Frequently Asked Questions

1. I am having Problems while registering an application. "Already Registered" message displayed sometimes?

   The Date of Birth Registration number of an applicant already registered in an another lsgd or same lsgd(same birth registration number), so use the concerned block name with the birth registration number.
2. How can got application registration number?

   Fill all the tabs under the Applicant registration form using with 'Save and Next Button'. Finally, click the Submit button.
3. How can reduce the size of scanned Documents?

   An image resizes link provided on application registering form. Upload the scanned document and click convert button. The converted reduced document can download from the provided link.
4. How can list out the verified Applications?

   Select the view Application Menu under registration module and opt the status as verified. Finally, click the Show button.
5. How can list out the Approved Applications?

   Select the view Application Menu under registration module and opt the status as Approved. Finally, click the Show button.
6. How can list out the DDO Rejected applications?

   Select the view Application Menu under registration module and opt the status as Verification Rejected. Finally, click the Show button.

7. How can list out the Directorate Rejected applications?

   Select the view Application Menu under registration module and choose the status as Approval Rejected. Finally, click the Show button.

8. How can check the status of an application?

   Select the View Application Menu under Registration module and list out all applications. Choose the concerned application from the dropdown list and click the view action button. At the same time displayed the registration details of the particular applicant and select the status of application tab.

9. If a power failure occurs during the Application registration time (Completion of the first tab-preliminary data of the applicant), how can get the incomplete application?

   Choose the Edit options under registration module and simply click the show button on generated screen.