



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

DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT  
Government of Assam

e-PANJEEYAN 4 U100717

User ID  
Password

Click to Log In

[Click here to Register](#) [Click here to go to Help Desk](#)

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**Step 2:** Go to “Marriage Applications” under “Online Applications” tab in the Menu bar.

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)

Welcome to e-Panjeeyan

Upcoming appointments

Show 10 entries Search:

List of Upcoming appointments

Application Ref. No.	Applicant Name	Gender	Appointment Date	Appointment type	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

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



Marriage Appointments

Specify a Date ★  [Click here to Get the List](#)

Show  entries Search

List of Marriage Appointments						
Application Ref. No.	Applicant Name	Bride Name	Groom Name	Application Date	Status	Action
RTPS-MRG/2020/00115	Test A	Test B	Test E	18-09-2020	New	<a href="#">Process</a>

Showing 1 to 1 of 1 entries (filtered from 11 total entries) [Previous](#) [1](#) [Next](#)

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

Add marriage details

Date of Application **18-09-2020**  
Marriage Type ★   
Date of Marriage ★ **15-08-2018**  
Gender ★  Male  Female  Others

Name of Applicant ★

**Bride Details**

Name of Bride ★   
Marriage Condition ★   
Father's Name ★   
Age ★   
Occupation ★

Bride Address

Present Address  
Village ★   
Police Station ★   
Post Office ★   
District ★   
State ★   
Pin code ★

Permanent Address (If same as Present)   
Village ★   
Police Station ★   
Post Office ★   
District ★   
State ★   
Pin code ★

Length of residence at present address in years



Attachments		
Sl. No:	Document Name	Action
1	Id Proof groom	<a href="#">View</a>
2	Id Proof bride	<a href="#">View</a>
3	Age Proof groom	<a href="#">View</a>
4	Age Proof bride	<a href="#">View</a>
5	Address Proof bride	<a href="#">View</a>
6	Address Proof groom	<a href="#">View</a>
7	Permanent Address Proof bride	<a href="#">View</a>
8	Permanent Address Proof groom	<a href="#">View</a>

Notice Fee ₹

[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 e-PANJEEYAN 4 U100717

Government of Assam

Home 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.

REVENUE AND DISASTER MANAGEMENT DEPARTMENT  
Government of Assam  
e-PANJEEYAN 4 U100717

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

Welcome **Ajit Baruah (Rangiya Sub Registrar Office)** | [Change Password](#) [Log out](#)

Welcome to e-Panjeeyan

Manage Marriage Notices  
Enter Marriage Registration Details  
Generate Marriage Certificate

Click Here to View List of Issued NOCs

Upcoming appointments

Show 10 entries Search:

List of Upcoming appointments

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.

Manage Marriage Notices

Specify a Date  [Click here to Get the List of Marriage Entries](#)

[+ Make a New Marriage Notice Entry](#)

Show 10 entries Search:

List of Last 100 Marriage Notice Entries

Document Ref. No.	Applicant Name	Bride Name	Groom Name	Application Date	Application Ref No	Action
2/2021	Test A	Test B	Test E	18-09-2020	RTPS-MRG/2020/00115	<a href="#">View Application</a> <a href="#">Generate Marriage Notice</a>

Showing 1 to 1 of 1 entries (filtered from 25 total entries)

Previous 1 Next

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).



Gender ★  Male  Female  Others

Verify Result

List Of all Deed Under village :PAMAHI

To search for result prior to date 01-03-2017. [Click Here](#)

Document Reference No.	Circle	Mouza	Village	Dag No.	Patta No.	Action
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Close

PAMAHI

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.

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Government of Assam

e-PANJEEYAN 4 U100717

Enquiry Registration Marriage Registration Registers Reports Certificates Locations Backlog Online Applications

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Deed Search

Search Parameters ★    
Select From Below  
Party Name  
By Mouza Village Name.

Show 10 entries Search:

Document Reference No.	Party Name	Party Type	Action
2436/2017	Ranjit Barua	Seller	<a href="#">View Deed</a>
2435/2017	Ranjit Barua	Purchaser	<a href="#">View Deed</a>
2436/2017	Ranjit Barua	Seller	<a href="#">View Deed</a>

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

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:



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Government of Assam

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Enquiry Registration Marriage Registration Registers Reports Certificates Locations Backlog Online Applications

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### Deed Search

**Search Parameters** ★ By Mouza Villaoe Name. ▼

**If old document**

**From Date** ★ From Date  **To Date** ★ To Date

**Mouza** ★ Select Mouza Tvpe ▼

**Village** ★ ▼

**Patta No.** 0

**Dag No.** 0

Show 10 ▼ entries Search:

Document Reference No.	Party Name	Party Type	Action
2436/2017	Ranjit Barua	Seller	<input type="button" value="View Deed"/>
2435/2017	Ranjit Barua	Purchaser	<input type="button" value="View Deed"/>
2436/2017	Ranjit Barua	Seller	<input type="button" value="View Deed"/>

Showing 1 to 3 of 3 entries

**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.

### Plot Details

**Mouza** ★ RAMACHARANI ▼

**Village** ★ PAMAHI ▼

**Patta Number** ★ Khiraj Myadi-328

**Daag Number** ★ 318

**Land Area** ★ 0 15





Gender ★  Male  Female  Others

Father's Name ★ Biren Das

Comment:  
The property is free from all encumbrance.

submit

Total Fees ★ Rs. :14  
RTPS Fee Rs : 20  
Searched by ★

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

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

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

+ Add New Nonencumbrance Application

Nonencumbrance Application Successfully Saved with Application NO. 9/2021 Go to Print Certificate

Manage Non-Encumbrance Certificate

Specify a Date ★ dd-mm-yyyy Click here to Get the List of NECs

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

REVENUE AND DISASTER MANAGEMENT DEPARTMENT e-PANJEEYAN 4 U100717  
Government of Assam

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

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Welcome to e-Panjeeyan

Manage Certified Copies  
Manage Non-encumbrance Applications  
Generate Non-encumbrance Certificate

Upcoming appointments

Show 10 entries Search:

List of Upcoming appointments

**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.



Manage Non-Encumbrance Certificate

Specify a Date ★  [Click here to Get the List of NECs](#)

Show  entries

Search

List of Last 200 NECs Issued from the System

SI No.	Application No.	Application Ref No.	Applicant Name	Application Date	Ref. No.	Ref. Year	Status	Action
16	9/2021 (Online)	RTPS- NEC/2021/00011	Biswajit Das	03-04-2021	India	2017	Certificate Not Delivered	<a href="#">View</a> <a href="#">Print Certificate</a> <a href="#">Scan/View Signed Certificate</a>

Showing 1 to 1 of 1 entries (filtered from 45 total entries)

Previous  Next

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

Certificate Generate Process

Application No ★  [Check Availability](#)

Office Type ★

Result: ★  [Generate Report](#)

**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.

Manage Non-Encumbrance Certificate

Specify a Date ★  [Click here to Get the List of NECs](#)

Show  entries Search:

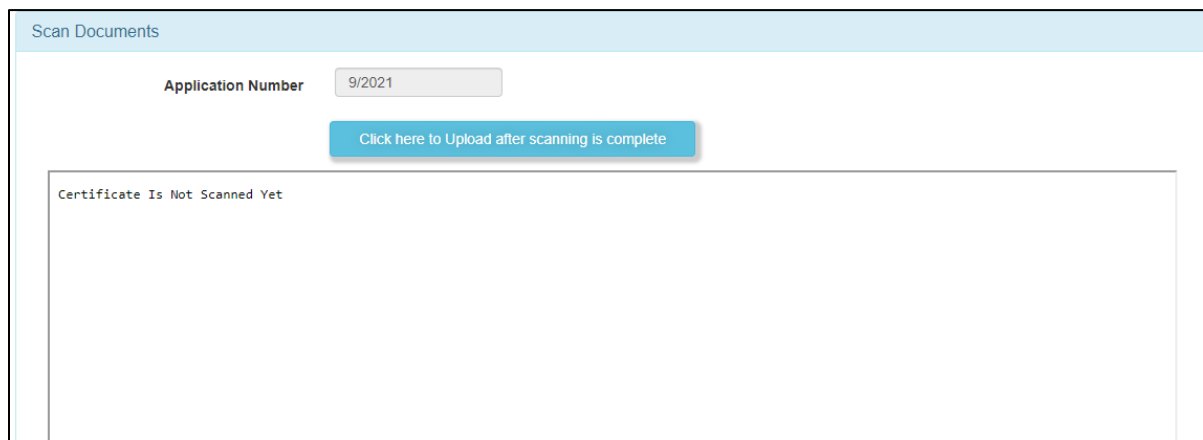
List of Last 200 NECs Issued from the System

SI No.	Application No.	Application Ref No.	Applicant Name	Application Date	Ref. No.	Ref. Year	Status	Action
16	9/2021 (Online)	RTPS-NEC/2021/00011	Biswajit Das	03-04-2021	India	2017	Certificate Not Delivered	<a href="#">View</a> <a href="#">Print Certificate</a> <a href="#">Scan/View Signed Certificate</a>

Showing 1 to 1 of 1 entries (filtered from 45 total entries) [Previous](#) [1](#) [Next](#)

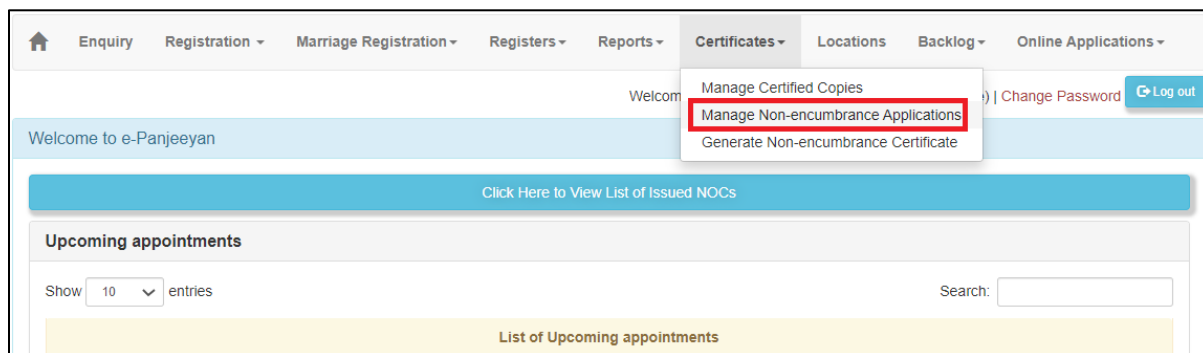


Once scanning is completed, Assistant clicks on the “Upload” button as shown below (Please note that to scan the document, a scanner should be connected to the machine from where the applications are processed).



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.



Manage Non-Encumbrance Certificate

Specify a Date ★  [Click here to Get the List of NECs](#)

Show  entries Search:

List of Last 200 NECs Issued from the System

Sl No.	Application No.	Application Ref No.	Applicant Name	Application Date	Ref. No.	Ref. Year	Status	Action
25	6/2021 (Online)	RTPS- NEC/2021/00007	a	16-03-2021	2	2019	Certificate Not Delivered	<a href="#">View</a> <a href="#">Print Certificate</a> <a href="#">Scan/View Signed Certificate</a>

Showing 1 to 1 of 1 entries (filtered from 45 total entries) [Previous](#) [1](#) [Next](#)

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

Scan Documents

Application Number

[Click here to Upload after scanning is complete](#)

views scanned none... 1 / 2 | - 67% + | [Icons]

[Deliver Certificate](#)