



e-District MMP Manipur User Manual



e-District Manipur

User Manual

For

On line e-District Applications

Submitted to: **MSITS, Government of Manipur**



Submitted By: **Nelito Systems Limited**

USERGUIDE

TABLE OF CONTENTS

| | |
|--|----|
| PURPOSE | 3 |
| INTRODUCTION..... | 3 |
| AUDIENCE..... | 4 |
| Home Page..... | 7 |
| Citizen Registration | 8 |
| Citizen Login | 19 |
| acknowledgement receipt | 32 |
| Process flow of Issuance of Domicile Certificate | 33 |
| departmental login | 33 |
| SDO – Sub Divisional officer | 34 |
| SDc – Sub deputy collector (circle) | 38 |
| SDO – Sub Divisional officer | 41 |
| ADC / DC for Approval..... | 42 |
| Approval and Certificate generation..... | 42 |
| Steps for inserting DSC into Certificate :-..... | 43 |
| csc operator..... | 46 |
| Status search and certificate generation | 65 |
| Password Reset/ Change by Department user | 67 |
| District Admin Roles and Responsibilities: | |
| 7.1 Create a User: | |
| 7.2 Update a user: | |



e-District MMP Manipur User Manual



| | | |
|------|--|----|
| 7.3 | Service-Role Revocation and Transfer services..... | 44 |
| 7.4 | Deactivate a user:..... | 47 |
| 7.5 | Define Service workflow..... | 48 |
| 7.9 | How to reassign any application from one official to another(within same office)?..... | 59 |
| 7.10 | How to roll back any application? | 61 |
| 7.11 | How to install Java & Dongle Drivers?..... | 64 |

PURPOSE

This guide is intended to show how to submit the Application electronically, how it is handled and process of its execution and procedure to check details and delivery of final output.

This guide will help:

1. Citizen – To login and apply for a service.
2. Kiosk Operator – To apply for the citizen.
3. Departmental Users – To process the citizen application.

INTRODUCTION

e- District is a State Mission Mode Project under the National e-Governance Plan. The project aims to target high volume services which are to be undertaken through backend computerization to electronically enable the delivery of these services through Applicant/CSC Operator.

Government of Manipur envisions that e-district delivers some of the services through the state administration with use of Information and Communication Technology (ICT).

The e-District initiative of the Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), and Government of India (GOI) has been identified as one of the Mission critical Projects at the State level. The project aims at providing support to the basic administrative unit that is “State Administration” to enable content execution of services, which would

optimally leverage and utilize the three infrastructure pillars, the State Wide Area Network (SWAN) for connectivity, State Data Centre (SDC) for secure and fail safe data storage, and Common Service Centers/Kiosk/Department counters as the primary front-ends for service delivery to deliver services to the citizens at their doorstep.

WHAT IS E-GOVERNANCE & NEGP?

National E-Governance Plan in India is taking initiatives to introduce E-Governance system across the country. This is the application of information and communication technology (ICT) for delivering government services, exchange of information, communication, transactions and integration of various stand-alone systems and services between Government-to-Citizens (G2C), as well as back office processes and interactions within the entire government frame work. Though government services will be made available to the citizens in a convenient, efficient and transparent manner, a large-scale digitization of records is going down to enable simple, reliable access over the internet. The main objective of this plan is to bring public services closer to the citizens. E-governance has the potential to get multi-dimensional changes and a fruitful effect which will be beneficial for everybody including industry and citizens.

AUDIENCE

User with Technical and Non-Technical background will find this guide helpful in using the application.

What is e-Service Portal ?

To fulfill the vision of providing an easy and convenient services to the citizens through remote access primarily through Common Service Centre (CSCs)/PFCs, Manipur e-District project is created under the National e-Governance Plan (NeGP). The main objective of developing State eservice Portal (SP) along with Manipur e-District is to provide all citizens with outlets where they can access the services under a single interface mechanism in the form of the Portal.

1.3 What are the functions of State eService Portal?

- **Information Dissemination:** The portal will provide information about Government departments, line ministries, and web links of these departments. It will provide information about Government structure in the state, service key notifications to the offerings and business and citizen community. Content

Architecture of the Portal shall be in accordance with State Portal Framework (SPF).

- Shall be accessible from a variety of channels: The portal can be accessed via a variety of established channels, including Common Service Centers, Government Service delivery counters, PFCs etc.
- Shall exchange information & services seamlessly across State Government departments. This exchange should be in accordance with SPF.

FUNCTIONALITY OF ESERVICES PORTAL:

The functional requirements of the proposed Service are described below in terms of process. A process may be defined as a particular activity that an Actor can perform. An Actor is a user with a specific role. The following table gives a brief description of each process field in the process that follow:

1. The System will be able to identify user logging into the system as defined by the login component
2. The System will enable receiving of the application as per the Application Receipt component.
3. The System will display a message regarding successful or unsuccessful completion of any transaction.
4. The System will allow concerned officials to view the service request only on authenticated login as per login process.
5. System has facility to map Remarks with role, service, district and action taken.
6. The System will be able to save the application data and route it to the concerned Officer.
7. The System will be able to notify the concerned Officer about the new and pending applications through e-District application dashboard.
8. The System will allow concerned Officer to accept/reject/revert/send back any service request application.
9. The System will request the Officer to compulsorily provide comments in case of any action taken.
10. The officer must be able to download the application from the System.
11. The System will enable the officer to order verification as per the Verification component.
12. The System will allow the Officer to enter/select query parameters for the Report and then display the results for the query to Officer.
13. The System will allow the Officer to approve the application by using his digital signature.

14. Certificate output security features barcode and QR code used in

15. Citizen can verify the authenticity of the certificate through the certificate verification module present in the login screen in eDistrict portal. If a valid certificate number is entered and submitted then the corresponding certificate pdf is fetched from the repository and displayed.

Services which are part of the current scope and are offered to the citizen are listed below:

| Department Category | Service |
|----------------------------|--|
| Revenue | Application for Domicile Certificate |
| | Application for Income Certificate |
| | Application for OBC/SC/ST Certificate |
| | Application for Permanent Resident Certificate |
| | Application for Land Valuation Certificate |
| | Application for Land Mutation Certificate |
| Employment Exchange | Application for Registration in Employment Exchange |
| | Application for Renewal of Registration in Employment Exchange |
| | Application for Updating Qualification or Experience or both in Employment Exchange |
| | Application for Transfer of Registration to New Employment Exchange |
| | Submission of Application against Vacancy |
| RTI and Grievance | Application for Submission of Right To Information (RTI) |
| | Application for Lodging of Grievance |
| Social Welfare | Application for Registration under Indira Gandhi National Old Age Pension Scheme |
| | Application for Registration under Manipur Old Age Pension Scheme |
| | Application for Registration for Unemployment Allowances assistance to person with disabilities. |
| | National Family Benefit Scheme |
| | Indira Gandhi National Disability Pension Scheme |
| | Indira Gandhi National Widow Pension Scheme |
| Electoral Services | Application for Inclusion of name in Electoral Roll |
| | Application for correction of particulars |
| | Application for transposition of entry in Electoral roll |
| | Application for inclusion of name by Overseas Electors -Form 3 |
| | Application for objecting inclusion or seeking deletion of name in Electoral roll |

| | |
|-----------------------|--|
| Registration | Non-Encumbrance Certificate |
| | Application for Hindu Marriage Certificate |
| | Application for Special Marriage Certificate |
| Department Category | Service |
| RD & PR | Application for Birth Certificate |
| | Application for Death Certificate |
| Education | Registration of Children with Special Need |
| YAS (Youth & Sports) | Incentive State Sports Awards |
| | Registration in School Games Federation |
| | Registration in RCC Program |

HOME PAGE

URL : <https://eservicemanipur.gov.in/>

Step1:- Upon Clicking the Manipur State eService Portal Link Home Page will be displayed to Applicant:



CITIZEN REGISTRATION

Step 2:- Once the Applicant is redirected to the Manipur State Portal Home Page, Applicant can register him/her self to State Portal to avail the available Services by Clicking on Register Link.

Upon Clicking on ☐ CSC/Citizen Radio button, [Click here to Login With ePramaan](#) (Register Link) , a Registration Page will be opened as below:

(FOR NEW CITIZEN REGISTRATION)

- 1) Click on “New User? Register Here



Welcome to e-Pramaan Authentication Service

[New User? Register here](#)

Username / Aadhaar Number

Password

Captcha

Captcha letters are case sensitive

mdojaue

Login

[Forgot Password](#)

All information sent to this site is encrypted and protected from third parties. Never provide your personal information to anybody come what may. e-Pramaan will never seek Log-in, Password or any personal information on Phone or e-mail. Do not respond to such request. These may be phishing traps.

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1) Choose proper option



Citizen Registration

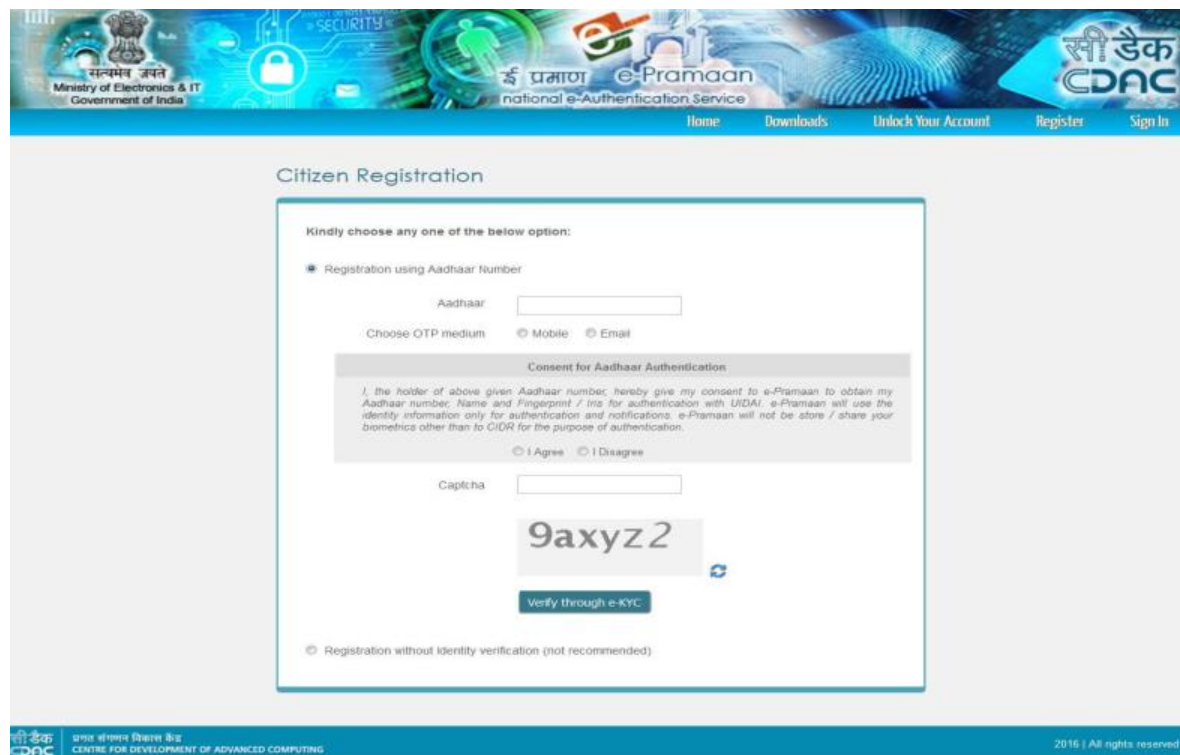
Kindly choose any one of the below option:

☐ Registration using Aadhaar Number

☐ Registration without identity verification (not recommended)

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1) Applicable for registration with Aadhaar Only



The screenshot shows the 'Citizen Registration' page on the e-Pramaan portal. The header includes the Government of India logo, 'e-Pramaan national e-Authentication Service', and navigation links: Home, Downloads, Unlock Your Account, Register, Sign In. The main content area is titled 'Citizen Registration' and contains a form with the following elements:

- Kindly choose any one of the below option:**
 - ☒ Registration using Aadhaar Number
 - Aadhaar:
 - Choose OTP medium: ☐ Mobile ☐ Email
 - Consent for Aadhaar Authentication:**

I, the holder of above given Aadhaar number, hereby give my consent to e-Pramaan to obtain my Aadhaar number, Name and Fingerprint / Iris for authentication with UIDAI. e-Pramaan will use the identity information only for authentication and notifications. e-Pramaan will not be store / share your biometrics other than to CIDR for the purpose of authentication.

☐ I Agree ☐ I Disagree
 - Captcha: 9axyz2
 -
 - ☐ Registration without Identity verification (not recommended)

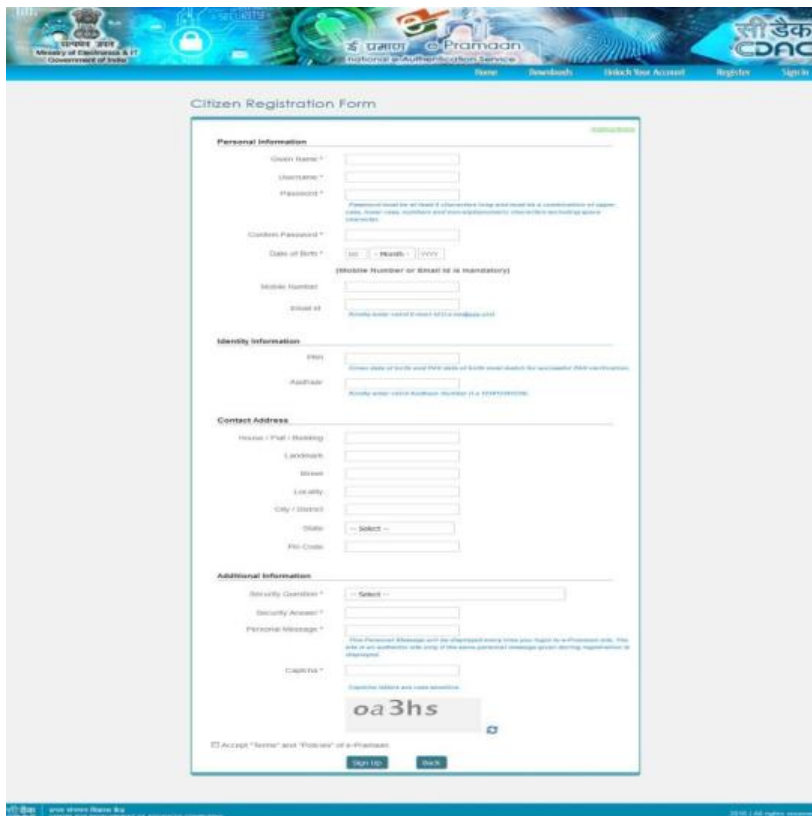
The footer contains the CDAC logo, 'CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING', and '2016 | All rights reserved'.

a) For Registration without Identity proof

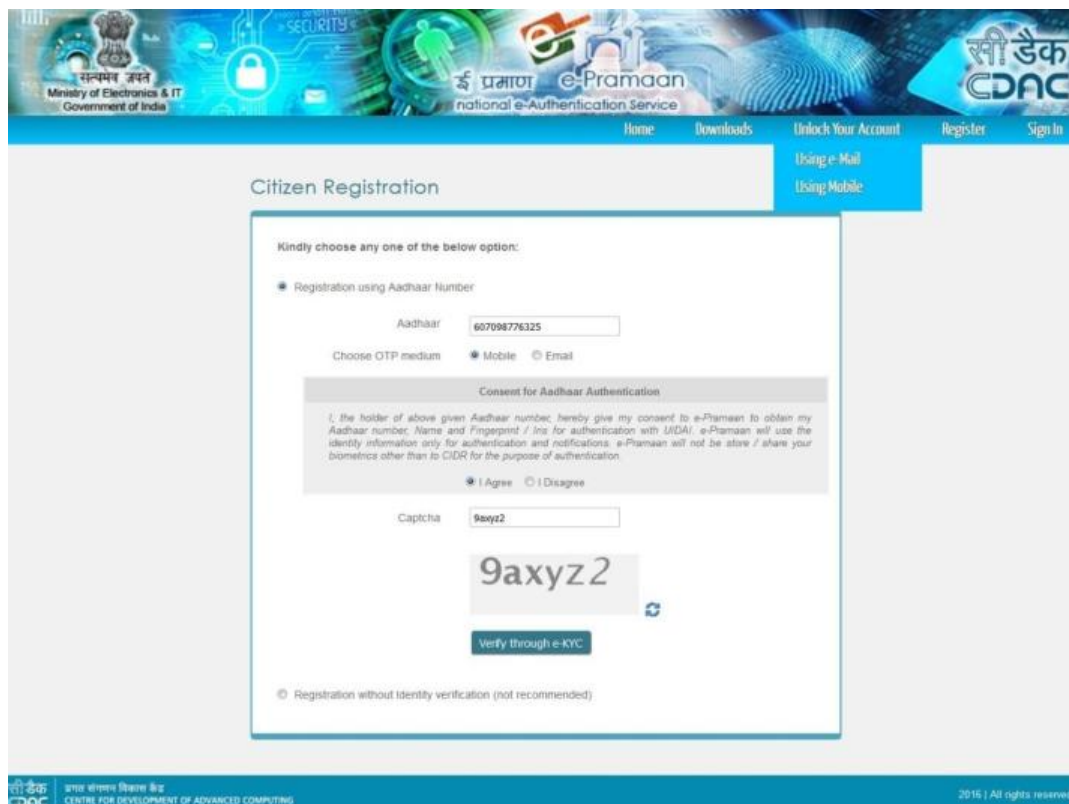


This screenshot shows the same 'Citizen Registration' page, but with the 'Registration without Identity verification (not recommended)' option selected. The 'Verify through e-KYC' button is no longer visible, and a 'Continue' button appears at the bottom of the form area.

a) For Registration without any Identity Proof citizen need to fill up the following form.



a) For Registration with Aadhaar citizen need to fill up the below form



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Government of India

ई प्रमाण e-Pramaan
national e-Authentication Service

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Home Downloads Unlock Your Account Register Sign In

Using e-Mail Using Mobile

Citizen Registration

Kindly choose any one of the below option:

☒ Registration using Aadhaar Number

Aadhaar: 607098776325

Choose OTP medium: ☒ Mobile ☐ Email

Consent for Aadhaar Authentication

I, the holder of above given Aadhaar number, hereby give my consent to e-Pramaan to obtain my Aadhaar number, Name and Fingerprint / Iris for authentication with UIDAI. e-Pramaan will use the identity information only for authentication and notifications. e-Pramaan will not be able to share your biometrics other than to CIDR for the purpose of authentication.

☒ I Agree ☐ I Disagree

Captcha: 9axyz2

Verify through e-KYC

☐ Registration without identity verification (not recommended)

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a) eKYC OTP verification



Ministry of Electronics & IT
Government of India

ई प्रमाण e-Pramaan
national e-Authentication Service

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Home Downloads Unlock Your Account Register Sign In

Using e-Mail Using Mobile

Please enter the OTP sent by Aadhaar Authority (UIDAI e-KYC) to *****9400. If you have not received SMS/Email within 5 minute, kindly try again.

Aadhaar eKYC OTP Verification

OTP: 173996

☒ Autofill my mobile number and email id received from Aadhaar.

Verify Back

Re-generate OTP for Aadhaar e-KYC

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a) Once verified the following form will display.



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National e-Authentication Service

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Home Downloads Unlock Your Account Register Sign In

✔ Aadhaar number has been successfully verified.

🔒 Your Aadhaar data has been pre-populated, kindly fill other details to proceed.

Citizen Registration Form

[Instructions](#)

Personal Information

Given Name *

Username *

Password *
Password must be at least 8 characters long and must be a combination of upper case, lower case, numbers and non-alphanumeric characters excluding space character.

Confirm Password *

Date of Birth *

(Mobile Number or Email id is mandatory)

Verified Mobile Number

Email id
Kindly enter valid E-mail ID (e.g. xyz@xyz.222)

Identity Information

Aadhaar

Contact Address

House / Flat / Building

Landmark

Street

Locality

City / District

State

Pin Code

Additional Information

Security Question *

Security Answer *

Personal Message *
This Personal Message will be displayed every time you login to e-Pramaan site. The site is an authentic site only if the same personal message given during registration is displayed.

Captcha *
Captcha letters are case sensitive.

☐ Accept "Terms" and "Policies" of e-Pramaan.

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CDAC






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a) Citizen need to fill up Username, Password, emailed & Additional Information.



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[Home](#)
[Downloads](#)
[Unlock Your Account](#)
[Register](#)
[Sign In](#)

Aadhaar number has been successfully verified.

Your Aadhaar data has been pre-populated, kindly fill other details to proceed.

Citizen Registration Form

[Instructions](#)

Personal Information

Given Name *

Username * Username available

Password *

Password must be at least 8 characters long and must be a combination of upper case, lower case, numbers and non-alphanumeric characters excluding space character.

Confirm Password *

Date of Birth *

(Mobile Number or Email id is mandatory)

Verified Mobile Number

Email Id

Kindly enter valid E-mail Id (i.e xyz@xyz.xxx)

Identity Information

Aadhaar

Contact Address

House / Flat / Building

Landmark

Street

Locality

City / District

State

Pin Code

Additional Information

Security Question *

Security Answer *

Personal Message *

This Personal Message will be displayed every time you login to e-Pramaan site. The site is an authentic site only if the same personal message given during registration is displayed.

Captcha *

Captche letters are case sensitive

ncekro2

☒ Accept "Terms" and "Policies" of e-Pramaan.

a) Once clicked on Signup the following page will display.



User Profile

Personal Information

Given Name: Hrishikesh Chakraborty

Date of Birth: 03 May 1980

Verified Mobile Number: 9163019400 ✓

Email Id: hchakraborty@gmail.com ✗ (not verified) [Send verification link](#)

Identity Information

PAN: No PAN provided.

Aadhaar: 607098776325 ✓ To synchronize profile data with Aadhaar [Click here](#)

Contact Address

House / Flat / Building: 12/7c

Landmark: Basusree Pukur Kabarsthan

Street: Ostad Amir Khan Sarani

Locality: Haridevpur

City / District: South 24 Parganas

State: WEST BENGAL

Pin Code: 700082

Additional Information

Personal Message: Today is Mine

[Edit User Profile](#)

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a) User can edit their profile after verifying themselves from below form.



The screenshot shows the 'Verify User' form on the e-Pramaan website. The header includes the Ministry of Electronics & IT, Government of India, and the e-Pramaan logo. The form contains the following fields:

- Username:** hrishiraju
- Password:** (empty field)
- Captcha:** (empty field)

Below the captcha field, there is a note: "Captcha letters are case sensitive". The captcha image displays the text "dm mm qz". A "Submit" button is located at the bottom of the form.

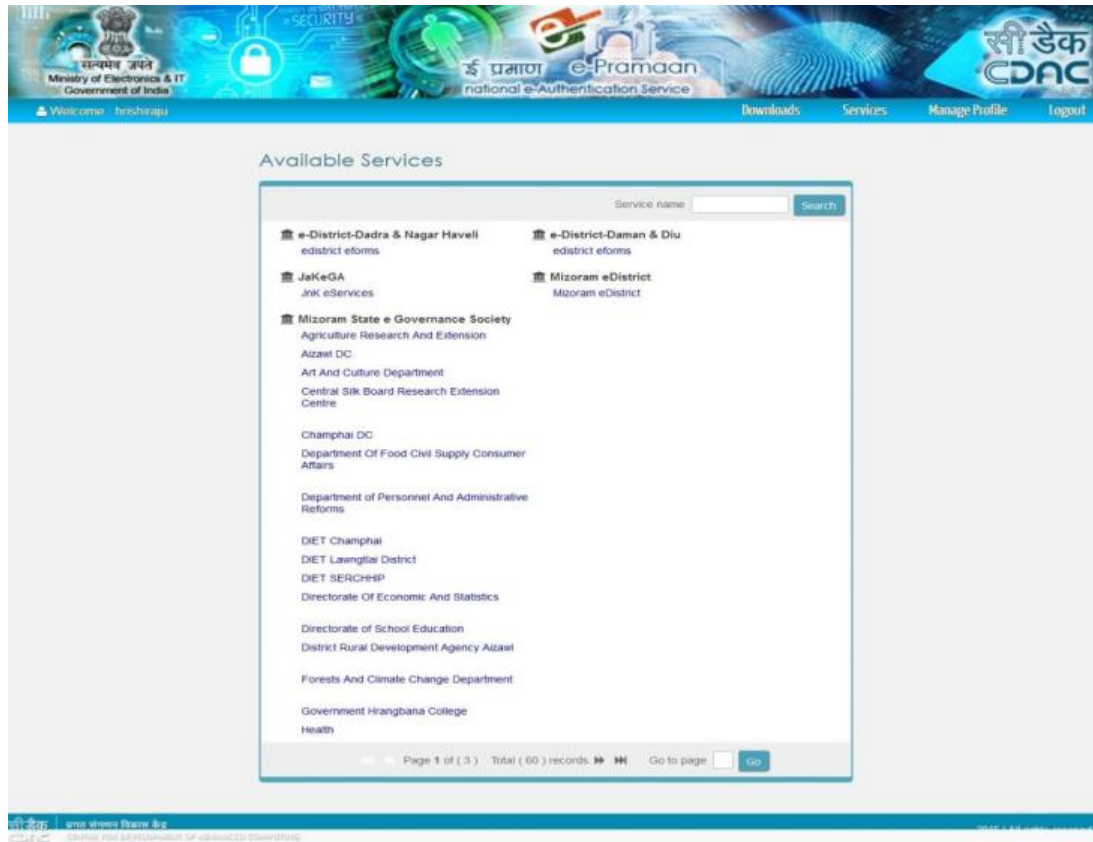
The footer of the page includes the CDAC logo, the text "प्रगत संगणन विकास केंद्र" and "CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING", and the copyright notice "2016 | All rights reserved".

a) Once complete the following page will display



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- Once appropriate state selected it will redirect to e-District page, which will fetch the following fields from e-Pramaan.
- Click to register.



The screenshot shows the registration form for the e-District DAMAN & DIU portal. The form is divided into two main sections: 'USER ACCOUNT DETAILS' and 'USER INFORMATION'.

USER ACCOUNT DETAILS:

- User Name *: user-1044454545
- E-mail ID *: [Empty field]
- U.T. *: Damani and Diu
- UID(Aadhaar): 807098776325
- Mobile Number *: 9163019400
- District *: -- Please Select --

USER INFORMATION:

- Last Name *: [Empty field]
- First Name *: [Empty field]
- Gender *: ☒ Male ☐ Female ☐ Transgender
- Date of Birth *: 03/05/1980
- PIN Code *: 700002
- Middle Name: [Empty field]
- Status *: ☒ Married ☐ Unmarried
- Occupation *: [Empty field]
- Address *: 127C, Basusree Pukur Kabanthan, Port Blair, Andaman & Nicobar, India

At the bottom right, there are 'Register' and 'Cancel' buttons.

c) Provide OTP



The screenshot shows the 'Aadhaar eKYC OTP Verification' page. At the top, there is a banner with the text 'e-Pramaan national e-Authentication Service' and 'सी डैक CDAC'. Below the banner, there is a message: 'Please enter the OTP sent by Aadhaar Authority (UIDAI e-KYC) to *****9400. If you have not received SMS/Email within 5 minute, kindly try again.'.

The main form area contains:

- OTP: 173996
- ☒ Autofill my mobile number and email id received from Aadhaar.
- Buttons: 'Verify' and 'Back'.
- Link: 'Re-generate OTP for Aadhaar e-KYC'.

At the bottom, there is a footer with the text 'CDAC CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING' and '2016 | All rights reserved'.

Upon Clicking on Submit Button, Applicant will be registered with State eservice Portal and can be able to Login into State Portal. Once verified and logged in User will be able to view the list of service , his inbox etc. in e-District.

HOW TO LOGIN IN STATE E SERVICES PORTAL?

The application allows only the authentic users to login to the system.

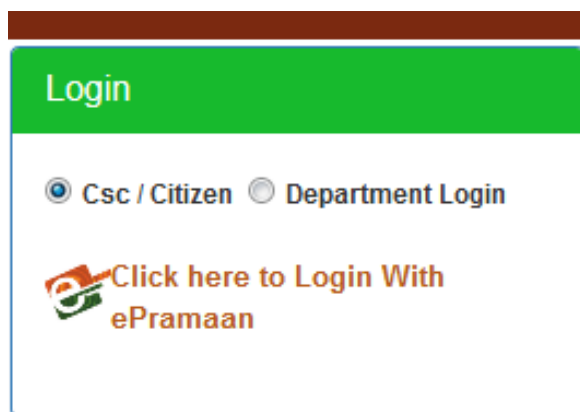
There are ADHAAR based authentication mechanisms implemented in the system:

User id and Password combination. User needs to enter the correct username and password.



CITIZEN LOGIN

Step 3:- Applicant has to provide his Login Credentials like Login Id and Password to avail the Services:



Enter the OTP and submit for verification : -



Link: **Imaging page after successful login**



Once Applicant is successfully logged in, Applicant can access the list of Services by Clicking on Service :-



How to change Password?

1. Click on “Change Password”

If any Citizen forgot his/her password:

Citizen can recover / regenerate password from E-Pramaan Link through his/her ADHAAR no.
,Phone No. or E-mail Address.

- ☐ Click on the link “Forgot Password”
- ☐ A new window appears, enter username Or ADHAAR no. and Phone no. or valid Email-Id (Email ID should be registered in user’s details), click on Submit button.
- ☐ OTP will be sent to phone for re-enter Password and to user’s registered Phone No, Mail-ID, user has to login into his registered email account and get his password details.

Now Applicant/CSC Operator has to first choose the Department from list of Departments and corresponding Services will be displayed to Applicant/CSC Operator.

Step :- Upon choosing the Department, List of Services will be displayed to Applicant/CSC Operator. Now Applicant/CSC Operator has to click on Service Name as: ‘**Application for Domicile Certificate**’. Upon Clicking the Service Name Application Form will be displayed to Applicant/CSC Operator.

How and where to check new and pending applications?

There two scenarios for New and Pending Applications . i.e one from the Applicant perspective and the other from the department user perspective.

Citizen / CSC :

1) When Citizen / Applicant is filling a form for selected service and just saved but not submitted , then the new form will be available in saved application tab in user login dash board for future submission.

The saved application will be automatically moved to submitted application tab folder once it is submitted finally after filling complete form.

2) But if the form is submitted Once then it will be shown in Submitted application tab and its application status can searched by clicking on the appropriate No.

Department User

The application received from Citigen / CSC user for processing will be available and shown in logged in user **INBOX** as pending.

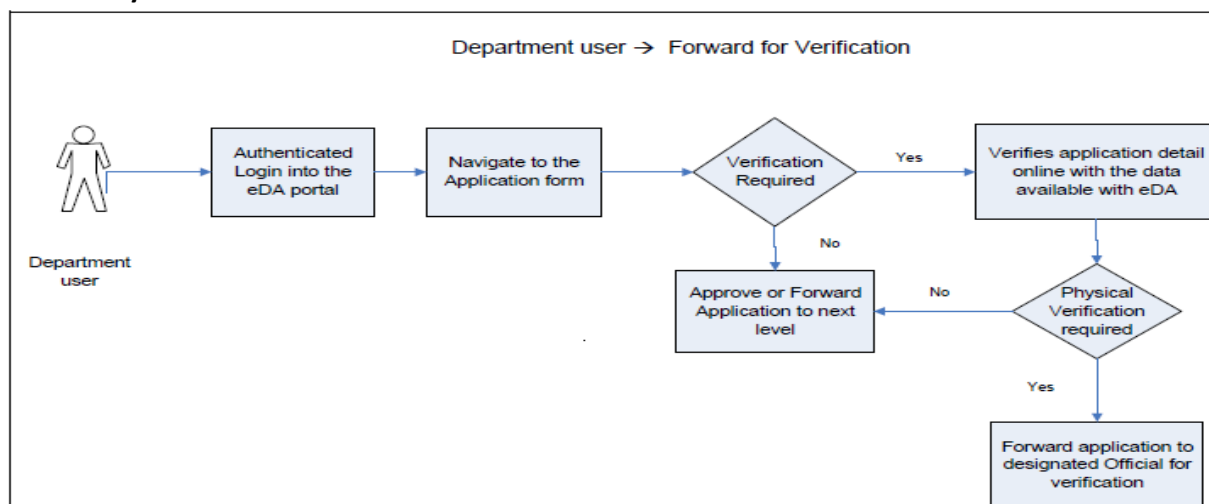
When one department official will forward the application form for further process to next level it will again reflect in the User **INBOX** for processing and need attention for action on it (like Reject, forward, Approve/Issue).

As per the Action taken the form will be moved to OUTBOX, or Rejected Application, Approved application and Signed Application Folder/Bin.

APPLICATION PROCESS FLOW /STAGES :

Application will be processed as per the department work flow and Department User ID along with password is provided by the DIT System Admin . Applications functionality has been built in accordance with department process flow and for all departments same verification , forward and approval model have been adopted.

Services delivered and covered under each department having its own form and has differences in form only and In this User manual we will



DOMICILE/PERMANENT RESIDENT CERTIFICATE (PRC)/ ST/SC CERTIFICATE:

1. Citizens will apply online.
2. The online application will be routed to and received by the concerned SDO (i.e. the SDO of the Division in which the application resides/ applicable).

3. The SDO will forward the application to the concerned circle SDC for verification if required.
4. If the SDC is not connected online, the SDO may send the application for verification manually, otherwise the same process would be done in online mode.
5. The SDC will, after necessary verification, forward the application to the SDO, either manually (in case the SDC is not connected online) or in online mode.
6. If the SDO is empowered to approve and sign, he may issue the certificate with his Digital Signature.
7. If SDO is not empowered to approve and sign, he may forward the application with the reports received from circle SDC to the SDC Head Quarter (HQ)/ Branch Officer (BO) in the DC Office.
8. The SDC (HQ) /BO will forward the application to the ADC or DC for approval and issue of digitally signed certificate.
9. In case, SDC (HQ) is not available, the SDO may directly forward the application to ADC/DC
10. In case, the DC/ADC is not satisfied with the reports attached, he may send back the application to the concerned SDC/ SDO for re-examination. The SDO/SDC, after re-examination, may send back to the DC/ADC with the necessary information sought and issue of the certificate.

OBC Certificate:

1. Citizens will apply online.
2. The online application will be routed to and received by the concerned SDO (i.e. the SDO of the Division in which the application resides/ applicable).
3. The SDO will forward the application to the concerned circle SDC for verification if required.
4. If the SDC is not connected online, the SDO may send the application for verification manually, otherwise the same process would be done in online mode.
5. The SDC will, after necessary verification, forward the application to the SDO, either manually (in case the SDC is not connected online) or in online mode.
6. SDO will then forward the application with the reports received from circle SDC to the SDC Head Quarter (HQ)/ Branch Officer (BO) in the DC Office.
7. The SDC (HQ) /BO will forward the application to the ADC or DC for approval and issue of digitally signed certificate.
8. In case, SDC (HQ) is not available, the SDO may directly forward the application to ADC/DC
9. In case, the DC/ADC is not satisfied with the reports attached, he may send back the application to the concerned SDC/ SDO for re-examination. The SDO/SDC, after re-examination, may send back to the DC/ADC with the necessary information sought and issue of the certificate/document.

Income Certificate:

1. Citizens will apply online.
2. The online application will be routed to and received by the concerned SDO (i.e. the SDO of the Division in which the application resides/ applicable).
3. The SDO will forward the application to the concerned circle SDC for verification if required.
4. If the SDC is not connected online, the SDO may send the application for verification manually, otherwise the same process would be done in online mode.
5. The SDC will, after necessary verification, forward the application to the SDO, either manually (in case the SDC is not connected online) or in online mode for approval and signature.
6. If the SDO is empowered to issue the certificate, he may sign and issue the digitally signed certificate.

RD&PR/MAHUD DEPARTMENT:

APPLICATION FOR BIRTH CERTIFICATE :

1. Citizens will apply online.
2. The online application will be routed to the Dealing Assistant(DA) by eDA.
3. The DA verifies the application alongwith supporting documents.
1. The DA forwards the application alongwith remarks for approval and rejection, respectively to BDO /Registrar.
2. BDO /Registrar reviews the application details based on the remarks given by the DA and approves the application along with the Digital Signature and intimates CSC regarding approval of application.
3. If application is not correct with supporting documents BDO / MO rejects the application providing the reason for rejection in the comments tab.
4. The applicant receives a notification of approval/rejection with reason via SMS/e-mail.
5. The Applicant can Collect the Digitally Signed Birth Certificate from CSC Center in case of Approval



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Birth Certificate/শাকশাৰী মাটিকিট এপ্লিকেশ্যন

Note/মকতবি: Symbol Asterisk (*) Indicates Mandatory.

Applicant Details/এপ্লিকান্ট অকুৱা ৰাৱেল

| | | | |
|--|---|---|----------------------|
| Applicant First Name/এপ্লিকান্টৰী অকুনবা মি* | <input type="text"/> | Applicant Middle Name/এপ্লিকান্টৰী মনাইণী মি | <input type="text"/> |
| Applicant Last name /এপ্লিকান্টৰী অকুনবা মি | <input type="text"/> | | |
| Relationship with Applicant/এপ্লিকান্টৰ সৰী | <input checked="" type="radio"/> Father <input type="radio"/> Husband | | |
| Father's/Husband's First Name/ইপুৱোইবগী অকুনবা মি* | <input type="text"/> | Father's/Husband's Middle Name/ইপুৱোইবগী মনাইণী মি | <input type="text"/> |
| Father's/Husband's Last Name/ইপুৱোইবগী অকুনবা মি | <input type="text"/> | | |
| District * | <input type="text"/> | Block/ব্লক* | <input type="text"/> |
| Pin Code/পিন কোড* | <input type="text"/> | Email Id/ইমেইল আই ডি | <input type="text"/> |
| Relationship/সৰী* | <input type="text"/> | In which District you are residing currently to file proceed/কিৰনবা ব্লকত এপ্লিকেশ্যন চাপগদা? | |

Child Details/অকুৱাৰী অকুৱা ৰাৱেল

| | | | |
|--|----------------------|---|----------------------|
| Date of birth* | <input type="text"/> | Gender* | <input type="text"/> |
| Name of Newly Born Child (if any)/নৌবা শাকশা অকুৱা মনি | <input type="text"/> | Father's First Name/ইপুৱাৰী অকুনবা মি* | <input type="text"/> |
| Father's Last Name/ইপুৱাৰী অকুনবা মি | <input type="text"/> | Mother's First Name/ইপুৱাৰী অকুনবা মি * | <input type="text"/> |
| Mother's Last Name/ইপুৱাৰী অকুনবা মি | <input type="text"/> | | |

Place of Birth/শাকশা মন্ড

Place/মন্ড*

Parent's Permanent Address/ইমাইণ্ডাৰী অকুনবা ইন্ড

| | | | |
|-------------------------------|----------------------|--------------------------------|----------------------|
| House/Door No./ঘূৰ/দোৱা নম্বৰ | <input type="text"/> | District * | <input type="text"/> |
| Block/ব্লক* | <input type="text"/> | Police Station/পুলিচ ষ্টেশ্যন* | <input type="text"/> |
| Post Office/পোষ্ট এডিস* | <input type="text"/> | Locality/Section/লেকাই/সেক্সন | <input type="text"/> |
| Pin Code/পিন কোড* | <input type="text"/> | | |

Town/Village of Residence of Mother/ইমাইণ্ডাৰী টাউন মন্ডা খুৱ

| | | | |
|--|----------------------|--|----------------------|
| State/ষ্টেট* | <input type="text"/> | District * | <input type="text"/> |
| Religion/ধৰ্ম* | <input type="text"/> | | |
| Educational Status of Father/ইপুৱাৰী মনাইণী শাক | <input type="text"/> | Educational Status of Mother/ইপুৱাৰী মনাইণী শাক | <input type="text"/> |
| Father's Occupation /ইপুৱাৰী খবক | <input type="text"/> | Mother's Occupation /ইপুৱাৰী খবক | <input type="text"/> |
| Age of Mother at the time of Marriage/দুমেৰা মন্ডা মনাইণী চাই | <input type="text"/> | Age of Mother at the time of this Birth/অকুৱা শাকশা মন্ডা মনাইণী চাই | <input type="text"/> |
| No. of Children including this Child/নৌবা শাকশা অকুৱাৰী মন্ডা মনাইণী চাই | <input type="text"/> | Type of Attention at Delivery/ডিলিভাৰী এটেনশ্যন মন্ড* | <input type="text"/> |
| Method of Delivery/ডিলিভাৰী মেথড* | <input type="text"/> | Birth Weight(in Kgs)/অকুৱাৰী অকুনবা (কি) | <input type="text"/> |
| Duration of Pregnancy(in Weeks)/মিলেগৰী মন্ডা(চয়েল) | <input type="text"/> | | |

Attachment Details/এটাচমেণ্টৰী অকুৱা ৰাৱেল

Upload documents/চাপগদা ৰাৱবা চৈ চাইশি :

- Scanned copy of the self-signed declaration form
- Doctor's certificate regarding birth certificate
- Permission or Order Letter issued by CMO or DR
- Permission or Order Letter issued by 1st Class Magistrate of that Concern Area

Select Document*

+ Add

Accepted file types: pdf, jpeg, jpg, gif, png /অহাৰা ফাইল মন্ড : pdf, jpeg, jpg, gif, png

| Sr. No./মন্ডা নম্বৰ | Document Name/চৈ চাইশি মনি | Delete/মুখগা |
|---------------------|----------------------------|--------------|
|---------------------|----------------------------|--------------|

Submit

Cancel/চেন্সেল





APPLICATION FOR DEATH CERTIFICATE _:

1. Citizens will apply online.
2. The online application will be routed to the Dealing Assistant(DA) by eDA.
3. The DA verifies the application alongwith supporting documents.
4. The DA forwards the application alongwith remarks for approval and rejection, respectively to BDO /Registrar / MO.
5. BDO / Municipality officer reviews the application details based on the remarks given by the DA and approves the application along with the Digital Signature and intimates CSC regarding approval of application.
6. If application is not correct with supporting documents BDO / MO rejects the application providing the reason for rejection in the comments tab.
7. The applicant receives a notification of approval/rejection with reason via SMS/e-mail.
8. The Applicant can Collect the Digitally Signed Birth Certificate from CSC Center in case of Approval

Processing of Service request- Department (In e-District Scope)

- After successful submission of Application, eDA will route the Application to Dealing Assistant (DA) for reviewing the Application details along with the supporting documents. Now DA can perform following actions:
- If Application details are correct then DA Approves the Application along with the remarks /recommendation and Forward the Application to BDO / Municipality Officer.
- BDO / MO receives the application in the inbox and reviews the applications with supporting document as per remark / recommendation given by DA. :
- If CONVINCED, BDO / MO APPROVES the Application along with the Digital Signature and intimates CSC regarding Approval of Application.
- If NOT CONVINCED, Employment Officer REJECTS the Application and updates the database providing the reason for rejection in the comments tab, Citizen receives a notification of Rejection with reason.
- The Applicant is notified of the final application status via SMS/e-mail.
- The Applicant can Collect the Digitally Signed Birth Certificate from CSC Center in case of Approval

| | | |
|---|---|---|
|  | e-District MMP Manipur User Manual |  |
|---|---|---|

RTI DEPARTMENT SERVICE DETAILS:



APPLICATION FOR SUBMISSION OF RIGHT TO INFORMATION (RTI)

1. Citizens will apply online.
2. The online application will be routed to the concerned First Appellate Authority, Assistant Public Information Officer (APIO) by eDA.
3. The APIO verifies the application alongwith supporting documents as per the rule.
4. APIO can approve / reject the application alongwith recommendation / remarks for approval and rejection, respectively.
5. APIO approves the application and will forward the application to PIO for further processing.
6. The PIO (Public Information Officer) reviews the application details based on the recommendation given by the APIO and along with supporting documents. Now PIO compiles the Requested Information and intimates Applicant once the Requested Information is ready to be delivered.

Now Applicant can collect the Requested Information as per of the Delivery Component.

APPLICATION FOR LODGING OF GRIEVANCE

1. Citizens will apply online.
2. The online application will be routed to the concerned First Appellate Authority, Assistant Public Information Officer (APIO) by eDA.
3. The APIO verifies the application alongwith supporting documents as per the rule.
4. APIO can approve / reject the application alongwith recommendation / remarks for approval and rejection, respectively.
5. APIO approves the application and will forward the application to PIO for further processing.
6. The PIO (Public Information Officer) reviews the application details based on the recommendation given by the APIO and along with supporting documents. Now PIO compiles the Requested Information and intimates Applicant once the Requested Information is ready to be delivered.

| | | |
|---|---|---|
|  | <p align="center">e-District MMP Manipur User Manual</p> |  |
|---|---|---|

7. Now Applicant can collect the Requested Information as per of the Delivery Component

DASHBOARD USE:

- After successful user login official dashboard will be showing.
- To access the particular application user needs to clicked on corresponding “Select”
- In this page there are three tabs : New Application, Saved Application, Submitted Application.
- To view and Apply new Application click on “New Application ” option.
- For Saved Application click on “New Application ” option.
- To view Saved application and final submission , click on Saved application and open for submit.
- To Know the status of application and view the Submitted application, click the Submitted application tab.
- User can logout from his/her account by clicking on “Logout” link.


REVENUE DEPARTMENT : DOMICILE/PERMANENT RESIDENT CERTIFICATE (PRC)/ ST/SC CERTIFICATE:

(SampleForm)




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Digital India
Power To Empower



[Home/মুখ](#) [New Application/অন্যোবা এপ্লিকেশন](#) [Submitted Application/সমিতিবিবা এপ্লিকেশন](#) [Kiosk](#)

Domicile Certificate/ডোমিসাইন সার্টিফিকেটকী এপ্লিকেশন

Note/মন্তব্য: Symbol Asterisk (*) Indicates Mandatory

Applicant Details/এপ্লিকেন্টকী মতী মথো:

| | | | |
|---|--|---|----------------|
| Salutation /ইকাই খুমতবা* | Select/খব্বীনি | Applicant Name/এপ্লিকেন্টকী মিং* | |
| Relationship with Applicant/এপ্লিকেন্টকী মতী | <input checked="" type="radio"/> Father <input type="radio"/> Husband <input type="radio"/> Mother | | |
| Father's/Husband's First Name/ইপাংগী /ইপুংরোইবগী অহানবা মিং* | | Father's/Husband's Middle Name/ইপাংগী /ইপুংরোইবগী মতাইগী মিং | |
| Father's/Husband's Last Name/ইপাংগী /ইপুংরোইবগী অরোমবা মিং | | Aadhar No./অদার নম্বর | |
| Gender * | Select/খব্বীনি | District * | Select/খব্বীনি |
| Sub Division/সব ডিভিসন* | Select/খব্বীনি | Circle/সার্কল | Select/খব্বীনি |
| Pin Code/পিন কোড* | | Email Id/ইমেইল আই ডি | |
| Mobile No./মোবাইল নম্বর | | Circle in which Application need to be proceed/করমবা সার্কলদা এপ্লিকেশন মথা চংখগদুং* | Select/খব্বীনি |
| Specify Issuing Authority | | Kiosk/CSC Id | |
| Application Submitted By/এপ্লিকেশন সিগিনলকবিবা* | Select/খব্বীনি | | |

Permanent Address /আস্থাবা লেহম



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Domicile Details/ডোমিসাইনগী অকুৱা ৰাৱোল

Is Domicile earlier issued to Applicant?/এপ্লিকান্টতা ডোমিসাইন পিথিবা লৈবৱা ?*

Select/খনৰীদি

Purpose of Domicile Certificate/ডোমিসাইন সাটিফিকেটগী মৱস*

Type of Domicile Certificate/ডোমিসাইন সাটিফিকেট মখল*

Select/খনৰীদি

Birth Detail/পোকপাগী অকুৱা ৰাৱোল

Date of Birth/পোকপা চহি*

Place of Birth/পোকপা মফম*

Select/খনৰীদি

Residence Detail/লৈবাবাগী অকুৱা ৰাৱোল

The Date & the Year from which Applicant is residing/এপ্লিকান্টগা লৈবকপগী চহি অমসুং তৱিক*

Total Period of Stay in years/লৈবকপগী চহি মপিং

Give Details by which you claim yourself to a Domicile of Manipur/মণিপুৰ ডোমিসাইনগী মকুৱা ৰাৱোল

Ownership of Immovable Property in Manipur/মণিপুৰদা লেংবা যাদৱবা লন

Continuous Residence in Manipur for the last 10 years/মণিপুৰদা চহি ১০ দগী লৈবকপা

Education/এজুকেশন

Attachment Details/এটাচমেণ্টগী অকুৱা ৰাৱোল

Upload documents/চঙদবা যাদবা চে চাংশি :

1. Voter ID of applicant or of parents
 2. Any identity proof of the applicant

Select Document*

Select/খনৰীদি

+ Add...

Accepted file types: pdf, jpeg, jpg, gif, png /অযাবা ফাইল মখল : pdf, jpeg, jpg, gif, png

| Sr. No./মখং মৰাও | Document Name/চে চাংগী মমিং | Delete/মুখংগা |
|------------------|-----------------------------|---------------|
| | | |

Save/সেইব

Cancel/কেদেল

Step 5:- Now Applicant/CSC Operator has to fill the Application Form with the Required Supporting Documents and Save the Application.

- ✓ Once the Application will be Saved Successfully, Applicant/CSC Operator can perform the Following Actions:
 - Applicant/CSC Operator can take the Print of Application by Clicking on Print eForm Button.

- Finally on clicking on Save button, application will take you to Payment option if fees required.
- Otherwise if Payment / Fees is not applicable , an Acknowledgement receipt will be generated, Which can be downloaded for application reference no. on clicking download button.
- Applicant/CSC Operator can proceed the Application by Clicking on Show Payment Button.
- Applicant/CSC Operator can return to the Home Page by Clicking on Cancel Button.

Attachment Details

Select Document*

SELECT

Add...

| Serial No. | Doc Name | Delete |
|------------|--|--------|
| 1 | Scanned copy of the self-signed declaration form | × |
| 2 | Birth Certificate | × |
| 3 | Voter Id | × |
| 4 | Present Residential Proof (Electricity Bill/Water Bill/Telephone Bill) | × |

Print eform

Edit

Show Payment

Cancel

Application saved successfully

Acknowledgement receipt

- ✓ Once the Application is Successfully Submitted and Payment is done (If required) an Acknowledgement Receipt will be generated.
- ✓ Applicant/CSC Operator can take print of Acknowledgement Receipt by Clicking on Download Button.



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Acknowledgment Receipt/একনোলেজমেন্ট রিসিপ

Application No./এপ্লিকেশন নম্বর : 2/20160608103
Service Name/সার্ভিস নাম : Domicile Certificate
Department/দেপার্টমেন্ট : Revenue
Applicant Name/এপ্লিক্যান্টের নাম : MUNI KUMAR SINGH
Application Date/এপ্লিকেশন তারিখ : 08-06-2016
Expected Date of Delivery/ডেলিভারি তারিখ : 14-06-2016

Download/ডাউনলোড

PROCESS FLOW OF ISSUANCE OF DOMICILE CERTIFICATE

11. Citizens applied online for domicile certificate through CSC or from state web portal.
12. The online application will be routed to and received by the concerned **SDO** (i.e. the SDO of the Division in which the application resides/ applicable).
13. The SDO will forward the application to the concerned circle **SDC** for verification if required.
14. If the SDC is not connected online, the SDO may send the application for verification manually, otherwise the same process would be done in online mode.
15. The SDC will, after necessary verification, forward the application to the SDO, either manually (in case the SDC is not connected online) or in online mode.
16. If the **SDO** is empowered to approve and sign, he may issue the certificate with his Digital Signature.
17. If SDO is not empowered to approve and sign, he may forward the application with the reports received from circle SDC to the **SDC Head Quarter (HQ)/ Branch Officer (BO)** in the DC Office.
18. The SDC (HQ) /BO will forward the application to the ADC or DC for approval and issue of digitally signed certificate.
19. In case, SDC (HQ) is not available, the SDO may directly forward the application to **ADC/DC**
20. In case, the DC/ADC is not satisfied with the reports attached, he may send back the application to the concerned SDC/ SDO for re-examination. The SDO/SDC, after re-examination, may send back to the DC/ADC with the necessary information sought and issue of the certificate.

Documents to be uploaded by citizen at the time of online submission of Application

For Domicile/Permanent Residence Certificate/ ST/SC Certificate:

- i. Voter ID of applicant or of parents.
- ii. Any identity proof of the applicant.

DEPARTMENTAL LOGIN

Once the Application will be successfully submitted, Application will be routed to Concern Departmental Officer. Now concern Officer will Login into the e-District Manipur Portal by providing his Login Credentials and Verify the Application Details and can perform the necessary action.

The User Login interface / screen is same for all department (Viz. Revenue , Employment Exchg., Election, Registration, Social welfare etc.) and depending on the individual ID mapped to specific department , application will redirect and open the inbox of officials for application process.



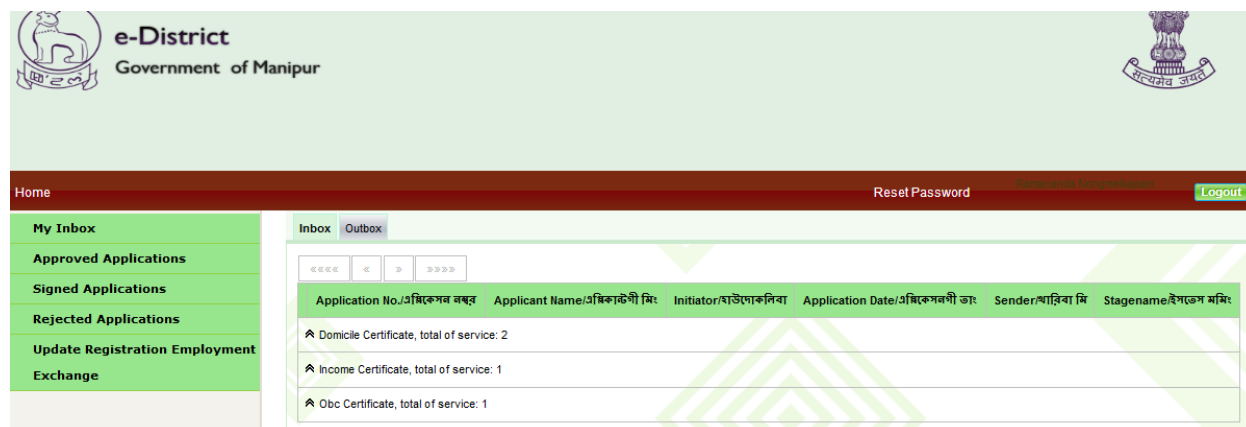
SDO – SUB DIVISIONAL OFFICER

Step 1:- Once the Application will be successfully submitted, Application will be routed to **Revenue Department SDO**. Now **SDO** has to open the Manipur State Portal Link and has to choose Departmental Login, then Login Page will be displayed to **SDO**.

Step 2:- Now the **SDO** has to provide his Login Credentials and click on Login Button:

Step 3:- Upon submitting the correct Login Credentials **SDO** will be redirected to the Departmental Application.

- ✓ Now the **SDO** will be redirected to the List of Services.
- ✓ **SDO** can choose My Inbox / service name & list of Application will be available for review.



Step 4:- SDO can review the Application Details and can perform the following Actions:

- Reject
- Send for Physical Verification to SDC circle
- Send Forward to SDC HQ / BO
- Send forward ADC
- Send forward to DC



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Domicile Certificate/ভোমিসাইন স্যাটিফিকেটকী এরিকেশন

Note/মন্তব্য: Symbol Asterisk (*) Indicates Mandatory

APPLICATION NO : 2/20170629131

Applicant Details/এপ্লিক্যান্টগী মতী মথো:

| | | | |
|--|--|--|---------------------|
| Salutation /ইকাই মুনথবা* | Mr. | Applicant Name/এপ্লিক্যান্টগী মিং* | DAVID |
| Relationship with Applicant/এপ্লিক্যান্টগ মতী | <input checked="" type="radio"/> Father <input type="radio"/> Husband <input type="radio"/> Mother | Father's/Husband's Middle Name/ইপাগী/ইপুয়েইবগী ময়ইগী মিং | BOMCHA |
| Father's/Husband's First Name/ইপাগী/ইপুয়েইবগী অয়নবা মিং* | LAISHRAM | Aadhar No./অথার নম্বর | |
| Father's/Husband's Last Name/ইপাগী/ইপুয়েইবগী অয়নবা মিং | SINGH | District * | Imphal West |
| Gender * | Male | Circle/সার্কল | SDC Imphal West/Cen |
| Sub Division/সব ডিভিসন* | Lamphei | Email Id/ইমেল আই ডি | |
| Pin Code/পিন কোড* | 795004 | Circle in which Application need to be proceed/করমবা সার্কলগা এপ্লিকেশন মথ চাঞ্চাদ্যে* | SDC Imphal West/Cen |
| Mobile No./মোবাইল নম্বর | | Kiosk/CSC Id | |
| Specify Issuing Authority | | | |
| Application Submitted By/এপ্লিকেশন পিনিসকলিবা* | Self | | |

Permanent Address /অপেংবা লৈচুম

| | | | |
|---|------------|------------------------------|---------------------|
| House/Door No./হাউ/দোর নম্বর | | District * | Imphal West |
| Sub Division/সব ডিভিসন* | Lamphei | Circle/সার্কল | Select/পছন্দীদি |
| Post Office/পোষ্ট ওফিস* | Lampheipat | Police Station/পুলিস ষ্টেশন* | IMPHAL |
| Assembly Constituency/এসেমব্লী কণাটিটুংগেগী | Uripok | Locality/ব্ল/লেকাই* | LAMPHEL SANAKEITHEL |
| Pin Code/পিন কোড* | 795004 | | |

Present Address/যৌজিক লৈচুম

| | | | |
|---|-------------------------------------|--------------------|-----------------|
| Is Permanent and Present Address is same?/যৌজিক লৈরিবা মদুমগা অপেংবা লৈচুমগা মায়বরা? | <input checked="" type="checkbox"/> | District * | Imphal West |
| House/Door No./ব্ল/দোর নম্বর | | Circle/সার্কল | Select/পছন্দীদি |
| Sub Division/সব ডিভিসন * | Lamphei | Pin Code/পিন কোড * | 795004 |
| Locality/ব্ল/লেকাই | LAMPHEL SANAKEITHEL | | |

Domicile Details/ভোমিসাইনগী অকুয়া রাবোল

| | | | |
|---|-----------|---|-------------------|
| EPIC No. (if issued) | | Serial Number in Electoral Roll | |
| Is Domicile earlier issued to Applicant?/এপ্লিক্যান্টভা ভোমিসাইন পিগিবা লৈবরা?* | Yes | Type of Domicile Certificate/ভোমিসাইন স্যাটিফিকেট মথ* | Domicile By Birth |
| Purpose of Domicile Certificate/ভোমিসাইন স্যাটিফিকেটগী ময়ম* | ADMISSION | | |

Birth Detail/শাকগাগী অকুয়া রাবোল

| | | | |
|-----------------|-------------|---------------------------|---------|
| Date of birth * | 02/02/1994 | Place of Birth/গাকগা মডম* | Manipur |
| District * | Imphal West | | |

Residence Detail/লৈরিবাগী অকুয়া রাবোল

| | | | |
|--|------------|--|----|
| The Date & the Year from which Applicant is residing/এপ্লিক্যান্টগা লৈরকগগী চাই অমসু ভরিক* | 02/02/1994 | Total Period of Stay in years/লৈরকগগী চাই মপিং | 23 |
|--|------------|--|----|

Give Details by which you claim yourself to a Domicile of Manipur/মপিপুন ভোমিসাইনগী মকুয়া মবোল

| | |
|---|-------------------------------------|
| Ownership of Immovable Property in Manipur/মপিপুন্না লেংবা মাদরবা লন | <input type="checkbox"/> |
| Continuous Residence in Manipur for the last 10 years/মপিপুন্না চাই ১০ দগী লৈরকগা | <input checked="" type="checkbox"/> |
| Education/এডুকেশন | <input type="checkbox"/> |

Payment Details/খিখিবগী অকুয়া মবোল

| | | | |
|-------------|-----|--------------|-----|
| Gov. Fees | 0.0 | Service Fees | 0.0 |
| Postal Fees | 0.0 | Total Fees | 0.0 |

Attachment Details/এটাচমেন্টগী অকুয়া রাবোল

Upload documents/চঙববা মাদবা চে চাপিং :

1. Voter ID of applicant or of parents
2. Any identity proof of the applicant
3. Other required Documents 1
4. Other required Documents 2
5. Other required Documents 3
6. Passport size Photograph *

Serial No.

Doc Name

View

Residence Detail/বসবাসী অকুয়া মনোর

The Date & the Year from which Applicant is residing/ Total Period of Stay in years/সেবরকপণী চই মণিঃ

এরিকটপা সেবরকপণী চই অমসুং ভরিক*

Give Details by which you claim yourself to a Domicile of Manipur/মণিপুৰ ডেমিসাইলগী মকুয়া মনোর

Ownership of Immovable Property in Manipur/মণিপুৰত লেখা বান্ধব বা লন ☐

Continuous Residence in Manipur for the last 10 years/ ☒

মণিপুৰত চই ১০ বছৰী সেবরকপণী

Education/এডুকেশন ☐

Payment Details/খিখিবগী অকুয়া মনোর

| | | | |
|-------------|-----|--------------|-----|
| Gov. Fees | 0.0 | Service Fees | 0.0 |
| Postal Fees | 0.0 | Total Fees | 0.0 |

Attachment Details/এটাচমেণ্টগী অকুয়া মনোর

Mandatory Document :

1. Voter Id.
2. Birth Certificate.
3. Scanned copy of the self-signed declaration.
4. Present Residential Proof (Electricity Bill/Water Bill/Telephone Bill) document.
5. Property Details (If Owner of Property).
6. Educational Certificate (If Educated).

| Serial No. | Doc Name | View |
|------------|-------------------------------------|------|
| 1 | Voter ID of applicant or of parents | |
| 2 | Any identity proof of the applicant | |

[Download All \(Zip File \)](#)

Note Sheet

Applicant Kiosk/CSC/Citizen

Comments : Submitted

Date and Time : 06/06/2016 13:13:28

Verification Report

Process Action

Action Taken

Is Verified*

Comment*

Here the SDO will forward the application to the concerned **circle SDC** for verification & report if required.

If the SDC is not connected online, the SDO may send the application for verification manually, otherwise the same process would be done in online mode.

How to reject any application?

- If verification reports are not OK then Approving Authority rejects the application with Justification and the intimation is given to the applicant via status & SMS.
- “Reject” button needs to be selected
- Needful comments should be written into the field “Remarks”
- Confirmation should be given by clicking “Submit and Finish” button in the alert message

- Application Status shows as application has been Rejected and will be parked in Rejected application container of Login officials.

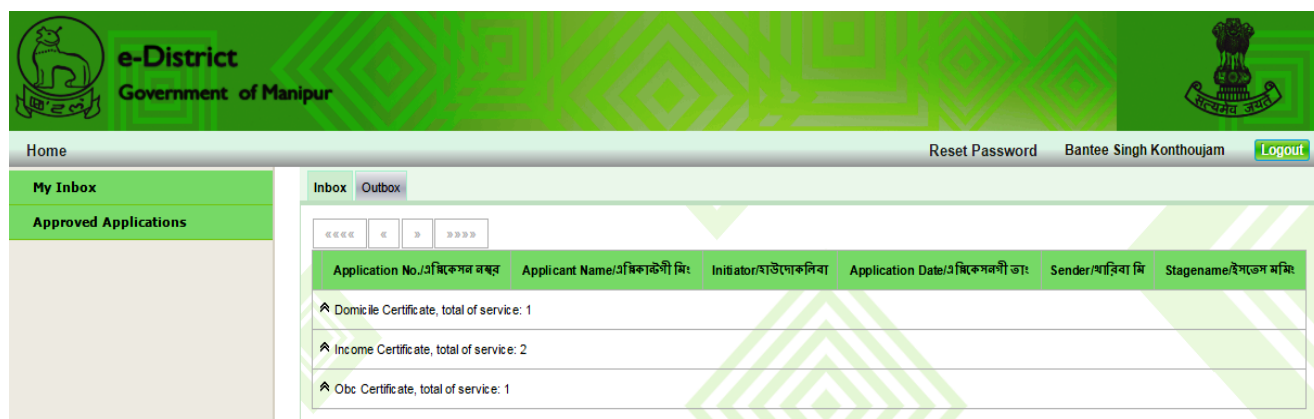
SDC – SUB DEPUTY COLLECTOR (CIRCLE)

Step 1:- Now the Application will be routed to **Revenue Department SDC**. Now **SDC** has to open the Manipur State e-service Portal Link and has to choose Departmental Login, then Login Page will be displayed to **SDC**.

Step 2:- Now the **SDC** has to provide his Login Credentials and click on Login Button.

Step 3:- Upon submitting the correct Login Credentials **SDC** will be redirected to the Departmental Application:

- ✓ Now the **SDC** will be redirected to the List of Services.
- ✓ **SDC** can choose the Service name and list of Submitted Application will be available for review.



Step 4:- SDC can review the Application Details and can perform the following Actions:

- Can Take out of print eform and download attached documents for verification.
- Uploading of physical verification report
- Forward or resend to SDO for further process

SDC will, after necessary verification and uploading of report forward the application to the SDO again, either manually (in case the SDC is not connected online) or in online mode.



e-District MMP Manipur User Manual

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District *
Imphal West

Residence Detail/লৈবিকৰী অকুৱা ৰাহোন

The Date & the Year from which Applicant is residing/এপ্লিকেশ্যন দায়কৰণৰ চাৰি অসম্ ভৱিক
02/02/1994
Total Period of Stay in years/লৈবিকৰণৰ চাৰি মণি
23

Give Details by which you claim yourself to a Domicile of Manipur/মণিপুৰ ডোমিকাইলৰী অকুৱা ৰাহোন

Ownership of Immovable Property in Manipur/মণিপুৰ অকুৱা ৰাহোন
☐

Continuous Residence in Manipur for the last 10 years/মণিপুৰ অকুৱা ৰাহোন চাৰি ১০ বৰ্ষী লৈবিকৰণ
☒

Education/এডুকেশ্যন
☐

Payment Details/খিৰিবণী অকুৱা ৰাহোন

Gov. Fees
0.0
Service Fees
0.0
Postal Fees
0.0
Total Fees
0.0

Attachment Details/এটাচমেণ্টৰী অকুৱা ৰাহোন

Upload documents/চাৰি অকুৱা ৰাহোন চাৰি চাৰি :

1. Voter ID of applicant or of parents

2. Any identity proof of the applicant

3. Other required Documents 1

4. Other required Documents 2

5. Other required Documents 3

6. Passport size Photograph *

| Serial No. | Doc Name | View |
|---|----------|------|
| Download All (Zip File | | |

Note Sheet

Applicant
Kiosk/CSC

Comments :
Submitted

Date and Time :
29/06/2017 18:33:11

Verification Report

Add...

Process Action

Action Taken
Approve / Issue

Is Verified*
SELECT

Comment*

Submit

Print eform

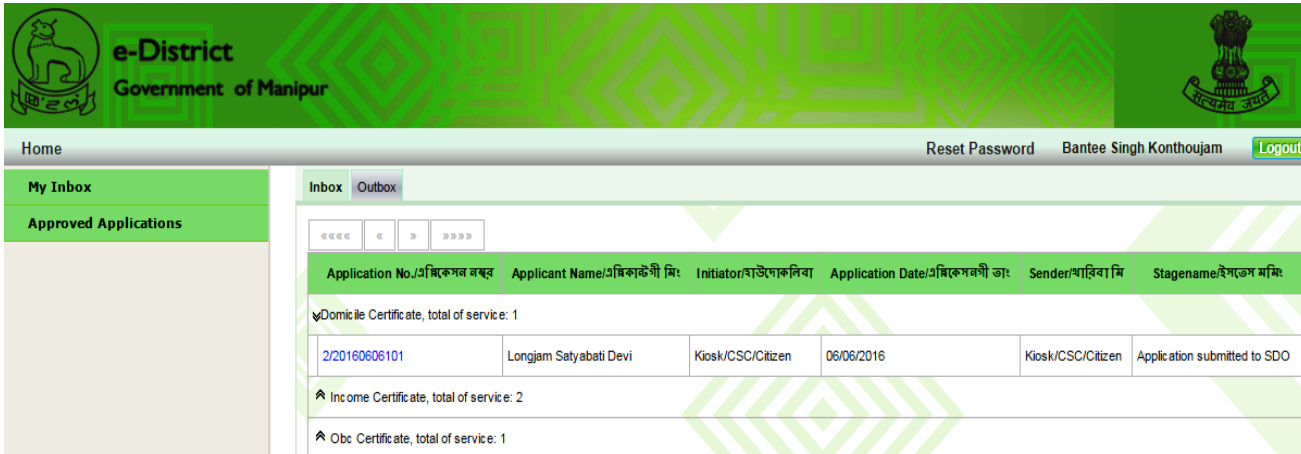
SDO – SUB DIVISIONAL OFFICER

Step 1:- Once the Application is forwarded /return back again to SDO after physical verification , Application will be routed to **Revenue Department SDO by eDA**. Now **SDO** has to login again through Manipur State Portal Link and choose Departmental Login.

Step 2:- Now the **SDO** has to provide his Login Credentials and click on Login Button:

Step 3:- Upon submitting the correct Login Credentials **SDO** will be redirected to the Departmental Application.

- ✓ Now the **SDO** will be redirected to the List of Services.
- ✓ **SDO** can choose My Inbox / service name and list of Submitted Application will be available for review.





The screenshot shows the 'e-District Government of Manipur' portal. The user is logged in as 'Bantee Singh Konthoujam'. The 'My Inbox' section is active, displaying a table of applications. The table has columns for Application No., Applicant Name, Initiator, Application Date, Sender, and Stagename. The first application is a 'Domicile Certificate' for Longjam Satyabati Devi, submitted on 06/06/2016. Below the table, there are links to view more applications for 'Income Certificate' and 'Obc Certificate'.

| Application No./এমিকেসর নম্বর | Applicant Name/এমিকেসর নাম | Initiator/আইনিয়াকলিবা | Application Date/এমিকেসর তারিখ | Sender/খারিবামি | Stagename/ইসভেস মমি |
|---|----------------------------|------------------------|--------------------------------|-------------------|------------------------------|
| Domicile Certificate, total of service: 1 | | | | | |
| 2/20160606101 | Longjam Satyabati Devi | Kiosk/CSC/Citizen | 06/06/2016 | Kiosk/CSC/Citizen | Application submitted to SDO |
| Income Certificate, total of service: 2 | | | | | |
| Obc Certificate, total of service: 1 | | | | | |

Step 4:- At this stage **SDO** can perform the following Actions:

- Reject (As per the remarks in verification report by SDC if any) , otherwise
- Approve (if empowered)
- Send Forward to SDC HQ
- Send forward ADC

| | | |
|---|---|---|
|  | <p align="center">e-District MMP Manipur User Manual</p> |  |
|---|---|---|

- Send forward to DC

Here the SDO will forward the application to the concerned **SDC HQ / BO** (located in DC office) online if connected for further process .

The SDC (HQ) /BO will forward the application to the ADC or DC for approval and issue of digitally signed certificate.

In case, SDC (HQ) is not available, SDO may directly forward the application to **ADC/DC**

ADC / DC FOR APPROVAL

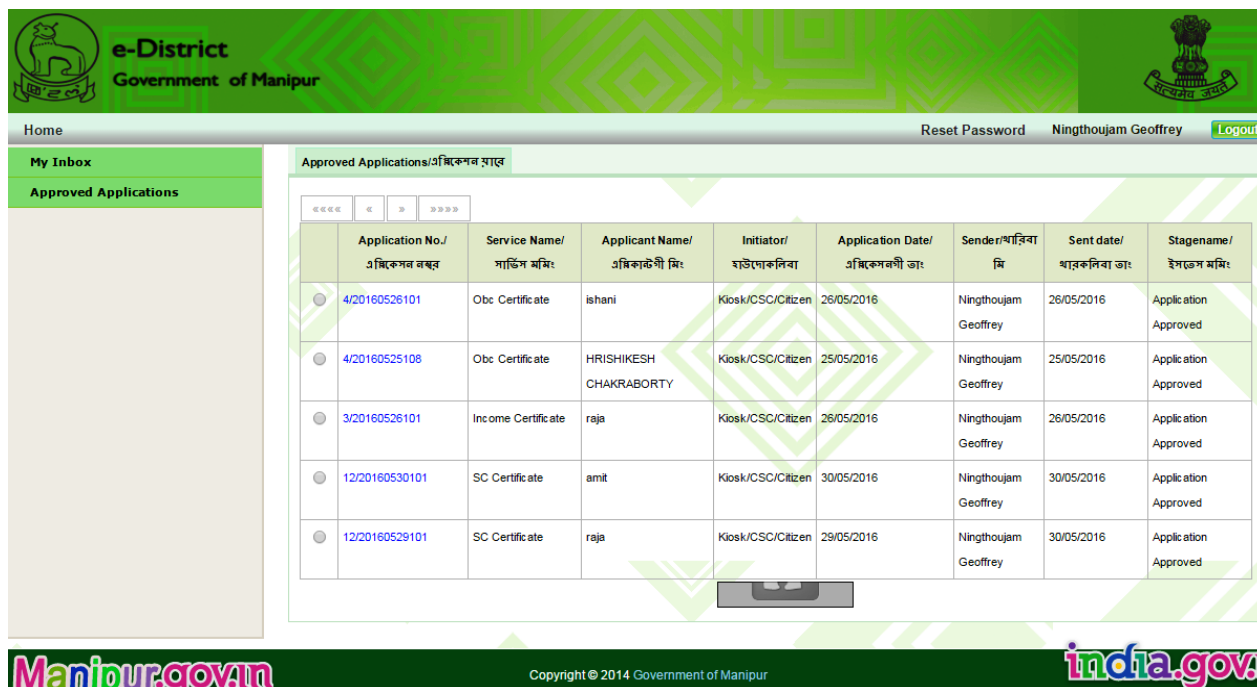
When the Application will reach at ADC / DC's inbox for approval, the respective ADC / DC will login into their system & can open and view the same for verification and will approve with digitally signed signature.

In case, the DC/ADC is not satisfied with the reports attached, he may send back the application to the concerned SDC / SDO for re-examination or reject .

APPROVAL AND CERTIFICATE GENERATION

Once the application is verified and found valid through departmental process, the concerned SDO / ADC / DC will approve and put his Digital Signature in the certificate.

To run the DSC properly, computer system should have Java version (jre-7u51-windows-i586) and the DSC dongle driver installed.



| Application No./ এমিকেসন নম্বর | Service Name/ সার্ভিস নাম | Applicant Name/ এমিকার্টনী মি | Initiator/ হাউদোকনিবা | Application Date/ এমিকেসনর তারিখ | Sender/থারিবা মি | Sent date/ থারকনিবা তারিখ | Stagenam/ ইমকেসন মনি |
|-----------------------------------|------------------------------|----------------------------------|--------------------------|-------------------------------------|-------------------------|------------------------------|-------------------------|
| 4/20160526101 | Obc Certificate | ishani | Kiosk/CSC/Citizen | 26/05/2016 | Ningthoujam Geoffrey | 26/05/2016 | Application Approved |
| 4/20160525108 | Obc Certificate | HRISHIKESH CHAKRABORTY | Kiosk/CSC/Citizen | 25/05/2016 | Ningthoujam Geoffrey | 25/05/2016 | Application Approved |
| 3/20160526101 | Income Certificate | raja | Kiosk/CSC/Citizen | 26/05/2016 | Ningthoujam Geoffrey | 26/05/2016 | Application Approved |
| 12/20160530101 | SC Certificate | amit | Kiosk/CSC/Citizen | 30/05/2016 | Ningthoujam Geoffrey | 30/05/2016 | Application Approved |
| 12/20160529101 | SC Certificate | raja | Kiosk/CSC/Citizen | 29/05/2016 | Ningthoujam Geoffrey | 30/05/2016 | Application Approved |

STEPS FOR INSERTING DSC INTO CERTIFICATE :-

After application is approved by designated officer, it will be available and shown in his own Approved Applications folder .

On clicking the Approved application , list will show up with application number and Applicant name .

Now, one need to insert the DSC (Digital Signature dongle) prior to start process nd select the radio button at left of application number for which DSC is required.

System may show some security warning of java, ACCEPT the check box and run. Next screen will guide you to Sign on the Selected Application by clicking mouse. DSC serial number will be confirmed and Certificate loaded will be shown .

Once done the signed application will be moved and appear in Signed Application folder at the left .

For down loading the Certificate available at signed folder , just Click on the Application No. and it will be stored in users own download folder / or any other system location.

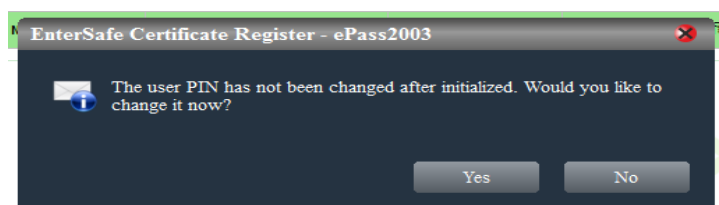
DIGITAL SIGNING STEPS :

1. The officer who Approves the Application and have the DSC dongle can sign the certificate.

Application appeared in **Approved Applications folder** can be selected for digital sign only.

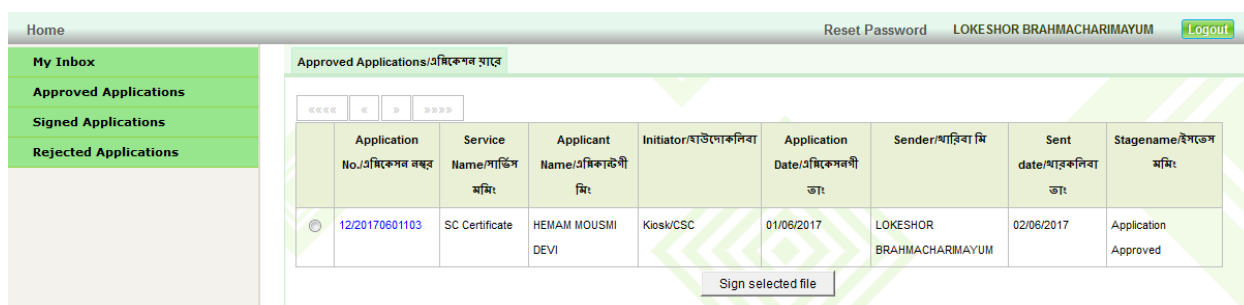
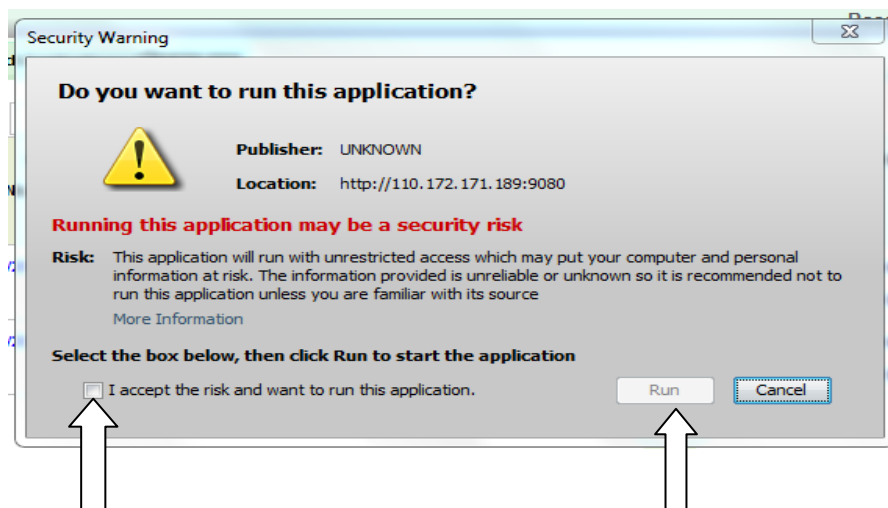


Now insert the DSC dongle or already have dongle inserted prior to open the Approved folder.




Click on No button , if password need not be changed now. Otherwise officer can change and note on Diary. If password is lost Dongle will be useless.

2. When Approved folder is selected and Application radio button is marked a Java pop will appear on screen. So for this Java security warning pop up , immediately tick mark the check box by mouse clicking and select run.



- Now Select the application radio button singly or multiple for digital signing.
- After this Click on “Sign Select file “ button at the bottom.
- The same Java warning pop up may appear, Just accept and select run.
- System will automatically confirm the authorized user name and serial number. If dongle serial matched with the Stored data, next a pop up will appear to put the DSC password.
- Type the Password in the Box provided. And press ok.
- Selected application will get Digitally Signed and transferred to SIGNED APPLICATION folder after a short period.
- Can be viewed in the Signed folder and download also.

| | |
|--|---|
|  GOVERNMENT OF MANIPUR OFFICE OF THE SUB DIVISIONAL OFFICER Imphal West DISTRICT DOMICILE CERTIFICATE <i>Imphal West ,the 08-06-2016</i> | |
| Application No. 2/20160608103 | |
| This is to certify that Shri/Smt/Km. MUNI KUMAR SINGH S/o BANI KANTA SINGH is a permanent resident of AB/10,LAMPHELPAT village/town within Lamphelpat Sub-Division, Imphal West District, Manipur State. | |
| He/She is not related to me. | |
| Identified by - Bantee Singh Konthoujam,SDO | Signature _____ Designation with Office Seal |

csc operator

Once the Application is approved by the Concern Officer, Applicant can visit to the nearest Kiosk / CSC Operator and Print the Certificate (If Applicable).


HINDU MARRIAGE AND SPECIAL MARRIAGE SERVICE


1. For obtaining Marriage certificate from registration Department , user need to apply online and request for **Physical Verification & Appointment date** , Certificate will be issued upon verification and in person only.
2. Hindu Marriage can be registered within 1 month from the date of marriage.
3. The Husband should be 21years and the Wife 18 years on the date of marriage.
4. Hindu Marriage can be registered at the Office of the Marriage Registrar within whose jurisdiction the marriage ceremony was performed or the place of residence of either the Bride or Groom is situated.
5. Neither of the party should have a spouse living at the time of the marriage.


6. 1.Invitation Cards.
 - a. 2. Photo of the ceremony
 - b. 3. Proof of Date of Birth of the Bride and Groom.
 - c. 4. Address proof of Bride and Groom.
 - d. **If the above could not be uploaded at the time of filing eForms, Invitation card, photo of the ceremony and affidavit mentioning the above may be uploaded but the remaining documents should be with the parties at the time of registration.**
7. If the status of the Bride or Groom is widow/widower, Death certificate of previous Husband or Wife would be necessary.
8. If the status of the Bride or Groom is a divorcee, Divorce decree of the competent court would be necessary.
9. 2 (two) Passport size photograph of the Husband and Wife should be presented to the Marriage Registrar at the time of signing the Marriage Register.
10. At the time of registration the parties should be present with 3 witnesses
11. As Marriage Certificate will be issued from concerned Authority in your District jurisdiction, you are required to choose the correct District in the field “Please select the district where you want your form to be processed” or your Application may be rejected by Authorities.



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[Home/মুখ](#)
[New Application/নতুন আবেদন](#)
[Submitted Application/প্রদত্ত আবেদন](#)
[Kiosk/CSC](#)

Marriage Certificate/ন্যূন্যেবগী স্যাটিফিকেটকী এগ্রিকেসর

Note/নকটাইব: Symbol Asterisk (*) Indicates Mandatory

Date of Marriage/পূন্যেবগী তারিখ*

Place of Marriage (with sufficient particulars to locate the place)/পূন্যেবগী মন্ডন*

Name & Percentage of Parties/নামটিং থিং অমসুং শারপেত্রস

| | Husband | Wife |
|----------------|----------------------|----------------------|
| Name* | <input type="text"/> | <input type="text"/> |
| Father's Name* | <input type="text"/> | <input type="text"/> |

Date of Birth*

Age(in years)

Street/Locality/ট্রাউ/লেকাই*

City/Town/সিটি/টউন*

District *

Post Office/পোষ্ট ওফিস*

Pin Code/পিন কোড*

Police Station/পুলিস ষ্টেশন*

Street/Locality/ট্রাউ/লেকাই*

City/Town/সিটি/টউন*

District *

Post Office/পোষ্ট ওফিস*

Pin Code/পিন কোড*

Police Station/পুলিস ষ্টেশন*

Present Address/বর্তমান লেডন

Is Permanent and Present Address is same?/বৈবাহিক ষ্টেটিস*
 ☐

মন্ডনগা অদ্যেবা লেডনগা মায়বরা ?
 ☐

| | Husband | Wife |
|-----------------------------|----------------------|----------------------|
| Street/Locality/ট্রাউ/লেকাই | <input type="text"/> | <input type="text"/> |
| City/Town/সিটি/টউন | <input type="text"/> | <input type="text"/> |
| District | <input type="text"/> | <input type="text"/> |
| Post Office/পোষ্ট ওফিস | <input type="text"/> | <input type="text"/> |
| Pin Code/পিন কোড | <input type="text"/> | <input type="text"/> |
| Police Station/পুলিস ষ্টেশন | <input type="text"/> | <input type="text"/> |

Relation Before Marriage

Relation if any of the parties before marriage/শহেংগিঙে মনামগা শহেংগেবোরাইবা কান্বে অবিদ মরি

Attachment Details/এটাচমেন্টগী অকুহা হাবোল

Upload documents/চঙদবা হাদবা চে চাহদিং :

Select Document* Select/খনহীদি + Add...

Accepted file types: pdf, jpeg, jpg, gif, png /অযাবা ফাইল মখল : pdf, jpeg, jpg, gif, png

Attachment Details/এটাচমেন্টগী অকুহা হাবোল

| Serial No. | Doc Name | Delete |
|------------|----------|--------|
| | | |

Declaration

1) We declare that a Hindu marriage was solemnised between us/ঐথোয় অনীগী মরক্তা হিন্দুগী লুহোংবগী খৌরম অমা পাংথোকপদা হায়না ফোংদোহি

On(Date)/তাং* 08-08-2017

At(Place)/মফম*

In accordance to our customary rites and ceremonies and that we have been living together as husband and wife ever since the marriage./ঐথোয়গী চংনবগী অমসুং পাংথোকপদা খৌরমশিংগী মতুং ইয়া ঐথোয় অনীনা লুহোংবগী মতুং ইত্য ইত্য ওইনা লোমিল্লরকি।

a) Neither of us had a spouse living at the time of marriage./ঐথোয় অনিমক লুহোংবা মতমদা ই পুরোইবা / লোইনবী লেখিদে।

b) Neither of us is an idiot or a lunatic at the time of marriage./লুহোংবা মতমদা ঐথোয় অনিমক অপংবা অঙাওবা ওইখিদে।

c) I/ঐ (The Husband) have completed the age of 21(twenty one)years and/(মপুংলোইবা) চই ২১ (কুনমথোই) মপুং ফারে

Smt. (The Wife) have the age of 18(eighteen)years. At the time of marriage the consent of the/(লোইনবী) চই ১৮ (ভরানিগল) হরে। লুহোংবা মতমদা লোইনবী ওইগদোইবা অসিগী

guardians of the wife, Shri./অহল লমনশিংগী ঐ (Hereinafter the name and percentage, age, address and/(মসিগী মখা ভারকপদা শিং অমসুং পারি পুরি, চই, লৈফম, অমসুং অহল লমনশিংগী মরি)

relationship of the guardians) had been obtained for the marriage./অনু লুহোংবগী ওইনা লোইনি।

d) We are not in the degree of prohibited relationship./অখিংবা লেবা মসিগী মনুং ঐথোয়না লৈভে।

Signature of father/guardians in marriage with the consent the marriage was solemnized/অহল লমনশিংগী লত্রগা মখাগী অযাবা সহি যাওরগা লুহোংবগী খৌরম অসি পাংথোকপনি

Full name of official priest/ওফিসিয়েল ওইবা পুরোইটকী মপুং ফাবা শিং*

a) His Age/মহাঙি চই

b) Usual place of residence address/বুহগী লৈফম*

c) Signature of the official priest with date/ওফিসিয়েল পুরোইটকী সহি অমসুং তারিক

Verification

☐ (Husband) and I/(মপুংলোইবা) অমসুং ঐ (Wife) do here by verify that the particulars of our marriage given above are true to the best of my knowledge and belief./ঐথোয়না লুহোংবগী মখক খমজরি ব্রাংলোশিং অসি অখোংবনি অমসুং অচুখনি হায়না ভেরিফাই ভোজরি।



Details of the district where you want your form to be processed

District * Select/খনহীদি

Save
Submit
Cancel/চংবর

After submission of the Application for Marriage certificate , the applicant will be given an appointment and called for a physical verification, which will be informed through online and will be notified by status Search option of application no.

DA LOGIN (REGISTRATION DEPARTMENT USER) FOR APPOINTMENT & VERIFICATION PROCESS

| | | |
|---|---|---|
|  | <p align="center">e-District MMP Manipur User Manual</p> |  |
|---|---|---|

Received Application will be first processed by Dealing Asstt. And upon login by User, application will be shown in inbox . select by clicking on the application no. and the application will open. DA need to verify the form along with the attach document.

The applicant will be given an appointment and called for a physical verification, which will be informed through online and will be notified by status Search option of application no.

EMPLOYMENT EXCHANGE REGISTRATION

1. All the details and Verify before submitting the page. The Department will not be responsible for the errors at the User-end.
2. The Registration Process consists of providing Basic Details, Qualification & Experience .
3. Click on 'Add' to enter further details.
4. Please fill in the mandatory fields.
5. Registration is valid for **3 years with a grace period of 2 months for renewal.**

Employment Exchange Department Service Details:

Application for Registration in Employment Exchange:

6. Citizens will apply online.
7. The online application will be routed to the Registration Clerk (RC).
8. The RC verifies the application along with supporting documents.
9. The RC approves/rejects the application along with recommendation/remarks for approval and rejection, respectively.
10. The RC will forward the application to the Employment Officer (EO).
11. The EO verifies the application details based on the recommendation given by the RC and approves the application along with the Digital Signature and intimates to applicant regarding approval of application. Once the Application is approved a new Registration No. will be allocated and issued to the applicant.
12. Or, the EO rejects the application based on the recommendation given by the RC and updates the database providing the reason for rejection in the comments tab. The applicant receives a notification of approval/rejection with reason via SMS/e-mail.
- 13.

Processing of Service request- Department (In e-District Scope)

1. After successful submission of Application, eDA will route the Application to Registration Clerk and notifies the Registration Clerk to review the Application details along with the supporting documents. Now Registration Clerk can perform following actions:
 - If Application details are correct then Registration Clerk Approves the Application along with the remarks /recommendation and Forward the Application to Employment Officer.
 - If Registration Clerk finds that Application Details are not correct in any perspective then Rejects the Application along with the remarks /recommendation and forwards the Application to Employment Officer.
2. Employment Officer receives the application; eDA notifies the Employment Officer to review the Application details along with the recommendation given by Registration Clerk. Now Employment Officer will verify all the details and can perform the following actions :
 - If CONVINCED, Employment Officer APPROVES the Application along with the Digital Signature and intimates to Applicant regarding Approval of Application.

If NOT CONVINCED, Employment Officer REJECTS the Application and updates the database providing the reason for rejection in the comments tab, Citizen receives a notification of Rejection with reason.
3. The Applicant is notified of the final application status via SMS/e-mail.
4. The Applicant can collect the Renewed Registration Card from the CSC Center in case of Approval.

Processing of Service request- Department (In e-District Scope)

1. After successful submission of Application, eDA will route the Application to Employment Officer and notifies the Employment Officer to review the Application details along with the supporting documents. Now Employment Officer will forward the Application to Registration Clerk for verification. Once the Verification is done Registration Clerk forwards the Application back to Employment Officer. Now Employment Officer can perform the following actions based on the Verification Report :
 - If verification report stating that the Applicant is eligible to transfer his Registration to New Employment Exchange then Employment Officer Approves the Application. On clicking on the Approval button Employment Officer should be redirected to a Search Page where Employment Officer can perform the search operation based on the Registration No. Now based on the Registration No. Registration Form should be displayed to Employment Officer. Now

Employment Officer will forward the Registration Form to New Employment Exchange Officer along with the Reason for Transfer. Applicant gets the intimation regarding Approval of Application.

- If verification report stating that the Applicant is not eligible to transfer his Registration to New Employment Exchange then s/he can Rejects the Application and Applicant gets the intimation regarding Rejection of Application.
2. Employment Officer in New Employment Exchange receives the Registration Form; eDA notifies the Employment Officer to review the Registration details (In Non-editable Mode) along with the Supporting Documents. Now Employment Officer will verify all the details and Register the Application. Once the Registration is done, a new Registration No. needs to be generated against the Application and Applicant gets the intimation regarding the Registration of Application in New Employment Exchange.
 3. The Applicant is notified of the final application status via SMS/e-mail.
 4. The Applicant can collect the New Registration Card from the CSC Center in case of Registration in New Employment Exchange.



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सत्यमेव जयते

Home/মূখ

New Application/নতুন বা প্রতিকল্প

Submitted Application/খতিবদ্য বা প্রতিকল্প

Kiosk/CSC

Registration in Employment Exchange/এমপ্লয়মেন্ট একচেঞ্জ রিজিষ্ট্রেশন

Note/নোট: Symbol Asterisk (*) Indicates Mandatory

| | | | |
|-------------------------------------|----------------------|---|----------------------|
| Applicant Name/প্রতিষ্ঠা মি* | <input type="text"/> | Father's Name/ইদাদী মি* | <input type="text"/> |
| Mother's Name* | <input type="text"/> | Email Address/ইমেইল ষ্টেড* | <input type="text"/> |
| Gender* | Select/পদস্থিতি | Date of birth* | <input type="text"/> |
| Marital Status/দুযোদগবা/দুযোদ্রিবা* | Select/পদস্থিতি | Spouse Name/দুযোদগবা দুখা নরগা দুখীদী মি* | <input type="text"/> |
| Caste/জাতি* | Select/পদস্থিতি | Religion/ধর্ম* | Select/পদস্থিতি |
| Area/প্রিয়া* | Select/পদস্থিতি | Contact No./প্রিযোদগা নম্বর* | <input type="text"/> |
| Aadhar No./অদার নম্বর* | <input type="text"/> | | |

Present Address/বর্তমান ষ্টেড

| | | | |
|----------------|----------------------|------------------------------------|----------------------|
| Address/ষ্টেড* | <input type="text"/> | City/Town/জিটীবা সঘর নরগা সঘর মচা* | <input type="text"/> |
| District * | Select/পদস্থিতি | Pin Code/পিন কোড * | <input type="text"/> |

Permanent Address/অদগবা ষ্টেড

☐ Is Permanent and Present Address is same?/ইদাদীক ষ্টেডগা মদগগা অদগবা ষ্টেডগা মদগগা?

| | | | |
|----------------|----------------------|------------------------------------|----------------------|
| Address/ষ্টেড* | <input type="text"/> | City/Town/জিটীবা সঘর নরগা সঘর মচা* | <input type="text"/> |
| District * | Select/পদস্থিতি | Pin Code/পিন কোড * | <input type="text"/> |

Certificate Details/গাটিকিটকি অকুদা রাযোদ

| | | | |
|--|----------------------|-----------------------------|----------------------|
| State Belongs Certificate No./ষ্টেডগা ষ্টেডগা গাটিকিট নম্বর | <input type="text"/> | Remarks/রিমার্কস | <input type="text"/> |
| Issuing Authority/ইসুটোরিবা ওযোরিটি | <input type="text"/> | Date of Issue/ইসুটোরিবা ডাট | <input type="text"/> |

Qualification Details/শিক্ষণী অকুদা রাযোদ

| Serial No. | Exam Passed/পরীক্ষা গায | Division/ডিভিশন | Year of Pass/শিঃ গায | Duration/মিযোদগকী | School/Institute Name/স্কুল ইনস্টিটিউট নাম | Medium/মিডিয়ম | Board/University/বোর্ড/ইনস্টিটিউট | Percentage/শারদেজ | Subject Studied/অধ্যয়ন | Subject Type/শব্দগক | Delete |
|------------|-------------------------|-----------------|----------------------|-------------------|--|----------------|-----------------------------------|-------------------|-------------------------|---------------------|--------|
| | | | | | | | | | | | |

EDUCATION DEPARTMENT SERVICE DETAILS:

Application for registration for Children with Special needs :

1. Citizens will apply online.
2. The online application will be routed to the **District Co-ordinator** by eDA.

3. Children with Special Need District Coordinator will verify the details, if all the details mentioned in application are correct then approve the application and register the request.

Note : If **District Coordinator** found that the applicant details or supporting documents are incorrect in any perspective then he can forward the application to **Block Coordinator** for Physical Verification manually (out of e-District Scope). Once the Physical Verification is done **Block Coordinator** will intimate to **District Co-ordinator** manually (out of e-District Scope). Now **District Coordinator** will provide Approval or Rejection for Application.

Now Applicant/CSC Operator has to fill the Application Form with the Required Supporting Documents and Submit the Application.

- ✓ Once the Application will be Saved Successfully, Applicant/CSC Operator can perform the Following Actions:
 - Applicant/CSC Operator can take the Print of Application by Clicking on Print eForm Button.
 - Finally on clicking on Submit button, the application will be submitted to department.
 - And if Payment / Fees is not applicable , an Acknowledgement receipt will be generated, Which can be downloaded for application reference on clicking download button.

Else Applicant/CSC Operator can return to the Home Page by Clicking on Cancel Button.



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[New Application/নতুন একটিসন](#)
[Saved Application/সেইব একটিসন](#)
[Submitted Application/পাঠিয়েদা একটিসন](#)
[Kiosk/CSC](#)
IP Address : 164.1
Last Attempt : 201

Registration of Children with Special Need /অসংগী অথরবা দরকার লৈবশিংগী এমিকেশন

Note/নকতাইব: Symbol Asterisk (*) Indicates Mandatory.

Applicant Details/এপ্লিকান্ট অকুয়া রাবোল

| | | | |
|--|---|---|----------------------|
| Applicant First Name/এপ্লিকান্টগী অথরবা মি* | <input type="text"/> | Applicant Middle Name/এপ্লিকান্টগী ময়ইগী মি* | <input type="text"/> |
| Applicant Last Name /এপ্লিকান্টগী অরোথবা মি* | <input type="text"/> | | |
| Relationship with Applicant/এপ্লিকান্টগী ময়ী | <input checked="" type="radio"/> Father <input type="radio"/> Husband | | |
| Father's/Husband's First Name/ইগাণী /ইগুরোইবগী অথরবা মি* | <input type="text"/> | Father's/Husband's Middle Name/ইগাণী /ইগুরোইবগী ময়ইগী মি* | <input type="text"/> |
| Father's/Husband's Last Name/ইগাণী /ইগুরোইবগী অরোথবা মি* | <input type="text"/> | | |
| Email Id/ইমেইল আইডি | <input type="text"/> | Mobile No./মোবাইল নম্বর | <input type="text"/> |
| District * | <input type="text"/> | Block/ব্লক * | <input type="text"/> |
| Pin Code/পিন কোড * | <input type="text"/> | District in which Application Needs to be proceed/করমবা ডিস্ট্রিক্ট এপ্লিকেশন চাহগে | |
| Relationship/ময়ী * | <input type="text"/> | | |

Child Details/অসংগী অকুয়া রাবোল

| | | | |
|---|----------------------|-------------------------------------|----------------------|
| Upload Child Photo* | <input type="text"/> | Child Photo | <input type="text"/> |
| Accepted image types: jpeg, jpg, gif, png /অথরবা ফাইল মফন : jpeg, jpg, gif, png | | | |
| Child First Name/অসংগী অথরবা মি* | <input type="text"/> | Child Middle Name/অসংগী ময়ইগী মি* | <input type="text"/> |
| Child Last Name/অসংগী অরোথবা মি* | <input type="text"/> | Gender * | <input type="text"/> |
| Date of birth * | <input type="text"/> | Age * | <input type="text"/> |
| Is Registered in Any Medical Institution?/মেডিকেল ইনস্টিটিউশন দা মেডিক্যাল ঔষধা ? * | <input type="text"/> | | |
| Type of Disability/দিসএবিলিটিগী মফন* | <input type="text"/> | | |
| Degree of Disability/দিসএবিলিটিগী চাহ * | <input type="text"/> | | |
| Father's First Name/ইগাণী অথরবা মি* | <input type="text"/> | Father's Last Name/ইগাণী অরোথবা মি* | <input type="text"/> |
| Mother's First Name/ইমাণী অথরবা মি* | <input type="text"/> | Mother's Last Name/ইমাণী অরোথবা মি* | <input type="text"/> |

Parent's Permanent Address/ইমা/ইগাণী অথরবা লৈবশ

| | | | |
|------------------------------|----------------------|--------------------------------|----------------------|
| House/Door No./ঘুম/দোর নম্বর | <input type="text"/> | Locality/Section/লেকাখি/সেক্সন | <input type="text"/> |
| Police Station/পুলিস ষ্টেশন* | <input type="text"/> | Block/ব্লক* | <input type="text"/> |
| Pin Code/পিন কোড * | <input type="text"/> | | |

Attachment Details/এট্যাচমেন্টগী অকুয়া রাবোল



Mandatory documents:

- Scanned copy of the self-signed declaration form
- Family Photo
- Medical or Disability Certificate
- Any Age proof
- Income Certificate of Father

Select Document*

Accepted file types: pdf, jpeg, jpg, gif, png /অথরবা ফাইল মফন : pdf, jpeg, jpg, gif, png


| Serial No. | Doc Name | Delete |
|------------|----------|--------|
| | | |

| | | |
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|  | <p align="center">e-District MMP Manipur User Manual</p> |  |
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PROCESSING OF SERVICE REQUEST- DEPARTMENT RD&PR / MAHUD :

- After successful submission of Application by citizen, eDA will route the Application to Dealing Assistant (DA) for reviewing the Application details along with the supporting documents. Now DA can perform following actions:
- If Application details are correct then DA Approves the Application along with the remarks /recommendation and Forward the Application to BDO / Municipality Officer.
- BDO / MO receives the application in the inbox and reviews the applications with supporting document as per remark / recommendation given by DA. :
- If CONVINCED, BDO / MO APPROVES the Application along with the Digital Signature and intimates CSC regarding Approval of Application.
- If NOT CONVINCED, Employment Officer REJECTS the Application and updates the database providing the reason for rejection in the comments tab, Citizen receives a notification of Rejection with reason.
- The Applicant is notified of the final application status via SMS/e-mail.
- The Applicant can down load and print the Digitally Signed Birth Certificate from CSC Center in case of Approval


Sample Birth Form



e-District Manipur



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Home
New Application/নতুন একটি অ্যাপ্লিকেশন
Saved Application/সেইব একটি অ্যাপ্লিকেশন
Submitted Application/সবমিটিব একটি অ্যাপ্লিকেশন
Kiosk/CSC
IP Address : 164.100.6
Last Attempt : 2017-06

Birth Certificate/পাকপাঙ্গী সার্টিফিকেট এরিকেশন

Note/মকউইব: Symbol Asterisk (*) Indicates Mandatory.

Applicant Details/এরিকান্ট অকুয়া রাবোন

| | | | |
|---|---|--|----------------------|
| Applicant First Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | Applicant Middle Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> |
| Applicant Last Name /এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | | |
| Relationship with Applicant/এরিকান্ট অকুয়া রাবোন মি* | <input checked="" type="radio"/> Father <input type="radio"/> Husband | | |
| Father's/Husband's First Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | Father's/Husband's Middle Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> |
| Father's/Husband's Last Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | | |
| District * | <input type="text"/> | Block/ব্লক* | <input type="text"/> |
| Pin Code/পিন কোড* | <input type="text"/> | Email Id/ইমেইল আইডি | <input type="text"/> |
| Relationship/মরী* | <input type="text"/> | To submit Birth Certificate, you have to proceed with the application. | |

Child Details/অকুয়া রাবোন

| | | | |
|--|----------------------|---|----------------------|
| Date of birth* | <input type="text"/> | Gender* | <input type="text"/> |
| Name of Newly Born Child (if any)/বৌনা পাকপাঙ্গী অকুয়া রাবোন | <input type="text"/> | Father's First Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> |
| Father's Last Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | Mother's First Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> |
| Mother's Last Name/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | | |

Place of Birth/পাকপাঙ্গী অকুয়া রাবোন

| | |
|------------|----------------------|
| Place/মকম* | <input type="text"/> |
|------------|----------------------|

Parent's Permanent Address/ইমা/ইমা গী অকুয়া রাবোন

| | | | |
|-------------------------------|----------------------|-------------------------------|----------------------|
| House/Door No./হাউস/ডোর নম্বর | <input type="text"/> | District * | <input type="text"/> |
| Block/ব্লক* | <input type="text"/> | Police Station/পুলিস স্টেশন* | <input type="text"/> |
| Post Office/পোস্ট অফিস* | <input type="text"/> | Locality/Section/লোকালি/সেকশন | <input type="text"/> |
| Pin Code/পিন কোড* | <input type="text"/> | | |

Town/Village of Residence of Mother/ইমা/ইমা গী অকুয়া রাবোন

| | | | |
|---|----------------------|---|----------------------|
| State/স্টেট* | <input type="text"/> | District * | <input type="text"/> |
| Religion/ধর্ম* | <input type="text"/> | | |
| Educational Status of Father/এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | Educational Status of Mother/ইমা/ইমা গী অকুয়া রাবোন মি* | <input type="text"/> |
| Father's Occupation /এরিকান্ট অকুয়া রাবোন মি* | <input type="text"/> | Mother's Occupation /ইমা/ইমা গী অকুয়া রাবোন মি* | <input type="text"/> |
| Age of Mother at the time of Marriage/গুয়া/গুয়া মকমগা মমাগী চাই | <input type="text"/> | Age of Mother at the time of this Birth/অকুয়া পাকপাঙ্গী মকমগা মমাগী চাই | <input type="text"/> |
| No. of Children including this Child/বৌনা পাকপাঙ্গী অকুয়া রাবোন মি* | <input type="text"/> | Type of Attention at Delivery/ডিলিভারি এটেনশন মকম | <input type="text"/> |
| Method of Delivery/ডিলিভারি (বৌনা) মকম* | <input type="text"/> | Birth Weight(in Kgs)/অকুয়া/অকুয়া (কে জি) | <input type="text"/> |
| Duration of Pregnancy(in Weeks)/মিগেলনগী মকম(চেংগা) | <input type="text"/> | | |

Attachment Details/এট্যাচমেন্ট অকুয়া রাবোন

Upload documents/ডকুমেন্ট রাবোন (চেংগা) :

- Scanned copy of the self-signed declaration form
- Doctor's certificate regarding birth certificate
- Permission or Order Letter issued by CMO or DR
- Permission or Order Letter issued by 1st Class Magistrate of that Concern Area

Select Document*

Accepted file types: pdf, jpeg, jpg, gif, png /অকুয়া/অকুয়া মকম : pdf, jpeg, jpg, gif, png

| Sr. No./মকম/মকম | Document Name/চেংগা/মকম | Delete/মকম |
|---|-------------------------|------------|
| <input type="button" value="Submit"/> <input type="button" value="Cancel/চেংগা"/> | | |



e-District MMP Manipur User Manual



YOUTH AND SPORTS DEPARTMENT SERVICE DETAILS:

A.APPLICATION FOR INCENTIVE SPORTS AWARD

1. Citizens will apply online.
2. The online application will be routed to the **Dealing Assistant (DA)** by eDA.
3. The DA verifies the application alongwith supporting documents.
4. The DA approves/rejects the application alongwith recommendation/remarks for approval and rejection, respectively.
5. The **DA** will forward the application to the **Joint Director**.
6. The **Joint Director** verifies the application details as per parameter and forward to **Director** with his/her comments /remarks .
7. The **Director** sorts the list of application based on search parameters like Approved / Rejected Application and prepares a list for approved application . Then manually forwarding to Commissioner for approval and release of fund.

Processing of Service request- Department (In e-District Scope)

- After successful submission of Application, eDA will route the Application to Dealing Assistant and On login by DA, eDA will enable the DA to review the Application details along with the supporting documents. Now Dealing Assistant can perform following actions:
- If Application details are correct with all perspective then Dealing Assistant Approves the Application along with the remarks /recommendation and Forward the Application to Joint Director.
- If Application details are not correct then Dealing Assistant rejects the Application along with the remarks and the Applicants are intimated .
- Joint Director will sort Application as per Approved / rejected parameters and then forward the Application along with the remarks /recommendation to the Director.
- Director will view the application as per the approved / rejected list and prepares a final approved list. The approved list will be sent manually to commissioner for approval and release of fund.
- The Applicant can Collect the Incentive, Track Suits and Certificate from Department as per of the delivery component of Services in case of Approval.

B. APPLICATION FOR RCC PROGRAM

1. Citizens will apply online.
2. The online application will be routed by eDA to the concerned Dealing Assistant (**DA**) of department.
3. The DA verifies the application alongwith supporting documents.
4. The DA approves/rejects the application alongwith recommendation/remarks for approval and rejection, respectively.
5. The **DA** will forward the application to the **Joint Director**.
6. The **Joint Director** reviews the application details as per parameter and registers the application under RCC program .


Processing of Service request- Department (In e-District Scope)

- After successful submission of Application, eDA will route the Application to Dealing Assistant and On login by DA, eDA will enable the DA to review the Application details along with the supporting documents. Now Dealing Assistant can perform following actions:
- If Application details are correct with all perspective then Dealing Assistant Approves the Application along with the remarks /recommendation and Forward the Application to Joint Director.
- If Application details are not correct then Dealing Assistant rejects the Application along with the remarks and the Applicants are intimated .
- Joint Director will sort Application as per Approved / rejected parameters and then forward the Application along with the remarks /recommendation to the Director.
- The Applicant is notified of the final application status via SMS/e-mail.
- The The Applicant can Collect an ID card from Department as per of the delivery component of Services in case of Approval.


C. APPLICATION FOR REGISTRATION IN SCHOOL GAMES FEDERATION

1. Citizens will apply online.
2. The online application will be routed by eDA to the concerned **DYASO** of department
3. **DYASO** Verifies the Application Details and incorrect applications are rejected with reason. For legitimate applicants departments Conduct the Sports and Competition. **DYASO** will Approve the Application who has qualified in Sports and Competition and forwards the Application to **Joint Director** for further Processing.
4. **DYASO** will Reject the Application who has disqualified in Sports and Competition and intimates to Applicant regarding the rejection of Application by stating the reason.
5. **Joint Director** receives the application review the Application details along with the supporting documents and registers the Application under School Games Federation.
6. The Applicant is notified of the Final Application Status via SMS/e-mail.
7. The Applicant gets the intimation via SMS/e-Mail of Final Application Status as per of the delivery component of Service

Sample Incentive State sports Award application form



e-District Manipur



Digital India
 Power To Empower

New Application/নতুন বা এপ্লিকেশন
Saved Application/সেইব এপ্লিকেশন
Submitted Application/শাউনবিবা এপ্লিকেশন
Hiishikesh
IP Address : 10

Incentive State Sport Awards/লৈবাকী শানা খোংনবাবু পুন্নিং খৌগংখিবনী এৱাৰ্ড

Note/মন্তব্য: Symbol Asterisk (*) Indicates Mandatory

Applicant Details/এপ্লিকেন্টৰী মতী মথো:

| | |
|--|---|
| Applicant First Name/এপ্লিকেন্টৰী অখানবা মি* | Applicant Middle Name/এপ্লিকেন্টৰী মথাইথী মি* |
| Applicant Last Name /এপ্লিকেন্টৰী অখোথবা মি* | State/ষ্টেট * |
| District * | Block/ব্লক * |
| Pin Code/পিন কোড * | Email Id/ইমেইল আই ডি |
| Mobile No./মোবাইল নম্বৰ | |
| Relationship/সম্বন্ধ * | |

Personal Detail/পৰাই অকুৱা ৰাহোণ

| | |
|---|--|
| Date of birth* | Gender* |
| Track Suit Size/টেক সুট সাইজ * | Father's First Name/ফাদাৰ অখানবা মি* |
| Father's Last Name/ফাদাৰী অখোথবা মি* | Mother's First Name/মাদাৰী অখানবা মি* |
| Mother's Last Name/মাদাৰী অখোথবা মি* | Father's Occupation /ইদাৰী খবক |
| Mother's Occupation /ইদাৰী খবক | Monthly Income of Father/Mother/ Guardian/ইদাৰী/অখন পদনখি মাদী ইবকম* |
| Studying At/কখাইখা ভমি* | |
| Roll No./রোল নম্বৰ* | |
| Is Applicant Working?/এপ্লিকেন্ট খবক জৌমিননা ?* | |

Permanent Address /অখোথবা লৈফম

| | |
|------------------------------|---------------------------------|
| State/ষ্টেট* | District * |
| Block/ব্লক * | Post Office/পোষ্ট অফিস* |
| Police Station/পুলিস ষ্টেশন* | Locality/Section/লেকাই/সেঞ্চন * |
| House/Door No./ঘুহ/দোর নম্বৰ | Pin Code/পিন কোড* |

Current Address/বৌজীক লৈফম

Is Permanent and Present Address is same?/বৌজীক লৈফমা মদমগা অখোথবা লৈফমগা মজবনা ? ☐

| | |
|------------------------------|---------------------------------|
| State/ষ্টেট* | District * |
| Police Station/পুলিস ষ্টেশন* | Locality/Section/লেকাই/সেঞ্চন * |
| House/Door No./ঘুহ/দোর নম্বৰ | Pin Code/পিন কোড* |

Achievements Details/কখো অকুৱা ৰাহোণ

Is Applicant Represented the State Of Manipur?/এপ্লিকেন্ট অনু মনিপুৰ ষ্টেট মথং খিববনা ?*

Sponsored by/স্পোণসৰ*

Discipline/খিসিখিব*

Year Of Competition/কমখিখিখবনী চহি *

Name Of Competition/কমখিখিখবনী মি*

Attachment Details/এটাকমেণ্টৰী অকুৱা ৰাহোণ

Mandatory documents:

- Scanned copy of the self-signed declaration form
- Original Certificate for the corresponding Discipline
- One recent Photograph
- One Stamp size Photograph attested with Seal

Select Document*

Accepted file types: pdf, jpeg, jpg, gif, png /অখাৰা ফাইল মথন : pdf, jpeg, jpg, gif, png

| Serial No. | Doc Name | Delete |
|------------|----------|--------|
| | | |

Declaration

☐ I, the undersigned, hereby declared that the above particulars are true and correct to the best of my knowledge and belief and I am aware that in case entry is found incorrect or false my Application is liable to be rejected./মখতা পমিখিখিমে ষ্ট ইখানা হুহে খানবা শৌজমে, কখিগুৱা শালমখবি ষিজেক জৌবা য়াৰে।

Submit
Cancel/কনসেল



Screen for Department Officials for **Login to process**

A. APPLICATION FOR INCENTIVE SPORTS AWARD

1. Citizens will apply online.
2. The online application will be routed to the **Dealing Assistant (DA)** by eDA.
3. The DA verifies the application alongwith supporting documents.
4. The DA approves/rejects the application alongwith recommendation/remarks for approval and rejection, respectively.
5. The **DA** will forward the application to the **Joint Director**.
6. The **Joint Director** verifies the application details as per parameter and forward to **Director** with his/her comments /remarks .
7. The **Director** sorts the list of application based on search parameters like Approved / Rejected Application and prepares a list for approved application . Then manually forwarding to Commissioner for approval and release of fund.

Processing of Service request- Department (In e-District Scope)

- After successful submission of Application, eDA will route the Application to Dealing Assistant and On login by DA, eDA will enable the DA to review the Application details along with the supporting documents. Now Dealing Assistant can perform following actions:
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- Joint Director will sort Application as per Approved / rejected parameters and then forward the Application along with the remarks /recommendation to the Director.
- Director will view the application as per the approved / rejected list and prepares a final approved list. The approved list will be sent manually to commissioner for approval and release of fund.
- The Applicant is notified of the final application status via SMS/e-mail.
- The Applicant can Collect the Incentive, Track Suits and Certificate from Department as per of the delivery component of Services in case of Approval.

B. Application for RCC Program

1. Citizens will apply online.
2. The online application will be routed by eDA to the concerned Dealing Assistant (**DA**) of department.
3. The DA verifies the application alongwith supporting documents.
4. The DA approves/rejects the application alongwith recommendation/remarks for approval and rejection, respectively.
5. The **DA** will forward the application to the **Joint Director**.
6. The **Joint Director** reviews the application details as per parameter and registers the application under RCC program .

Processing of Service request- Department (In e-District Scope)

- After successful submission of Application, eDA will route the Application to Dealing Assistant and upon login by DA, eDA will enable the DA to review the Application details along with the supporting documents. Now Dealing Assistant can perform following actions:
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- If Application details are not correct then Dealing Assistant rejects the Application along with the remarks and the Applicants are intimated .
- Joint Director will sort Application as per Approved / rejected parameters and then forward the Application along with the remarks /recommendation to the Director.
- The Applicant is notified of the final application status via SMS/e-mail.
- The The Applicant can Collect an ID card from Department as per of the delivery component of Services in case of Approval.

C. Application for Registration in School Games Federation


1. Citizens will apply online.
2. The online application will be routed by eDA to the concerned **DYASO** of department.
3. **DYASO** Verifies the Application Details and incorrect applications are rejected with reason . For legitimate applicants departments Conduct the Sports and Competition. **DYASO** will Approve the Application who has qualified in Sports and Competition and forwards the Application to **Joint Director** for further Processing.
4. **DYASO** will Reject the Application who has disqualified in Sports and Competition and intimates to Applicant regarding the rejection of Application by stating the reason.
5. **Joint Director** receives the application review the Application details along with the supporting documents and registers the Application under School Games Federation.
6. The Applicant is notified of the Final Application Status via SMS/e-mail.
7. The Applicant gets the intimation via SMS/e-Mail of Final Application Status as per of the delivery component of Service

EDUCATION DEPARTMENT SERVICE DETAILS:


i. **Application for registration for Children with Special needs :**

14. Citizens will apply online.
15. The online application will be routed to the **District Co-ordinator** by eDA.
16. **Children with Special Need District Coordinator** will verify the details, if all the details mentioned in application are correct then approve the application and register the request.


Note : If **District Coordinator** found that the applicant details or supporting documents are incorrect in any perspective then he can forward the application to **Block Coordinator** for Physical Verification manually (out of e-District Scope). Once the Physical Verification is done **Block Coordinator** will intimate to **District Co-ordinator** manually (out of e-District Scope). Now **District Coordinator** will provide Approval or Rejection for Application.



e-District Manipur



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Home/নুম
New Application/অন্যোবা এপ্লিকেশন
Saved Application/সেইব এপ্লিকেশন
Submitted Application/খাজিরবিবা এপ্লিকেশন
Kiosk/CSC
IP Address : 164.1
Last Attempt : 201

Registration of Children with Special Need /অভ্যাংগী অখরবা দরকার লৈবশিংগী এপ্লিকেশন

Note/মন্তব্য: Symbol Asterisk (*) Indicates Mandatory.

Applicant Details/এপ্লিকেন্ট অকুয়া রাবোল

| | |
|---|---|
| Applicant First Name/এপ্লিকেন্টগী অখানবা মি* | Applicant Middle Name/এপ্লিকেন্টগী মখাইগী মি* |
| Applicant Last Name /এপ্লিকেন্টগী অরোয়বা মি* | |
| Relationship with Applicant/এপ্লিকেন্টগী মরী | <input checked="" type="radio"/> Father <input type="radio"/> Husband |
| Father's/Husband's First Name/ইপাগী /ইপুয়োইবগী অখানবা মি* | Father's/Husband's Middle Name/ইপাগী /ইপুয়োইবগী মখাইগী মি* |
| Father's/Husband's Last Name/ইপাগী /ইপুয়োইবগী অরোয়বা মি* | |
| Email Id/ইমেইল আইডি | Mobile No./মোবাইল নম্বর |
| District * | Block/ব্লক * |
| Pin Code/পিন কোড * | District in which Application Needs to be proceed/করমবা ডিষ্ট্রিক্ট এপ্লিকেশন চংখগে* |
| Relationship/মরী * | |

Child Details/অভ্যাংগী অকুয়া রাবোল

Upload Child Photo*

+ Add...

Accepted image types: jpeg, jpg, gif, png /অখাংবা ফাইল মখল : jpeg, jpg, gif, png

Child First Name/অভ্যাংগী অখানবা মি*

Child Last Name/অভ্যাংগী অরোয়বা মি*

Date of birth*

Is Registered in Any Medical Institution?/মেডিকেল ইনস্টিটিউশন দা রেজিস্টার
ভেঁবরা ? *

Type of Disability/দিসএবিলিটিগী মখল*

Degree of Disability/দিসএবিলিটিগী চার *

Father's First Name/ইপাগী অখানবা মি*

Mother's First Name/ইমাগী অখানবা মি*

Child Photo

Child Middle Name/অভ্যাংগী মখাইগী মি*

Gender *

Age*

Father's Last Name/ইপাগী অরোয়বা মি*

Mother's Last Name/ইমাগী অরোয়বা মি*

Parent's Permanent Address/ইমা/ইশা গী অখোংবা লৈফম

| | |
|------------------------------|-------------------------------|
| House/Door No./মুম/দোর নম্বর | Locality/Section/লৈকাই/সেক্সন |
| Police Station/পুলিস ষ্টেশন* | Block/ব্লক* |
| Pin Code/পিন কোড * | |

Attachment Details/এটাচমেন্টগী অকুয়া রাবোল

Mandatory documents:

- Scanned copy of the self-signed declaration form
- Family Photo
- Medical or Disability Certificate
- Any Age proof
- Income Certificate of Father

Select Document*

Select/মরীনি

+ Add...

Accepted file types: pdf, jpeg, jpg, gif, png /অখাংবা ফাইল মখল : pdf, jpeg, jpg, gif, png

| Serial No. | Doc Name | Delete |
|------------|----------|--------|
| | | |

Submit
Cancel/কেতল

STATUS SEARCH AND CERTIFICATE GENERATION

Once the Application is approved, Applicant can visit to the nearest Kiosk Operator. Now based on the Acknowledgement receipt Kiosk Operator can search for the Current Status of Application and provide the Certificate to Applicant.

Firstly Kiosk Operator has to click on Status Search Link and corresponding Status Search Page will be visible to Kiosk Operator:

Admin Roles and Responsibilities:

Following are the roles and responsibilities of District Admin:

- ❓ Create a user
- ❓ Update a user
- ❓ Deactivate a user
- ❓ Define service workflow
- ❓ Reports and MIS

7.1 Create a User:

District Admin needs to enter the correct username and user ID , for successful login to home page .

Example: To create a user with Name "Abdul Rasid", please follow the below steps:

Admin has to put the name that is "M Abdul" and a USER ID ,if record does not exists, Admin has to check with the USER ID serial. Before entering details, system admin has to create userID ,if userID is not present then only use this userID.If this user ID is present it means another user already uses this ID,in this case admin has to create a new userID .

- ❑ Click on "Add"
- ❑ System Admin has to fill the fields .If email-Id data is not with District Admin, District Admin has to fill with "**dummy@email.com**", Display name will be first name and last name for example display name will be for this user is **Abdul Rasid**
- ❑ After this select Department and Designation, District name, DSC Sr. No and Date of Birth.
- ❑ If The user is Active, choose Yes. Otherwise No for inactive user.

Update a user:

- ❑ System Admin needs to enter the correct username and password, After successful login home page will appear.

When to select “Forward”:

- ❑ Respective departmental user can view the application details as well as the attached supporting documents; by clicking forward action one official can forward the application to another official to take necessary action. Every official has this access right.

When to select “Approve”

- ❑ Only Approving authority can “Approve ” any application, If verification reports OK then DPS approves and digitally sign the certificate.

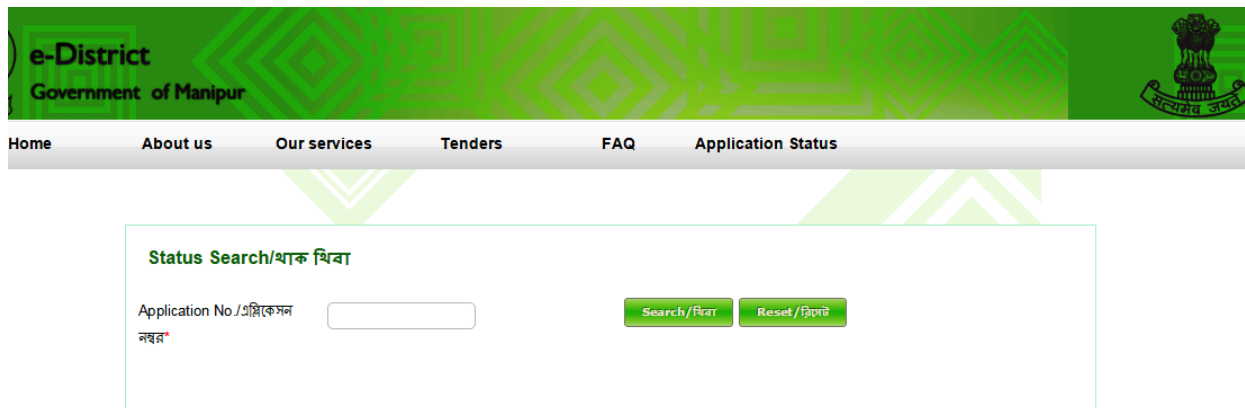
When to Select “Reject”

- ❑ Only approving authority can Reject any application. If verification reports are not OK then DPS rejects the application with Justification and the intimation is given to the applicant via SMS.

Steps for Sending Back the application

- ❑ There is an option to Send Back an application to the previous user as per the workflow for further information is required,.

Status search of Application (available in home screen)



The screenshot shows the website header with the logo and navigation links: Home, About us, Our services, Tenders, FAQ, and Application Status. Below the header is a green banner with the text "e-District Government of Manipur". The main content area features a "Status Search/খানক খিরা" section with a text input field for "Application No./এপ্লিকেশন নম্বর*", a "Search/খিরা" button, and a "Reset/রিফ্রেশ" button.

Now Kiosk Operator has to provide the Application No, based on the Application No. Applicant Details will be visible on Status Search Page:

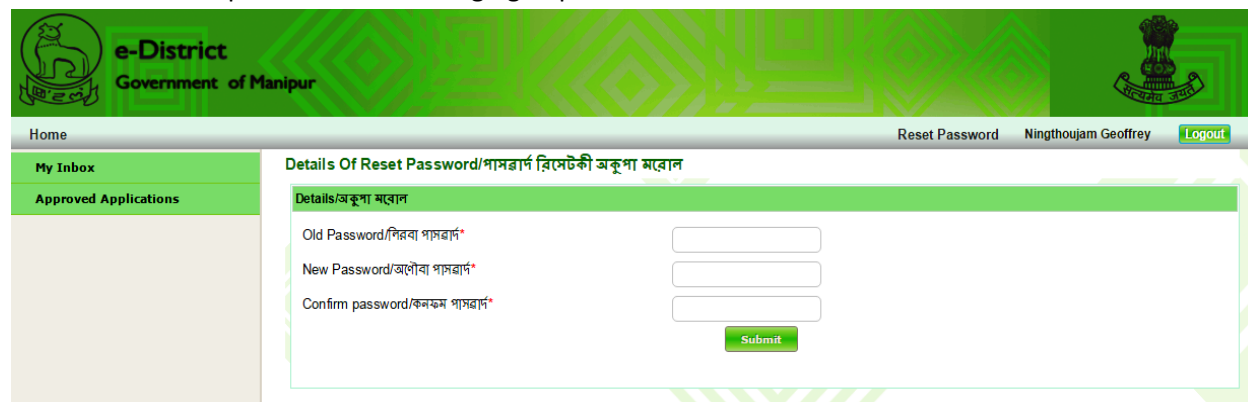
| | |
|------------------|----------------------------|
| Application No. | : 2/20141229103 |
| Service Name | : Domicile Certificate |
| Department | : Revenue |
| Applicant Name | : Ramesh Kumar Gandhi |
| Application Date | : 29-12-2014 |
| Status | : Application Approved |
| Download | : Download |

Upon Clicking on Download Link corresponding Certificate will be downloaded:

PASSWORD RESET/ CHANGE BY DEPARTMENT USER

Department user can also change their password for security reason as and when necessary through their own login screen. Once logged in system will display the name of logged in user and RESET option

are available on top of screen for changing of password .



The screenshot shows the 'e-District Government of Manipur' web application. The header includes the logo, 'e-District Government of Manipur', and a user profile for 'Ningthoujam Geoffrey' with a 'Logout' button. The main content area is titled 'Details Of Reset Password/পাসৱাৰ্ড ৱিচেটকী অকুগা মৰোল' and contains a form with three input fields: 'Old Password/পিরবা পাসৱাৰ্ড*', 'New Password/অলৌবা পাসৱাৰ্ড*', and 'Confirm password/কনফম পাসৱাৰ্ড*'. A 'Submit' button is located at the bottom of the form. The left sidebar shows 'My Inbox' and 'Approved Applications'.

How to install Java & Dongle Drivers?

Step 1 : Copy JAVAINSTALL folder from Pendrive to Desktop & extract it.