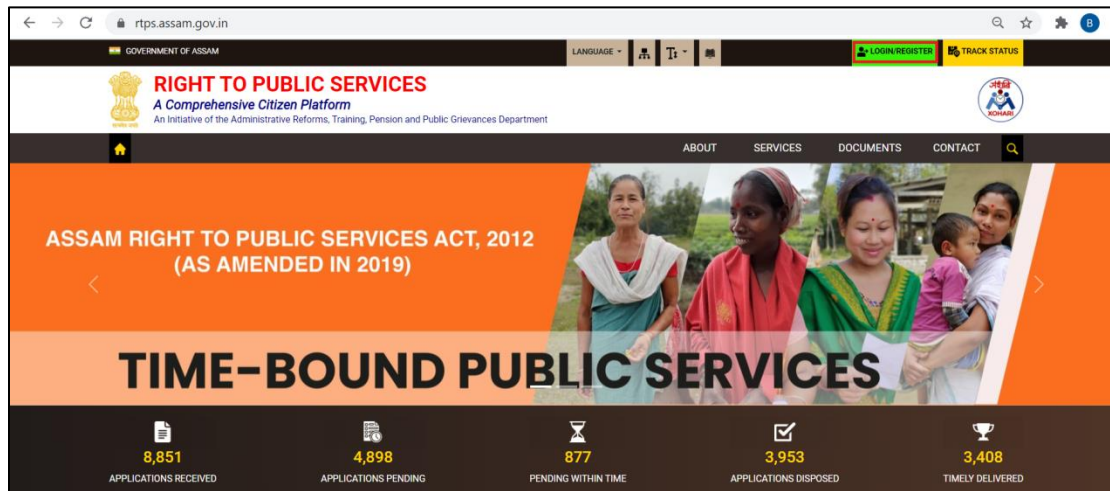
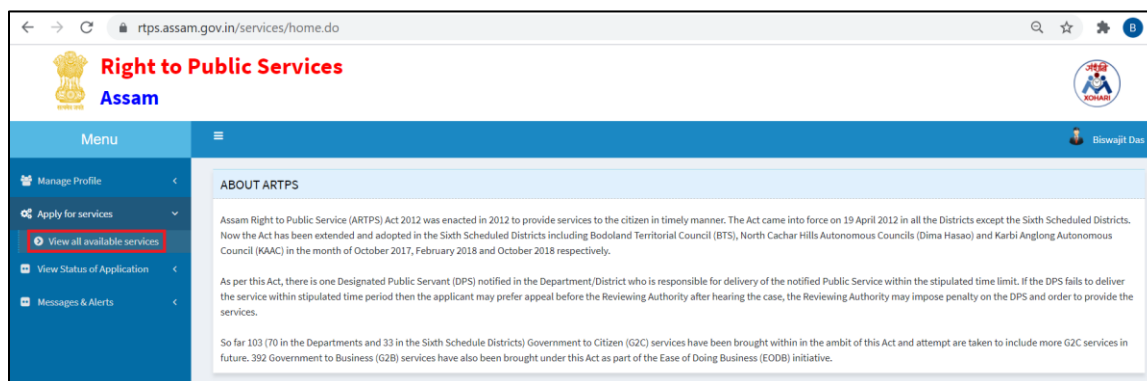


Steps for Submission of application in RTPS portal

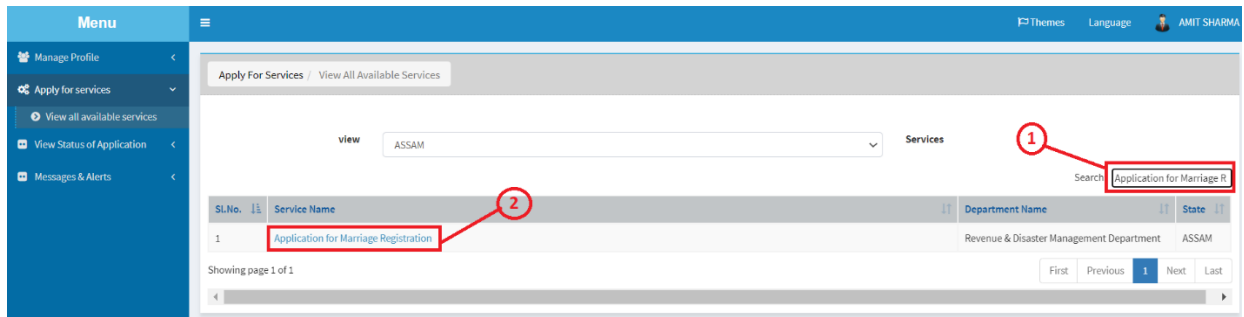
Step 1: Login as Citizen: Go to <https://rtps.assam.gov.in> and click on Login link. Enter your registered email Id or mobile number and password and then click on “LOG IN” button.



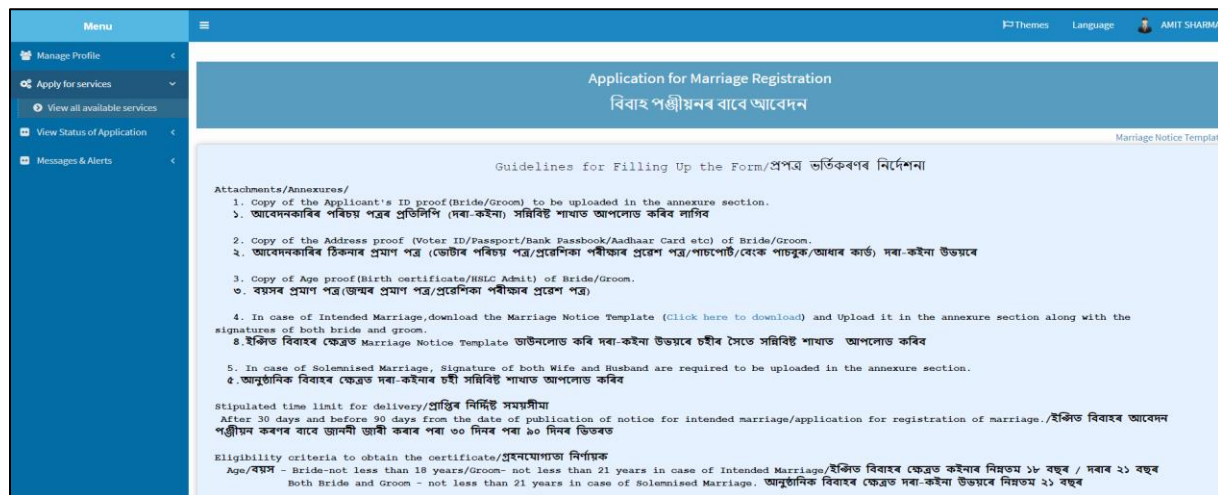
Step 2: Once successfully logged in, click on “View all available services” under “Apply for Services” link on the left panel as shown below.



Step 3: Type “Application for Marriage Registration” in the search category and click on the service name as shown below to access the online application form for the said service.



Step 4: On clicking the service, the online application form appears along with the General Instructions as shown below:



p 5: Download the “Marriage Notice Template” from the RTPS portal as shown below.



This notice is required to be filled up and uploaded in the Annexure section in case of intended Marriage.

Notice of Intended Marriage

To,
The Marriage Officer,
We hereby give notice that a marriage under the Special Marriage Act 1954, is intended to be solemnised between us within three calendar months from the date hereof.

Name	Condition	Occupation	Age	Dwelling	Permanent dwelling place if present dwelling place not permanent	Length of Residence
------	-----------	------------	-----	----------	--	---------------------

Witness our hands the _____ date

Signature of Bridegroom

Signature of Bride

Apply for Marriage Registration/বিবাহ পঞ্জীয়নৰ বাবে আবেদন

Marriage type/বিবাহৰ প্ৰকাৰ *

Intended Marriage/স্থগিত বিবাহ

Marriage Act/ বিবাহ আইন *

The Special Marriage Act, 1954/ বিশেষ

Prefix/ উপসৰ্গ *

Mr./ মিঃ

First Name/ প্ৰথম নাম *

Harihar

Middle Name/ মধ্যনাম

Last Name/ অন্তিম নাম *

Das

Gender / লিংগ *

Male / পুৰুষ

Mobile Number/ম'বাইল নম্বৰ *

9707710711

E-Mail/ই-মেইল

biswajitdas43@gmail.com

Office Details/কাৰ্য্যালয় বিৱৰণ

Select District/জিলা নিৰ্বাচন কৰক *

KAMRUP

Select Office/কাৰ্য্যালয় বাছনি কৰক *

Hajo

Bride Details/কইনাৰ বিৱৰণ

Prefix/ উপসৰ্গ *

Mr./ মিঃ

Bride First Name/ প্ৰথম নাম *

Upasana

Bride Middle Name/ কইনাৰ মধ্য নাম

Bride Last Name/ কইনাৰ অন্তিম নাম *

Das

Prefix/ উপসৰ্গ *

Mr./ মিঃ

Father's First Name/পিতাৰ প্ৰথম নাম *

Paramjib

Father's Middle Name/ পিতাৰ মধ্য নাম

Father's Last Name/ পিতাৰ অন্তিম নাম *

Das

Prefix/ উপসৰ্গ *

Mrs./ শ্ৰীমতী

Mother's First Name/মাতৃৰ প্ৰথম নাম *

Bhupali

Mother's Middle Name/ মাতৃৰ মধ্য নাম

Mother Last Name/ মাতৃৰ অন্তিম নাম *

Das

Bride Status/কইনাৰ স্থিতি * Unmarried/অবিবাহিত	Occupation/বৃত্তি * Private Service
Category/ শ্ৰেণী * MOBC	Date of Birth/ জন্মৰ তাৰিখ * 01/05/1986
Mobile Number/ ম'বাইল নম্বৰ * 8811900452	E-Mail/ ইমেইল upasana123@gmail.com
Aadhaar Number/ আধাৰ নম্বৰ	
Person with Disability/ বিকলাঙ্গ ব্যক্তি * No/ নহয়	

Names of Children from the earlier marriage (if any) in case of divorce/widow				
First Name/ প্ৰথম নাম	Middle Name/ মধ্য নাম	Last Name/ অন্তিম নাম	Date of Birth/ জন্মৰ তাৰিখ	Present Address/ বৰ্তমান ঠিকনা

Enter the Bride's present and Permanent address as shown below:

Name of Dependent (If any)				
First Name/ প্ৰথম নাম	Middle Name/ মধ্য নাম	Last Name/ অন্তিম নাম	Date of Birth/ জন্মৰ তাৰিখ	Present Address/ বৰ্তমান ঠিকনা

Income of Parents (Father+Mother)/ পিতৃ-মাতৃৰ উপাৰ্জন *
Rs. 50001 to Rs. 100000

Bride Present Address/কইনাৰ বৰ্তমান ঠিকনা		
Country/দেশ * India	State/ৰাজ্য * ASSAM	District/জিলা KAMRUP
Village/Town/গাঁও/চহৰ * Azara	Police Station/থানা * Azara	Post Office/ডাকঘৰ * Azara
Pin Code/পিন 781004	LAC/ বিধান সভা সমষ্টি * Jalukbari	

Residency period at present address/বৰ্তমান ঠিকনাত বসবাস কৰা সময় *

Year/বছৰ * 10	Month/মাহ * 0
-------------------------	-------------------------

Bride Permanent Address/কইনাৰ স্থায়ী ঠিকনা

Permanent Address same as Present Address/স্থায়ী ঠিকনা বৰ্তমান ঠিকনাৰ নিচিনা

Yes

Country/দেশ * India
State/ৰাজ্য * ASSAM
District/জিলা KAMRUP
Village/Town/গাওঁ/চহৰ * Azara
Police Station/থানা * Azara
Post Office/ডাকঘৰ * Azara
Pin Code/পিন * 781004

Bridegroom Details/দৰাৰ বিৱৰণ

Prefix/ উপসৰ্গ *	Groom First Name/ দৰা প্ৰথম নাম *	Groom Middle Name/ দৰা মধ্য নাম	Groom Last Name/ দৰা অন্তিম নাম *
Mr./ মি	Harihar		Das
Prefix/ উপসৰ্গ *	Father's First Name/ দেউতাৰ প্ৰথম নাম *	Father's Middle Name/ দেউতাৰ মধ্য নাম	Father's Last Name/ দেউতাৰ অন্তিম নাম *
Mr./ মি	Parameswar		Das
Prefix/ উপসৰ্গ *	Mother's First Name/ মাতৃৰ প্ৰথম নাম *	Mother's Middle Name/ মাতৃৰ মধ্য নাম	Mother's Last Name/ মাতৃৰ অন্তিম নাম *
Mrs/ শ্ৰীমতী	Tarulata		Das

Enter the Bridegroom Details as shown below:

Bridegroom Status/দৰাৰ স্থিতি * Unmarried/অবিবাহিত

Category/ শ্ৰেণী * GENERAL

Mobile Number/ ম'বাইল নম্বৰ * 9707710711

Aadhaar Number/ আধাৰ নম্বৰ

Person with Disability/ বিকলাঙ্গ ব্যক্তি * No/ নহয়

Occupation/বৃত্তি * Private Service

Date of Birth/ জন্মৰ তাৰিখ * 20/05/1984

E-Mail/ ইমেইল biswajitdas43@gmail.com

Names of Children from the earlier marriage(if any) in case of divorcee/ widower

First Name/ প্ৰথম নাম	Middle Name/ মধ্য নাম	Last Name/ অন্তিম নাম	Date of Birth/ জন্মৰ তাৰিখ	Address/ বৰ্তমান ঠিকনা

Names of Dependent (if any)

First Name/ প্ৰথম নাম	Middle Name/ মধ্য নাম	Last Name/ অন্তিম নাম	Date of Birth/ জন্মৰ তাৰিখ	Present Address/ বৰ্তমান ঠিকনা

Enter Bridegroom Present and Permanent Details:

Groom Present Address/বর্তমান ঠিকনা

Country/দেশ * India	State/রাজ্য * ASSAM	District/জিলা KAMRUP METRO
Village/Town/গাওঁ/চহৰ * Guwahati	Police Station/থানা * Paltan Bazar	Post Office/ডাকঘৰ * Ulubari
Pin Code/পিন * 781007	LAC/ বিধান সভা সমষ্টি * Dispur	

Residency period at present address/বর্তমান ঠিকনাত থকা সময়ৰ তথ্য

Year/বছৰ * 30	Month/মাহ * 0
-------------------------	-------------------------

Groom Permanent Address/দৰাৰ স্থায়ী ঠিকনা

Permanent Address same as Present Address/
বর্তমান ঠিকনাৰ দৰে একে

Yes

Country/দেশ * India	State/রাজ্য * ASSAM	District/জিলা KAMRUP METRO
Village/Town/গাওঁ/চহৰ * Guwahati	Police Station/থানা * Paltan Bazar	Post Office/ডাকঘৰ * Ulubari
Pin Code/পিন * 781007		

Click on “**Submit**” button after entering the Captcha as shown below:

Word verification

Please enter the characters shown above

[Draft](#) [Submit](#) [Close](#) [Reset](#)

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA

Digital India
Power To Empower

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Step 6: The submitted application will be available for preview where applicant can edit the application(if required). Then click on the “Attach Annexure” button to upload the supporting documents relevant to the service.

Permanent Address same as Present Address/বৰ্তমান ঠিকনাৰ দৰে একে :	Yes
Country/দেশ :	India
State/ৰাজ্য :	ASSAM
District/জিলা :	KAMRUP METRO
Village/Town/গাঁও/চহৰ :	Guwahati
Police Station/থানা :	Paltan Bazar
Post Office/ডাকঘৰ :	Ulubari
Pin Code/পিন :	781007

Section

Relationship of Parties before Marriage (if any)/ বিবাহৰ আগতে পাৰ্টিৰ সম্পর্ক :	No/ নহয়
Date of Marriage Ceremony/ বিবাহ অনুষ্ঠানৰ তাৰিখ :	11/05/2021

Additional Details

Apply to the Office	Sub Registrar Office(Sub Registrar- Guwahati)
---------------------	--

31/5/2021 07:12:35 IST http://eservices.assam.gov.in/configure

[Edit](#)
[Attach Annexure](#)
[Cancel](#)
[Print](#)
[Export to PDF](#)
[Click here to initiate new application](#)

Step 7: Once all the documents are uploaded it can be previewed by clicking on the file name as shown in the below screenshot. Then click on the “Make Payment” button to pay the requisite user fee for the service.

ARTPS x ARTPS x ServicePlus- Application for Marri x +

https://eservices.assam.gov.in/configure/editSaveAnnexure.do?OWASP_CSRFTOKEN=W92M-GK97-85IJ-196J-ZQ1Q-EGYS-HU4U-XKAV&applId=26322&ci...

Pin Code/পিন : 781007

Section

Relationship of Parties before Marriage (if any)/ বিবাহৰ আগতে পাৰ্টিৰ সম্পর্ক :	No/ নহয়
Date of Marriage Ceremony/ বিবাহ অনুষ্ঠানৰ তাৰিখ :	11/05/2021

Annexure List

1) Identity proof of Bride/Wife	Driving Licence
2) Identity proof of Groom/Husband	Voter ID Card
3) Age proof of Bride/Wife	A copy of Proof of date of birth.
4) Marriage Notice	Copy of Marriage Notice
5) Age proof of Groom/Husband	A copy of Proof of date of birth.
6) Present Address Proof of Bride/Wife	Electricity bill certified by Land Owner
7) Permanent Address Proof of Bride/Wife	Photocopy of the Bank Pass Book of the Applicant
8) Permanent Address Proof of Groom/Husband	Photocopy of the Bank Pass Book of the Applicant
9) Present Address Proof of Groom/Husband	Telephone Bill certified by Land Owner
10) Signature of Husband	Copy of Signature of Husband
11) Signature of Wife	Copy of Signature of Wife
12) Consent for Authentication by Bride/Wife	Consent for Authentication by Bride/Wife
13) Consent for Authentication by Bridegroom/Husband	Consent for Authentication by Bridegroom/Husband
14) Declaration Certificate by Parties	Declaration Certificate by Parties
15) Marriage Card of Both Parties (if available)	Marriage Card of Both Parties (if available)

Additional Details

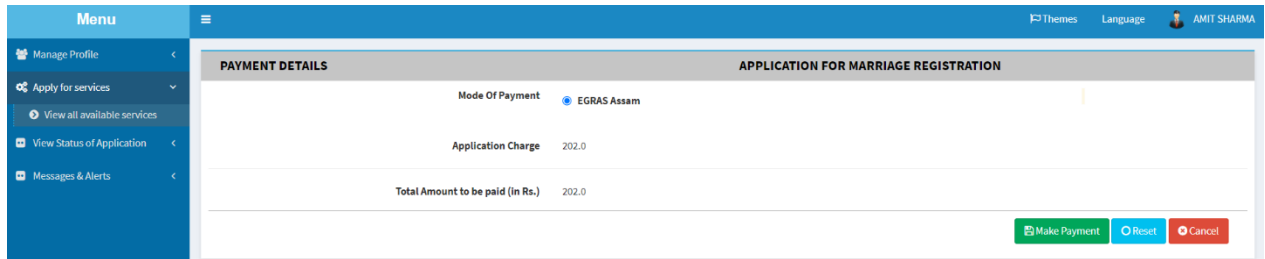
Apply to the Office	Sub Registrar Office(Sub Registrar- Guwahati)
---------------------	--

[Make Payment](#)
[Cancel](#)
[Print](#)
[Download PDF](#)

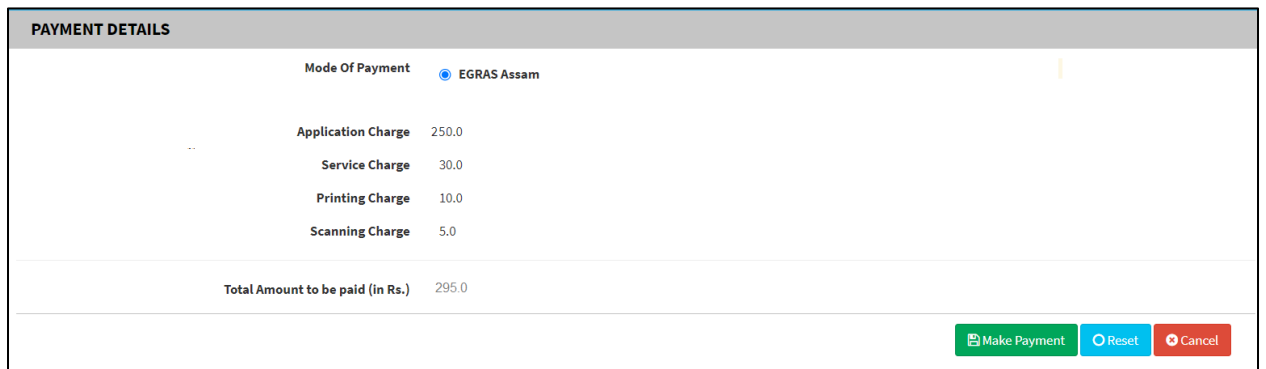
19:26 31-05-2021

Step 8: Mode of Payment is already selected as “EGRAS” for the service along with the application charge which is Rs.20/- for “Certified Copy of Jamabandi”. Click on the “Make Payment” button.

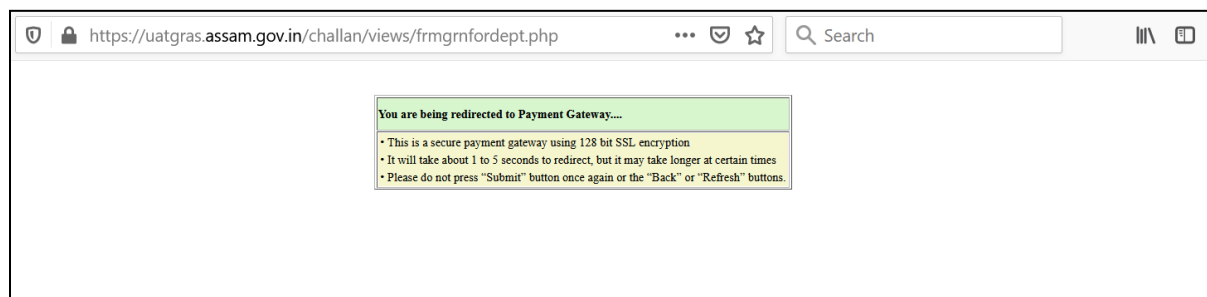
- **Application is submitted by the Applicant:** No Service/Printing/Scanning Charge is to be paid if the application is submitted by the applicant himself/herself



- **Application is submitted through PFC/CSC:** Service Charge, Printing and Scanning charges are to be paid by the Applicant in case applicant submits the applications through PFC/CSC



Step 9: Application will be automatically redirected to the “EGRAS” payment gateway and then make the payment by selecting the Bank as per your convenience from the dropdown menu.





Payment For : Inspector General of Registration


Scheme	0030-03-800-0000-000-01 (₹ 2) 0070-00-800-0000-000-15 (₹ 200)
Tin No. / Tax ID	
Dealer Name	Harihar
Department ID	IGRRPP3067
Total Treasury Challan Amount	₹ 202
Receipt Financial Year	2021-2022
Payment Period	One Time
Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> Payment Gateway
Select Bank *	----- Select Bank -----

All the information entered is found correct in the above draft.
Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.
 Refund of challan will be processed by respective Department

Agree Disagree

Step 10: After successful payment of the application charge, system generated QR coded acknowledgement receipt with an RTPS Acknowledgement number will be generated which can be downloaded as well as can be printed as shown below:

ACKNOWLEDGEMENT



Application Acknowledgment

Acknowledgement no: RTPS-MRG/2021/00014 Date: 31/05/2021

Dear Harihar,

Your application for Marriage Registration has been submitted successfully on 31/05/2021 and your Acknowledgement No. is RTPS-MRG/2021/00014. Please use this Acknowledgement number for tracking the application and for any future communication related to this application. If the application has been accepted by the Revenue and Disaster Management Department the service shall be provided after 30 days and before 90 days from the date of publication of notice for intended marriage/application for registration of marriage.. You may raise an appeal at <http://rtps.assam.gov.in/> if the service is not delivered within that period. You can call us at 6000901977, Mon-Sat - 8am to 8pm or write us at rtps-assam@assam.gov.in for any feedback or grievances.

The following fees have been collected for this application.

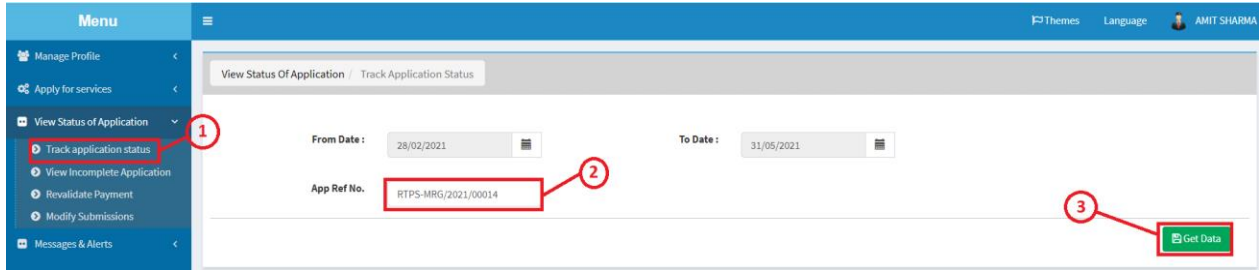
1. Notice Fee	Rs. 2
2. User Charge	Rs. 200

Total	Rs. 202

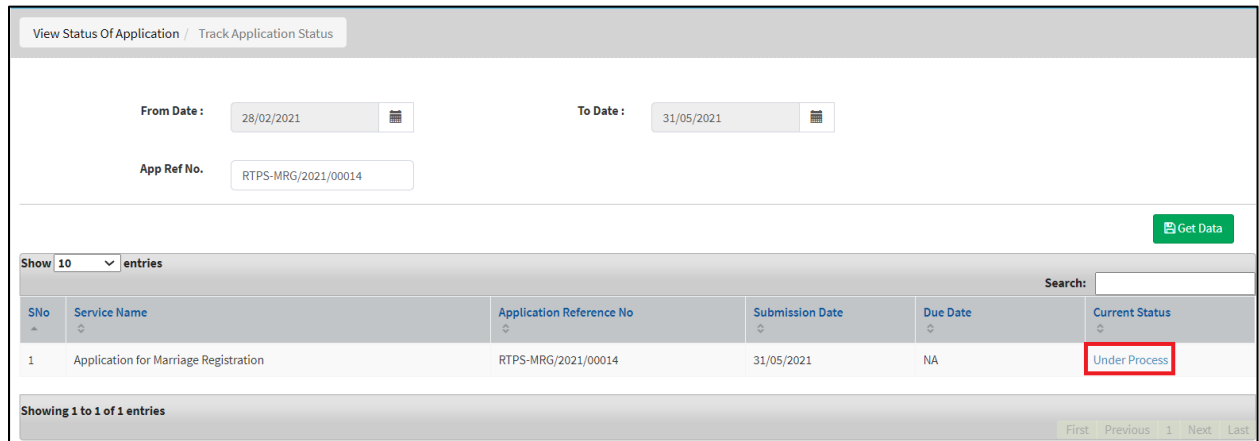
Thank You.
 ARTPS

2.1 Steps for Tracking the Application

Step 1: Click on the “Track Application Status” under “View Status of Application”. Then put the RTPS Acknowledgement number in the search box provided and click on the “Get Data” button as shown below.



Step 2: Click on the status to track the submitted application.



Status of Application
✕

Application Reference Number :	RTPS-MRG/2021/00014
Name of the Service :	Application for Marriage Registration
Applied By :	AMIT SHARMA
Application due Date :	31/05/2021

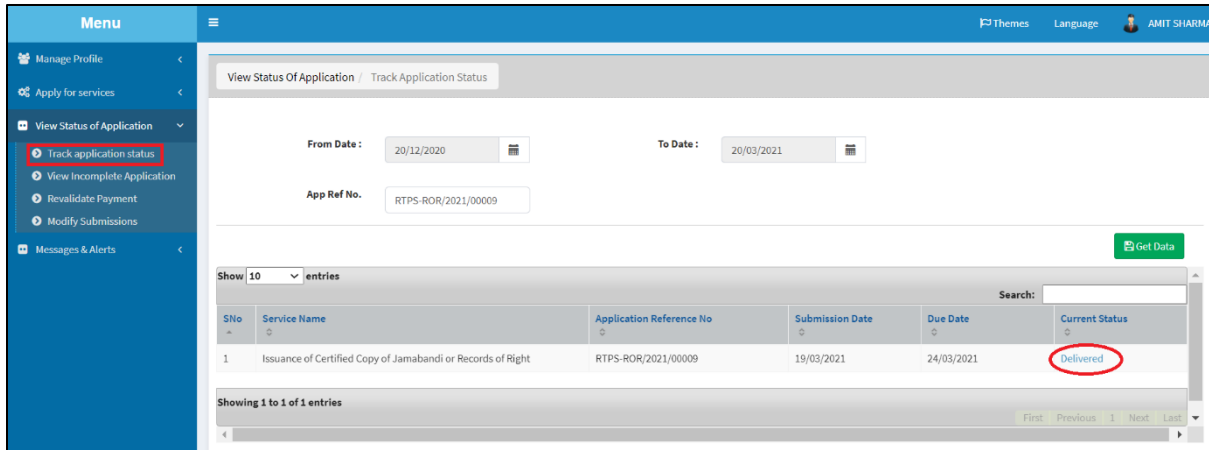
S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Application Acknowledgement	Completed	NA
2	Post application to Panjeeyan	NA	Nil	Forwarded	NA
3	Recieve response from Panjeeyan	NA	Nil	Under Process	NA

Close

2.3 Downloading output Certificate:

Step 1: Login as citizen/PFC operator in RTPS portal.

Step 2: GO to “Track Application Status” and search with the RTPS ack no. as shown below. Once searched, click on the “Delivered” link to download the certificate.



Step 3: All the task names along with the remarks by the respective officials can be seen in the pop up window. On Clicking the “Marriage Notice Acknowledgement” link to download.

