

e-Service Instructions
Home Department

1. e-Service details

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| Marriage Registration Service: Marriage Registration - 2008 |
| Department Website: http://online.ulbharyana.gov.in |
| <i>(As per RTS)</i> |
| Service Delivery Time: 3 working days from the expiry of 15 days notice period |
| First Appellant Authority: Sub Divisional Magistrate |
| Second Appellant Authority: Deputy Commissioner |

2. Eligibility Criteria to avail the service:

The bridegroom must have completed the age of twenty one years and the bride, the age of eighteen years.

3. Supporting Documents (scanned copy from original document to be uploaded):

1. Proof of residence of both bride and bridegroom.
2. Proof of age of both spouses such as Birth Certificate or school certificate or medical certificate indicating age or an affidavit/ self declaration regarding age only in cases when birth and school certificates are not available.
3. At least two wedding photos, wedding card or certificate from religious institution or priest who solemnized the wedding or Nikah naama or certificate from Anand karaj in Gurudwara.
4. Three joint photographs of husband and wife (3 inch X 2 inch photographs i.e two for marriage certificate and one for office record).
5. If presented after 90 days an undertaking from parties stating reasons for delay.

4. Fee details (in Rs.)

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| CSC Charges: 10/- Service Charges (share distribution as per guideline issued by SIT Haryana/CSC SPV) | Govt. Charges: | |
| | Timeline for presentation of application | Fee |
| | 1. Within 90 days of marriage | 100/- |
| | 2. After 90 days of marriage and within one year | 150/- |
| | 3. After one year of marriages solemnized before commencement of the Act 2008 and not registered earlier. | 200/- |
| | Note: All registration fee/ Late fee can either be deposited in the State Government Treasury under head 'Other Receipts – 0070-60-108-51-51' or through a bank draft or postal order payable to the concerned authority. | |

5. Workflow Stages for delivery of services.

1. Applicant will visit CSC (Common Service Centre) or e-Disha Centre .
2. Documents checked by concerned VLE/CSC operator.
3. VLE/CSC operator scans the original documents and upload as single PDF file.
4. Transaction ID generated and issue acknowledgement slip to the applicant.
5. The application along with attachment will electronically forward to the verifier (Marriage Clerk (Urban)).
6. The verifier will verify the application and electronically forward to the concerned authority as per conditions given below:
 - Marriage applied for registration after 90 days up to 365 days from the date of marriage will be forwarded to District Registrar (Sub Divisional Magistrate) and he/she will receive the application electronically in his/her user login.
 - Marriage applied for registration after 365 days from the date of marriage will be forwarded to the concerned Additional Chief Registrar (Deputy Commissioner) and he/she will receive the application electronically in his/her user login.
7. Marriage applied for registration within 90 days from the date of marriage will be directly visible in Marriage Registrar /Marriage clerk login for sending notice for personal appearance and other applications will be visible after approval from District Registrar (Sub Divisional Magistrate)/concerned Additional Chief Registrar (Deputy Commissioner) as the case may be.

8. Marriage Registrar /Marriage clerk will send notice via SMS and/or E-mail for personal appearance of the applicants and witnesses at the office of Marriage Registrar along with necessary documentary evidence/proofs.
9. Marriage Registrar will receive the application electronically in his/her user login.
10. After scrutiny of documents, Marriage Registrar will take decision regarding the approval.
11. On approval, the facsimile signature will get attached with the certificate.
12. VLE Operator/ eDisha Operator/ Marriage Clerk /Concerned Applicant can download the certificate by providing Transaction ID.

6. Form Filling Instruction:

1. All the parameters must be filled up properly by the applicant.
2. Supporting document must be attached with the application form.