

Marriage Registration



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About this Manual

Marriage Registration (MR) aims to issue Marriage Certificates as per Andhra Pradesh Compulsory Registration of Marriages Act, 2002 and Rules 2003 in the ULB. The module gives comprehensive details of a Marriage Registrations.

Conventions

The following table describes the conventions used in this manual.

Note:	Note provides extra information about a step or concept. Notes are contained in grey boxes.
UI Element	To describe screen elements such as buttons, drop-down lists, the name of the element is in bold .
References	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
Navigation >	Arrow ‘>’ notation describes the flow of navigation in the application. For example, the following navigation means “on the Left Panel , Click Application and then click Collection .” <i>Left Panel > Application >Collection</i>

Further Help

In case you need further help, please call +91 80 4125 5708 or send an email to contact@egovernments.org

Roles Involved in the System

Different roles may be involved in creating a new Marriage Registration.

Note: Role names and their functions can be configured depending on the needs of your department.

The following table describes the typical roles involved in completing the transactions in System.

Table 1: Roles in Processing

Role	Description
CSC User/Online	Creates Marriage Registration Application and forwards to next level
SO/DSO/ASO/Health Assistant/Sanitary Inspector/Senior Assistant/Junior Assistant	Verifies and forwards to next level for issuing certificates
MHO/AMOH/CMOH	Approves and sends it to Commissioner/Approving Authority
Collection Operator	Collects the payment and creates the receipt, and gives it to customer
Commissioner/Approving	Approves the Registration

Authority	
-----------	--

Signing into the System

You need to sign in before you can start using the system.

To sign in:

1. Enter the correct URL in the internet browser. The **Sign in** page appears, as shown in *Figure 1*.

Figure 1: Signing into



Sign in

roopa *

.... *

Sign in

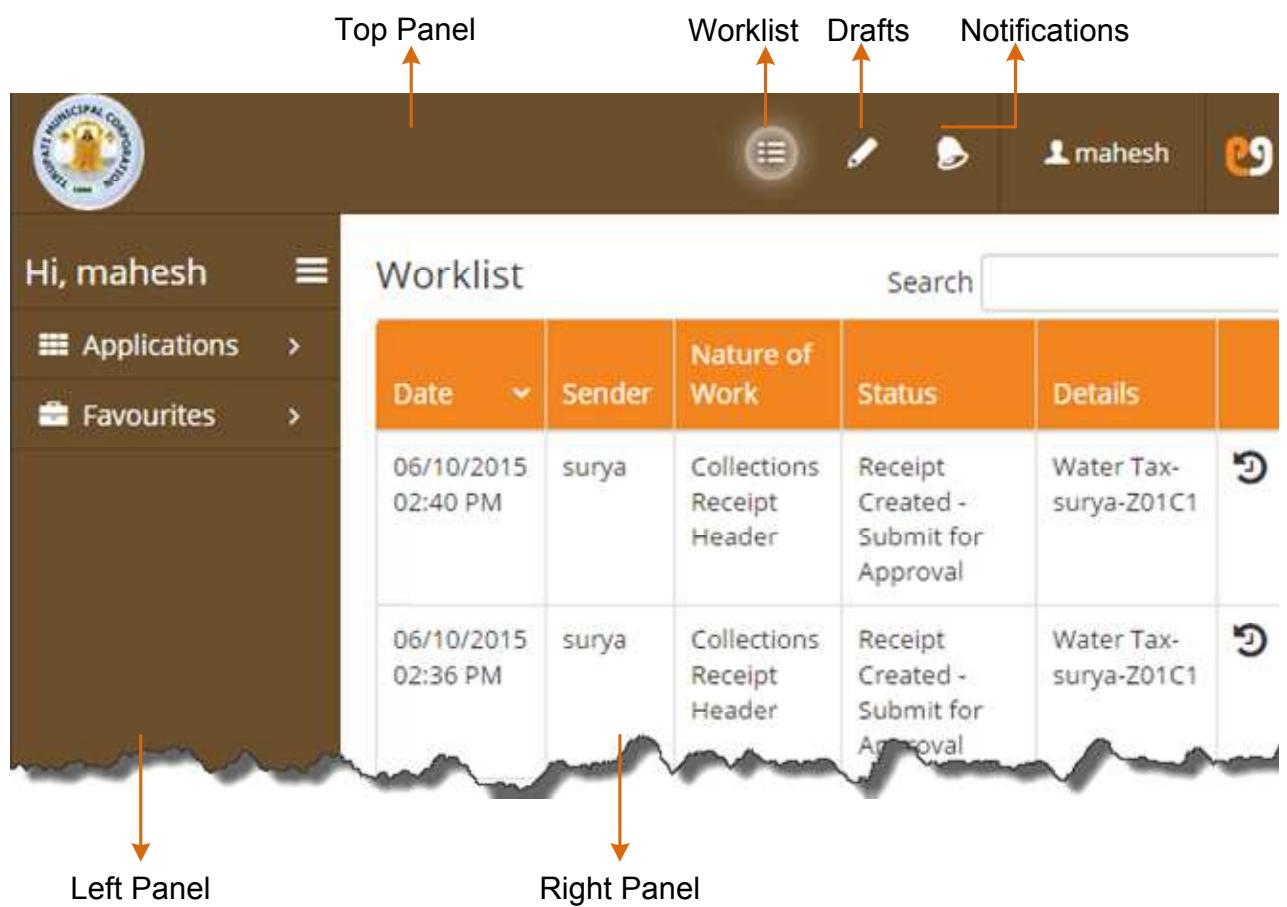
[Forgot password?](#)

2. Enter username, password and click **Sign in**.

Home Screen

After signing into the system, the Home screen of Marriage Registration appears, as shown in the **Error! Reference source not found..**

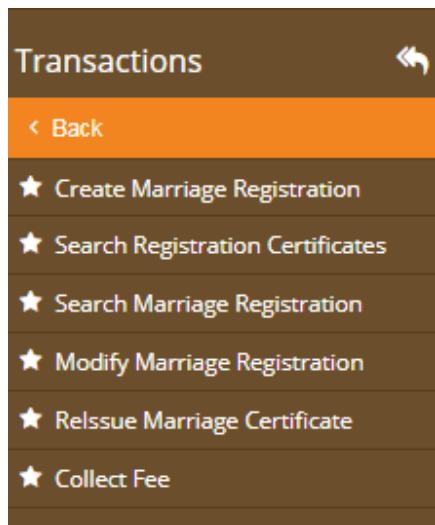
Figure 2: Home Screen



Transactions

Transactions Options

Click on the Transactions will show the following options :



Create Marriage Registration

A permission letter (i.e. marriage certificate) issued by the ULB to a couple.

To **Create Marriage Registration**, perform the following steps:

1. Open **Create Marriage Registration** screen, using the following navigation

Left Panel > Applications > Marriage Registration > Transactions > Create Marriage Registration

A **Create Marriage Registration** page appears, as shown in Figure 3

Figure 3: Create New License

2. Enter details in the **Create Marriage Registration** screen as described in
Error! Reference source not found..

General Information	
Registration Unit*	Registration Unit
Boundary*	Jurisdiction – will be shown automatically
Street*	Street Name of the Applicant
Locality*	Locality of the Applicant
City*	City
Date of Marriage*	Date of Marriage

Venue of Marriage*	Venue of Marriage i.e., Residence/Function Hall/Worship Place/Others
Marriage Fee (in Rs.)*	Fee, if applicable will be shown
Place of Marriage*	Place of Marriage
Marriage Photo*	Marriage Photo to be uploaded
Bridegroom Information	
Full Name*	Name of the Bridegroom
Fathers/Mothers Name*	Father's or Mother's Name
Religion*	Religion [Select from Dropdown]
Photo*	Passport photo of Bridegroom
Age as on Solemnization of Marriage*	Age in Completed Years and Months
Status at the time of Marriage*	Status [select from dropdown]
Aadhar No.	Aadhar Number
Residence Address*	Address of Bridegroom
Street*	Street Name of Bridegroom
Locality*	Locality of Bridegroom
City*	City of Bridegroom
Office Address*	Office Address of Bridegroom
Phone No.*	Contact Number

Occupation*	Occupation of Bridegroom
eMail	eMail ID of Bridegroom
Education Qualification*	Academic Qualification of Bridegroom
Nationality*	Nationality [select from dropdown]
Handicapped	Select checkbox if applicable
Bride Information	
Full Name*	Name of the Bride
Fathers/Mothers Name*	Father's or Mother's Name
Religion*	Religion [Select from Dropdown]
Photo*	Passport photo of Bride
Age as on Solemnization of Marriage*	Age in Completed Years and Months
Status at the time of Marriage*	Status [select from dropdown]
Aadhar No.	Aadhar Number
Residence Address*	Address of Bride
Street*	Street Name of Bride
Locality*	Locality of Bride
City*	City of Bride
Office Address*	Office Address of Bride

Phone No.*	Contact Number
Occupation*	Occupation of Bride
eMail	eMail ID of Bride
Education Qualification*	Academic Qualification of Bride
Nationality*	Nationality [select from dropdown]
Handicapped	Select checkbox if applicable
Witness Information - Bridegroom Side Witness	
First Witness Information	
Full Name*	Name of First Witness
S/o W/o D/o.	Name of Father, Husband.
Aadhar No.	Aadhar No.
Occupation	Occupation
Relationship with Applicant	Relationship with Applicant
Age*	Age
Residence Address*	Address
Photo*	Passport Photo to be uploaded
Second Witness Information	
Full Name*	Name of First Witness
S/o W/o D/o.	Name of Father, Husband.
Aadhar No.	Aadhar No.

Occupation	Occupation
Relationship with Applicant	Relationship with Applicant
Age*	Age
Residence Address*	Address
Photo*	Passport Photo to be uploaded
Witness Information – Bride Side Witness	
First Witness Information	
Full Name*	Name of First Witness
S/o W/o D/o.	Name of Father, Husband.
Aadhar No.	Aadhar No.
Occupation	Occupation
Relationship with Applicant	Relationship with Applicant
Age*	Age
Residence Address*	Address
Photo*	Passport Photo to be uploaded
Second Witness Information	
Full Name*	Name of First Witness
S/o W/o D/o.	Name of Father, Husband.
Aadhar No.	Aadhar No.
Occupation	Occupation

Relationship with Applicant	Relationship with Applicant
Age*	Age
Residence Address*	Address
Photo*	Passport Photo to be uploaded
Common Documents	
Marriage Invitation Card	To be uploaded
Memorandum of Marriage*	Application to be uploaded
Individual Documents to be uploaded for both Bride and Groom	
Passport	Passport issued by Government
Proof of Age* [to be uploaded]	Any one Document like SSC, Birth Certificate, Divorcee Certificate, Death Certificate of Spouse, Notary Affidavit
Proof of Address* [to be uploaded]	Any one Document like Ration Card, Telephone Bill, Electricity Bill, Aadhar, etc.,.
Does Applicants reside in the same jurisdiction of marriage registrar?	Select checkbox, if applicable.
Processing Details	
Approver Department*	Select Approver Department from list
Approver Designation*	Select Approver Designation from list
Approver*	Select Approver from list

Comment	Enter Remarks of the Approver
---------	-------------------------------

Search Registration Certificates

Search Registration Certificates will show the details of already generated Certificates. This option can be navigated as follows :

Left Panel > Applications > Marriage Registration > Transactions > Search Registration Certificates

Search Registration Certificates screen will be shown as follows :

The screenshot shows a search interface for marriage certificates. The title bar is 'Search Marriage Certificates'. The form has the following fields:

- Certificate No. (input box)
- Certificate Type (dropdown menu with placeholder '--- Select ---')
- Registration No. (input box)
- Frequency (dropdown menu with placeholder '--- Select ---')
- From Date (input box)
- To Date (input box)

At the bottom are three buttons: 'Search' (brown), 'Reset' (red), and 'Close' (white).

After filling the relevant parameters and clicking on Search button will show the details of already issued Certificates.

Registration No	Certificate No	certificateDate	Bridegroom Name	Bride Name	certificateType	Action
1904201800002	1016000001	2018-04-19 17:51:23.61	Tester	Tester	REGISTRATION	Download Certificate
2704201800004	1016000002	2018-04-27 15:53:07.24	Tester	Tester	REGISTRATION	Download Certificate
1904201800002	1016000003	2018-04-27 15:53:58.292	Tester	Tester	REISSUE	Download Certificate

As seen in the search result, a link to download the certificate is also given. Clicking on this link will download the certificate as a PDF document.

Search Marriage Registration

The 'Search Marriage Registration' feature is used to get the desired Marriage Registration from the system. In the search results screen, the user can carry out the required transaction by selecting the various actions displayed in the search result dropdown. The actions displayed in the search results are based on the user's designation and role.

1. Open **Search Marriage Registration** screen, using the following navigation

Left Panel > Applications > Marriage Registration > Transactions > Search Marriage Registration

A **Search Marriage Registration** page appears, as shown in following Figure :



Search Marriage Applications



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

Fill-in the required parameters and click on Search button will show the details of Registrations happened. The result will be as follows :

The search result is

Registration No.	Application No.	Application Date	Date of Marriage	Bridegroom Name	Bride Name	Marriage Fee (In Rs.)	Status	Registration Unit	Action
N/A	14342-2017-75	15/09/2017	01/09/2017	MATAM MANJUNATH SWAMY	MATAM MAMATHA	0	Created	Main office	Select from Below ▾
N/A	15993-2017-XE	27/10/2017	27/10/2017	Shalik Mohammed Idrees	Seema Farheen	0	Created	Main office	Select from Below ▾
N/A	16836-2017-ND	15/11/2017	15/11/2017	test test	test	0	Cancelled	Main office	Select from Below ▾
N/A	16850-2017-KD	16/11/2017	16/11/2017	test test	test	0	Cancelled	Main office	Select from Below ▾
N/A	17436-2017-SS	26/11/2017	30/02/2017	Mattam Viswanath	Pinjari Alima Bee	100	Cancelled	Main office	Select from Below ▾
N/A	22198-2018-PO	18/04/2018	18/02/2018	abc3	xyz4	N/A	Created	N/A	Select from Below ▾
N/A	22212-2018-ZZ	19/04/2018	18/02/2018	abc3	xyz4	N/A	Created	N/A	Select from Below ▾
N/A	22213-2018-SW	19/04/2018	18/02/2018	abc3	xyz4	N/A	Created	N/A	Select from Below ▾
N/A	22567-2018-FZ	03/05/2018	03/05/2018	Tester	Tester	0	Created	Main office	Select from Below ▾
1005201800005	22596-2018-OB	10/05/2018	10/05/2018	Tester	Tester	0	Approved	Main office	Select from Below ▾

Showing 1 to 10 of 31 entries

Show entries
 1
2
3
4
Next

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Modify Marriage Registration

The system allows the user to modify certain details in a marriage registration at any stage, even after issuing the marriage certificate, if he finds that the details were entered wrongly. This facility is provided to the approver, in his jurisdiction.

1. Open **Modify Marriage Registration** screen, using the following navigation

*Left Panel > Applications > Marriage Registration >
Transactions > Modify Marriage Registration*

A **Modify Marriage Registration** page appears, as shown in following Figure :

Search Marriage Applications

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

Search **Reset** **Close**

Fill-in the required parameters and click on **Search** button will show the details of Registrations happened including Certificates Issued. The result will be as follows :

The search result is

Registration No.	Application No.	Application Date	Date of Marriage	Bridegroom Name	Bride Name	Marriage Fee (In Rs.)	Status	Registration Unit	Action
1904201800002	22220-2018-BX	19/04/2018	19/04/2018	Tester	Tester	0	Registered	Main office	
2704201800004	22281-2018-ZU	27/04/2018	27/04/2018	Tester	Tester	0	Registered	Main office	

Showing 1 to 2 of 2 entries

Show **10** entries

Previous **1** **Next**

Click on **Edit** Button to edit the details of the Registrations.

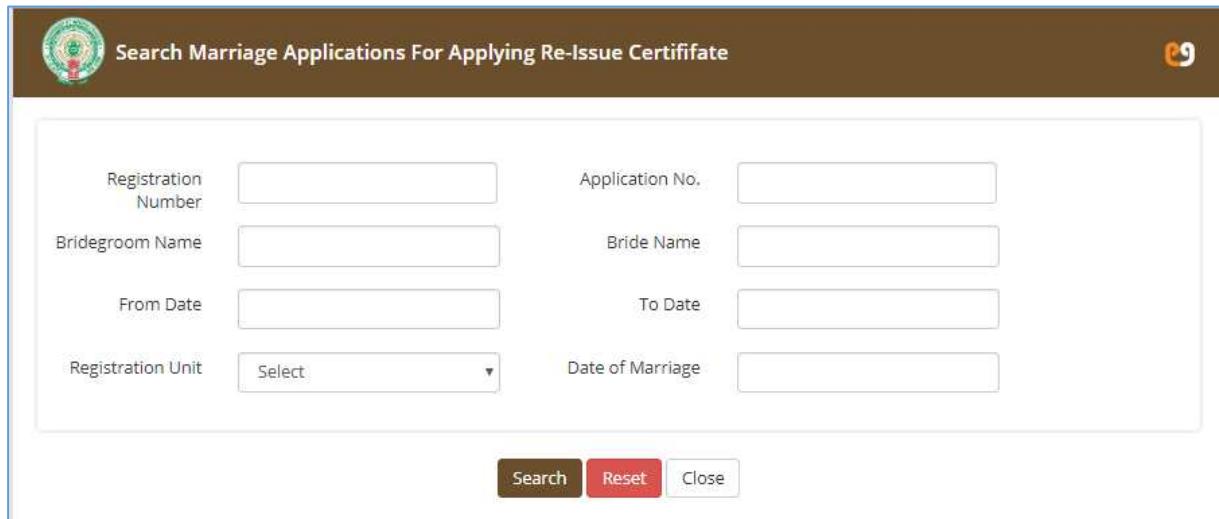
Reissue Marriage Registration

Already generated Certificate can be issued through Reissue of Marriage Certificate subject to payment of a fee as specified by the ULB. ULB staff

verifies the details in the system, accepts payment and reprints the Marriage Registration Certificate.

Left Panel > Applications > Marriage Registration > Transactions > Reissue Marriage Certificate

A Reissue Marriage Certificate page appears, as shown in following Figure :

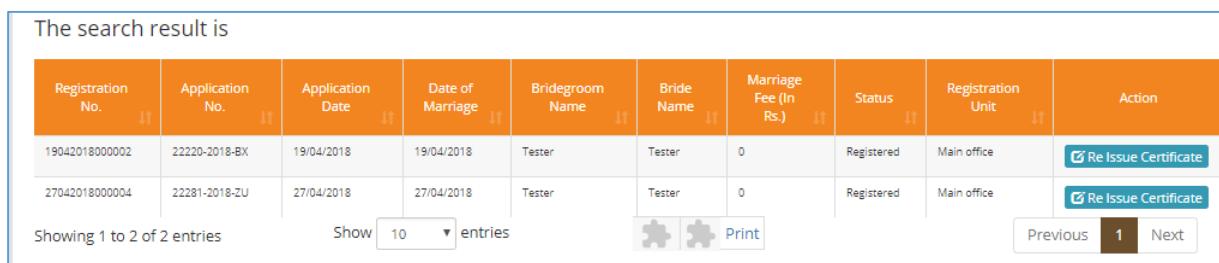


Search Marriage Applications For Applying Re-Issue Certificate

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

Search **Reset** **Close**

Enter the required data and click on the Search button to generate the details, which will be as follows :



The search result is

Registration No.	Application No.	Application Date	Date of Marriage	Bridegroom Name	Bride Name	Marriage Fee (In Rs.)	Status	Registration Unit	Action
1904201800002	22220-2018-BX	19/04/2018	19/04/2018	Tester	Tester	0	Registered	Main office	Re Issue Certificate
2704201800004	22281-2018-ZU	27/04/2018	27/04/2018	Tester	Tester	0	Registered	Main office	Re Issue Certificate

Showing 1 to 2 of 2 entries Show 10 entries **Print** **Previous** **1** **Next**

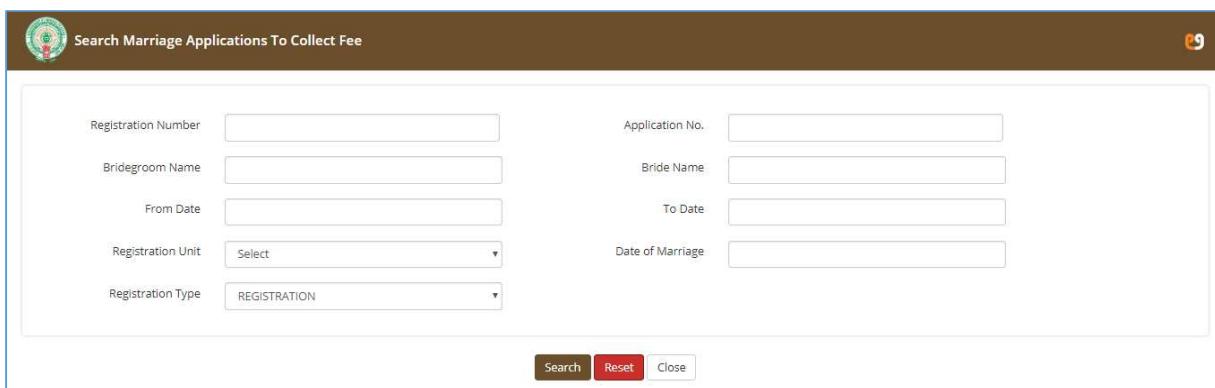
Clicking on the 'Re Issue Certificate' will open a screen for applying for Reissue. Fill in the details of Applicant along with uploads, if any, and submit the application which has to complete workflow before issuing the certificate.

Collect Fee

Click on this option to get Marriage Registration, if applicable. Open Collect Fee screen, using the following navigation :

Left Panel > Applications > Marriage Registration > Transactions > Collect Fee

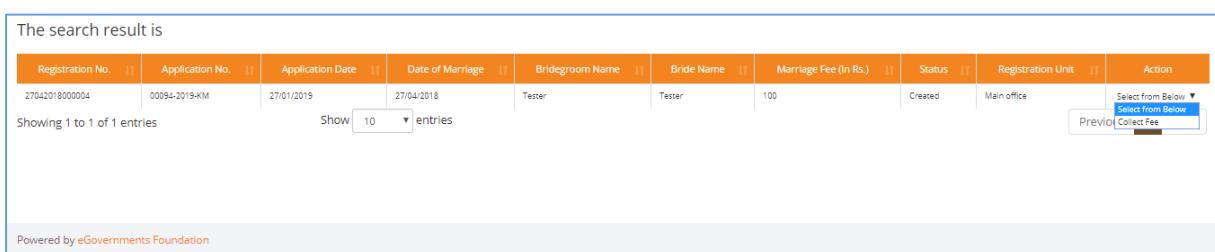
A **Collect Fee** page appears, as shown in following Figure :



Search Marriage Applications To Collect Fee

Registration Number	<input type="text"/>	Application No.	<input type="text"/>
Bridegroom Name	<input type="text"/>	Bride Name	<input type="text"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Unit	Select <input type="button" value="▼"/>	Date of Marriage	<input type="text"/>
Registration Type	REGISTRATION <input type="button" value="▼"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

Enter>Select the search parameters and click on Search button, which will generate the details. The details will be shown as follows :



The search result is

Registration No.	Application No.	Application Date	Date of Marriage	Bridegroom Name	Bride Name	Marriage Fee (In Rs.)	Status	Registration Unit	Action
2704201800004	0094-2019-KM	27/01/2019	27/04/2018	Tester	Tester	100	Created	Main office	<input type="button" value="Select from Below"/> <input type="button" value="Collect Fee"/>

Showing 1 to 1 of 1 entries

Show entries

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Click on Collect Fee under Action Drop Down and complete collection process. Receipt will be generated after successfully completing the process.

Masters

Religion

To view the Category options,

1. Click **Category** on **Masters** pane, as shown in

A **Category** pane appears, as shown in



Create Religion

To **Create Religion**, perform the following steps:

1. Open **Create Religion** screen, using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Religion > Create Religion

A **Create Religion** page appears, as shown in



Religion Master

Religion Success

Create Religion

Religion *

Religion Description

Create Religion Close

This screenshot shows the 'Create Religion' form within the Religion Master application. It includes fields for 'Religion' (marked with a red asterisk) and 'Religion Description', both of which are currently empty. At the bottom are 'Create Religion' and 'Close' buttons.

2. Enter Religion Name & Religion Description, if any in the **Create Religion** screen.
3. Click **Create Religion** button.

Save confirmation Screen appears, as shown



Religion Success

Successfully created the religion

Religion

Religion	Hindu Ism	Religion Description	Hindu Ism

This screenshot shows the 'Religion Success' confirmation screen. It displays a message 'Successfully created the religion'. Below this, there is a table with four columns: 'Religion', 'Hindu Ism', 'Religion Description', and 'Hindu Ism', all of which are currently empty.

View Religion

To **View Religion**, perform the following steps:

1. Open **View Religion** screen, using the following navigation

Left Panel > Applications > Marriage Registration > Masters > Religion > View Religion

A **View Religion** page appears, as shown in

Search Religion

Religion

Search Close

- Click **Search** to generate the Religions already created – which will appear as follows :

Religion Search Result

Religion	Religion Description	Created Date	Action
Others	Others	2016-12-27 22:02:35.743164	View
Hinduism	Hinduism	2016-12-27 22:02:35.743164	View
Christianity	Christianity	2016-12-27 22:02:35.743164	View
Islam	Islam	2016-12-27 22:02:35.743164	View
Zoroastrainism	Zoroastrainism	2016-12-27 22:02:35.743164	View
Sikhism	Sikhism	2016-12-27 22:02:43.256408	View
Buddhism	Buddhism	2016-12-27 22:02:43.256408	View
Jainism	Jainism	2016-12-27 22:02:43.256408	View
Judaism	Judaism	2016-12-27 22:02:43.256408	View
Hindu		2019-01-24 18:33:12.25	View

Update Religion

To **Update Religion**, perform the following steps:

- Open **Update Religion** screen, using the following navigation

Left Panel > Applications > Marriage Registration > Masters > Religion > Update Religion

A **Update Religion** page appears, as shown in

 **Search Religion** 

Search Religion

Religion

Search **Close**

4. Click **Search** to generate the Religions already created – which will appear as follows :

Religion Search Result

Religion	Religion Description	Created Date	Action
Others	Others	2016-12-27 22:02:35.743164	 Edit
Hinduism	Hinduism	2016-12-27 22:02:35.743164	 Edit
Christianity	Christianity	2016-12-27 22:02:35.743164	 Edit
Islam	Islam	2016-12-27 22:02:35.743164	 Edit
Zoroastrainism	Zoroastrainism	2016-12-27 22:02:35.743164	 Edit
Sikhism	Sikhism	2016-12-27 22:02:43.256408	 Edit
Buddhism	Buddhism	2016-12-27 22:02:43.256408	 Edit
Jainism	Jainism	2016-12-27 22:02:43.256408	 Edit
Judaism	Judaism	2016-12-27 22:02:43.256408	 Edit

5. Click **Edit** to update the Religions already created – which will appear as follows :

 **Update Religion** 

Update Religion

Religion *

Religion Description

Update **Close**

6. Enter the new value and Click **Update** to update the Religions.



Marriage Fee

Create Fee

Create Fee is used to create new Marriage Registration Fee in the system.

To open Create Fee

1. Open **Create Fee** by using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Marriage Fee > Create Fee

2. Create Marriage Fee screen will be shown as follows :

3. Enter the details and click **Create Fee** to save the details, which will show the confirmation screen as follows :

Marriage Fee Criteria	91 to 120 Days	Marriage Fee (In Rs.)	200.0
From Days	91	To Days	120

Update Fee

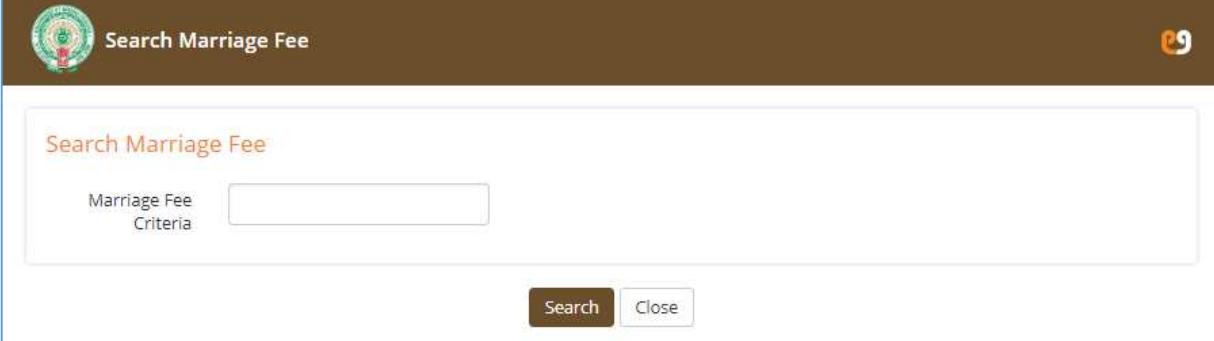
Update Fee is used to modify the existing Fee details of Marriage Registration in the system.

To open Update Fee

1. Open **Update Fee** by using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Marriage Fee > Update Fee

Update Fee page appears.



Search Marriage Fee

Marriage Fee Criteria

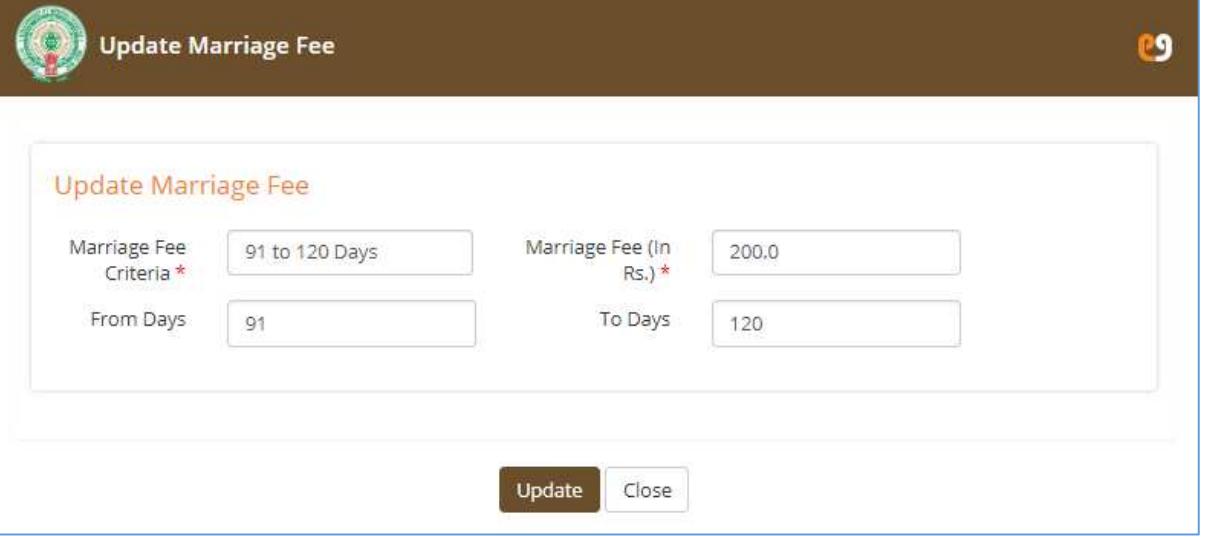
Search Close

2. Enter the Marriage Fee Criteria [optional] and Click **Search**, which will display the details, as shown in **Error! Reference source not found.**

Fee Search Result

Marriage Fee Criteria	Marriage Fee (In Rs.)	From Days	To Days	Action
0 to 30 days	0	0	30	 Edit
31 to 90 days	100	31	90	 Edit
91 to 120 Days	200	91	120	 Edit

3. Click on the respective Edit button to modify the fee of the particular criteria.



Update Marriage Fee

Marriage Fee Criteria *

91 to 120 Days

Marriage Fee (In Rs.) *

200.0

From Days

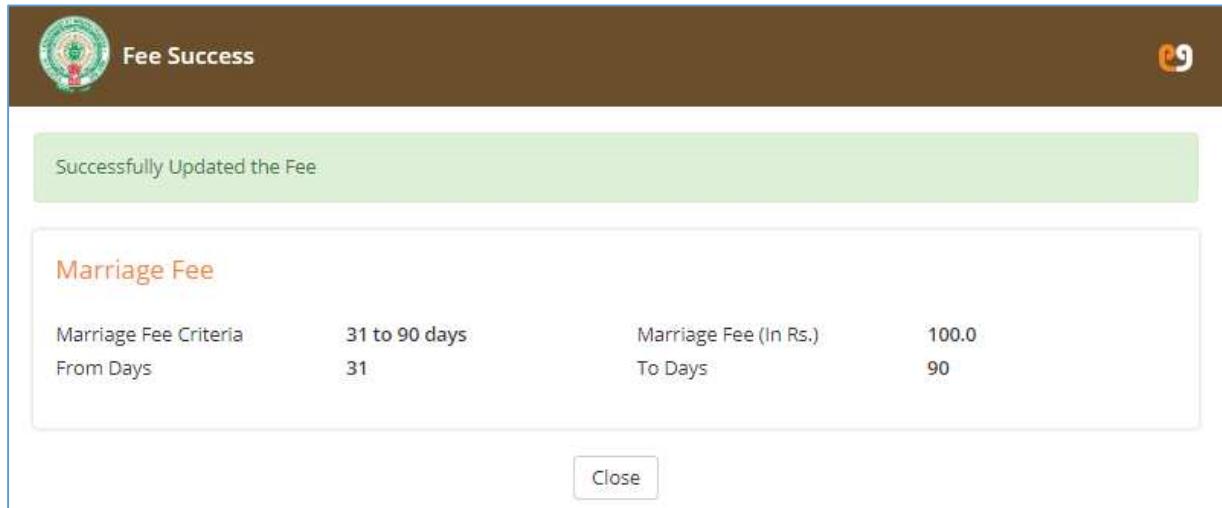
91

To Days

120

Update Close

4. Enter the new values and Click **Update** to save the fee details. After saving, confirmation will be shown as follows :



View Fee

View Fee gives list of all the Marriage Registrations Fee entered/created in the system

To open View Fee:

5. Open **View Fee** by using the following navigation

Left Panel > Applications >Marriage Registration > Masters > Marriage Fee >View Fee

View Fee page appears, as shown in **Error! Reference source not found.**

Marriage Fee Criteria	Marriage Fee (In Rs.)	From Days	To Days	Action
0 to 30 days	0	0	30	View
31 to 90 days	100	31	90	View
Re-Issue Fee	100			View
91 to 120 Days	200	91	120	View

Showing 1 to 4 of 4 entries Show 10 entries Print Previous **1** Next

Click Search to show the details of all/entered Criteria.

Registration Unit

Create Registration Unit

Create Registration Unit is used to create new jurisdiction within a ULB for processing Marriage Registrations in the system.

To open Create Registration Unit

1. Open **Create Registration Unit** by using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Registration Unit > Create Registration Unit

2. Create Registration Unit screen will be shown as follows :



Registration Unit

Registration Unit Success

Registration Unit

Create New Registration Unit

Registration Unit name *

Full Address *

Zone *

Active

Main Registration Unit

Create Registration Unit

Close

This screenshot shows the 'Create New Registration Unit' form. It includes fields for Registration Unit name, Full Address, Zone (with a dropdown menu showing 'Select'), Active status (checked), and Main Registration Unit (unchecked). At the bottom are 'Create Registration Unit' and 'Close' buttons.

3. Enter the details and click **Create Registration Unit** to save the details, which will show the confirmation screen as follows :



Registration Unit Success

Registration unit

Successfully created the Registration unit

Registration Unit name	Circle Office	Full Address	Circle Office, Kurnool.
Zone	Kurnool Municipal Corporation	Active	yes
Main Registration Unit	no		

This screenshot shows the 'Registration Unit Success' confirmation screen. It displays a message 'Successfully created the Registration unit' and a table with registration details: Zone (Kurnool Municipal Corporation), Active status (yes), and Main Registration Unit (no). A 'Close' button is at the bottom.

Update Registration Unit

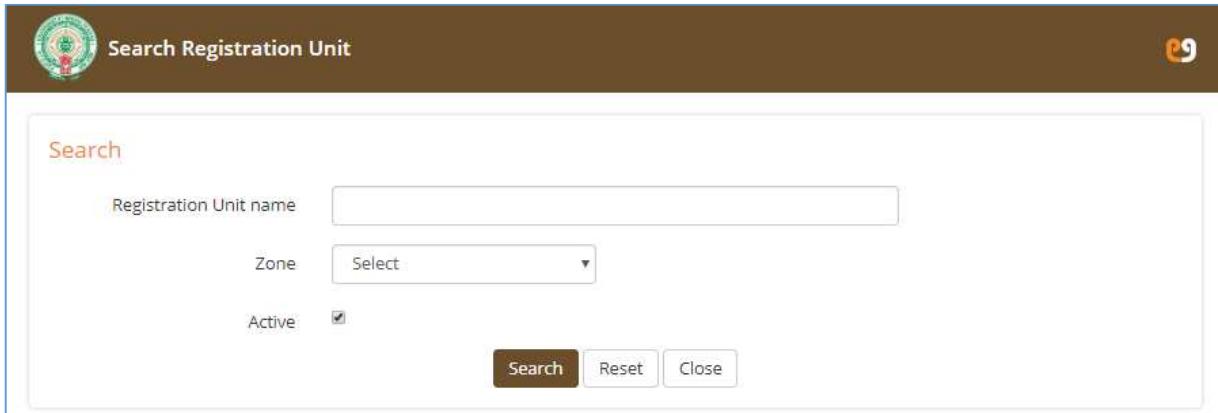
Update Registration Unit is used to modify the existing Unit details of Marriage Registration in the system.

To open Update Registration Unit

4. Open **Update Registration Unit** by using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Registration Unit > Update Registration Unit

Update Registration Unit page appears.



Search

Registration Unit name:

Zone:

Active:

5. Enter the Registration Unit Criteria [optional] and Click **Search**, which will display the details, as shown below :



Registration Unit Search Result

Registration Unit name	Address	Zone	Active	Main Registration Unit	Action
Main office	Main office	Kurnool Municipal Corporation	yes	no	 Edit
Circle Office	Circle Office, Kurnool.	Kurnool Municipal Corporation	yes	no	 Edit

Showing 1 to 2 of 2 entries

Show entries

  Print

Previous Next

6. Click on the respective Edit button to modify Registration Unit details.

 **Modify Registration Unit** 

Update Registration Unit

Registration Unit name *	<input type="text" value="Circle Office"/>
Full Address *	<input type="text" value="Circle Office, Kurnool."/>
Zone *	<input style="width: 150px;" type="text" value="Kurnool Municipal Ci"/>
Active	<input checked="" type="checkbox"/>
Main Registration Unit	<input type="checkbox"/>

Update **Close**

7. Enter the new values and Click **Update** which will update the details of the Registration Unit. After saving, confirmation screen will be shown as follows :

 **Registration Unit Success** 

Registration Unit updated successfully.

Registration unit

Registration Unit name	Circle Office	Full Address	Circle Office, Kurnool.
Zone	Kurnool Municipal Corporation	Active	yes
		Main Registration Unit	no

Close

View Registration Unit

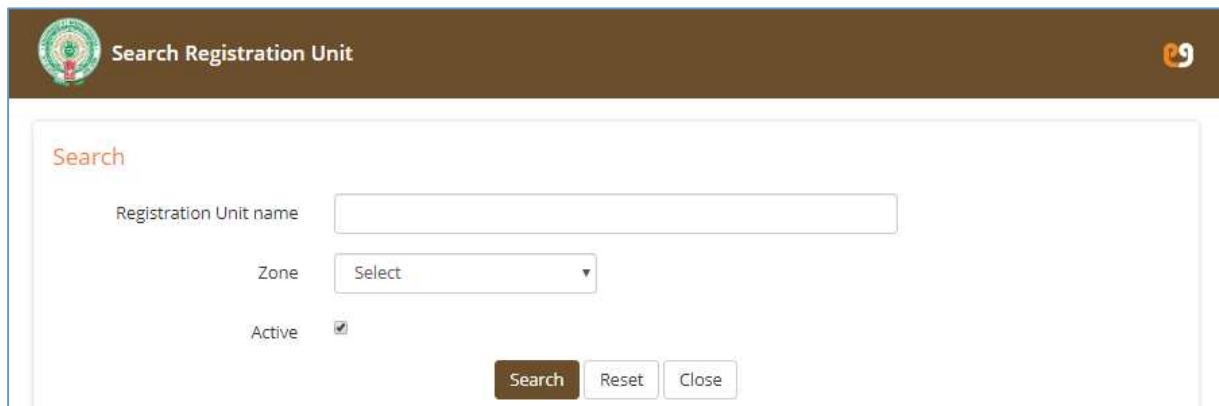
View Registration Unit gives list of all the Marriage Registration Units entered/created in the system

To open View Registration Unit:

1. Open **View Registration Unit** by using the following navigation

Left Panel > Applications >Marriage Registration > Masters > Registration Unit >View Registration Unit

View Registration Unit page appears, as shown in **Error! Reference source not found.**



Search

Registration Unit name:

Zone:

Active:

Click **Search** to show the details of all/entered Criteria.



Registration Unit Search Result

Registration Unit name	Address	Zone	Active	Main Registration Unit	Action
Main office	Main office	Kurnool Municipal Corporation	yes	no	<input type="button" value="View"/>
Circle Office	Circle Office, Kurnool.	Kurnool Municipal Corporation	yes	no	<input type="button" value="View"/>

Showing 1 to 2 of 2 entries

Show entries

Previous Next

Click **View** button to see the details of a particular Registration Unit.

Marriage Document

View Document

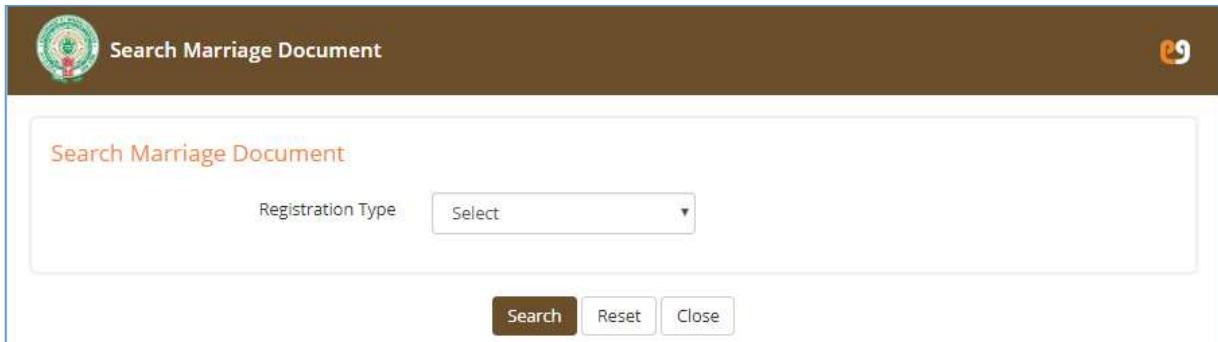
View Document is used to view the existing Documents required to upload for Marriage Registration.

To open View Document

2. Open **View Document** by using the following navigation.

Left Panel > Applications > Marriage Registration > Masters > Marriage Document > View Document

View Document page appears.



Search Marriage Document

Search Marriage Document

Registration Type Select

Search Reset Close

3. Select Registration Type [optional] and Click **Search**, which will display the details, as shown below :

Document Search Result

Document Name	Registration Type	Individual	Document proof	Active	Action
Marriage Invitation Card	REGISTRATION	no	COMMON	yes	View
Memorandum of Marriage	REGISTRATION	no	COMMON	yes	View
School Leaving Certificate	REGISTRATION	yes	AGE_PROOF	yes	View
Birth Certificate	REGISTRATION	yes	AGE_PROOF	yes	View
Divorce Certificate where applicable	REGISTRATION	yes	AGE_PROOF	yes	View
Death Certificate of deceased spouse where applicable	REGISTRATION	yes	AGE_PROOF	yes	View
Notary Affidavit	REGISTRATION	yes	AGE_PROOF	yes	View
Ration Card	REGISTRATION	yes	ADDRESS_PROOF	yes	View
Others	REGISTRATION	yes	ADDRESS_PROOF	yes	View
Passport	REGISTRATION	yes	COMMON	yes	View

Showing 1 to 10 of 15 entries

Show **10** entries



Previous **1** **2** Next

- Click on the respective View button to view Document details.



View Marriage Document



Marriage Document

Document Name	Marriage Invitation Card	Code	MIC
Active	yes	Individual	no
Document proof	COMMON	Registration Type	REGISTRATION

Update Document

Update Document is used to Update already created Document which needs to be uploaded at the time of Marriage Registration.

To open Update Document:

- Open **Update Document** by using the following navigation

Left Panel > Applications > Marriage Registration > Masters > Marriage Document > Update Document

Update Document page appears, as shown in **Error! Reference source not found.**

Click Search to show the details of all/selected Criteria.

Document Search Result

Document Name	Registration Type	Individual	Document proof	Active	Action
Marriage Invitation Card	REGISTRATION	no	COMMON	yes	
Memorandum of Marriage	REGISTRATION	no	COMMON	yes	
School Leaving Certificate	REGISTRATION	yes	AGE_PROOF	yes	
Birth Certificate	REGISTRATION	yes	AGE_PROOF	yes	
Divorce Certificate where applicable	REGISTRATION	yes	AGE_PROOF	yes	
Death Certificate of deceased spouse where applicable	REGISTRATION	yes	AGE_PROOF	yes	
Notary Affidavit	REGISTRATION	yes	AGE_PROOF	yes	
Ration Card	REGISTRATION	yes	ADDRESS_PROOF	yes	
Passport	REGISTRATION	yes	COMMON	yes	
Telephone Bill	REGISTRATION	yes	ADDRESS_PROOF	yes	

Showing 1 to 10 of 15 entries Show entries Print Previous 1 Next

Click **Edit** button to Edit the details of a particular Document which will open the details of the respective document in Edit Mode.

 **Update Marriage Document** 

Update Document

Document Name *	School Leaving Certifica	Code *	SLC
Document proof *	AGE_PROOF	Registration Type *	REGISTRATION
Active	<input checked="" type="checkbox"/>	Individual	<input checked="" type="checkbox"/>
Required	<input type="checkbox"/>		

Update **Close**

Enter/Select the new values and click on Update button to save the document details. After saving, confirmation will be shown as follows :

 **Success** 

Marriage Document updated successfully

Marriage Document

Document Name	10Th Class Certificate	Code	SLC
Active	yes	Individual	yes
Document proof	AGE_PROOF	Registration Type	REGISTRATION

Reports

Report Options

To view the Report options,

1. Click **Reports** pane, a **Reports** pane appears, as shown in



Agewise Report

To generate **Agewise Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Agewise Report

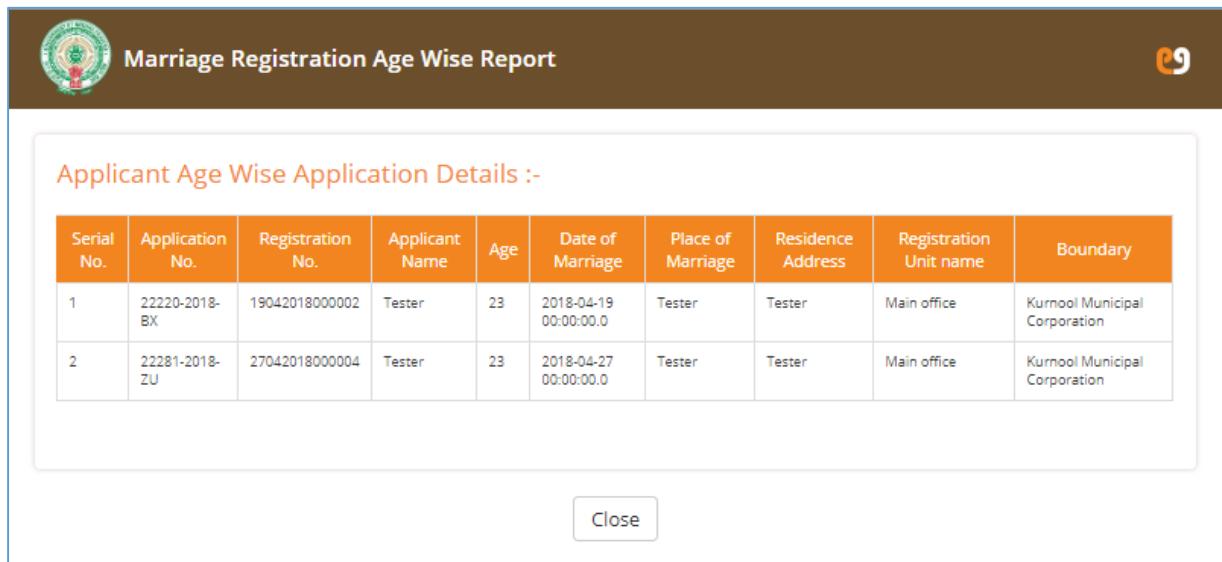
A **Agewise Report** page appears, as shown below :

1. Agewise report gives Rangewise Age in which Bride & Bridegrooms Marriages were Registered in a particular year.
2. This can be drilled down to get details like Application No., Registration No., Date of Marriage, Place of Marriage, etc.,.
3. After selecting/entering the required parameters, click Search to generate the report. Report will look like this :

The search result is

S.No	Age Range	Bridegroom	Bride
1	0-18	0	0
2	19-25	2	2
3	26-30	0	0
4	31-35	0	0
5	36-40	0	0
6	40-45	0	0
7	46-50	0	0
8	50-100	0	0
Total		2 (2)	2 (2)
Showing 1 to 8 of 8 entries			
Show <input type="button" value="10"/> entries			Print
Previous		1	Next

Drill Down Report will be as follows ..



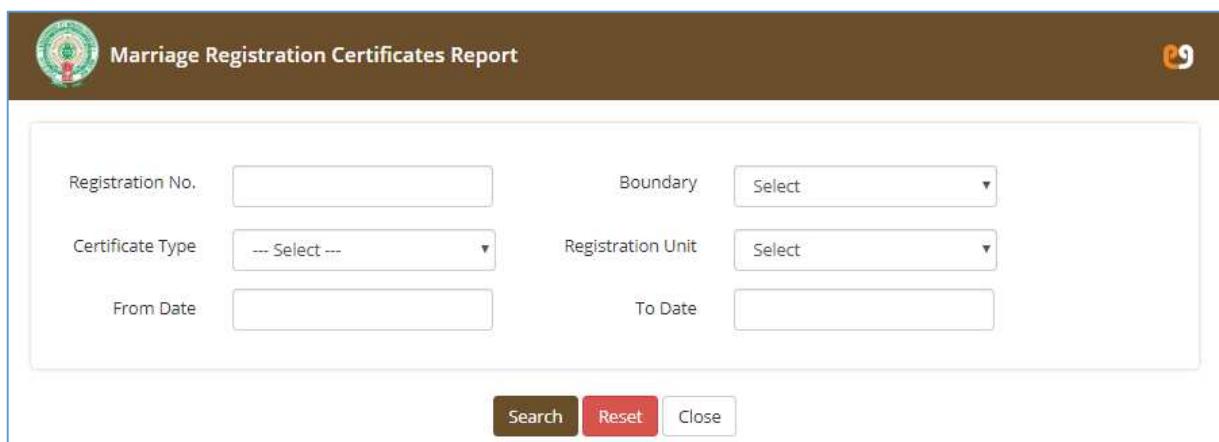
Serial No.	Application No.	Registration No.	Applicant Name	Age	Date of Marriage	Place of Marriage	Residence Address	Registration Unit name	Boundary
1	22220-2018-BK	1904201800002	Tester	23	2018-04-19 00:00:00.0	Tester	Tester	Main office	Kurnool Municipal Corporation
2	22281-2018-ZU	2704201800004	Tester	23	2018-04-27 00:00:00.0	Tester	Tester	Main office	Kurnool Municipal Corporation

Registration Certificate Details Report

To generate **Registration Certificate Details Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Registration Certificate Details Report

A **Registration Certificate Details Report** page appears, as shown below :



Registration No.	<input type="text"/>	Boundary	<input type="button" value="Select"/>
Certificate Type	<input type="button" value="--- Select ---"/>	Registration Unit	<input type="button" value="Select"/>
From Date	<input type="text"/>	To Date	<input type="text"/>

1. Registration Certificate Details report gives details of Certificates generated after completing Marriage Registration workflow.
2. This can be drilled down to get a Marriage Registration details application or Memorandum of Marriage [Form-B].
3. Registration Certificate Details can be generated for based on Registration No., Boundary, Type, Unit, From Date and To Date.
4. After selecting/entering the required parameters, click Search to generate the report. Report will look like this :

The Certificate Search result is
Total No.of Records Available In Entered Search Criteria are : 3

Registration No.	Certificate No.	Boundary	Certificate Date	Certificate Type	Application Date	Date of Marriage	Bridegroom Name	Bride Name	Remarks
1904201800002	101600001	Kurnool Municipal Corporation	2018-04-19 17:51:23.61	REGISTRATION	2018-04-19 15:00:43.593	2018-04-19 00:00:00.0	Tester	Tester	
1904201800002	101600003	Kurnool Municipal Corporation	2018-04-27 15:53:58.292	REISSUE	2018-04-19 15:00:43.593	2018-04-19 00:00:00.0	Tester	Tester	
2704201800004	101600002	Kurnool Municipal Corporation	2018-04-27 15:53:07.34	REGISTRATION	2018-04-27 10:25:15.613	2018-04-27 00:00:00.0	Tester	Tester	

Showing 1 to 3 of 3 entries

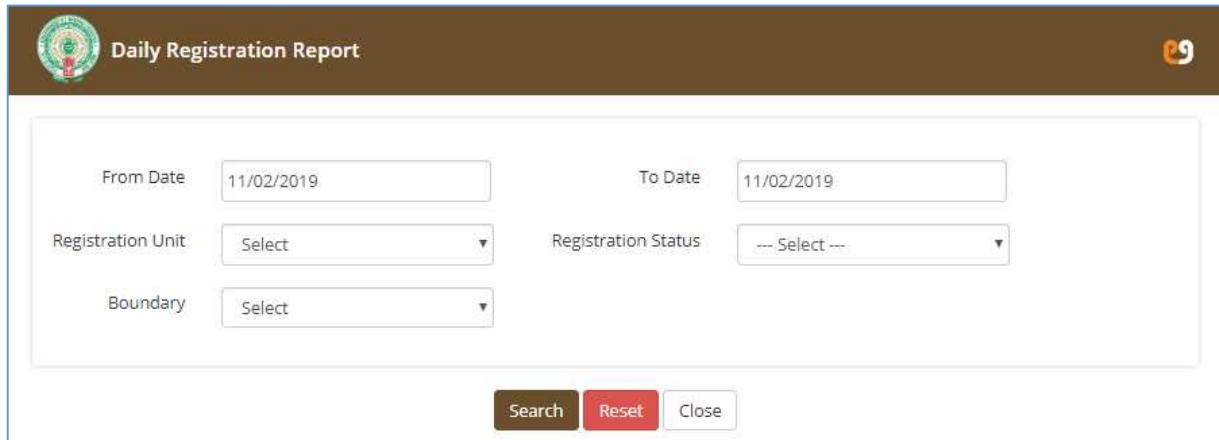
Show entries

Date wise Report

To generate **Date wise Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Date wise Report

A **Date wise Report** page appears, as shown below :



The screenshot shows a search interface for a 'Daily Registration Report'. At the top, there is a logo and the title 'Daily Registration Report'. Below the title are several input fields: 'From Date' (set to 11/02/2019), 'To Date' (set to 11/02/2019), 'Registration Unit' (a dropdown menu showing 'Select'), 'Registration Status' (a dropdown menu showing '--- Select ---'), and 'Boundary' (a dropdown menu showing 'Select'). At the bottom of the search form are three buttons: 'Search' (dark brown), 'Reset' (red), and 'Close' (light gray).

1. Date wise report gives details within a date range along with Registration No., if any.
2. Date wise Report can be generated for any or all of the following :
 - a. From Date
 - b. To Date
 - c. Registration Unit
 - d. Registration Status
 - e. Boundary
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

eGov Urban Portal - Google Chrome
 https://kurnool-uat.egovernments.org/mrs/report/datewiseregistration

 Daily Registration Report 

The search result is
 Total No.of Records Available In Entered Search Criteria are : 27

Application No.	Registration No.	Bridegroom Name	Bride Name	Application Date	Date of Marriage	Marriage Fee (in Rs.)	Registration Status	Registration Unit	Boundary	Remarks
00102-2019-HK	N/A	Tester	Tester	31/01/2019	31/01/2019	0	Created	Main office	Kurnool Municipal Corporation	N/A
24894-2018-TT	N/A	Tester	Tester	18/12/2018	18/12/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A
23973-2018-NV	1610201800010	Tester	Tester	16/10/2018	16/10/2018	0	Approved	Main office	Kurnool Municipal Corporation	N/A
23972-2018-CD	N/A	Tester	Tester	16/10/2018	16/10/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A
23971-2018-RD	1610201800009	Tester	Tester	16/10/2018	16/10/2018	0	Approved	Main office	Kurnool Municipal Corporation	N/A
23872-2018-WJ	N/A	TALAR	NARESH	08/10/2018	04/10/1947	N/A	Created	N/A	N/A	N/A
23871-2018-QY	N/A	Tester	Tester	08/10/2018	08/10/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A
23825-2018-RL	N/A	TALAR	NARESH	27/09/2018	02/09/2018	N/A	Created	N/A	N/A	N/A
23478-2018-KE	N/A	Tester	Tester	07/09/2018	07/09/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A
23471-2018-JE	N/A	Tester	Tester	06/09/2018	06/09/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A

Show

Registration Status Report

To generate **Registration Status Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Registration Status Report

A **Registration Status Report** page appears, as shown below :

 Marriage Registration Status Wise Report 

From Date	<input type="text"/>	To Date	<input type="text"/>
Registration Status	<input type="text" value="ALL"/>	Registration Unit	<input type="text" value="Select"/>
Boundary	<input type="text" value="Select"/>		

1. Registration Status report gives Abstract of Created, Approved, Registered, Rejected Cancelled applications.
2. Registration Status Report can be generated for any or all of the following :
 - a. From Date
 - b. To Date
 - c. Registration Status
 - d. Registration Unit
 - e. Boundary
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The search result is

Serial No.	Registration Unit	Created	Approved	Registered	Rejected	Cancelled	Total
1	Main office	14	7	2	0	3	26
	Total	14 (14)	7 (7)	2 (2)	0 (0)	3 (3)	26 (26)

Showing 1 to 1 of 1 entries Show 10 entries  Print Previous **1** Next

4. This can be drilled down to get the details of Applications Created, Approved, Registered, Rejected & Cancelled.

Monthly Report

To generate **Monthly Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Monthly Report

A **Monthly Report** page appears, as shown below :

Monthly Registration Report

Month * 02/2019 Registration Unit Select

Boundary Select

Search Reset Close

1. Monthly report gives Abstract of Marriages Registered and Certificates Reissued.
2. Monthly Report can be generated for any or all of the following :
 - a. Month*
 - b. Registration Unit
 - c. Boundary
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The Applications Count Result is

S.No	Registration Unit	Month	Marriage Registration	Reissue	Total
1	Main office	Apr	2	1	3
		Total	2 (2)	1 (1)	3 (3)

Showing 1 to 1 of 1 entries Show 10 entries Print Previous **1** Next

This can be drilled down to get the details of Applications.

Religion wise Report

To generate **Religion wise Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Religion wise Report

A Religion wise Report page appears, as shown below :

Marriage Registration Religion Wise Report

Bridegroom's Religion: Select

Bride's Religion: Select

Year *: 2019

Registration Unit: Select

Boundary: Select

Search Reset Close

1. Religion wise report gives Religion wise Abstract of Marriages.
2. Religion wise Report can be generated for any or all of the following :
 - a. Bridegroom's Religion*
 - b. Bride's Religion*
 - c. Year
 - d. Registration Unit
 - e. Boundary
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The search result is

Total No.of Records Available In Entered Search Criteria are : 10

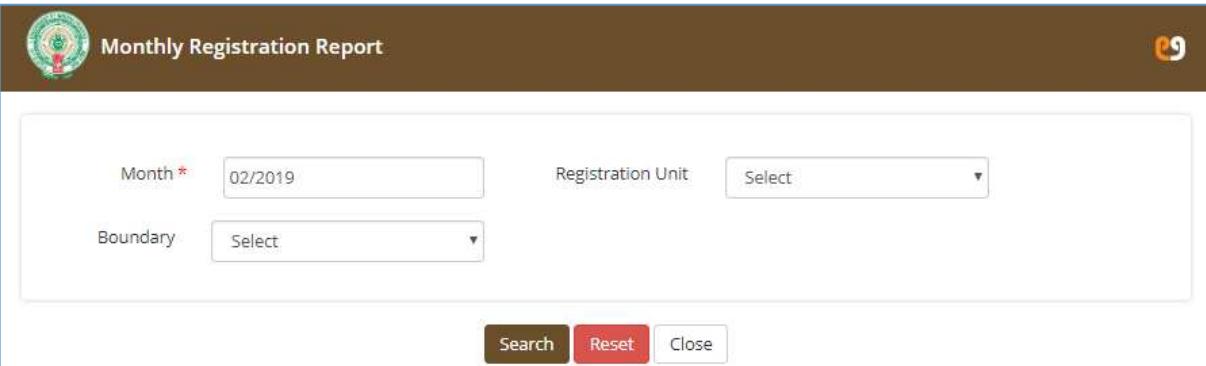
Application No.	Registration No.	Bridegroom Name	Bridegroom's Religion	Bride Name	Bride's Religion	Application Date	Date of Marriage	Marriage Fee (In Rs.)
22214-2018-ZO	1904201800001	abc3	Hinduism	xyz4	Hinduism	19/04/2018	18/02/2018	N/A
22596-2018-OB	1005201800005	Tester	Hinduism	Tester	Hinduism	10/05/2018	10/05/2018	0
22220-2018-BX	1904201800002	Tester	Hinduism	Tester	Hinduism	19/04/2018	19/04/2018	0
22245-2018-JF	2404201800003	Tester	Hinduism	Tester	Hinduism	24/04/2018	24/04/2018	0
22695-2018-VO	2405201800006	Tester	Hinduism	Tester	Hinduism	24/05/2018	24/05/2018	0
22281-2018-ZU	2704201800004	Tester	Hinduism	Tester	Hinduism	27/04/2018	27/04/2018	0
22968-2018-GL	2706201800007	Tester	Hinduism	Tester	Hinduism	27/06/2018	27/06/2018	0

Monthly Report

To generate **Monthly Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Monthly Report

A **Monthly Report** page appears, as shown below :



Monthly Registration Report

Month * 02/2019 Registration Unit Select

Boundary Select

Search Reset Close

1. Monthly report gives Abstract of Marriages Registered and Certificates Reissued.
2. Monthly Report can be generated for any or all of the following :

- a. Month*
- b. Registration Unit
- c. Boundary

3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The Applications Count Result is

S.No	Registration Unit	Month	Marriage Registration	Reissue	Total
1	Main office	Apr	2	1	3
		Total	2 (2)	1 (1)	3 (3)
Showing 1 to 1 of 1 entries					
	Show	10	Print	Previous	1

This can be drilled down to get the details of Applications.

Ageing wise Report

To generate **Ageing wise Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Ageing wise Report

A **Ageing wise Report** page appears, as shown below :

1. Ageing report shows the number of Marriage Registration Applications pending approval with the break-up of their age i.e., number of days since creation.

2. Ageing Report can be generated for any or all of the following :
 - a. Year*
 - b. Registration Unit
 - c. Boundary
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

Ageing Details of Application for Approval		
Serial No.	Days Range	No. Of Applications
1	0-3	0
2	4-6	0
3	7-9	0
4	10-12	1
5	13-15	1
6	16-20	0
7	20-25	0
8	26-30	0
9	31-365	0
Total		2 (2)

Showing 1 to 9 of 9 entries Show entries   Print Previous Next

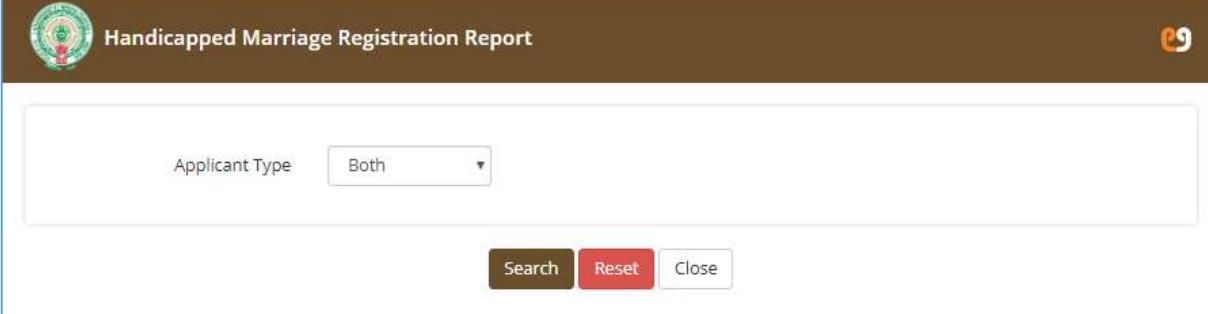
This can be drilled down to get the details of Applications.

Handicapped Marriage Registration Report

To generate **Ageing wise Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Handicapped Marriage Registration Report

A **Handicapped Marriage Registration Report** page appears, as shown below :



The screenshot shows the 'Handicapped Marriage Registration Report' interface. At the top, there is a logo and the title 'Handicapped Marriage Registration Report'. Below the title, there is a search form with a dropdown menu labeled 'Both'. At the bottom of the search form are three buttons: 'Search' (dark blue), 'Reset' (red), and 'Close' (light blue).

1. Handicapped Marriage Registration report shows the number of Marriage Registrations with Bride or Bridegroom or both being Handicapped.
2. Handicapped Marriage Registration Report can be generated for any or all of the following :
 - a. Applicant Type
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

Search Results

Serial No.	Application No.	Registration No.	Application Date	Zone	Status	Date of Marriage	Bridegroom Name	Wife Name
1	17376-2017-ZW	2007201700096	20/07/2017	Kurnool Municipal Corporation	Registered	20/07/2017	asd	asd
2	17242-2017-AI	2811201700053	28/11/2017	Kurnool Municipal Corporation	Registered	28/11/2017	Tester Tester Tester	Tester Tester Tester

Showing 1 to 2 of 2 entries

Show entries

  Print

Previous Next

Collection Report

To generate **Collection Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Collection Report

A **Collection Report** page appears, as shown below :



Monthly Fund Collection Report

29

Month	<input type="text"/>	Year	<input type="text" value="2019"/>
Registration Unit	<input type="text" value="Select"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

1. Collection report shows the total amount of fee collected through Marriage Registration for a specified month and year.
2. Collection Report can be generated for any or all of the following :
 - a. Month
 - b. Year
 - c. Registration Unit
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The Fund Collection Result is

S.No	Month	Total Collection
1	April	100.0
	Total	100 (100.0)

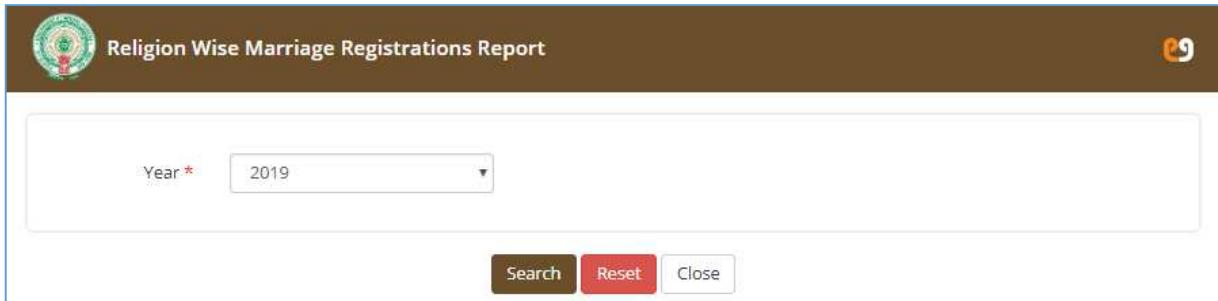
Showing 1 to 1 of 1 entries Show entries

Religion wise Marriage Registrations Report

To generate **Religion wise Marriage Registrations Report**, go through the following navigation:

Left Panel > Applications > Marriage Registration > Reports > Religion wise Marriage Registrations Report

A **Religion wise Marriage Registrations Report** page appears, as shown below :



Religion Wise Marriage Registrations Report

Year * 2019

Search Reset Close

1. Religion wise Marriage Registrations report shows the total amount of fee collected through Marriage Registration for a specified month and year.
2. Religion wise Marriage Registrations Report can be generated for any or all of the following :
 - a. Year*
3. After selecting the required parameters, click Search to generate the report. Report will look like this :

The Marriage Registration Religion Wise Statutory result is

S.no	City Name	Christian	Hindu	Muslim	Other Types	Total	Remarks
1	UAT Kurnool	0	4	1	1	6	N/A

Showing 1 to 1 of 1 entries Show 10 entries Previous 1 Next