SPECIAL MARRIAGE OTHERS – CREATE APPLICATION

CITIZEN'S PORTAL USER MANUAL

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Following is the legend of icons / signs / symbols used in this User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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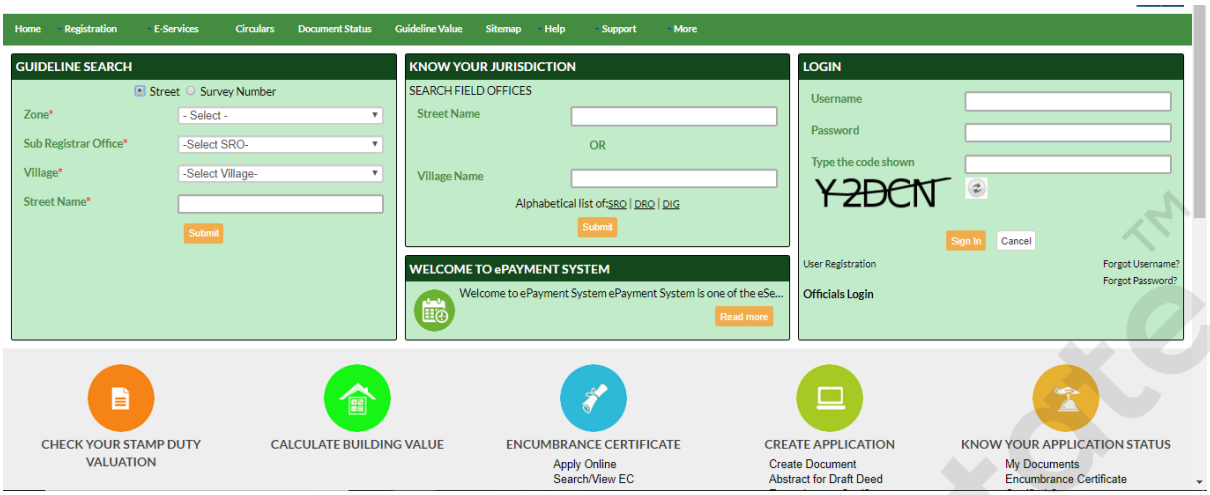


FIGURE 1: LOGIN PAGE

Login to the website with your username and password

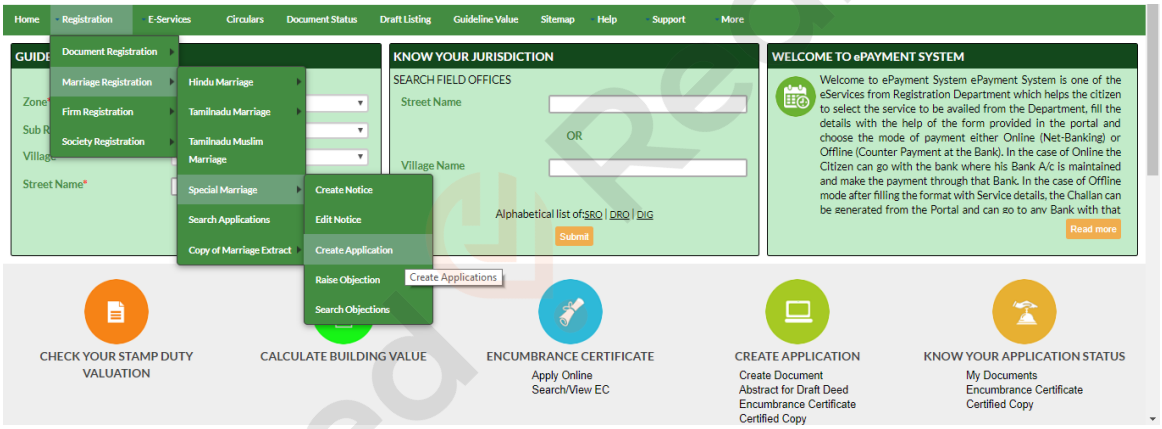


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To create application in Special Marriage, click on Registration

Step 2: Then select Marriage registration

Step 3: Then click on Create Application under Special Marriage

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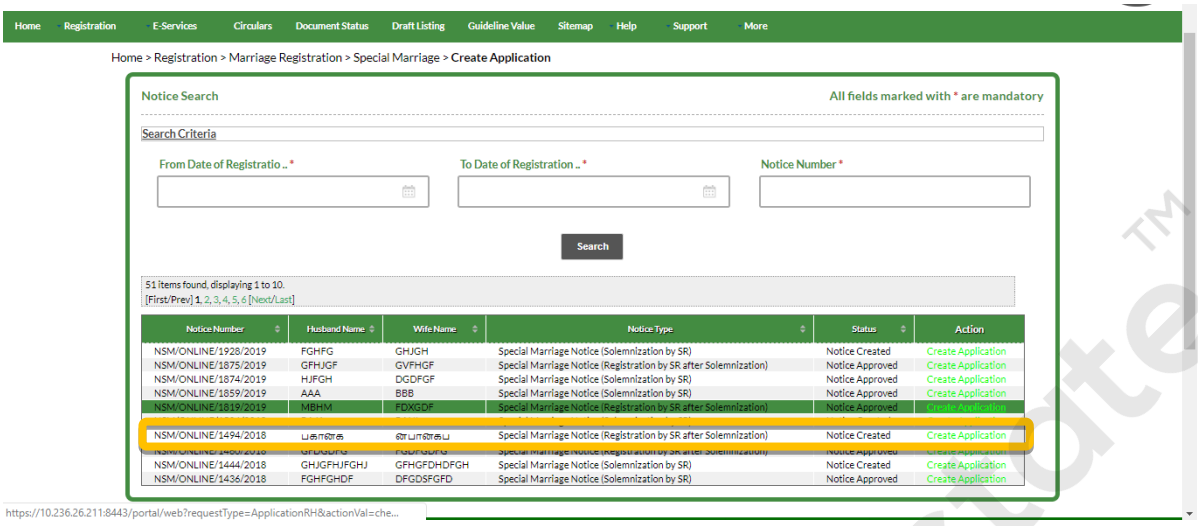


FIGURE 3: CREATE APPLICATION

Click on create application for the required marriage where notice got approved

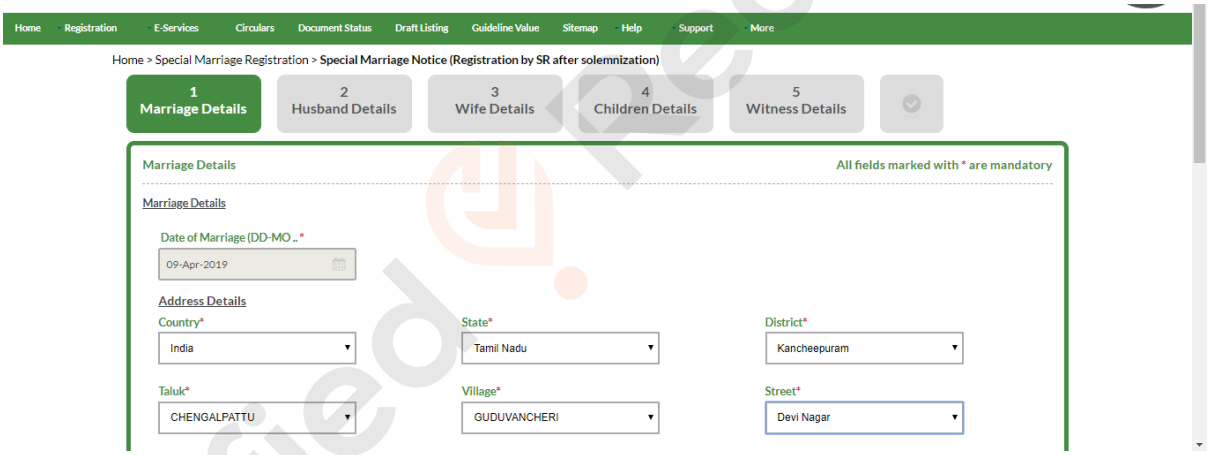


FIGURE 4: MARRIAGE DETAILS1

Step 1: Enter the marriage details

Step 2: Select the date of marriage from the calendar menu

Step 3: Enter the address details by selecting "Country, State, District, Taluk, Village and Street" from the drop-down menu

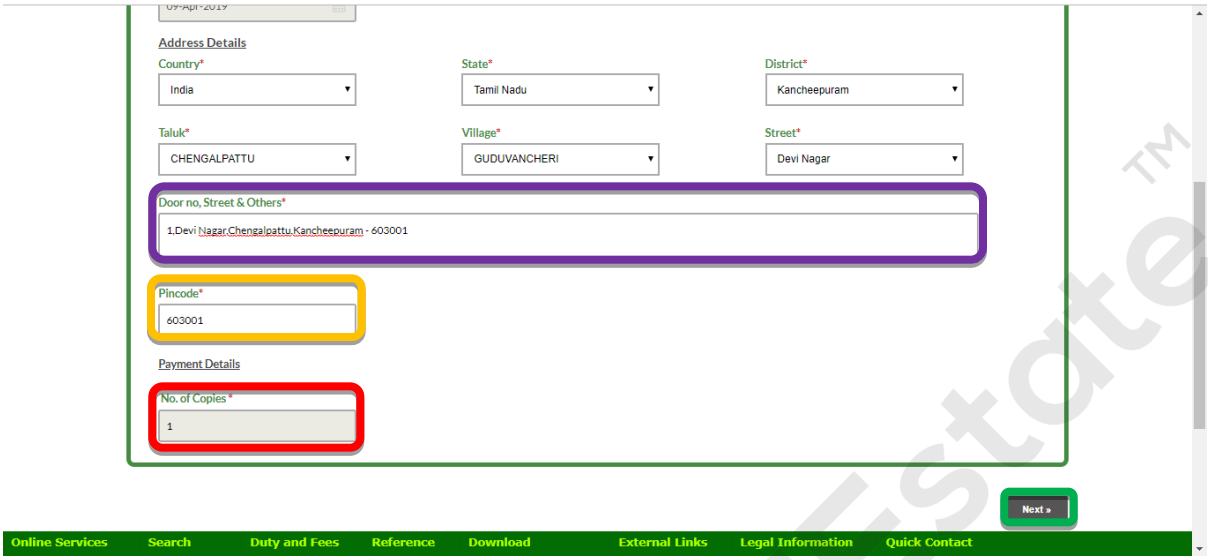


FIGURE 5: MARRIAGE DETAILS 2

Step 1 Manually enter the Door no & others

Step 2: Enter the Pincode

Step 3: Enter the no of copies that are required

Step 4: Click on Next to go to the Next page

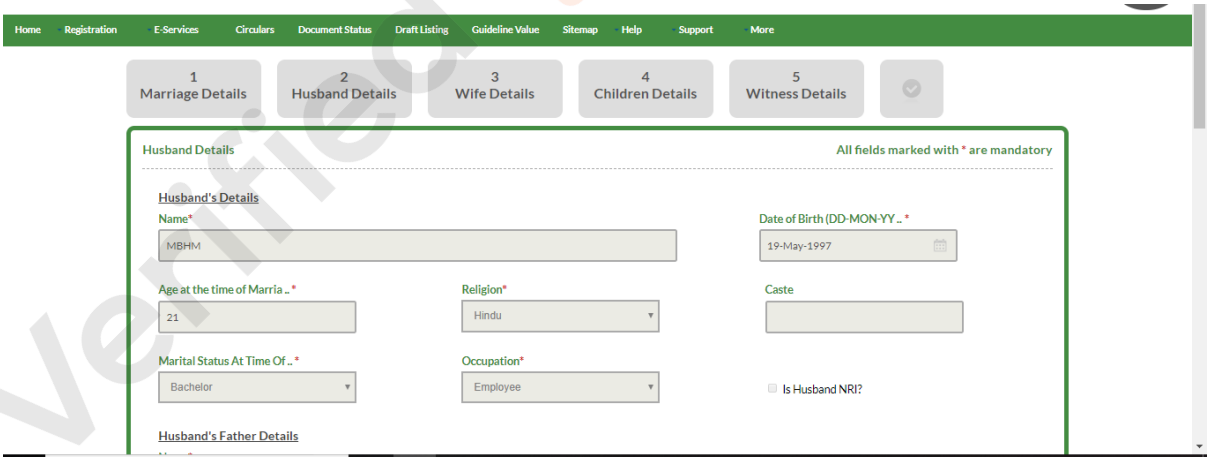


FIGURE 6: HUSBAND'S DETAILS 1

Husband details displayed automatically

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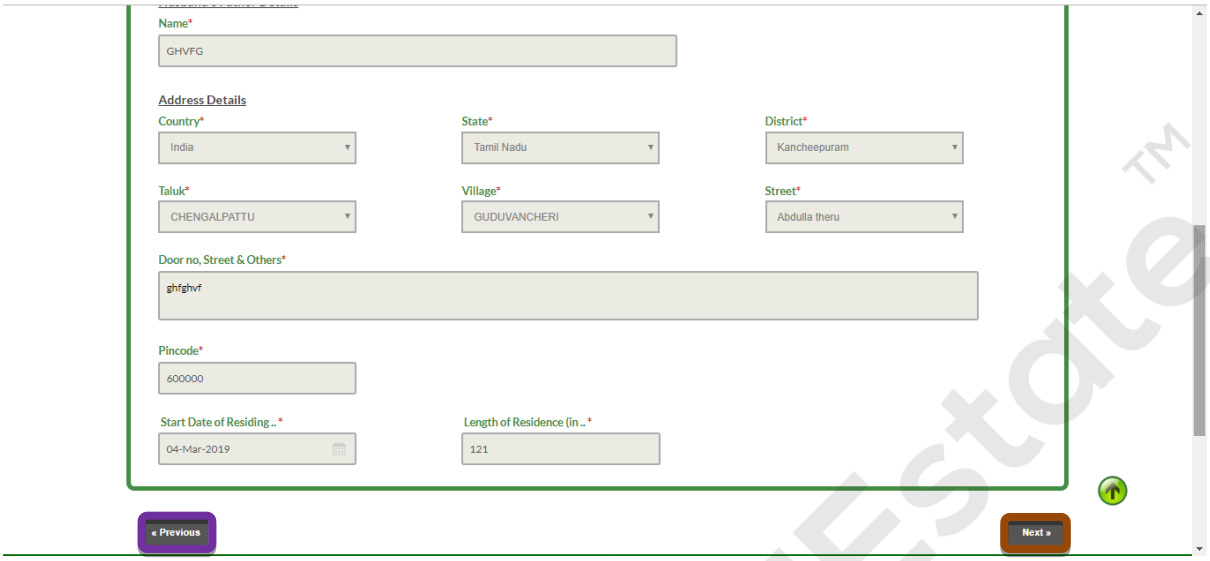


FIGURE 7: HUSBAND'S DETAILS 2

Step 1: Continue with husband details displayed automatically

Step 2: Click on Previous to go to the previous page the details and click on Next to go to the next page

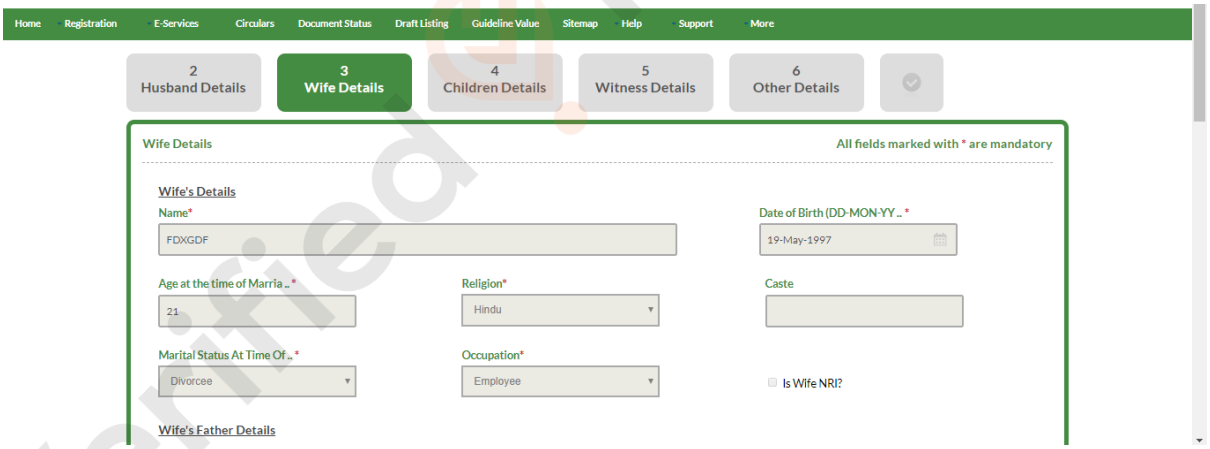


FIGURE 8: WIFE'S DETAILS 1

Wife details displayed automatically

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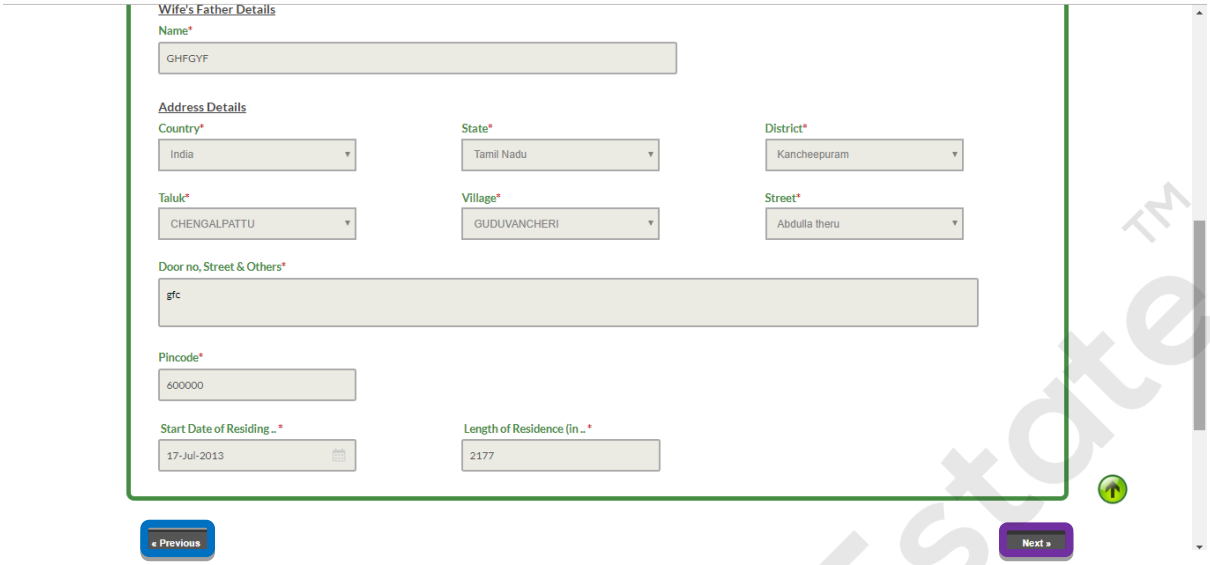


FIGURE 9: WIFE'S DETAILS 2

Step 1: Continue with wife details displayed automatically

Step 2: Click on Previous to go to the previous pages and click on Next to go to the next page

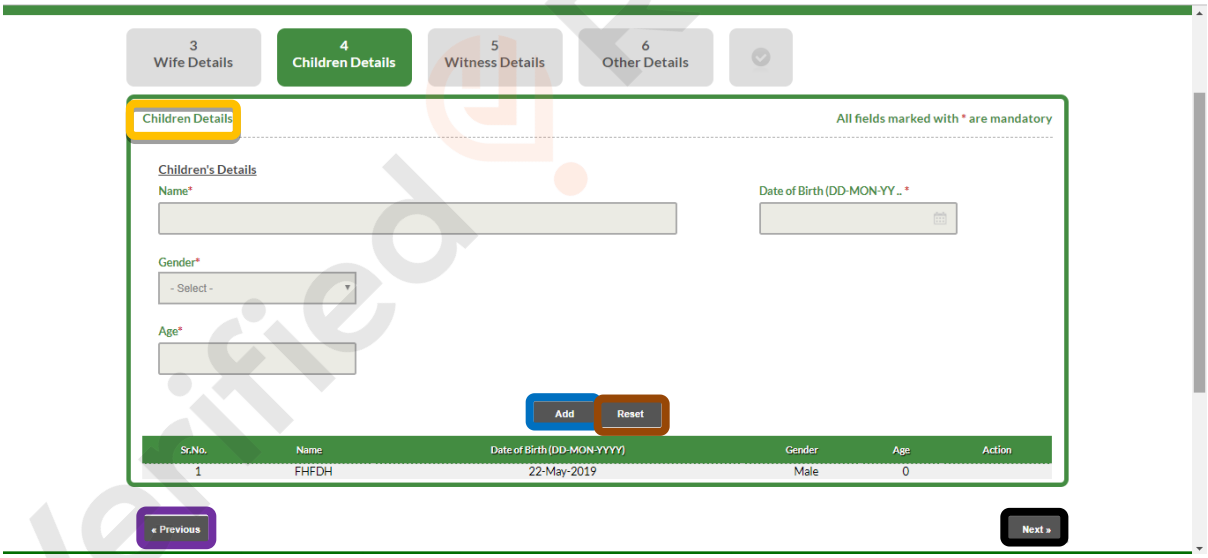


FIGURE 10: CHILDREN'S DETAILS

Step 1: Children's details displayed automatically

Step 2: Click Add to add more Children details, click on Reset to clear the fields

Step 3: Click Next to proceed further else Previous to go to the previous pages.

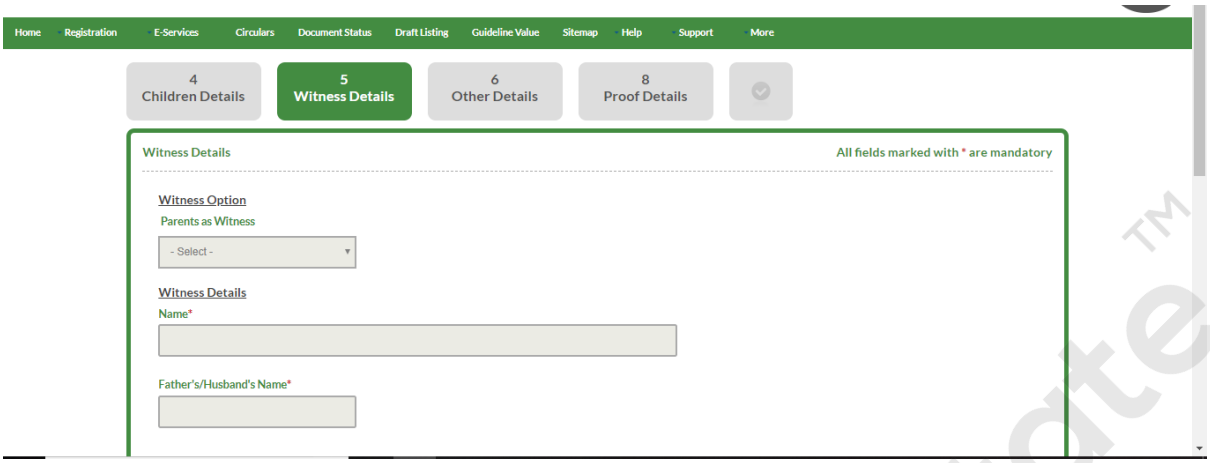


FIGURE 11: WITNESS DETAILS 1

Step 1: Once Children's details is over it goes to the witness details page

Step 2: Select Parents as witness from the drop-down menu if parent is acting as witness and the witness details are automatically populated

Step 3: Then click on the Add button

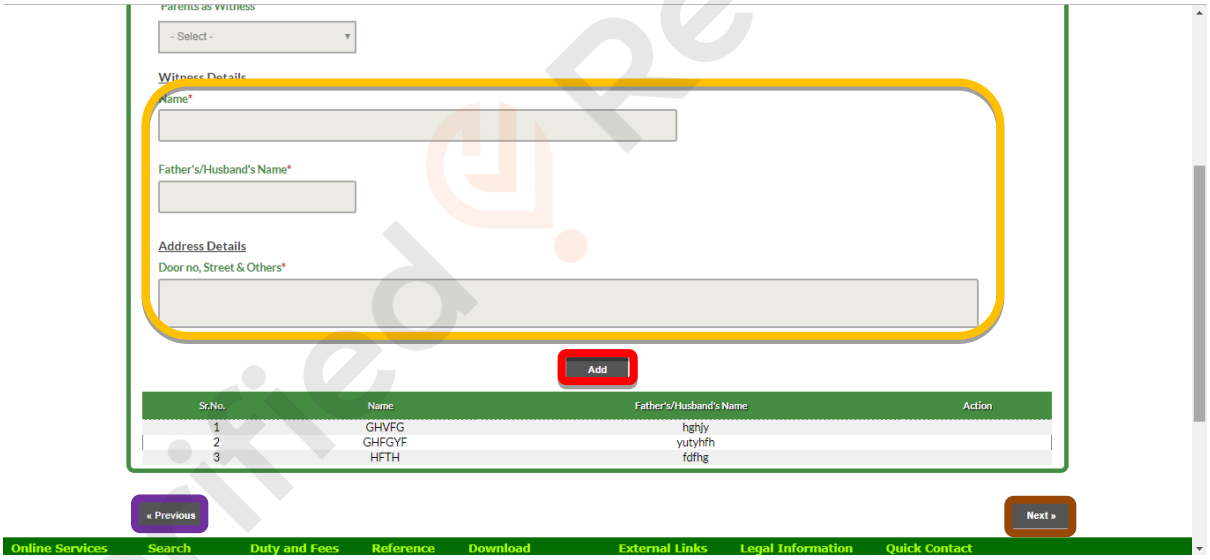


FIGURE 12: WITNESS DETAILS 2

Step 1: For other witnesses manually enter Name, Father's/husband's name, and Address details

Step 2: Click on Add to Add the details to the grid.

Step 3: Click on Previous to go to the previous pages, and Next to go to the next page

Note: A minimum of three witnesses is required for a Special Marriage Other Registration

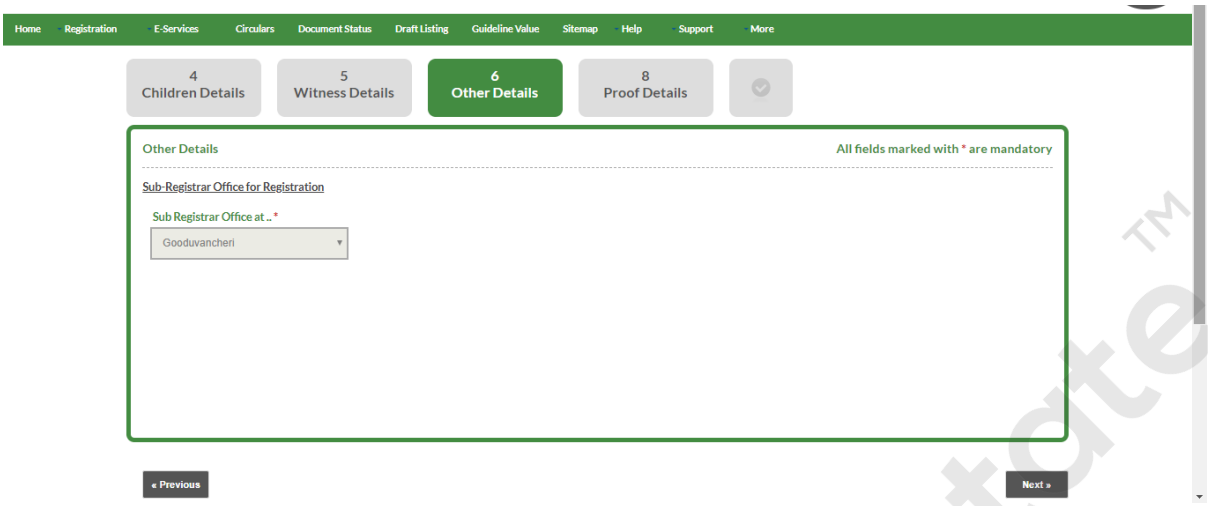


FIGURE 13: OTHER DETAILS

Step 1: Select the Sub Registrar's office from the drop-down menu, where the marriage is being registered

Step 2: Click on Previous to go to the previous pages, and Next to go to the next page

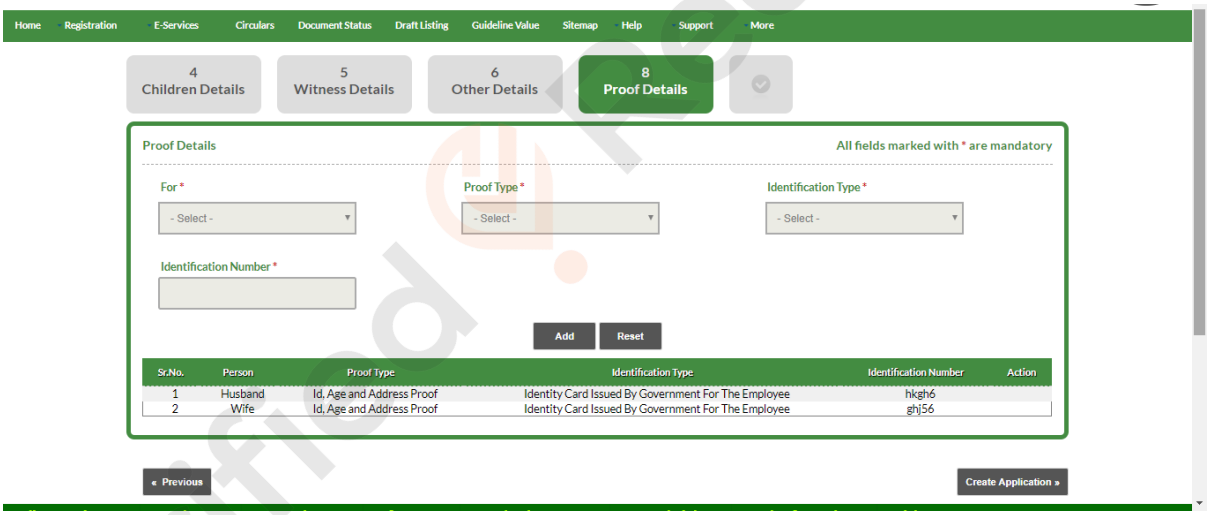


FIGURE 14: PROOF DETAILS HUSBAND AND WIFE

Step 1: Select for whom the proof details is to be entered Husband/ Wife

Step 2: Select the Proof Type and the identification type

Step 3: Enter the Identification Number of the proof

Step 4: Once details of Husband is entered, click on the Add button and enter the proof details of wife. Click on the Reset to clear the fields

Step 5: If the details need to be checked or edited Click on Previous else click on Create Application to create the application

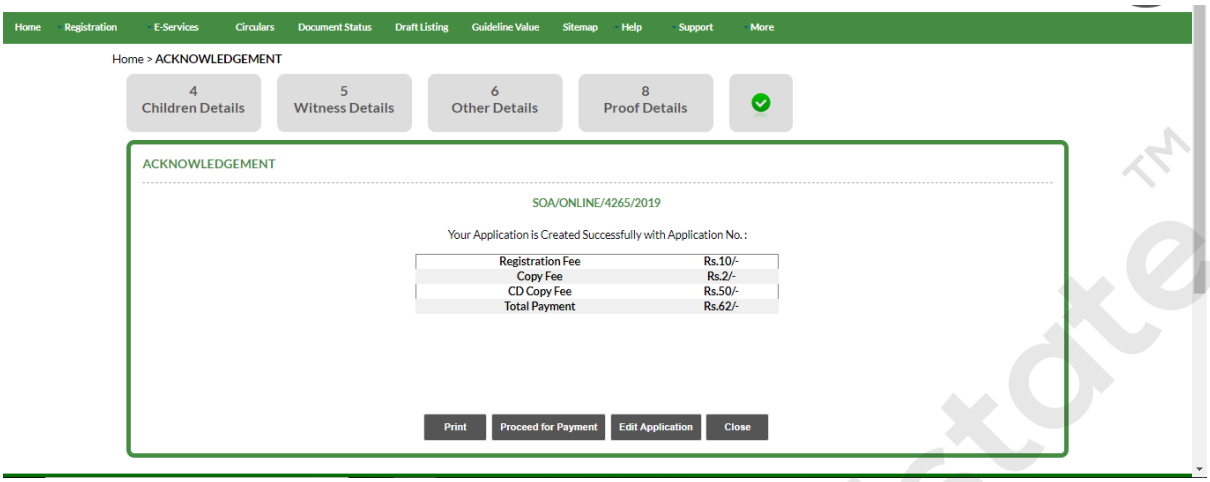


FIGURE 15: E-PAYMENT 1

Step 1: Once the Notice is created successfully the above page is displayed with the Notice No

Step 2: The fee break up and the total payment is given in the grid.

Step 3: To make any changes click on Edit Application

Step 4: To make a payment click on proceed for payment

Step 5: To Print a copy of the Acknowledgement click on Print or to leave the page click on Close

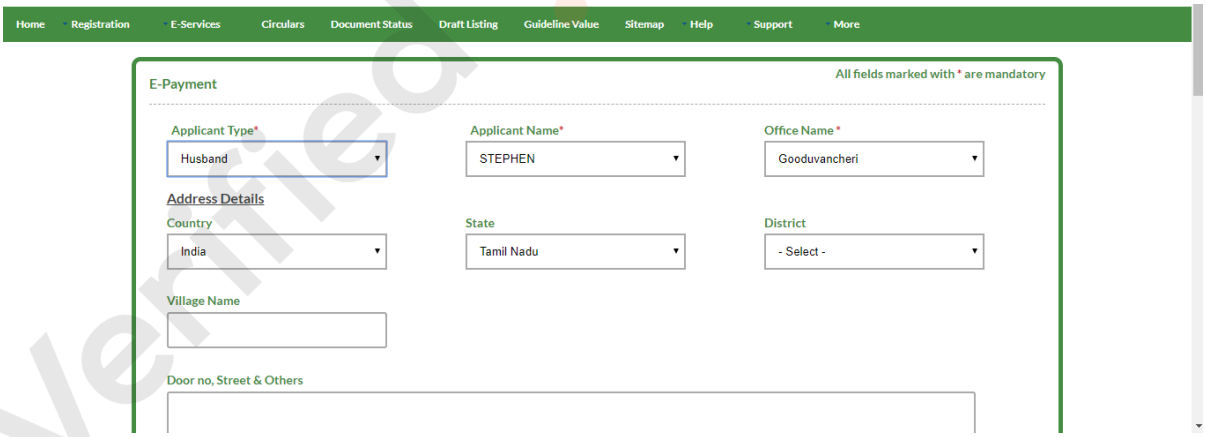


FIGURE 16: E- PAYMENT 2

For the E- payment, enter the Applicant type, the other details are automatically populated

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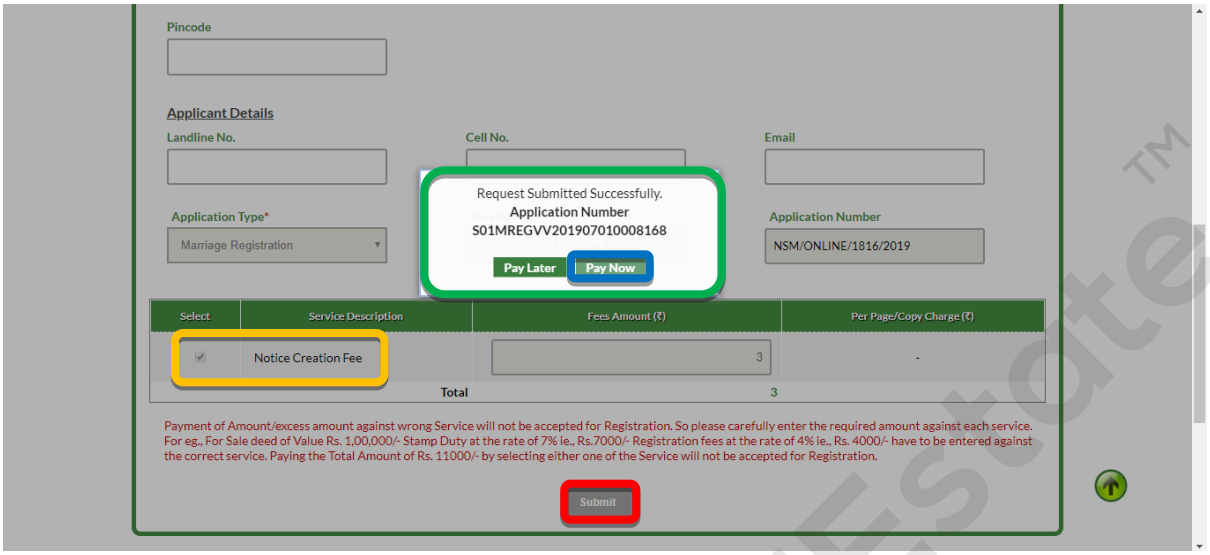


FIGURE 17: E-PAYMENT 3

Step 1: Check the Notice creation fees to be paid in the tabular column

Step 2: Click on the Submit button

Step 3: The request is submitted and a pop-up box appears asking whether the payment will be made now or later

Step 4: Click on Pay Now

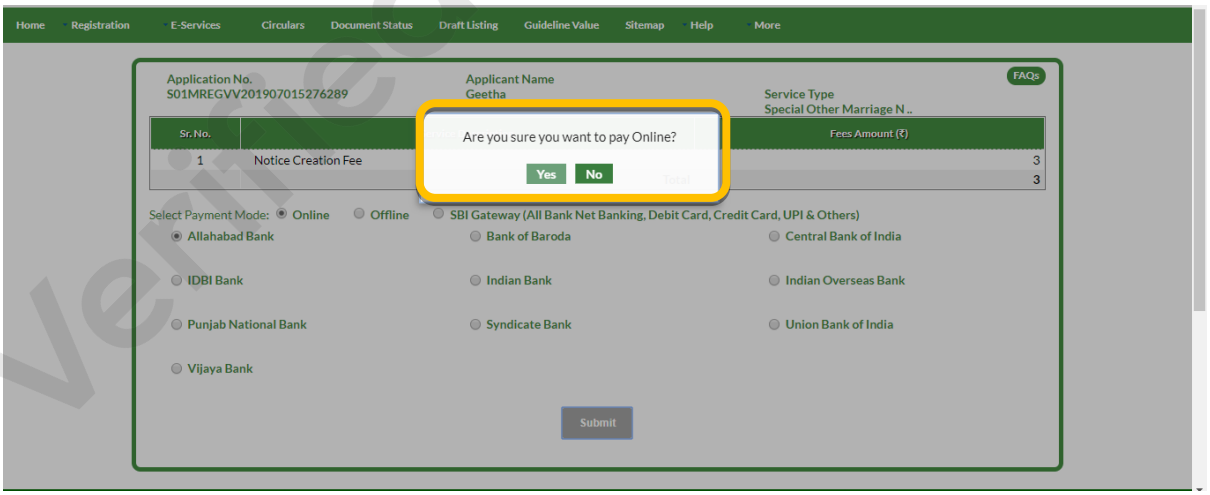


FIGURE 18: ONLINE CONFIRMATION

Confirm if you want to pay online

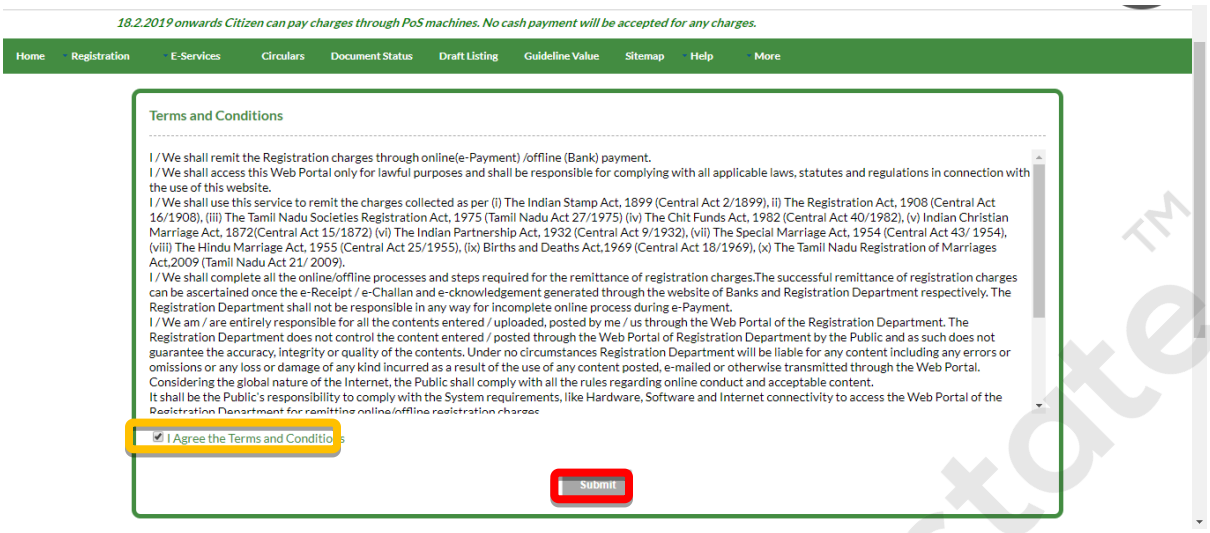


FIGURE 19: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

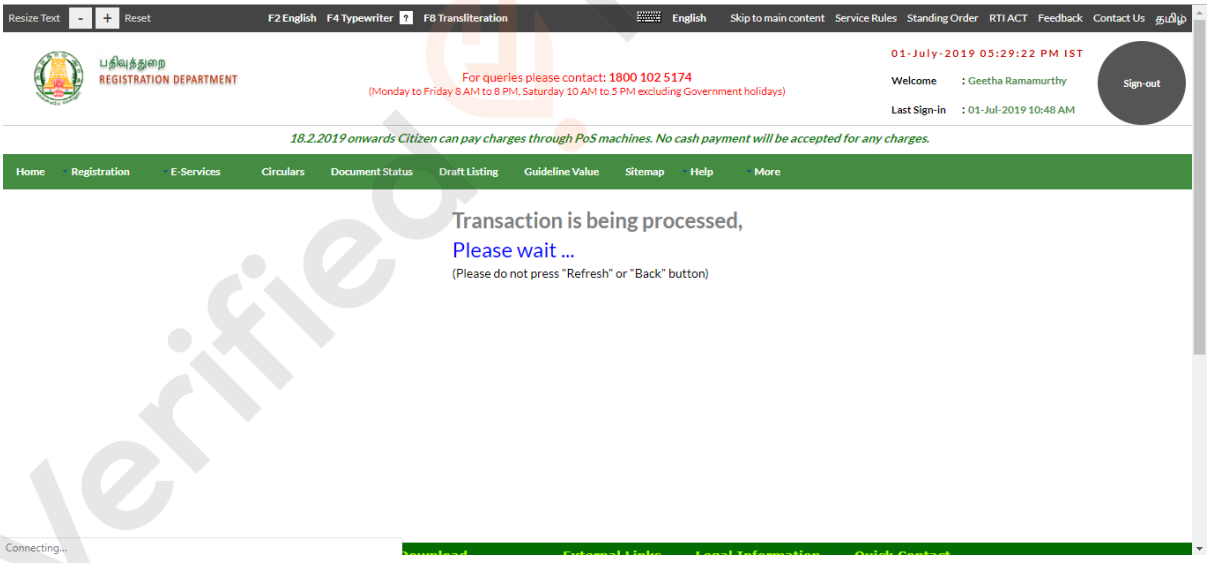


FIGURE 20: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

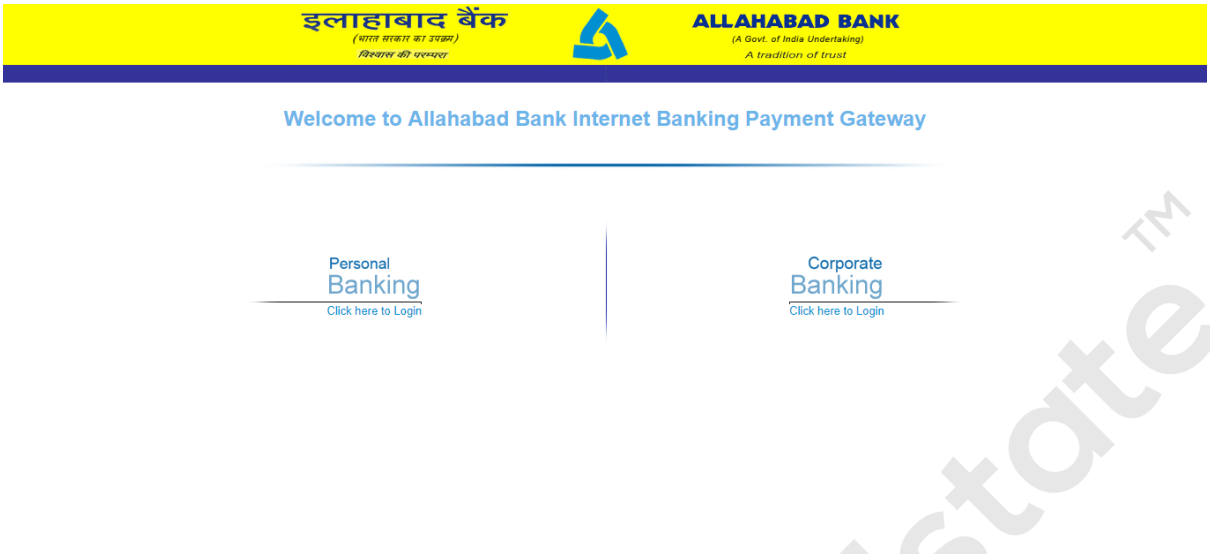


FIGURE 21: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment



FIGURE 22: ONLINE PAYMENT 2

On logging in complete the payment process

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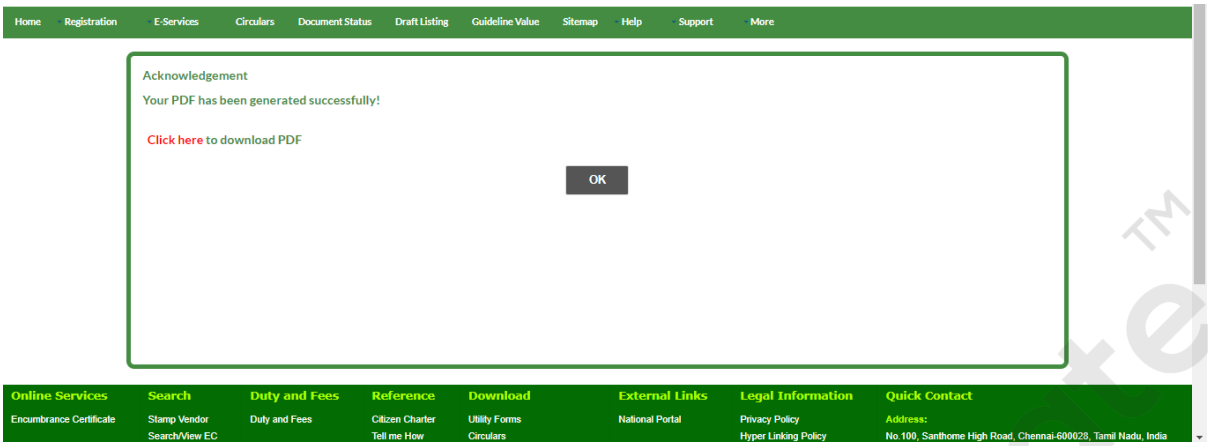


FIGURE 23: ACKNOWLEDGEMENT

On clicking on Generate Acknowledgement, a pdf file of the transaction is created and can be downloaded by clicking on click here. Then click ok.

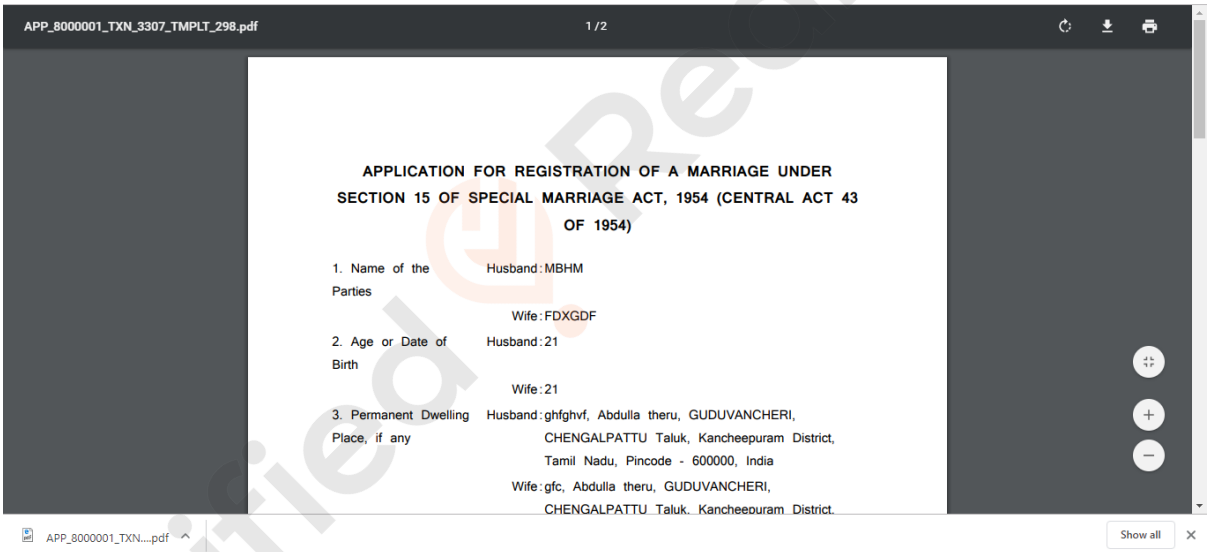


FIGURE 24: MARRIAGE APPLICATION

Marriage Application is created