

# Marriage Registration



# Copyright

Copyright © 2015 eGovernments Foundation. All rights reserved worldwide.

This document contains proprietary information of eGovernments Foundation and has been provided pursuant to an agreement containing terms of its use. This document is also protected by Indian and worldwide copyright laws.

No part of this document may be reproduced or distributed, transcribed, stored in a retrieval system, translated into any spoken or computer language or transmitted in any form or by any means whatsoever without the prior written consent of eGovernments Foundation.

No. 18/2A, 2nd Floor, Ambalipura Village,  
Sarjapur Main Road, Bellandur Gate,  
Bangalore - 560102

eGovernments is a trademark of eGovernments Foundation.

It is clarified that eGovernments Foundation retains the right to reproduce, distribute or communicate the contents and/or subject matter of this document in part or whole and in any manner or form, to any other entity of its choice, under the terms that it so desires. Such act will not lead to the derogation of the rights of any entity involved.

# Contents

Copyright .....	2
Contents .....	3
About this Manual .....	4
Conventions .....	4
Further Help .....	5
Roles Involved in the System .....	5
Signing into the System .....	7
Home Screen .....	7
Transactions .....	9
Transactions Options .....	9
Create Marriage Registration .....	9
Search Registration Certificates .....	16
Search Marriage Registration .....	17
Modify Marriage Registration .....	18
Reissue Marriage Registration .....	19
Collect Fee .....	21
Masters .....	22
Religion .....	22
Marriage Fee .....	26
Registration Unit .....	30
Marriage Document .....	35
Reports .....	39
Report Options .....	39
Agewise Report .....	39
Registration Certificate Details Report .....	41
Date wise Report .....	42
Registration Status Report .....	44
Monthly Report .....	45
Religion wise Report .....	46
Monthly Report .....	48
Ageing wise Report .....	49
Handicapped Marriage Registration Report .....	50
Collection Report .....	51
Religion wise Marriage Registrations Report .....	52

# 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.

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

## Further Help

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

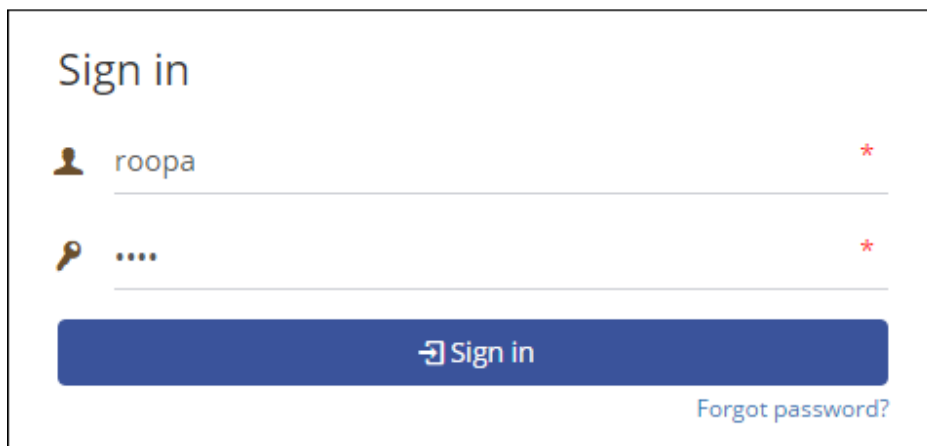
## Signing into the System

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**

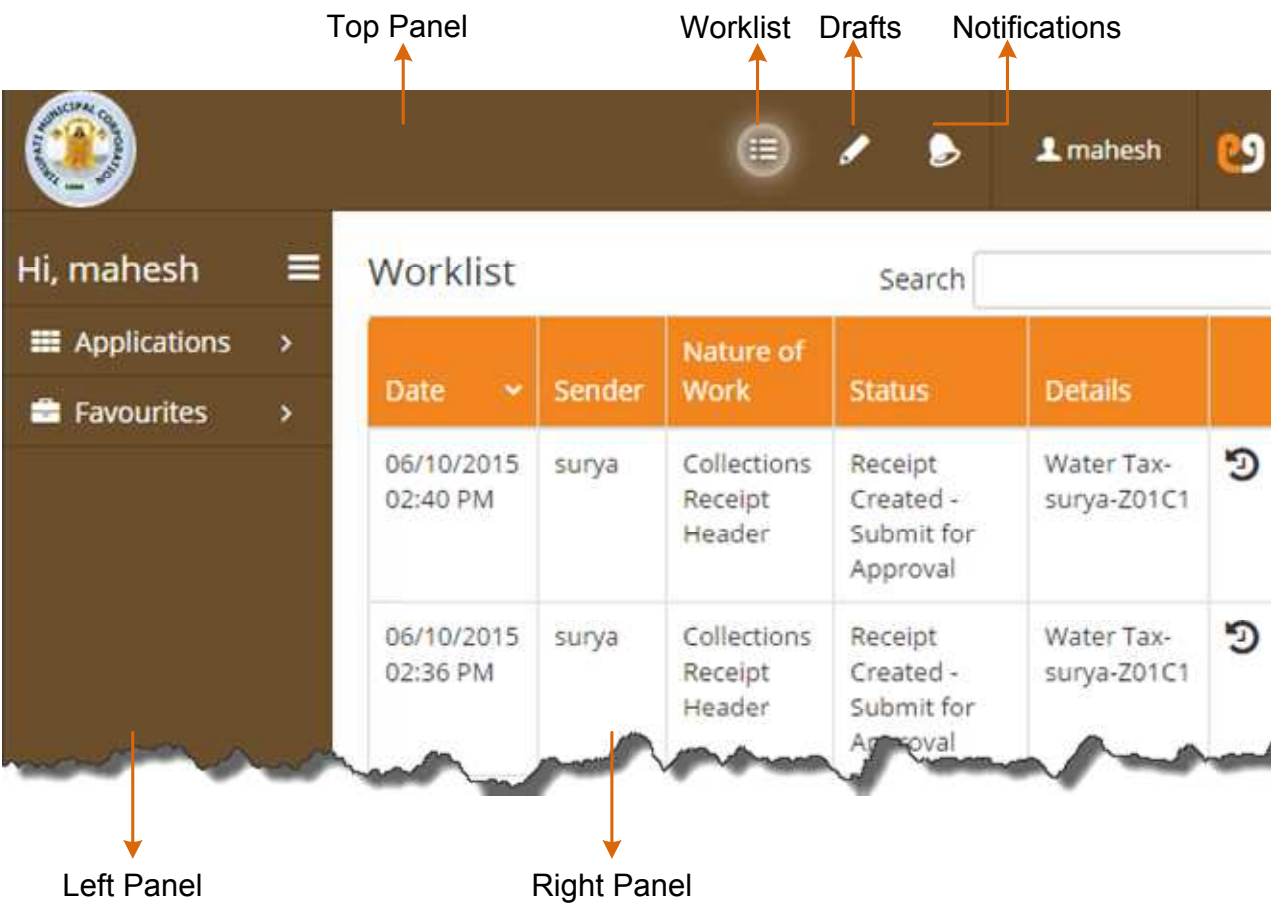
A screenshot of a web application's sign-in page. The page has a white background. At the top, the text "Sign in" is displayed in a dark blue font. Below this, there are two input fields. The first field is preceded by a person icon and contains the text "roopa". The second field is preceded by a key icon and contains four dots "....". Both input fields have a red asterisk "\*" to their right. Below the input fields is a large blue button with the text "Sign in" in white, preceded by a right-pointing arrow icon. To the right of the button, the text "Forgot password?" is displayed in a smaller, blue font.

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..***

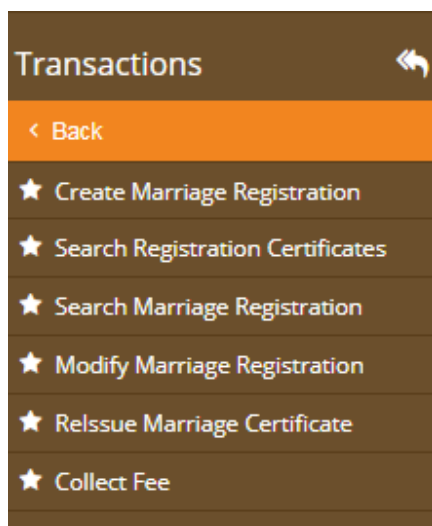
Figure 2: Home Screen



# 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 <b>Approver Department</b> from list
Approver Designation*	Select <b>Approver Designation</b> from list
Approver*	Select <b>Approver</b> from list

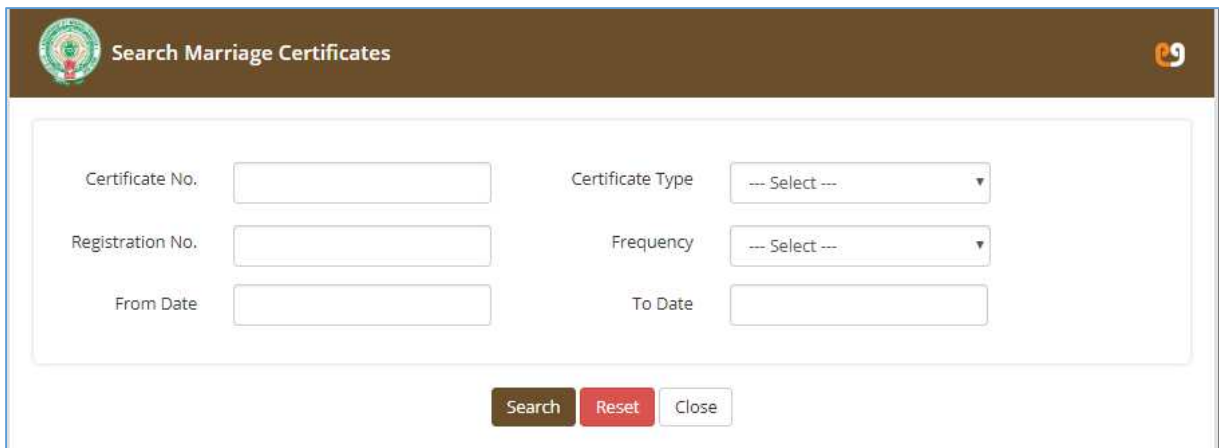
Comment	Enter Remarks of the Approver
---------	-------------------------------



## 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 :




**Search Marriage Certificates**


Certificate No.

Certificate Type



Registration No.

Frequency

From Date

To Date

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


**Search Marriage Certificates**


Certificate No.

Certificate Type --- Select ---

Registration No.

Frequency --- Select ---

From Date

To Date

[Search](#)
[Reset](#)
[Close](#)

The Certificate Search result is

Registration No	Certificate No	certificateDate	Bridegroom Name	Bride Name	certificateType	Action
19042018000002	1016000001	2018-04-19 17:51:23.61	Tester	Tester	REGISTRATION	<a href="#">Download Certificate</a>
27042018000004	1016000002	2018-04-27 15:53:07.24	Tester	Tester	REGISTRATION	<a href="#">Download Certificate</a>
19042018000002	1016000003	2018-04-27 15:53:58.292	Tester	Tester	REISSUE	<a href="#">Download Certificate</a>

Showing 1 to 3 of 3 entries
Show 10 entries

[Previous](#)
1
[Next](#)

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

Application No.

Bridegroom Name

Bride Name

From Date

To Date

Registration Unit
Select ▼

Date of Marriage

Search Reset Close

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-TS	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	Shaik 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	30/08/2017	Matam 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-IZ	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 ▼
10052018000005	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 10 ▼ entries

Previous 1 2 3 4 Next

Powered by eGovernments Foundation

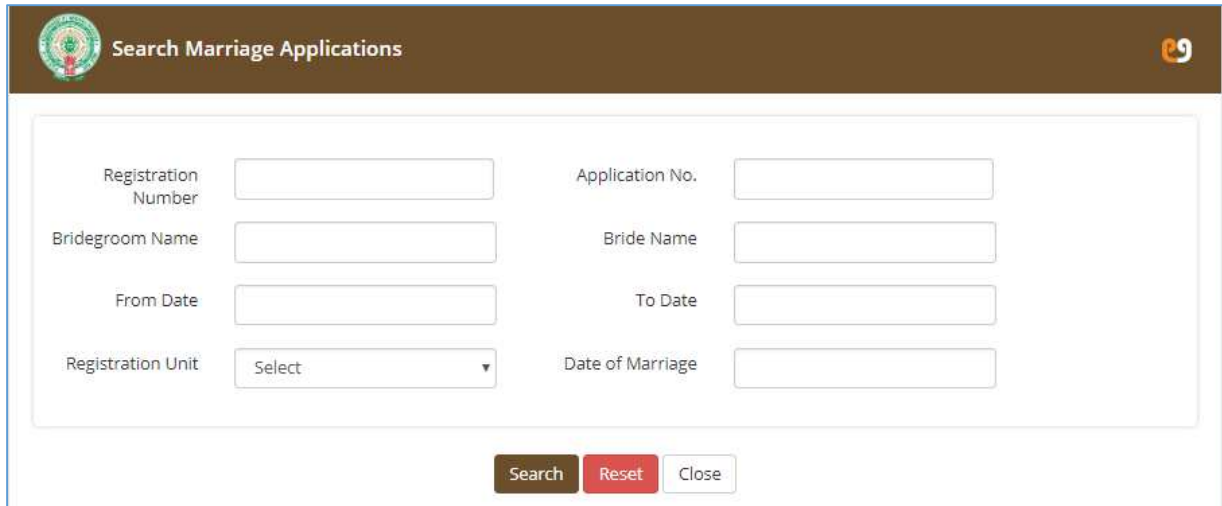
## Modify Marriage Registration

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 :



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
19042018000002	22220-2018-BX	19/04/2018	19/04/2018	Tester	Tester	0	Registered	Main office	<a href="#">Edit</a>
27042018000004	22281-2018-ZU	27/04/2018	27/04/2018	Tester	Tester	0	Registered	Main office	<a href="#">Edit</a>

Showing 1 to 2 of 2 entries      Show  entries      [Previous](#) [1](#) [Next](#)

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

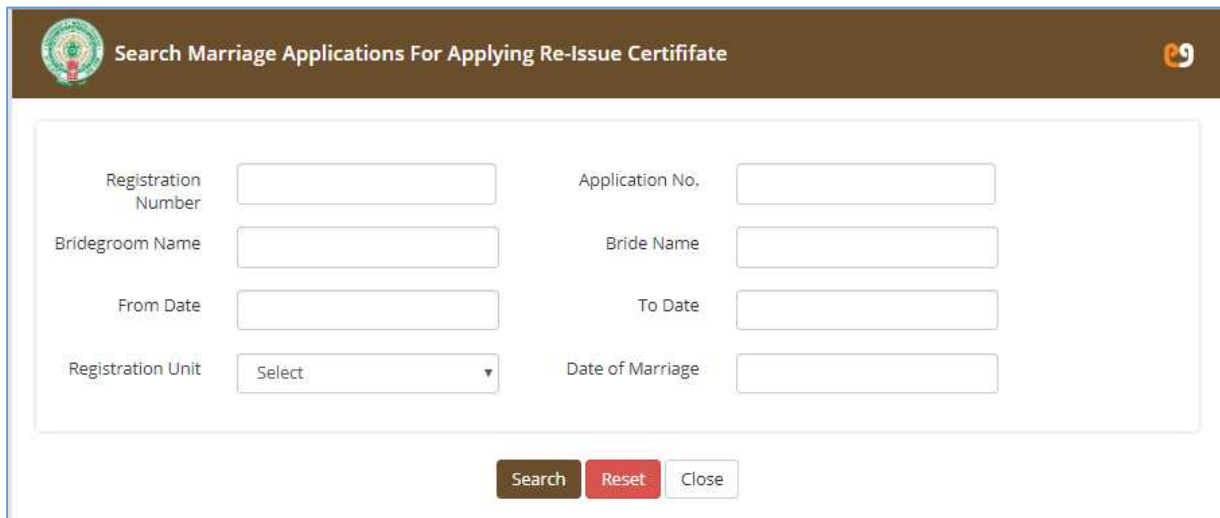
## Reissue Marriage Registration

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  Application No.

Bridegroom Name  Bride Name

From Date  To Date

Registration Unit  Date of Marriage

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
19042018000002	22220-2018-BX	19/04/2018	19/04/2018	Tester	Tester	0	Registered	Main office	<a href="#">Re Issue Certificate</a>
27042018000004	22281-2018-ZU	27/04/2018	27/04/2018	Tester	Tester	0	Registered	Main office	<a href="#">Re Issue Certificate</a>

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

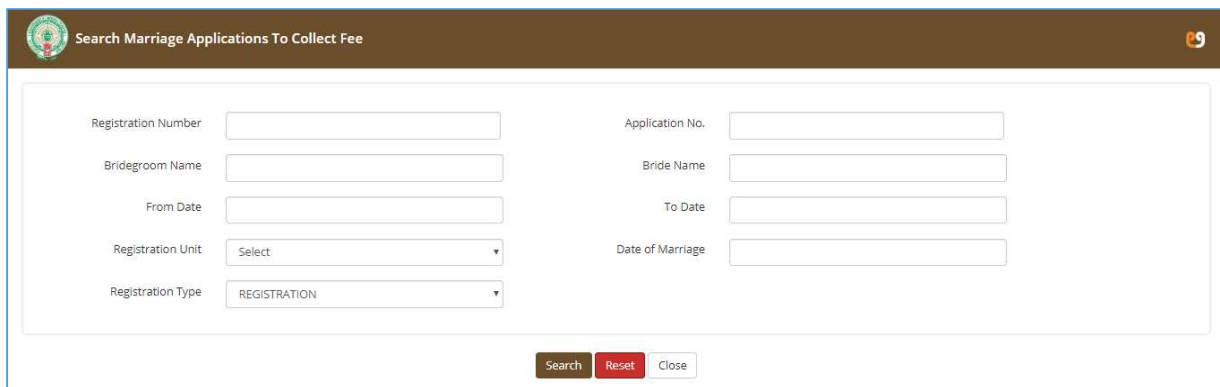
Clicking on the 'Re Issue Certificate' will open a screen for applying for Reissue. Fill in the details of Applicant along with uploads, if any, and submit the application which has to complete workflow before issuing the certificate.

## 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 :



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
27042018000004	00094-2019-KM	27/01/2019	27/04/2018	Tester	Tester	100	Created	Main office	Select from Below Collect Fee

Showing 1 to 1 of 1 entries      Show 10 entries

Powered by eGovernments Foundation

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

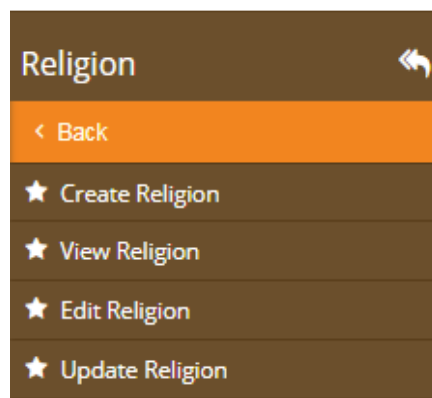
# Masters

## 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



### Create Religion

Religion \*

Religion Description

Create Religion
Close

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

Save confirmation Screen appears, as shown



Successfully created the religion

Religion			
Religion	Hindu Ism	Religion Description	Hindu Ism



## 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**


**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	<a href="#">View</a>
Hinduism	Hinduism	2016-12-27 22:02:35.743164	<a href="#">View</a>
Christianity	Christianity	2016-12-27 22:02:35.743164	<a href="#">View</a>
Islam	Islam	2016-12-27 22:02:35.743164	<a href="#">View</a>
Zorastrainism	Zorastrainism	2016-12-27 22:02:35.743164	<a href="#">View</a>
Sikhism	Sikhism	2016-12-27 22:02:43.256408	<a href="#">View</a>
Buddhism	Buddhism	2016-12-27 22:02:43.256408	<a href="#">View</a>
Jainism	Jainism	2016-12-27 22:02:43.256408	<a href="#">View</a>
Judaism	Judaism	2016-12-27 22:02:43.256408	<a href="#">View</a>
Hindu		2019-01-24 18:33:12.25	<a href="#">View</a>



## 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	<a href="#">Edit</a>
Hinduism	Hinduism	2016-12-27 22:02:35.743164	<a href="#">Edit</a>
Christianity	Christianity	2016-12-27 22:02:35.743164	<a href="#">Edit</a>
Islam	Islam	2016-12-27 22:02:35.743164	<a href="#">Edit</a>
Zorastrainism	Zorastrainism	2016-12-27 22:02:35.743164	<a href="#">Edit</a>
Sikhism	Sikhism	2016-12-27 22:02:43.256408	<a href="#">Edit</a>
Buddhism	Buddhism	2016-12-27 22:02:43.256408	<a href="#">Edit</a>
Jainism	Jainism	2016-12-27 22:02:43.256408	<a href="#">Edit</a>
Judaism	Judaism	2016-12-27 22:02:43.256408	<a href="#">Edit</a>

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


**Update Religion**


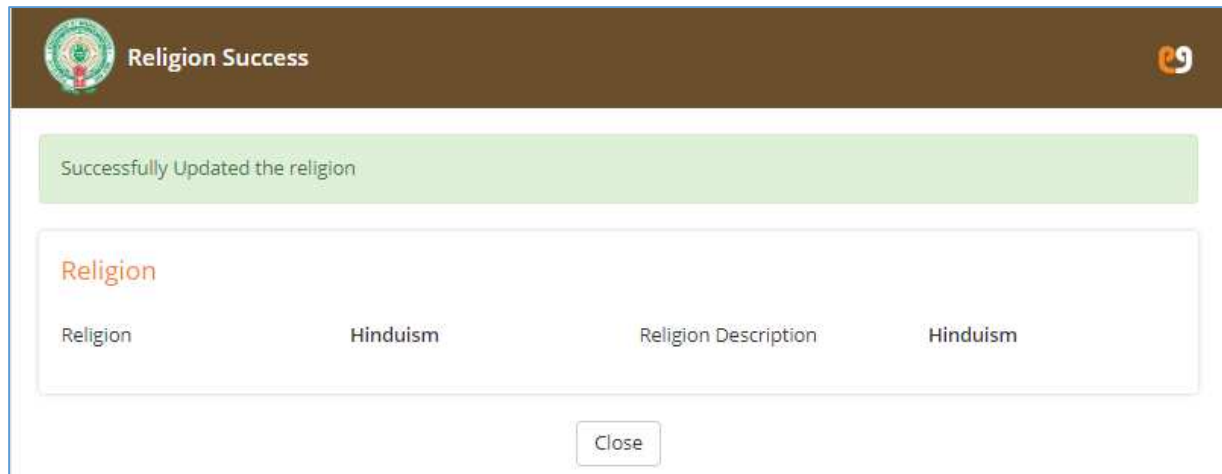
### Update Religion

Religion \*

Religion Description

**Update** **Close**

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



## Marriage Fee

### Create Fee

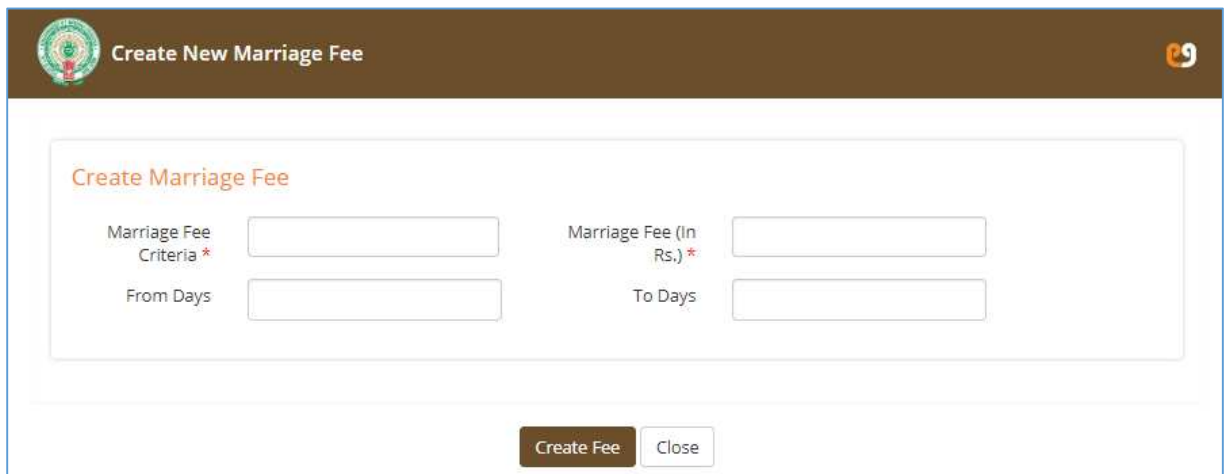
Create Fee is used to create new Marriage Registration Fee in the system.

To open Create Fee

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

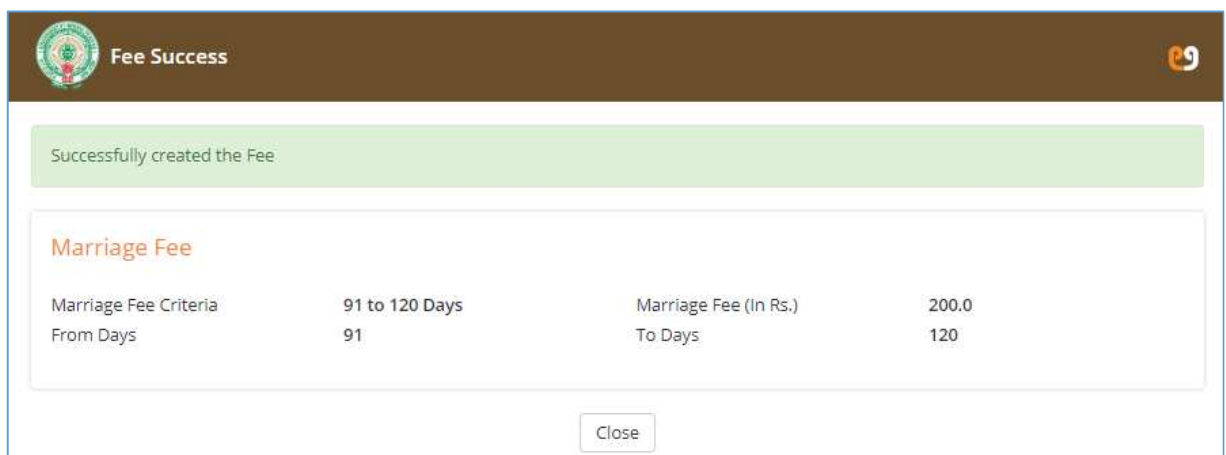
*Left Panel > Applications > Marriage Registration > Masters  
> Marriage Fee > Create Fee*

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



The screenshot shows a web application interface for creating a new marriage fee. At the top, there is a header bar with a logo on the left, the text "Create New Marriage Fee" in the center, and a small orange icon on the right. Below the header, the main content area is titled "Create Marriage Fee" in orange. It contains four input fields arranged in a 2x2 grid. The first row has "Marriage Fee Criteria \*" and "Marriage Fee (In Rs.) \*". The second row has "From Days" and "To Days". At the bottom right of the form, there are two buttons: "Create Fee" (in a dark brown box) and "Close" (in a light gray box).

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



The screenshot shows a confirmation screen titled "Fee Success". At the top, there is a header bar with a logo on the left, the text "Fee Success" in the center, and a small orange icon on the right. Below the header, there is a green banner with the text "Successfully created the Fee". Underneath the banner, there is a table displaying the created fee details. The table has two rows: "Marriage Fee Criteria" and "From Days". The first row has two columns: "91 to 120 Days" and "Marriage Fee (In Rs.) 200.0". The second row has two columns: "91" and "To Days 120". At the bottom right of the table, there is a "Close" button in a light gray box.

## Update Fee

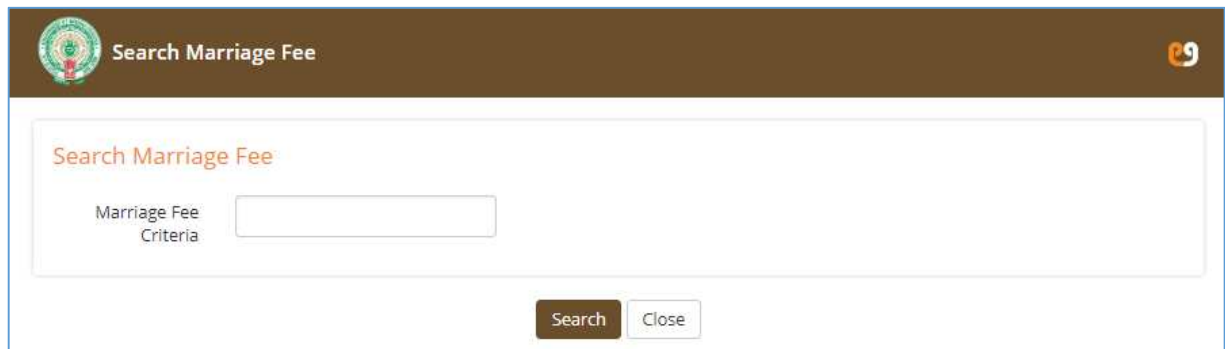
Update Fee is used to modify the existing Fee details of Marriage Registration in the system.

To open Update Fee

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

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

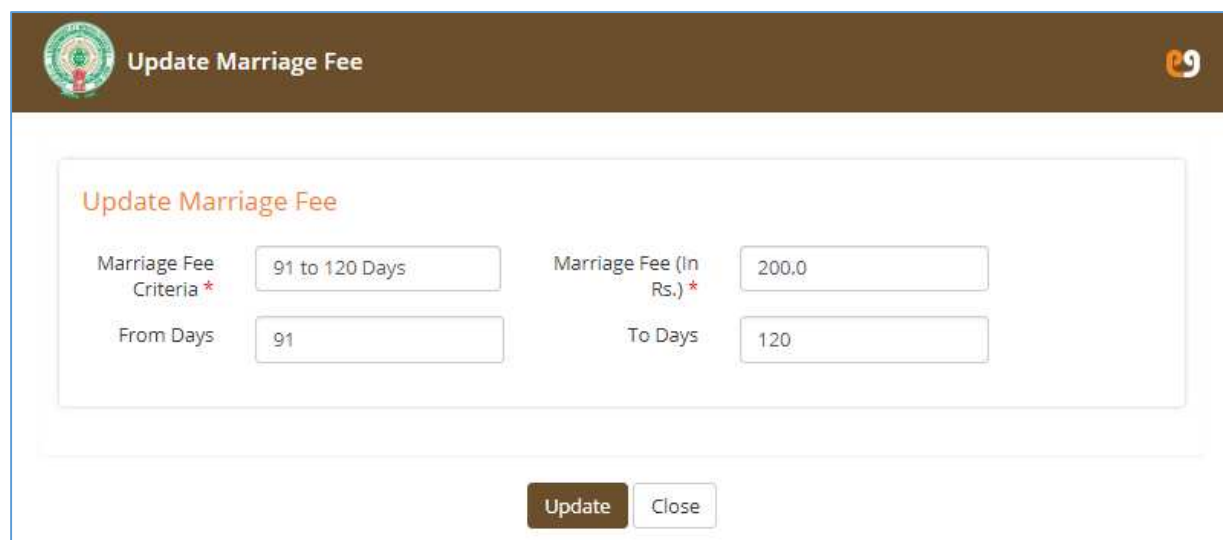
**Update Fee** page appears.





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	<a href="#">Edit</a>
31 to 90 days	100	31	90	<a href="#">Edit</a>
91 to 120 Days	200	91	120	<a href="#">Edit</a>

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



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

 **Fee Success** 

Successfully Updated the Fee

**Marriage Fee**

Marriage Fee Criteria	31 to 90 days	Marriage Fee (In Rs.)	100.0
From Days	31	To Days	90

Close

## 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.**


**Search Marriage Fee**


**Search Marriage Fee**

Marriage Fee Criteria

Search Close

**Fee Search Result**

Marriage Fee Criteria	Marriage Fee (In Rs.)	From Days	To Days	Action
0 to 30 days	0	0	30	<a href="#">View</a>
31 to 90 days	100	31	90	<a href="#">View</a>
Re-Issue Fee	100			<a href="#">View</a>
91 to 120 Days	200	91	120	<a href="#">View</a>

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**


### Create New Registration Unit

Registration Unit name \*

Full Address \*

Zone \*



Select ▼

Active
☒

Main Registration Unit
☐

Create Registration Unit
Close

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


**Registration Unit Success**


Successfully created the Registration unit

### Registration unit

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

Close

## Update Registration Unit

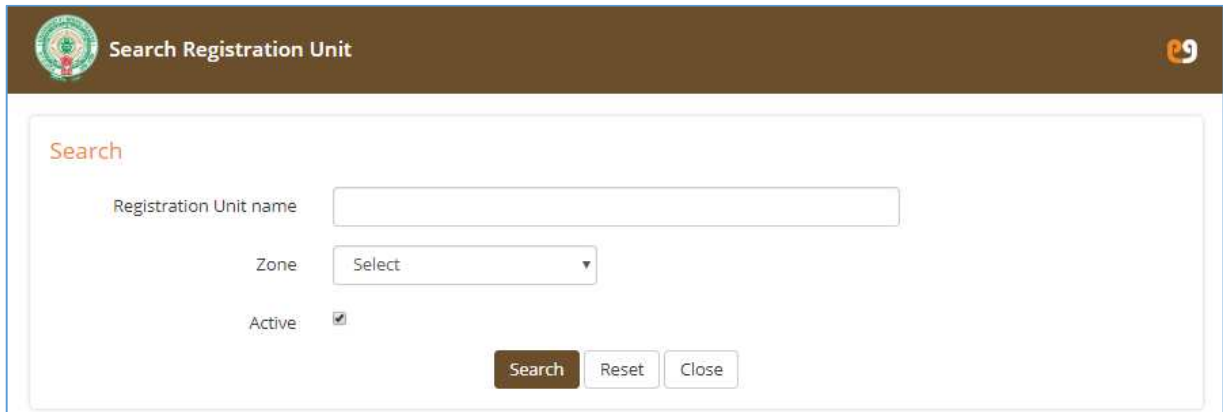
Update Registration Unit is used to modify the existing Unit details of Marriage Registration in the system.

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.



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	<a href="#">Edit</a>
Circle Office	Circle Office, Kurnool.	Kurnool Municipal Corporation	yes	no	<a href="#">Edit</a>
Showing 1 to 2 of 2 entries		Show 10 entries	<a href="#">Print</a>		Previous 1 Next

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


**Modify Registration Unit**


### Update Registration Unit

Registration Unit name \*

Full Address \*



Zone \*

Active
☒

Main Registration Unit
☐

Update
Close

- 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

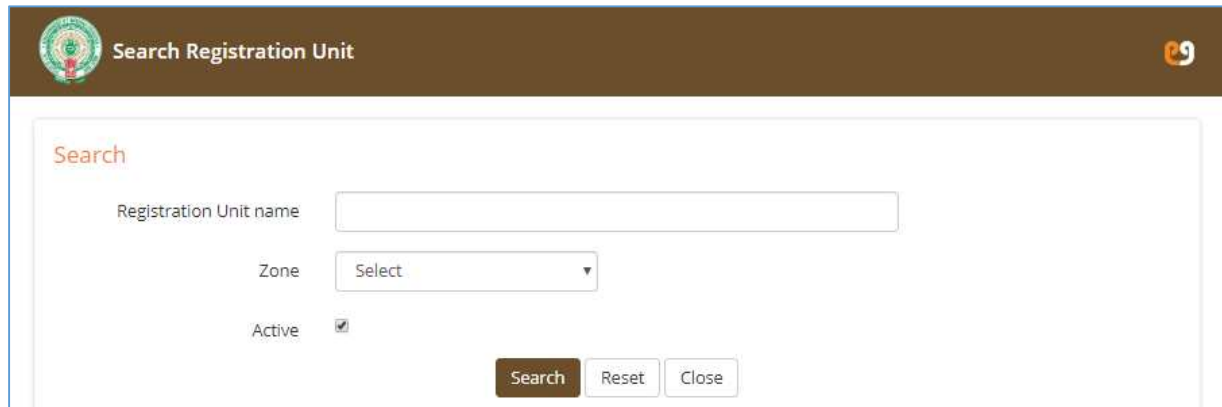
View Registration Unit gives list of all the Marriage Registration Units entered/created in the system

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.**



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	<a href="#">View</a>
Circle Office	Circle Office, Kurnool.	Kurnool Municipal Corporation	yes	no	<a href="#">View</a>
Showing 1 to 2 of 2 entries		Show 10 entries	  <a href="#">Print</a>		<a href="#">Previous</a> <b>1</b> <a href="#">Next</a>

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

# Marriage Document

## View Document

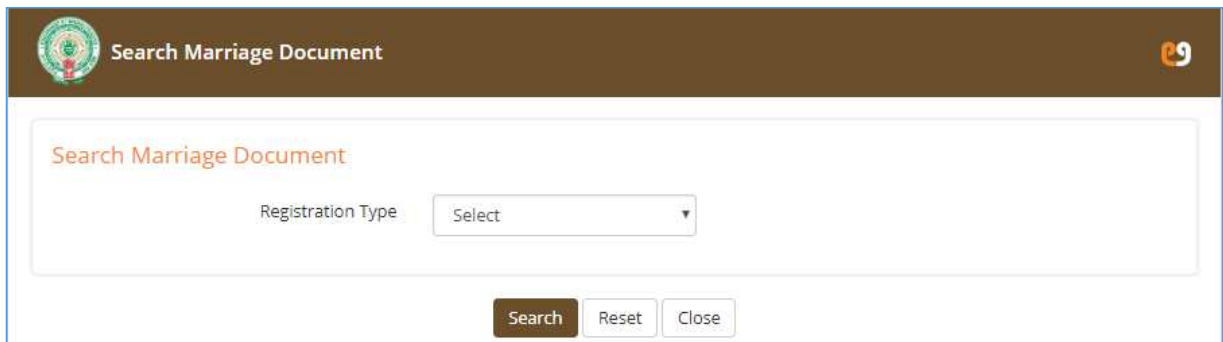
View Document is used to view the existing Documents required to upload for Marriage Registration.

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.





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	<a href="#">View</a>
Memorandum of Marriage	REGISTRATION	no	COMMON	yes	<a href="#">View</a>
School Leaving Certificate	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">View</a>
Birth Certificate	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">View</a>
Divorce Certificate where applicable	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">View</a>
Death Certificate of deceased spouse where applicable	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">View</a>
Notary Affidavit	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">View</a>
Ration Card	REGISTRATION	yes	ADDRESS_PROOF	yes	<a href="#">View</a>
Others	REGISTRATION	yes	ADDRESS_PROOF	yes	<a href="#">View</a>
Passport	REGISTRATION	yes	COMMON	yes	<a href="#">View</a>

Showing 1 to 10 of 15 entries    Show  entries    [Print](#)    [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

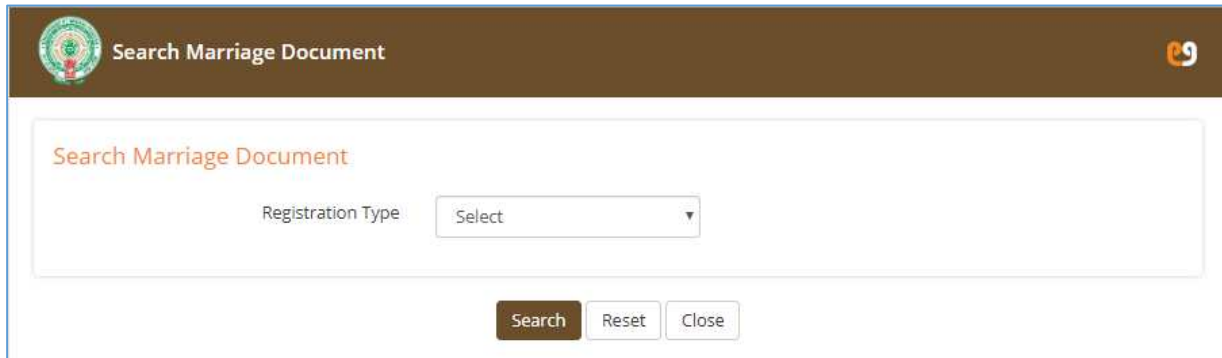
Update Document is used to Update already created Document which needs to be uploaded at the time of Marriage Registration.

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	<a href="#">Edit</a>
Memorandum of Marriage	REGISTRATION	no	COMMON	yes	<a href="#">Edit</a>
School Leaving Certificate	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">Edit</a>
Birth Certificate	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">Edit</a>
Divorce Certificate where applicable	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">Edit</a>
Death Certificate of deceased spouse where applicable	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">Edit</a>
Notary Affidavit	REGISTRATION	yes	AGE_PROOF	yes	<a href="#">Edit</a>
Ration Card	REGISTRATION	yes	ADDRESS_PROOF	yes	<a href="#">Edit</a>
Passport	REGISTRATION	yes	COMMON	yes	<a href="#">Edit</a>
Telephone Bill	REGISTRATION	yes	ADDRESS_PROOF	yes	<a href="#">Edit</a>



Showing 1 to 10 of 15 entries

Show10entries

[Print](#)

[Previous](#)[1](#)[2](#)[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 \*

Code \*

Document proof \*

AGE\_PROOF ▼

Registration Type \*

REGISTRATION ▼

Active
☒



Individual
☒

Required
☐

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

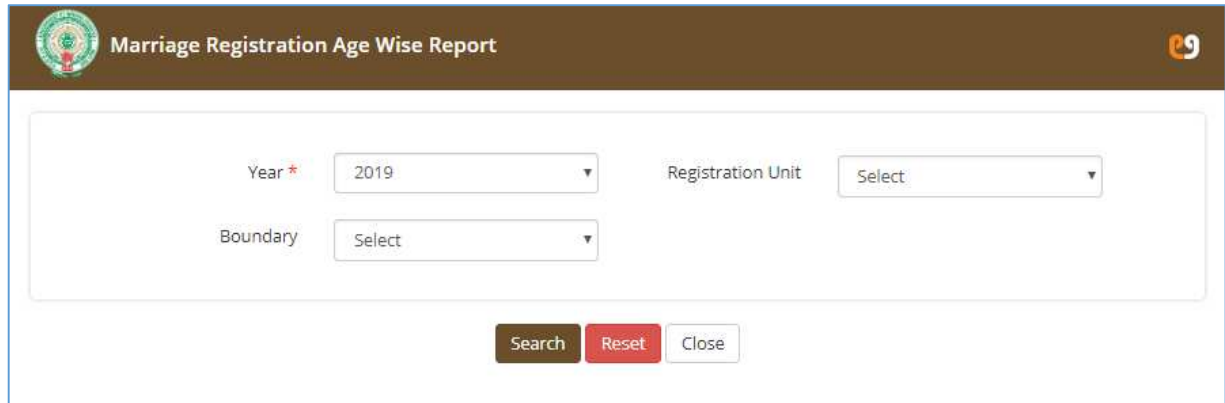


## Agewise Report

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 :



Marriage Registration Age Wise Report

Year \* 2019 Registration Unit Select



Boundary Select

Search Reset Close

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 10 entries   Print

Previous 1 Next

Drill Down Report will be as follows ..

 **Marriage Registration Age Wise Report** 

**Applicant Age Wise Application Details :-**

Serial No.	Application No.	Registration No.	Applicant Name	Age	Date of Marriage	Place of Marriage	Residence Address	Registration Unit name	Boundary
1	22220-2018-BX	19042018000002	Tester	23	2018-04-19 00:00:00.0	Tester	Tester	Main office	Kurnool Municipal Corporation
2	22281-2018-ZU	27042018000004	Tester	23	2018-04-27 00:00:00.0	Tester	Tester	Main office	Kurnool Municipal Corporation



Close

## 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 :

 **Marriage Registration Certificates Report** 

Registration No.

Boundary

Certificate Type

Registration Unit

From Date

To Date

Search Reset Close

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
19042018000002	1016000001	Kumool Municipal Corporation	2018-04-19 17:51:23.61	REGISTRATION	2018-04-19 15:00:43.993	2018-04-19 00:00:00.0	Tester	Tester	
19042018000002	1016000003	Kumool Municipal Corporation	2018-04-27 15:53:58.292	REISSUE	2018-04-19 15:00:43.993	2018-04-19 00:00:00.0	Tester	Tester	
27042018000004	1016000002	Kumool Municipal Corporation	2018-04-27 15:53:07.24	REGISTRATION	2018-04-27 10:25:15.613	2018-04-27 00:00:00.0	Tester	Tester	

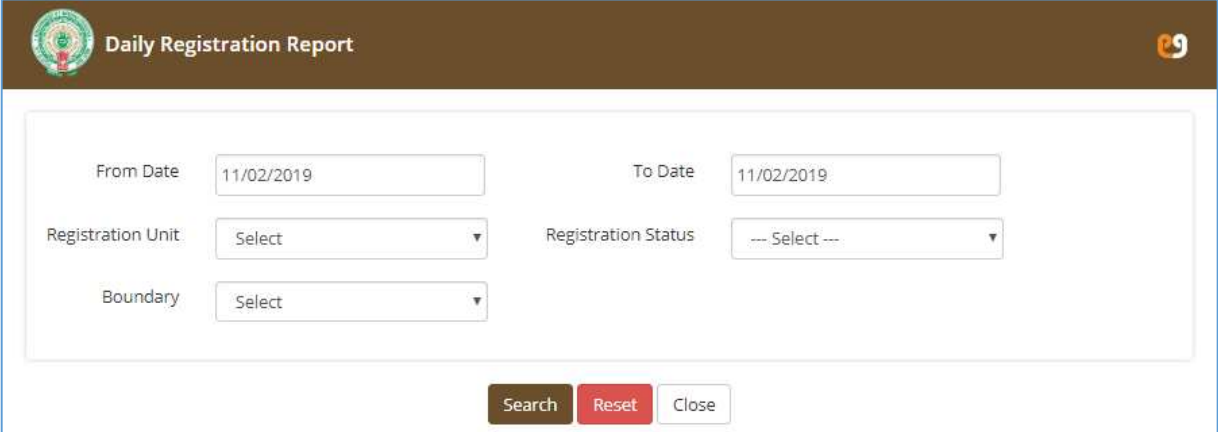
Showing 1 to 3 of 3 entries      Show 10 entries      Previous 1 Next

## 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 image shows a web application interface for a 'Daily Registration Report'. At the top, there is a dark brown header bar. On the left of the header is a circular logo with a green and gold design. In the center of the header, the text 'Daily Registration Report' is written in white. On the right of the header is a small orange and white icon. Below the header is a white rectangular area containing the form. The form has five input fields: 'From Date' with the value '11/02/2019', 'To Date' with the value '11/02/2019', 'Registration Unit' with a dropdown menu showing 'Select', 'Registration Status' with a dropdown menu showing '--- Select ---', and 'Boundary' with a dropdown menu showing 'Select'. Below these fields are three buttons: 'Search' (dark brown), 'Reset' (red), and 'Close' (white with a grey border).

**Daily Registration Report**

From Date: 11/02/2019 To Date: 11/02/2019

Registration Unit: Select Registration Status: --- Select ---

Boundary: Select

Search Reset Close

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.egovmains.org/mrs/report/dailyregistration

### 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
24594-2018-TT	N/A	Tester	Tester	18/12/2018	18/12/2018	0	Created	Main office	Kurnool Municipal Corporation	N/A
23973-2018-WV	16102018000010	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	16102018000009	Tester	Tester	16/10/2018	16/10/2018	0	Approved	Main office	Kurnool Municipal Corporation	N/A
23872-2018-WJ	N/A	TALARI	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	TALARI	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

## 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

To Date

Registration Status

ALL

Registration Unit

Select

Boundary

Select

Search


Reset

Close

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 \* 
Registration Unit

Boundary

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  entries        Previous **1** Next

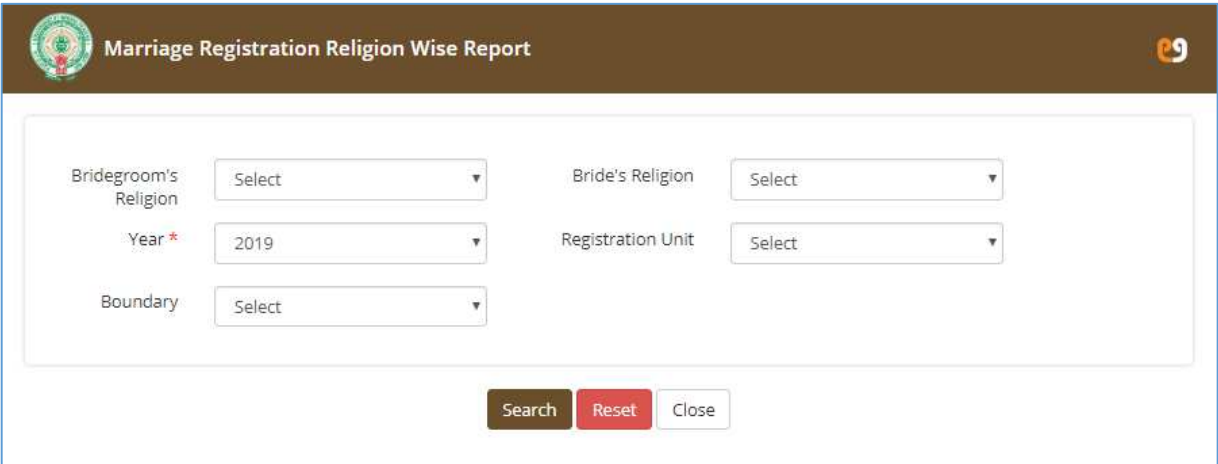
This can be drilled down to get the details of Applications.

## 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	19042018000001	abc3	Hinduism	xyz4	Hinduism	19/04/2018	18/02/2018	N/A
22596-2018-OB	10052018000005	Tester	Hinduism	Tester	Hinduism	10/05/2018	10/05/2018	0
22220-2018-BX	19042018000002	Tester	Hinduism	Tester	Hinduism	19/04/2018	19/04/2018	0
22245-2018-JF	24042018000003	Tester	Hinduism	Tester	Hinduism	24/04/2018	24/04/2018	0
22695-2018-VO	24052018000006	Tester	Hinduism	Tester	Hinduism	24/05/2018	24/05/2018	0
22281-2018-ZU	27042018000004	Tester	Hinduism	Tester	Hinduism	27/04/2018	27/04/2018	0
22968-2018-GL	27062018000007	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 \*

Registration Unit



Boundary

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.

## 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 :


**Ageing Report**


Year \*
2019

Registration Unit
Select

Boundary
Select

[Search](#)
[Reset](#)
[Close](#)

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 10 entries      Print    Previous 1 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 :


**Handicapped Marriage Registration Report**


Applicant Type: Both

Search Reset Close

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	20072017000096	20/07/2017	Kurnool Municipal Corporation	Registered	20/07/2017	asd	asd
2	17242-2017-AI	28112017000053	28/11/2017	Kurnool Municipal Corporation	Registered	28/11/2017	Tester Tester Tester	Tester Tester Tester



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


Month 
Year

Registration Unit

Search Reset 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)

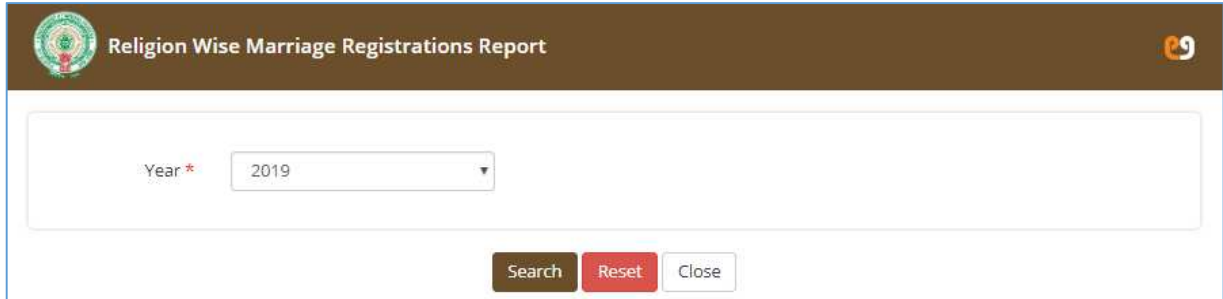
Showing 1 to 1 of 1 entries    Show 12 entries    Print    Previous 1 Next

## 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 :



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