

Odisha e-Municipality

Marriage Registration

Training Manual

Sep' 2017, Version 1.0

Notice

© 2017 Tata Consultancy Services Limited

This is a controlled document. Unauthorised access, copying, replication or usage for a purpose other than for which it is intended, are prohibited.

All trademarks that appear in the document have been used for identification purposes only and belong to their respective companies.

Odisha e-Municipality/Government ISU

AUM Building, Plot No GA/153, Gayatri Vihar, Patia, Bhubaneswar-751024

Tel: +91-674-6644000, Fax: +91-674-664 4001

Document Release Note

Notice No.:

Customer: Orissa e-Governance Services Ltd.

Project: Orissa e-Municipality

Document Details

Name	Version Number	Description
Training Manual for Marriage Registration	1.0	This document will be used as a reference document for the Marriage Registration Module usage and Training purposes.

Revision Details

Action Taken (add/del/change)	Previous page number	New page number	Revision description
NA	NA	NA	NA

Change Register serial numbers covered:

The documents or revised pages are subject to document control.

Please keep them up-to-date using the release notices from the distributor of the document.

These are confidential documents. Unauthorised access or copying is prohibited.

Approved by:

Authorized by:

Date:

Date:

Document Revision List

Customer: Orissa e-Governance Services Ltd (OeSL).

Project: Orissa e-Municipality

Document Name: Training Manual for Marriage Registration

Release Notice Reference (for release)

Revision Number	Revision Date	Revision Description	Page Number	Previous Page Number	Action Taken	Addenda/ New Page	Release Notice Reference
NA	NA	NA	NA	NA	NA	NA	NA

About this Manual

Purpose

This manual has been written to help you understand and use the e-Municipality Marriage Registration System. It presents the functional capabilities and operational details of the System and contains the procedures that you should know for using the facility

Intended Audience

This manual is primarily intended for ULB officials who will use the e-Municipality Marriage Registration System. This guide can also be used by system administrators responsible for configuring and maintaining the application.

Pre-requisites for Use

Following are the prerequisites for understanding this manual:

Functional - Basic understanding of current system for Marriage Registration System process and related areas is required.

Technical - Basic understanding of Windows and GUI operations is required. User is expected to be familiar with operations such as using the mouse and keyboard to select, click or choose menu options and enter values in text boxes.

Organization of the Manual

This manual is organized as follows:

Introduction provides an overview of Marriage Registration System.

Getting Started takes you on a quick tour of Marriage Registration System. It gives a brief introduction about the general working features of Marriage Registration System that you should keep in mind while working.

Contents

1	Introduction.....	7
1.1	Features of marriage Registration System	7
2	Getting Started.....	8
2.1	Logging Into the Marriage Registration System:.....	8
2.2	Raising a new application for Marriage Registration.....	8
2.3	Payment for the marriage registration.....	8
2.4	Scheduling of the application raised	5
2.5	Approval of the application raised	5
2.6	Correction of the application registered	6
2.7	Entry of details in Rate master	6
2.8	Apply For Marriage Registration for Citizen Services.....	7
2.9	Search Marriage Registration/Application.....	8

The total No. of pages in this document including the cover page is 12

1 Introduction

The Marriage Registration System application will help you provide Marriage Registration for customers. This application is integrated with e-Municipality website to make the Marriage Registration process smooth and flexible. The additions or changes made to the Marriage Registration System data are immediately reflected in this application.

1.1 Features of marriage Registration System

The eMunicipality Marriage Registration System provides the following features to the ULB users and citizens:

1. Apply Marriage Certificate
2. Workflow based approval and issuance of the marriage certificate
3. Online tracking of workflow
4. Initiate correction for already issued Certificates

2 Getting Started

Access to the Marriage Registration application is limited only to authorized users. To use it, you must first Log on to e-Municipality using your user ID and password. On logging in, e-Municipality allows you to Start any of the modules to which you have access rights

2.1 Logging Into the Marriage Registration System

- Open the e-Municipality link <https://www.ulbodisha.gov.in> in internet browser.
- Choose your District and the respective ULB from the given dropdown.
- Click on “Login”
- Provide your credentials to login to the e-Municipality application.

2.2 Raising a new application for Marriage Registration

- Login as user having role “Initiator”
- Navigate to the path Marriage Registration → Apply Registration
- Fill in the Bride and Bride Groom related details, Make sure to fill all mandatory fields.
- Upload required Documents/images
- Submit the application
- Application number will be generated

2.3 Payment for the marriage registration

- Login as user having role “Initiator”
- Navigate to the path Marriage Registration → Search
- Fill in the Application number generated after the submission of marriage application and search the respective application number by clicking ‘Search Form’ button
- The corresponding application will be displayed.
- Payment is to be done for the application registered by clicking on the ‘Payment details’ link
- Fill in the required and mandatory receipt details
- Click on ‘Capture Payment’ to capture the payment for the respective application number

2.4 Scheduling of the application raised

- Login as user having role “Approver”
- Navigate to the path Marriage Registration → search
- Provide the search criteria

- Click on "search form"
- Click on checkbox corresponding to required Application
- Select the 'Scheduling date' and Click on 'Schedule' for the hearing on the specified scheduling date.
- The scheduling will be done and the schedule count increases by 1 for each scheduling process

NOTE: The schedule limit is 3 times. The schedule count will be exceeded if the scheduling is done more than 3 times.

2.5 Approval of the application raised

- Login as user having role "Approver"
- Navigate to the path Marriage Registration → search
- Provide the search criteria that is the application number
- Click on "search form"
- Click on "Edit" button corresponding to required Application number
- Provide comments in "Comments" section of application.
- Select the type of signature and mode of delivery
- Click on "Approve application" and submit the application
- The registration number is generated after the approval
- Click on "Generate certificate" to print the certificate

2.6 Correction of the application registered

2.6.1 Initiate correction of the application registered

- Login as user having role "Initiator"
- Navigate to the path Marriage Registration → search
- Provide the search criteria
- Click on "search form"
- Click on "Correction" link corresponding to required Application number
- Correct the required criteria in the fields of application form.
- Upload required Documents/image
- Click on "Submit Correction" and submit the correction form
- New application number is generated after the initiating the correction

2.6.2 Approval of correction of the application initiated

- Login as user having role "Approver"
- Navigate to the path Marriage Registration → search

- Provide the search criteria
- Click on "search form"
- Click on "Correction" button corresponding to required Application number
- Provide comments in "Comments" section of application.
- Select the type of signature and mode of delivery
- Click on "Approve application" and submit the application
- The registration number is generated after the approval
- Click on "Generate certificate" to print the certificate

2.7 Entry of details in Rate master

- Login as user having role "Marriage Admin"
- Navigate to the path Rate Master → Entry
- Fill in the mandatory details in the rate master details form
- Click on "Insert" and submit the details
- The new rate master details are inserted

2.8 Apply For Marriage Registration for Citizen Services

- Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and from the drop down "Chose your District and ULB"
- In the screen that appears, navigate to Citizen Services>Marriage
- Click on "Apply For Marriage Registration"
- Provide the following details.
 - Marriage Details
 - Bride and her address along with Guardians details.
 - Bride Groom and his address along with Guardians details.
 - Two witness details.
 - Upload Images of both Bride and Bride Groom
 - Upload various supporting docs as asked
- Check the box, "I have verified the information being submitted in this form to the best of my knowledge"
- Click on "Submit" button.
- Once the application is submitted one application no. will be generated
- Once the application is submitted it will be forwarded for verification process
- Login as user having role "Initiator"
- Navigate to the path Marriage Registration → Search
- Provide the search criteria that is the application number

- Verify the bride , groom details and the required Documents/images
- After the verification click on 'Verify Application' to proceed for payment at ULB counter which is mentioned under earlier 'Payment for the marriage registration'(Refer section 2.3 for payment)
- You can pay the application fee online or at ULB counter
- To pay online, go to Citizen Services>Marriage>Search Certificate.
- Provide the application no in the box and click on "search"
- Click on the "Pay Now" button adjacent to the application.
- You will be ended with a new screen, depicting the application Treasury fee for the application along with the ULB fees
- Click on "Pay Now" button down the fee details.
- You will be redirected to payment site of "Odisha Online"
- Make the required fees.
- Later you can check your application status and you will be called by ULB Official for verification. Post which certificate will be issued

2.9 Search Marriage Registration/Application

1. Open the e-Municipality web portal <https://www.ulbodisha.gov.in> and from the drop down "Chose your District and ULB"
2. In the screen that appears, navigate to Citizen Services>Marriage
3. Click on "Search Marriage Registration/Application"
4. Provide the application no in the box and click on "search"
5. The application status will appear in the screen and can proceed to view or correction.

