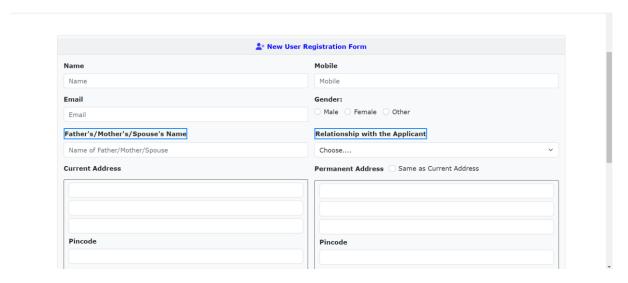
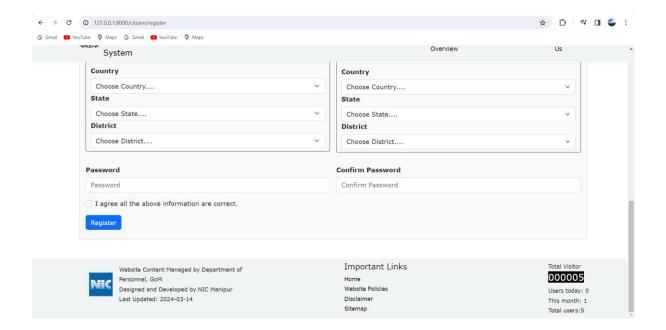
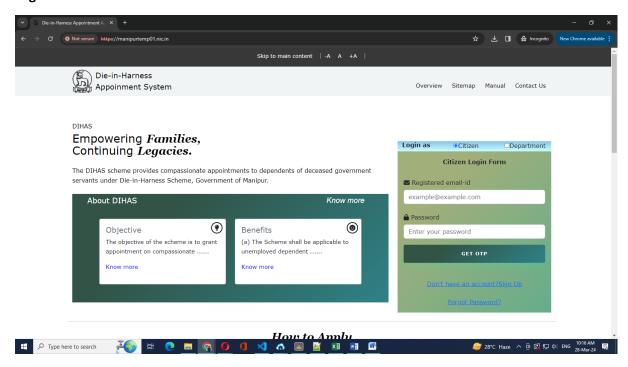
CITIZEN USER

Citizen Registration





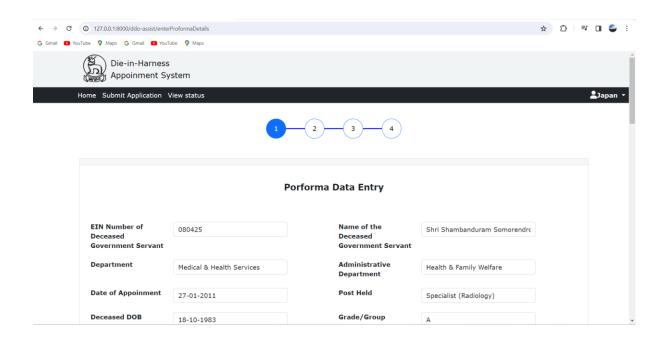
Login



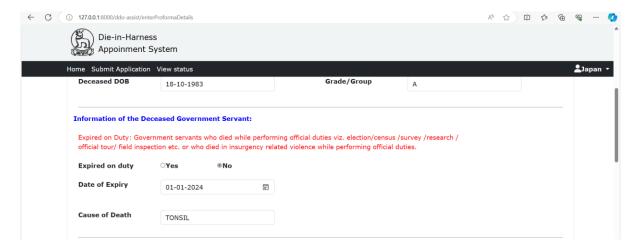
After successfully registered, he/she can login to the web application by entering their registered email id and password.

After login, he/she can follow the steps.

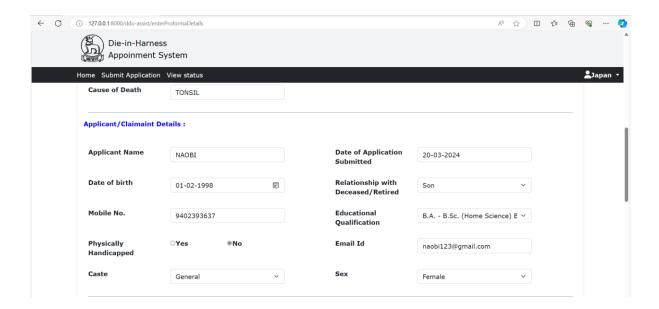
Step 1: Enter Proforma Details and then Submit



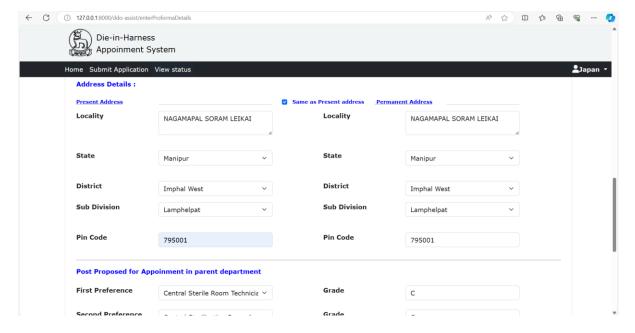
We have to enter the details of the deceased government servant.



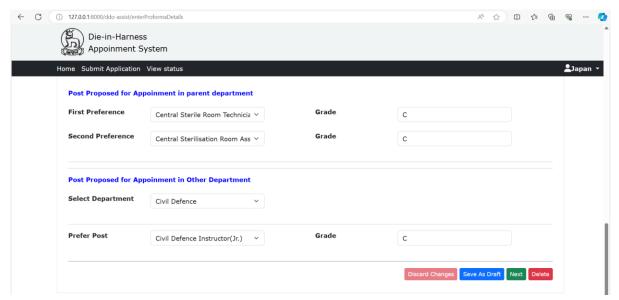
Note: The Date of Expiry should be at least 5 years from the Date of Appointment. And the date of application submission should be within 6 months from the date of Expiry.



After that we have to enter the details of the applicants.



The applicants can enter their address details.



The applicants can select their preferred post from the same department (parent department of the deceased government servant) or can also select a post from other department.

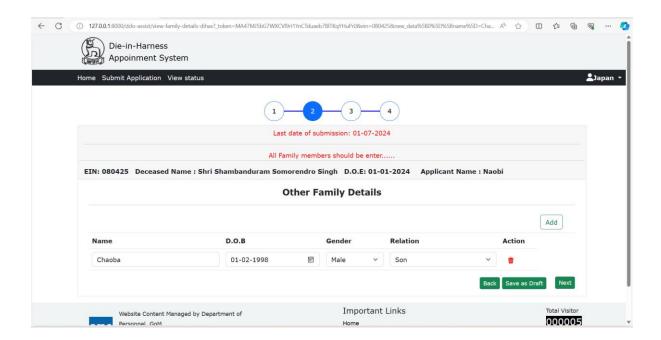
After entering the form the applicants can save the information as draft.

Click on delete to delete the saved information.

Click on Discard Changes to restore the previous information

And if we want to proceed to the next step we can click on Next button.

Step 2: Enter the family details.

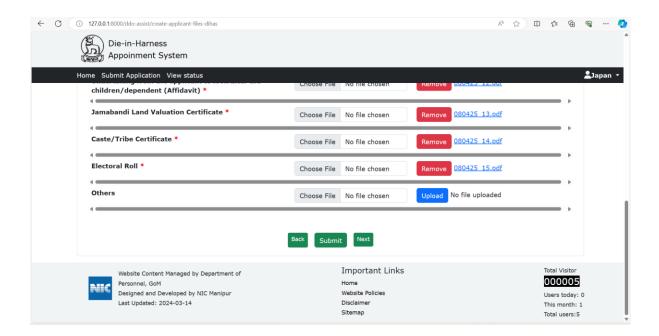


Click on Add button if you want to add the family details.

Click on Back button if we want to go back to the previous step (in case if the information we have already entered is wrong).

Click on Next button to go to the next step.

Step 3: Upload the documents.



Documents marks with Asterik (*) are mandatory.

Click on Upload button to upload the files.

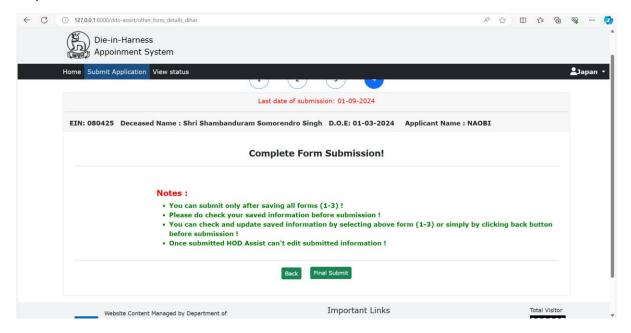
Click on Remove button to remove the files (in case if the file which is uploaded is wrong).

Click on Back button to go back to the previous step. (In case if you want to modify the details of the previous steps)

Click on Submit button to submit the required files.

Click on Next button to go to the next step.

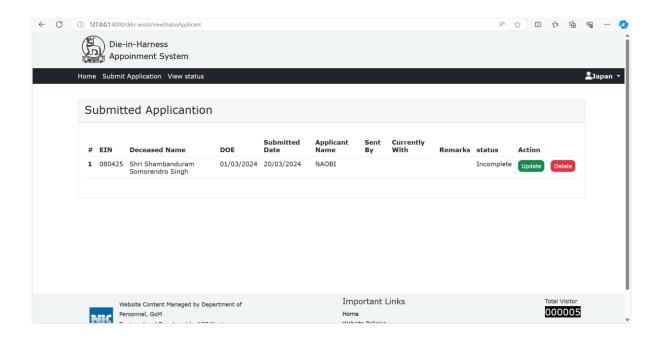
Step 4: Final Submit



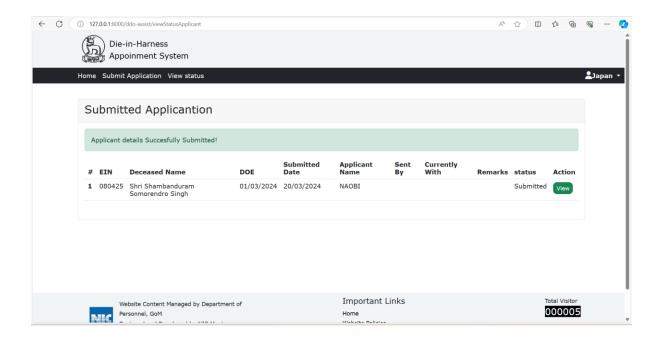
Click on Back to go back to the previous step

Click on Final Submit to submit the application.

View Status



If the applicants is not completed the Steps he/she can Update by clicking the update button. Click on Delete to delete all the records.



If he/she is completed all the steps, then he/she can view the already filled records by clicking on the View button.