Step 1: Login as Dealing assistant in ePanjeeyan using proper credentials.

Step 2: Go to "Marriage Applications" under "Online Applications" tab in the Menu bar.

Step 3: Search with the RTPS Acknowledgement number from the list of available applications and click on the "process" button against the submitted application.

Step 4: Dealing Assistant verifies the submitted application along with the uploaded supporting documents as shown below.

Attachments

Sl. No:	Document Name	Action
1	Id Proof groom	View
2	Id Proof bride	View
3	Age Proof groom	View
4	Age Proof bride	View
5	Address Proof bride	View
6	Address Proof groom	View
7	Permanent Address Proof bride	View
8	Permanent Address Proof groom	View

Notice Fee ₹   2

Submit   Send For Query

After submission of the Application, a successful message is displayed along with the system generated Serial number as shown below:

REVENUE AND DISASTER MANAGEMENT DEPARTMENT
Government of Assam

e-PANJEEYAN 4 U100717

Enquiry   Registration ▾   Marriage Registration ▾   Registers ▾   Reports ▾   Certificates ▾   Locations   Backlog ▾   Online Applications ▾

Welcome **nicassistant** (**Rangiya Sub Registrar Office**) | Change Password   Log out

Marriage Notice Registration

The Details have been successfully saved to the database with Serial No. **2/2021**

+ Add a New Record   ☑ Edit this Record   ☑ Generate Notice for this Record

Step 5: Dealing Assistant then clicks on the "Generate Notice for this Record".

Basic Details

Edit Data

Document Reference No. 2/2021
Date of application: 18-09-2020
Marriage Type: Old
Name of Applicant: Test A

Bride Details

Name of Bride: Test B
Age: 21
Father's Name: Test C

Groom Details

Name of Groom: Test E
Age: 22
Father's Name: Test F

Generate Print Information | Generate Marriage Notice as per Special Marriage Act | Generate Marriage Notice as per Hindu Marriage Act

Step 6: On clicking "Generate Marriage as per Special Marriage Act" the system generated notice is populated as shown below in a ready to print format.

Bride Details

Name of Bride: Test B
Age: 21
Father's Name: Test C

Groom Details

Name of Groom: Test E
Age: 22
Father's Name: Test F

Generate Print Information | Generate Marriage Notice as per Special Marriage Act | Generate Marriage Notice as per Hindu Marriage Act

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 calander months from the date hereof.

Name	Condition	Occupation	Age	Dwelling	Permanent dwelling place if present dwelling place not permanent	Length of Residence
Test B	Married	Private Organization Employee	21	Barsajai P.S.-Basistha P.O.-781028 Dist-KAMRUP ASSAM-781028	Barsajai P.S.-Basistha P.O.-781028 Dist-KAMRUP ASSAM-781028	10 Year 07 Months
Test E	Married	Pvt Job	22	Rukminigaon P.S.-Dispur P.O.-Dispur Dist-KAMRUP ASSAM-781007	Rukminigaon P.S.-Dispur P.O.-Dispur Dist-KAMRUP ASSAM-781007	02 Year 11 Months

Witness our hands the 2018-08-15 date

Signature of Bridegroom

Signature of Bride

Print Marriage Notice

Step 7: Click on the "Manage Marriage Notices" under "Marriage Registration" tab.

Step 8: Select the Application to be processed from the list of available applications. Dealing Assistant can also search the application with the RTPS Acknowledgement number.

Step 9: Click on the "Generate Marriage Notice"

Basic Details

Edit Data

Document Reference No. 2/2021
Date of application: 18-09-2020
Marriage Type: Old
Name of Applicant: Test A

Bride Details

Name of Bride: Test B
Age: 21
Father's Name:Test C

Groom Details

Name of Groom: Test E
Age: 22
Father's Name: Test F

Generate Print Information | Generate Marriage Notice as per Special Marriage Act | Generate Marriage Notice as per Hindu Marriage Act

Step 10: On clicking "Generate Marriage as per Special Marriage Act" the system generated notice is populated as shown below in a ready to print format.

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 calander months from the date hereof.

Name	Condition	Occupation	Age	Dwelling	Permanent dwelling place if present dwelling place not permanent	Length of Residence
Test B	Married	Private Organization Employee	21	Barsajai P.S.-Basistha P.O.-781028 Dist-KAMRUP ASSAM-781028	Barsajai P.S.-Basistha P.O.-781028 Dist-KAMRUP ASSAM-781028	10 Year 07 Months
Test E	Married	Pvt Job	22	Rukminigaon P.S.-Dispur P.O.-Dispur Dist-KAMRUP ASSAM-781007	Rukminigaon P.S.-Dispur P.O.-Dispur Dist-KAMRUP ASSAM-781007	02 Year 11 Months

Witness our hands the 2018-08-15 date

Signature of Bridegroom

Signature of Bride

Print Marriage Notice

DA then clicks on the "Verify" button where the list of all Deeds under the selected Village will be populated (if available).

To Search for the results prior to 01/03/2017, Assistant will click on the "Click Here" button to search for the Deeds by Party Name or by Mouza/Village name.

The Deed can be viewed by clicking the "View Deed" button. Assistant can also search for the Deeds by selecting the Mouza and village details from the dropdown menu as shown below:

Step 5: Once the Deed is verified by the Assistant, he/she clicks on the "Verify Land Records" button and enter the comments in the specified text area.

After submission of the remarks by the Assistant, a successful message is displayed along with the Application number as shown below.

Step 6: Dealing Assistant clicks on the "Manage Non-encumbrance Applications" under "Certificates" tab.

Step 7: Search with the Acknowledgement number to select the application to be processed from the list of available applications and then click on the "Print Certificate" button as shown below.

Step 8: Select the Office Type and enter the result as shown below. Then click on "Generate Report" button.

Step 9: System Generated Non-encumbrance Certificate is generated and DA then clicks on "Sign Certificate" button. DA then prints the certificate, get it signed by the concerned Designated Public Servant (DPS).

GOVERNMENT OF ASSAM
Office Of The Senior Sub-Registrar
Guwahati Sub-Registrar Office

No.: 9/2021   Date: 03-04-2021

Name of the applicant: Biswajit Das

S/O,D/O,W/O: Biren Das

Certified that the properties indicated below have been searched in this office records from 2017-01-01 to 2020-12-31 and found the following result.

MOUZA	VILLAGE	PATTA NO.	DAAG NO.	AREA
JALUKBARI	SADILA PUR	Khiraj Myadi-328	318	0 1 5

Result: This land is free from any encumbrance

Reference No India of 2017

Searched by :Test Name.

In presence of :.

Countersigned
Senior Sub-Registrar
Guwahati Sub-Registrar Office

Sign Certificate

Step 10: Dealing Assistant then clicks on the "Scan/View Signed Certificate" button as shown below.

Once scanning is completed, Assistant clicks on the "Upload" button as shown below (Please note that to scan the document, a scanner should be connected to the machine from where the applications are processed).
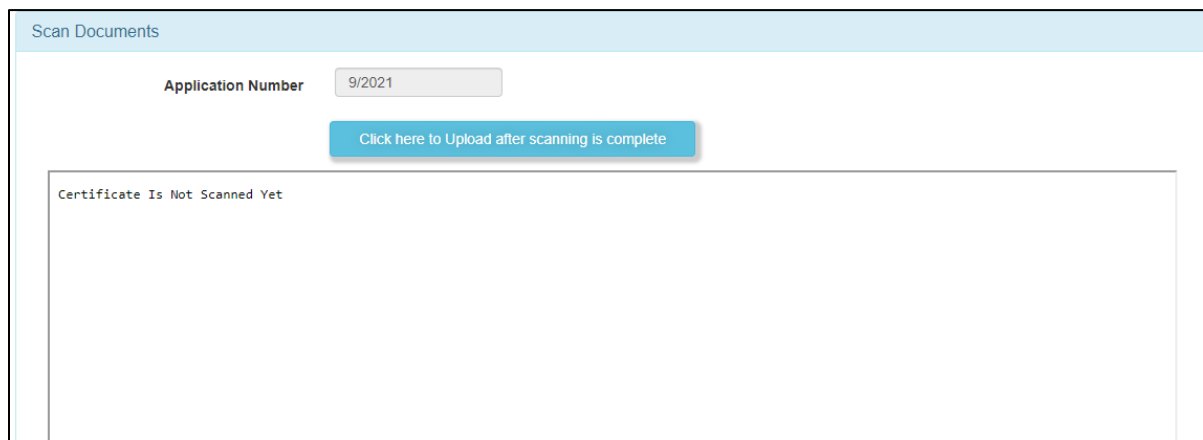
Once Dealing Assistant uploads the signed certificate, the application is forwarded to the concerned Sub-Registrar for delivery of the Certificate.

Step 11: Login as Sub-Registrar/Sr. Sub-Registrar and click on the "Manage Non-encumbrance Applications" under Certificates tab.
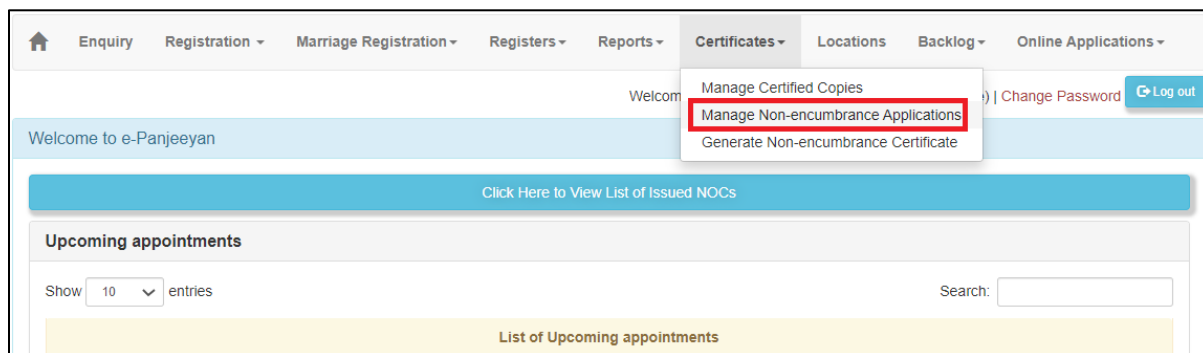
Step 12: Sub-Registrar/Sr. Sub-Registrar click on the **"Scan/View Signed Certificate"** button as shown below.

Step 13: On clicking the "Deliver Certificate" button, the signed certificate will be approved and will be delivered to the Citizen in RTPS Portal.