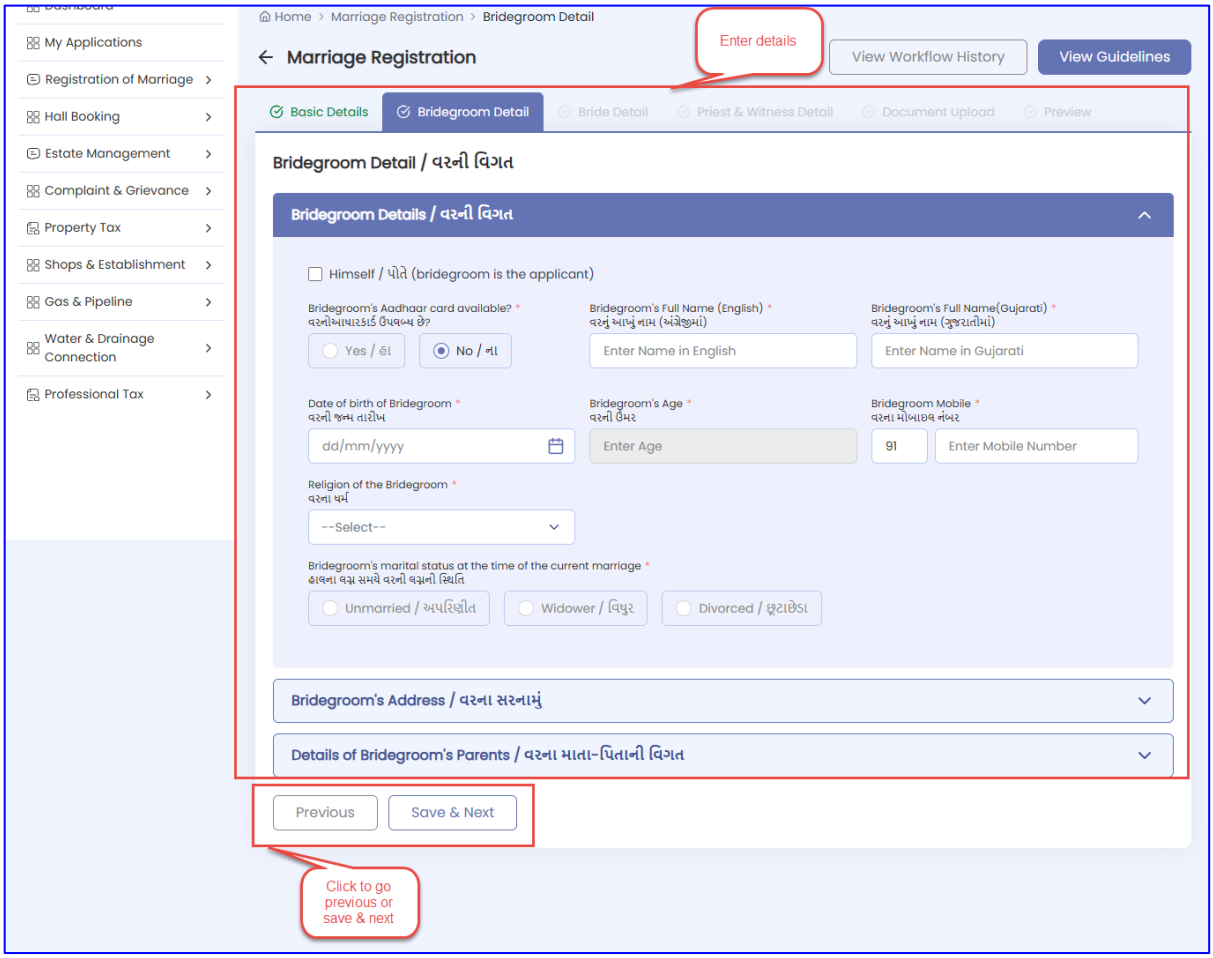


Figure 5-5

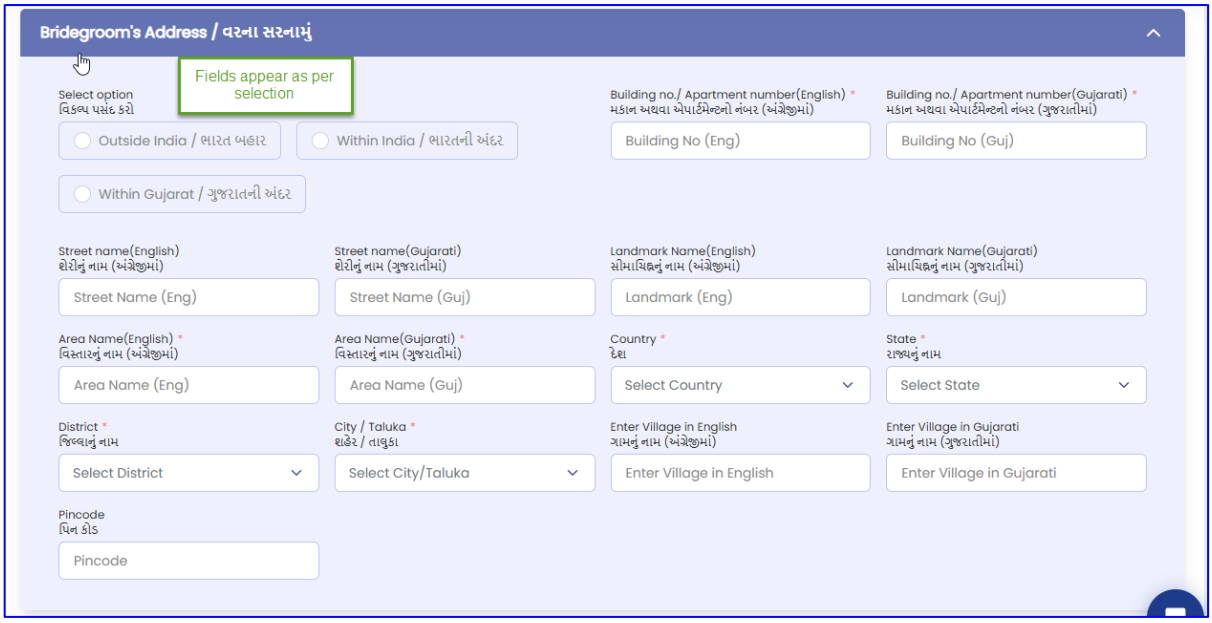


Figure 5-6

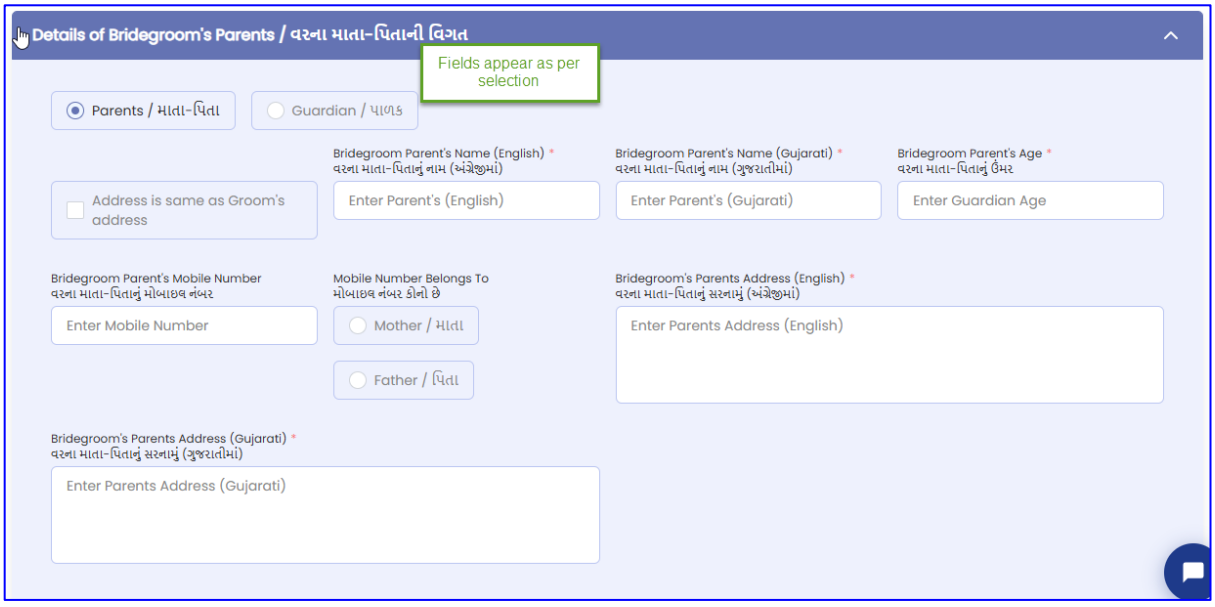


Figure 5-7

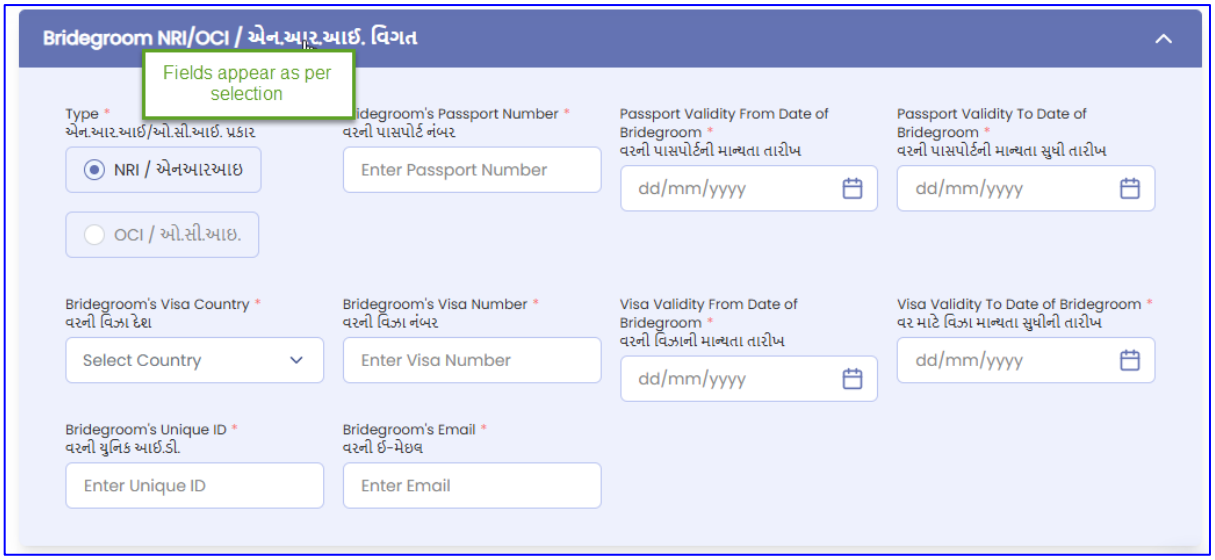


Figure 5-8

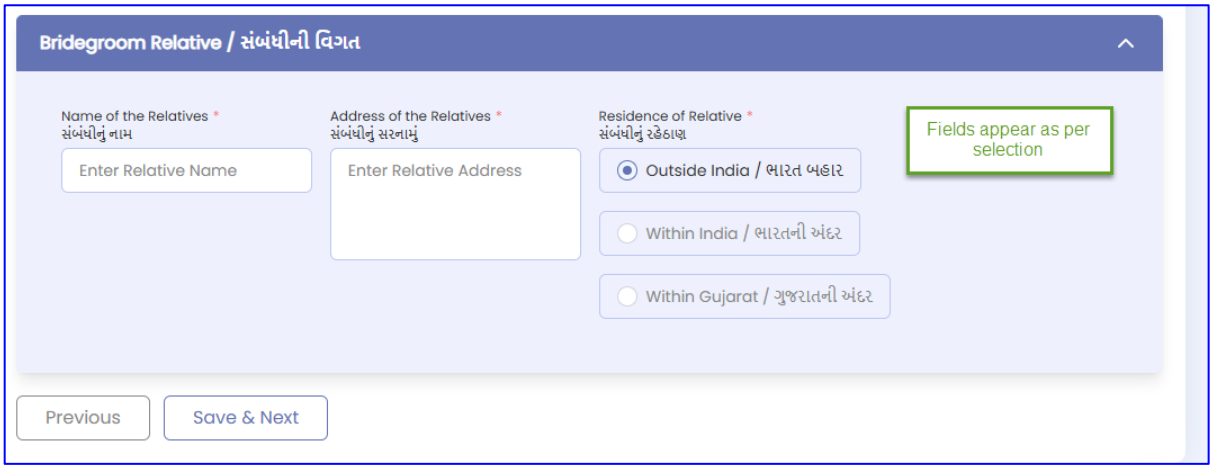


Figure 5-9

The **Bridegroom Details** section captures the bridegroom's basic personal information.

Fields

- **Himself** – Select this checkbox if the bridegroom himself is submitting the application. (Checkbox)
- **Bridegroom's Aadhaar Card Available?** – Specify whether the bridegroom possesses an Aadhaar Card. (Radio Button)
- **Bridegroom's Full Name (English)** – Enter the bridegroom's full name in English. (Text)
- **Bridegroom's Full Name (Gujarati)** – Enter the bridegroom's full name in Gujarati. (Text)
- **Date of Birth of Bridegroom** – Select the bridegroom's date of birth. (Date Picker)
- **Bridegroom's Age** – Enter the bridegroom's current age. (Numeric)
- **Bridegroom Mobile** – Enter the bridegroom's active mobile number. (Numeric)
- **Religion of the Bridegroom** – Select the bridegroom's religion. (Dropdown)
- **Bridegroom's Marital Status at the Time of the Current Marriage** – Select the bridegroom's marital status before this marriage. (Radio Button)

1. Unmarried
2. Widower
3. Divorced

Bridegroom's Address

The **Bridegroom's Address** section captures the bridegroom's permanent residential address.

Fields

Select Option – Select the residence category of the bridegroom. (Radio Button)

- Outside India
- Within India
- Within Gujarat

- **Building No./Apartment Number (English)** – Enter the building or apartment number in English. (Text)
- **Building No./Apartment Number (Gujarati)** – Enter the building or apartment number in Gujarati. (Text)
- **Street Name (English)** – Enter the street name in English. (Text)
- **Street Name (Gujarati)** – Enter the street name in Gujarati. (Text)
- **Landmark Name (English)** – Enter the nearest landmark in English. (Text)
- **Landmark Name (Gujarati)** – Enter the nearest landmark in Gujarati. (Text)
- **Area Name (English)** – Enter the locality or area name in English. (Text)
- **Area Name (Gujarati)** – Enter the locality or area name in Gujarati. (Text)
- **Country** – Select the country of residence. (Dropdown)
- **State** – Select the state. (Dropdown)
- **District** – Select the district. (Dropdown)
- **City/Taluka** – Select the city or taluka. (Dropdown)
- **Enter Village in English** – Enter the village name in English. (Text)
- **Enter Village in Gujarati** – Enter the village name in Gujarati. (Text)
- **Pincode** – Enter the postal PIN code of the residence. (Numeric)

Details of Bridegroom's Parents

The **Details of Bridegroom's Parents** section captures information about the bridegroom's parents or guardian.

Fields

- **Parents/Guardian** – Select whether the details belong to the bridegroom's parents or guardian. (Radio Button)
- **Address is Same as Groom's Address** – Select this option if the parent's or guardian's address is the same as the bridegroom's address. (Checkbox)

- **Bridegroom Parent's Name (English)** – Enter the parent's or guardian's name in English. (Text)
- **Bridegroom Parent's Name (Gujarati)** – Enter the parent's or guardian's name in Gujarati. (Text)
- **Bridegroom Parent's Age** – Enter the parent's or guardian's age. (Numeric)
- **Bridegroom Parent's Mobile Number** – Enter the parent's or guardian's mobile number. (Numeric)
- **Mobile Number Belongs To** – Specify whether the entered mobile number belongs to the mother or father. (Radio Button)

    1. Mother
    2. Father

- **Bridegroom's Parents Address (English)** – Enter the parent's or guardian's address in English. (Text Area)
- **Bridegroom's Parents Address (Gujarati)** – Enter the parent's or guardian's address in Gujarati. (Text Area)

Bridegroom NRI/OCI

Note: This section is displayed only when the bridegroom is an **NRI** or **OCI**.

The **Bridegroom NRI/OCI** section captures passport, visa, and overseas identification details.

Fields

- **Type** – Select whether the bridegroom is an NRI or OCI. (Radio Button)
- **Bridegroom's Passport Number** – Enter the passport number. (Text)
- **Passport Validity From Date of Bridegroom** – Select the passport issue or validity start date. (Date Picker)
- **Passport Validity To Date of Bridegroom** – Select the passport validity end date. (Date Picker)
- **Bridegroom's Visa Country** – Select the country that issued the visa. (Dropdown)
- **Bridegroom's Visa Number** – Enter the visa number. (Text)
- **Visa Validity From Date of Bridegroom** – Select the visa validity start date. (Date Picker)
- **Visa Validity To Date of Bridegroom** – Select the visa validity end date. (Date Picker)
- **Bridegroom's Unique ID** – Enter the overseas identification number or unique identification number. (Text)
- **Bridegroom's Email** – Enter the bridegroom's email address. (Email)

Bridegroom Relative

Note: This section is displayed only when the bridegroom resides outside India and a local relative's information is required.

Fields

- **Name of the Relative** – Enter the full name of the relative. (Text)
- **Address of the Relative** – Enter the complete residential address of the relative. (Text Area)
- **Residence of Relative** – Select the residence location of the relative. (Radio Button)

    1. Outside India
    2. Within India
    3. Within Gujarat

Buttons

- **View Workflow History** – Displays the complete workflow history of the application, including actions performed at each approval stage.
- **View Guidelines** – Opens the application guidelines for reference while filling the form.
- **Previous** – 

Returns to the **Basic Details** page.
- **Save & Next** – 

Saves the entered bridegroom information and navigates to the **Bride Detail** page.

5.1.2 Bride Detail

The **Bride Detail** page is the third stage of the Marriage Registration application. This page captures the bride's personal information, residential address, and parent or guardian details. All mandatory fields marked with (*) must be completed before proceeding to the next stage of the application.

The page consists of the following sections:

- Bride Detail
- Bride's Address
- Details of Bride's Parents

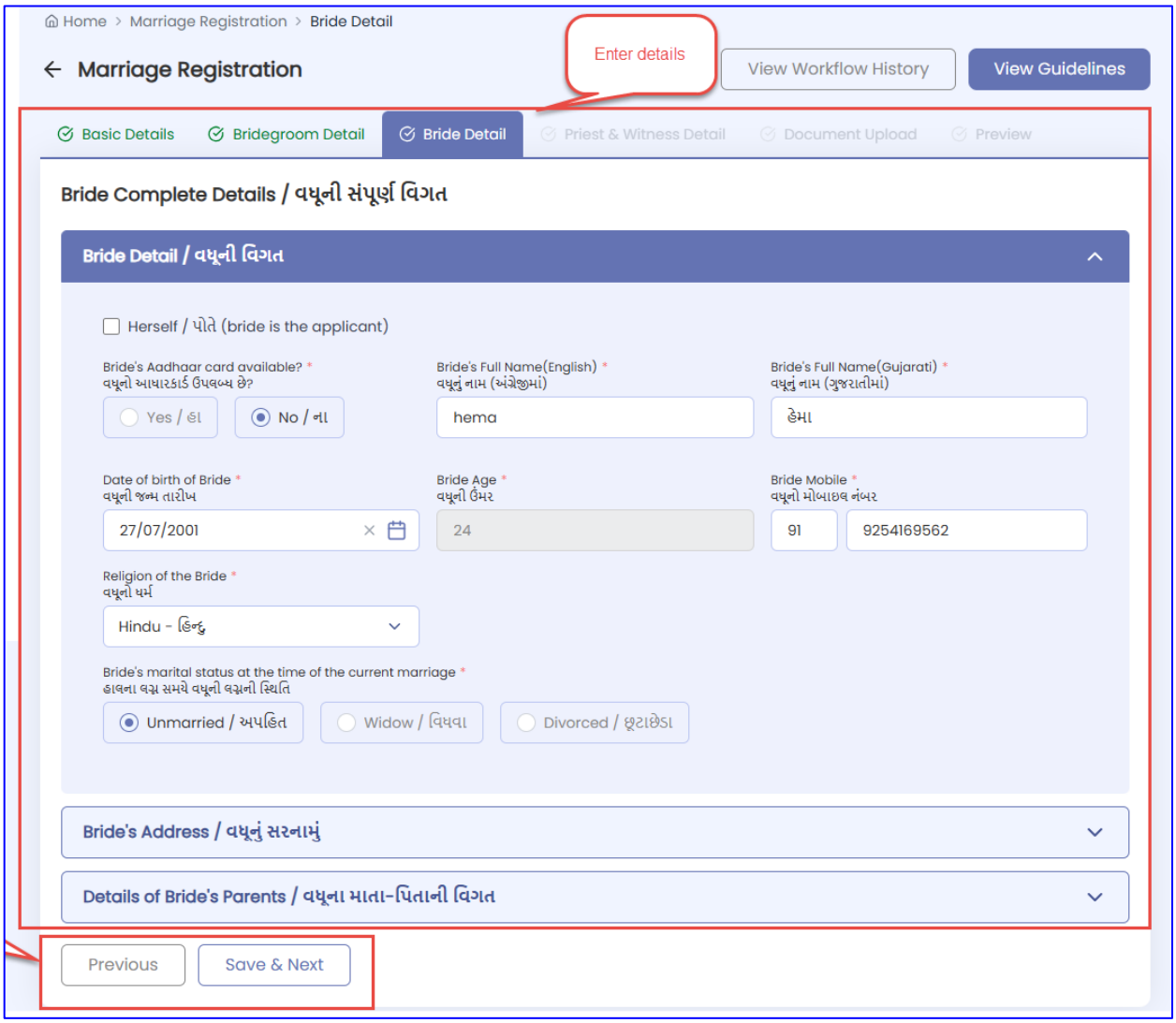


Figure 5-10

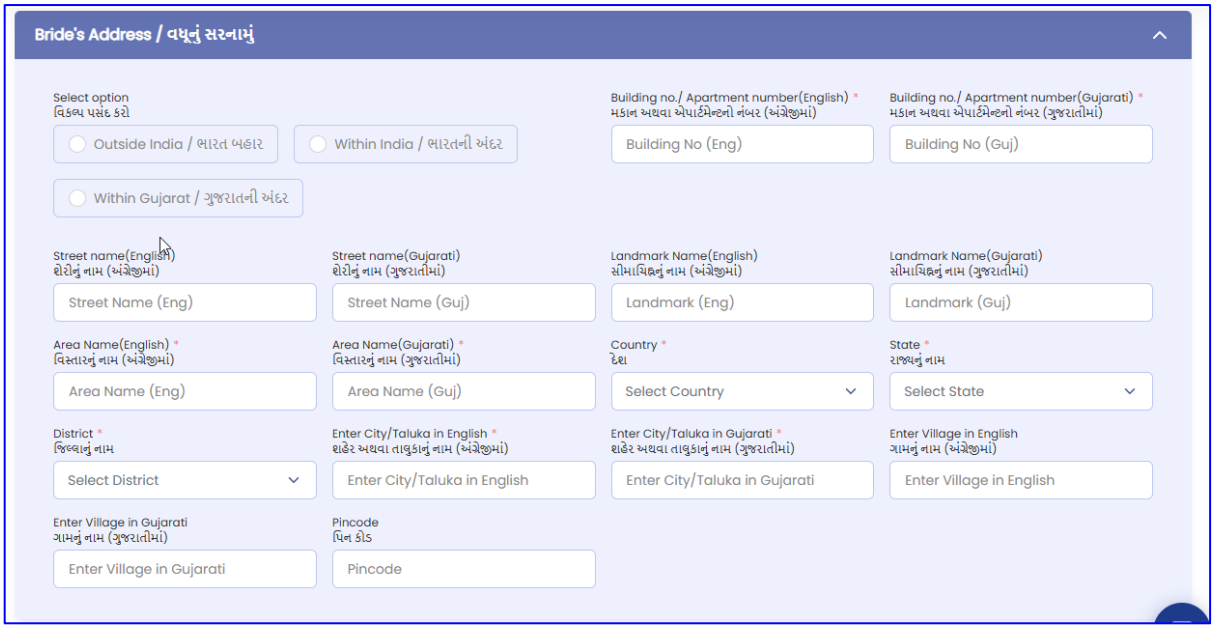


Figure 5-11

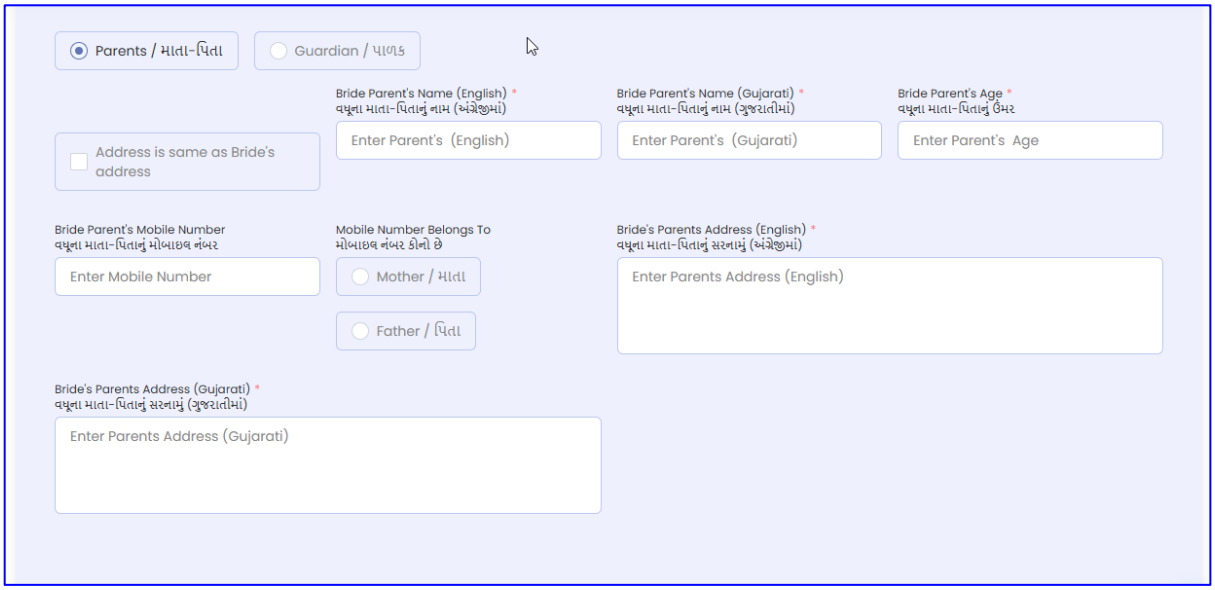


Figure 5-12

Bride Detail

The **Bride Detail** section captures the bride's personal information required for marriage registration.

Fields

- **Herself** – Select this checkbox if the bride herself is submitting the application. (Checkbox)
- **Bride's Aadhaar Card Available?** – Specify whether the bride possesses an Aadhaar Card. (Radio Button)
- **Bride's Full Name (English)** – Enter the bride's full name in English. (Text)
- **Bride's Full Name (Gujarati)** – Enter the bride's full name in Gujarati. (Text)

- **Date of Birth of Bride** – Select the bride's date of birth. (Date Picker)
- **Bride Age** – Enter the bride's current age. (Numeric)
- **Bride Mobile** – Enter the bride's active mobile number. (Numeric)
- **Religion of the Bride** – Select the bride's religion. (Dropdown)
- **Bride's Marital Status at the Time of the Current Marriage** – Select the bride's marital status before the current marriage. (Radio Button)

    1. Unmarried
    2. Widow
    3. Divorced

Bride's Address

The **Bride's Address** section captures the bride's permanent residential address.

Fields

- **Select Option** – Select the residence category of the bride. (Radio Button)

    1. Outside India
    2. Within India
    3. Within Gujarat

- **Building No./Apartment Number (English)** – Enter the building or apartment number in English. (Text)
- **Building No./Apartment Number (Gujarati)** – Enter the building or apartment number in Gujarati. (Text)
- **Street Name (English)** – Enter the street name in English. (Text)
- **Street Name (Gujarati)** – Enter the street name in Gujarati. (Text)
- **Landmark Name (English)** – Enter the nearest landmark in English. (Text)
- **Landmark Name (Gujarati)** – Enter the nearest landmark in Gujarati. (Text)
- **Area Name (English)** – Enter the locality or area name in English. (Text)
- **Area Name (Gujarati)** – Enter the locality or area name in Gujarati. (Text)
- **Country** – Select the country of residence. (Dropdown)
- **State** – Select the state of residence. (Dropdown)
- **District** – Select the district. (Dropdown)
- **Enter City/Taluka in English** – Enter the city or taluka name in English. (Text)
- **Enter City/Taluka in Gujarati** – Enter the city or taluka name in Gujarati. (Text)
- **Enter Village in English** – Enter the village name in English. (Text)
- **Enter Village in Gujarati** – Enter the village name in Gujarati. (Text)
- **Pincode** – Enter the postal PIN code of the bride's residence. (Numeric)

Details of Bride's Parents

The **Details of Bride's Parents** section captures information about the bride's parents or guardian.

Fields

- **Parents/Guardian** – Select whether the entered information belongs to the bride's parents or guardian. (Radio Button)
- **Address is Same as Bride's Address** – Select this option if the parent's or guardian's address is the same as the bride's residential address. (Checkbox)
- **Bride Parent's Name (English)** – Enter the parent's or guardian's name in English. (Text)
- **Bride Parent's Name (Gujarati)** – Enter the parent's or guardian's name in Gujarati. (Text)
- **Bride Parent's Age** – Enter the parent's or guardian's age. (Numeric)
- **Bride Parent's Mobile Number** – Enter the parent's or guardian's mobile number. (Numeric)
- **Mobile Number Belongs To** – Specify whether the entered mobile number belongs to the mother or father. (Radio Button)

    1. Mother
    2. Father

- **Bride's Parents Address (English)** – Enter the complete address of the bride's parents or guardian in English. (Text Area)
- **Bride's Parents Address (Gujarati)** – Enter the complete address of the bride's parents or guardian in Gujarati. (Text Area)

Buttons

- **View Workflow History** – Displays the complete workflow history of the application, including all actions performed during the approval process.
- **View Guidelines** – Opens the instructions and guidelines for completing the Bride Detail page.
- **Previous** – 

Returns to the **Bridegroom Detail** page.
- **Save & Next** – 

Saves the entered bride information and navigates to the **Priest & Witness Detail** page.

5.1.3 Priest & Witness Detail

The **Priest & Witness Detail** page is the fourth stage of the Marriage Registration application. This page captures the details of the priest who solemnized the marriage and the witnesses who were present during the marriage ceremony. Applicants must provide complete and accurate information, as witness details are mandatory for successful marriage registration.

The page consists of the following sections:

- Priest Details
- Witness Details

Priest Details

The **Priest Details** section captures the information of the priest who conducted the marriage ceremony.

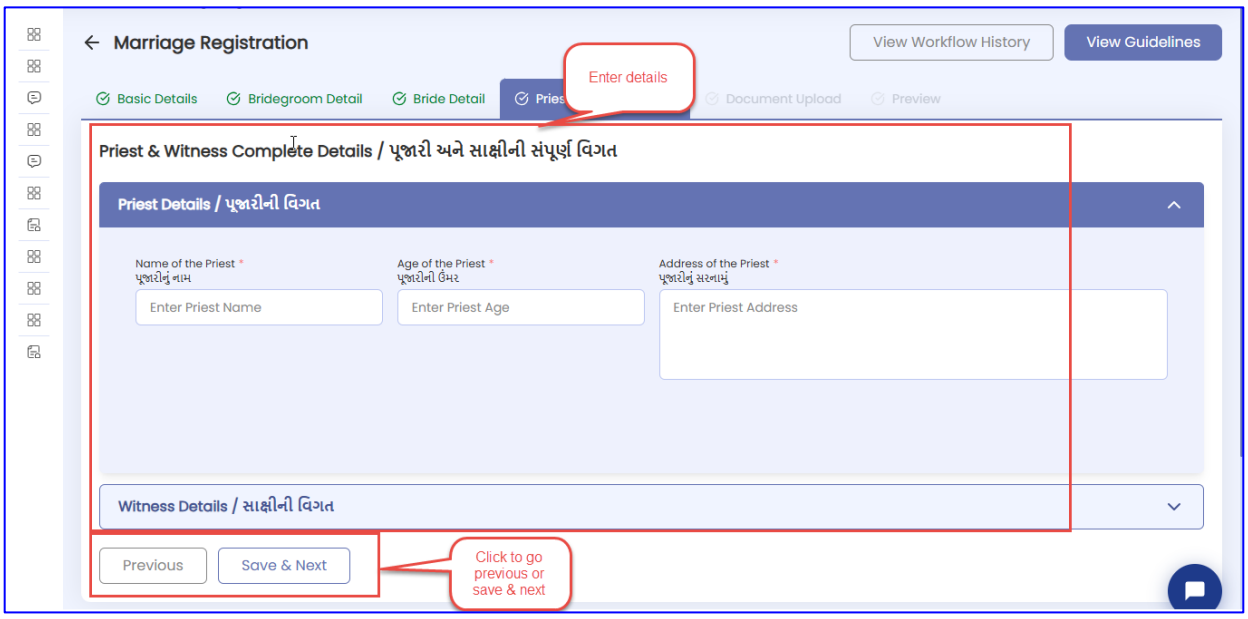


Figure 5-13



Figure 5-14

Fields

- **Name of the Priest** – Enter the full name of the priest who solemnized the marriage. (Text)
- **Age of the Priest** – Enter the age of the priest. (Numeric)
- **Address of the Priest** – Enter the complete residential or official address of the priest. (Text Area)

Witness Details

The **Witness Details** section captures the information of witnesses who were present during the marriage ceremony.

Note: A minimum of **two witnesses** must be added to complete the marriage registration application.

Fields

- **Witness Name** – Enter the full name of the witness. (Text)
- **Witness Age** – Enter the age of the witness. (Numeric)
- **Witness Address** – Enter the complete residential address of the witness. (Text Area)

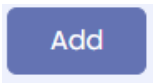
Witness Grid

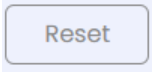
After clicking **Add**, the entered witness details are displayed in the witness list.

Grid Details

- **Witness Name** – Displays the name of the witness. (Display)
- **Witness Age** – Displays the age of the witness. (Display)
- **Witness Address** – Displays the residential address of the witness. (Display)
- **Action** – Displays the available action to remove the witness from the list before submission. (Action)

Buttons

- **View Workflow History** – Displays the complete workflow history of the application, including all actions performed during the approval process.
- **View Guidelines** – Opens the application guidelines and instructions for completing the Priest & Witness Detail page.
- **Add** – 

Adds the entered witness details to the witness list.
- **Reset** – 

Clears all entered witness details from the input fields.
- **Previous** – 

Returns to the **Bride Detail** page.

- **Save & Next** – 

Saves the priest and witness information and navigates to the **Document Upload** page.

5.1.4 Document Upload

The **Document Upload** page is the fifth stage of the Marriage Registration application. This page allows applicants to upload all mandatory supporting documents required for marriage registration. Documents are categorized into separate tabs based on the individual to whom they belong, enabling applicants to upload and manage documents efficiently.

Applicants must upload all mandatory documents marked with (*) before proceeding to the final preview stage.

The page consists of the following document categories:

- Common
- Bride's
- Groom's
- Bride's Parent's/Guardian's
- Groom's Parent's/Guardian's
- Priest's
- Witness 1
- Witness 2

Upload Documents

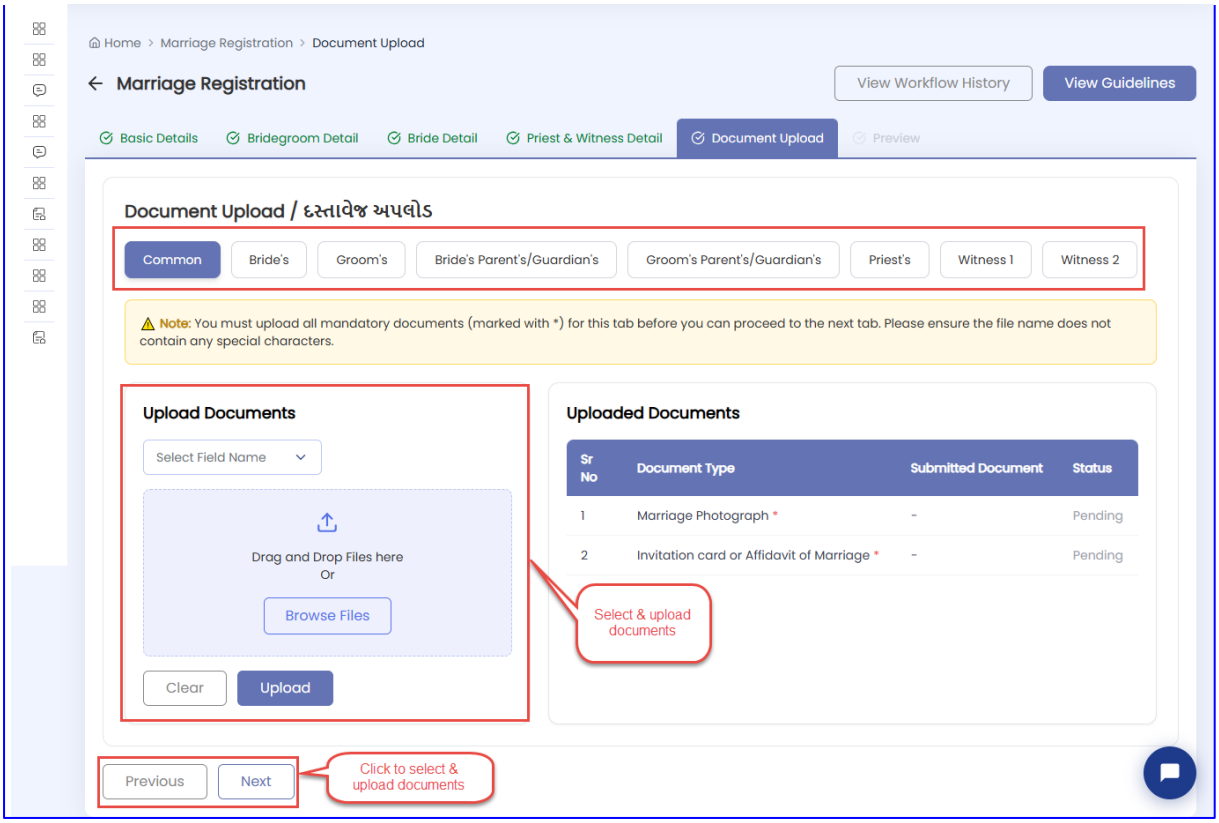


Figure 5-15

The **Upload Documents** section allows applicants to select the required document type and upload the corresponding file.

Fields

- **Select Field Name** – Select the document type that needs to be uploaded for the selected category. (Dropdown)
- **Browse Files** – Opens the local file explorer to select the document for upload. (File Upload)
- **Drag and Drop Files** – Allows applicants to drag and drop the required document directly into the upload area. (File Upload)

Uploaded Documents

The **Uploaded Documents** section displays the list of required documents along with their upload status.

Grid Details

- **Sr No** – Displays the serial number of the document. (Display)
- **Document Type** – Displays the name of the required document. Mandatory documents are marked with (*). (Display)
- **Submitted Document** – Displays the uploaded document name after successful upload. (Display)
- **Status** – Displays the current document upload status, such as **Pending** or **Uploaded**. (Display)

Document Categories

Common

➢ The **Common** tab is used to upload documents that are common to the entire marriage registration application, such as:

- Marriage Photograph
- Invitation Card or Affidavit of Marriage

➢ Bride's

The **Bride's** tab is used to upload documents related to the bride.

➢ Groom's

The **Groom's** tab is used to upload documents related to the bridegroom.

➢ Bride's Parent's/Guardian's

The **Bride's Parent's/Guardian's** tab is used to upload supporting documents related to the bride's parents or guardian.

➢ Groom's Parent's/Guardian's

The **Groom's Parent's/Guardian's** tab is used to upload supporting documents related to the bridegroom's parents or guardian.

➢ Priest's

The **Priest's** tab is used to upload supporting documents related to the priest who solemnized the marriage.

Witness 1

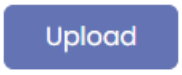
The **Witness 1** tab is used to upload supporting documents related to the first witness.

➢ Witness 2

The **Witness 2** tab is used to upload supporting documents related to the second witness.

Buttons

- **View Workflow History** – Displays the complete workflow history of the application, including all actions performed during the approval process.
- **View Guidelines** – Opens the instructions and guidelines for uploading documents.
- **Browse Files** – Opens the local file explorer to select a document for upload.
- **Upload** – 

Uploads the selected document and updates its status in the Uploaded Documents list.
- **Clear** – 

Removes the selected file before uploading.
- **Previous** – 

Returns to the **Priest & Witness Detail** page.
- **Next** – 

Saves the uploaded documents and navigates to the **Preview** page.

5.1.5 Preview



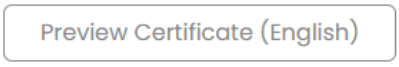
Figure 5-16

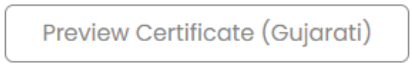
The **Preview** page is the final stage of the Marriage Registration application. It allows applicants to review all the information entered throughout the application before final submission. Applicants should verify the displayed details and supporting documents to ensure the information is accurate and complete.

The page displays a summary of the following information:

- Marriage Information
- Applicant Information
- Bridegroom Details
- Bride Details
- Bridegroom Address
- Bride Address
- Bridegroom Family Details
- Bride Family Details
- Priest Details
- Witness Details

Buttons

- **View Workflow History** – Displays the complete workflow history of the application.
- **View Guidelines** – Opens the application guidelines.
- **View Documents** – Displays all uploaded supporting documents.
- **Preview Certificate (English)** – 

Generates a preview of the marriage certificate in English.
- **Preview Certificate (Gujarati)** – 

Generates a preview of the marriage certificate in Gujarati.
- **View Memorandum** – 

Displays the marriage registration memorandum before final submission.

5.1.5.1 Marriage Memorandum – Schedule 5



Figure 5-17

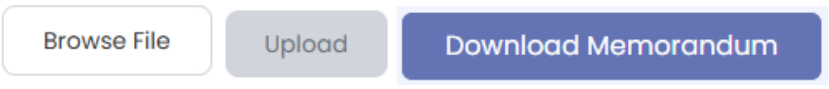
The **Marriage Memorandum – Schedule 5** page displays the memorandum of marriage generated from the information entered during the application process. Applicants should review all the details, download the memorandum, obtain the required signatures, and upload the signed copy for further processing.

The memorandum includes the following information:

- Date and Place of Marriage
- Bridegroom Details
- Bride Details
- Guardian Details of the Bridegroom
- Guardian Details of the Bride
- Priest Details
- Witness Details

Fields

- **Upload Memorandum** – Upload the scanned copy of the duly signed marriage memorandum. (File Upload)

Buttons 

- **Download Memorandum** – Downloads the generated Marriage Memorandum (Schedule 5) in PDF format.
- **Browse File** – Opens the local file explorer to select the signed memorandum for upload.
- **Upload** – Uploads the selected signed memorandum for verification and further processing.

5.1.5.2 Online Payment

After reviewing the application details, the applicant can proceed with the online payment process to complete the Marriage Registration application. The system displays the application details, allows the applicant to select a payment gateway, and generates a payment receipt after successful payment.

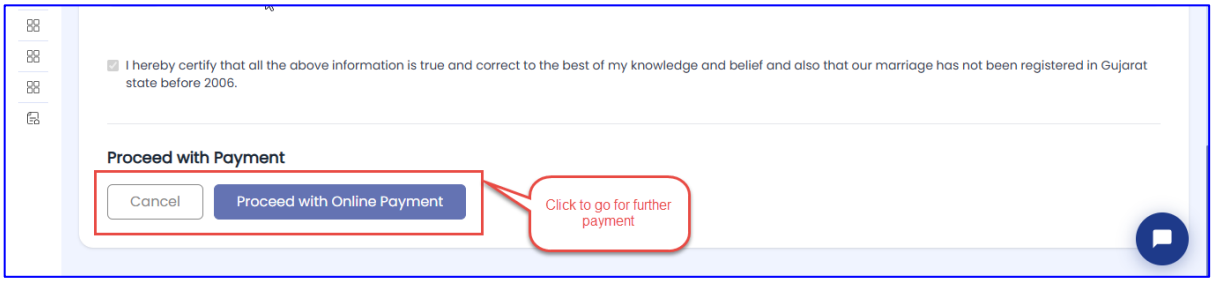


Figure 5-18

Proceed with Payment

After completing the application, select the declaration and click **Proceed with Online Payment** to continue with the payment process.

Fees Payment – Online

The **Fees Payment – Online** page displays the application details and the payable amount before initiating the payment.

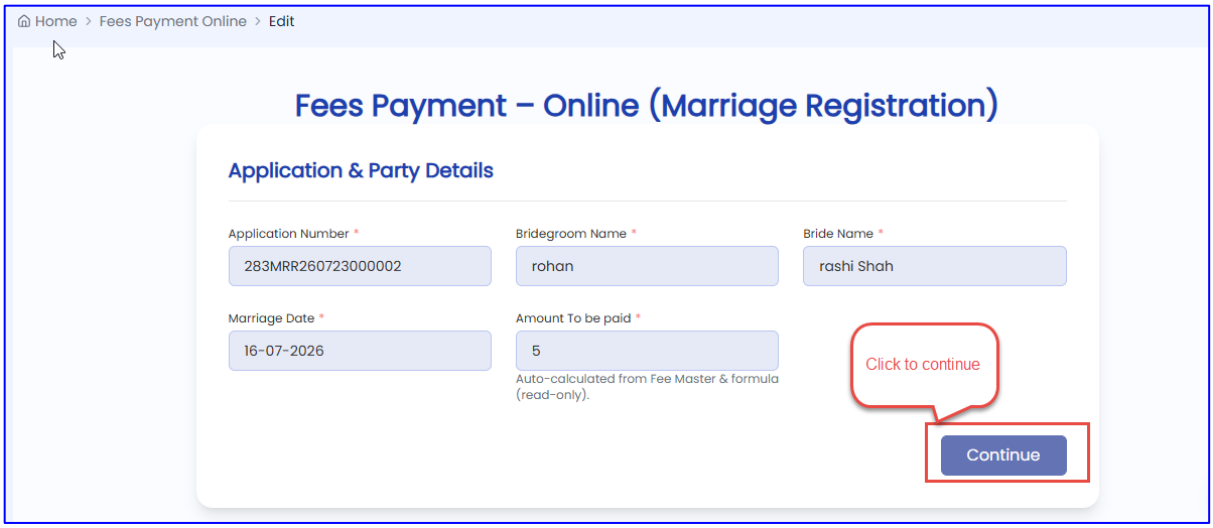


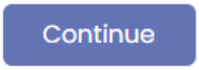
Figure 5-19

Details Displayed

- Application Number
- Bridegroom Name
- Bride Name
- Marriage Date

- Amount to be Paid

Button

Continue – 

Proceeds to the payment gateway selection page.

Payment Gateway

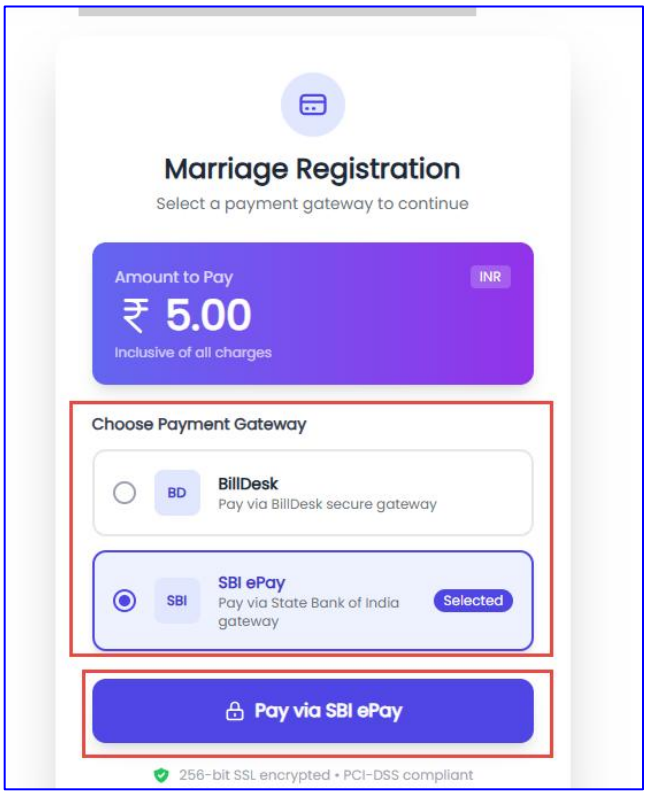


Figure 5-20

The **Payment Gateway** page allows the applicant to choose the preferred payment gateway for completing the online payment.

Available Payment Gateways

- BillDesk
- SBI ePay

Button

Pay via Selected Gateway – Redirects the applicant to the selected payment gateway to complete the payment securely.

Payment Receipt

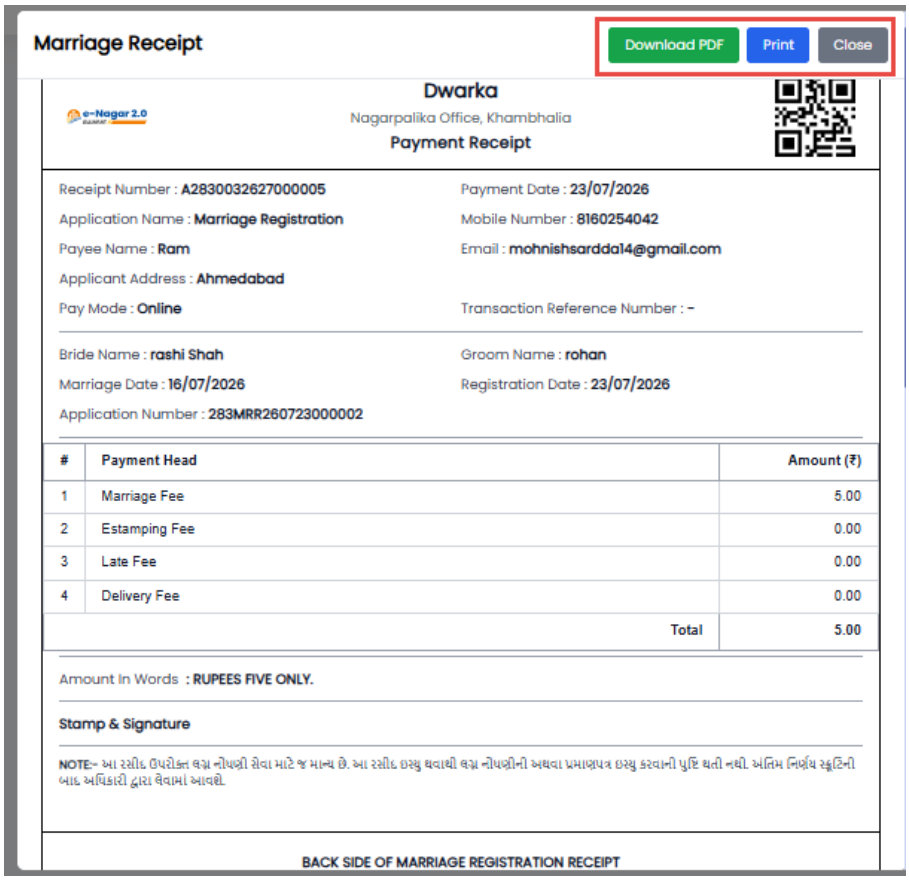


Figure 5-21

After successful payment, the system generates a **Payment Receipt** containing the transaction details and fee information.

Buttons 

- **Download PDF** – Downloads the payment receipt in PDF format.
- **Print** – Prints the payment receipt.
- **Close** – Closes the receipt window.

Application Status

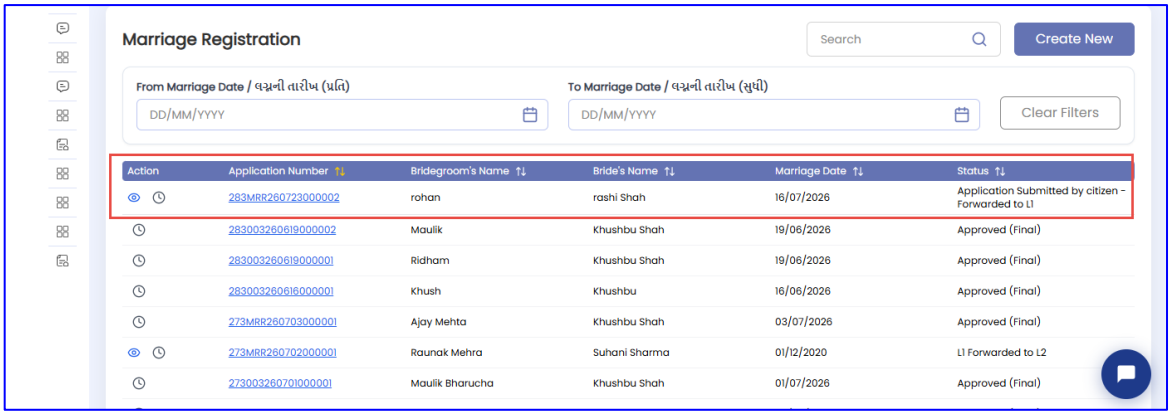


Figure 5-22

After successful payment and submission, the application is listed on the **Marriage Registration** page with an assigned **Application Number** and the current **Application Status**, allowing the applicant to track the progress of the request throughout the approval workflow.

5.1.6 Marriage Registration Workflow

The Marriage Registration application follows a three-level approval workflow. Each level is responsible for reviewing the application details and performing the appropriate workflow action.

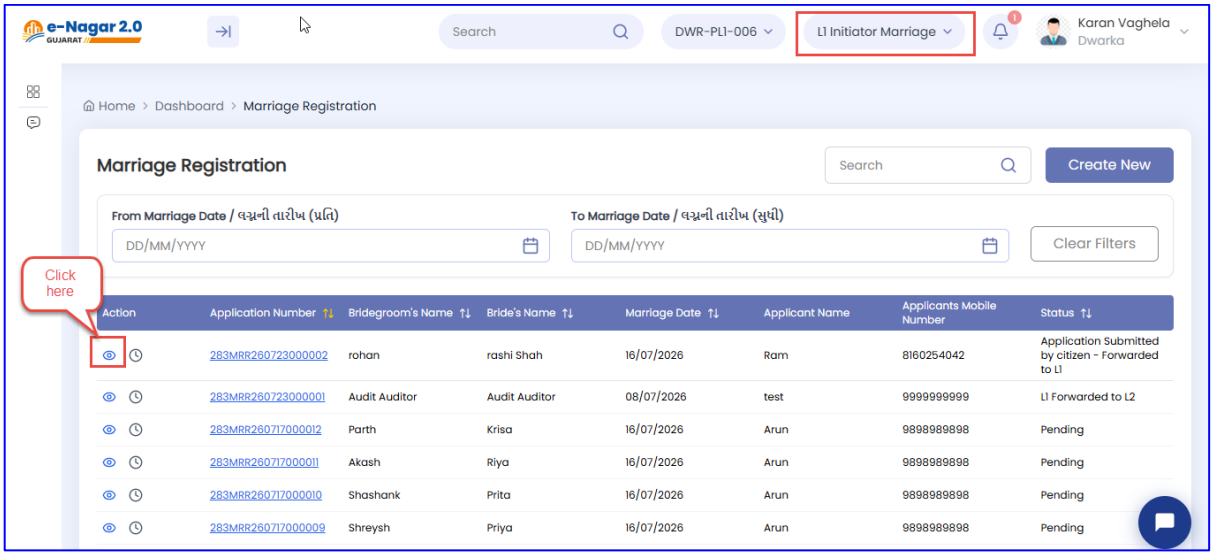


Figure 5-23

L1 Initiator Marriage

Navigation

Dashboard → Registration of Marriage → Marriage Registration → View

The **L1 Initiator Marriage** user verifies the submitted application, reviews all entered information and uploaded documents, and performs the required workflow action.

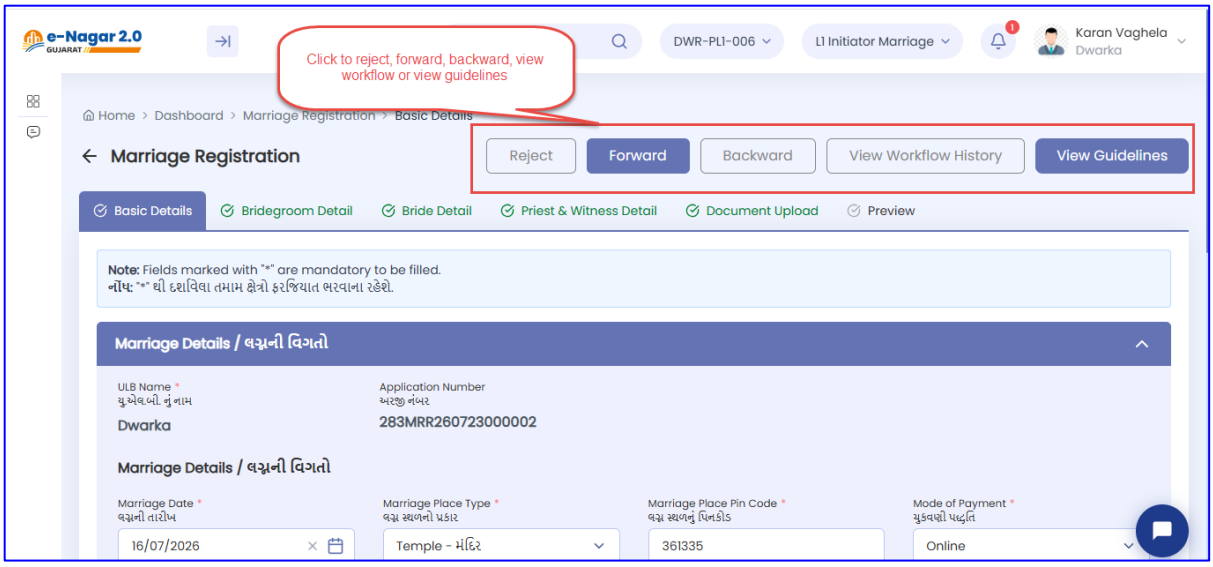


Figure 5-24

Available Actions 

- **Reject** – Rejects the application and sends it back to the applicant with remarks.
- **Forward** – Forwards the application to the **L2 Verifier Marriage** user for further verification.
- **Backward** – Returns the application to the previous stage for necessary corrections.
- **View Workflow History** – Displays the complete workflow history of the application.
- **View Guidelines** – Opens the application guidelines.

Forward Popup

When **Forward** is clicked, the **Forward** popup is displayed.

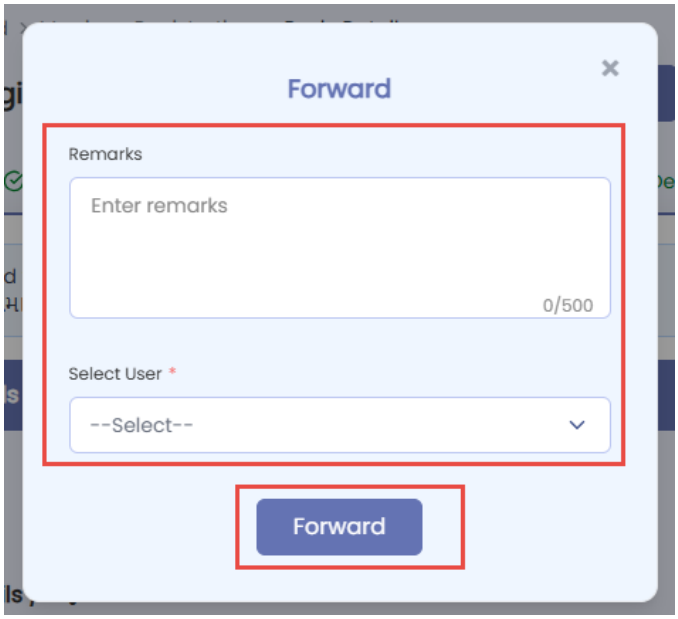


Figure 5-25

Fields

- **Remarks** – Enter comments or observations related to the application. (Text Area)
- **Select User** – Select the L2 user to whom the application should be forwarded. (Dropdown)

Button

- **Forward** – 

Submits the application to the selected L2 user.

L2 Verifier Marriage

Navigation

Dashboard → Registration of Marriage → Marriage Registration → View (icon)

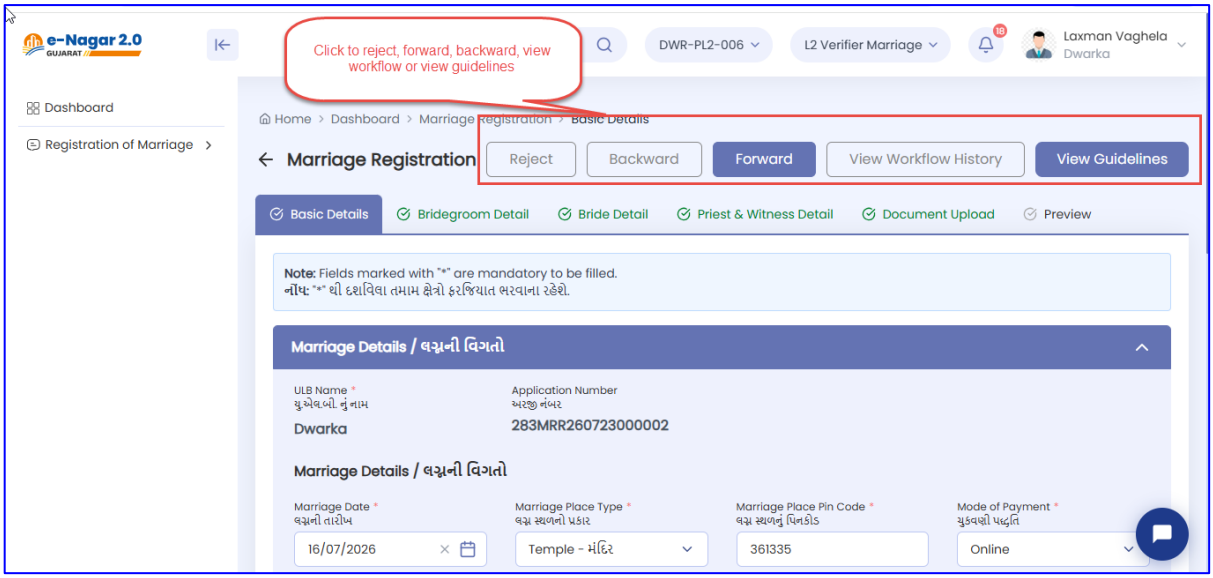
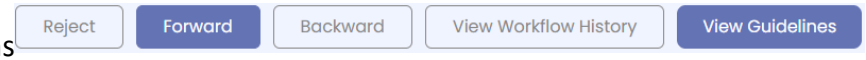


Figure 5-26

The **L2 Verifier Marriage** user reviews the application received from L1, verifies the entered details and uploaded documents, and performs the appropriate workflow action.

Available Actions 

- **Reject** – Rejects the application with remarks.
- **Forward** – Forwards the application to the **L3 Approval** user.
- **Backward** – Sends the application back to the L1 user for corrections or re-verification.
- **View Workflow History** – Displays the complete workflow history of the application.
- **View Guidelines** – Opens the application guidelines.

Forward Popup

When **Forward** is clicked, the **Forward** popup is displayed.

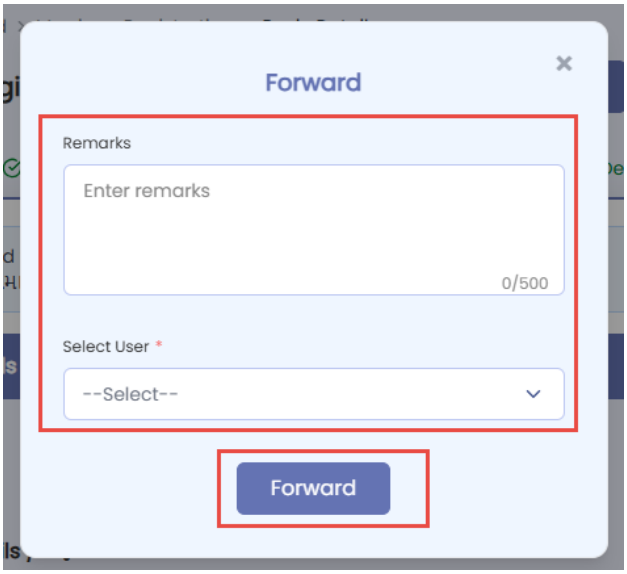


Figure 5-27

Fields

- **Remarks** – Enter remarks related to the application. (Text Area)
- **Select User** – Select the L3 approver to whom the application should be forwarded. (Dropdown)

Button

- **Forward** – 

Forwards the application to the selected L3 user.

L3 Approval

Navigation

Dashboard → Registration of Marriage → Marriage Registration → View (icon)

The **L3 Approval** user performs the final review of the application and decides whether to approve or reject the marriage registration request.

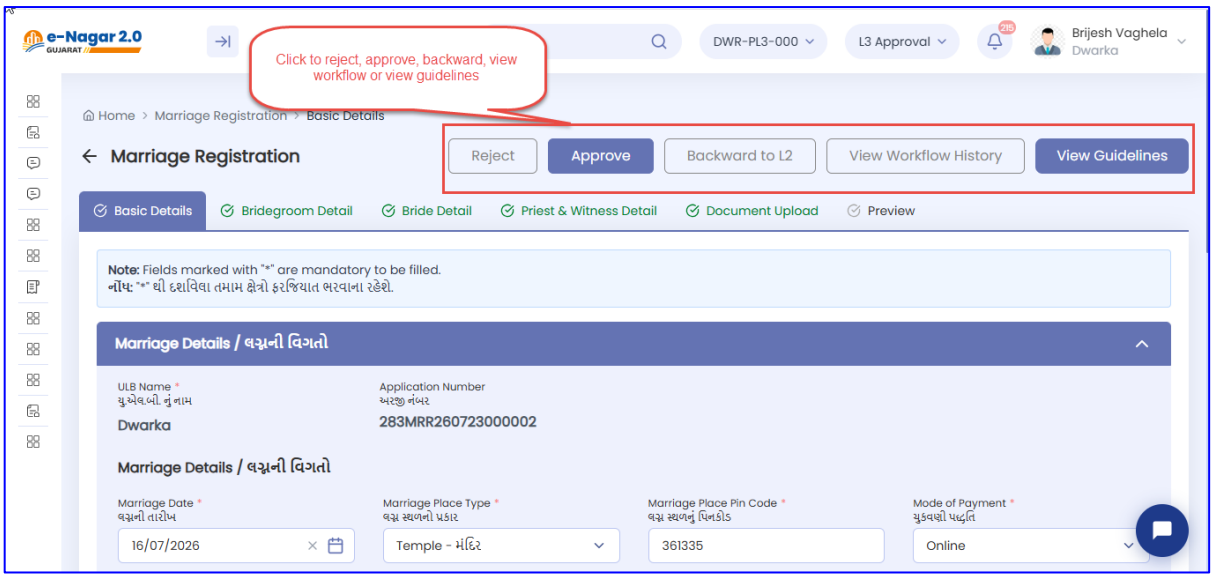


Figure 5-28

Available Actions 

- **Reject** – Rejects the application with appropriate remarks.
- **Approve** – Approves the application and completes the marriage registration process.
- **Backward to L2** – Returns the application to the L2 Verifier for corrections or re-verification.
- **View Workflow History** – Displays the complete workflow history of the application.
- **View Guidelines** – Opens the application guidelines.

Approve Popup

When **Approve** is clicked, the **Approve** popup is displayed.

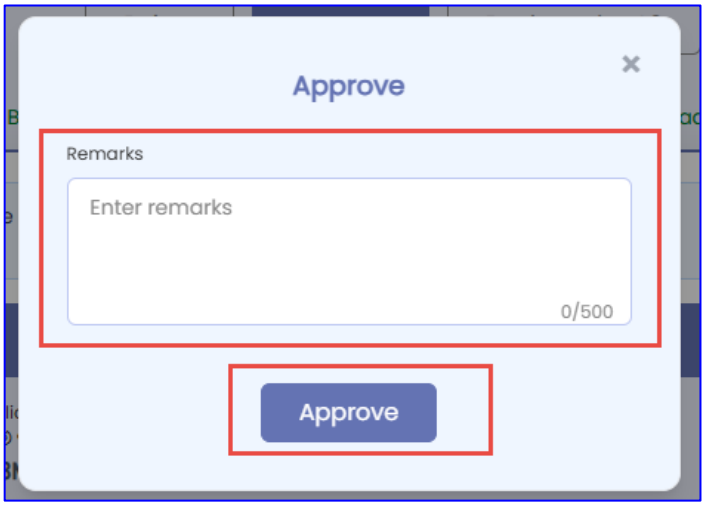


Figure 5-29

Fields

- **Remarks** – Enter approval remarks or comments. (Text Area)

Button

- **Approve** – Approve Approves the application and completes the workflow.

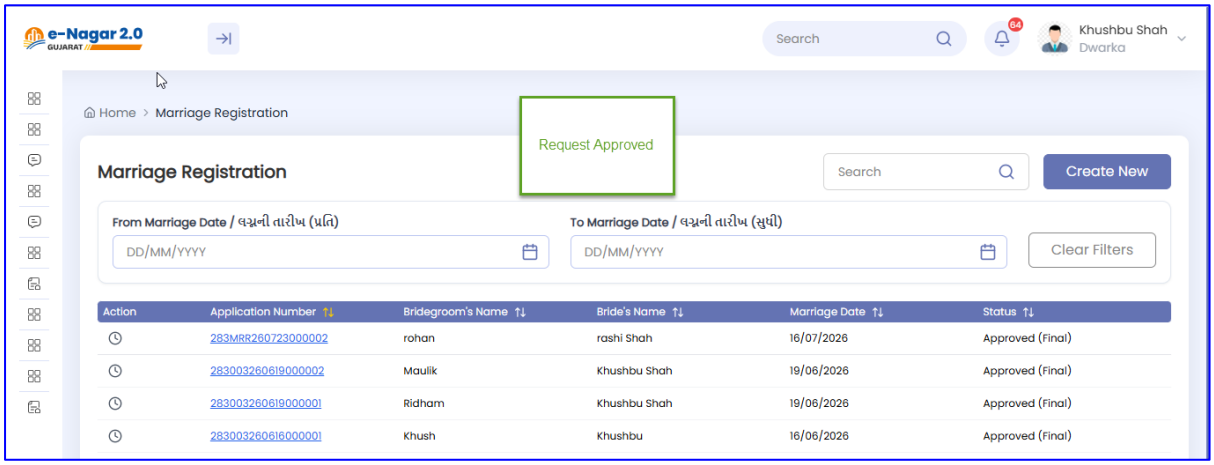


Figure 5-30

5.2 Digitalization of Old Handwritten Marriage Certificate

Digitalization of Old Handwritten Marriage Certificate Listing Page

The **Digitalization of Old Handwritten Marriage Certificate Listing Page** displays all digitization requests created in the system. Users can search existing applications, filter records using the marriage date, create a new digitization request, or open an existing application for further processing. The page also displays the current workflow status of each application.

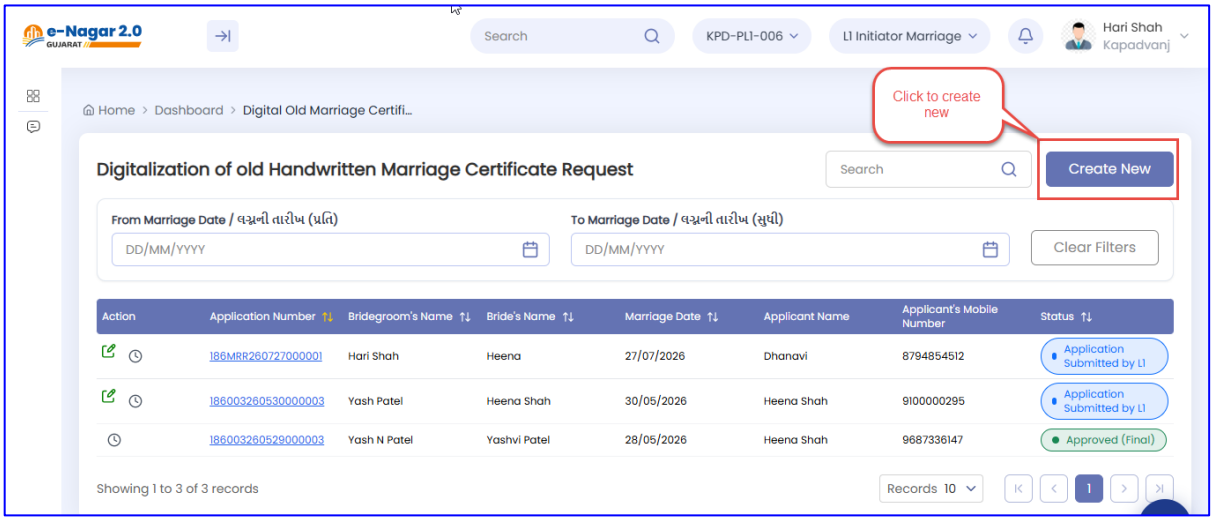


Figure 5-31

Search Filters

- **Search** – Enter the Application Number, Bridegroom Name, Bride Name, Applicant Name, or other searchable information to locate a specific application. (Search Box)
- **From Marriage Date** – Select the starting marriage date to filter applications. (Date Picker)
- **To Marriage Date** – Select the ending marriage date to filter applications. (Date Picker)

Listing Columns

- **Action** – Displays the actions available for the selected application.
- **Application Number** – Displays the unique application number generated by the system.
- **Bridegroom's Name** – Displays the name of the bridegroom.
- **Bride's Name** – Displays the name of the bride.
- **Marriage Date** – Displays the registered marriage date.
- **Applicant Name** – Displays the name of the applicant.
- **Applicant's Mobile Number** – Displays the applicant's registered mobile number.
- **Status** – Displays the current workflow status of the application.

Buttons

- **Create New** – Opens the Guidelines window to initiate a new Digitalization of Old Handwritten Marriage Certificate application.
- **Edit (Action)** – Opens the selected application for viewing or further processing.
- **View Workflow History (Action)** – Displays the complete workflow movement of the selected application.
- **Clear Filters** – Removes all applied search filters and reloads the complete application list.

Guidelines

The **Digitalization of Old Handwritten Certificate – Guidelines** window is displayed after clicking **Create New**. It provides important instructions that users must review before proceeding with the application. The guidelines are available in both Gujarati and English.



Figure 5-32

Tabs

- **Gujarati** – Displays the guidelines in Gujarati.
- **English** – Displays the guidelines in English.

Buttons

- **Confirm & Proceed** – Accepts the guidelines and opens the Digitalization of Old Handwritten Marriage Certificate application.

- **Cancel** – Closes the Guidelines window without creating a new application.

Basic Details

The **Basic Details** page captures the marriage information and applicant information required for digitizing an old handwritten marriage certificate. The page consists of two expandable sections: **Marriage Details** and **Applicant Details**.

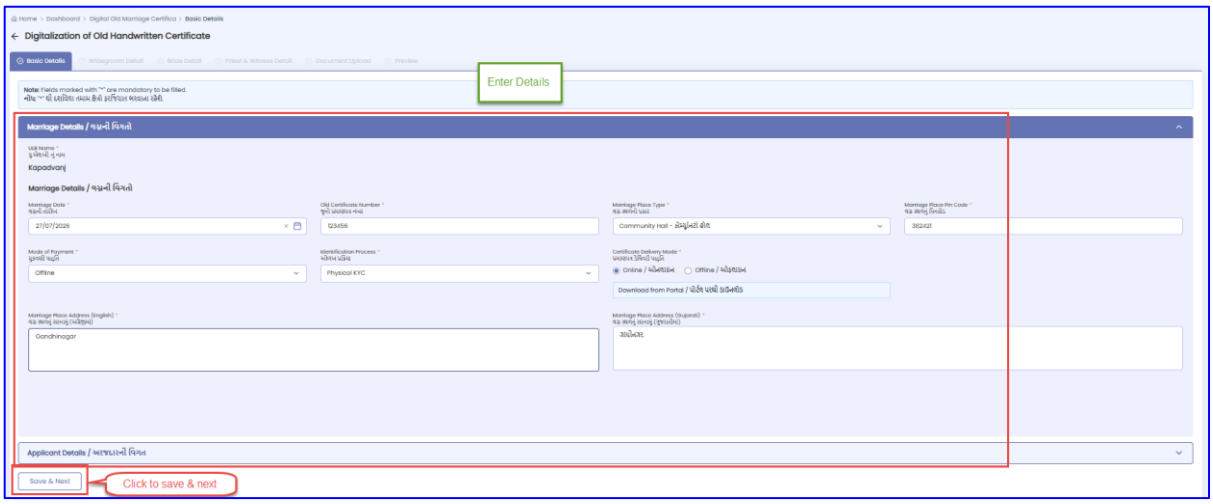


Figure 5-33

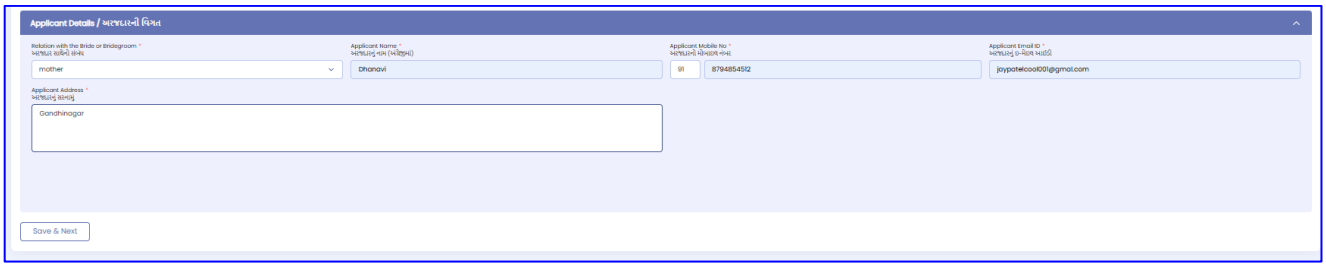


Figure 5-34

1. Marriage Details

2. Fields

- **ULB Name** – Displays the Urban Local Body under which the application is being processed. (Read Only)
- **Marriage Date** – Select the original marriage date mentioned in the handwritten marriage certificate. (Date Picker)
- **Old Certificate Number** – Enter the handwritten marriage certificate number. (Text)
- **Marriage Place Type** – Select the place where the marriage was solemnized. (Dropdown)
- **Marriage Place Pin Code** – Enter the PIN code of the marriage location. (Numeric)
- **Mode of Payment** – Select the payment mode for the application. (Dropdown)
- **Identification Process** – Select the applicant identification method. (Dropdown)
- **Certificate Delivery Mode** – Select whether the certificate will be delivered Online or Offline. (Radio Button)

- **Delivery Option** – Displays the available delivery option based on the selected certificate delivery mode. (Read Only)
- **Marriage Place Address (English)** – Enter the marriage place address in English. (Text Area)
- **Marriage Place Address (Gujarati)** – Enter the marriage place address in Gujarati. (Text Area)

Applicant Details

The **Applicant Details** section captures the details of the person submitting the digitization request.

Fields

- **Relation with the Bride or Bridegroom** – Select the applicant's relationship with the bride or bridegroom. (Dropdown)
- **Applicant Name** – Enter the applicant's full name. (Text)
- **Applicant Mobile No.** – Enter the applicant's mobile number. (Mobile Number)
- **Applicant Email ID** – Enter the applicant's email address. (Email)
- **Applicant Address** – Enter the complete residential address of the applicant. (Text Area)

Buttons

- **Save & Next** – Saves the entered information and opens the Bridegroom Detail page.

Bridegroom Detail

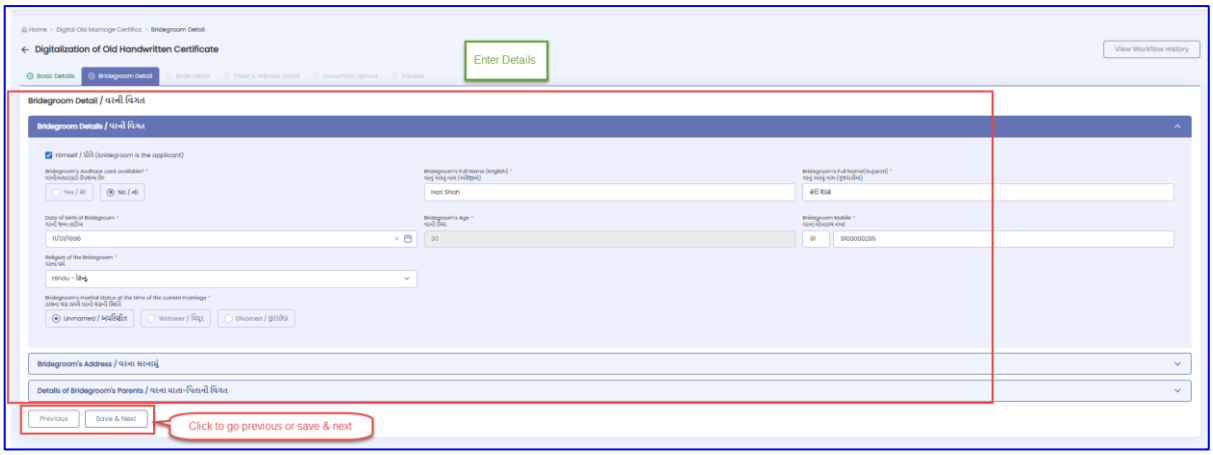


Figure 5-35

The **Bridegroom Detail** page captures the complete information of the bridegroom, including personal details, address details, and parent or guardian details. The page contains three expandable sections.

1. Bridegroom Details
2. Bridegroom's Address
3. Details of Bridegroom's Parents

Bridegroom Details

Fields

- **Himself** – Select this checkbox if the bridegroom is the applicant. (Checkbox)
- **Bridegroom's Aadhaar Card Available?** – Specify whether the bridegroom possesses an Aadhaar Card. (Radio Button)
- **Bridegroom's Full Name (English)** – Enter the bridegroom's full name in English. (Text)
- **Bridegroom's Full Name (Gujarati)** – Enter the bridegroom's full name in Gujarati. (Text)
- **Date of Birth of Bridegroom** – Select the bridegroom's date of birth. (Date Picker)
- **Bridegroom's Age** – Displays the calculated age of the bridegroom. (Read Only)
- **Bridegroom Mobile** – Enter the bridegroom's mobile number. (Mobile Number)
- **Religion of the Bridegroom** – Select the religion of the bridegroom. (Dropdown)
- **Bridegroom's Marital Status at the Time of the Current Marriage** – Select the marital status applicable on the marriage date. (Radio Button)

Bridegroom's Address

This section captures the residential address of the bridegroom.

Details of Bridegroom's Parents

This section captures the details of the bridegroom's father, mother, or legal guardian.

Buttons 

- **Previous** – Returns to the Basic Details page.
- **Save & Next** – Saves the bridegroom details and opens the Bride Detail page.

Bride Detail

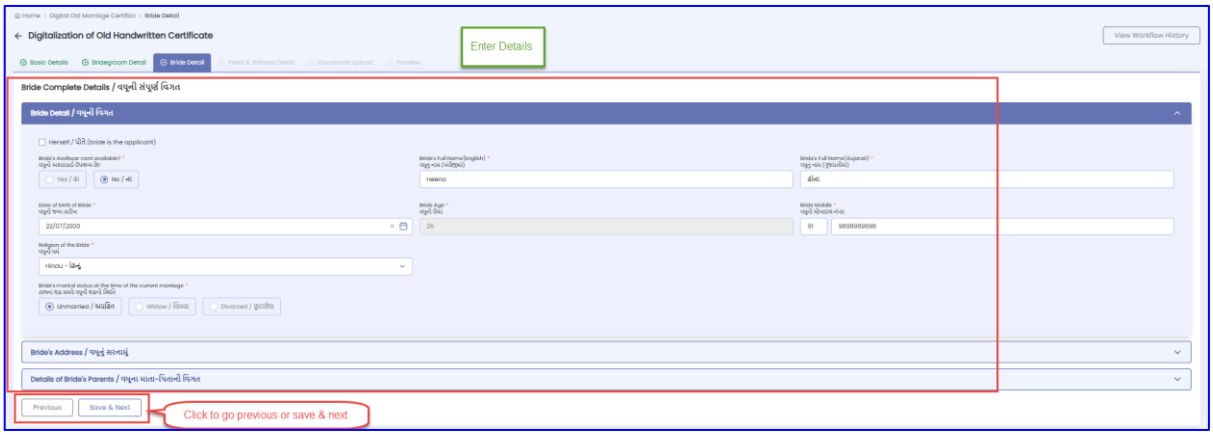


Figure 5-36

The **Bride Detail** page captures the personal details, address details, and parent or guardian information of the bride. The page contains three expandable sections.

1. Bride Details
2. Bride's Address
3. Details of Bride's Parents

Bride Details

Fields

- **Herself** – Select this checkbox if the bride is the applicant. (Checkbox)
- **Bride's Aadhaar Card Available?** – Specify whether the bride possesses an Aadhaar Card. (Radio Button)
- **Bride's Full Name (English)** – Enter the bride's full name in English. (Text)
- **Bride's Full Name (Gujarati)** – Enter the bride's full name in Gujarati. (Text)
- **Date of Birth of Bride** – Select the bride's date of birth. (Date Picker)
- **Bride Age** – Displays the calculated age of the bride. (Read Only)
- **Bride Mobile** – Enter the bride's mobile number. (Mobile Number)
- **Religion of the Bride** – Select the religion of the bride. (Dropdown)
- **Bride's Marital Status at the Time of the Current Marriage** – Select the bride's marital status on the marriage date. (Radio Button)

Bride's Address

This section captures the residential address of the bride.

Details of Bride's Parents

This section captures the details of the bride's father, mother, or legal guardian.

Buttons 

- **Previous** – Returns to the Bridegroom Detail page.
- **Save & Next** – Saves the bride details and opens the Priest & Witness Detail page.

Priest & Witness Detail

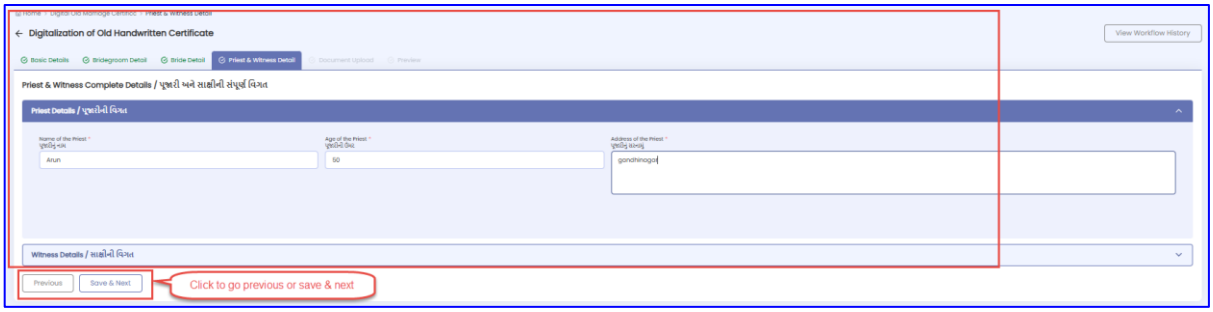


Figure 5-37

The **Priest & Witness Detail** page captures the information of the priest who solemnized the marriage and the witnesses present during the marriage ceremony. The page consists of two expandable sections: **Priest Details** and **Witness Details**.

Priest Details

The **Priest Details** section is used to record the information of the priest who performed the marriage ceremony.

Fields

- **Name of the Priest** – Enter the full name of the priest who solemnized the marriage. (Text)
- **Age of the Priest** – Enter the age of the priest. (Numeric)
- **Address of the Priest** – Enter the complete residential address of the priest. (Text Area)

Witness Details

The **Witness Details** section is used to capture the information of the witnesses who were present during the marriage ceremony. A minimum of two witnesses is required to proceed with the marriage registration process.

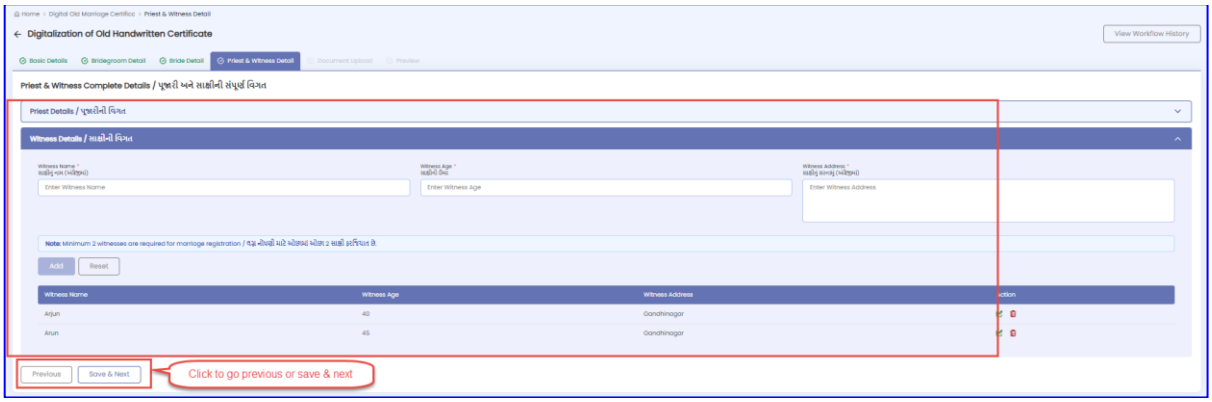


Figure 5-38

Fields

- **Witness Name** – Enter the full name of the witness. (Text)
- **Witness Age** – Enter the age of the witness. (Numeric)
- **Witness Address** – Enter the complete residential address of the witness. (Text Area)

Witness Details Grid

After adding a witness, the details are displayed in the witness list.

Columns

- **Witness Name** – Displays the name of the witness.

- **Witness Age** – Displays the age of the witness.
- **Witness Address** – Displays the address of the witness.
- **Action** – Displays the actions available for the selected witness.

Buttons

- **Add** – Add Adds the entered witness details to the witness list.
- **Reset** – Reset Clears all entered witness details.
- **Edit (Action)** – Opens the selected witness details for modification.
- **Delete (Action)** – Removes the selected witness from the witness list.
- **Previous** – Previous Returns to the Bride Detail page.
- **Save & Next** – Save & Next Saves the priest and witness details and opens the Document Upload page.

Document Upload

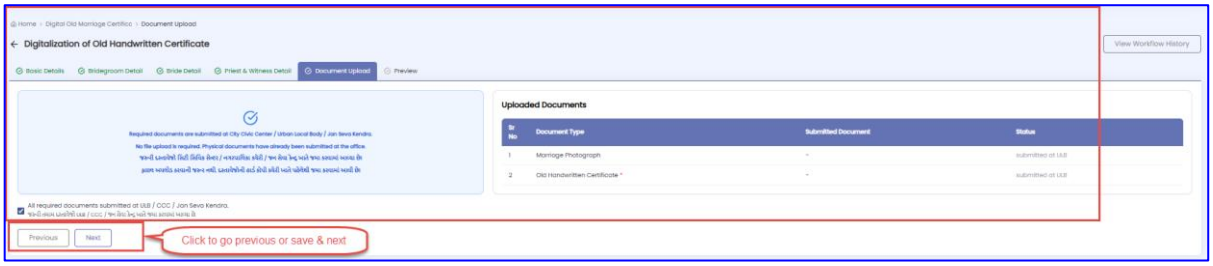


Figure 5-39

The **Document Upload** page displays the list of documents required for processing the digitization request. Since the required documents are submitted physically at the Urban Local Body (ULB), City Civic Centre (CCC), or Jan Seva Kendra, users are only required to confirm the document submission before proceeding.

The page also displays the list of required documents and their submission status.

Uploaded Documents

Columns

- **Sr. No.** – Displays the serial number of the document.
- **Document Type** – Displays the name of the required document.
- **Submitted Document** – Displays the uploaded document, if available.
- **Status** – Displays the current submission status of the document.

Fields

All Required Documents Submitted at ULB / CCC / Jan Seva Kendra – Select this checkbox to confirm that all mandatory physical documents have been submitted to the respective office. (Checkbox)

Buttons 

- **Previous** – Returns to the Priest & Witness Detail page.
- **Next** – Saves the confirmation and opens the Preview page.

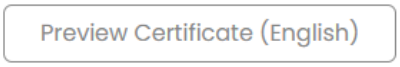
Preview

The **Preview** page displays all information entered throughout the application in a read-only format. Users should verify the entered information before generating the Marriage Memorandum. The page displays the information under different sections for easy verification.



Figure 5-40

Buttons

- **View Workflow History** – Displays the complete workflow history of the application.
- **View Guidelines** – Opens the application guidelines.
- **View Documents** – Displays all uploaded supporting documents.
- **Preview Certificate (English)** – 

Generates a preview of the marriage registration in English.
- **Preview Certificate (Gujarati)** – 

Generates a preview of the marriage registration in Gujarati.
- **View Memorandum** – 

Displays the marriage registration memorandum before final submission.

Marriage Memorandum – Schedule 5



Figure 5-41

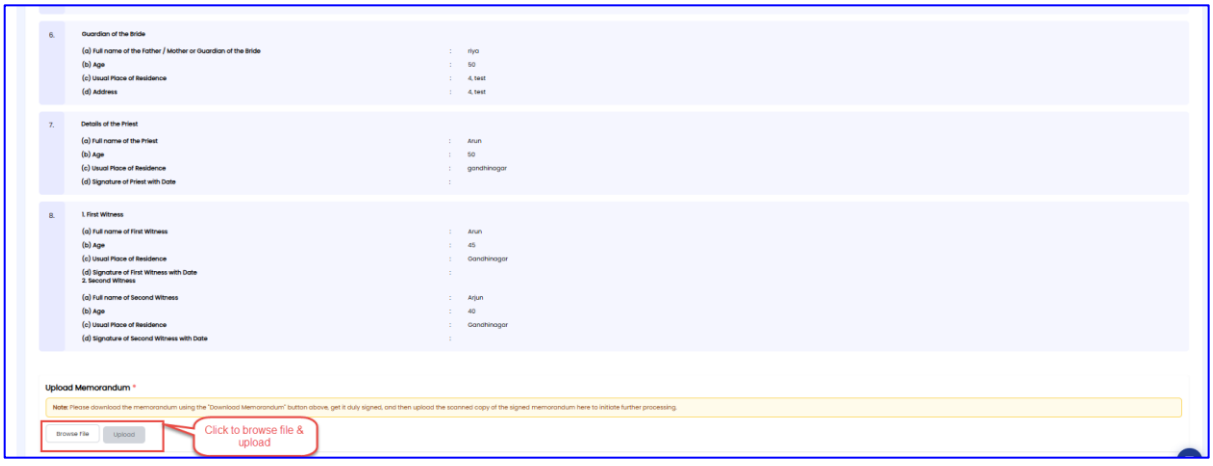


Figure 5-42

The **Marriage Memorandum – Schedule 5** page generates the official Marriage Memorandum based on the information entered in the application. Users must review the memorandum, download it, obtain the required signatures, and upload the signed copy before proceeding further.

The memorandum includes:

- Date of Marriage
- Place of Marriage
- Bridegroom Details
- Bride Details
- Guardian Details of the Bridegroom
- Guardian Details of the Bride
- Priest Details
- Witness Details

Upload Memorandum

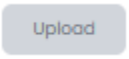
After downloading and obtaining the required signatures, users must upload the signed Marriage Memorandum.

Fields

- **Upload Memorandum** – Select the signed Marriage Memorandum from the local system. (File Upload)

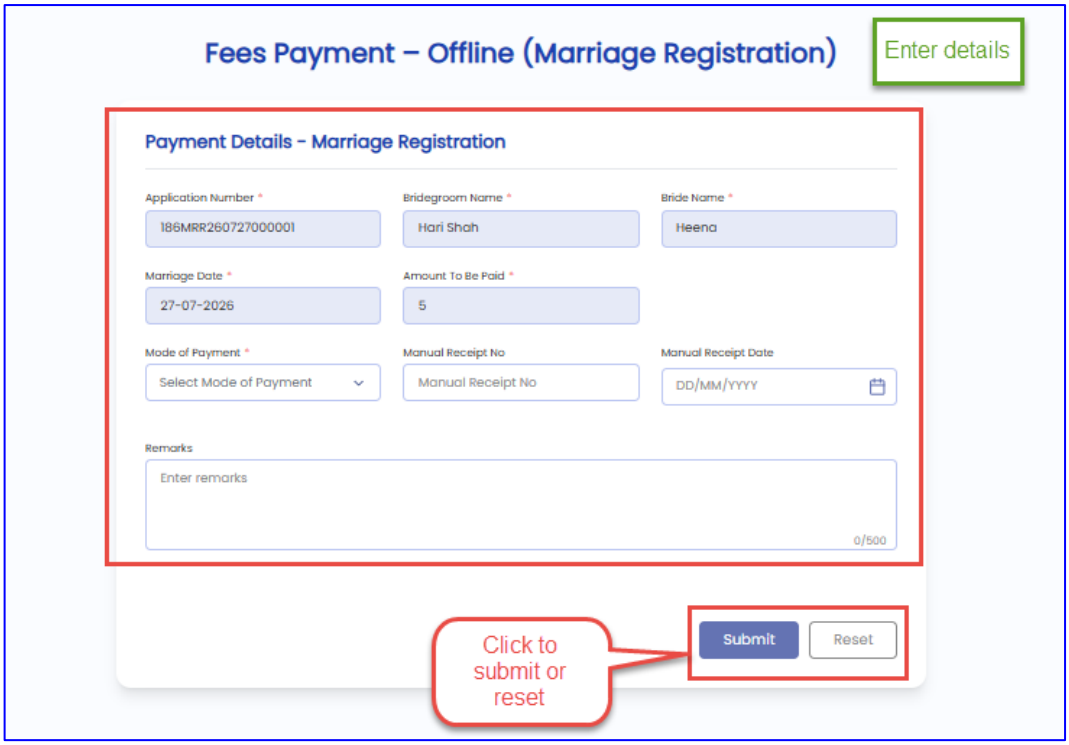
Buttons

- **Download Memorandum** – Downloads the Marriage Memorandum (Schedule 5) in PDF format.
- **Browse File** –

Opens the file browser to select the signed memorandum.
- **Upload** – 

Uploads the selected signed memorandum to the application.

Fees Payment – Offline (Marriage Registration)



The **Fees Payment – Offline (Marriage Registration)** page allows users to record the offline payment details for the application.

Fields

- **Application Number** – Displays the generated application number. (Read Only)
- **Bridegroom Name** – Displays the bridegroom's name. (Read Only)
- **Bride Name** – Displays the bride's name. (Read Only)
- **Marriage Date** – Displays the marriage date. (Read Only)
- **Amount To Be Paid** – Displays the payable application fee. (Read Only)
- **Mode of Payment** – Select the payment mode used for the transaction. (Dropdown)
- **Manual Receipt No.** – Enter the manual receipt number issued for the payment. (Text)
- **Manual Receipt Date** – Select the receipt issue date. (Date Picker)
- **Remarks** – Enter additional remarks related to the payment, if required. (Text Area)

Buttons 

- **Submit** – Saves the payment details and opens the workflow submission window.
- **Reset** – Clears all editable fields.

Submit

The **Submit** window is displayed after clicking **Submit** on the Fees Payment – Offline page.

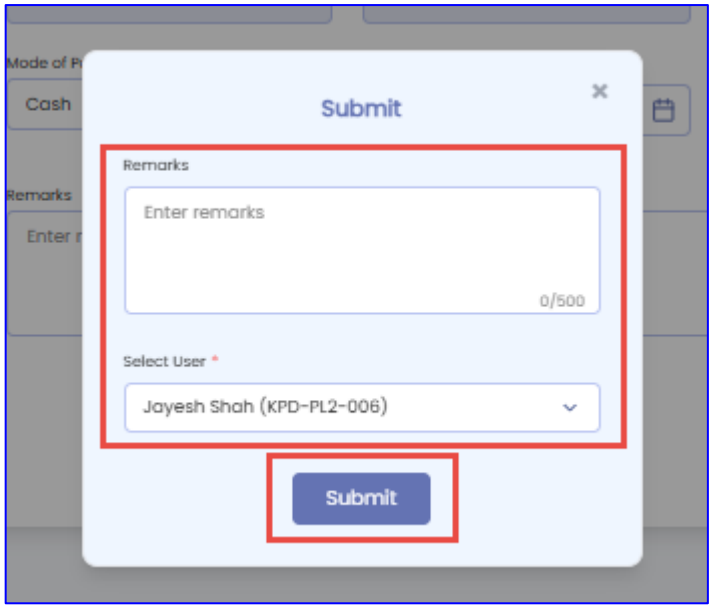


Figure 5-43

Fields

- **Remarks** – Enter remarks related to forwarding the application. (Text Area)
- **Select User** – Select the workflow user to whom the application will be forwarded. (Dropdown)

Buttons

- **Submit** – Forwards the application to the selected workflow user.

Marriage Receipt

The **Marriage Receipt** window displays the payment receipt generated after successful submission of the offline payment. It contains the payment details, applicant information, marriage information, payment heads, total amount received, and legal disclaimer.



Figure 5-44

Buttons 

- **Download PDF** – Downloads the payment receipt in PDF format.
- **Print** – Prints the payment receipt.
- **Close** – Closes the receipt window.

L2 Verification

The **L2 Verification** stage is performed after the application is submitted along with the signed Marriage Memorandum and payment details. During this stage, the verifier reviews all information entered in the application to ensure that the details match the submitted records and supporting documents.

The verifier can navigate through all application tabs, including **Basic Details**, **Bridegroom Detail**, **Bride Detail**, **Priest & Witness Detail**, **Document Upload**, and **Preview**. If required, the verifier can also view the complete workflow history before taking any action.

After successful verification, the verifier can forward the application to the next workflow level for final approval. If any discrepancy is identified, the verifier may return the application to the previous level for correction or reject the application.

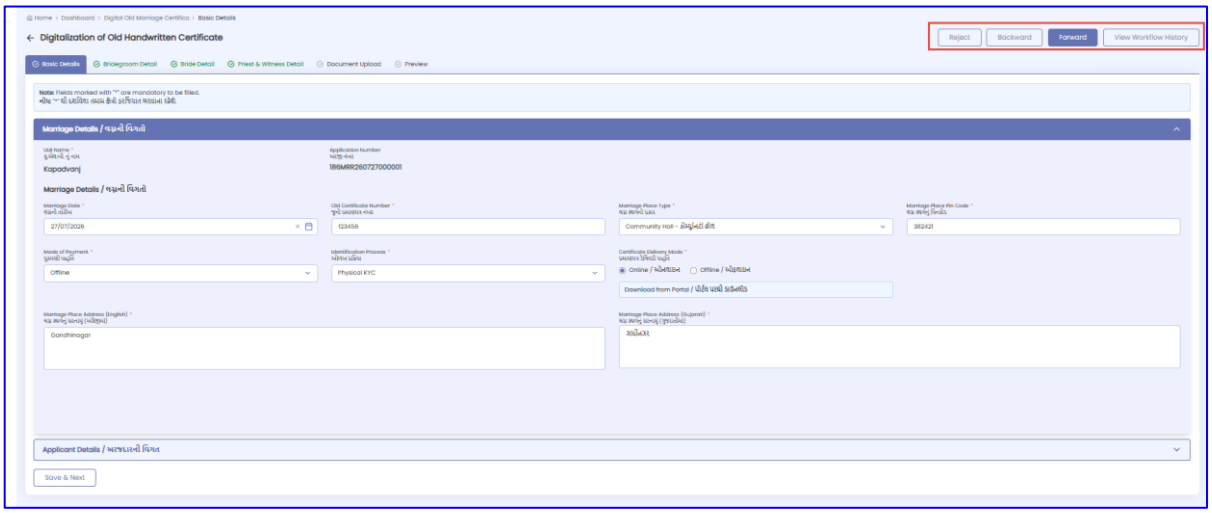
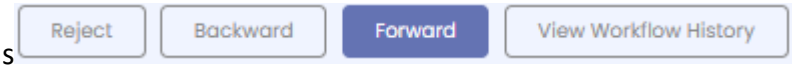


Figure 5-45

Buttons 

- **Forward** – Opens the Forward window to send the application to the next workflow level.
- **Backward** – Returns the application to the previous workflow level for correction.
- **Reject** – Rejects the application if it does not satisfy the verification requirements.
- **View Workflow History** – Displays the complete workflow history of the application.

Forward

The **Forward** window is displayed after clicking **Forward** during the L2 Verification stage. It allows the verifier to record remarks and select the user who will receive the application for the next workflow stage.

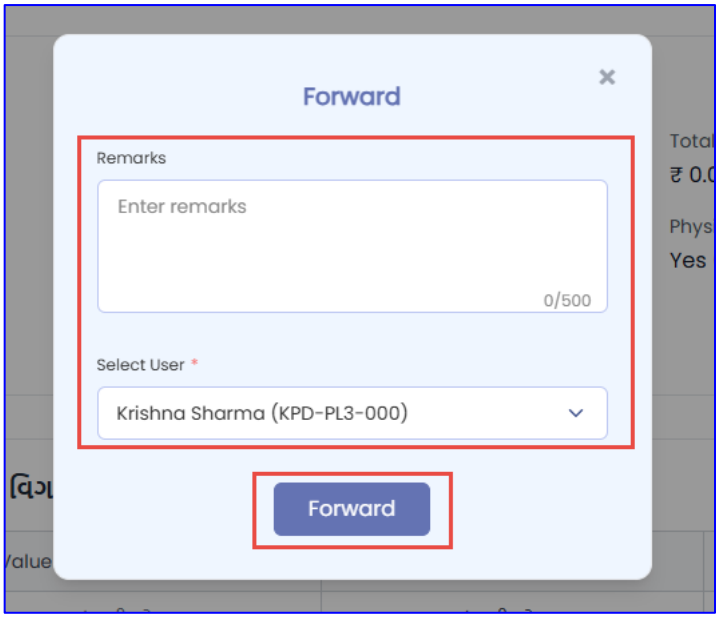


Figure 5-46

Fields

- **Remarks** – Enter verification remarks or comments before forwarding the application. (Text Area)
- **Select User** – Select the next workflow user who will review the application. (Dropdown)

Buttons 

- **Forward** – Forwards the application to the selected workflow user.

L3 Approval

The **L3 Approval** stage is the final approval stage of the Digitalization of Old Handwritten Marriage Certificate workflow. At this stage, the approving authority performs the final review of the application before granting approval.

The approver can review all information entered during the application process, including the marriage details, applicant details, bridegroom details, bride details, priest and witness details, uploaded documents, preview information, Marriage Memorandum, payment details, and workflow history.

Based on the verification, the approver can approve the application, return it to the L2 Verification stage for correction, or reject the application.

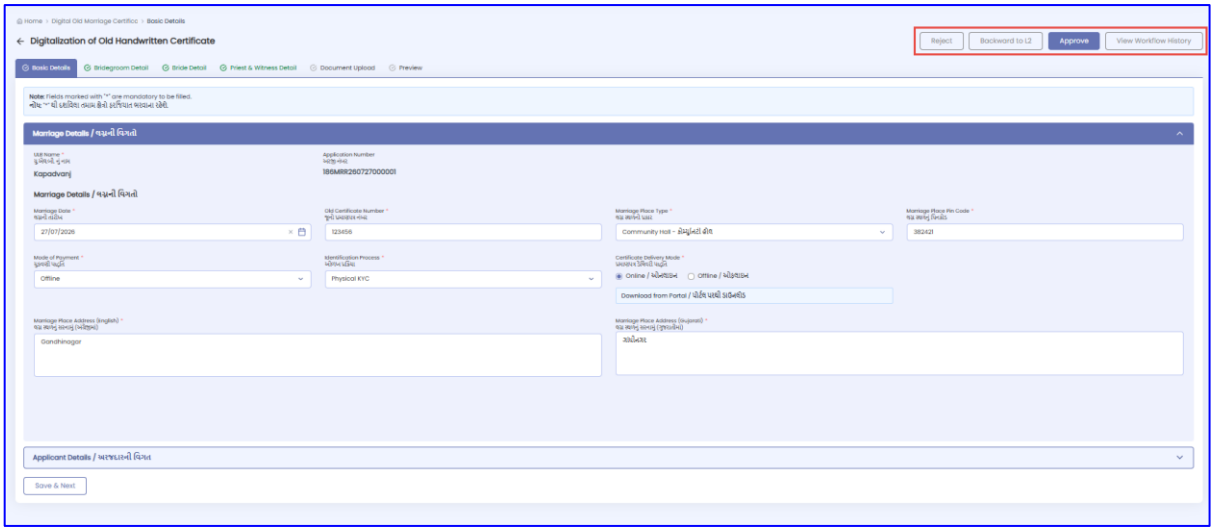
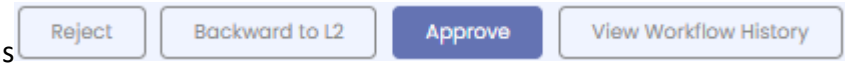


Figure 5-47

Buttons 

- **Approve** – Opens the approval window to approve the application.
- **Backward to L2** – Returns the application to the L2 Verification stage for corrections or re-verification.
- **Reject** – Rejects the application.
- **View Workflow History** – Displays the complete workflow history of the application.

Approve

The **Approve** window is displayed after clicking **Approve** during the L3 Approval stage. The approver records the approval remarks before completing the approval process.

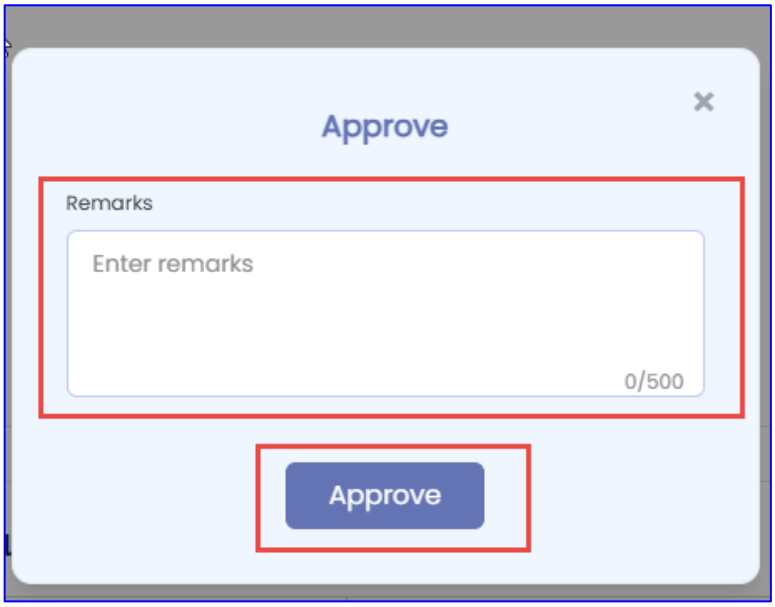


Figure 5-48

Fields

- **Remarks** – Enter approval remarks or observations. (Text Area)

Buttons

- **Approve** – 

Approves the application and completes the workflow.

5.3 Marriage Certificate Correction

L1 Initiator

Marriage Certificate Correction Listing

The **Marriage Certificate Correction** listing page displays all correction requests created by the logged-in user. From this page, users can create a new correction request, search existing requests, and monitor their current status throughout the approval workflow.

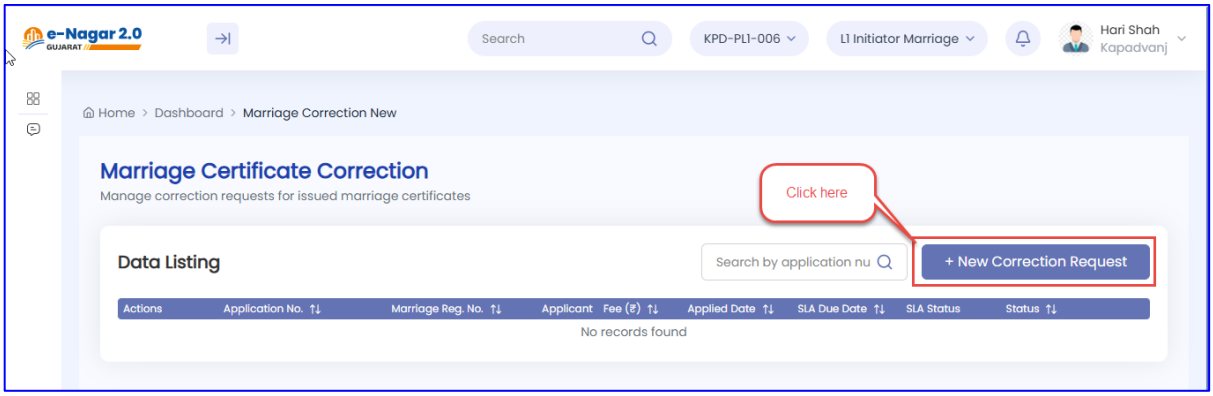


Figure 5-49

Buttons

- **+ New Correction Request** – 

Opens the Marriage Certificate Correction form to create a new correction request.
- **Search** – Searches correction requests using the entered application number.
- **View** – Opens the selected correction request in preview mode.

5.3.1 New Correction Request

Click **+ New Correction Request** to open the Marriage Certificate Correction form.

The request creation process is divided into four steps.

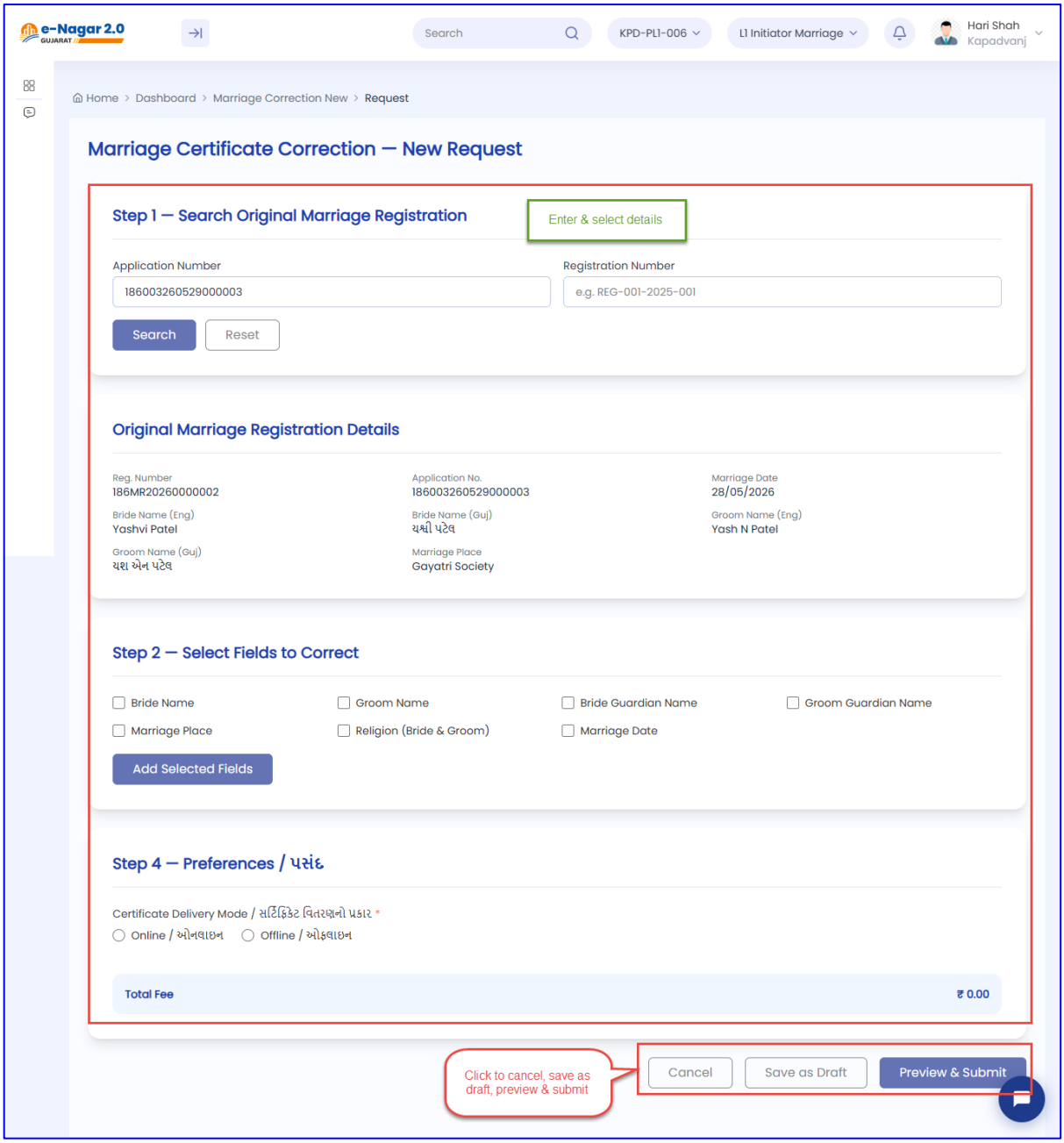


Figure 5-50

Step 1 – Search Original Marriage Registration

This section is used to search the original marriage registration against which the correction request will be submitted.

Fields

- **Application Number** – Enter the original marriage registration application number. (Text)
- **Registration Number** – Enter the marriage registration number. (Text)

Buttons

- **Search** – Retrieves the original marriage registration details.
- **Reset** – Clears all entered search values.

After a successful search, the **Original Marriage Registration Details** section displays the existing registration information such as registration number, application number, marriage date, bride name, groom name, and marriage place.

Step 2 – Select Fields to Correct

This section allows the applicant to select the fields that require correction.

Fields

- **Bride Name** – Select to request correction of the bride's name. (Checkbox)
- **Groom Name** – Select to request correction of the groom's name. (Checkbox)
- **Bride Guardian Name** – Select to request correction of the bride's guardian name. (Checkbox)
- **Groom Guardian Name** – Select to request correction of the groom's guardian name. (Checkbox)
- **Marriage Place** – Select to request correction of the marriage place. (Checkbox)
- **Religion (Bride & Groom)** – Select to request correction of religion details. (Checkbox)
- **Marriage Date** – Select to request correction of the marriage date. (Checkbox)

Buttons

- **Add Selected Fields** – Adds the selected correction fields to the correction entry section.

Step 3 – Enter Corrections

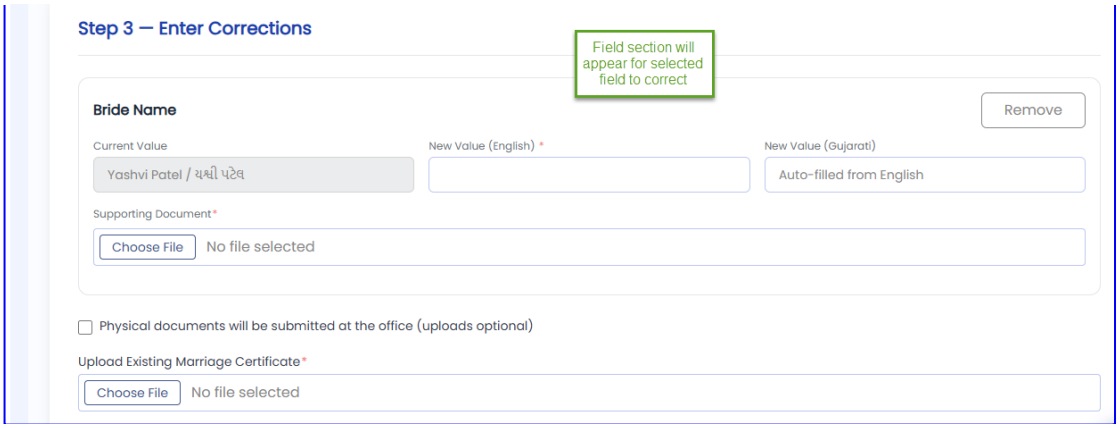


Figure 5-51

After selecting the required fields, the system generates editable sections for each selected field.

Fields

- **Current Value** – Displays the existing value available in the marriage certificate. (Read Only)
- **New Value (English)** – Enter the corrected value in English. (Text)
- **New Value (Gujarati)** – Displays or allows entry of the corrected Gujarati value. (Text)
- **Supporting Document** – Upload documentary proof supporting the requested correction. (File Upload)
- **Upload Existing Marriage Certificate** – Upload a copy of the existing marriage certificate. (File Upload)
- **Physical Documents will be submitted at the office** – Select if supporting documents will be submitted physically instead of uploading them online. (Checkbox)

Buttons

- **Remove** – Removes the selected correction field from the request.

Step 4 – Preferences

This section allows the applicant to select how the corrected certificate will be delivered.

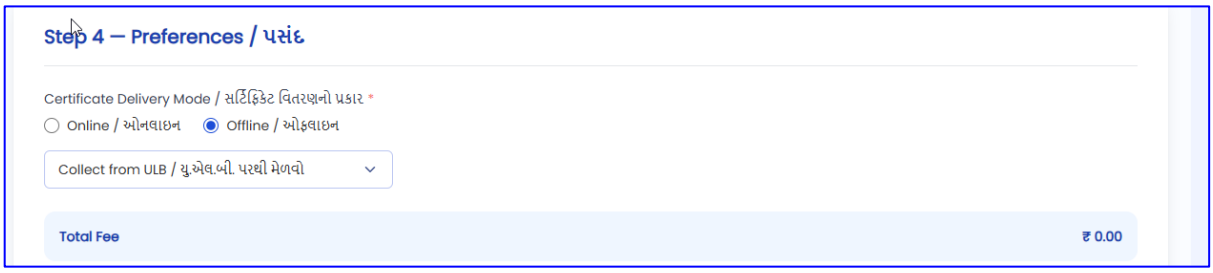


Figure 5-52

Fields

- **Certificate Delivery Mode** – Select Online or Offline delivery mode. (Radio Button)

If **Offline** is selected:

- **Collect from ULB** – Select to collect the corrected certificate from the Urban Local Body office. (Dropdown)

Or

Deliver by Courier – Select if the corrected certificate should be delivered through courier. (Dropdown)

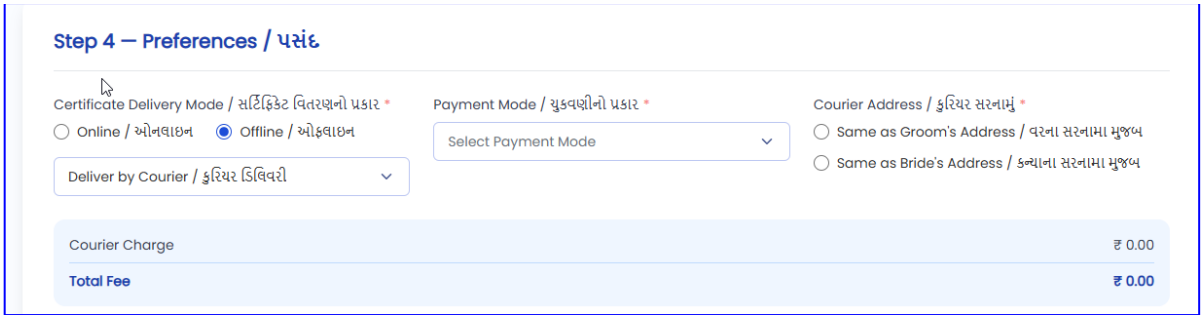


Figure 5-53

If **Deliver by Courier** is selected, the following fields become available:

- **Payment Mode** – Select the payment mode. (Dropdown)
- **Courier Address** – Select whether the courier address is the Groom's Address or Bride's Address. (Radio Button)
- **Courier Charge** – Displays applicable courier charges. (Read Only)
- **Total Fee** – Displays the total correction fee including courier charges, if applicable. (Read Only)

Buttons

- **Cancel** – Cancels the correction request.
- **Save as Draft** – Saves the correction request as a draft.
- **Preview & Submit** – Opens the Preview page before submission.

Correction Preview

The **Correction Preview** page displays a summary of the correction request before it is submitted for approval. The applicant can verify all entered information, correction details, fees, delivery mode, uploaded documents, and other request details.

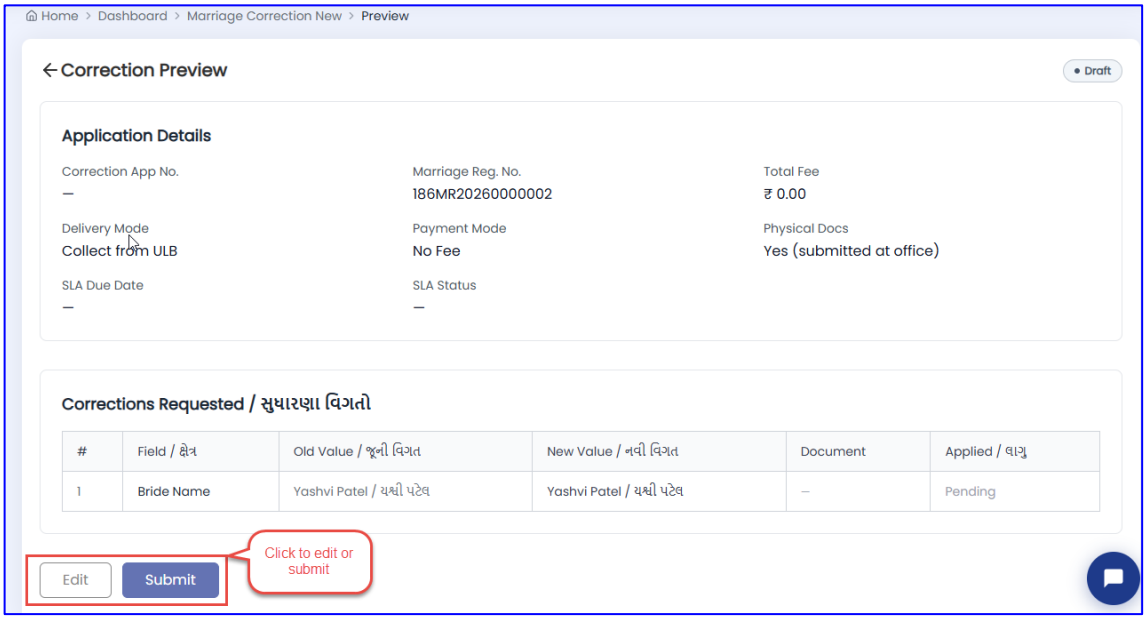


Figure 5-54

The page contains:

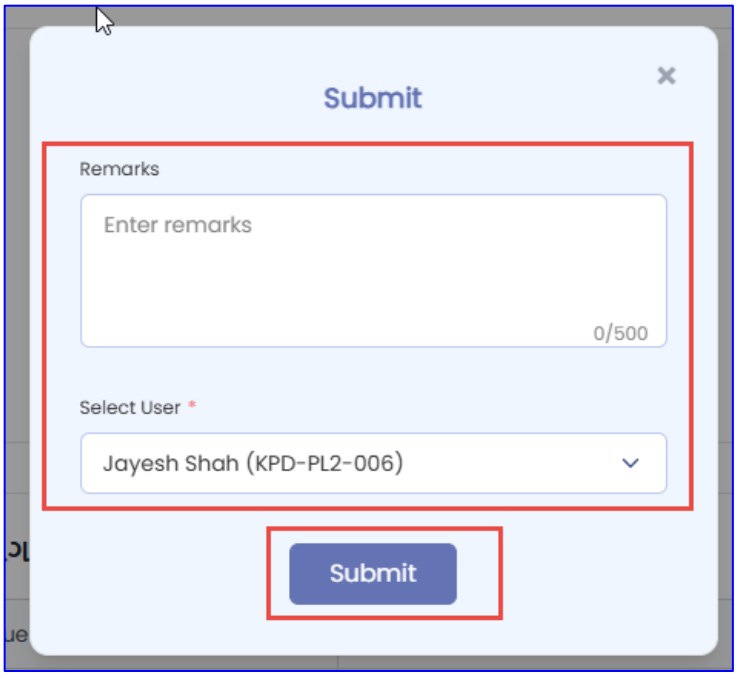
- Application Details
- Delivery Mode
- Payment Mode
- Total Fee
- Physical Document Status
- SLA Details
- Corrections Requested table showing old values, new values, uploaded documents, and application status.

Buttons 

- **Edit** – Returns to the correction form for modifications.
- **Submit** – Submits the correction request into the approval workflow.

Submit

After clicking **Submit**, the submission popup is displayed.



Fields

- **Remarks** – Enter submission remarks. (Text Area)
- **Select User** – Select the next workflow user to whom the request will be forwarded. (Dropdown)

Buttons

- **Submit** – Submits the correction request to the selected user.

Marriage Certificate Correction Listing

After successful submission, the request appears on the listing page.



Figure 5-55

5.3.1.1 Workflow

L2 Verification

The verifier reviews the correction request and verifies all entered information and uploaded supporting documents.

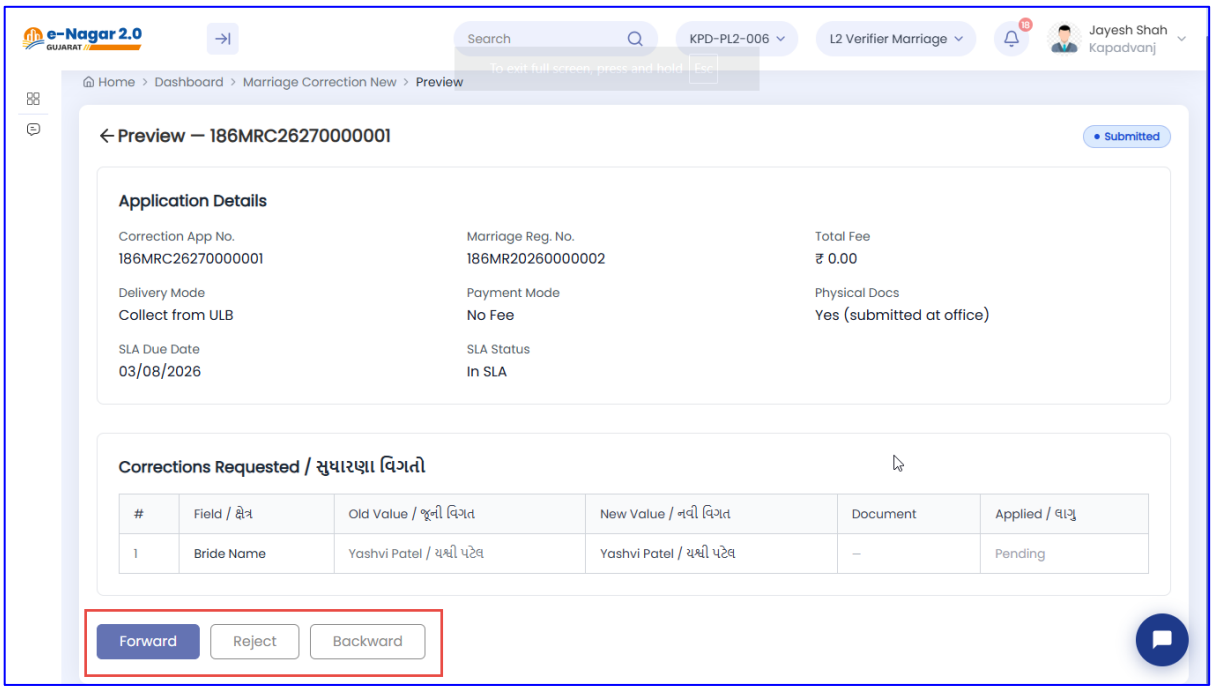


Figure 5-56

The preview page displays:

- Application Details
- Delivery Mode
- Payment Mode
- Physical Document Status
- Total Fee
- SLA Details
- Corrections Requested

Buttons 

- **Forward** – Sends the request to the next approval level.
- **Reject** – Rejects the correction request.
- **Backward** – Returns the request to the previous workflow level for correction.

Forward

After clicking **Forward**, the Forward popup is displayed.

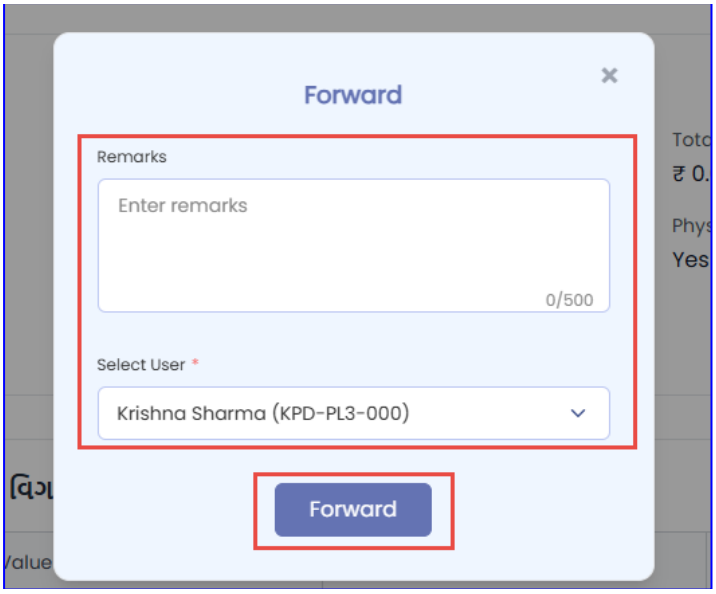


Figure 5-57

Fields

- **Remarks** – Enter forwarding remarks. (Text Area)
- **Select User** – Select the next workflow user. (Dropdown)

Buttons

- **Forward** – Forwards the request to the selected user.

L3 Approval

The approver performs the final review of the correction request before approving it.

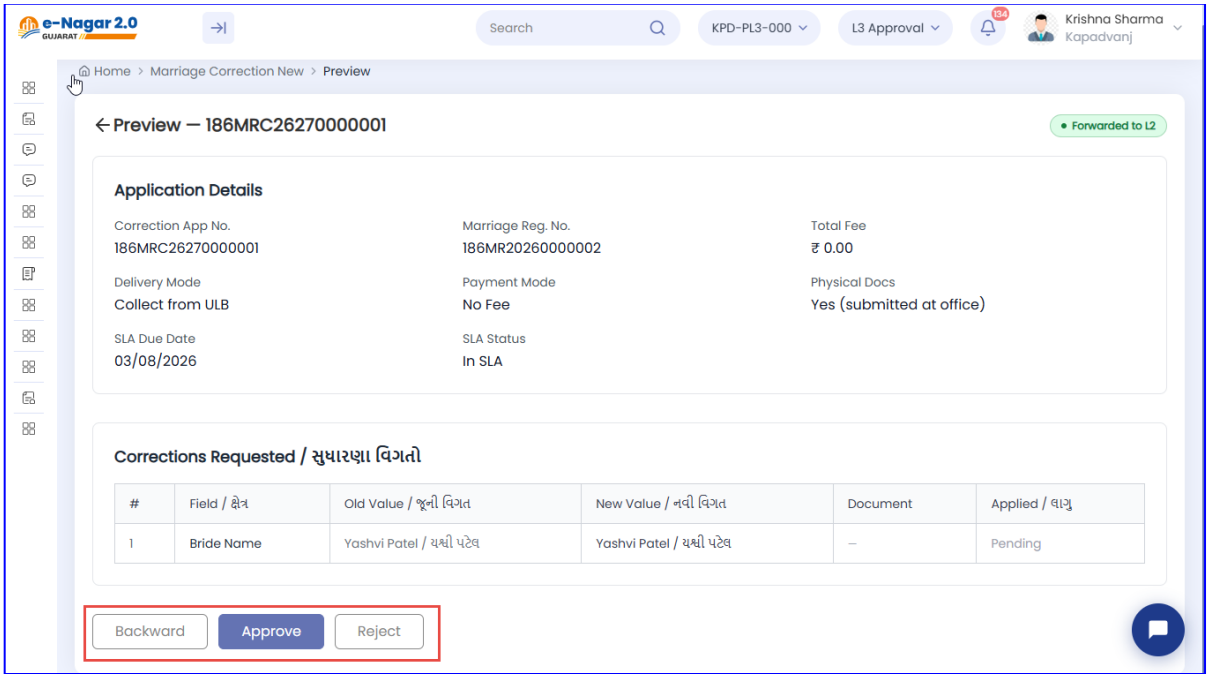
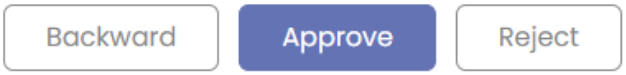


Figure 5-58

The page displays:

- Application Details
- Delivery Mode
- Payment Mode
- Total Fee
- Physical Document Status
- SLA Details
- Corrections Requested

Buttons 

- **Approve** – Approves the correction request.
- **Reject** – Rejects the request.
- **Backward** – Sends the request back to the previous workflow level.

Approve

After clicking **Approve**, the approval popup is displayed.

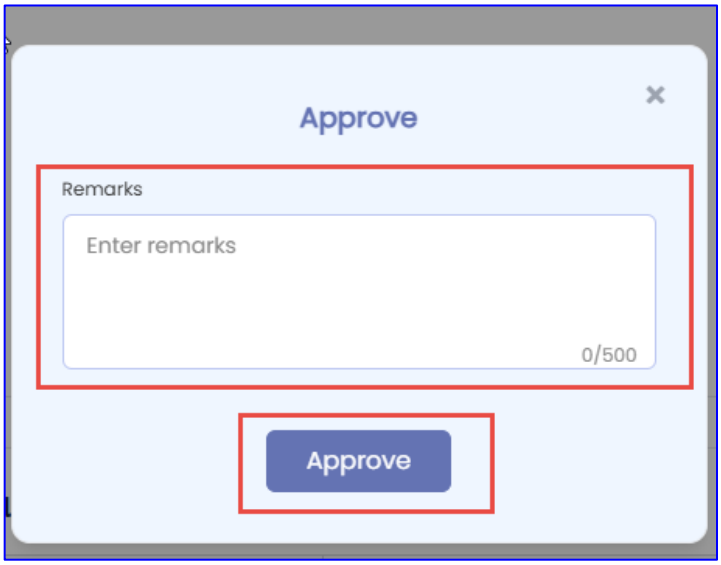


Figure 5-59

Fields

- **Remarks** – Enter approval remarks. (Text Area)

Buttons

- **Approve** – Completes the approval process.

E-Sign Certificate

After the correction request is successfully approved by the **L3 Approver**, the **E-Sign Certificate** button becomes available on the application page.

- Click the **E-Sign Certificate** button to initiate the digital signing process for the corrected marriage certificate.

Buttons

- **E-Sign Certificate** – Digitally signs the approved marriage certificate correction and generates the final digitally signed marriage certificate.

This should be the **last section** of the workflow, as it occurs only after the application has been fully approved at the L3 Approval stage.

5.4 Bulk Marriage Registration

Bulk Marriage Registration Listing Page

The **Bulk Marriage Registration** page displays all bulk marriage registration batches created in the system. Users can search for an existing batch, create a new bulk registration, or open an existing batch to view and manage the applications uploaded in that batch.

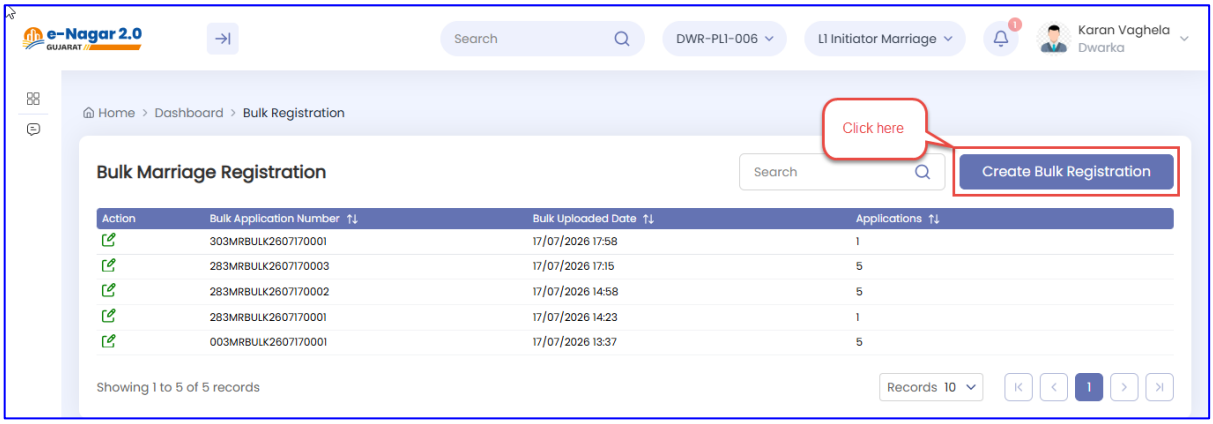


Figure 5-60

Buttons

Create Bulk Registration – Opens the **Create Bulk Marriage Registration** page to create a new bulk registration batch.

Edit (Action) – Opens the selected bulk registration batch for viewing and further processing.

5.4.1 Create Bulk Marriage Registration

The **Create Bulk Marriage Registration** page allows users to create a new bulk marriage registration batch by downloading the template, entering applicant details in the Excel sheet, uploading the completed file, reviewing the uploaded records, and saving the batch.

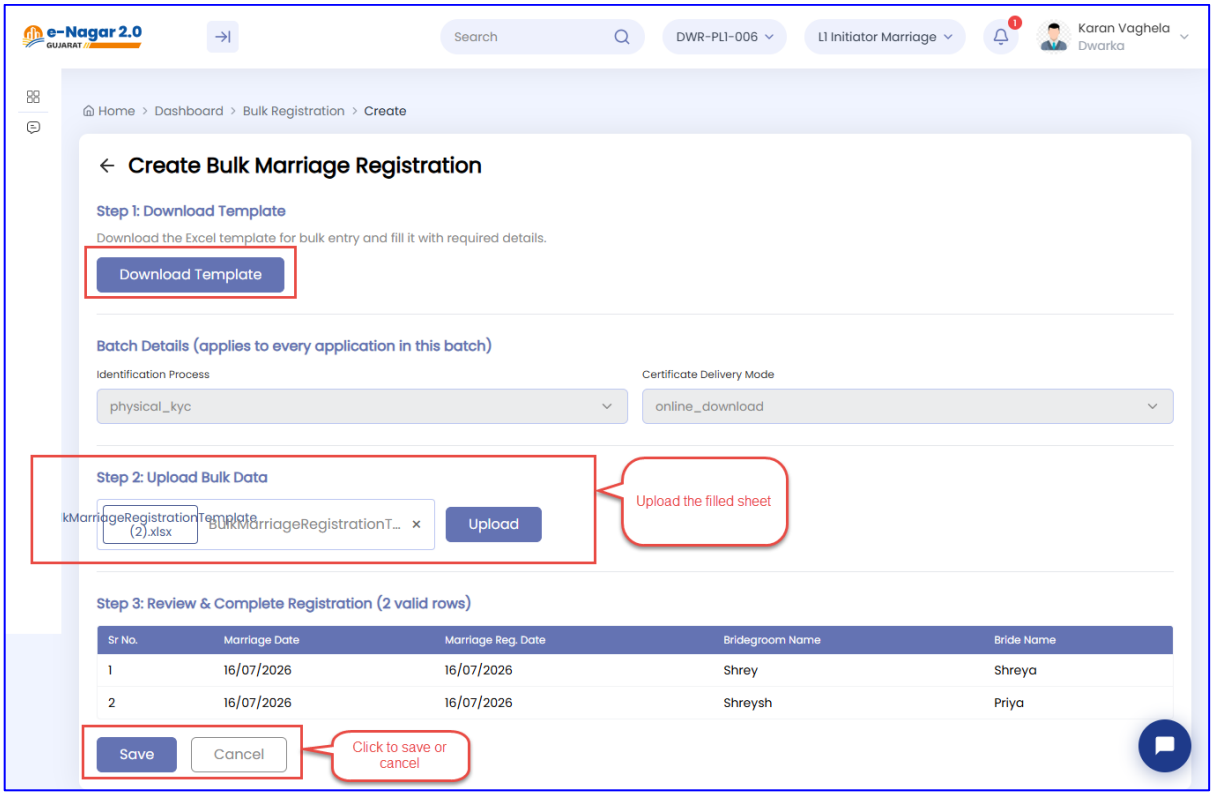


Figure 5-61

Step 1: Download Template

Click **Download Template** to download the Excel template used for entering bulk marriage registration details.

Batch Details

- **Identification Process** – Select the applicant identification method applicable to all applications in the batch. (Dropdown)
- **Certificate Delivery Mode** – Select the certificate delivery mode for all applications in the batch. (Dropdown)

Step 2: Upload Bulk Data

Upload the completed Excel template containing the marriage registration details.

Step 3: Review & Complete Registration

After uploading, the system validates the data and displays all successfully imported records for review before saving.

Buttons

- **Download Template** – Download Template Downloads the Excel template for bulk registration.
- **Upload** – Upload Uploads and validates the completed Excel file.
- **Save** – Save Saves the validated bulk registration batch.
- **Cancel** – Cancel Closes the page without saving the batch.

Bulk Marriage Registration Details

After saving the batch, the **Bulk Marriage Registration Details** page displays all applications included in the selected batch. Users can upload supporting documents for each application and proceed with consolidated payment after all mandatory documents have been uploaded.

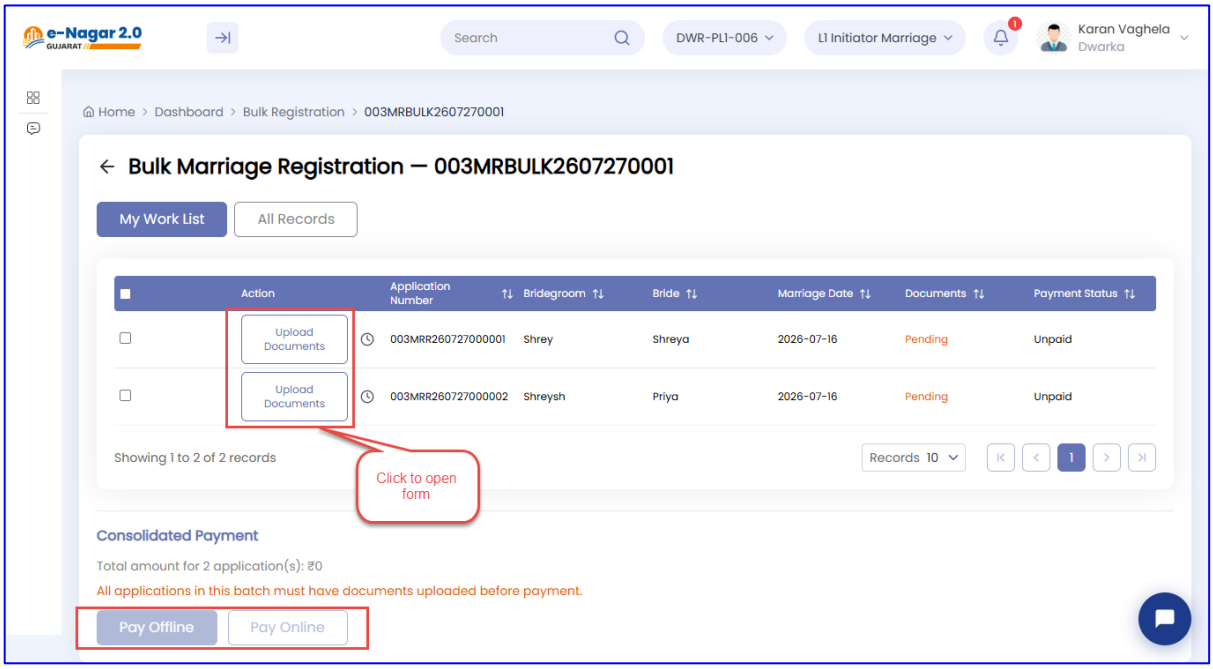


Figure 5-62

Tabs

My Work List – Displays applications assigned to the logged-in user.

All Records – Displays all applications available in the selected batch.

Buttons

- **Upload Documents** – Opens the document upload window for the selected application.
- **Pay Offline** – Opens the consolidated offline payment page for the batch.
- **Pay Online** – Initiates the consolidated online payment process for the batch.

Document Upload

The **Document Upload** window allows users to upload mandatory and optional documents for each applicant included in the bulk registration batch. Documents are organized into separate categories such as **Common**, **Bride's**, **Groom's**, **Bride's Parent's/Guardian's**, **Groom's Parent's/Guardian's**, **Priest's**, **Witness 1**, and **Witness 2**.

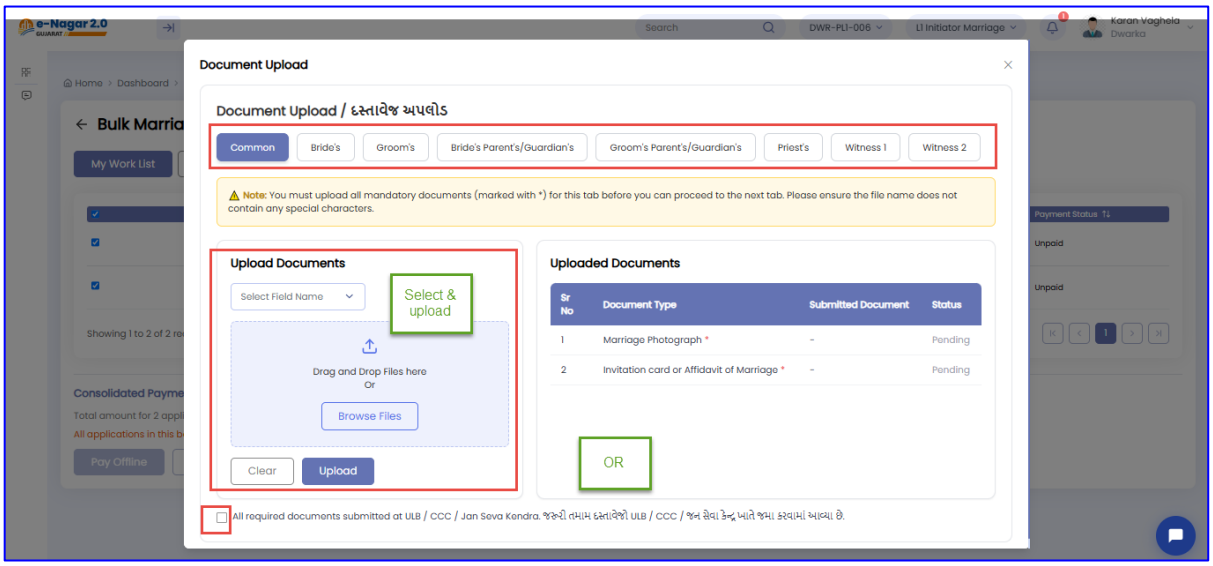


Figure 5-63

Fields

- **Select Field Name** – Select the document type to be uploaded. (Dropdown)
- **Browse Files** – Select the document file from the local system. (File Upload)
- **Mandatory Documents Submitted** – Select this checkbox after confirming that all required documents have been submitted at the ULB, CCC, or Jan Seva Kendra. (Checkbox)

Buttons

- **Browse Files** – Opens the file browser to select the required document.
- **Clear** – Removes the selected file before uploading.
- **Upload** – Uploads the selected document.

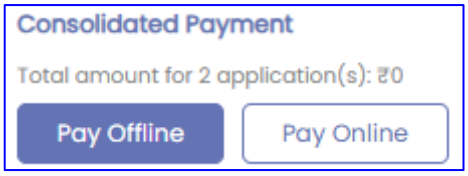


Figure 5-64

Fees Payment – Offline (Bulk Marriage Registration)

The **Fees Payment – Offline (Bulk Marriage Registration)** page allows users to record the consolidated offline payment for all applications included in the selected bulk registration batch.

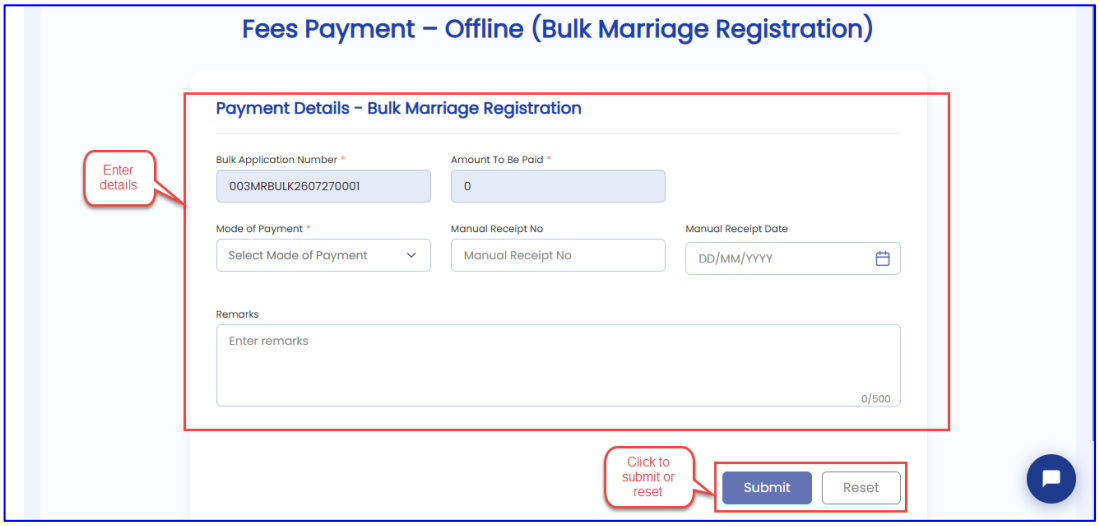


Figure 5-65

Fields

- **Bulk Application Number** – Displays the generated bulk application number. (Read Only)
- **Amount To Be Paid** – Displays the total payable amount for the batch. (Read Only)
- **Mode of Payment** – Select the payment mode used for the transaction. (Dropdown)
- **Manual Receipt No.** – Enter the manual receipt number. (Text)
- **Manual Receipt Date** – Select the manual receipt date. (Date Picker)
- **Remarks** – Enter additional remarks related to the payment. (Text Area)

Buttons 

- **Submit** – Saves the payment details and opens the workflow submission window.
- **Reset** – Clears all editable fields.

Submit

The **Submit** window is displayed after clicking **Submit** on the payment page.

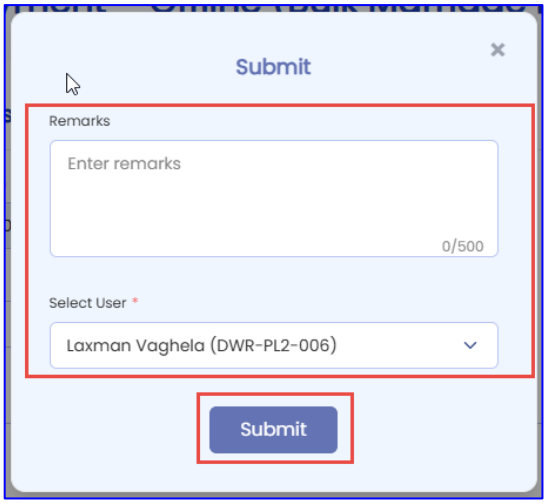
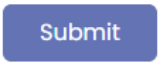


Figure 5-66

Fields

- **Remarks** – Enter remarks for forwarding the payment request. (Text Area)
- **Select User** – Select the next workflow user to whom the request will be forwarded. (Dropdown)

Buttons 

- **Submit** – Forwards the payment request to the selected user.

5.4.1.1 Workflow

L2 Verification

The **L2 Verifier** reviews all applications in the selected bulk registration batch after successful payment. The verifier can inspect uploaded documents, forward the batch for approval, reject it, or send it back for corrections.

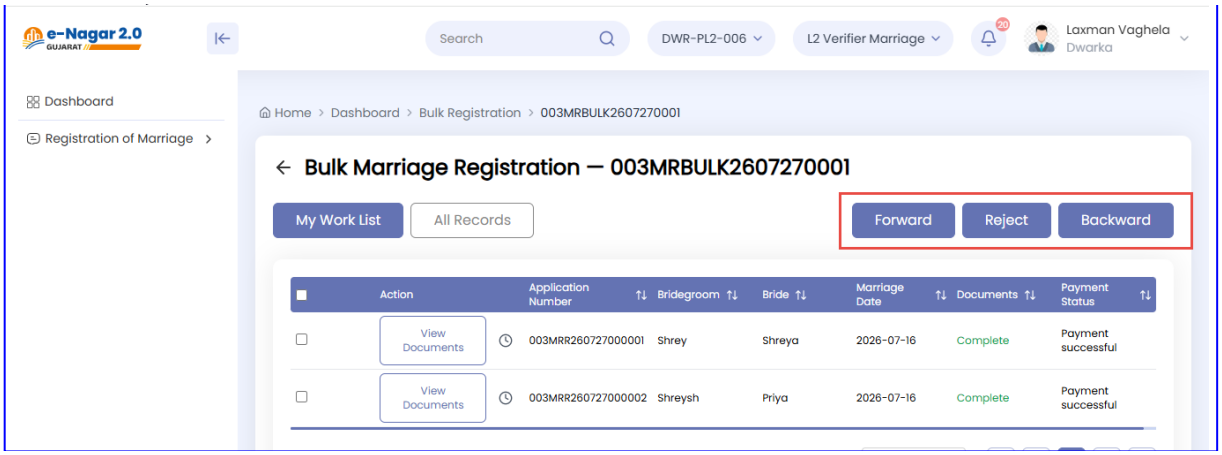


Figure 5-67

Buttons 

- **View Documents** – Opens the uploaded documents for verification.
- **Forward** – Opens the workflow forwarding window.
- **Reject** – Rejects the selected batch.
- **Backward** – Returns the batch to the previous workflow level.

Forward

The **Forward** window is displayed when the verifier forwards the bulk registration batch to the next workflow level.

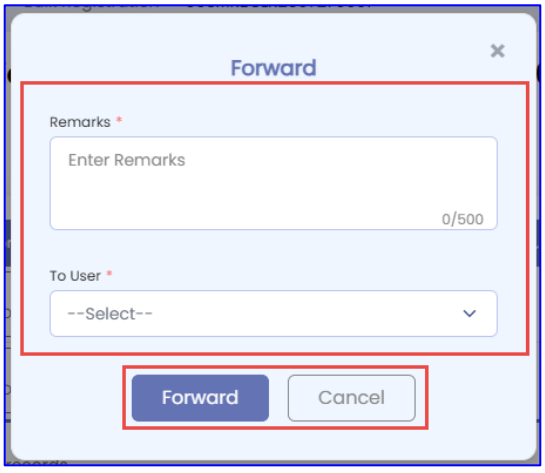


Figure 5-68

Fields

- **Remarks** – Enter forwarding remarks. (Text Area)
- **To User** – Select the next workflow user. (Dropdown)

Buttons 

- **Forward** – Forwards the batch to the selected user.
- **Cancel** – Closes the window without forwarding the batch.

L3 Approval

The **L3 Approval** stage is the final approval stage of the bulk marriage registration workflow. The approver reviews all applications, verifies the uploaded documents, and either approves, rejects, or sends the batch back to the previous level.

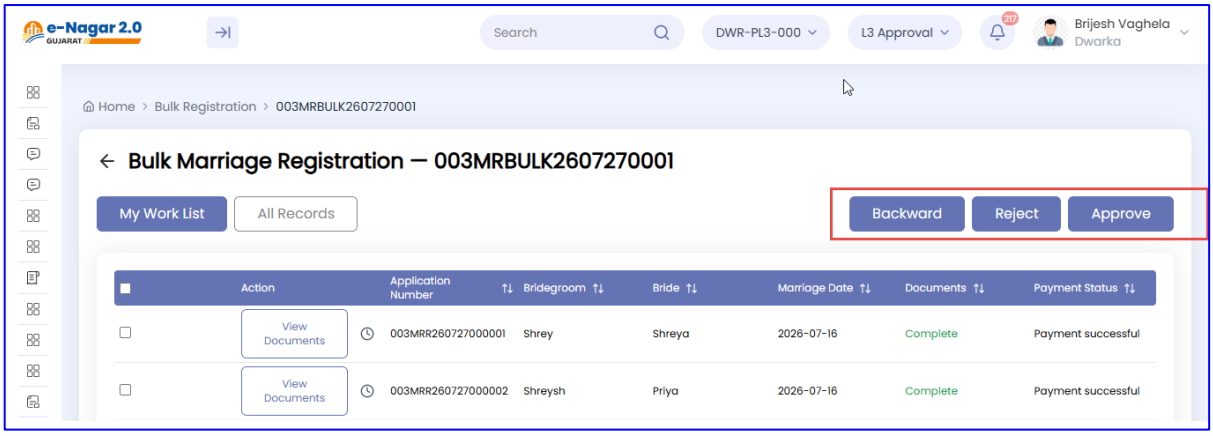


Figure 5-69

Buttons 

- **Approve** – Approves the bulk marriage registration batch.
- **Reject** – Rejects the selected batch.
- **Backward** – Returns the batch to the previous workflow level for corrections.
- **View Documents** – Opens the uploaded documents for review.

When **Approve** is clicked, the **Approve** popup is displayed.

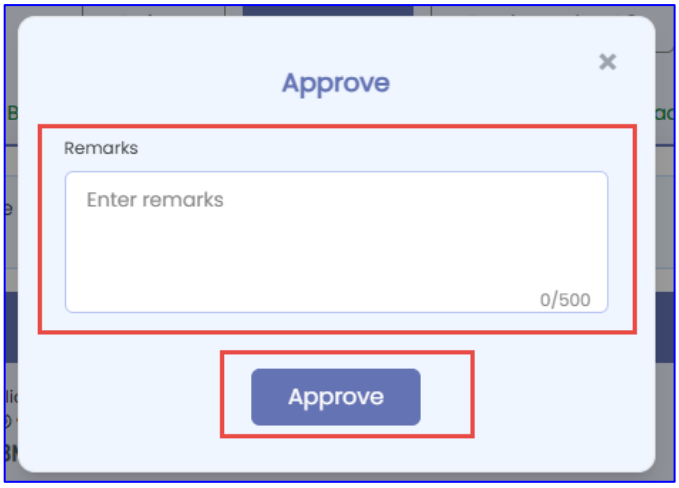


Figure 5-70

Fields

- **Remarks** – Enter approval remarks or comments. (Text Area)

Button

- **Approve** – 

Approves the application and completes the workflow.

6 Receipt Reprint

The **Receipt Reprint** module allows applicants to search and reprint payment receipts generated for Marriage Registration applications. Applicants can search receipts using various criteria such as the application number, receipt number, applicant details, or marriage information.

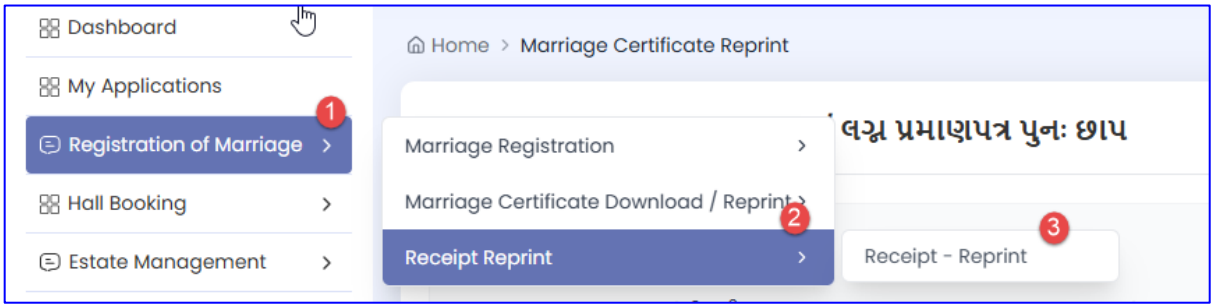


Figure 6-1

Navigation

Dashboard → Registration of Marriage → Receipt Reprint

The **Receipt Search** page enables users to search for previously generated payment receipts. At least one search criterion must be entered to retrieve the receipt.

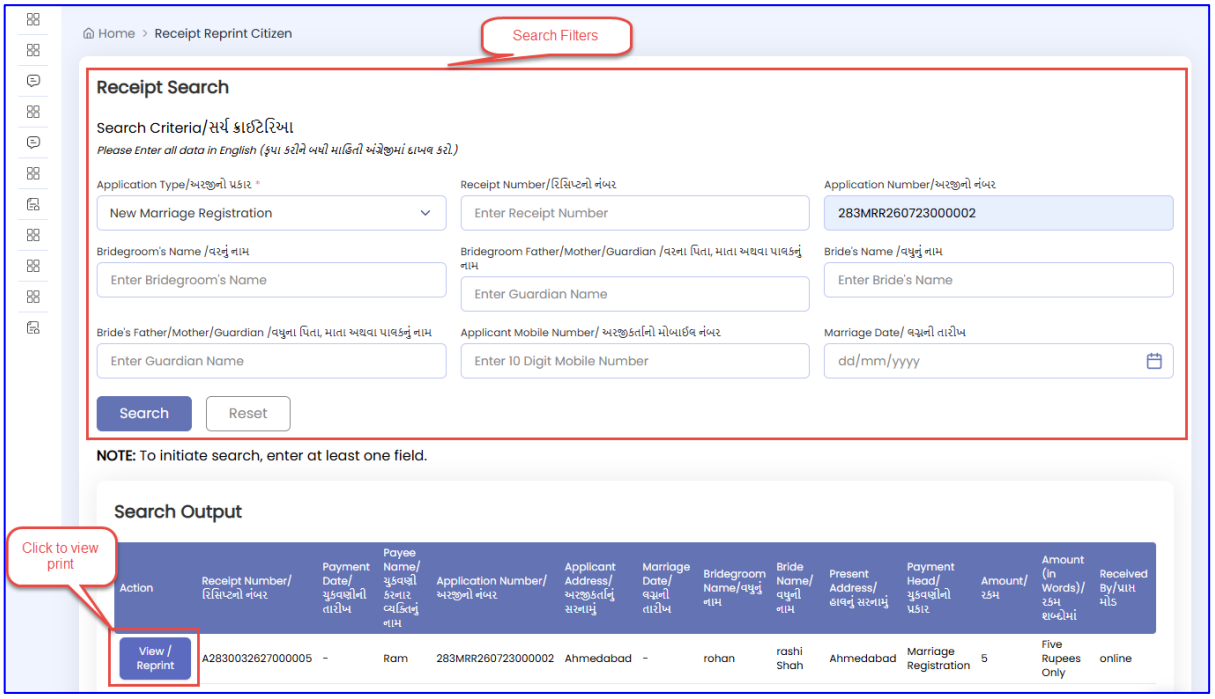


Figure 6-2

Fields

- **Application Type** – Select the type of application for which the receipt is to be searched. (Dropdown)

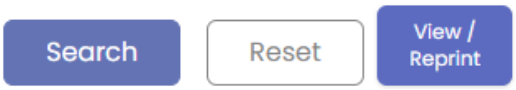
- **Receipt Number** – Enter the receipt number to search for a specific receipt. (Text)
- **Application Number** – Enter the marriage registration application number. (Text)
- **Bridegroom's Name** – Enter the bridegroom's name. (Text)
- **Bridegroom Father/Mother/Guardian Name** – Enter the bridegroom's parent or guardian name. (Text)
- **Bride's Name** – Enter the bride's name. (Text)
- **Bride's Father/Mother/Guardian Name** – Enter the bride's parent or guardian name. (Text)
- **Applicant Mobile Number** – Enter the applicant's registered mobile number. (Numeric)
- **Marriage Date** – Select the marriage date. (Date Picker)

Search Output

After clicking **Search**, the matching receipts are displayed in the **Search Output** grid.

Grid Details

- **Action** – Provides the option to view and reprint the receipt. (Action)
- **Receipt Number** – Displays the generated receipt number. (Display)
- **Payment Date** – Displays the payment date. (Date)
- **Payee Name** – Displays the name of the person who made the payment. (Display)
- **Application Number** – Displays the marriage registration application number. (Display)
- **Applicant Address** – Displays the applicant's address. (Display)
- **Marriage Date** – Displays the marriage date. (Date)
- **Bridegroom Name** – Displays the bridegroom's name. (Display)
- **Bride Name** – Displays the bride's name. (Display)
- **Present Address** – Displays the applicant's present address. (Display)
- **Payment Head** – Displays the payment category. (Display)
- **Amount** – Displays the amount paid. (Numeric)
- **Amount (In Words)** – Displays the payment amount in words. (Display)
- **Received By** – Displays the payment mode or receiving source. (Display)

Buttons 

- **Search** – Searches for receipts based on the entered search criteria.
- **Reset** – Clears all entered search criteria.
- **View/Reprint** – Opens the payment receipt for viewing, downloading, or printing.

7 Marriage Certificate Download / Reprint

The **Marriage Certificate Download/Reprint** module allows users to search for registered marriage records and generate a request for downloading or reprinting the marriage certificate. Users can choose the certificate type, delivery mode, and print language before making the required payment. After successful payment or offline payment verification, the certificate can be previewed, downloaded, or printed.

Navigation

Dashboard → Registration of Marriage → Marriage Certificate Download/Reprint → Digital Marriage Certificate Reprint

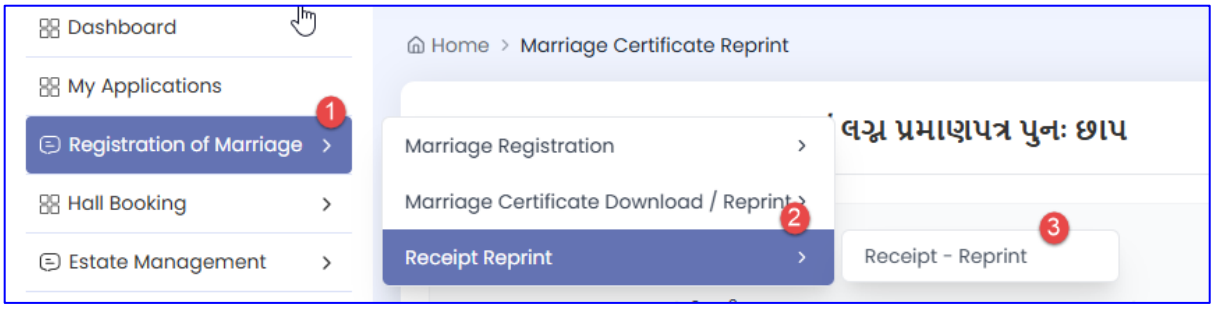


Figure 7-1

Marriage Certificate Reprint

The **Marriage Certificate Reprint** page allows users to search for previously registered marriage certificates using different search criteria.

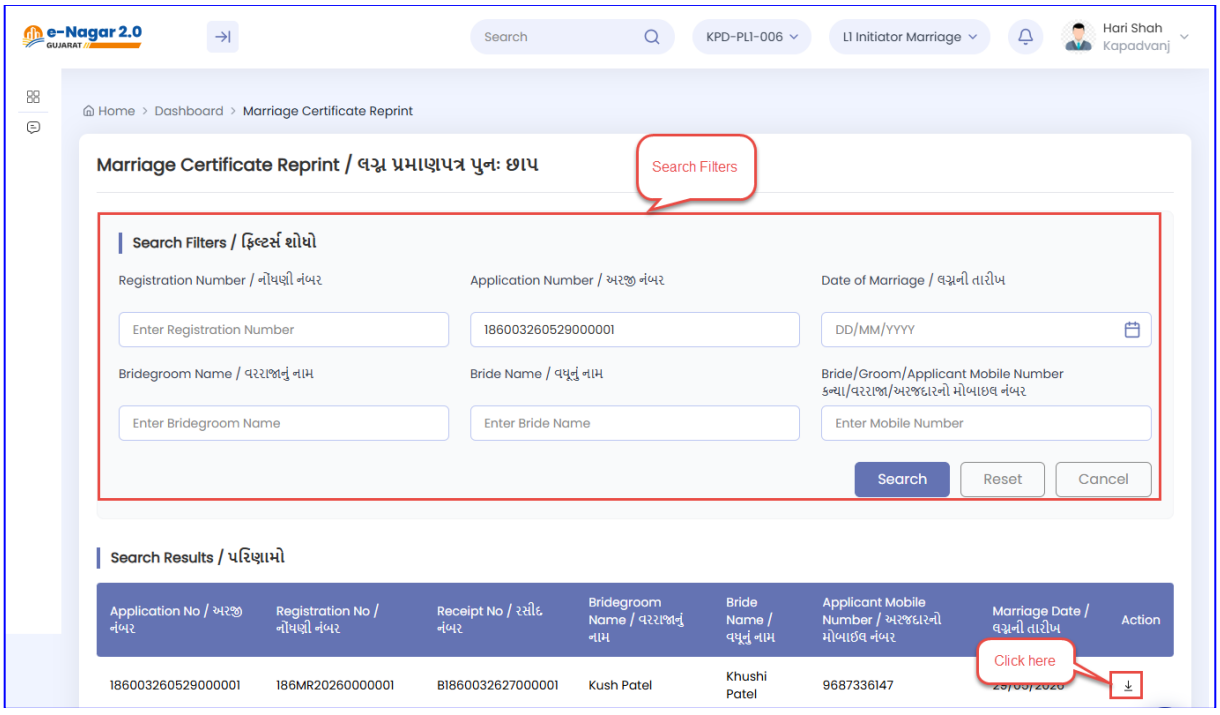
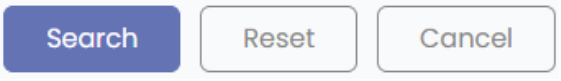


Figure 7-2

Fields

- **Registration Number** – Enter the marriage registration number. (Text)
- **Application Number** – Enter the application number. (Text)
- **Date of Marriage** – Select the marriage date. (Date Picker)
- **Bridegroom Name** – Enter the bridegroom's name. (Text)
- **Bride Name** – Enter the bride's name. (Text)
- **Bride/Groom/Applicant Mobile Number** – Enter the registered mobile number. (Numeric)

Buttons 

- **Search** – Searches the marriage certificate based on the entered criteria.
- **Reset** – Clears all search fields.
- **Cancel** – Cancels the search operation.

Search Results

After clicking **Search**, the matching records are displayed in the **Search Results** grid.

Grid Columns

- **Application No** – Displays the application number.
- **Registration No** – Displays the registration number.
- **Receipt No** – Displays the payment receipt number.
- **Bridegroom Name** – Displays the bridegroom's name.
- **Bride Name** – Displays the bride's name.
- **Applicant Mobile Number** – Displays the registered mobile number.
- **Marriage Date** – Displays the marriage date.
- **Action** – Click the Download icon to initiate the certificate download/reprint process.

7.1 Certificate Download Process

After clicking the **Download** icon, the **Certificate Download Process** window opens.

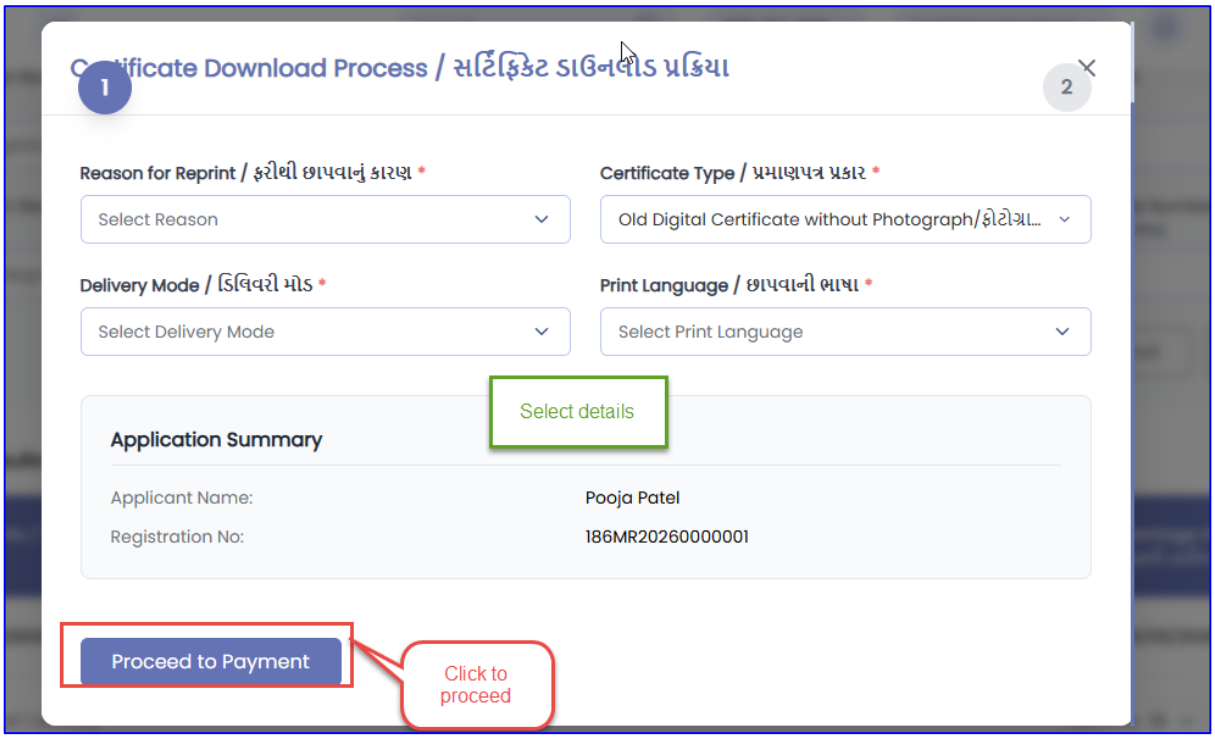


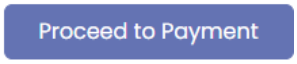
Figure 7-3

Fields

- **Reason for Reprint** – Select the reason for downloading or reprinting the certificate. (Dropdown)
- **Certificate Type** – Select the required certificate format. (Dropdown)
- **Delivery Mode** – Select the certificate delivery mode. (Dropdown)
- **Print Language** – Select the certificate language. (Dropdown)

Application Summary

Displays the applicant name and registration number for reference.

Button 

Proceed to Payment – Generates the reprint request and proceeds to the payment process.

Payment Request

Once the request is generated, the system displays the applicable **Reprint Fee**.

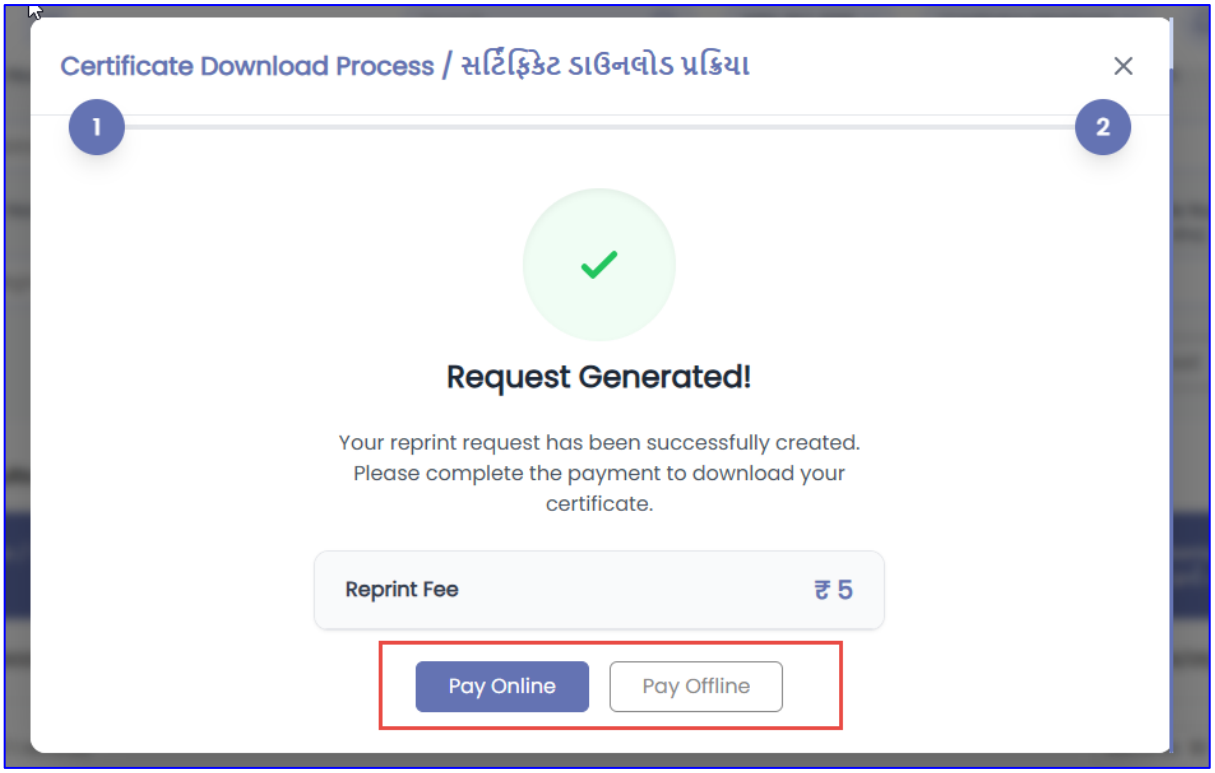


Figure 7-4

Buttons

- **Pay Online** – Redirects the user to the online payment gateway.
- **Pay Offline** – Opens the Offline Payment Details page.

Offline Payment Details

The **Offline Payment Details** page is used to record offline payment information.

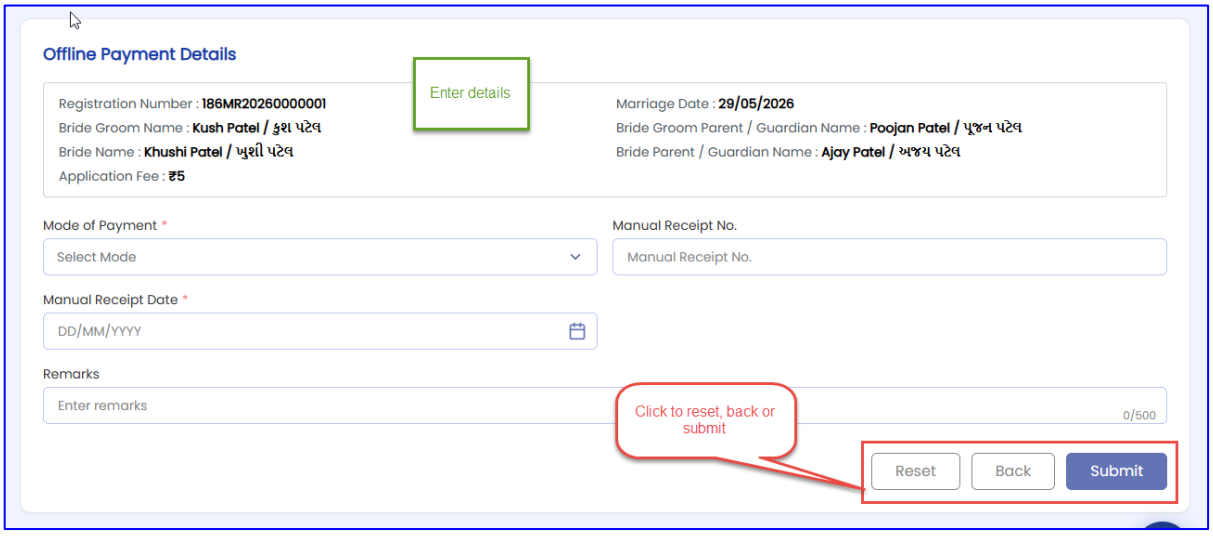


Figure 7-5

Fields

- **Mode of Payment** – Select the payment mode. (Dropdown)
- **Manual Receipt No.** – Enter the manual receipt number. (Text)
- **Manual Receipt Date** – Select the receipt date. (Date Picker)
- **Remarks** – Enter additional payment remarks. (Text Area)

Buttons 

- **Submit** – Saves the offline payment details.
- **Reset** – Clears all entered details.
- **Back** – Returns to the previous page.

Marriage Certificate Preview

After successful payment verification, the system displays the generated marriage certificate.

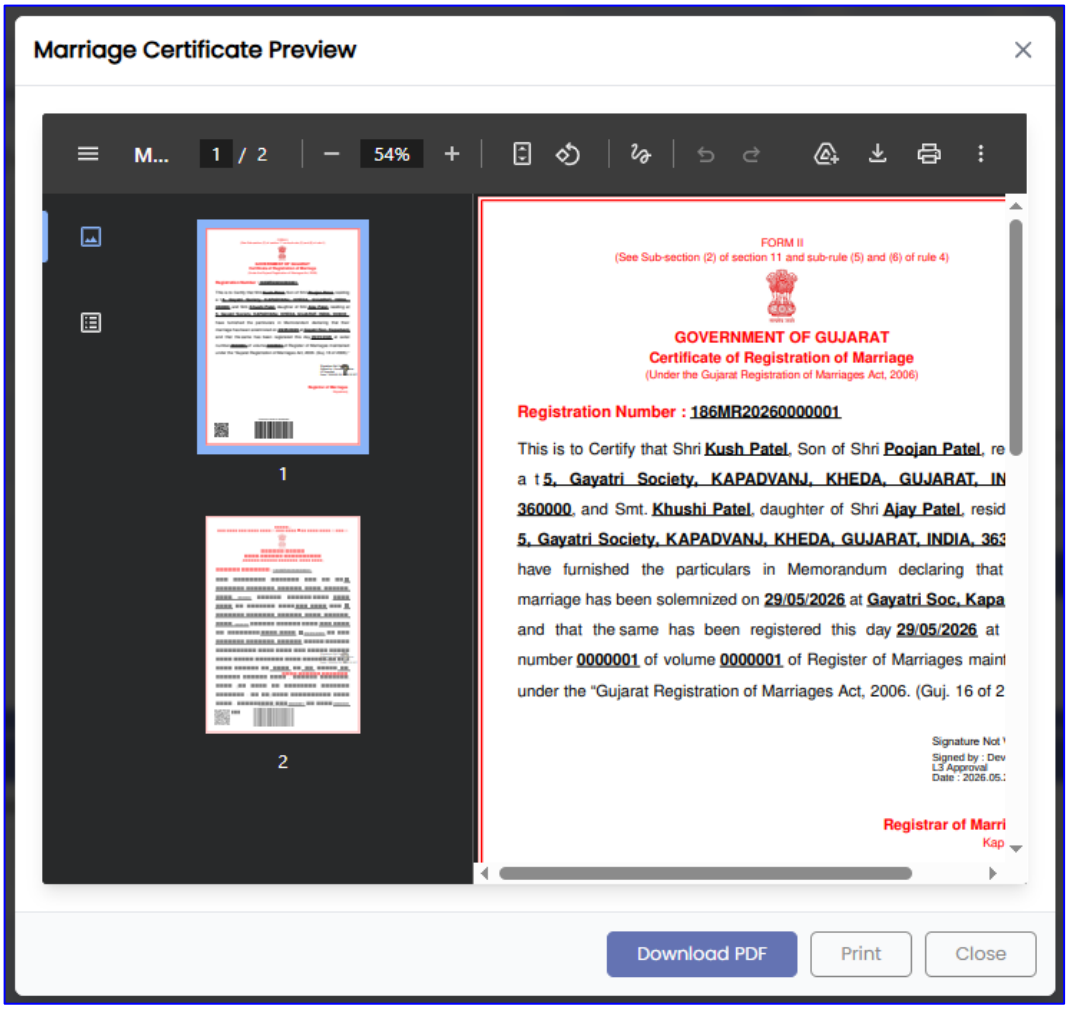
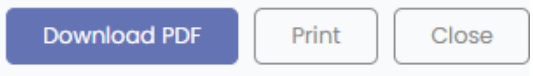


Figure 7-6

Buttons 

- **Download PDF** – Downloads the certificate in PDF format.
- **Print** – Prints the marriage certificate.
- **Close** – Closes the preview window.