

# DC Office Samba

## Guidelines for filling up the PRC Registration Form

Registration form can be completed in three steps

**Step 1-** Filling up Personal Details of the person who is applying for PRC

**Step 2-** Filling up of Information for whom PRC has been applied.

**Step 3-** Uploading of Mandatory Scanned Documents

**Note:-**

1. Scan and Save Documents using suitable naming convention like Ration Card Front as RationCF.
2. Only .jpg/.gif/.jpeg/.bmp formats are permitted for scanned documents
3. File Size for scanned documents should not exceed 100KB.

### Step 1

#### Who can be an Applicant?

Applicant is that person who is applying for the PRC for family members or for himself/herself

#### Instructions for Filling Registration Form:-

- a. If applicant is MALE he has to first fill his Name then Father Name and then Grandfather Name.
- b. If applicant is FEMALE she has to first fill her Name then Husband Name and then Husband's Father Name.
- c. Then applicant has to fill up Present Address with District, Tehsil, Niabat and Village details.
- d. Then applicant has to fill up Ancestral Address with District, Tehsil, Niabat and Village Name.
- e. The personal information is compulsory as these values are marked with \* as shown in Form below.

### Applicant Registration Form Step 1

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*Applicant Name	<input type="text"/>
*Father/Husband Name	<input type="text"/>
*Grandfather/Husband Father Name	<input type="text"/>
*Present Address	<input type="text"/>
* Select District	-----Select District----- <input type="button" value="v"/>
* Select Tehsil	<input type="text"/>
* Select Niabat	<input type="text"/>
* Select Village	<input type="text"/>
*Ancestor Address	<input type="text"/>
* Select District	-----Select District----- <input type="button" value="v"/>
* Select Tehsil	<input type="text"/>
* Select Niabat	<input type="text"/>
* Select Village	<input type="text"/>
Ancestor Landmark	<input type="text"/> (Optional)
Aadhaar No.(12 digit no.)	<input type="text"/> (Optional)

- f. Applicant has to fill Ancestral Landmark (i.e. give some identification mark for ancestral land so that Patwari can identify your land and verify you) this value is not compulsory as shown in the above form)
- g. Applicant has to fill Aadhaar Number only 12 digits this value is not compulsory as shown in the above form.
- h. After this in Contact Details Mobile No and E-mail will appear automatically as applicant has already filled these details while creating Login. In this applicant only has to fill Landline Phone No. which is not compulsory.

#### Contact Details

Mobile NO.	<input type="text" value="9091234569"/>
Landline NO.	<input type="text"/> (Optional)
E-mail	<input type="text" value="khu@gmail.com"/>

- i. In Treasury Details fill the information from the receipt which applicant has received from Treasury Office after submitting the fees which is compulsory.

#### Treasury Details

*GR NO.	<input type="text"/>
*Amount	<input type="text"/>
*Submit Date	<input type="text"/>

- j. In Land Details applicant has to fill the details of his/her ancestral land if available i.e. not compulsory.

**Land Details**

Khasra No.  (Optional)

Khatta No.  (Optional)

Khevat No.  (Optional)

Held in the name of  (Optional)

Select District  (Optional)

Select Tehsil  (Optional)

Select Niabat  (Optional)

Select Village  (Optional)

- k. Now click browse button and select the file from your computer where you have saved your scanned documents with proper file names like RationCF for Ration Card Front and this part is compulsory.

**Upload Scanned Copies Of The Following Documents**

\*Ration Card Front  Browse...

\*Ration Card Back  Browse...

\*Affidavit By Head Of Family  Browse...

\*Treasury Receipt  Browse...

- l. Now click browse button and select the file from your computer where you have saved your scanned documents and this part is not compulsory.

**Upload 3 Ancestral State Subject Scanned Copies At Most (like Father, GrandFather, Great-GrandFather)**

State Subject-1  Browse... (Optional)

State Subject-2  Browse... (Optional)

State Subject-3  Browse... (Optional)

**Upload Scanned Copies Voter List**

Current Voter List  Browse... (Optional)

Voter List Of Year 1957  Browse... (Optional)

Voter List Of Year 1951  Browse... (Optional)

After completion of form click the Submit button as shown below if everything is OK it will take you to STEP 2 otherwise it will give error.

[Submit Information](#)

**Step 2** Screen will appear as below first time

**Applicant Registration Form Step 2**

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\*Total Applicants

**Applicant Information**

a. Now select Total Applicants for whom you have to apply for PRC and it is compulsory. After selection of Total Applicants (say 2) your screen will look like as shown below

**Applicant Registration Form Step 2**

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\*Total Applicants

**Applicant Information**

Sno.	Applicant Name	Father's Name	Relation with Applicant	Date Of Birth	Height	Age	Identification Mark	Upload scanned copy of Date Of Birth	Upload scanned copy of Affidavit	Upload scanned copy of Marriage Certificate
1	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>
2	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>	<input type="button" value="Browse..."/>
										<input type="button" value="Submit Data"/>

b. Now in this fill the details of applicants for whom PRC is required.

**Applicant Name**

**Father's Name**

**Relation with Applicant** (select your relationship with the applicant for whom PRC is required (like son, daughter, Self, Wife, etc)

Enter **Date of birth** or age any one is compulsory

**Height**

**Age**

**Identification Mark**

Upload scanned copy of applicant date of birth which is save in the scanned documents.

**Affidavit** of candidate is required if candidate Age is greater than or equal to 18 (i.e. Age>=18) otherwise not required.

If Relation with applicant is Wife then you can upload **Marriage Certificate** scanned copy but it is not compulsory.

After entering information in all rows then Click Submit Data if everything is OK it will open STEP 3 otherwise it will give error.

**Step 3**

In this one can Upload those scanned documents which are not compulsory

**Note:-**

- a. In this form if you don't have any document then don't click on any browse button
- b. Your registration will only be completed after you Click on **Upload Files button**.

- c. After you click **Upload Files** button you will get **Applicant Acknowledgement Slip** screen then click the **Print Slip** button and take the printout for your future reference.

Applicant Registration Form Step 3		<a href="#">Back</a>
<b>Upload Scanned Copies Of The Following Documents Which You Have</b>		
Revenue Record Before 1944	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Camp Ration Card Of 65/71	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Motto Form	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
A Form / Alif Form	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Jamabandi Current	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Jamabandi Before 1947	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Shajjra Nasab	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Khasra Girdawari.	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Mutation	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Record Of Right	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Current Revenue Record	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Map Of Land	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Cancelation/Registration	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Mardam Shumari/Mal Shumari/Census Before 1944	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
<b>Upload 4 Scanned Copies of Revenue Record After 1944 At Most</b>		
Revenue Record After 1944-1	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Revenue Record After 1944-2	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Revenue Record After 1944-3	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
Revenue Record After 1944-4	<input type="text"/>	<input type="button" value="Browse..."/> (Optional)
<input type="button" value="Upload Files"/>		

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**Applicant Acknowledgement Slip**

**Applicant UserID:** PRC2016JAN000002

**Applicant Name:** Amit

**Father/Husband Name:** Anil

**Present Tehsil:** Samba

**Present Village:** Amwal

**Total No. Of Applicats:** 1

Print Slip

After Completion of form do the following:

- i. The documents you have uploaded with your application on this portal, take the Xerox copies of those and maintain a file and when you will get the call from DC Office take that file with you.
- ii. Using Login Check your Application processing status as and when required on the Portal.
- iii. Whenever the status is shown as "**ObjectionByIssuingAuthToApplicant**" then clear the Objection and complete the form. It has to be done as many times you see such status.

-----THANKS-----