



# e-District Manipur

# User Manual For On line e-District Applications

Submitted to: MSITS, Government of Manipur



Submitted By: Nelito Systems Limited





## USERGUIDE

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#### 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:





eDistrict	Manipur	Digital Ind. Power To Empower	ia er Request ora
Notifications	e-Services	Quick Links	Login
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helps in improving governance	Employment Exchange Youth Affairs and Sports	Transaction	
esk.edistrictmn@nic.in			
About the Portal Site Contents owned	Hep Terms of use Refund and Cancellation P and updated by concerned Departments a For any query regarding this w E-serviv	Volicy Accessibility Statement Disclaimer Link To and co-ordinated by Department of Information vebsite Please Contact Web Master. ce visitors :	Us Copyright Technology, Manipur. Version 2.0.1

#### 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 O CSC/Citizen Radio button, <u>Click here to Login With ePramaan</u> (Register Link), a Registration Page will be opened as below:

(FOR NEW CITIZEN REGISTRATION)

1) Click on "New User? Register Here





Restrating rates Ministry of Electronics & IT Government of India	र्द्ध प्रव nation	RIOT CEPrar	maan			ली CE	डैक AC
		4	Home	Downloads	Unlock Your Account	Register	Sign In
Welcome to e-F New User? Register	Pramaan / <u>here</u>	Authenticatio	on Serv	vice			
Usemame / A	adhaar Number						
	Password						
	Capicha						
		Captcha letters are case	ev/t/ense				
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1) Choose proper option

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			Home	Downloads	Unlock Your Account	Register	Sign In
		Citizen Registration					
		Kindly choose any one of the below option:					
		C Registration using Aadhaar Number					
		© Registration without identity verification (not recorr	imended)				
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1) Applicable for registration with Aadhaar Only

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	Aadhaar					
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a) For Registration without Identity proof

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		Home	Downloads	Unlock Your Account	Register	Signin
	Citizen Registration					
	Kindly choose any one of the below option:					
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a) For Registration without any Identity Proof citizen need to fill up the following form.

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





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Kindly choose any one of the b	elow option:		
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Choose OTP medium	Mobile		
	Consent for Aadhaar Authenti	cation	
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a) eKYC OTP verification

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a) Once verified the following form will display.





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Accept Terms" and "Policies" of e-Pramaan.		Ø
	a Accept "Terms" and "Policies	or e-shamaan.

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





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adhaar number has been su	ccessfully verified.
our Aadhaar data has been j	re-populated, kindly fill other details to proceed.
izen Registration	Form
	and the second s
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Password *	errannaju Coernanie avalaciji
	Password must be at least 8 characters hing and must be a combination of upper case, himer case, numbers and mon-alphenumeric characters excluding space
Confirm Password *	c/ber/schen:
Date of Birth *	1 May 1980
Date of birth	(Mobile Number or Email Id is mandatory)
Verified Mobile Number	9163019400
Email Id	hchakraborty@gmail.com
	Kindly anter valid E-mail bl (i.e.ssc@yyy.zzt)
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i or alte	Manag Anne Anan Saram
City ( District	South 36 Partness
Gity / Disola	Sound as Pargeness
Dia Code	TVEST BERGAL
Pin Goole	700012
Additional Information	
Security Question *	What was the name of your elementary / primary school?
Security Answer *	Nava Nalanda
Personal Message *	Today is Mine
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	Capitolie fathers are case semilities
	ncekro2
	a
Accept "Terms" and "Policies	ot e-Pramaan.
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a) Once clicked on Signup the following page will display.

r Profile	
Personal Information	
Given Name	Hrishikesh Chakraborty
Date of Birth	03 May 1980
Verified Mobile Number	9163019400 🖌
Email Id	hchakraborty@gmail.com 🗙 (not venified) <u>Send verification link</u>
Identity Information	
PAN	No PAN provided.
Aadhaar	607098776325 🗸 To synchronize profile data with Aadheer <u>Click her</u>
Contact Address	
House / Flat / Building	12/7c
Landmark	Basusree Pulkur 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





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

Government of India Aller Alle		national e-Authentication Service	Downloads	Services	Manage Profile
	Verify User				
	Usemame	hrishiraju			
	Password Captcha				
		Capitche letters are case sensitive			
		dm <b>mm q</b> 2			
		Submt			

a) Once complete the following page will display







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





DAMAN &	DIU	Digital India
uzer-1044404649	UID(Aadhaar)	807098776325
	Mobile Number*	9163019400
Damait and Diu +	District *	Please Select
	Middle Name	
©Male ⊜Female ⊜Transgender	Status *	⊘Married
03/05/1980	Occupation *	
		17/7c Resume Policy Kabarathan
	Lawer-194454645 Lawer-194454645 Damas and Du + Make © Female © Transgender 030501580	t UID(Aadhaar) UID(Aadhaar) UID(Aadhaar) UID(Aadhaar) Mobile Number * Demais and Du

### c) Provide OTP

Trefit atd Messy of Execution at T Messy of Execution at T Description at T Desc	सी डेक CDAC
Covernment of mode     Inone Downfords     Inone Downford     Inone Downfords     Inone Downfords     Inone Downfords	Inlock Your Account Register Sign In Ising e Hail Ising Mobile
ក្ស៊ី និវាភ្ល CDDC CENTRE Foil DivisionMinit of Advanced commuting	2016   A8 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.



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 :-

vnload Offline form	Apply Online
miload Offline form	Apply Online
$\mathbb{N}$	2

#### How to change Password?

<sup>2</sup> 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"

<sup>®</sup> 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.

<sup>®</sup> 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
- 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



# e–District MMP Manipur User Manual



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Duration of Pregnancy(in Weeks)/মিরোগবর্ধী সভস(চেবোস) Machment Details/उद्येग्रस्यकी मे अनुवा बार्सान Upload documents/চউদবা রামবা চে চাংশি : 1. Scanned copy of the self-signed declaration form 2. Doctor's certificate regarding birth certificate	Method of Delivery/ভিশিভররী (ভীবণী মঙং*	Selectশনবীদি	*	Birth Weight(in Kgs)/অন্তাংগী অক্রমবা (কে জি)		
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2. Doctor's certificate regarding birth certificate	1. Scanned copy of the self-signed declaration	ion form				
	2. Doctor's certificate regarding birth certific	ate				
3. Permission or Order Letter issued by CMO or DR	3. Permission or Order Letter issued by CM	O or DR				
4. Permission or Order Letter issued by 1st Class Magistrate of that Concern Area	4. Permission or Order Letter issued by 1st	Class Magistrate of that Conc	ern Area			
Select Document* Select/vielfR	Select Document*	Selectশগৰীপি	-	+ Add		
Accepted file types: pdf, jpeg, jpg, gif, png /अয়াবা ফালৈ মখল : pdf, jpeg, jpg, gif, png	Accepted file types: pdf, jpeg, jpg, gif, pr	g /অয়াৰা ফাইল মখল : pdf, jp	eg. jpg. gif,	png		

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User Manual for e-District applications





# 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





# 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.





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"
- <sup>></sup> In this page there are three tabs : New Application, Saved Application, Submitted Application.
- <sup>></sup> 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 submition , 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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া 🕑 New Application/ৰেণৌবা এয়িকেষৰ micile Certificate/ভোমিসাইল সাটিফি	🗹 Submitted Applicationশ্বাই কটকী এগ্নিকেশপ	জখিবা এরিকেসন		-
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Relationship with Applicant/এপ্লিকান্টগ মন্নী	Father      Husband	Mother		
Father's/Husband's First Name/ইপাগী		Father's/Husband's Middle Name/ইপাগী		
/ইপুরোইবগী অহানবা মিং*		/ইপুরোইবগী ময়াইগী মিং		
Father's/Husband's Last Name/ইপাগী /ইপুরোইবগী অরেয়েবা মিং		Aadhar No./অধ্যর নশ্বর		
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Sub Division/সব ভিভিসন*	Selectগৰ্বীসি 👻	Circle/সার্কল	Select/খনবীদি	
Pin Code/পিন কোড*		Email Id/ইয়েন আই.দি		_
Mobile No //মাবাইল নম্বর		Circle in which Application need to be	Select/taalb	
1199909 1993 (1997) - 1997		proceed/করমবা সার্কলদা এপ্লিকেসন মথা চংখগদাগ	Concon Addity	
Specify Issuing Authority		Kiosk/CSC ld		
Application Submitted Bu/9976934	Select/খনবীদি 🔻			
Application Submittee Dy appress	Enclose and Enclosed			





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Applicant?/এপ্লিকান্টতা ডোমিসাইন পিথিব	η				
লবরা ?*					
Purpose of Domicile Certificate/			Type of Domicile Certificate/	Select/থনবীসি 🔹	
ডামিসাইন সাটিফিকোজী মরম*			ডোমিসাইন সাটিফিকেট মথল*		
irth Detail/পোকপাগী অকুম্বা ৱাবোল					
Date of Birth/পোকপা চহি*			Place of Birth/(পাকপা মফম*	Select/থনবীসি ▼	
				)	
esidence Detail/লৈরিবাগী অকুপ্পা রাবে	न				
The Date & the Year from which			Total Period of Stay in years/		
Applicant is residing/এপ্লিকান্টণা			লৈয়রকপগী চহী মশিং		
'লরকগগী চহি অমসং তরিক*					
ive Details by which you claim your	self to a Domicile of N	Manipur/মণিপুব	ডোমিসাইলগী মকুপ্পা মবোল		
Ownership of Immovable Property in	n 🗆				
Manipur/মণিপুরদা (লংবা য়াদরবা লন					
Continuous Residence in Manipur					
or the last 10 years/মণিপুরদা চহি ১০					
নগী লৈরকপা					
Education/এজুকেসন					
ttachment Details/এটাচমেন্টগী অকুপ্পা	ৱাৰোল				
Upload documents/চঙদবা যাদবা (চ চ	দিশিং:				
1. Voter ID of applicant or of paren	its				
2. Any identity proof of the applica	nt				
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			- Add		
Accepted file types: pdf, jpeg, jpg	l, gif, png /অয়াবা ফা	ইল মথল : pdf,			
peg, jpg, gif, png					
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on non-negative		Docum	Service and the service se	Dolo to - La vil	

**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.

Sele	ect Document"	SELECT V Add		
	Serial No.	Doc Name	Delete	
1		Scanned copy of the self-signed declaration form	×	
2 Birth Certificate				
3 Voter Id X				
4	4 Present Residential Proof (Electricity Bill/Water Bill/Telephone Bill)			

# 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.







# 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.





e-District Government of Mar	nipur	
Home		Reset Password Longout
My Inbox	Inbox Outbox	
Approved Applications	XXXX X X XXXX	
Signed Applications	Application No./এমিকেসন নম্বর Applicant Name/এমিকান্টগী মিং Initiator/ঘাউদোকনিবা Application	Date/এমিকেসলগী তাং Sender/খারিবা মি Stagename/ইসভেস মমিং
Rejected Applications	Certificate total of service: 2	
Update Registration Employment		
Exchange	Ricome Certificate, total of service. 1	
	Obc Certificate, total of service: 1	

**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





#### Domicile Certificate/ডোমিসাইন সাটিফিকেটকী এপ্লিকেশণ

APPLICATION NO : 2/2017/0629131 Applicant Details/এমিকাউণী মরী মথোং Salutation /ইকাই মুদশবা" Relationship with Applicant/এমিকাউন মরী Father's/Husband's First Name/ইগাগী/ইগুরোইবগী অহ্যানবা মিং Father's/Husband's Last Name/ইগাগী/ইগুরোইবগী অহ্যানবা মিং Sub Division/মব ডিভিসন Pin Code/শিন কোড" Mobile No./মোবাইল নশ্বর Specify Issuing Authority Application Submitted By/এম্নিকেদন গিশিন্দকশিবা"	Mr. V W Father N Husband N Mother LAISHRAM I SNGH Male V Lemphel V 795004	Applicant Name/এপ্লিক্লাটনী মিং* Father's/Husband's Middle Name/ইপার্হী/ইপুরো মিং Aadhar No./রখ্যার নম্বর District * Circle/স্যার্কন Email Id/ইয়েন আই দি	DAVID বিবসী সন্তাইগী BOMCHA mphal West – SDC Imphal West/Cer –
Applicant Details/ <b>এমিকাউশী শরী মধ্যেং</b> Salutation / ইকাই থুমুণবা' Relationship with Applicant/এমিকাউস মন্ত্রী Father's/Husband's First Name/ইপাসী/ইপুরোইবগী অব্যানবা দিং Father's/Husband's Last Name/ইপাসী/ইপুরোইবগী অরোমব দিং Gender * Sub Division/মব ডিডিমন' Pin Code/পিন কোড' Mobile No./মোবাইল নম্বর Specify Issuing Authority Application Submitted By/এম্লিকেদন গিশিনলকলিবা' Fermanent Address /অ্বাংখন দৈক্ষম	Mr. v © Father © Husband © Mother LAISHRAM I SINGH Male v Lamphel v 795004	Applicant Name/এপ্লিকাটনী মিং* Father's/Husband's Middle Name/ইপাসী/ইপুরো মিং Aadhar No./অধ্যার নম্বর District * Circle/সার্কন Email Id/ইয়েন আই.দি	DAVD
Salutation / ইকাই খুদ্ৰবা Relationship with Applicant/এয়িকান্টন মন্সী Father's/Husband's First Name/ইগাগী/ইগুরোইবগী অহানবা মিং Father's/Husband's Last Name/ইগাগী/ইগুরোইবগী অন্যোবন মিং Gender * Sub Division/গব ডিভিসন* Pin Code/পিন কোড* Mobile No./মোবাইগ নম্বর Specify Issuing Authority Application Submitted By/এয়িকেসন গিশিনগকলিবা *	Mr. v © Father © Husband © Mother LAISHRAM I SINGH Male v Lamphel v 795004	Applicant Name/এপ্লিক্লটগী মিং* Father's/Husband's Middle Name/ইপাগী/ইপুরো মিং Aadhar No /অম্যার লম্বর District * Circle/সার্কল Email Id/ইয়েল আই,দি	DAVID
Relationship with Applicant/এয়িকাউগ মন্নী Father's/Husband's First Name/ইপাগী/ইপুরোইবগী অব্যানবা মিং Father's/Husband's Last Name/ইপাগী/ইপুরোইবগী অর্যায়ব মি Gender * Sub Division/সব ডিভিসন* Pin Code/পিন কোড* Mobile No./মোবাইদ নম্বর Specify Issuing Authority Application Submitted By/এয়িকেসন গিশিনপকলিবা *	Father     Husband     Mother     LAISHRAM      SINGH      Lamphel       795004	Father's/Husband's Middle Name/ইণ্যাসী/ইণ্যুরে মিং Aadhar No./অধ্যর লম্বর District * Circle/সার্কল Email Id/ইয়েল আই.দি	হিবগী শহাইগী BOMCHA Imphal West - SDC Imphal West/Cerl -
Father's/Husband's First Name/ইপার্ট/ইপুরেইবর্টী অহানবা মিং * Father's/Husband's Last Name/ইপার্ট/ইপুরেইবর্টী অরেরেব মিং Gender * Sub Division/মত্র ডিভিসন* Pin Code/সিন কোড* Mobile No./মোবাইন লম্বর Specify Issuing Authority Application Submitted By/এগ্লিকেসন গিশিনপক্ষিবা* <b>Permanent Address /অ্বদেশ্বা দৈক্ষম</b>	LAISHRAM SINGH Mate 	Father's/Husband's Middle Name/ইশাসী/ইণ্যুর মিং Aadhar No /অখ্যার লম্বর District * Circle/সার্কল Email Id/ইমেল আই.দি	হিবসী মহাইসী BOMCHA  Imphal West  SDC Imphal West/Cen
াম-" Father's/Husband's Last Name/বিগাগী/বৈগুরোটবগী অরোমন মিং Gender * Sub Division/মব ডিভিসন" Pin Code/পিন কোড" Mobile No./মোবাইল নম্বর Specify Issuing Authority Application Submitted By/এয়িকেসন পিশিনলকপিবা" Permanent Address /অশেখা দৈকষ্ম	T SINGH Male v Lamphel v 795004	ামৎ Aadhar No./অধ্যার লম্বর District * Circle/সার্কল Email Id/ইমেল আই.দি	Imphal West
দিয়াজন বিটেয়নার হয়ের শেরনার প্রদান দুরা পেরা, বর্বা, ব দিয় Gender * Sub Division/সব ডিভিসন Pin Code/পিন কোড Mobile No./মোবাইল নশ্বর Specify Issuing Authority Application Submitted By/এয়িকেসন পিশিনগঝনিবা * remanent Address /বশেষে বৈক্ষম	Male v Lamphel v 795004	District * Circle/সার্কল Email Id/ইমেল আই.দি	Imphal West v
Gender * Sub Division/মৰ ডিভিনন* Pin Code/পিন কোড* Mobile No./মোবাইল নশ্বর Specify Issuing Authority Application Submitted By/এ[রিকেসন গিশিনশকলিব]* <b>termanent Address /ম্বেশ্বে কৈষ্ম</b>	Male v Lamphel v 795004	District * Circle∕সা≉ল Email Id/ইয়েন আই দি	Imphal West
Sub Division/মৰ ডিভিনৰ" Pin Code/শিন কোড" Mobile No./মোবাইল নম্বর Specify Issuing Authority Application Submitted By/এই্টিকেসন গিশিনপকশিবা" Termanent Address /মণেখনা লৈক্ষম	Lamphel         -           795004         -	Circle/সার্কল Email Id/ইমেল আই.দি	SDC Imphal West(Cen -
Pin Code/পিন কোডে Mobile No./মোবাইশ নম্বর Specify Issuing Authority Application Submitted By/এই্টিকেসন গিশিনশকশিবা *ermanent Address /অপেখনা লৈক্ষম	795004	Email Id/ইমেল আই.দি	
Mobile No./মোযাইদ নশ্বর Specify Issuing Authority Application Submitted By/এগ্লিকেসন গিশিনলকলিবা Permanent Address /অপেখনা দৈকষ্ম			
Specify Issuing Authority Application Submitted By/এগ্লিকেমন গিশিনলকদিবা Permanent Address /ব্ৰদেখন (লক্ষম		Circle in which Application need to be proce মার্কলন গগিকমন মখ্য চংখ্যানগ*	ed/করমবা SDC Imphal West(Cen 👻
Application Submitted By/এয়িকেসন পিশিনপকলিবা* Yermanent Address /অশেংৰা লৈফম		Kiosk/CSC Id	
²ermanent Address /অশেংব্য লৈফম	Self 👻		
House/Door No / युग्र / (फात ज़बत		District *	Imphal Mant
Sub Division/সব ডিডিসন	Lamphel	Circle/সার্কল	Select/খন্দ্যীসি 🗸
Post Uffice/গোষ্ঠ থাৰুস"	Lamphelpat -	Police Station/গুলিস (উসল*	MPHAL
Assembly Constituency/এসেম্রা কঙ্গাটট্যযেঙ্গা	Uripok	Locality/শূল/(লকাহ*	LAMPHEL SANAKEITHEL
Pin Code/গিল কোড*	795004		
resent Address/হৌজিক লৈফম			
ls Permanent and Present Address is same?/(ইাজীক	$\overline{\mathbb{V}}$		
লেরব। মন্ডমগা অশেংবা লেন্ডমগা মাল্লবরা ? House/Door No./যম/ দোর নঙ্গব		District *	Imphal West
Sub Division/সব ডিভিসন *	l amphel	Circle/जार्कन	Select/visility
Locality/শুল/লৈকাই		Pin Code/গিন কোড *	795004
Jomicile Details/ডোমিসাইলগী অকুপ্পা ৱাবোল			
EPIC No. (if issued)		Serial Number in Electoral Roll	
ls Domicile earlier issued to Applicant?/এয়িকান্ডতা ডোমিসাইন পিথিবা লৈবরা ?*	Yes 👻		
Purpose of Domicile Certificate/ডোমিসাইন সাটিফিকেটগী	ADMISSION	Type of Domicile Certificate/ডোমিসাইল সাটিফি	কেট মথল* Domicile By Birth 🚽
মরম*			
3irth Detail/গোকগাগী অকুশ্বা ৱাবোল			
Date of birth*	02/02/1994	Place of Birth/(পাকপা মফম*	Manipur
District *	Imphal West		
tesidence Detail/লৈবিবাগী অকুষ্মা ৱাবোল			
The Date & the Year from which Applicant is	02/02/1994	Total Period of Stay in years/লৈয়রকপগী চহী মশিং	23
tesiging/วาสตาษา) (กลต่าว) อาจจารุง อเลต			
Sive Details by which you claim yourself to a Domicile of	Manipur/মণিপুৰ ডোমিসাইলগী মকুপ্পা মৰোল		
(नरवा ग्राफ़्रववा नन			
Continuous Residence in Manipur for the last 10	1		
years/মণিপুরদা চহি ১০ দগী লৈরকপা Education/ণজকেমন			
Noument Details fillerall are a more			
rayment Details/াখাখৰণা অকুপ্না মৰোল Gov. Faas	0.0	Senice Fees	0.0
Oov. 1 663	0.0	Total Fees	0.0
Postal Fees			
Postal Fees Ittachment Details/এট্যচন্দেউগী অকষ্য রাবোল			
Postal Fees Attachment Details/এটাচন্দেউণী অভুয়া বাংলাল Lipinad documents/কেডলা সাচলা যে কেজি -			
Postal Fees <b>ttachment Details/এটাচদেন্টণী অন্থয়া বাবোল</b> Upload documents/ডউদ্বা বাদবা চে চাংশিং :			
Postal Fees <b>ttachment Details/এটাচনেকটণী অকুয়া বাবোল</b> Upload documents/ডঙণবা যাদবা (5 চমপিং : 1. Voter ID of applicant or of parents			
Postal Fees Attachment Details/১টাচমেণ্টণী অভুয়া বাংলেশ Upload documents/১উপবা মাণবা (চ চমণিং : 1. Voter ID of applicant or of parents 2. Any identity proof of the applicant			
Postal Fees Attachment Details/এটাচদেন্টণী অতু দ্বা বাংবাল Upload documents/ডডলবা মাদবা (চ ডাংশিং : 1. Voter ID of applicant or of parents 2. Any identity proof of the applicant 3. Other required Documents 1			
Postal Fees ttachment Details/১টাচদেন্টণী অভুয়া বাংগেশ Upload documents/১ডগবা মাণবা (চ চ৮ণিং : 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			
Postal Fees Attachment Details/১টাচমেন্টণী অভুয়া বাবোন Upload documents/১উগল্বা সান্দ্ৰা (চ চমেনিং : 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. Descond tize Debracrost *			





residence permit der an andere				
The Date & the Year from which Applicant is residin এগ্লিকাটণা দৈরকণগী চহি অমস্ৎ ডরিক*	9 <sup>/</sup> 30/03/1981	Total Period of Stay in years/লৈয়রকণমী চহী মণিং	35	
Give Details by which you claim yourself to a Domicil	e of Manipur/মণিপুব ডোমিসাইলগী মকুশ্বা মবোল			
Ownership of Immovable Property in Manipur/মণিপুর (লংবা য়াদরবা লন	দ্য 📃			
Continuous Residence in Manipur for the last 10 yea মণিপুরদা চহি ১০ দগী লৈরকপা	ars/ 🕜			
Education/এজুকেসন				
Payment Details/খিথিবগী অকুপ্পা মনোল				
Gov. Fees	0.0	Service Fees	0.0	
Postal Fees	0.0	Total Fees	0.0	
Attachment Details/এটाচমেন্টণী অকুপ্পা बाखान				
Mendatory Document : 1. Voter Id. 2. Birth Certificate. 3. Scanned copy of the self-signed declaration. 4. Present Residential Proof (Electricity Bill/Wa 5. Property Details (If Owner of Property). 6. Educational Certificate (If Educated).	ter Bill/Telephone Bill) document.			
Serial No.		Doc Name		View
1	Voter ID of applicant or of parents			<u> </u>
				43.
2	Any identity proof of the applicant			
2	Any identity proof of the applicant			Download All ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28	Any identity proof of the applicant			Download Ali ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28 Verification Report	Any identity proof of the applicant			Download Ali ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28 Verification Report  Add	Any identity proof of the applicant			Download All ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28 Verification Report Verification Report Process Action	Any identity proof of the applicant			Download All ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28 Verification Report ↓ Add Process Action Action Taken Approve	Any identity proof of the applicant			Download All ( Zip File )
2 Note Sheet Applicant Kiosk/CSC/Citizen Comments : Submitted Date and Time : 06/06/2016 13:13:28 Verification Report ↓ Add Process Action Action Taken Approve Is Verified" SELECT	Any identity proof of the applicant			Download All ( Zip File )
2         Note Sheet         Applicant       Kiosk/CSC/Citizen         Comments :       Submitted         Date and Time :       06/06/2016 13:13:28         Verification Report       *         * Add       *         Process Action          Action Taken       Approve         Is Verified*       SELECT         Comment*	Any identity proof of the apple ant	Submit		Download Ali ( Zip File )

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 massage
- 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.



e-District Government of Man	ipur					
Home				Reset Password	Bantee Singh K	onthoujam Logout
My Inbox	Inbox Outbox					
Approved Applications	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~					
	Application No./এগ্নিকেসন নৰ্ব্ব	Applicant Name/এপ্লিকান্টগী মিং	Initiator/হাউদোকলিবা	Application Date/এম্লিকেসলগী ভাং	Sender/থারিবা মি	Stagename/ইসভেস মমিং
	Domicile Certificate, total of service	:e: 1				
	A Income Certificate, total of service	ə: 2				
	Obc Certificate, total of service: 1					

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



District *	Imphal West	T			
Residence Detail/লৈরিবাগী অকুশ্বা ৱাবোল					
The Date & the Year from which Applicant is residing/এয়িকাটণা লৈরকণগী চহি অমস্ ভরিক	02/02/1994		Total Period of Stay in years/লৈয়রকপগী চহী মণিং	23	
Give Details by which you claim yourself to a Domicile of	Manipur/মণিগুর ডোমি	সাইনগী মকুপ্পা মবোল			
Ownership of Immovable Property in Manipur/মণিসুরদা (লংবা য়াদরবা লন					
Continuous Residence in Manipur for the last 10 years/মণিপুরদ্য চহি ১০ দগী লৈরকপ্য	$\checkmark$				
Education/এজুকেসন					
Payment Details/খিথিবগী অকুম্বা মবোল					
Gov. Fees	0.0		Service Fees	0.0	
Postal Fees	0.0		Total Fees	0.0	
Attachment Details/এটাচমেন্টণী অকুদ্বা ৱাবোল					
Upload documents/চঙদবা য়াদবা (চ চাংশিং :					
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					
<ol> <li>Other required Documents 3</li> <li>Passport size Photograph *</li> </ol>					
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.

e-District Government of Man	ipur					
Home				Reset Passwo	ord Bantee Sin	gh Konthoujam Logout
My Inbox	Inbox Outbox					
Approved Applications	~~~~ ~ » »»»»					
	Application No./এমিকেসল লম্ব্র	Applicant Name/এমিকান্টগী মিং	Initiator/হাউদোকলিবা	Application Date/এম্লিকেসলগী ভাং	Sender/থারিবা মি	Stagename/ইসভেস মনিং
		e: 1				
	2/20160606101	Longjam Satyabati Devi	Kiosk/CSC/Citizen	06/06/2016	Kiosk/CSC/Citizen	Application submitted to SDO
	A Income Certificate, total of service	:e: 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





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.





e-District Government of Manip	JUL								
Home						Rese	t Password	Ningthoujam Ge	offrey Logout
My Inbox	Appro	ved Applications/এলিকে	শন মাবে						
Approved Applications	@@@@	≪ ∞ ∞∞∞∞							
		Application No./ এম্বিকেসন নম্বর	Service Name/ সার্ভিস মমিং	Applicant Name/ এম্লিকান্টগী মিং	Initiator/ হাউদোকলিবা	Application Date/ এগ্নিকেসনগী তাং	Sender/থারিবা মি	Sent date/ থারকলিবা তাং	Stagename/ ইসভেস মমিং
	0	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
	۲	3/20160526101	Income Certificate	raja	Kiosk/CSC/Citizen	26/05/2016	Ningthoujam Geoffrey	26/05/2016	Application Approved
	۰	12/20160530101	SC Certificate	amit	Kiosk/CSC/Citizen	30/05/2016	Ningthoujam Geoffrey	30/05/2016	Application Approved
	۲	12/20160529101	SC Certificate	raja	Kiosk/CSC/Citizen	29/05/2016	Ningthoujam Geoffrey	30/05/2016	Application Approved
Mantourgovan			Copyrig	ht© 2014 Government o	of Manipur			inch	a.govi

### 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 jave, 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.

e-District Government of N	1anij	pur								
Home	-	_						Reset Passwo	rd Dr. David E	langbam Logoui
My Inbox	1	Appro	ved Applications/এমি	কেশন মারে						
Approved Applications	[	~~~		8			<u>_</u>			
			Application No./এয়িকেসন নম্বর	Service Name/সার্ভিস মমিং	Applicant Name/এমিকান্টগী মিং	Initiator/হাউদোকলিবা	Application Date/এমিকেসনগী তাং	Sender/খারিবা মি	Sent date/খারকলিবা তাং	Stagename/ইশভেস মন্মিং
		۲	12/20160610101	SC Certificate	Vijay PRAKASH	Kiosk/CSC/Citizen	10/06/2016	Dr. David Elangbam	10/06/2016	Application Approved
						Certificate lo	baded			

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.







Home					Reset	Password LOKESH	OR BRAHMACHAR	RIMAYUM Logout
My Inbox	Approved Applications	এল্লিকেশন মারে						
Approved Applications								
Signed Applications	«««« « » »	·>>>>						a
Rejected Applications	Application No./এমিকেসন নম্ব	Service ৰ Name/সার্ভিস	Applicant Name/এমিকান্টগী	Initiator/হাওদোকালবা	Application Date/এমিকেসনগী	Sender/থাৰিবা মি	Sent date/থাৰকলিবা	Stagename/হগতেগ মনিং
		মমিং	মিং		তাং		তাং	
	0 12/20170601103	SC Certificate	HEMAM MOUSMI	Kiosk/CSC	01/06/2017	LOKESHOR	02/06/2017	Application
			DEVI			BRAHMACHARIMAYUM		Approved
				Sign se	elected file			

3. Now Select the application radio button singly or multiple for digital signing.

4. After this Click on "Sign Select file " button at the bottom.

5. The same Java warning pop up may appear, Just accept and select run.

6. 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.

7. Type the Password in the Box provided. And press ok.

8. Selected application will get Digitally Signed and transferred to SIGNED APPLICATION folder after a short period.

9. Can be viewed in the Signed folder and download also.





GOVERNMEN OFFICE OF THE SUB DIVISIONAL	T OF MANIPUR _ OFFICER Imphal West DISTRICT
DOMICILE C Imphal West ,	ERTIFICATE the 08-06-2016
Application No. 2/20160608103	
This is to certify t MUNI KUMAR SINGH S/o BANI KANTA SI AB/10,LAMPHELPAT village/town within La District, Manipur State.	that Shri/Smt/Km. INGH is a permanent resident of amphelpat Sub-Division, Imphal West
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 21 years 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.





) eDistrict Manip	our	D	Digital India Power To Empower	
ম্ 🗗 New Application/মাণৌবা গ্রন্থিকেসন 🕑 Subm	itted Application/গ্যকিলা	ৰৈ এগ্নিকসল		🚢 K
iarriage Ceruncate/পুরেবেগ। পাতেকিকেতক। আয়কেসজ Note/सक्र3रेग: Symbol Asterisk (*) Indicates Mandatory				
Date of Marriage/শূহোংবগী ভাং*		Place of Marriage (with suff to locate the place)/পুছোংৰগ	icient particulars ] मरूम*	
Name & Percentage of Parties/গাটিগী মিং অমসুং গারণেন্তেস				
Name* Father's Name*	Husband		Wife	
Date of Birth* Age(in years)				
Louinmeir unn ege var rei Graa	Husband		Wife	
Street/Locality/ইটি/(শকাই*				
City/Town/সিটি/টাউন*				
District *	Select/খনবীমি 🔹		Select/খনবীশি 💌	
Post Office/গোষ্ট ওফিস				
Pin Code/গিন (কাড				
Police Station/পুশিস (উসন				
Present Addressi(হীজিক লৈন্ধন				
ls Permanent and Present Address is same?/(ইার্জীক দৈরিবা মহৃমগা অশেংবা দৈহৃমগা মায়বরা ?				
	Husband		Wife	
Street/Locality/ষ্ট্ৰীট/লৈকাই				
City/Town/সিটি/টাউন				
District	Select/থনবীমি 💽		Select/গলবীদি 💽	
Post Unice/(4)8 31454				
শান Gode/শেগ (কাভ Dolice Station/বসিম ষ্টেমর				
Louce oranom Tra (pau				





	া য়াদবা (চ চাংশিং :				
Select Document*		Select/থনবীদি	•	+ Add	
Accepted file types: pd	f, jpeg, jpg, gif, png /:	অ্যাবা ফাইল মথল : pdf,	jpeg, jpg, gif, png		
ttachment Details/এটাচ(মন	টগী অকুশ্বা ৱাবোল				
	Serial No.		Doc Na	me	Delete
eclaration					
1) We declare that a Hind On(Date)/তাং*	lu marriage was solemr	nised between us/ঐথোয়	অনীগী মরক্তা হিন্দুগী লুহোৎবগী থৌঃ (08-08-2017	যম অমা পাংখোকপ্লে হায়লা ফোং	দোরি
At(Place)/মক্ষ*					
in accordance to our cust মতৃৎ ইন্না ঐথোম অনীনা লুহোৎ	omary rites and cerem শবা মতৃংদা ইতৈ ইলাও ওইলা	onies and that we have । (লৈমিল্লরক্লি।	been living together as hunban	d and wife ever since the r	marriage./ঐথোয়গী চৎনবীগী অমস্ৎ পাংখোকথিবা খৌঃ
a) Neither of us had a spo	ouse living at the time o	f marriage./ঐথোয় অনিমৰ	গুহোংবা মত্তমদা ই পুরোইবা / লোইন	নবী লৈখিদে।	
b) Neither of us is an idiot	t or a lunatic at the time	e of marriage./লুহোংবা মত	মদা ঐথোয় অনিমক অপংবা অঙাওব	া ওইথিদে	
c) I/୬	(The Husband) have	e completed the age of 2	21(twenty one)years and/( মপুঢ়	রাইবা) ) <mark>চহী</mark> ২১ <mark>(কুনমখো</mark> ই) মগ্	<u>হ</u> ফারে
Smt.	(The Wife)have the a	ge of 18(eighteen)years	. At the time of marriage the c	onsent of the/( (লাইনবী ) চৰ্ষ	যী ১৮ ( তরানিপাল ) শুরে। নুযোংবা মতন্দা লোইনবী
ওইগদৌরিবা অসিগী					
ওইগদৌরিবা অসিগী guardians of the wife, Shr	i./অহল লমনশিং শ্রী	(Herein:	after the name and percentage	, age, address and/( মসিগী	া মথা ভারকপদা মিং অমস্ং পারি পুরি, চহী, লৈফম, অম্য
ওইগদৌরিব্য অসিগী guardians of the wife, Shr লমনশীংগী মরি)	i./অহল লমনশিং শ্রী	(Herein:	after the name and percentage	, age, address and/( মসিগী	া মথা ভারকপদা মিং অমস্ং পারি পুরি, চহী, লৈফম, অময
ওইগদৌরিবা অসিগী guardians of the wife, Shr লমলশীংগী মরি) relationship of the guardia	i./অহল লমনশিং হী ins) had been obtained	(Hereina for the marriage./অদু লুহে	after the name and percentage নংবগী ওইনা (লীবনি।	, age, address and/( মসিগী	া মথা ভারকগদা মিং অমস্ৎ গারি পুরি, চহী, লৈকম, অমস
ওইগদৌরিবা অসিগী guardians of the wife, Shr লমনশীংগী মরি) relationship of the guardia d) We are not in the degr	i./অহল লমনশিং স্রী ins) had been obtained ee of prohibited relation	(Hereina for the marriage./অণু লুৰে ship./অশিংবা লৈবা মরিগী গ	after the name and percentage মেবগী ওইনা (লীবনি। নন্দু ঐশ্বোহনা লৈডে।	, age, address and/( মসিগী	া মথা ভারকগদা মিং অমস্ং গারি পুরি, চহী, লৈকন, অমস
ওইগদৌরিবা অসিগী guardians of the wife, Shr লমনশীংগী মরি) relationship of the guardia d) We are not in the degr Signature of father/guardia	i./অহল লমনশিং স্ত্রী ins) had been obtained ee of prohibited relation ans in marriage with the	(Herein: for the marriage./অণু লুহ্ ship./অখিংবা লৈবা মরিগী স e consent the marriage v	after the name and percentage দেবগী ওইনা লৌবনি। দন্ৎ ঐংযায়না লৈতে। was solemnized/অহল পমনশিংগী	, age, address and/( মসিগী লহ্নগা মপাগী অন্যাবা সহি য়াওর	া মথা ভারকগদা মিং অমস্থ গারি পুরি, চহী, লৈকম, অমস মা পুহোৎবগী খৌরম অসি গাংখোকগলি
ওইগ্লৌরিবা অসিগী guardians of the wife, Shr লমনশীংগী মরি) relationship of the guardia d) We are not in the degr Signature of father/guardii Full name of official priest	i./অহল লমনশিং হী ins) had been obtained ee of prohibited relation ans in marriage with the /ওটনিদ্বেল ওইবা পুরোইটির্ব	(Hereina for the marriage./অণু বুহে ship./অখিংবা দৈবা মরিগী য e consent the marriage খ টা মণুং ফাবা মিং*	after the name and percentage দেবগী ওইনা লৌবনি। দন্ৎ ঐংযায়না লৈতে। was solemnized/অহল পমনশিংগী	, age, address and/( মসিগী নত্রসা মপাগী অন্যবা সহি যাওর	া মথা ভারকপদা মিং অমস্ৎ গারি পুরি, চহী, লৈডম, অম মা লুহোৎবগী খৌরম অসি গাংখোকগলি
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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





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)

- 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.





ৰ 🕑 New Application/নালৌৰা এয়িকো egistration in Employment Exchan	ন্দ 🗹 Submitted Application/গান্ধিনথিবা, ge/এমপ্লোইমেন্ত্র একচেগ্রগী রেজিষ্ট্রেসন	গ্রহিকসন	4
Note/মঙ্গওইৰা: Symbol Asterisk (*) Indicate	es Mandatory		
Applicant Name/এয়িক্স্টেমী মিং* Mother's Name* Gender* Varital Status/লূহোমদন্যা /লূহোমটিবা* Caste/আভি* Area/এরিয়া* Aadhar No./অধ্যায় নম্বর*	Select/পদবীদি 💌 Select/পদবীদি 💌 Select/পদবীদি 💌 Select/পদবীদি 💌	Father's Name/ইম্বাস্থী মিং* Email Address/ফথ্য হৌজীক Date of birth* Spouse Name/নুয়েংগবা নৃপা নত্ৰগা নৃষীগী মিং Religion/ধৰ্ম* Contact No./ঔদেহেদা নম্বর*	
Present Address/হৌজিক লৈক্ষম			
Address/শৈষ্ণশ District *	Select/খনবীদি	City/Town/অটিবা সহর নতগা সহর মচা* Pin Code/পিন কোড *	
Permanent Address /আশেংৰা লৈফন			
⊟ Is Permanent and Present Address Address/(সভ্য District *	is same?(ইাহীক পিরিবা মফনগা অশেংবা পিফনগা 	মান্নবরা ?" City/Town/অট্টিাযা সংর নত্রগা সংর মচ্য" Pin Code/পিন কোন্ড *	
Certificate Details/সাটিফিকেটকী অকুম্বা ৱাবে	गन		
State Belongs Certificate No./ষ্টেটভা লৈব	গী	Remarks/রিমাকস	





# 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.



# e–District MMP Manipur User Manual



New Application/মন্টন্ম হটায়ন্ম     Development of Application/মন্টন্ম হটায়ন্ম     Development of Application/মন্টন্ম হটায়ন্ম     Development of Application of Children with Special Need / মন্টন্ম টা মন্দ্রম দেন দেন হটা মন্দ্রম দেন দিন হিন্দ্রম দেন দেন হিন্দ্রম দেন দিন হিন্দ্রম দেন দিন হিন্দ্রম দেন দিন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দিন হিন্দ্রম দেন দিন হিন্দ্রম দেন দিন হিন্দ্রম দেন দিন দিন হিন্দ্রম দেন দিন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দিন দেন হিন্দ্রম দেন দিন দেন হিন্দ্রম দেন দিন দেন হিন্দ্রম দেন দিন দেন হিন্দ্রম দেন দেন দিন হিন্দ্রম দেন দেন দিন হিন্দ্রম দেন দেন দেন হিন্দ্রম দেন দেন দিন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন দেন হিন্দ্রম দেন দেন দিন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন হিন্দ্রম দেন দেন দেন হিন্দ্রম দেন দেন দিন হিন্দ্রম দেন দেন দেন হিন্দ্রম দেন	
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andatory documents:	
. Scanned copy of the self-signed declaration form	
. Family Photo	
Medical or Disability Certificate	
. Any Age proof	
. Income Certificate of Father	
elect Document*	_





### **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

ত শহত সমূহত সমূহত সমূহত বিজ্ঞান এইবিভয়ন বিজ্ঞান h Certificate/(শাকশাগী সাটিকিকেট এ te/मन्दर्श्वाः Symbol Asterisk (*) Indicates Mandat Micant Details/এমিকার্ট অকুয়া বাবেল pplicant First Name/এমিকাটগী অব্যোধ্যা মিং splicant Last Name /এমিকাটগী অব্যোধ্যা মিং slationship with Applicant/এমিকাটগ মরী ther's/Husband's First Name/ইণাগী যুয়েইবগী অহান্যা মিং ther's/Husband's Last Name/ইণাগী	saved Application/বেইব এইকিসন রিকেশশ সদ ি ি ি ি ি ি Father ি Husband	Subm	nteo Application/শ্বাঞ্জনাধধ্য এয়িকেসন	Kio	Last Attempt
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#### 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. DAYSO 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

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#### A. APPLICATION FOR INCENTIVE SPORTS AWARD

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- 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)

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- 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 .

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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.
- 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. DAYSO 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 MMP Manipur User Manual



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Degree of Disability/দিসএবিলিভিগী চাং *					
Father's First Name/ইপাগী অহালবা মিং *			Father's Last Name/ইপাগী অরোয়বা মিং		
Mother's First Name/ইমাসী অহানবা মিং *			Mother's Last Name/ইমাগী অরোয়বা মিং		
irent's Permanent Address/ইমা/ইশা গী অশেংবা	লৈক্ষ				
louse/Door No./য়ুম/ দোর লম্বর			Locality/Section/লৈকাই/সেস্ত্ৰন		
Police Station/পুলিস ষ্টেসন*	Select/add		Block/(ताक*	Select/গররীয়ি	
<sup>?</sup> in Code/গিন কোড *					
tachment Details/গটাচামকগী অকধা ব্যাবাল					
1 Scanned conv of the solf signed de-l	on form				
<ol> <li>Coamed copy or the sell-signed declaration</li> <li>Coasily Obsta</li> </ol>					
2. Family Photo					
3. Medical or Disability Certificate					
4. Any Age proof					
5. Income Certificate of Father					





### 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.

<sup>2</sup> Click on "Add"

<sup>®</sup> 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:

<sup>®</sup> 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"

<sup>®</sup> Only Approving authority can "Approve " any application, If verification reports OK then DPS approves and digitally sign the certificate.

#### When to Select "Reject"

<sup>®</sup> 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)

e-Dist	t <b>rict</b> nent of Manipur					
Home	About us	Our services	Tenders	FAQ	Application Status	
	Status Sea	rch/থাক থিবা				
	Application No./. নম্বর*	গ্রিকেসন		Searc	h/খিৰা Reset/রিসট	

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. Service Name Department Applicant Name Application Date Status Download

: 2/20141229103 : Domicile Certificate : Revenue : Ramesh Kumar Gandhi : 29-12-2014 : Application Approved : 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 .

e-District Government of	Manipur
Home	Reset Password Ningthoujam Geoffrey Logout
My Inbox	Details Of Reset Password/গাসৱার্ণ রিসেটকী অকুণা মরোল
Approved Applications	Details/অকুশ্য মরোল
	Old Password/শিরবা পাসরার্দ*
	New Password/অধৌবা পাসৱার্দ*
	Confirm password/কলফন গাসৱাৰ্দ*
	Submit

# How to install Java & Dongle Drivers?

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