

# Crime and Criminal Tracking Network & Systems

## Core Application Software (CAS) Citizen State

### Citizen User Manual

Submitted to



**National Crime Records Bureau  
New Delhi**

Submitted By



**Wipro Limited**

#### **Confidentiality**

This document is being submitted to National Crime Records Bureau, Ministry of Home Affairs, Government of India, with the explicit understanding that the contents would not be divulged to any third party without prior written consent from Wipro Limited.









## ABBREVIATIONS

SNo	Abbreviation	Description
1.	ACP	Assistant Commissioner of Police
2.	APP	Assistant Public Prosecutor
3.	ASI	Assistant Sub Inspector
4.	ASP	Assistant Superintendent of Police
5.	CAS	Core Application Software
6.	CCIS	Crime Criminal Information System
7.	CCTNS	Crime and Criminal Tracking Network & Systems
8.	CID	Criminal Investigation Department
9.	CIPA	Common Integrated Police Application
10.	CNCP	Child in Need of Care & Protection
11.	CO	Circle Officer
12.	CP	Commissioner Of Police
13.	CPIO	Central Public Information Officer
14.	CWC	Children Welfare Court
15.	DCP	Deputy Commissioner of Police
16.	DCRB	District Crime Record Bureau
17.	DGP	Director General of Police
18.	DIG	Deputy Inspector General
19.	DM	District Magistrate
20.	DO	Duty Officer
21.	DSB	District Special Branch
22.	DSP	Deputy Superintendent of Police
23.	EO	Enquiry Officer
24.	FIR	First Information Report
25.	FPB	Finger Print Bureau
26.	FSL	Forensic Science Laboratory
27.	GD	General Dairy
28.	GPF	General Provident Fund
29.	HC	Head Constable
30.	ID	Identification (document)
31.	IG	Inspector General
32.	IIF	Integrated Investigation Form
33.	IO	Investigating Officer
34.	JICL	Juvenile In Conflict With Law
35.	JJB	Juvenile Justice Board
36.	LIU	Local Intelligence Unit
37.	NCR	Non Cognizable Report
38.	NCRB	National Crime Record Bureau

39.	NOC	No Objection Certificate
40.	OC	Officer In Charge
41.	PAN	Permanent Account Number
42.	PCN	Provisional Criminal Number
43.	PCR	Police Control Room
44.	PP	Public Prosecutor
45.	PS	Police Station
46.	RCN	Regular Criminal Number
47.	RTI	Right To Information
48.	SC/ST	Scheduled Caste/Scheduled Tribe
49.	SCRB	State Crime Record Bureau
50.	SDOP	Sub Divisional Office of Police
51.	SDPO	Sub Divisional Police Officer
52.	SHO	Station House Officer
53.	SI	Sub Inspector
54.	SMS	Short Messaging Service
55.	SO	Supervisory officer/Station Officer/Standing Order/Sections Officer
56.	SP	Superintendent of Police
57.	SSP	Senior Superintendent of Police
58.	UID	Unique Identification Document

## Know your ICONS

CAS user manual consists of icons which are used throughout the manual. The icons are described below and can be use as necessary.

ICON	Description	ICON	Description
	Important Item – Keep in mind		Take a print out
	Help Tip		Note
	Do's – User should do / perform this action		Linked to another item
	Don'ts – User should not do / perform this action		Go the main menu

## Assumptions & Limitations

1. CAS User Manual has been prepared for the base system that has been prepared on basis of approved functional and system requirements. Any additional requirements that stem after the preparation of this documentation shall result in a revision of the CAS User Manual, which shared be shared subsequently.
2. CAS User Manual assumes that the infrastructure for the project has already been provided to the users, therefore, any users who are using earlier or old infrastructure such as computers, networking, and peripherals may face difficulty in getting the desired results from the software.
3. CAS screens are visible/access to user on the basis on his/her role and responsibilities.  
All screens are not visible to all users.
4. CAS lite is a subset version of complete CAS. It does not contain the complete functionality.



# Let's Start!!


## Tools Required




You will be provided with the following basic infrastructure:

1. Computer (CPU, Monitor, Keyboard & Mouse)
2. Network Connection (as per requirement)
3. Peripherals (as per requirement)
4. Browser (Internet Explorer 7.0 or Mozilla 3.6)
5. Uninterrupted Power Supply (UPS)

## Starting your Computer

### Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ul style="list-style-type: none"> <li>▪ Switch 'ON' the UPS only after you have switched 'ON' the power socket</li> <li>▪ Switch 'ON' the computer only after you have switched "ON" the UPS</li> <li>▪ Switch 'OFF' the power socket in there is an electrical spark in the socket</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Do not start the computer in case the UPS is not fully charged</li> <li>▪ Do not start the computer in case any of the wires are in contact with water sources / moisture</li> </ul>
	<ul style="list-style-type: none"> <li>▪ In case you are not sure whether the computer is connected in the right way – please contact system engineer</li> </ul>

## User Manual

The purpose of this User Manual is to help users in data entries. The manual consist of steps used for making entries with screen shots. Brief description is also provided before every module for user to understanding.

Before making data entries one should keep the following points in mind:

- User should have a valid username and password before login
- User can see the pages only if he/she have access to those screens
- Make relevant and correct entries only
- Mandatory fields (marked with \*) cannot be left blank
- Do not make false entries
- Browse through each & every Tabs to make data entries
- Recheck the entries made before click on Submit
- Text shown in **BLUE** colour shows the output for any entry or activity

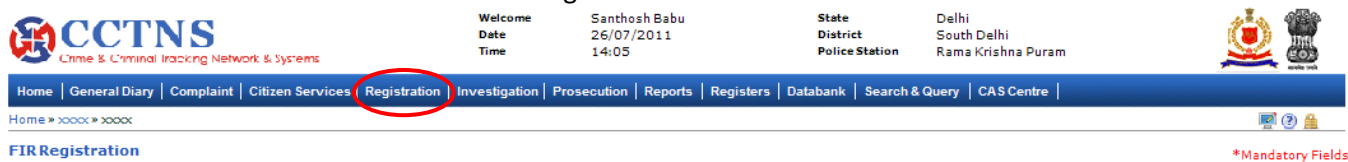
### Example: For making data entries

#### Steps

1. To open a required page click on links provided on top

Example: To open an FIR Registration page

- i. First click on Registration



- ii. Click on First Information Report

- iii. Click on New Registration to open the page



2. Click on tabs one by one to make entries

- i. Click tabs from left to right

## FIR Registration

Acts & Sections Occurrence Complainant FIR Contents Victim Information Accused Property of Interest Hurt Case Detail Action Taken

ii. Go to next only when all the necessary entries are made in first one

3. Browse through each tabs within tabs to make data entries

FIR Registration


Acts & Sections Occurrence Complainant FIR Contents Victim Information Accused Property of Interest Hurt Case Detail Action Taken

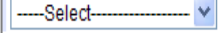
Personal Information Address Other Information

FIR Registration

Acts & Sections Occurrence Complainant FIR Contents Victim Information Accused Property of Interest Hurt Case Detail Action Taken

Personal Information Address Other Information


4. Enter the data in textboxes  given

5. Select the data from the dropdowns 


6. Click on radio buttons to select 

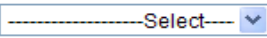

7. Select the dates by clicking on 



8. \* Shows the mandatory entries. Entries of these fields are must








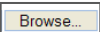
9. Click on Add  button to add details in grid

**Acts & Sections**

Acts \* 

Sections \*  

SNo.	Acts	Sections	Delete
1	IPC 1860	302	
2	Arms Act, 1959	25	

10. Click on delete  button to remove entry from the list
11. Click on Search  button to search for a record or entry made initially
  - i. System will display the recent items in the grid
  - ii. If the required number is not available in the list, click Search button
  - iii. Enter the search criteria and click on search
  - iv. System will display the result
12. User can click on Clear  button to remove the entries made
13. User can click on Submit  button to save the entries made
14. User can click on Close  button to exit the page
15. User can click on Preview  button to see the preview of the page
16. User can click on Print  button to take out the print
17. User can upload documents by clicking on Browse  button and select the required file to be upload

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## 1. Crime and Criminal Tracking & Network Systems

The **Crime and Criminal Tracking Network Systems (CCTNS)** has been conceptualized by the Ministry of Home Affairs (MHA) in detailed consultation with all stakeholders, including the National Crime Records Bureau (NCRB), the State Governments, the Department of Information Technology (DIT), Government of India and the National Informatics Centre (NIC). It is envisioned to be implemented as a 'Mission Mode Project (MMP)' and will adopt the guidelines of the National e-Governance Plan (NeGP).

CCTNS aims at creating a comprehensive and integrated system for enhancing the efficiency and effective policing at all levels and especially at the Police Station level through adoption of principles of e-Governance, and creation of a nationwide networked infrastructure for evolution of IT-enabled state-of-the-art tracking system for “investigation of crime and detection of criminals” in real time, which is a critical requirement in the context of the present day internal security scenario.

The project aims to create infrastructure and mechanism to provide the basis for evolution of an IT enabled state of the art workflow (Processes) automation system in a planned manner from Police Station level upwards and also provide public service delivery systems. It will not only automate police functions at police station and higher levels but will also create facilities and mechanism to provide public services like registration of online complaints, ascertaining the status of case registered at the police station, verification of persons etc.

The project includes vertical connectivity of police units (linking police units at various levels within the States – police stations, district police offices, state headquarters, SCRB and other police formations – and States/UTs, through state headquarters and SCRB, to NCRB at GOI level) as well as horizontal connectivity, linking police functions at State and Central level to external entities. CCTNS also provides for a citizens interface to provide basic services to citizens.

## 1.1 About the Project

The overall vision of project CCTNS is to create - A State-of-Art System that allows access to real-time crime and criminal information to all stakeholders. The key objectives of the CCTNS project can be identified as:

### **Providing enhanced tools**

The project is envisioned to provide for enhanced tools for crime investigation, crime prevention, law and order maintenance and other functions such as traffic management, emergency response etc. The enhanced tools would enable the police personnel to conduct activities in an effective and efficient manner. These tools would in addition help remove non-value adding activities and create integrated workflows for better management of cases till closure.

### **Increasing operational efficiency**

The project is envisioned to increase the operational efficiency by reducing redundancy in processes through their streamlining and standardization, increasing communication by providing access to and availability of additional communication modes such as police messaging, email, mobile telephony etc., automating back office functions such as information collection, MIS, workflows etc.

### **Creating national platform to share information and intelligence**

The project also envisions the creation of a national platform for sharing information and intelligence through the use of SSDGs at the state level and NSDG at the national level. This would allow other interfacing agencies sharing data and information in a two way mode to the last level, at the police station or a PCR. This would allow the police personnel to better conduct their actions based on availability of real time information through a chosen communication mode.

### **Providing services to citizens and policemen**

The project envisions to create services that can be availed directly by the citizens through the nearest available mode such as CSC, internet, police station etc. This also implies that the police personnel would have access to citizen complaints and requests from different sources in a real time manner; which means that the resolution to a case can be reached in an effective and timely manner. Internally the systems would enable the police personnel to register, investigate and prepare for prosecution of a case online, using minimal paperwork and dependency on traditional systems.



## 2. Core Application Software (CAS)

CAS State system will be implemented in the centralized architecture at the State Data Centres and support the remote managed client environment (at police stations) to work in online/offline mode. The CCTNS CAS (Central) will be implemented at NCRB. The CCTNS CAS applications have the clear separation of concern and the architecture layers i.e. presentation, business logic and database layers as depicted in the above figure.

CCTNS CAS System will be built using following industry standards / guidelines that will facilitate the coexistence and inter-changeability of multiple hardware and software technologies, tools, protocols, and interfaces. These standards compliance will give more flexibility to react to changing business and technology conditions without unnecessarily restricting the architecture direction to proprietary environments.

CAS State would include modules covering business processes in police stations and higher offices:

### i. Registration

The Registrations can be of general service petitions or general complaints. This service is initiated once the citizens register their complaints or petitions with police personnel. Based on nature of the petition (General Service Petition, Cognizable Complaint, Non-Cognizable Complaint) the service to citizens will be honoured by issuing general service petitions like No Objection certificates, Permissions etc., or registering a complaint and issue FIR/NCR. Based on the evidence and facts, the police personnel will proceed for investigation.

### ii. Investigation

After a complaint is registered, police initiates the investigation process. The identified Investigating officer will visit the crime scene and record the crime details. The Investigating officer will send the collected evidences to external agencies for further verification. The IO will arrest the accused if any and proceed for interrogation and later file a charge sheet/final report and submit the accused in the court.

### iii. Prosecution

Interfacing with the courts during the prosecution of cases is an integral part of the responsibilities of police personnel. After filing the charge sheet the police personnel will update the Trial details and execute the summons/warrants issued by court. The police personnel will also record the court disposal details include persons involved, attendance, examination, court order, details about bail and status of accused.

#### **iv. Search and Basic Reporting**

Since the inception of the case the police personal will search different registers to track/identify the criminals involved in different cases/crimes. This will help the police personal to map the missing cases with un-known dead bodies and enable them to generate different reports like MCR's, NBW's, PT cases, UI cases etc.

### 3. Modules

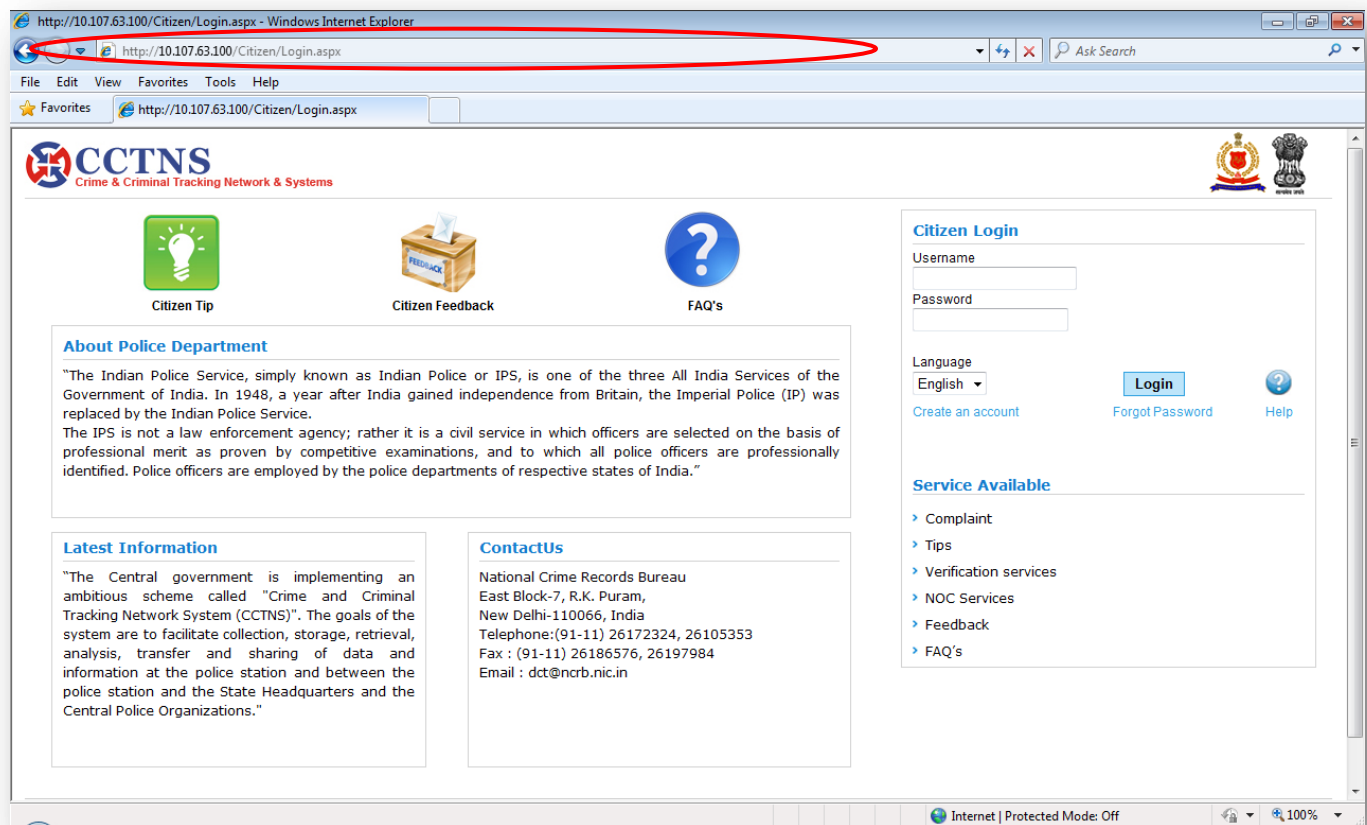
Each module can be defined as a set of services grouped together according to the requirements.

#### 3.1 General

The sets of screens shown in this section are common to all users. Every user has to go through these screens before entering the system.

##### 3.1.1 Citizen's Login Page

This is the homepage for citizens (before login). User can use the general services shown without registering in the system. For using rest of the services citizen has to create account.



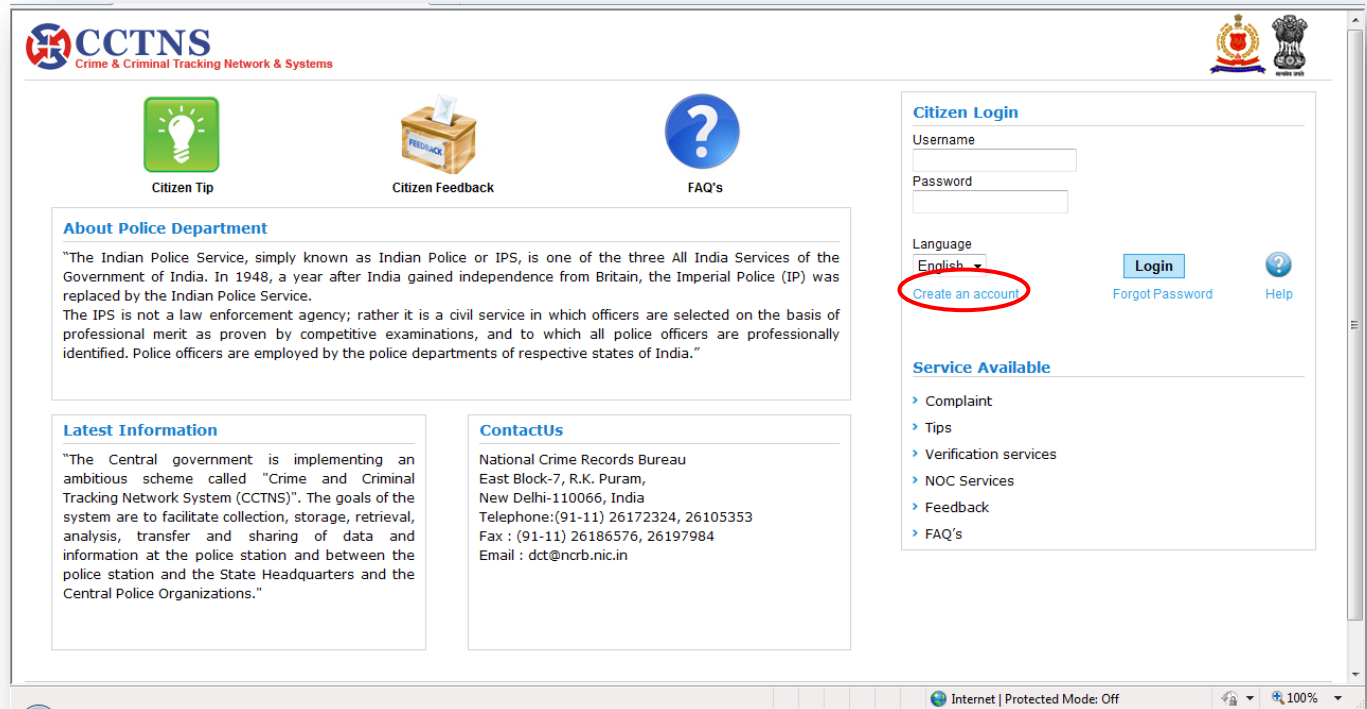
#### Steps

1. Double click on  or  icon to open the browser.
2. Enter the URL in the address bar.

System will open the Homepage for citizens

### 3.1.2 Create Citizen Login

This page will allow user to create a user account by registering themselves with the system. User has to create a Username and Password for login. User has to enter his/her personal details also in the process of registration.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

**Citizen Login**

Username  
Password

Language  
English

[Create an account](#) [Login](#) [Forgot Password](#) [Help](#)

**Service Available**

- Complaint
- Tips
- Verification services
- NOC Services
- Feedback
- FAQ's

**About Police Department**

"The Indian Police Service, simply known as Indian Police or IPS, is one of the three All India Services of the Government of India. In 1948, a year after India gained independence from Britain, the Imperial Police (IP) was replaced by the Indian Police Service. The IPS is not a law enforcement agency; rather it is a civil service in which officers are selected on the basis of professional merit as proven by competitive examinations, and to which all police officers are professionally identified. Police officers are employed by the police departments of respective states of India."

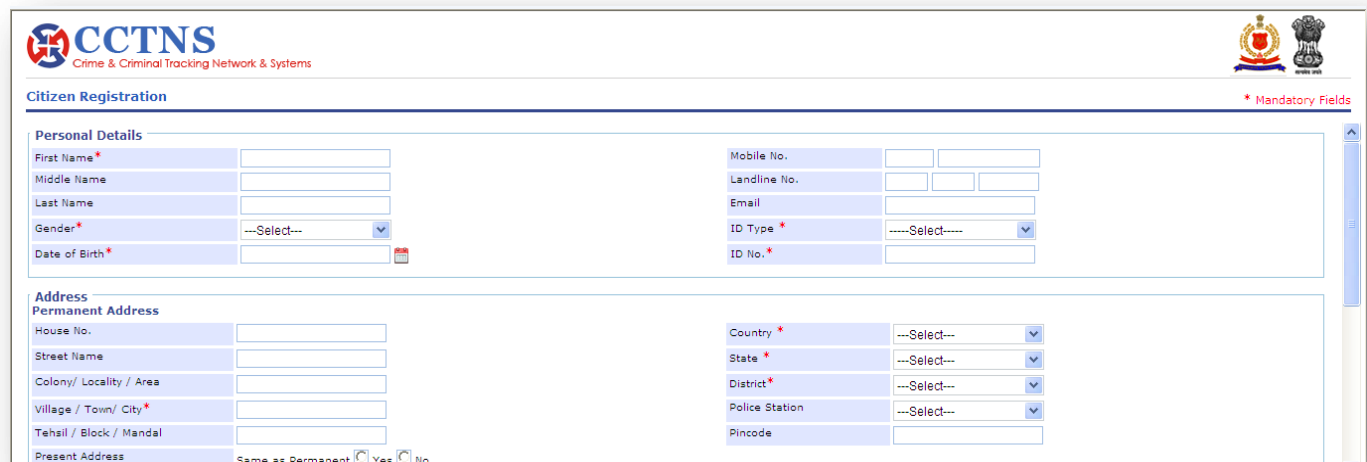
**Latest Information**

"The Central government is implementing an ambitious scheme called "Crime and Criminal Tracking Network System (CCTNS)". The goals of the system are to facilitate collection, storage, retrieval, analysis, transfer and sharing of data and information at the police station and between the police station and the State Headquarters and the Central Police Organizations."

**Contact Us**

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Internet | Protected Mode: Off



**CCTNS**  
Crime & Criminal Tracking Network & Systems

**Citizen Registration**

**Personal Details**

First Name\* Middle Name Last Name

Gender\* ---Select---

Date of Birth\* Mobile No. Landline No. Email ID Type\* ID No.\*

**Address**

**Permanent Address**

House No. Street Name Colony/ Locality / Area Village / Town/ City\* Tehsil / Block / Mandal Country\* State\* District\* Police Station Pincode

Present Address Same as Permanent ☐ Yes ☐ No

\* Mandatory Fields

<b>Present Address</b> House No. <input type="text"/> Street Name <input type="text"/> Colony/ Locality / Area <input type="text"/> Village / Town/ City* <input type="text"/> Tehsil / Block / Mandal <input type="text"/>		Country* <input type="text" value="---Select---"/> State* <input type="text" value="---Select---"/> District* <input type="text" value="---Select---"/> Police Station <input type="text" value="---Select---"/> Pincode <input type="text"/>													
<b>Login Details</b> Username* <input type="text"/> Password* <input type="password"/> Confirm Password* <input type="password"/>		Security Question* <input type="text" value="---Select---"/> Security Answer* <input type="text"/> <input type="button" value="Add"/> <table border="1"> <thead> <tr> <th>SNo.</th> <th>Security Question</th> <th>Security Answer</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="button" value="X"/></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td><input type="button" value="X"/></td> </tr> </tbody> </table>		SNo.	Security Question	Security Answer	Delete	1			<input type="button" value="X"/>	2			<input type="button" value="X"/>
SNo.	Security Question	Security Answer	Delete												
1			<input type="button" value="X"/>												
2			<input type="button" value="X"/>												

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### Steps

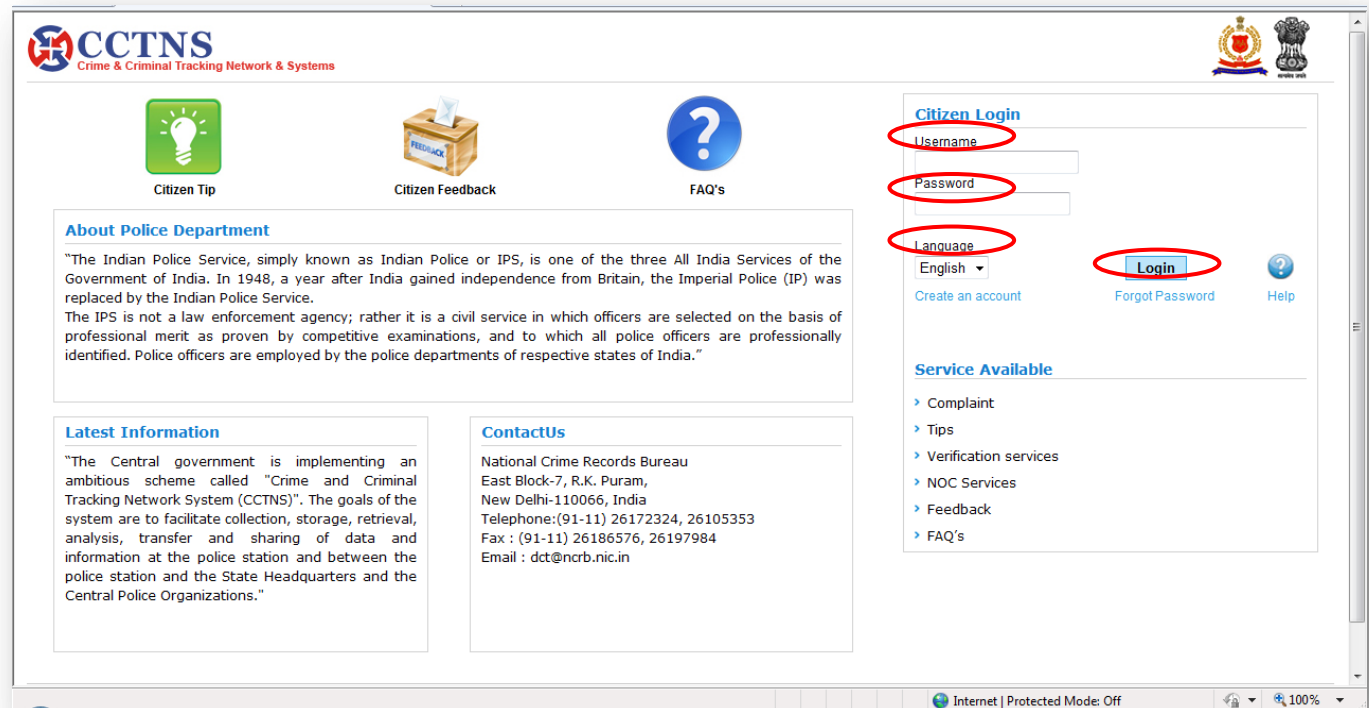
1. Click on **'Create Account'** link  
System will display the registration page
2. Enter/Select the entries to be made
  - ❗ Choose the Username and Password which you can easily remember
  - ❗ Two security questions and their answers are mandatory
3. Click on **'Submit'** button to complete the process
4. Click on **'Clear'** button to set all the fields as blank
5. Click on **'Close'** button to return to the main menu



Password should minimum of 8 characters long and maximum limit should be 30 characters  
 Password should have at least 1 special character and 1 number and 1 alphabet  
 Data Field in Password and confirm Password should be same for successful User creation

### 3.1.3 Citizen Login

This page allows to all registered citizens to 'login' in the system.



#### Steps

1. Enter the 'Username' and 'Password'
2. Select the Language to be use
3. Click on 'Login' button

System will validate the username and password

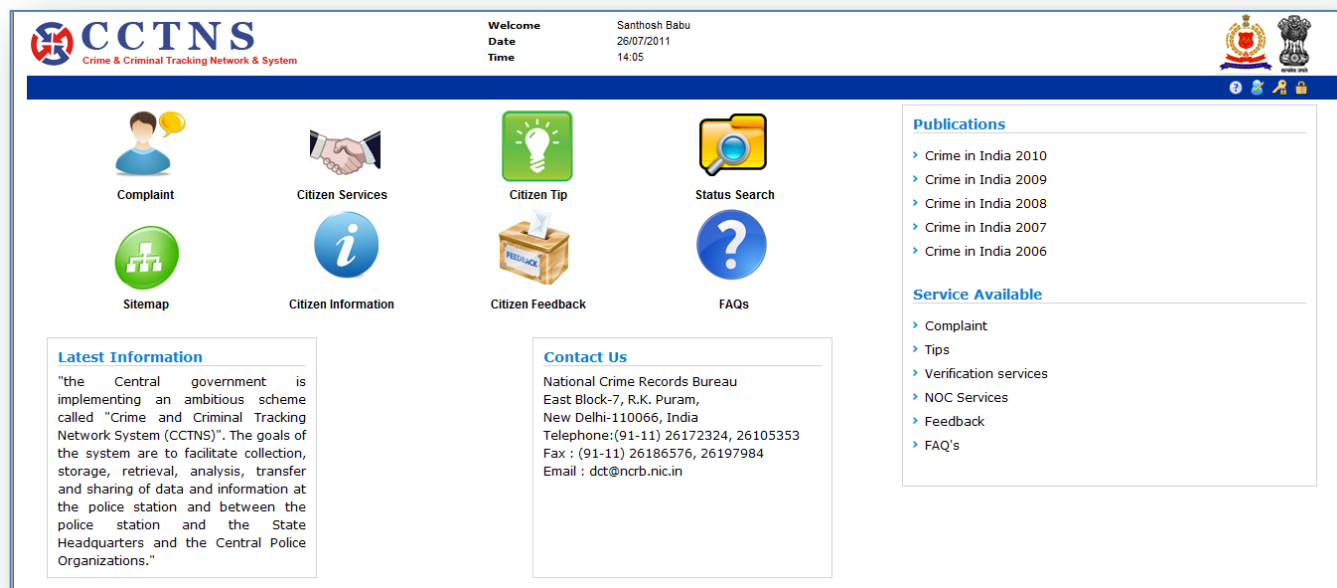
After validation, system will let you will enter the application and display the home page

#### Points to Remember

- ❗ User can have only one active session at any given time
- ❗ Do not share your Username and Password to anyone
- ❗ Do not enter the incorrect Username and Password more than three times; otherwise system will block the access for sometime
- ❗ In case of three failed login attempts within <five> minutes, system will not allow the user to login for the next one hour

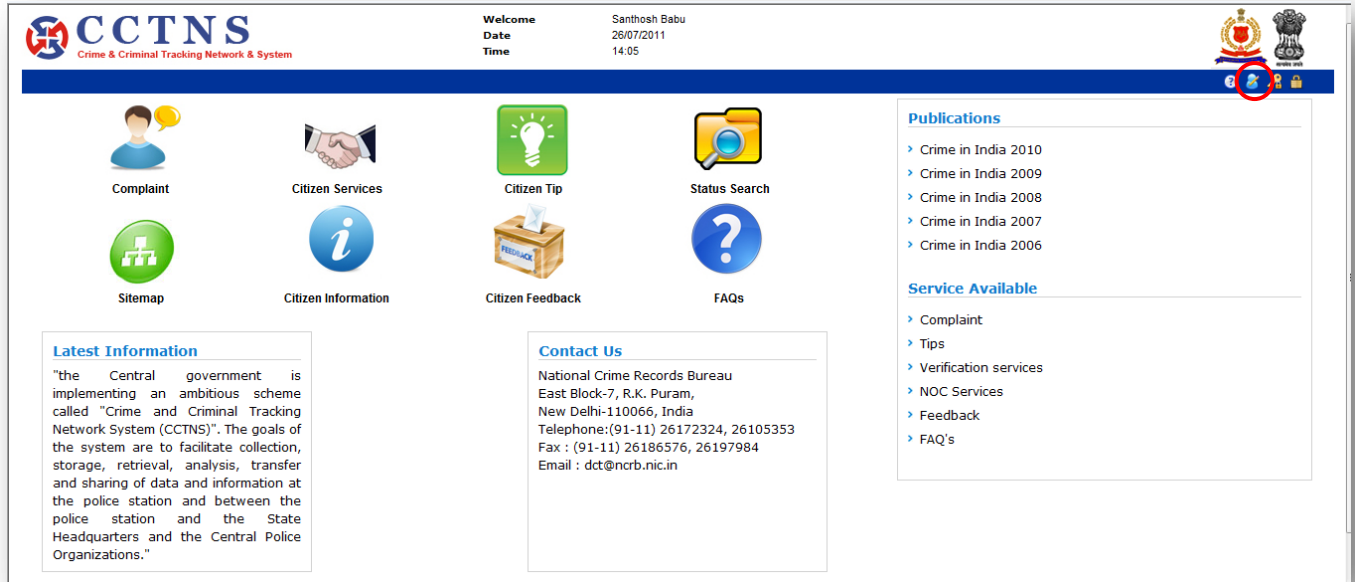
### 3.1.4 Citizen Homepage (After Login)

This page will show the list of services citizen can use. It displays the various services and tasks which users have access.

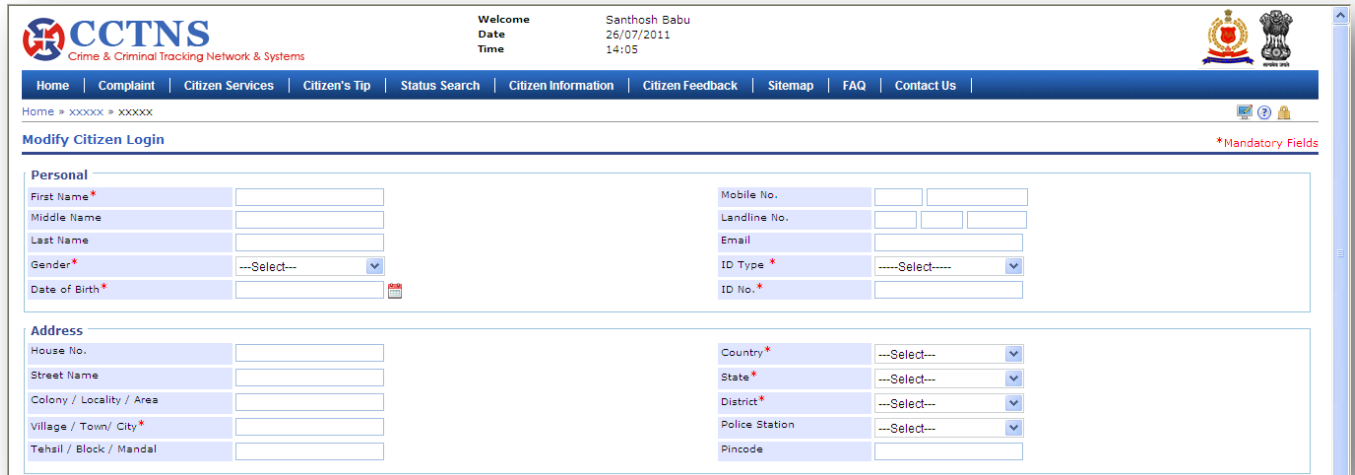


### 3.1.5 Modify Citizen Login Details

This page allows user to modify personal details except his/her login ID.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & System) home page. The header includes the CCTNS logo, a welcome message for Santhosh Babu dated 26/07/2011 at 14:05, and navigation icons. The main content area features several service tiles: Complaint, Citizen Services, Citizen Tip, Status Search, Sitemap, Citizen Information, Citizen Feedback, and FAQs. A 'Latest Information' section contains a paragraph about the CCTNS implementation. A 'Contact Us' section provides the address and contact details of the National Crime Records Bureau. On the right, there are sections for 'Publications' (listing crime statistics for India from 2006 to 2010) and 'Service Available' (listing Complaint, Tips, Verification services, NOC Services, Feedback, and FAQs).



The screenshot shows the 'Modify Citizen Login' form. The header is identical to the home page. Below the header is a navigation bar with links: Home, Complaint, Citizen Services, Citizen's Tip, Status Search, Citizen Information, Citizen Feedback, Sitemap, FAQ, and Contact Us. The form is titled 'Modify Citizen Login' and includes a note about mandatory fields. It is divided into two main sections: 'Personal' and 'Address'. The 'Personal' section contains fields for First Name, Middle Name, Last Name, Gender (dropdown), Date of Birth, Mobile No., Landline No., Email, ID Type (dropdown), and ID No. The 'Address' section contains fields for House No., Street Name, Colony / Locality / Area, Village / Town/ City, Tehsil / Block / Mandal, Country (dropdown), State (dropdown), District (dropdown), Police Station (dropdown), and Pincode. A 'Security Details' section is also present, with fields for Security Question (dropdown), Security Answer, and an 'Add' button. Below this is a table for existing security questions and answers.

S.No.	Question	Answer
1		
2		

At the bottom right of the form are buttons for 'Submit', 'Clear', and 'Close'. A copyright notice at the bottom left states: 'Copyright 2011 National Crime Records Bureau. All rights reserved.'

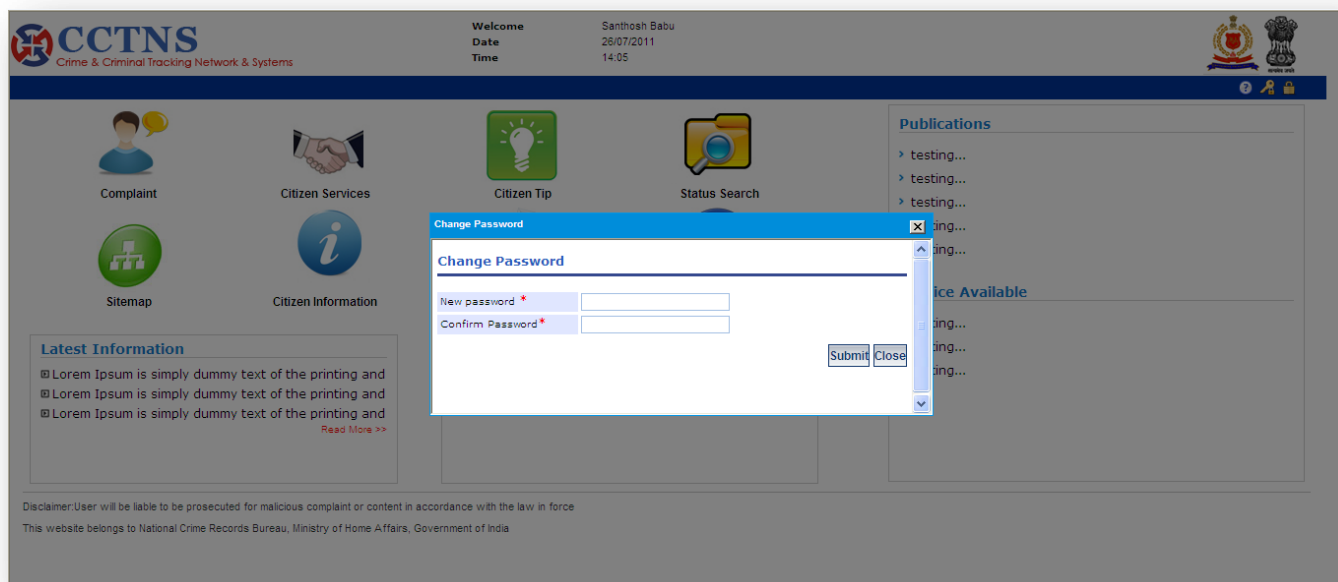
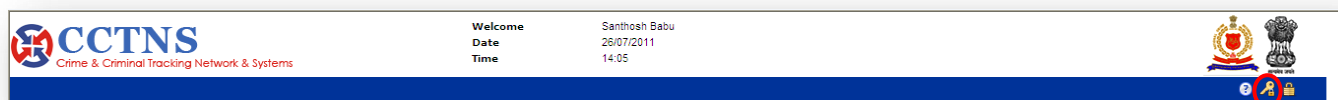


### Steps



1. Click on '**Modify Citizen Login**' Link
2. Enter/Select the entries to be made
- ❶ Two security questions and their answers are mandatory
3. Click on '**Submit**' button to complete the process  
[System will update the details](#)
4. Click on '**Clear**' button to set all the fields as blank
5. Click on '**Close**' button to return to the main menu

### 3.1.6 Change Password-Citizen




This page provides the functionality to change the password in the system.




#### Steps

1. Click on  icon on the top right of the citizen homepage  
System will display 'Change Password' screen
2. Enter/Select the entries to be made  
 Password will automatically get expire after 60 days of its creation
3. Click on 'Submit' button to complete the process  
System will change the password and update the details
4. Click on 'Close' button to return to the dashboard

#### Points to Remember

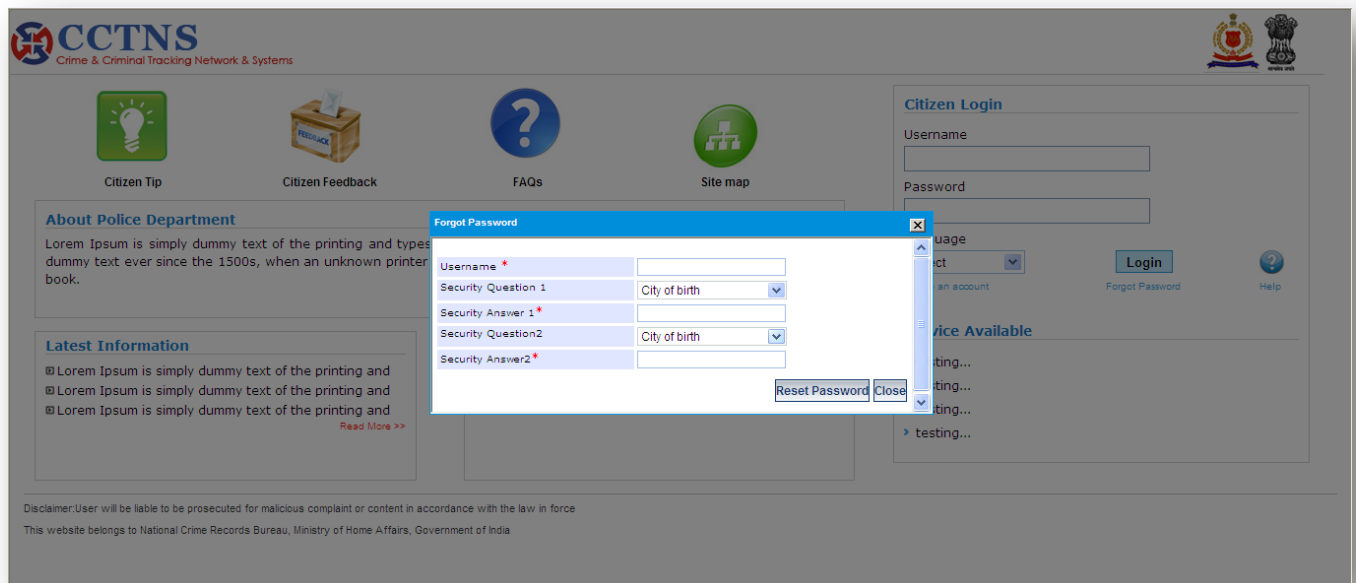
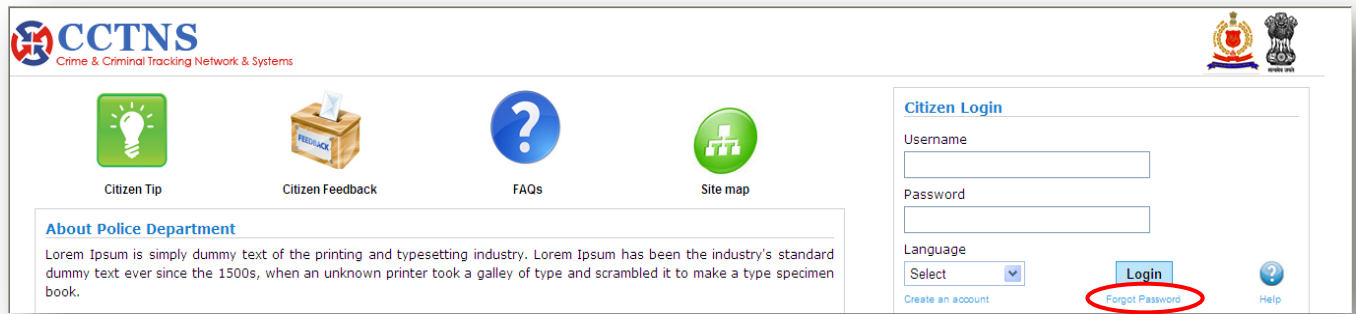
	Do not set the 'new password' from any of the last five consecutive passwords
	Please remember the answers given to the Security Questions
	Password will minimum of 8 characters long and maximum limit will be 30 characters. Password will have at least 1 special character and 1 number and 1 alphabet. Data Field in Password and confirm Password will be same for successful User creation.

-  All mandatory fields will be entered

- ❗ Two security question are mandatory
- ❗ User will not be able to select a security question more than once
- ❗ In case the user enters, any of the last five consecutive passwords as a 'new password', system will display a message – THE NEW PASSWORD SHOULD BE DIFFERENT FROM THE PREVIOUS FIVE PASSWORDS ENTERED
- ❗ In case the user does not enter the 'new password' as per the password characteristics, system will display a message – PASSWORD SHOULD BE AS PER PASSWORD POLICY
- ❗ In case the user does not enter data in a mandatory field, system will display a message – PLEASE FILL ALL MANDATORY FIELDS
- ❗ System will display a message 'Password successfully changed' and display the login screen

### 3.1.7 Forgot Password-Citizen

This page provides functionality to the actor to reset the password.



#### Steps

1. Click on '**Forgot Password**' link  
System will display **Forgot Password** screen
2. Enter/Select the entries to be made  
System will ask the answers to security questions selected at the time of registration
3. Click on '**Reset Password**' button to complete the process
4. Click on '**Close**' button to return to the main menu

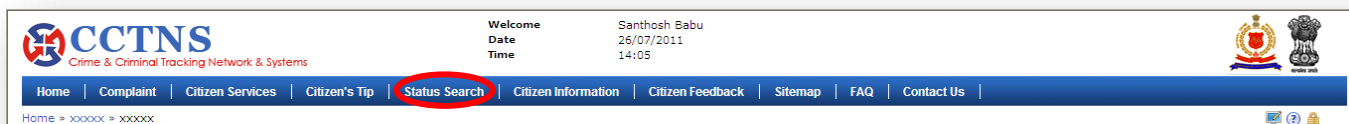
#### Points to Remember

- ❗ Do not enter wrong answer to the security question more than three times, otherwise, system will lock the account
- ❗ All mandatory fields will be entered
- ❗ User will answer the security questions

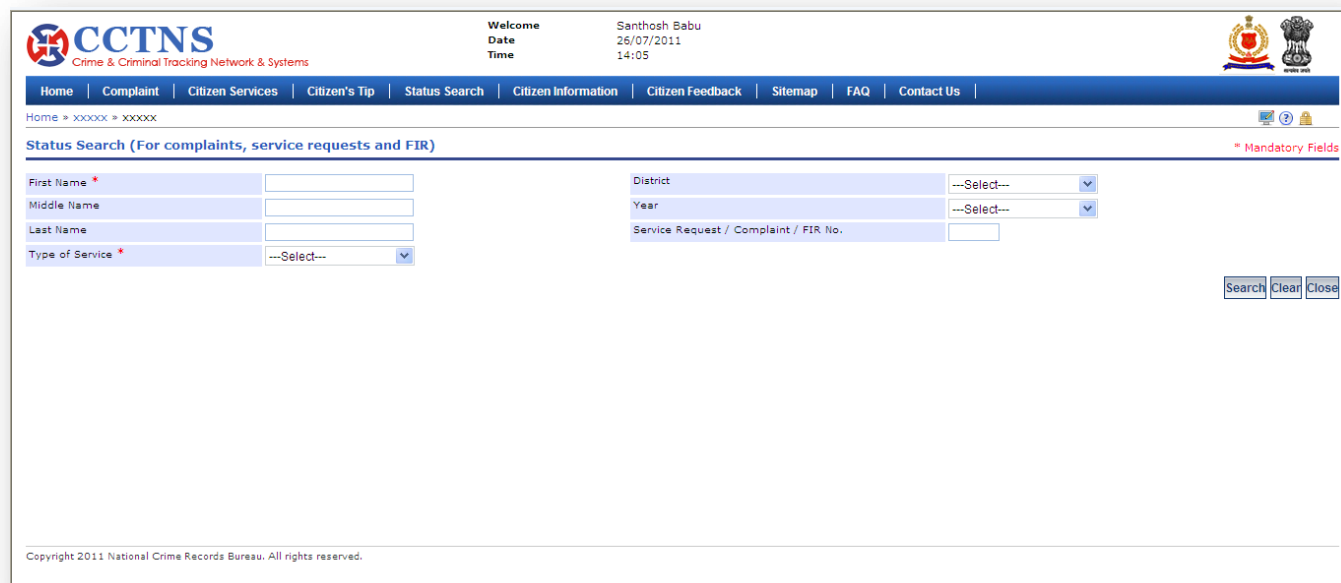
- ❗ In case the user enters incorrect answers to the security questions, system will display a message – SECURITY QUESTION ANSWERED INCORRECTLY, PLEASE TRY AGAIN; and display the 'Forgot Password' screen
- ❗ In case the user enters incorrect answers to the security questions four times consecutively, system will display a message – YOU HAVE EXCEEDED THE MAXIMUM NUMBER OF TRIES. YOUR ACCOUNT HAS BEEN LOCKED
- ❗ In case the user does not enter data in a mandatory field, system will display a message – PLEASE FILL ALL MANDATORY FIELDS
- ❗ System displays a message, 'Your new password is xxxx, please note it down'

## 3.2 Status Search (for complaints, service requests and FIR)

This page allows user to search the present status of a Service Request / Complaint / FIR.



The screenshot shows the CCTNS Home Page. The header includes the CCTNS logo, a welcome message for Santhosh Babu, and a navigation menu. The 'Status Search' link in the navigation menu is circled in red.



The screenshot shows the CCTNS Status Search Page. The header is identical to the previous screenshot. The main content area contains a form for searching by name and service type, and a table for displaying results.

**Status Search (For complaints, service requests and FIR)** \* Mandatory Fields

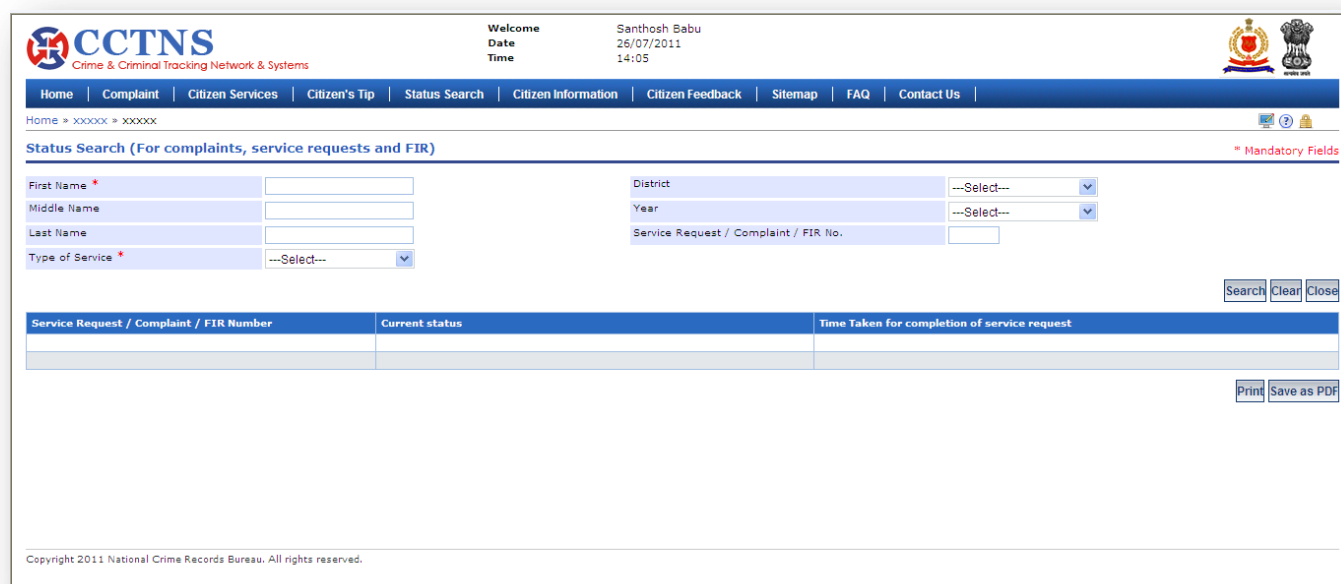
First Name \*  District  ---Select---

Middle Name  Year  ---Select---

Last Name  Service Request / Complaint / FIR No.

Type of Service \*  ---Select---

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The screenshot shows the CCTNS Status Search Page with search results displayed in a table. The header and form fields are identical to the previous screenshot.

**Status Search (For complaints, service requests and FIR)** \* Mandatory Fields

First Name \*  District  ---Select---

Middle Name  Year  ---Select---


Last Name  Service Request / Complaint / FIR No.

Type of Service \*  ---Select---

Service Request / Complaint / FIR Number	Current status	Time Taken for completion of service request

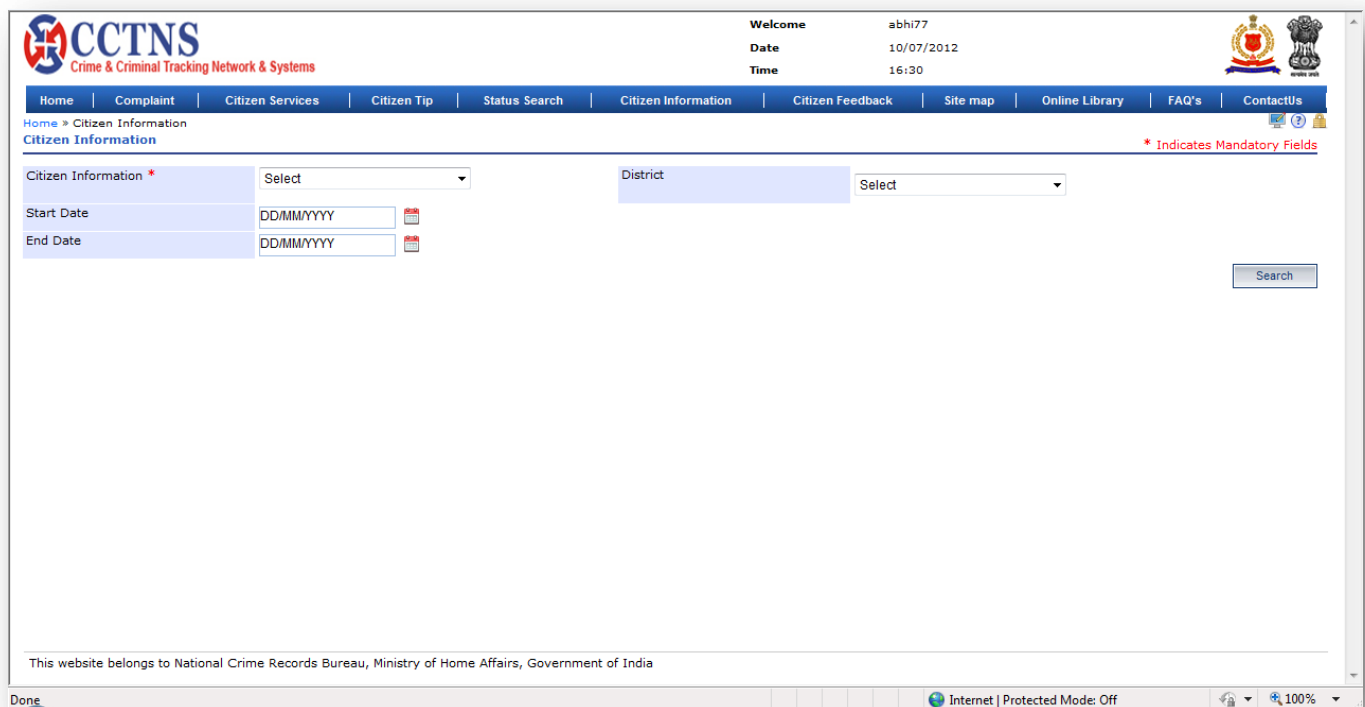
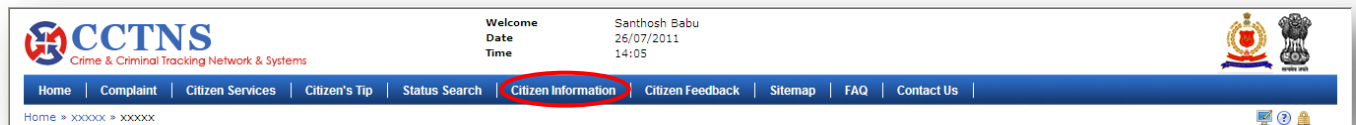
Copyright 2011 National Crime Records Bureau. All rights reserved.

### Steps

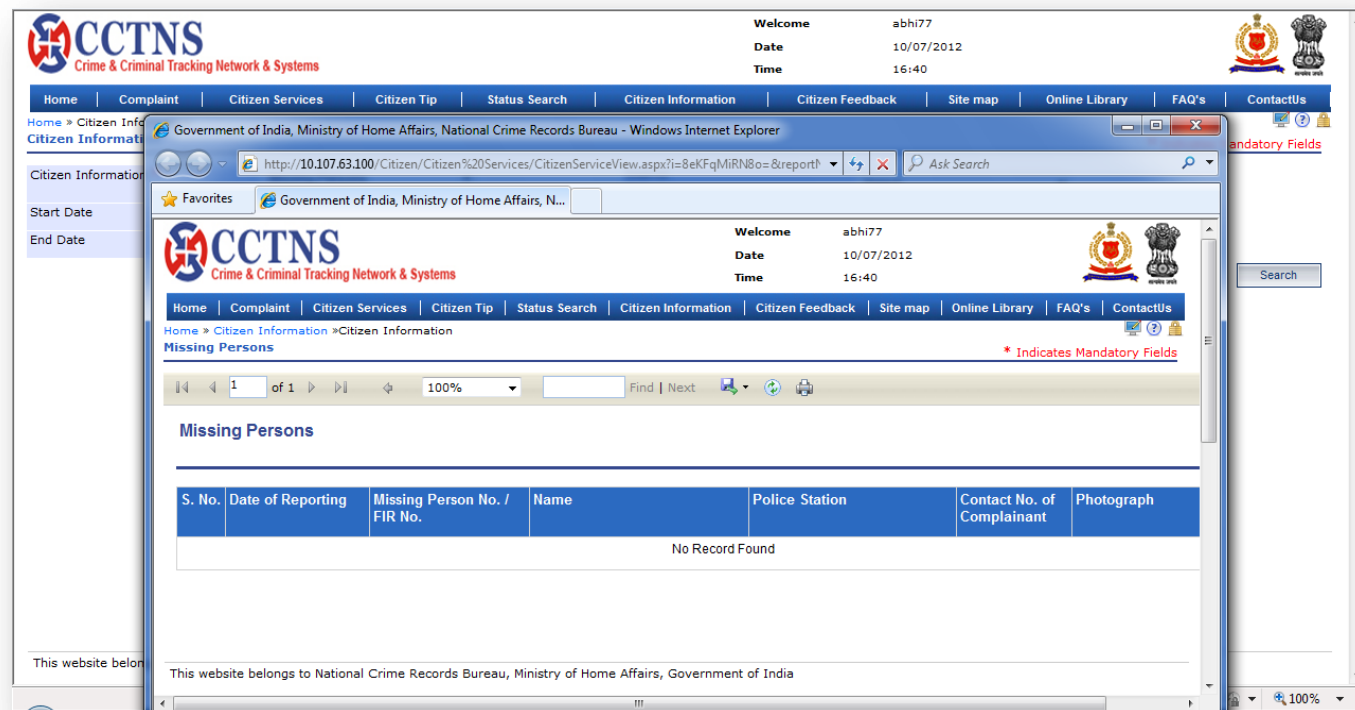
1. Click on '**Status Search**' link  
System will open the status search page
2. Enter/Select the entries to be made
3. Select the Type of Service to be view
4. Click on '**Clear**' button to set all the fields as blank
5. Click on '**Close**' button to return to the  home page

### 3.3 Citizen Information



This page provides functionality to view information pertaining to - Missing Persons, Proclaimed Offenders, Stolen Vehicles, Recovered Vehicles, Rewarded Criminals, Unidentified Dead Bodies and Abandoned / Unclaimed Property.





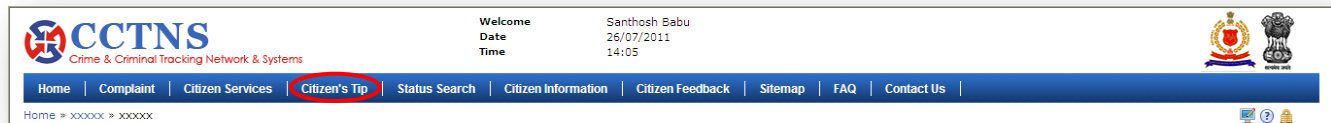


### Steps

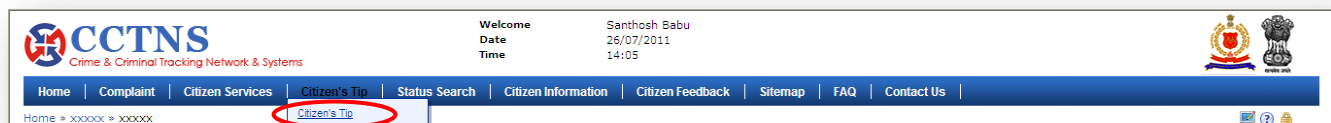
1. Click on **'Citizen Information'** link.  
System will display citizen information page
2. Select the type of service and click on **'Search'** button.  
System will display the list of Service Request/FIR/Complaint with their information
3. Click on **'Save as PDF'** button to save the present screen as a PDF document.
4. Click on **'Print'**  button to print the document.
5. Click on **'Close'** button to return to the  home page.

### 3.4 Citizen's Tip

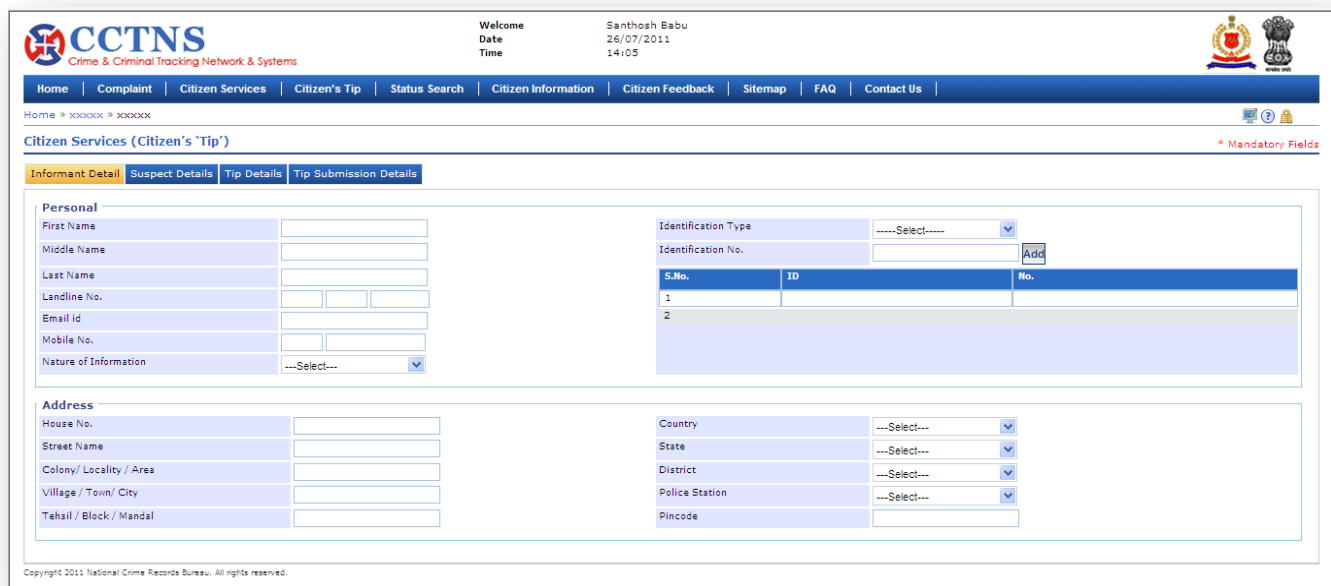
This page will allow user to enter the anonyms tip or information about a person, object, location or event.



The screenshot shows the CCTNS Home page. The navigation bar includes links: Home, Complaint, Citizen Services, **Citizen's Tip** (highlighted with a red circle), Status Search, Citizen Information, Citizen Feedback, Sitemap, FAQ, and Contact Us. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05.



This is another view of the CCTNS Home page, showing the 'Citizen's Tip' link highlighted in the navigation bar. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05.



The screenshot shows the 'Citizen Services (Citizen's Tip)' form. The form is divided into several sections:

- Informant Detail:** Includes fields for First Name, Middle Name, Last Name, Landline No., Email id, Mobile No., and Nature of Information (dropdown).
- Identification Type:** Includes a dropdown for Identification Type and a text field for Identification No. with an 'Add' button.
- Table:** A table with columns S.No., ID, and No. containing two rows of data.
- Address:** Includes fields for House No., Street Name, Colony/ Locality / Area, Village / Town/ City, Tehsil / Block / Mandal, Country, State, District, Police Station, and Pincode.

The form also includes a 'Mandatory Fields' indicator and a copyright notice at the bottom: Copyright 2011 National Crime Records Bureau. All rights reserved.

#### Steps

1. Click on '**Citizen's Tip**' link.  
System will display **Citizen's Tip** page
2. Enter/Select the correct information to be provided.
3. Select the 'Tip Detail' tab and enter the tip to be given.
4. Click on '**Submit**' button to save the details.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxxxx » xxxxxx

**Citizen Services (Citizen's 'Tip')** \* Mandatory Fields

Informant Detail **Suspect Details** Tip Details Tip Submission Details

**Personal**

First Name   
 Middle Name   
 Last Name   
 Landline No.   
 Mobile No.   
 Police Station  ---Select---

**Address**

House No.  Country  ---Select---  
 Street Name  State  ---Select---  
 Colony/ Locality / Area  District  ---Select---  
 Village / Town/ City  Police Station  ---Select---  
 Tehsil / Block / Mandal  Pincode

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### Steps

1. Click on **'Suspect Details'** tab.  
System will open the Suspect details page
2. Enter/Select the correct information to be provided.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxxxx » xxxxxx

**Citizen Services (Citizen's 'Tip')** \* Mandatory Fields

Informant Detail Suspect Details **Tip Details** Tip Submission Details

Mode of Information  ---Select---

Information / Tip \*


Upload Document(s)

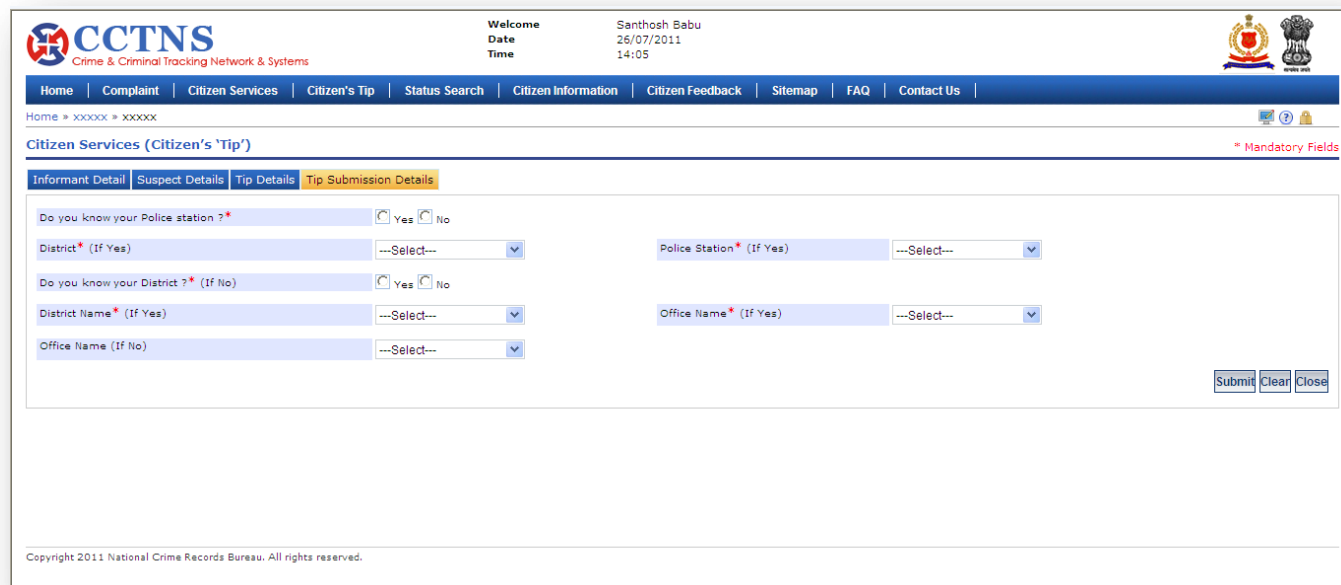
File Name	Description
<input type="checkbox"/> <input type="button" value="Browse..."/>	<input type="text"/>
<input type="checkbox"/> <input type="button" value="Browse..."/>	<input type="text"/>

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### Steps

1. Click on **'Tip Details'** tab  
System will display Tip details page
2. Enter/Select the entries to be made
3. Click on **'Browse'** button to upload the document
4. Click on **'Clear'** button to set all the fields as blank

- Click on '**Close**' button to return to the  home page

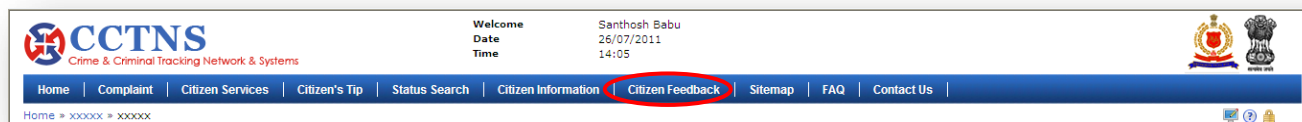


## Steps

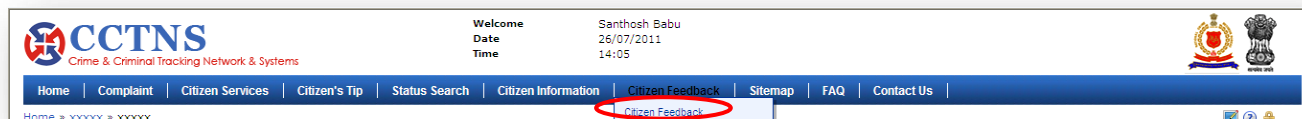
- Click on '**Tip Submission**' tab  
System will open the [Tip submission page for citizen service](#)
- Enter/Selects the correct information to be provided
- Click the '**Submit**' button to submit the entered details
- Click the '**Clear**' button to set all the fields as blank
- Click the '**Close**' button to return to the  home page

### 3.5 Citizen Feedback

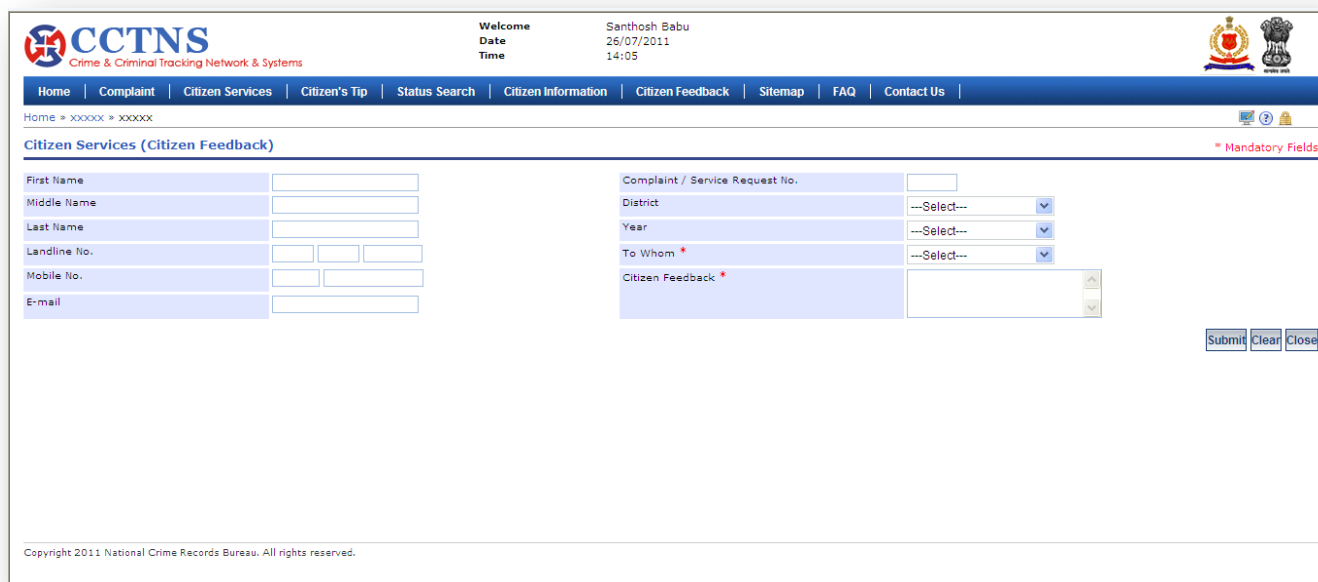
This page allows you to provide feedback on police services.



The screenshot shows the CCTNS Home page. The navigation menu includes: Home, Complaint, Citizen Services, Citizen's Tip, Status Search, Citizen Information, **Citizen Feedback** (highlighted with a red circle), Sitemap, FAQ, and Contact Us. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05.



This is another view of the CCTNS Home page, showing the 'Citizen Feedback' link highlighted in the navigation menu. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05.




The screenshot shows the CCTNS Citizen Feedback form. The form is titled 'Citizen Services (Citizen Feedback)' and includes a 'Mandatory Fields' indicator. The form contains the following fields:

- First Name
- Middle Name
- Last Name
- Landline No.
- Mobile No.
- E-mail
- Complaint / Service Request No.
- District
- Year
- To Whom \*
- Citizen Feedback \*

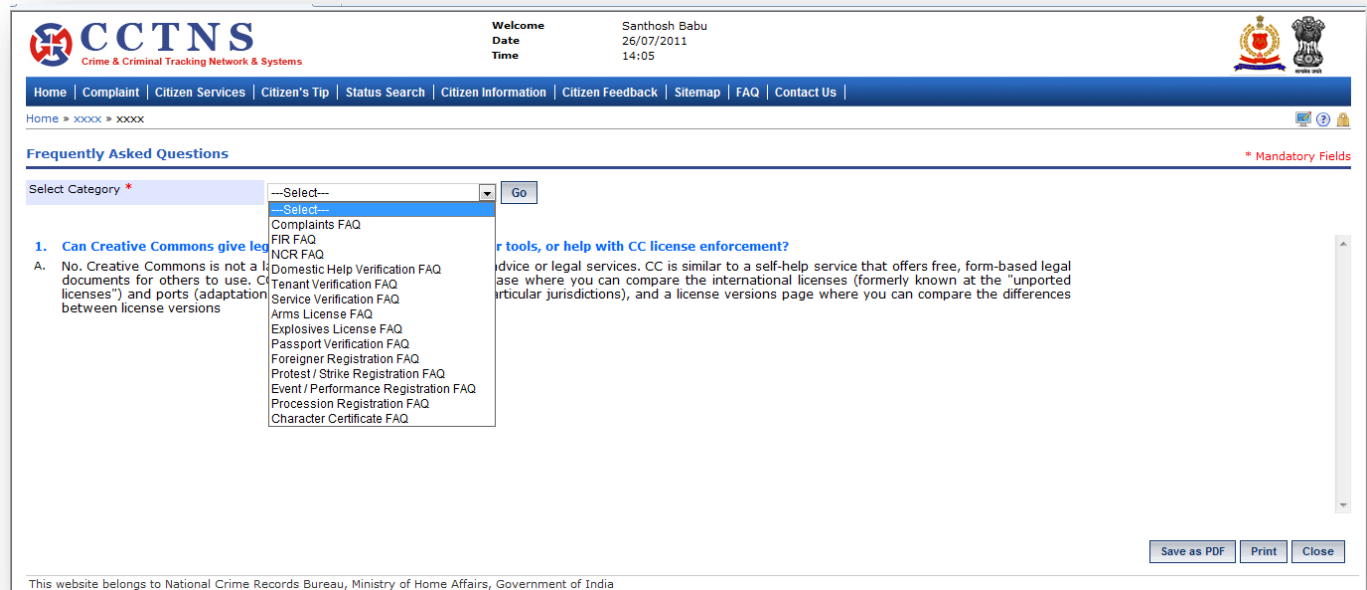
At the bottom right, there are buttons for 'Submit', 'Clear', and 'Close'. The footer indicates 'Copyright 2011 National Crime Records Bureau. All rights reserved.'

#### Steps

1. Click on 'Citizen Feedback' link  
System will display the Citizen Feedback page
2. Enter/Select the correct information to be provided
3. Click on 'Submit' button to submit the entered details
4. Click on 'Clear' button to set all the fields as blank
5. Click on 'Close' button to return to the  home page

### 3.6 Frequently Asked Questions

This page will allow user to view pertaining to frequently asked questions with regards to registration of complaints and service requests.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) website. The header includes the CCTNS logo, a welcome message to Santhosh Babu dated 26/07/2011 at 14:05, and navigation links. The 'Frequently Asked Questions' section is active, displaying a list of categories. The 'Select Category' dropdown menu is open, showing options such as 'Complaints FAQ', 'FIR FAQ', 'NCR FAQ', 'Domestic Help Verification FAQ', 'Tenant Verification FAQ', 'Service Verification FAQ', 'Arms License FAQ', 'Explosives License FAQ', 'Passport Verification FAQ', 'Foreigner Registration FAQ', 'Protest / Strike Registration FAQ', 'Event / Performance Registration FAQ', 'Procession Registration FAQ', and 'Character Certificate FAQ'. The 'Go' button is visible next to the dropdown. Below the list, there is a question about Creative Commons and a partial answer. At the bottom, there are buttons for 'Save as PDF', 'Print', and 'Close', and a footer stating the website belongs to the National Crime Records Bureau, Ministry of Home Affairs, Government of India.



This screenshot shows the same CCTNS website, but the 'Select Category' dropdown menu is now closed. The question '1. Can Creative Commons give legal advice about its licenses or other tools, or help with CC license enforcement?' is fully visible, along with its answer: 'A. No. Creative Commons is not a law firm and does not provide legal advice or legal services. CC is similar to a self-help service that offers free, form-based legal documents for others to use. CC also provides a jurisdiction database where you can compare the international licenses (formerly known at the "unported licenses") and ports (adaptations of the international licenses for particular jurisdictions), and a license versions page where you can compare the differences between license versions'. The 'Go' button remains visible. The bottom of the page features the same 'Save as PDF', 'Print', and 'Close' buttons and footer information.

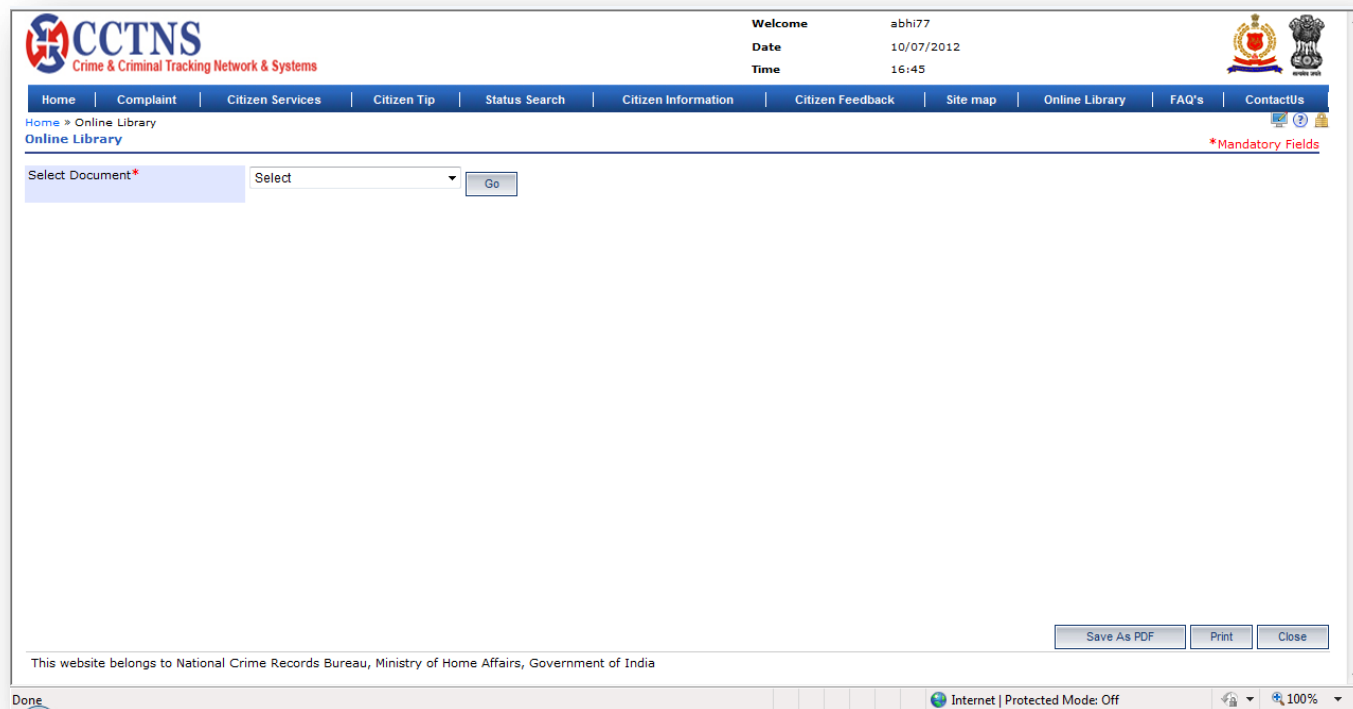
#### Steps

1. Click on 'FAQ' link.
2. Select any one from the list.
3. Click on 'Go' button.

System will display the frequently asked questions with answers

### 3.7 Online Library

This page will allow user to view the online library.



The screenshot displays the CCTNS (Crime & Criminal Tracking Network & Systems) Online Library interface. The header includes the CCTNS logo and the text "Crime & Criminal Tracking Network & Systems". A welcome message "Welcome abhi77" is shown, along with the date "10/07/2012" and time "16:45". The navigation menu contains links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and ContactUs. The "Online Library" section is active, showing a "Select Document\*" dropdown menu with a "Go" button. A red asterisk indicates that the field is mandatory. At the bottom right, there are buttons for "Save As PDF", "Print", and "Close". A footer note states: "This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India". The browser status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 16:46

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Online Library  
Online Library \*Mandatory Fields

Select Document\* State Police Manuals

File Upload

Sr. No.	FileName	File Size	File Type	File Sub Type	File Description
1	query.txt	680	Others	Complaint Enquiry Report	refgggregeregre
2	AAKANKSHA.txt	76	Others	Action Taken on Lost Property	fweqfewfweqfweqf
3	AAKANKSHA.txt	76	Others	Others	htyhttrhrtrhbtrhbtrhrtr
4	Allocation_letter.txt	14583	Others	Others	jyyt
5	usp_Get_fir_Arrest_detail.txt	18939	Documents	Identification Proof	aaaaaaaaaaaaaaaaaaaa

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Online Library  
Online Library \*Mandatory Fields

Select Document\* State Police Manuals

File Upload

Sr. No.	FileName	File Size	File Description
1	query.txt	680	refgggregeregre
2	AAKANKSHA.txt	76	fweqfewfweqfweqf
3	AAKANKSHA.txt	76	htyhttrhrtrhbtrhbtrhrtr
4	Allocation_letter.txt	14583	jyyt
5	usp_Get_fir_Arrest_detail.txt	18939	aaaaaaaaaaaaaaaaaaaa

**File Download**

Do you want to open or save this file?

Name: query.txt  
Type: Text Document  
From: 10.107.63.100

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on **Citizen Service** link.



2. Click on **Online Library** link.

User can see the list of documents like:

- State Police Manuals
- Code of Criminal Procedure
- Indian Penal Code
- Indian Evidence Act
- Crime in India
- Other Acts like Juvenile Justice Act, NDPS act, Arms act, Gambling act and other minor acts
- Important judgment rules of SC/HCs
- Circulars and standing orders

3. Click on a particular document to see the details.

System will display the document with option to view and save.

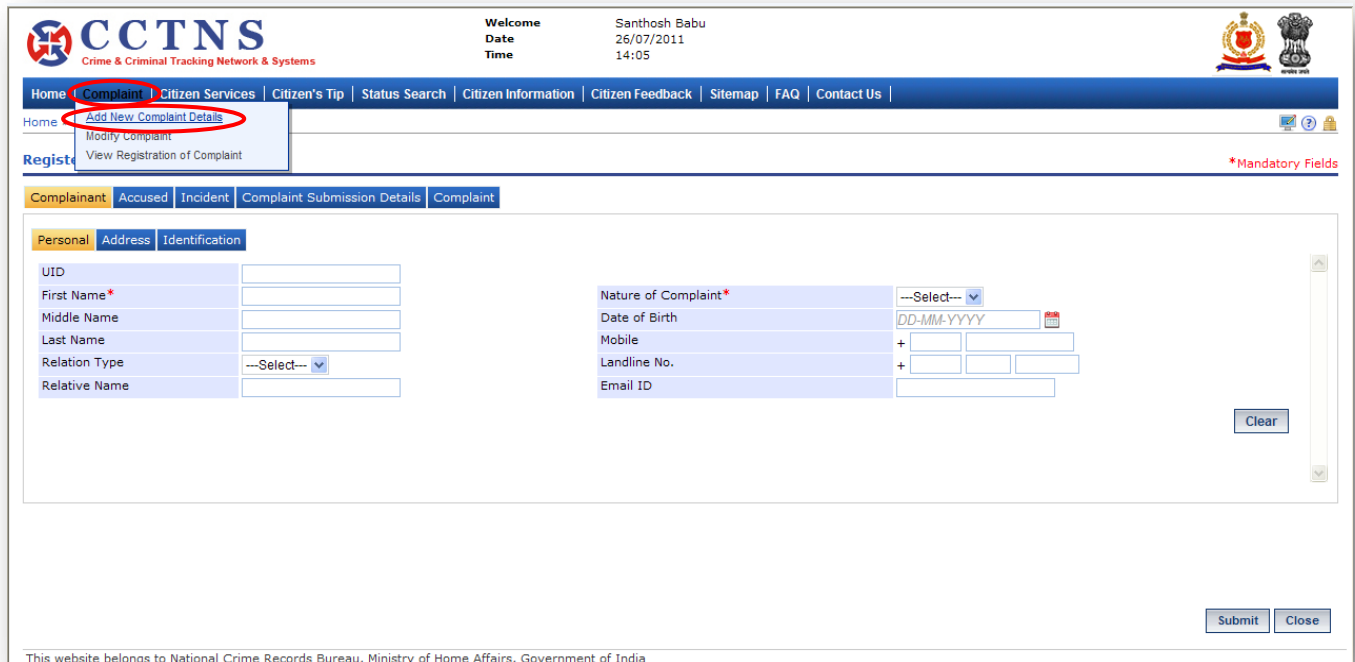
## 3.8 Complaint

This service allows citizen to lodge complaint online to the police station. They can also modify and view the status of the complaint.

### 3.8.1 Add New Complaint

This page will allow user to register a complaint

1. Online for the Citizen
2. Through system for a police officer



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05

Home | **Complaint** | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home | **Add New Complaint Details** | Modify Complaint | View Registration of Complaint

Register

\*Mandatory Fields

Complainant | Accused | Incident | Complaint Submission Details | Complaint

Personal | Address | Identification

UID

First Name\*

Middle Name

Last Name

Relation Type

Relative Name

Nature of Complaint\*

Date of Birth

Mobile


Landline No.

Email ID

Clear


Submit Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05



[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen's Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Sitemap](#) | [FAQ](#) | [Contact Us](#)

Home » xxxxxx » xxxxxx

[Register New Complaint](#) \*Mandatory Fields

[Complainant\\*](#) | [Accused](#) | [Incident](#) | [Complaint Submission Details](#) | [Complaint](#)

[Personal](#) | [Address](#) | [Identification](#)

UID	<input type="text"/>	Nature of Complaint*	---Select---
First Name*	<input type="text"/>	Date of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Mobile	<input type="text"/>
Last Name	<input type="text"/>	Landline No.	<input type="text"/>
Relation Type	---Select---	Email Id	<input type="text"/>
Relative Name	<input type="text"/>		

Clear


Copyright 2011 National Crime Records Bureau. All rights reserved.

Submit

Close


Save as PDF

Print

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05



[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen's Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Sitemap](#) | [FAQ](#) | [Contact Us](#)

Home » xxxxxx » xxxxxx

[Register New Complaint](#) \*Mandatory Fields

[Complainant\\*](#) | [Accused](#) | [Incident](#) | [Complaint Submission Details](#) | [Complaint](#)

[Personal](#) | [Address](#) | [Identification](#)

Permanent Address

House No.	<input type="text"/>	Country*	---Select---
Street Name	<input type="text"/>	State*	---Select---
Colony / Locality / Area	<input type="text"/>	District*	---Select---
Village / Town/ City*	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Present Address	Same as Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Clear


Copyright 2011 National Crime Records Bureau. All rights reserved.

Submit

Close


Save as PDF

Print



Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05



Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » >>>>>> » >>>>>>

Register New Complaint

\*Mandatory Fields

Complainant | Accused | Incident | Complaint Submission Details | Complaint

Personal | Address | Identification

Permanent Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Present Address ☐ Same as Permanent ☐ Yes ☒ No

Present Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\*

State\*

District\*


Police Station

Pincode

Clear


Copyright 2011 National Crime Records Bureau. All rights reserved.

Submit | Close | Save as PDF | Print



Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05



Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » >>>>>> » >>>>>>

Register New Complaint

\*Mandatory Fields

Complainant | Accused | Incident | Complaint Submission Details | Complaint

Personal | Address | Identification

ID Type

ID No.

Add


ID Details

S.No.	ID	Number
1		
2		

Clear


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Submit | Close | Save as PDF | Print

**CCTNS**  
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Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
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Register New Complaint \*Mandatory Fields

Complainant | **Accused** | Incident | Complaint Submission Details | Complaint


Personal | **Address**

UID	<input type="text"/>		
First Name	<input type="text"/>	Mobile No.	<input type="text"/>
Middle Name	<input type="text"/>	Landline No.	<input type="text"/>
Last Name	<input type="text"/>		

Clear


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Register New Complaint \*Mandatory Fields

Complainant | **Accused** | Incident | Complaint Submission Details | Complaint

Personal | **Address**

**Permanent Address**


House No.	<input type="text"/>	Country*	---Select---
Street Name	<input type="text"/>	State*	---Select---
Colony / Locality / Area	<input type="text"/>	District*	---Select---
Village / Town/ City*	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Present Address Same as Permanent ☐ Yes ☐ No

Clear


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Register New Complaint

\*Mandatory Fields

Complainant | Accused | Incident | Complaint Submission Details | Complaint

Personal | Address

Permanent Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Present Address

Same as Permanent ☐ Yes ☒ No

Country\*

State\*

District\*

Police Station

Pincode

Present Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\*

State\*

District\*


Police Station

Pincode

Clear


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Register New Complaint

\*Mandatory Fields

Complainant | Accused | Incident | Complaint Submission Details | Complaint

Place of Incident

Type of Incident

Is Date / Time of Incident known? ☒ Yes ☐ No

Date / Time of Incident (From)

Date / Time of Incident (To)

DD/MM/YY

HH:MM

DD/MM/YY

HH:MM

Clear

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**Register New Complaint** \*Mandatory Fields

Complainant | Accused | Incident | **Complaint Submission Details** | Complaint

Do you know your Police station ? \* ☐ Yes ☐ No

District\* ---Select--- Police Station\* ---Select---

Do you know your District ? ☐ Yes ☐ No

District\* ---Select--- Office Name\* ---Select---

Office Name\* ---Select---

Clear

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**Register New Complaint** \*Mandatory Fields

Complainant | Accused | Incident | **Complaint Submission Details** | **Complaint**

Date of Complaint 01.02.2011

Complaint Description\*

Upload Document  Browse...

Description

Remark

Clear

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Submit Close Save as PDF Print

### Steps

1. Click on '**Complaint**' link
  2. Click on '**Register New Complaint**' link
- System will display register new complaint page
3. Browse within tabs to make or select entries
  4. Enter or Select the information to be provided
  5. Click on radio button to select when required
  6. Click on '**Submit**' button to save the information

System will save the entries made and generate a complaint number. System will generate a temporary number if he/she click on 'Save' button, which will get drop after 48 hours if not modified & submitted permanently (User can submit the complaint permanently by clicking on 'Submit' button)

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

or

Click on '**Save as PDF**' button to save the present screen as a PDF document

or

Click on '**Print**' button to print the document

### **Points to Remember**

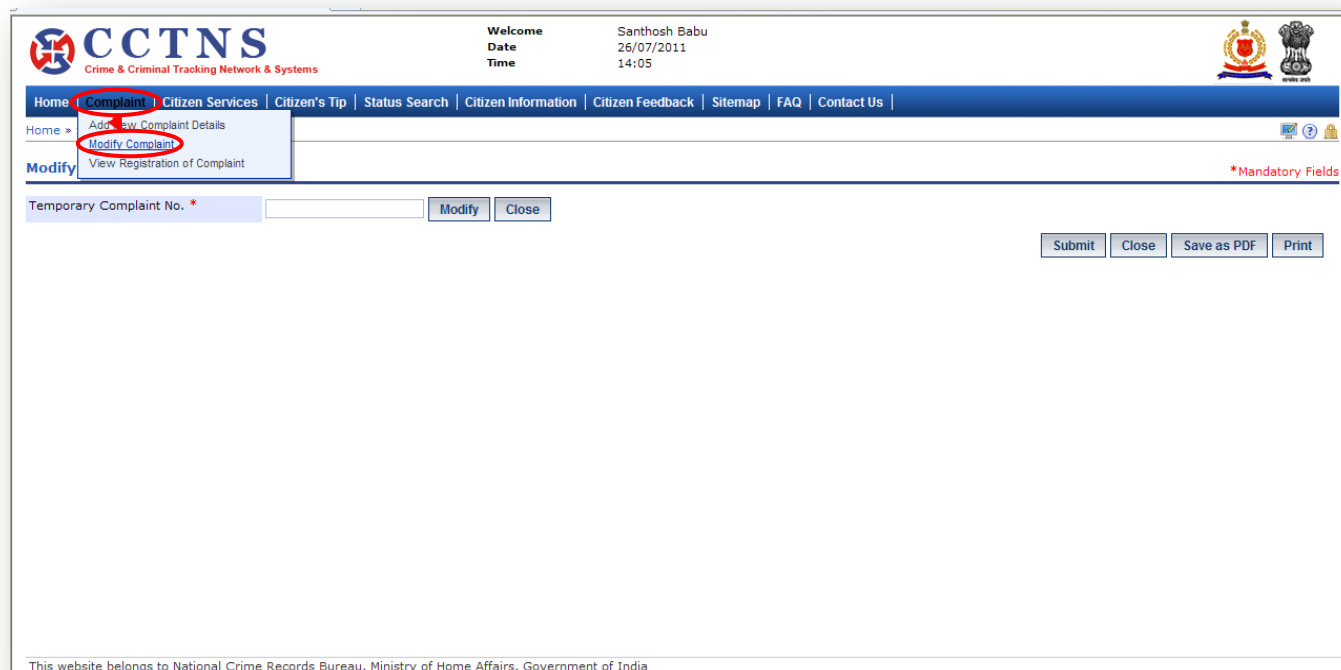
- ❗ Option to select 'others' is not available to a citizen.
- ❗ When 'Others' is selected, all fields will become non-mandatory.
- ❗ In case 'Others' is selected, the label 'Complaint number' should be changed to 'Reference number'
- ❗ All mandatory fields should be entered
- ❗ User should enter a minimum of two of the following fields:
  - Mobile number
  - Landline
  - Address
  - ID type & ID number
  - Email
- ❗ If an user has submitted an e-Form, the system should forward the application based on same criteria as in the online form
- ❗ If 'Complaint' is selected as 'Against Police Officer', system should forward the application to the queue to the respective SP, of the Police Station
- ❗ If user is other than citizen, then system should display the name of the police station / higher office
- ❗ System should forward the complaint number to the 'complainant' through SMS, based on complainant details
- ❗ System will forward the complaint number to the 'complainant' through email, based on complainant details
- ❗ System will forward the complaint to the queue of selected police station, police station head's, 'Complaint list'
- ❗ If an user leaves mandatory fields blank, system should display a message - PLEASE FILL ALL MANDATORY FIELDS
- ❗ If a user enters data other than permissible data, system should display a message – DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA
- ❗ System should generate a complaint number and display a message – SERVICE REQUEST NUMBER XX HAS BEEN REGISTERED
- ❗ System should forward the complaint number to the 'complainant' through SMS, based on complainant details
- ❗ System should forward the complaint number to the 'complainant' through email, based on complainant details
- ❗ System should forward the complaint to the queue of selected police station, police station head's,



- ‘Complaint list’
- ❗ System update Status as ‘Registered’

### 3.8.2 Modify Complaint

This page will allow user to modify a 'saved' complaint, for which a 'temporary complaint number' has been generated.



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Home » Add New Complaint Details  
Modify Complaint

Modify  
View Registration of Complaint

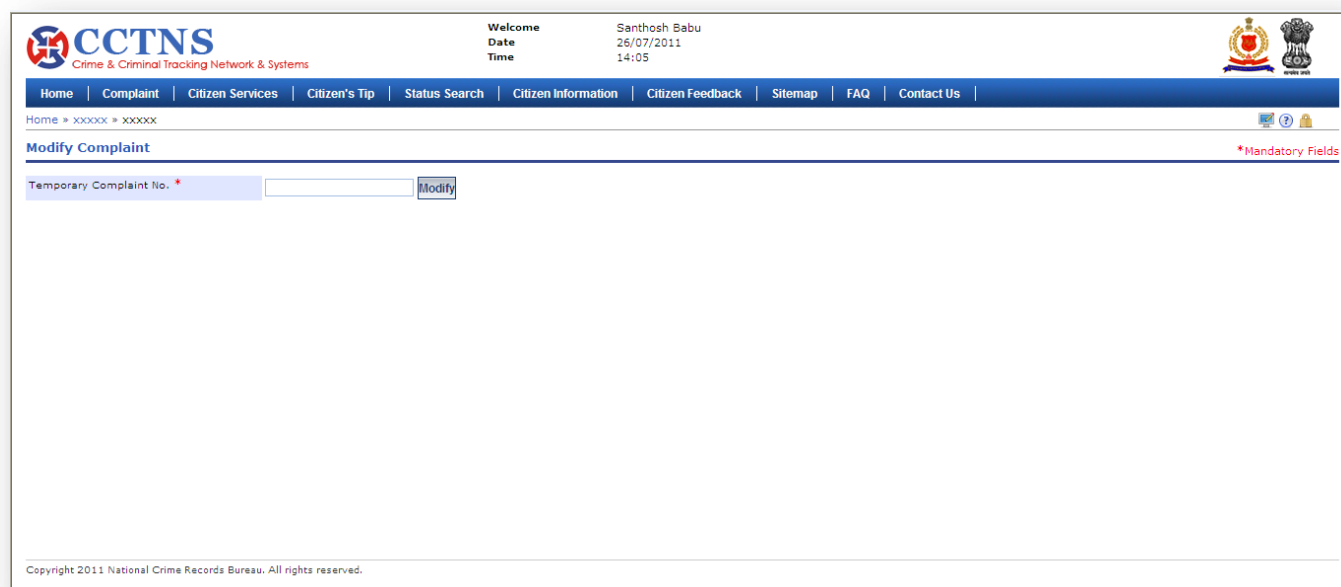
\*Mandatory Fields

Temporary Complaint No. \*

Modify Close

Submit Close Save as PDF Print

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Modify Complaint


\*Mandatory Fields

Temporary Complaint No. \*

Modify


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Modify Complaint \*Mandatory Fields

Temporary Complaint No.

Registration Type ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address | Identification

First Name\*

Middle Name

Last Name

Relation Type

Relative Name

Nature of Complaint\*


Date of Birth

Mobile

Landline No.


Email Id

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Modify Complaint \*Mandatory Fields

Temporary Complaint No.

Registration Type ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address | Identification

Present Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Same for Permanent

Country\*


State\*

District\*

Police Station


Pincode

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Modify Complaint

\*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address | Identification

Present Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block/ Mandal

Same for Permanent ☐ Yes ☐ No

Country \*

State \*

District \*

Police Station

Pincode

Permanent Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block/ Mandal

Country \*


State \*

District \*

Police Station


Pincode



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Modify Complaint

\*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address | Identification


ID Type \*

ID Number \*

ID Details

S.No.	ID	Number
1		
2		


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Modify Complaint \*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address

First Name


Middle Name

Last Name

Mobile No.

Landline No.


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Modify Complaint \*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

Complainant | Accused | Incident | Complaint | Complaint Submission Details

Personal | Address

Present Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☐ No

Country


State

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Modify Complaint

\*Mandatory Fields

Temporary Complaint No. \*

Requisition Type \* ☐ Register New Complainant ☐ Others

Complainant Accused Incident Complaint Complaint Submission Details

Personal Address

Present Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☒ No

Country

State

District

Police Station

Pincode

Permanent Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Country


State

District

Police Station


Pincode



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Modify Complaint

\*Mandatory Fields

Temporary Complaint No. \*

Requisition Type \* ☐ Register New Complainant ☐ Others

Complainant Accused Incident Complaint Complaint Submission Details

Place of Incident \*

Type of Incident

Date of Incident \* From

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**Modify Complaint** \*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

**Complainant** | **Accused** | **Incident** | **Complaint** | **Complaint Submission Details**

Date of Complaint 01.02.2011 Mode of Receipt \*

Complaint Description \*

Upload Document

Description

Remark

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**Modify Complaint** \*Mandatory Fields

Temporary Complaint No. \*

Registration Type \* ☐ Register New Complainant ☐ Others

**Complainant** | **Accused** | **Incident** | **Complaint** | **Complaint Submission Details**

Do you know your Police station ? ☐ Yes ☐ No

District \*  Police Station \*

Do you know your District ? ☐ Yes ☐ No

District Name \*  Office Name \*

Office Name \*

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### Steps

1. Click on **'Complaint'** link
  2. Click on **'Modify Complaint'** link
  3. Enter the 'Temporary Complaint Number' in the required field
  4. Click on **'Modify'** button and see the saved complaint
  5. Browse within tabs to make or select entries
  6. Enter or Select the information to be provided
  7. Click on radio button to select when required
  8. Click on **'Submit'** button to save the information permanently
- System will save the entries made.

or

Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage

or

Click on **'Save as PDF'** button to save the present screen as a PDF document

or

Click on  **'Print'** button to print the document

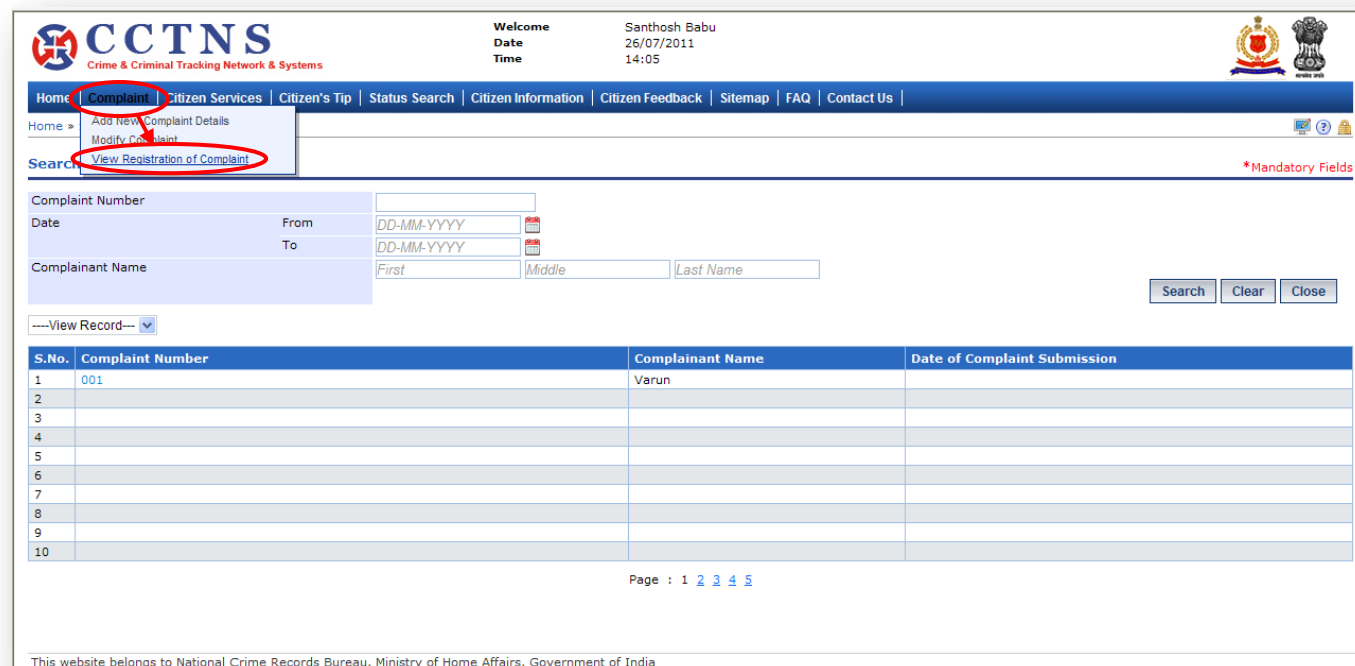
### **Points to Remember**

- ❗ Temporarily Complaint Number should be active for only 48 hrs from its date of creation
- ❗ Once service request number is allotted, temporary service request number should be deactivated
- ❗ Post 48 hrs from the date of creation, the system should delete the entry
- ❗ All mandatory field should be filled
- ❗ If 'Complaint' is selected as 'Against Police Officer', system should forward the application to the queue to the respective SP, of the Police Station
- ❗ If user is other than citizen, then system should display the name of the police station / higher office
- ❗ If an user leaves mandatory fields blank, system should display a message - PLEASE FILL ALL MANDATORY FIELDS
- ❗ If a user enters data other than permissible data, system should display a message – DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA
- ❗ Alert will go to particular senior officer from where the complaint is forwarded
- ❗ System should generate a complaint number and display a message – SERVICE REQUEST NUMBER XX HAS BEEN REGISTERED
- ❗ System should forward the complaint number to the 'complainant' through SMS, based on complainant details
- ❗ System should forward the complaint number to the 'complainant' through email, based on complainant details
- ❗ System should forward the complaint to the queue of selected police station, police station head's, 'Complaint list'
- ❗ System update Status as 'Registered'



### 3.8.3 View Registration of Complaint

This page will allow user to search and view a registered complaint



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Home » Add New Complaint Details  
Modify Complaint  
**View Registration of Complaint**

Search [ ] \*Mandatory Fields

Complaint Number [ ]  
Date [ ] From [ ] To [ ]  
Complainant Name [ ] First [ ] Middle [ ] Last Name [ ]

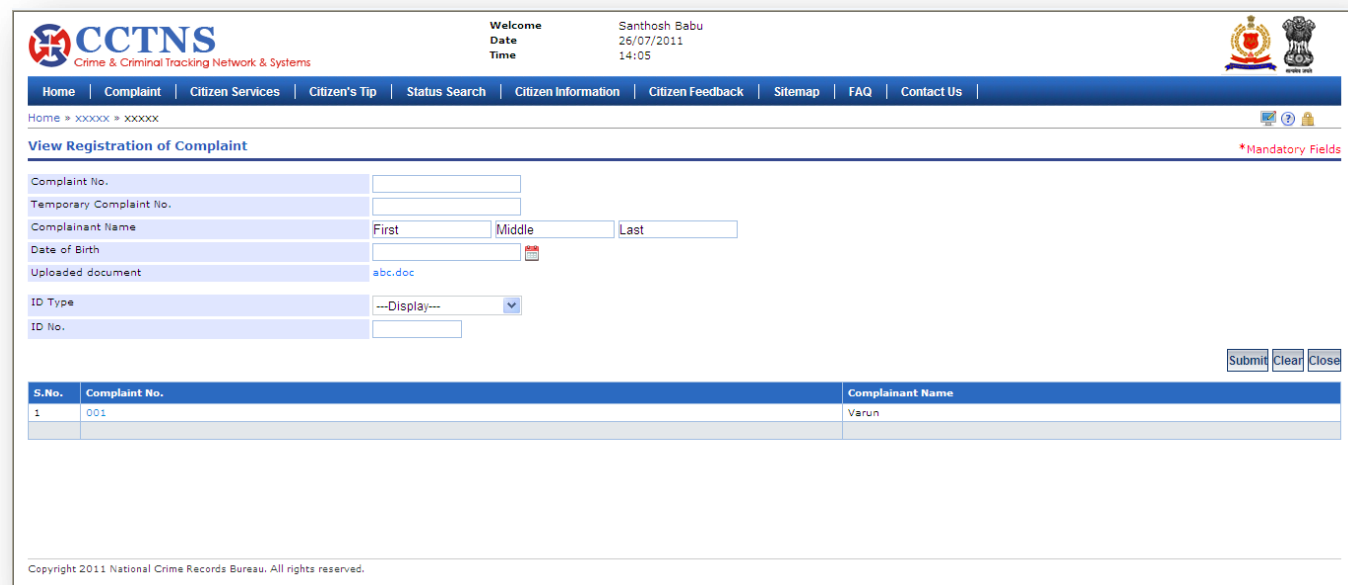
Search Clear Close

---View Record---

S.No.	Complaint Number	Complainant Name	Date of Complaint Submission
1	001	Varun	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Page : 1 2 3 4 5

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Home » xxxxxx » xxxxxx


**View Registration of Complaint** \*Mandatory Fields

Complaint No. [ ]  
Temporary Complaint No. [ ]  
Complainant Name [ ] First [ ] Middle [ ] Last [ ]  
Date of Birth [ ]  
Uploaded document [ abc.doc ]  
ID Type [ ---Display--- ]  
ID No. [ ]



Submit Clear Close

S.No.	Complaint No.	Complainant Name
1	001	Varun

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View Complaint \*Mandatory Fields



Requisition Type  Display

Incident | Complainant | Accused | Complaint | Complaint Submission Details | Linking and Delinking Details

Place of Incident	<input type="text"/>	District	---Display---	▼
Type of Incident	<input type="text"/>	Police Station	---Display---	▼
Incident Date Range	<input type="text"/> <input type="text"/>			



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View Complaint \*Mandatory Fields

Requisition Type  Display

Incident | Complainant | Accused | Complaint | Complaint Submission Details | Linking and Delinking Details



Personal | Address | Identification

First Name	<input type="text"/>	Gender	---Display---	▼
Middle Name	<input type="text"/>	Age	<input type="text"/>	
Last Name	<input type="text"/>	Date of Birth	<input type="text"/>	
Alias	<input type="text"/>	Marital Status	---Display---	▼
Relation Type	---Display---	Mobile	<input type="text"/>	
Relative Name	<input type="text"/>	Telephone	<input type="text"/>	
Nature of Complaint	---Display---	Email Id	<input type="text"/>	

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


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**View Complaint** \*Mandatory Fields


Requisition Type  Display

[Incident](#) | [Complainant](#) | [Accused](#) | [Complaint](#) | [Complaint Submission Details](#) | [Linking and Delinking Details](#)

[Personal](#) | [Address](#) | [Identification](#)



**Present Address**

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Same for Permanent	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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**View Complaint** \*Mandatory Fields

Requisition Type  Display

[Incident](#) | [Complainant](#) | [Accused](#) | [Complaint](#) | [Complaint Submission Details](#) | [Linking and Delinking Details](#)


[Personal](#) | [Address](#) | [Identification](#)

**Present Address**

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Same for Permanent	<input type="checkbox"/> Yes <input type="checkbox"/> No		


**Permanent Address**

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>



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View Complaint \*Mandatory Fields

Regulation Type  Display

Incident | **Complainant** | Accused | Complaint | Complaint Submission Details | Linking and Delinking Details


**Personal** | Address | Identification

Nationality  ---Display---

ID  ---Display---


Number

S.No.	ID	Number
1		
2		



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View Complaint \*Mandatory Fields

Regulation Type  Display

Incident | **Complainant** | **Accused** | Complaint | Complaint Submission Details | Linking and Delinking Details

**Personal** | Address

First Name

Middle Name

Last Name

Alias

Relation Type  ---Display---

Relative Name

Gender  ---Display---


Age

Date of Birth

Mobile


Telephone

Email Id



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View Complaint \*Mandatory Fields

Regulation Type  Display

Incident | Complainant | **Accused** | Complaint | Complaint Submission Details | Linking and Delinking Details

Personal | **Address**

**Present Address**

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☐ No


Country

State

District


Police Station

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View Complaint \*Mandatory Fields

Regulation Type  Display

Incident | Complainant | **Accused** | Complaint | Complaint Submission Details | Linking and Delinking Details

Personal | **Address**

**Present Address**

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☐ No

Country

State

District

Police Station

Pincode

**Permanent Address**

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal




Country


State

District

Police Station



Pincode

 <b>CCTNS</b> Crime & Criminal Tracking Network & Systems		Welcome Santhosh Babu Date 26/07/2011 Time 14:05	 
<a href="#">Home</a>   <a href="#">Complaint</a>   <a href="#">Citizen Services</a>   <a href="#">Citizen's Tip</a>   <a href="#">Status Search</a>   <a href="#">Citizen Information</a>   <a href="#">Citizen Feedback</a>   <a href="#">Sitemap</a>   <a href="#">FAQ</a>   <a href="#">Contact Us</a>			
Home » XXXXXX » XXXXXX			
<b>View Complaint</b> <span style="float: right;">*Mandatory Fields</span>			
Requisition Type <input type="text"/> Display			
<a href="#">Incident</a>   <a href="#">Complainant</a>   <a href="#">Accused</a>   <a href="#">Complaint</a>   <a href="#">Complaint Submission Details</a>   <a href="#">Linking and Delinking Details</a>			
<div> <div>Do you know your Police station ? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div> <div>District <input type="text"/></div> <div>Police Station <input type="text"/></div> </div> </div>			
<div> <div>Do you know your District ? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div> <div>District Name <input type="text"/></div> <div>Office Name <input type="text"/></div> </div> </div>			
<div> <div>Office Name <input type="text"/></div> </div>			


**CCTNS**  
 Crime & Criminal Tracking Network & Systems

Welcome  
 Date  
 Time

Santhosh Babu  
 26/07/2011  
 14:05

[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen's Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Sitemap](#) | [FAQ](#) | [Contact Us](#)

Home » xxxxxx » xxxxxx

[View Complaint](#)

\*Mandatory Fields

Regulation Type      Display

[Incident](#) | [Complainant](#) | [Accused](#) | [Complaint](#) | [Complaint Submission Details](#) | [Linking and Delinking Details](#)

Complaint linked to any other complaint      Display      Complaint No.      Display

[Save as PDF](#) [Print](#)

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## Steps

1. Click on **'Complaint'** link
2. Click on **'View Registration of Complaint'** link

System will display the list of recently registered complaint number, click on required number if it is in there otherwise enter the search criteria and click on 'Search' button

3. Browse within tabs to view the entries made earlier
4. Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

or

Click on '**Print**' button to print the document.

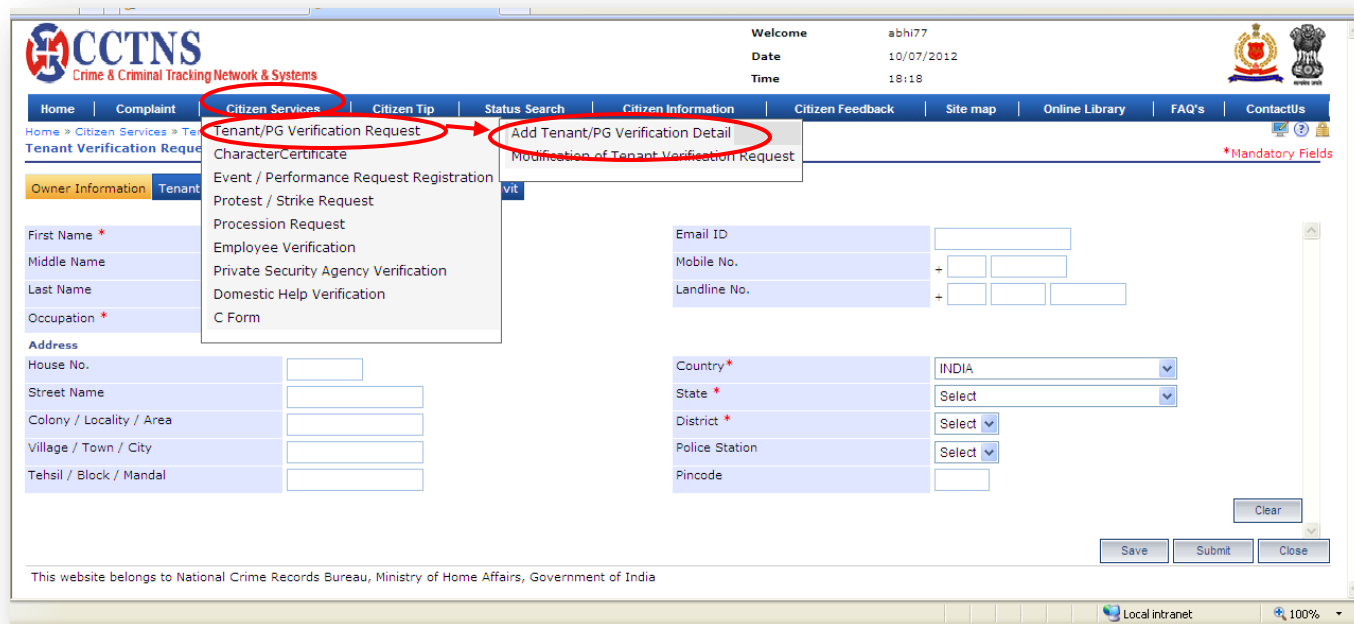
### Points to Remember

- ❗ If the user does not enter a valid complaint number, system should display a message – PLEASE ENTER A VALID COMPLAINT NUMBER

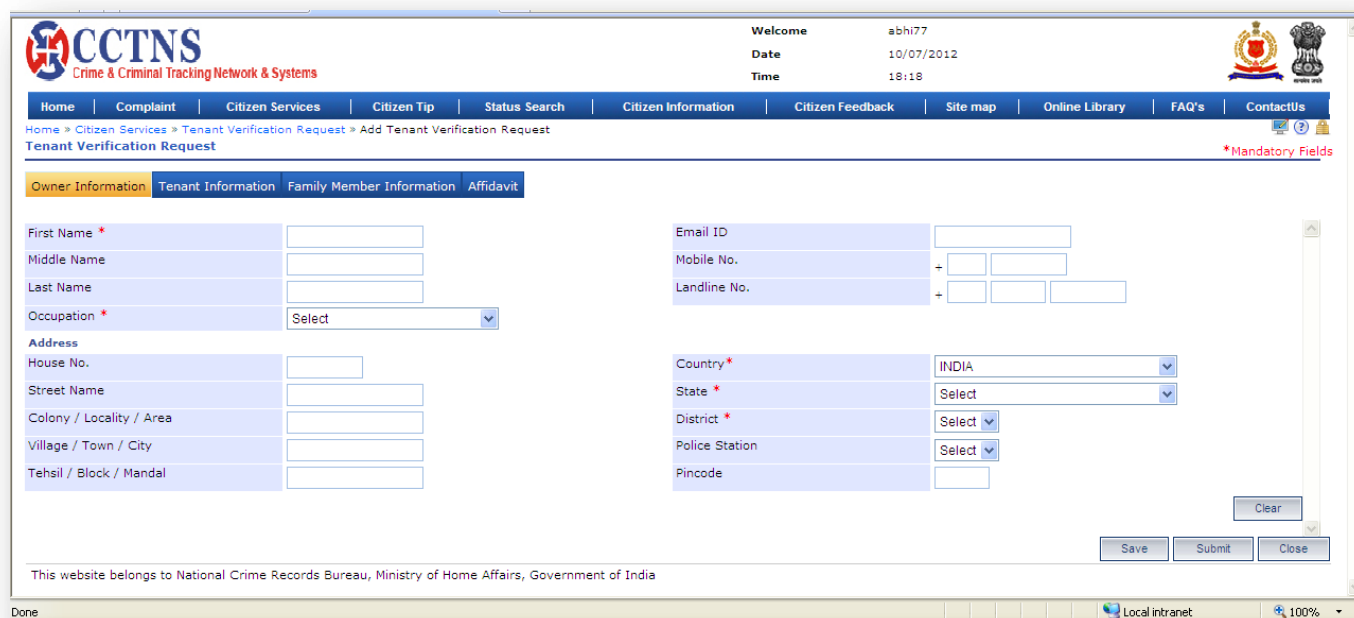
## 3.9 Citizen Services

### 3.9.1 Tenant Verification Request

This page will provide the functionality for adding a new service request for Tenant verification.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and Contact Us. The 'Citizen Services' menu is expanded, showing options like Tenant/PG Verification Request, Character Certificate, Event / Performance Request Registration, Protest / Strike Request, Procession Request, Employee Verification, Private Security Agency Verification, Domestic Help Verification, and C Form. The 'Add Tenant/PG Verification Detail' option is highlighted. The form below contains fields for Owner Information (First Name, Middle Name, Last Name, Occupation), Address (House No., Street Name, Colony / Locality / Area, Village / Town / City, Tehsil / Block / Mandal), and Tenant Information (Email ID, Mobile No., Landline No., Country, State, District, Police Station, Pincode). A 'Clear' button is at the bottom right. The footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and Contact Us. The 'Citizen Services' menu is expanded, showing options like Tenant/PG Verification Request, Character Certificate, Event / Performance Request Registration, Protest / Strike Request, Procession Request, Employee Verification, Private Security Agency Verification, Domestic Help Verification, and C Form. The 'Add Tenant/PG Verification Detail' option is highlighted. The form below contains fields for Owner Information (First Name, Middle Name, Last Name, Occupation), Address (House No., Street Name, Colony / Locality / Area, Village / Town / City, Tehsil / Block / Mandal), and Tenant Information (Email ID, Mobile No., Landline No., Country, State, District, Police Station, Pincode). A 'Clear' button is at the bottom right. The footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



### Steps

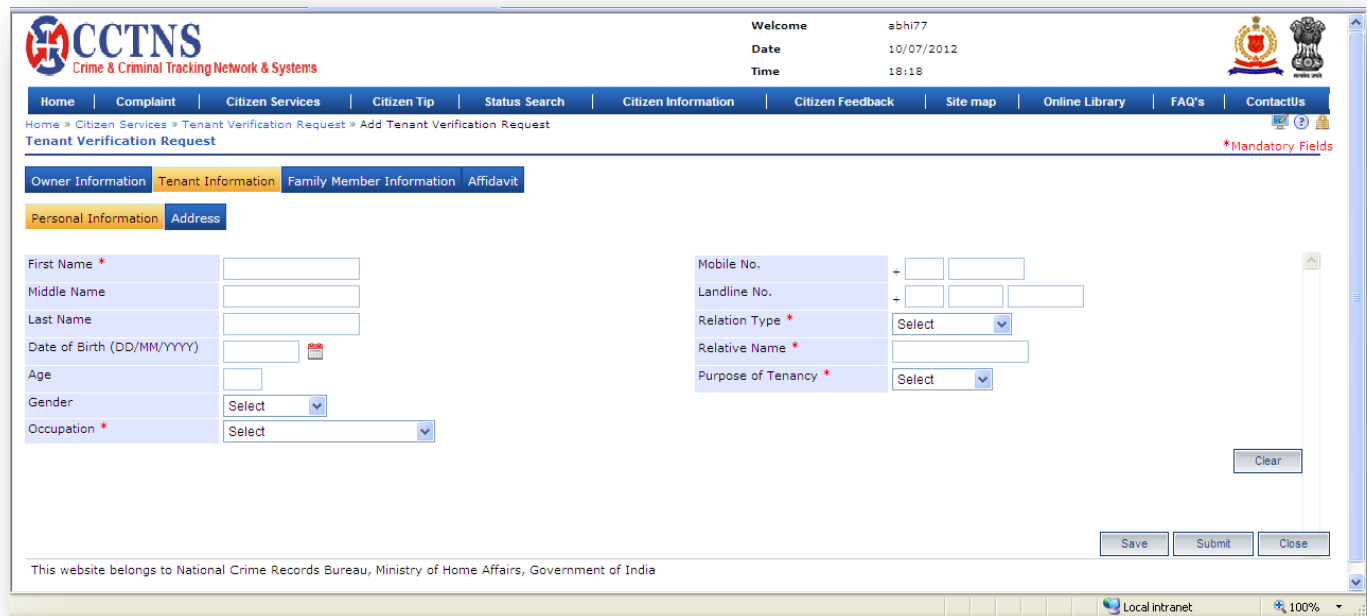
1. Click on **'Citizen Services'** link.
  2. Click on **'Tenant/PG Verification Request'** link.
  3. Click on **'Add Tenant Verification Request'** link.
- System will display the [Tenant Verification Request page](#)
4. Select / Enter the correct information to be made for owner information.
  5. Click on **'Submit'** button to save the information.
- System will save the entries made

or

- Click on **'Clear'** button to remove the entries made
- System will remove the entries made and set the default entries

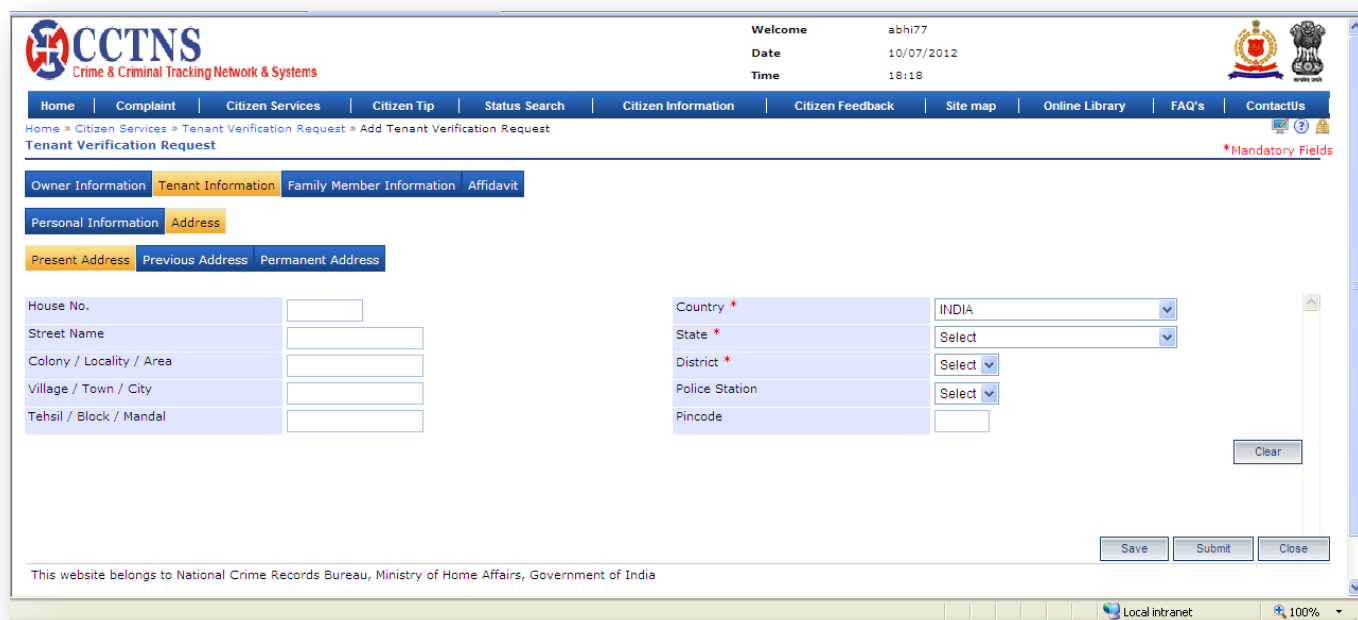
or

- Click on **'Close'** button to close the current page
- System will close the current page and return to the Homepage



### Steps

1. Click on **'Tenant Verification'** tab.
- System will display the [Tenant Verification fields](#)
2. Enter the personal information under Tenant Information.
  3. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 18:18

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | Contact Us

Home » Citizen Services » Tenant Verification Request » Add Tenant Verification Request

Tenant Verification Request \*Mandatory Fields

Owner Information | **Tenant Information** | Family Member Information | Affidavit

Personal Information | **Address**

Present Address | Previous Address | Permanent Address

House No.	<input type="text"/>	Country *	INDIA
Street Name	<input type="text"/>	State *	Select
Colony / Locality / Area	<input type="text"/>	District *	Select
Village / Town / City	<input type="text"/>	Police Station	Select
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

Save Submit Close

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Local intranet 100%

### Steps

1. Click on 'Address' tab.  
System will display the present address fields
2. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 18:18

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | Contact Us

Home » Citizen Services » Tenant Verification Request » Add Tenant Verification Request

Tenant Verification Request \*Mandatory Fields

Owner Information | **Tenant Information** | Family Member Information | Affidavit

Personal Information | **Address**

Present Address | Previous Address | Permanent Address

House No.	<input type="text"/>	Country	INDIA
Street Name	<input type="text"/>	State	Select
Colony / Locality / Area	<input type="text"/>	District	Select
Village / Town / City	<input type="text"/>	Police Station	Select
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Date of Occupancy (DD/MM/YYYY)	<input type="text"/>	Date of Leaving (DD/MM/YYYY)	<input type="text"/>

Clear

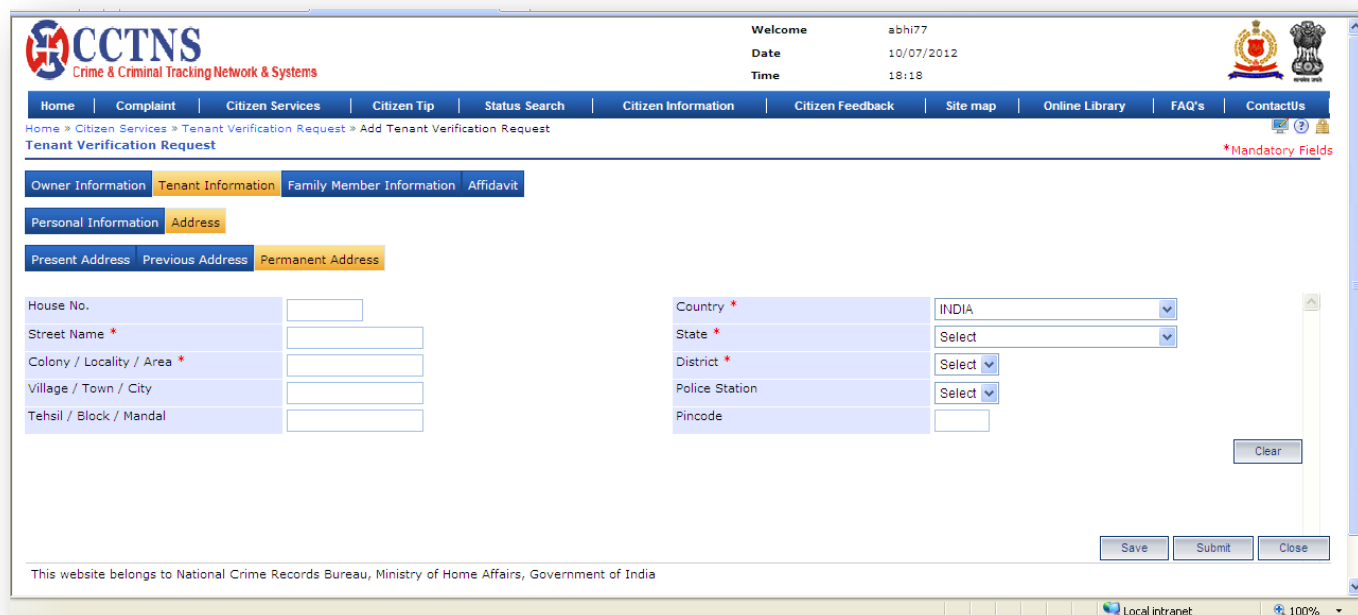
Save Submit Close

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### Steps

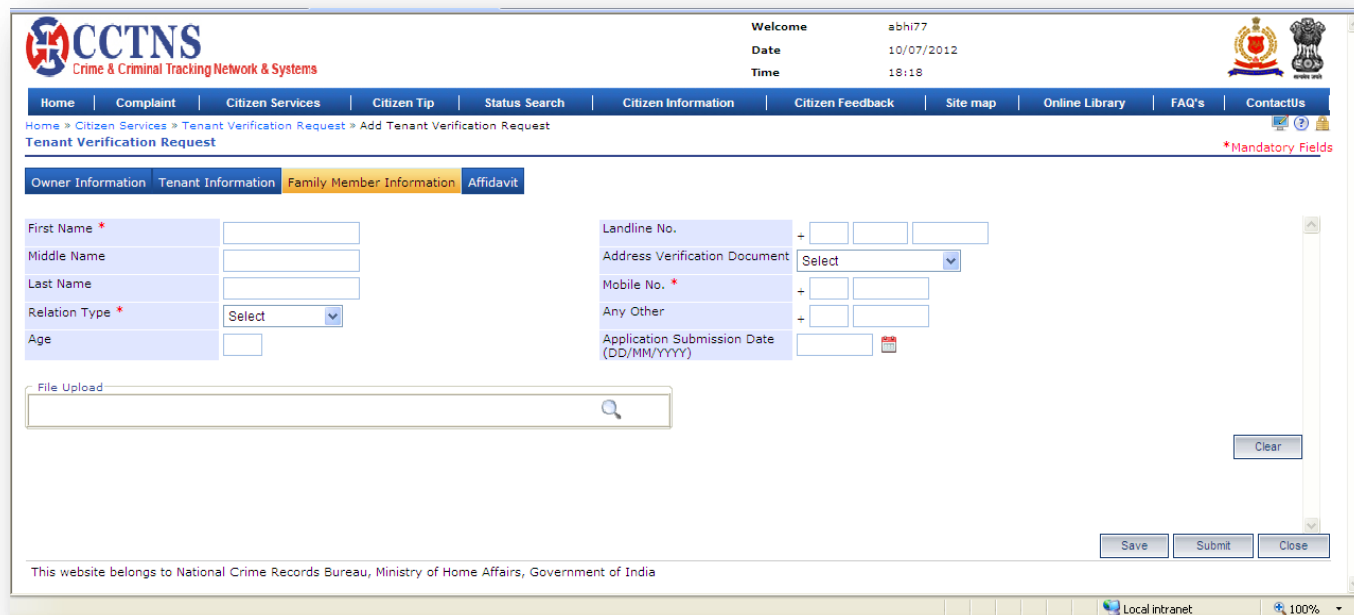
1. Click on **'Previous Address'** tab.  
System will display the previous address fields
2. Select / Enter the correct information to be made.



The screenshot displays the CCTNS (Crime & Criminal Tracking Network & Systems) web application. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and Contact Us. The user is logged in as 'abhi77' on '10/07/2012' at '18:18'. The main content area is titled 'Tenant Verification Request' and features tabs for Owner Information, Tenant Information, Family Member Information, and Affidavit. Under the 'Tenant Information' tab, there are sub-tabs for Personal Information and Address. The 'Address' sub-tab is active, showing three tabs: Present Address, Previous Address, and Permanent Address. The 'Previous Address' tab is selected, displaying a form with fields for House No., Street Name, Colony / Locality / Area, Village / Town / City, Tehsil / Block / Mandal, Country (set to INDIA), State (set to Select), District (set to Select), Police Station (set to Select), and Pincode. A 'Clear' button is located below the form fields. At the bottom right, there are 'Save', 'Submit', and 'Close' buttons. A footer note states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

### Steps

1. Click on **'Permanent Address'** tab.  
System will display the permanent address fields
2. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 18:18

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Tenant Verification Request » Add Tenant Verification Request

**Tenant Verification Request** \*Mandatory Fields

Owner Information | Tenant Information | **Family Member Information** | Affidavit

First Name \*   
 Middle Name   
 Last Name   
 Relation Type \*   
 Age

Landline No. +   
 Address Verification Document   
 Mobile No. \* +   
 Any Other +   
 Application Submission Date (DD/MM/YYYY)

File Upload

Clear

Save Submit Close

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### Steps

1. Click on 'Family Member Information' tab.  
System will display the Family Member Information fields
2. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 18:18

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Tenant Verification Request » Add Tenant Verification Request

**Tenant Verification Request** \*Mandatory Fields

Owner Information | Tenant Information | Family Member Information | **Affidavit**

Do you have any criminal record or any criminal proceeding against you or your family in any part of the country? \* ☐ Yes ☒ No

All the information provided in the form is true \* ☐

Clear

Save Submit Close

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Local intranet 100%

### Steps

1. Click on '**Affidavit**' tab.

System will display the Affidavit fields

2. Select / Enter the correct information to be made.
3. Click on radio button to select when required.
4. Click on '**Submit**' button to save the information.

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

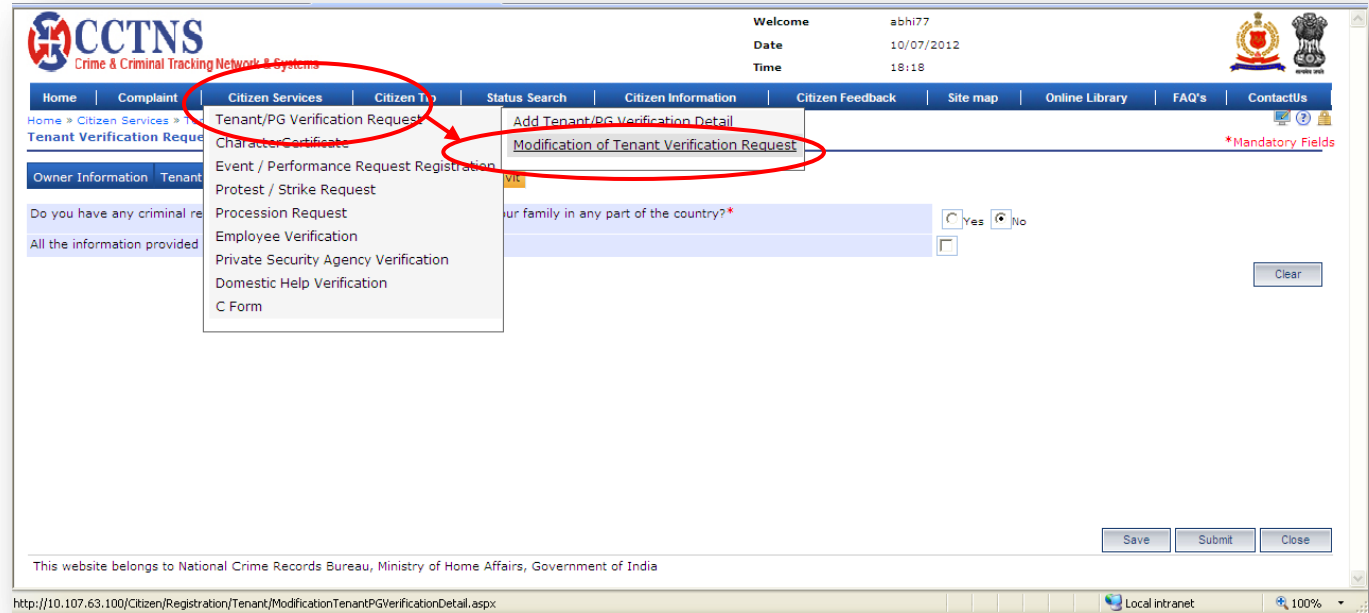
System will close the current page and return to the Homepage

### **Points to Remember**

- ❗ Date of leaving should not be greater than the current date If the permanent address and present address are different then the same form will also be submitted to the SHO of the Police station where he permanently resides
- ❗ If the present and permanent address are same, the form will be submitted at the present address Police station only
- ❗ System should automatically alert and create a pending task of verification for the SHO of the respective present address and permanent address police station
- ❗ System generate Service request ID for Tenant Verification
- ❗ Pending task to the permanent, previous and present address SHOs' to Assign the
- ❗ Enquiry officer for the service request
- ❗ System should set the status of request as 'Registered'
- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number
- ❗ User attempts to enter a future date as the date of leaving
  - The system would respond with the message DATE OF LEAVING CANNOT BE A FUTURE DATE
- ❗ User attempts to enter age as the future date
  - The system would respond with the message AGE CANNOT BE A FUTURE DATE
  - The age of the tenant should be above 18 years
- ❗ If the user leaves the mandatory fields blank and clicks on submit, system should display the message- PLEASE FILL ALL MANDATORY FIELDS
- ❗ If the user clicks the Save button without inputting the mandatory fields. Then System should display a message. (PLEASE FILL ALL MANDATORY FIELDS)
- ❗ If the user has entered a value in the field that is not according to the permissible data of that field, then system should display a message. DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

### 3.9.2 Modification of Tenant verification request

This page will provide for modification of saved request for Tenant verification.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi77  
Date 10/07/2012  
Time 18:18

Home | Complaint | **Citizen Services** | Citizen T | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » **Tenant Verification Request**

**Tenant/PG Verification Request**

Character Certificate  
Event / Performance Request Registration  
Protest / Strike Request  
Procession Request  
Employee Verification  
Private Security Agency Verification  
Domestic Help Verification  
C Form

**Add Tenant/PG Verification Detail**

**Modification of Tenant Verification Request**

\*Mandatory Fields

Do you have any criminal record?  
All the information provided

Yes No

Clear

Save Submit Close

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http://10.107.63.100/Citizen/Registration/Tenant/ModificationTenantPGVerificationDetail.aspx

Local intranet 100%

Government of India, Ministry of Home Affairs, National Crime Records Bureau - Windows Internet Explorer

http://10.105.115.28/Citizen/Registration/Tenant/ModificationTenantPGVerificationDetail.aspx

File Edit View Favorites Tools Help

Government of India, Ministry of Home Affairs, Nation...

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:37

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Tenant Verification Request » Modification of Tenant Verification Request

Temporary Service Request No. \*

\*Mandatory Fields

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Done

start | Inbox - Microso... | 2 Windows Ex... | Government of ... | CCTNS CAS Cri... | CCTNS CAS Cri... | New Text Docu... | Abhinav Saxe... | Local intranet | 100% | 9:38 AM

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Tenant Verification request**

\*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \* ---Select--- ID No. \*

**Owner Information** | Tenant Information | Family Member Information | Affidavit

UID   
 First Name \*   
 Middle Name   
 Last Name   
 Occupation \*   
 Address  
 House No.   
 Street Name \*   
 Colony/ Locality / Area \*   
 Villages / Town / City   
 Email \*   
 Mobile No. \*   
 Landline No.   
 Country \* ---Select---  
 State \* ---Select---  
 District \* ---Select---  
 Police Station

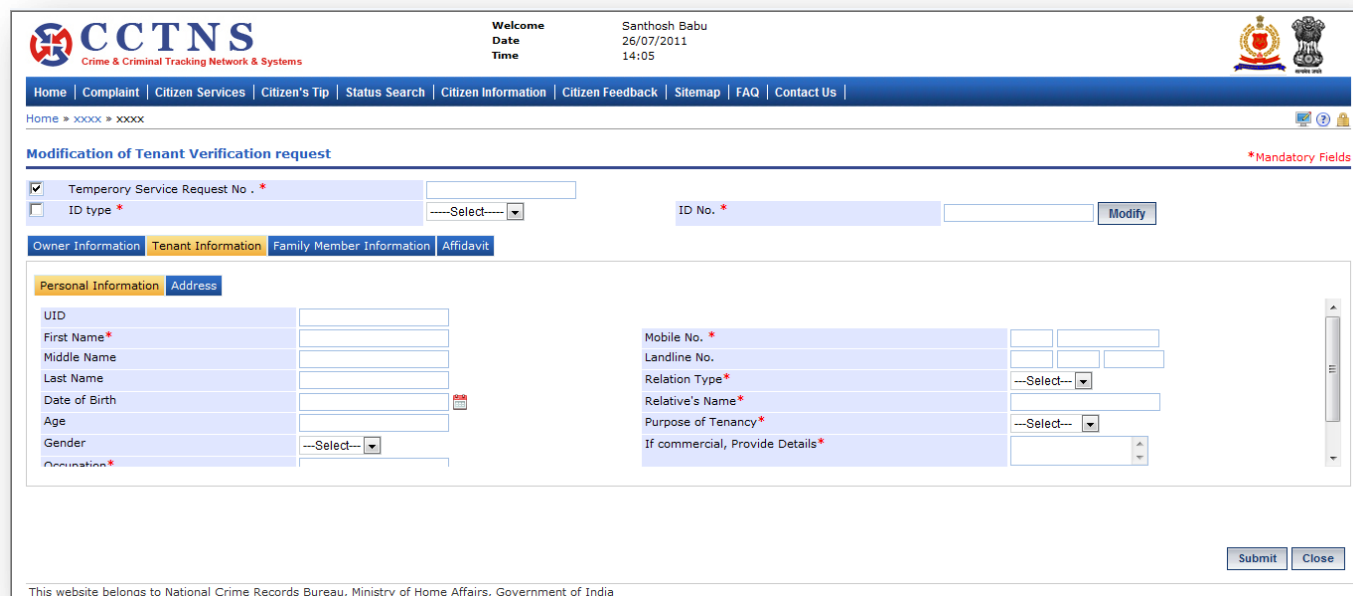
This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on 'Citizen Services' link.
2. Click on 'Tenant/PG Verification Request' link.
3. Click on 'Modification of Tenant Verification request' link.

System will display the Modification of Tenant Verification request page

4. Enter the temporary service request number.
5. Click on '**Modify**' button to update the details entered.
6. Select / Enter the correct information to be made.



The screenshot displays the CCTNS (Crime & Criminal Tracking Network & Systems) web interface. The header includes the CCTNS logo, a welcome message for Santhosh Babu, and a navigation menu. The main content area is titled "Modification of Tenant Verification request" and features a form with several sections. The "Owner Information" tab is active, showing fields for "Personal Information" and "Address". The "Personal Information" section includes fields for UID, First Name, Middle Name, Last Name, Date of Birth, Age, Gender, and Occupation. The "Address" section includes fields for Mobile No., Landline No., Relation Type, Relative's Name, Purpose of Tenancy, and a field for commercial details. A "Modify" button is located next to the ID No. field. The form also includes a "Submit" button and a "Close" button. A footer note states: "This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India".

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us


Home » xxxx » xxxx

**Modification of Tenant Verification request** \*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \* ----Select---- ID No. \*

**Owner Information** | **Tenant Information** | Family Member Information | Affidavit

**Personal Information** | **Address**

UID   
First Name \*   
Middle Name   
Last Name   
Date of Birth    
Age   
Gender ----Select----  
Occupation \*


Mobile No. \*   
Landline No.   
Relation Type \* ----Select----  
Relative's Name \*   
Purpose of Tenancy \* ----Select----  
If commercial, Provide Details \*

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## Steps

1. Click on **'Tenant Verification'** tab.  
System will display the Tenant Verification fields
2. Enter the personal information under Tenant information.
3. Select / Enter the correct information to be made.


**CCTNS**  
 Crime & Criminal Tracking Network & Systems



Welcome  
 Date  
 Time

Santhosh Babu  
 26/07/2011  
 14:05



[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen's Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Sitemap](#) | [FAQ](#) | [Contact Us](#)

[Home](#) » [XXXX](#) » [XXXX](#)

**Modification of Tenant Verification request**
\*Mandatory Fields





☒ Temporary Service Request No. \*   
☐ ID type \* ----Select----

ID No. \*

[Owner Information](#) | [Tenant Information](#) | [Family Member Information](#) | [Affidavit](#)

[Personal Information](#) | [Address](#)

[Present Address](#) | [Previous Address](#) | [Permanent Address](#)

House No.	<input type="text"/>	Country *	<span>---Select---</span> 
Street Name *	<input type="text"/>	State *	<span>---Select---</span> 
Colony/ Locality / Area *	<input type="text"/>	District *	<span>---Select---</span> 
Village / Town / City	<input type="text"/>	Police Station	<span>---Select---</span> 
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Age of the Tenant	<input type="text"/>		

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### Steps

1. Click on '**Address**' tab.  
System will display the present address fields
2. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Tenant Verification request** \*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \*  ID No. \*

**Owner Information** **Tenant Information** **Family Member Information** **Affidavit**

**Personal Information** **Address**

**Present Address** **Previous Address** **Permanent Address**

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town / City	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
Date of occupancy	<input type="text"/>	Date of leaving	<input type="text"/>

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

### Steps

1. Click on 'Previous Address' tab.  
System will display the previous address fields
2. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
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Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Tenant Verification request** \*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \*  ID No. \*

**Owner Information** **Tenant Information** **Family Member Information** **Affidavit**

**Personal Information** **Address**

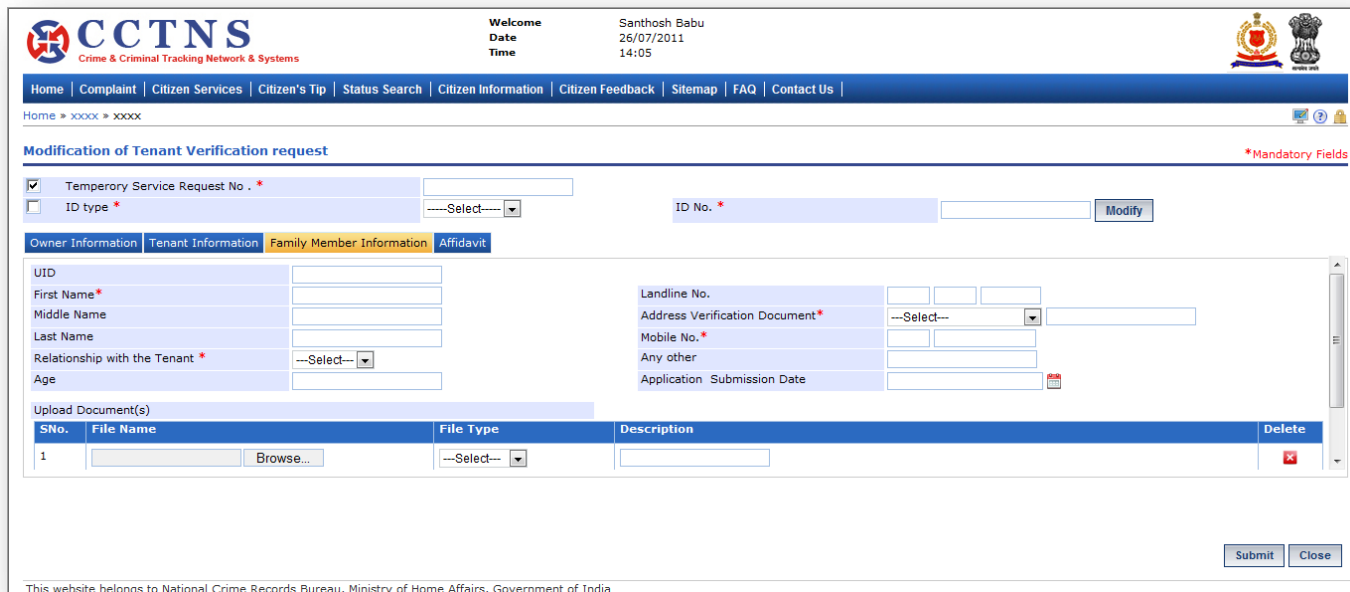
**Present Address** **Previous Address** **Permanent Address**

House No.	<input type="text"/>	Country *	<input type="text"/>
Street Name *	<input type="text"/>	State *	<input type="text"/>
Colony/ Locality / Area *	<input type="text"/>	District *	<input type="text"/>
Village / Town / City	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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### Steps

1. Click on **'Permanent Address'** tab.  
System will display the permanent address fields
2. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Tenant Verification request** \*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \*  ID No. \*

**Owner Information** **Tenant Information** **Family Member Information** **Affidavit**

UID   
 First Name \*   
 Middle Name   
 Last Name   
 Relationship with the Tenant \*   
 Age

Landline No.   
 Address Verification Document \*   
 Mobile No. \*   
 Any other   
 Application Submission Date

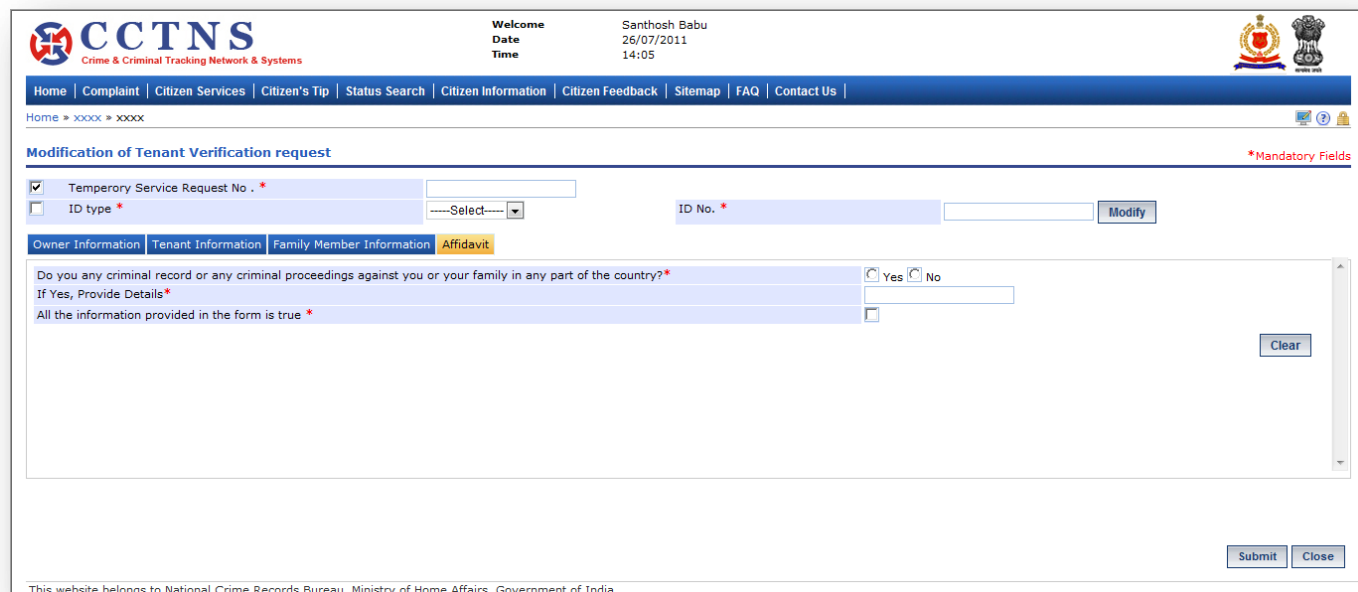
Upload Document(s)

SNo.	File Name	File Type	Description	Delete
1	<input type="text"/> <input data-bbox="422 798 487 819" type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1429 798 1461 819" type="button" value="X"/>

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### Steps

1. Click on **'Family Member Information'** tab.  
System will display the Family Member Information fields
2. Select / Enter the correct information to be made.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home > xxxx > xxxxx

**Modification of Tenant Verification request** \*Mandatory Fields

☒ Temporary Service Request No. \*   
☐ ID type \* -----Select----- ID No. \*

**Owner Information** **Tenant Information** **Family Member Information** **Affidavit**

Do you any criminal record or any criminal proceedings against you or your family in any part of the country? \* ☐ Yes ☐ No  
 If Yes, Provide Details\*   
 All the information provided in the form is true \* ☐

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

### Steps

1. Click on **'Affidavit'** tab.

System will display the Affidavit fields

2. Select / Enter the correct information to be made.
3. Click on radio button to select when required.
4. Click on **'Submit'** button to save the information.

System will save the entries made

or

Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage

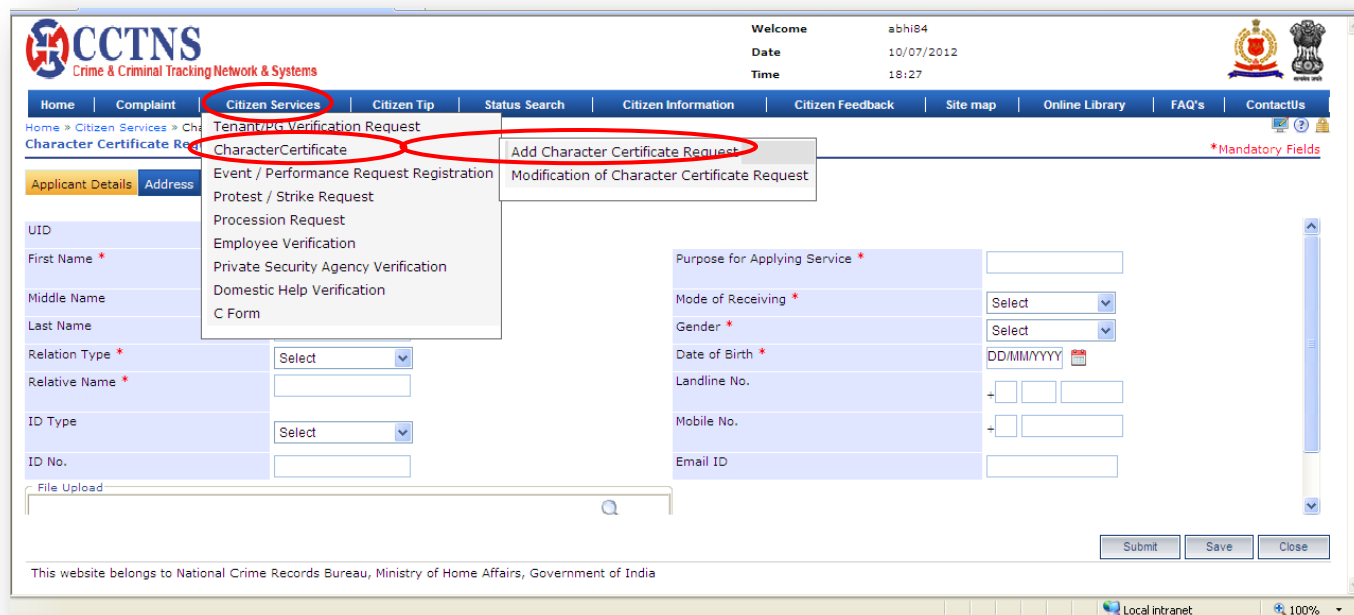
### Points to Remember

- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ User should enter / select at least one of the following
- ❗ ID type and ID number, Temporary service request number
- ❗ ID number will be a mandatory field when the user is trying to search by selecting the ID Type
- ❗ If User clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

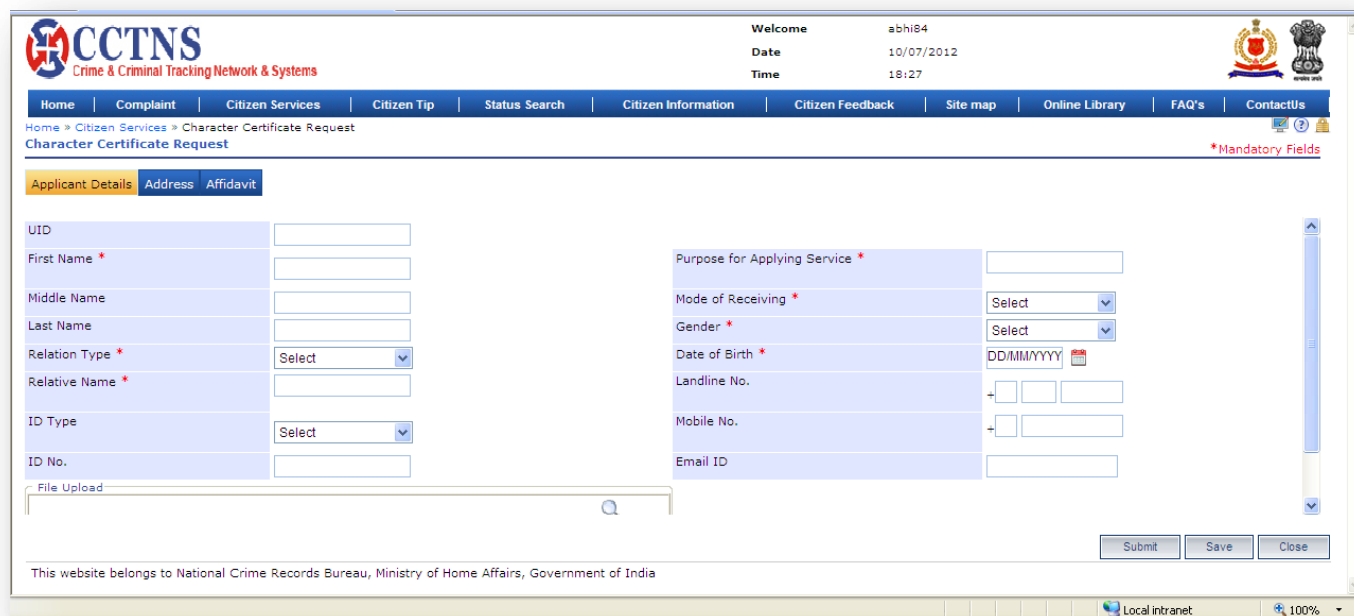
## 3.10 Character Certificate

### 3.10.1 Character Certificate request

This page will provide the functionality for adding a new service request for character certificate.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The user is logged in as 'abhi84' on 10/07/2012 at 18:27. The navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and ContactUs. The 'Citizen Services' menu is expanded, showing options like Tenant's Verification Request, Character Certificate Request, Event / Performance Request Registration, Protest / Strike Request, Procession Request, Employee Verification, Private Security Agency Verification, Domestic Help Verification, and C Form. The 'Character Certificate Request' option is selected, and a sub-menu is displayed with 'Add Character Certificate Request' and 'Modification of Character Certificate Request'. The 'Add Character Certificate Request' button is highlighted with a red circle. The form includes fields for Applicant Details (UID, First Name, Middle Name, Last Name, Relation Type, Relative Name, ID Type, ID No.), Address, and Affidavit. The 'Purpose for Applying Service' field is mandatory. The form also includes a File Upload section and a footer stating 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



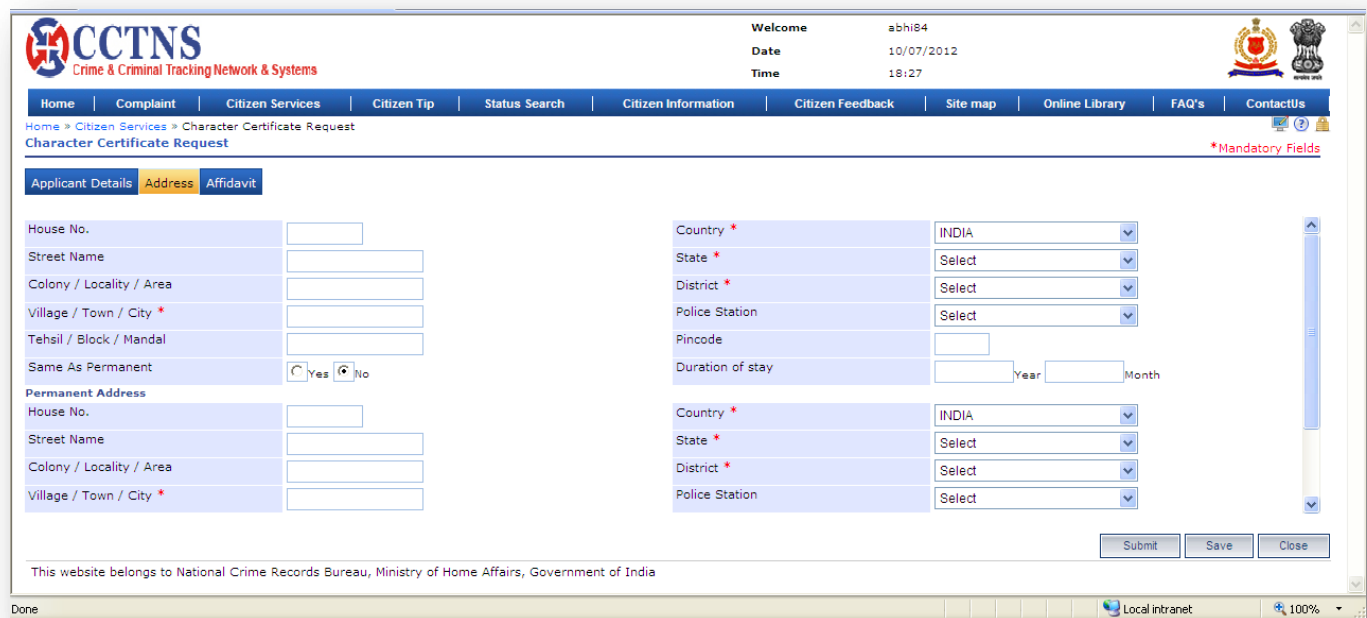
The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The user is logged in as 'abhi84' on 10/07/2012 at 18:27. The navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and ContactUs. The 'Citizen Services' menu is expanded, showing options like Tenant's Verification Request, Character Certificate Request, Event / Performance Request Registration, Protest / Strike Request, Procession Request, Employee Verification, Private Security Agency Verification, Domestic Help Verification, and C Form. The 'Character Certificate Request' option is selected, and a sub-menu is displayed with 'Add Character Certificate Request' and 'Modification of Character Certificate Request'. The 'Add Character Certificate Request' button is highlighted with a red circle. The form includes fields for Applicant Details (UID, First Name, Middle Name, Last Name, Relation Type, Relative Name, ID Type, ID No.), Address, and Affidavit. The 'Purpose for Applying Service' field is mandatory. The form also includes a File Upload section and a footer stating 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

## Steps

1. Click on 'Citizen Services' link.
2. Click on 'Character Certificate Request' link.
3. Click on 'Add Character Certificate Request' link.

System will display the Character Certificate Request page

4. Select / Enter the correct information to be made for Applicant details.
5. Click on radio button to select when required.



## Steps

1. Click on 'Address' tab.
2. Select / Enter the correct information to be made.
3. Select the 'Yes' button for same as permanent address.
4. Otherwise, select the 'No' button to enter the present address.
5. Enter the present address in the required fields.



### Steps

1. Click on **'Affidavit'** tab.  
System will display the Affidavit fields
  2. Click on radio button to select when required.
  3. Select / Enter the correct information to be made.
  4. Click on **'Submit'** button to save the information.  
System will save the entries made
- or
- Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries
- or
- Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

### Points to Remember

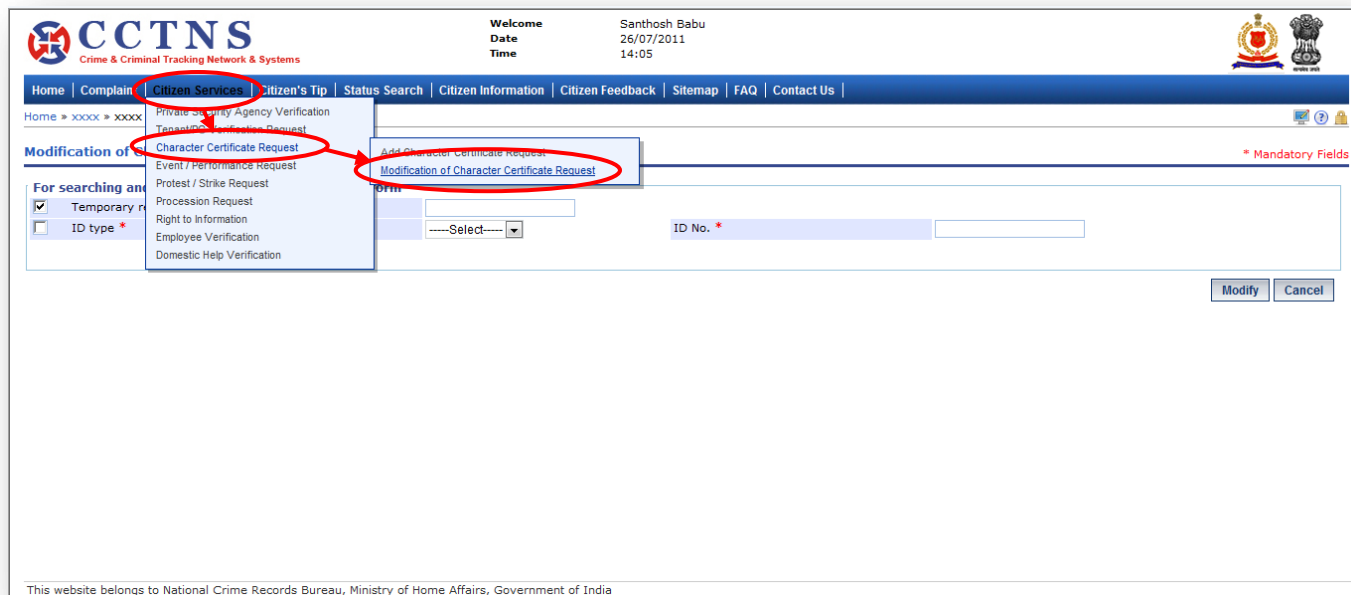
- ❗ Date of Birth should not be greater than the current date
- ❗ System will send the application separately to the SHO's of permanent and present police station if permanent and present address is different
- ❗ Citizen can search and modify with the help of temporary request ID and further submit it to generate permanent Service Request ID within 48 hours of generation of temporary ID
- ❗ System should automatically submit the form for verification to the respective present address and permanent address police station
- ❗ System generate Service request ID for Character Certificate and trigger a pending task to the concerned SHOs' to Assign the Enquiry officer for the service request
- ❗ Status should be updated "Registered"

- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number
- ❗ User clicks on 'Submit' button without entering mandatory fields, system should display a message – PLEASE FILL ALL MANDATORY FIELDS
- ❗ If the user has entered a value in the field that is not according to the permissible data of that field, then system should display a message- DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA



### 3.10.2 Modification of Character Certificate Request

This page will provide for modification of saved request for Character certificate.



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Time: 14:05

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**Modification of Character Certificate Request**

For searching and opening the required Application form

☒ Temporary request No. \*

☐ ID type \*

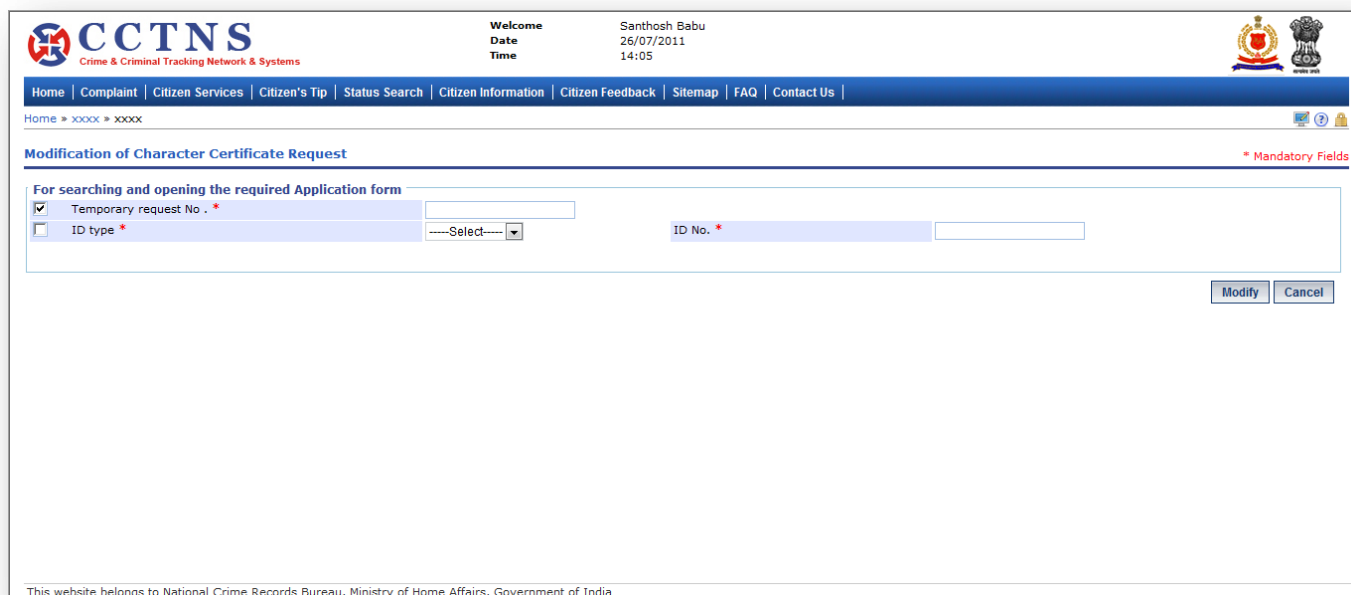
-----Select-----

ID No. \*

Modify Cancel

\* Mandatory Fields

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**Modification of Character Certificate Request**

For searching and opening the required Application form

☒ Temporary request No. \*

☐ ID type \*

-----Select-----

ID No. \*

Modify Cancel


\* Mandatory Fields

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CCTNS v 1.0

1. Click on **'Citizen Services'** link.
2. Click on **'Character Certificate Request'** link.
3. Click on **'Modification of Character Certificate Request'** link.  
System will display the Modification of Character Certificate Request page
4. Enter the temporary request number.
5. Click on radio button to select when required.
6. Click on **'Modify'** button to update the details entered.
7. Select / Enter the correct information to be made for applicant details.



Welcome


Date

Time

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14:05



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Home » xxxx » xxxx

### Modification of Character Certificate Request \*Mandatory Fields

Enter any one for searching and opening the required Application form

☒ Temporary request No. \*

☐ ID type \* ----Select----

ID No. \*

[Applicant Details](#) | [Address](#) | [Affidavit](#)

#### Permanent Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\* ---Select---

State\* ---Select---

District\* ---Select---

Police Station ---Select---

Pincode

Present Address Same for Permanent ☐ Yes ☒ No

#### Present Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal



Country\* ---Select---

State\* ---Select---

District\* ---Select---

Police Station ---Select---

Pincode

SNo.	House No	Street Name	Colony / Locality / Area	Country	State	District	Delete
1							
2							

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**Modification of Character Certificate Request** \*Mandatory Fields

Enter any one for searching and opening the required Application form

☒ Temporary request No. \*

☐ ID type \*  ID No. \*

**Applicant Details** | **Address** | **Affidavit**

Do you any criminal record or any criminal proceedings against you or your family in any part of the country? \* ☐ Yes ☐ No

If Yes, Provide Details

☐ All the information provided in the form is true

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## Steps

1. Click on **'Affidavit'** tab.
2. Browse within tabs to make or select entries.
3. Click on radio button to select when required.
4. Select / Enter the correct information to be made.
5. Click on **'Save'** button to save the information.

System will save the entries made

or

Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage

## Points to Remember

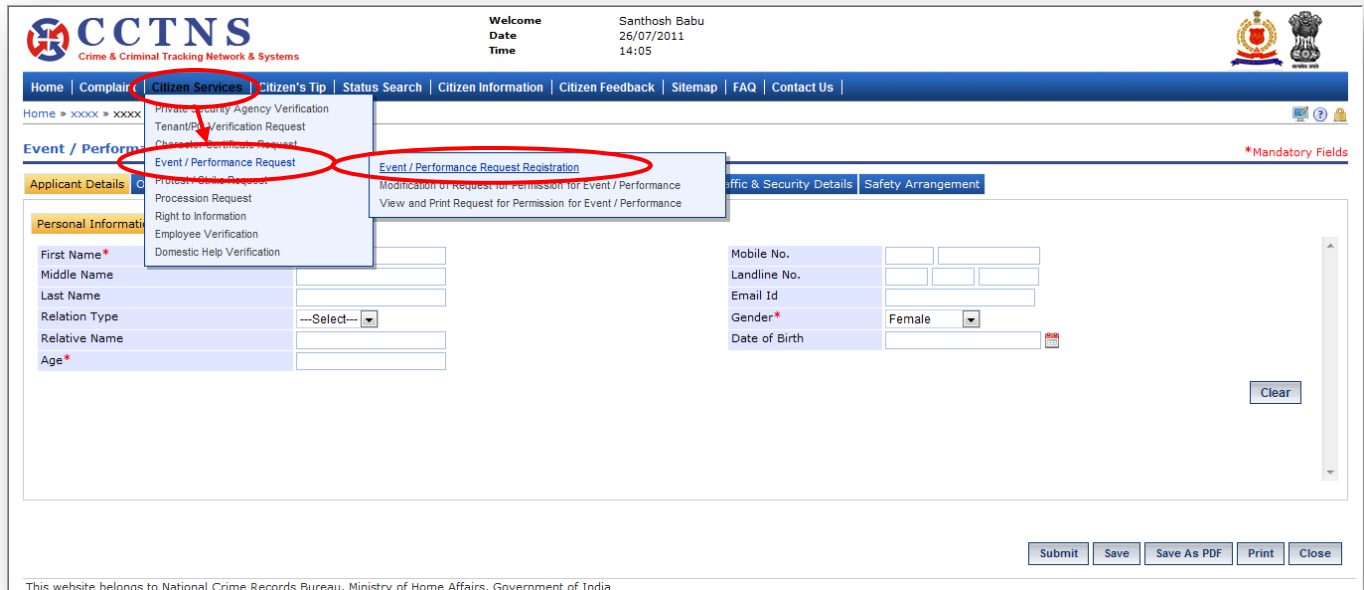
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once system generates a service request number then temporary service request number should be deactivated
- ❗ User should enter / select at least one of the following
  - ID type and ID number, Temporary service request number
- ❗ ID number will be a mandatory field when he user is trying to search by selecting the ID type
- ❗ If the request is successfully submitted, an alert "Service Request number XX is submitted for your perusal" is sent to the relevant SHO for assigning the Enquiry Officer
- ❗ Service request will be forwarded to the queue of the relevant SHO
- ❗ System update status of service request as "Registered"

- ❗ If User clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

## 3.11 Event/Performance Request Registration

### 3.11.1 Event / Performance Request Registration

This page will allow user to register an application for seeking permission for an event or performance.



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**Event / Performance Request**

Event / Performance Request Registration

Modification of Request for Permission for Event / Performance

View and Print Request for Permission for Event / Performance

\*Mandatory Fields

Applicant Details

Personal Information

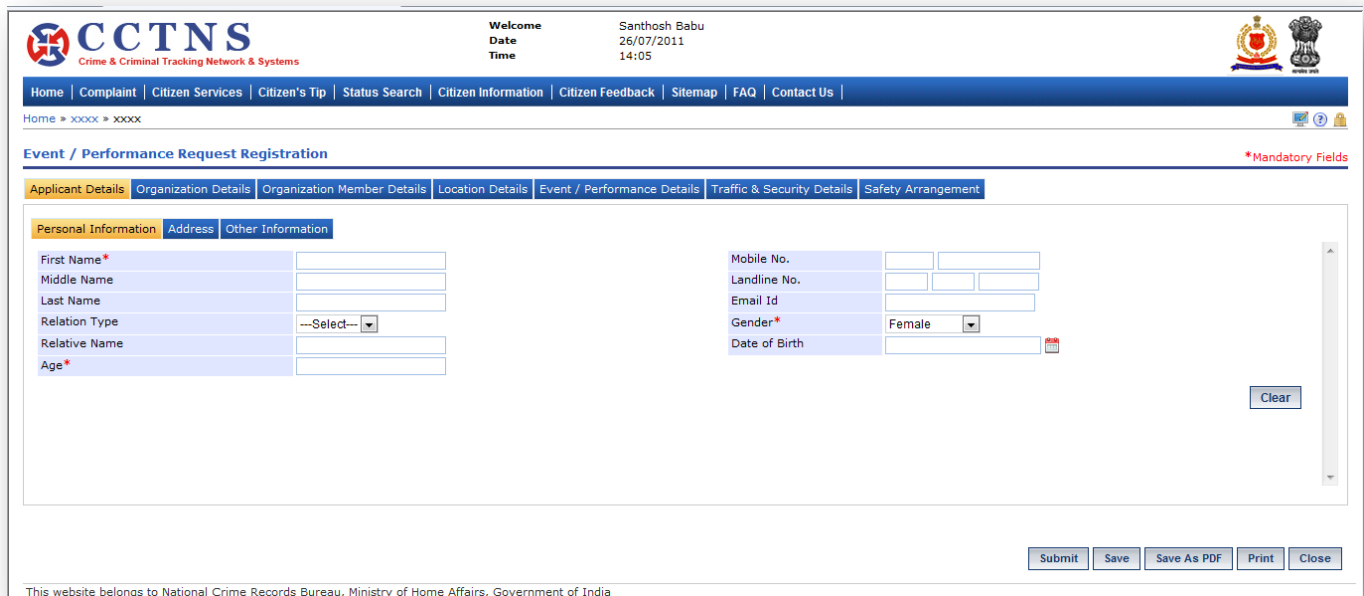
First Name\*  
Middle Name  
Last Name  
Relation Type  
Relative Name  
Age\*

Mobile No.  
Landline No.  
Email Id  
Gender\*  
Date of Birth

Clear

Submit Save Save As PDF Print Close

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**Event / Performance Request Registration**

\*Mandatory Fields

Applicant Details

Organization Details

Organization Member Details

Location Details

Event / Performance Details

Traffic & Security Details

Safety Arrangement

Personal Information

Address

Other Information

First Name\*  
Middle Name  
Last Name  
Relation Type  
Relative Name  
Age\*

Mobile No.  
Landline No.  
Email Id  
Gender\*  
Date of Birth

Clear

Submit Save Save As PDF Print Close

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#### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Event / Performance Request' link.
3. Click on 'Event / Performance Request Registration' link.

System will display the Event / Performance Request Registration page

4. Enter the personal information under applicant details.
5. Select / Enter the correct information to be made.
6. Click on '**Submit**' button to save the information.

System will save the entries made

or

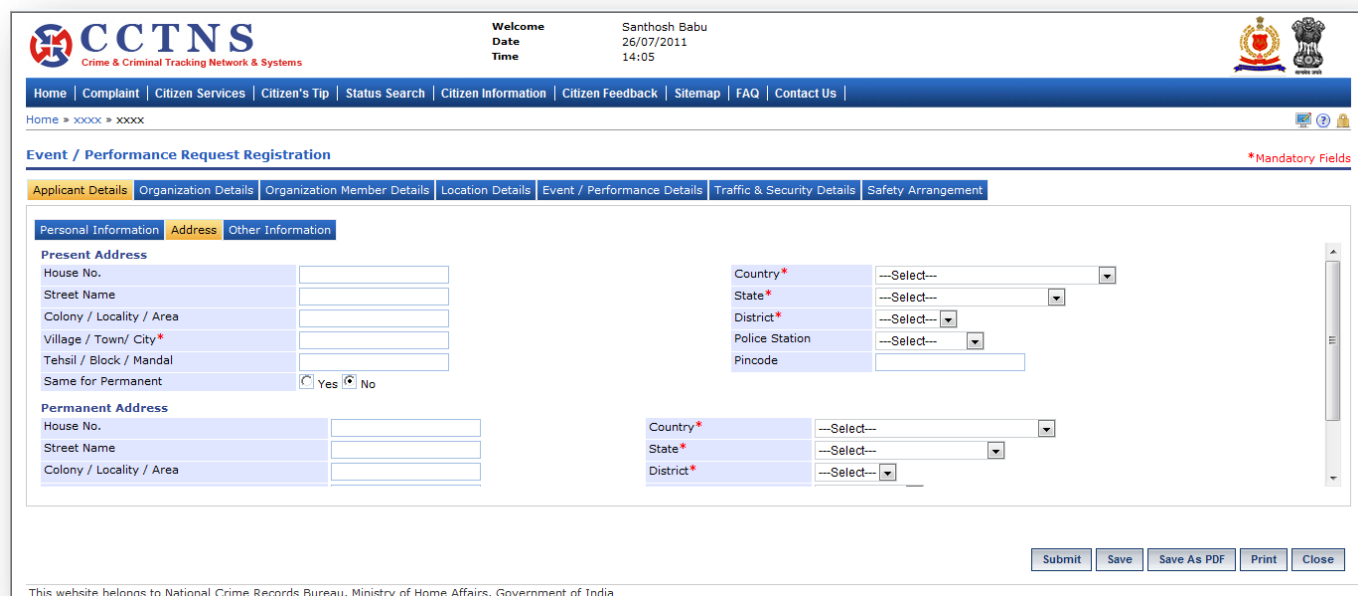
Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage



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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Organization Member Details | Location Details | **Event / Performance Details** | Traffic & Security Details | Safety Arrangement

Personal Information | **Address** | Other Information

**Present Address**

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☒ No

**Country\***

**State\***

**District\***

Police Station

Pincode

**Permanent Address**

House No.

Street Name

Colony / Locality / Area

**Country\***

**State\***

**District\***

Submit Save Save As PDF Print Close

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## Steps

1. Click on '**Address**' tab.

System will display the present address fields

2. Select / Enter the correct information to be made.
3. Select the 'Yes' button for same as present address.
4. Otherwise, select the 'No' button to enter the permanent address.
5. Enter the permanent address in the required fields.

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Organization Member Details | Location Details | Event / Performance Details | Traffic & Security Details | Safety Arrangement

Personal Information | Address | Other Information

Applicant is Involved in any Criminal Case \* ☐ Yes ☐ No  
if Yes give details

Applicant is convicted\* ☐ Yes ☐ No  
if Yes give details

Preventive proceedings initiated against the Applicant\* ☐ Yes ☐ No  
if Yes give details

Applicant is blacklisted ever\* ☒ Yes ☐ No  
if Yes give details

Clear

Submit Save Save As PDF Print Close

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Organization Member Details | Location Details | Event / Performance Details | Traffic & Security Details | Safety Arrangement

Organization Name

Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Organization Landline No.

Mobile No.

Country

State

District

Police Station

Pincode

Clear

Submit Save Save As PDF Print Close

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### Steps

1. Click on '**Organization Details**' tab.  
System will display the Organization Details fields
2. Select / Enter the correct information to be made.



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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | **Organization Member Details** | Location Details | Event / Performance Details | Traffic & Security Details | Safety Arrangement

First Name:  Role:   
 Middle Name:  Designation:   
 Last Name:

Add Clear

S. No.	Name	Role	Designation
1			
2			

Submit Save Save As PDF Print Close

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## Steps

1. Click on **'Organization Member Details'** tab.  
System will display the **Organization Member Details** fields
2. Select / Enter the correct information to be made.

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | **Organization Member Details** | **Location Details** | Event / Performance Details | Traffic & Security Details | Safety Arrangement

Location Name (Place where the performance is to be held)\*:  [Click Here](#)  
 Address\*:   
 Location Area\*:  ---Select---  
 Nature of structure\*: ---Select---  
 Type of structure Planned\*: ---Select---  
 Beneath the proposed temporary structure there is any live electrical line:

The extent of fire resistance of the material to be used for construction:  Minutes  
 There is proposed to be a clear space of 3 meters on all sides of the structure and the adjacent buildings or other structures:   
 Temporary structure is intended to be constructed near an electric substation, railway line, chimney or furnace and if so the distance from the same:

The Nature of the material intended to be used for construction:   
 Material used is combustible then the nature of fire retardant treatment proposed to be given:

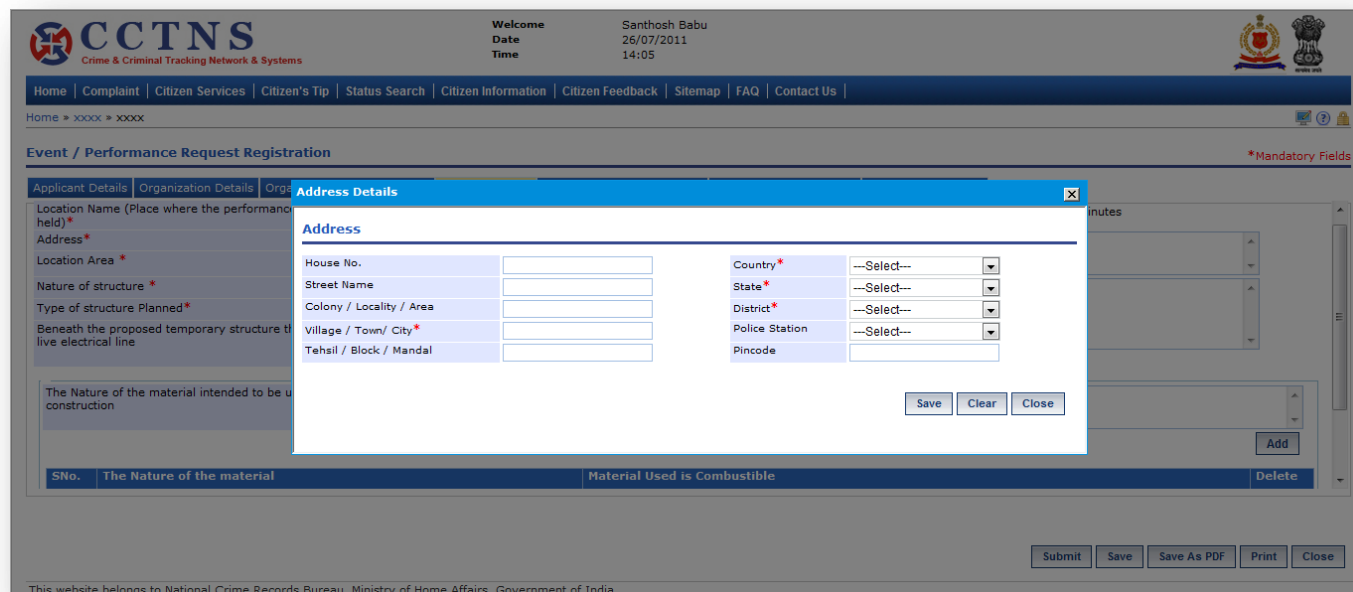
Add

SNo.	The Nature of the material	Material Used is Combustible

Delete

Submit Save Save As PDF Print Close

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**Event / Performance Request Registration** \*Mandatory Fields

**Address Details**

**Address**

House No.  Country\*

Street Name  State\*

Colony / Locality / Area  District\*

Village / Town/ City\*  Police Station

Tehsil / Block / Mandal  Pincode

Save Clear Close

**Applicant Details** **Organization Details** **Organization Details**

Location Name (Place where the performance is held)\*

Address\*

Location Area\*

Nature of structure\*

Type of structure Planned\*

Beneath the proposed temporary structure to live electrical line

The Nature of the material intended to be used in construction

**Table:**

SNo.	The Nature of the material	Material Used is Combustible

Submit Save Save As PDF Print Close

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### Steps

1. Click on **'Location Details'** tab.  
System will display the Location Details fields
2. Select / Enter the correct information to be made.
3. Click on **'Click Here'** link.  
System will open a popup window for address details
4. Click on **'Save'** button to save the current details.  
System will save the entries made  
or  
Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Organization Member Details | Location Details | **Event / Performance Details** | Traffic & Security Details | Safety Arrangement

Type of Event / Performance*	--Select--	Joy Rides Details	
Start Date / Time of the Event / Performance*		The No. of stalls that have been applied for Food items , Games	
End Date of the Event / Performance*		Admission to the Performance is Free entry for all based on invitations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed time limit of the show*	HH MM	Admission to the Performance is Free entry without invitations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Synopsis of the performance containing the content of the show(s) (Artist details etc)*		Admission to the Performance is by Ticketed show	
Use of Loudspeaker	<input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed No. of ticketing counters and details of the Ticketing	
Type of Sound and its Intensity (Decibel)			
Expected strength of audience			

Clear

Submit Save Save As PDF Print Close

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**Steps**

1. Click on **'Event/Performance Details'** tab.  
System will display the **Event/Performance Details** fields
2. Select / Enter the correct information to be made.

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Organization Member Details | Location Details | **Event / Performance Details** | **Traffic & Security Details** | Safety Arrangement

Space made available for parking at the venue	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security Guards Equipment	
Proposed number of Volunteers		Proposed no of CCTV's	
Proposed no of Security Guards (for vehicle checking)			

Clear

Submit Save Save As PDF Print Close

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**Steps**

1. Click on **'Traffic & Security Details'** tab.  
System will display the **Traffic & Security Details** fields
2. Select / Enter the correct information to be made.

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**Event / Performance Request Registration** \*Mandatory Fields

Applicant Details	Organization Details	Organization Member Details	Location Details	Event / Performance Details	Traffic & Security Details	Safety Arrangement
Fire department clearance obtained / applied*	<input type="checkbox"/> Yes <input type="checkbox"/> No				Security Control Room (including details of trained person in-charge of evacuation)	
Numbers of exits planned and details of exit width (in meters)					First Aid Facility	
Type of electric wiring and fittings					Medical Attendants	
Number and width of the gangways (in meters) planned (Cross / Longitudinal)					Standby Ambulance Facility	
Fire Fighting Equipments (Number of Co2 type cylinders, foam cylinders, no of buckets, water storage tanks, sand bags etc)					Nearby Hospitals (in case of emergency)	
Standby Fire Service					Public Facilities Arrangement	
Fire Control Room (including details of trained person in-charge of evacuation)						

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### Steps

1. Click on **'Safety Arrangement'** tab.  
System will open the Safety Arrangement fields
2. Select / Enter the correct information to be made.
3. Click on **'Submit'** button to submit the information permanently  
System will save the entries made and generate a service request number

or

Click on **'Save'** button to temporary save the service request  
System will generate a temporary service request number which will get drop if not submitted permanently in 48 hours (For submit the service request permanently refer next case)

or

Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries

or

Click on **'Save as PDF'** button to save the information in PDF format  
System will save the entries made

or

Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

or

Click on **'Print'** button to take printout

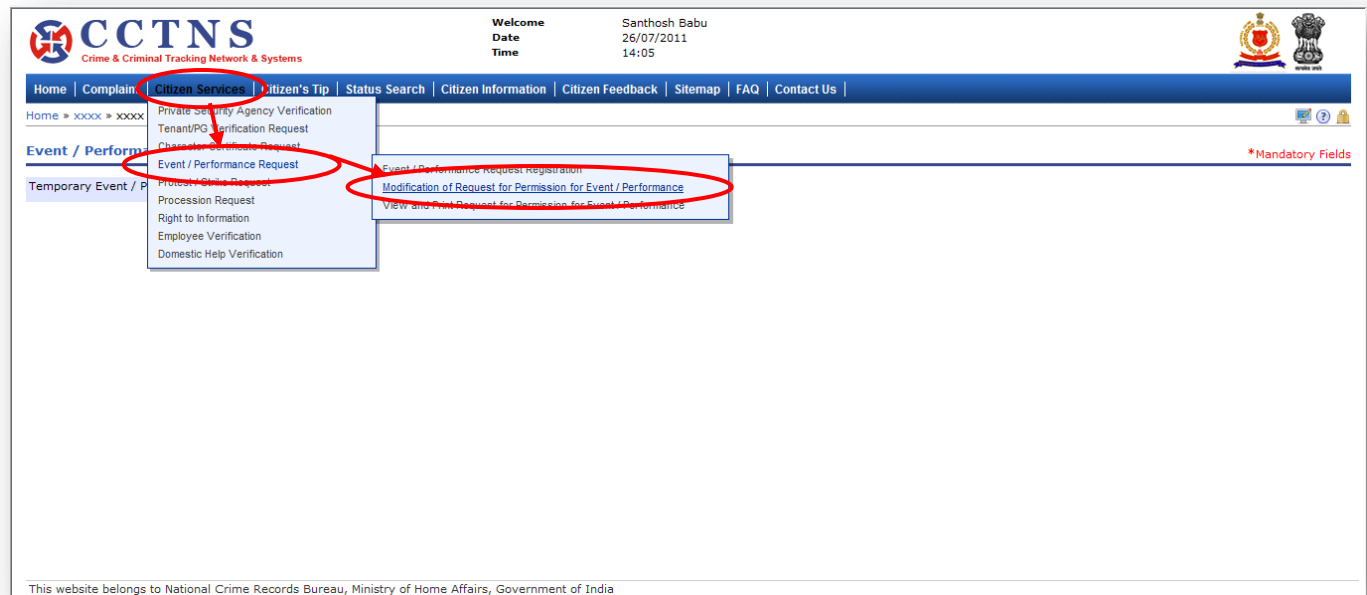
### Points to Remember

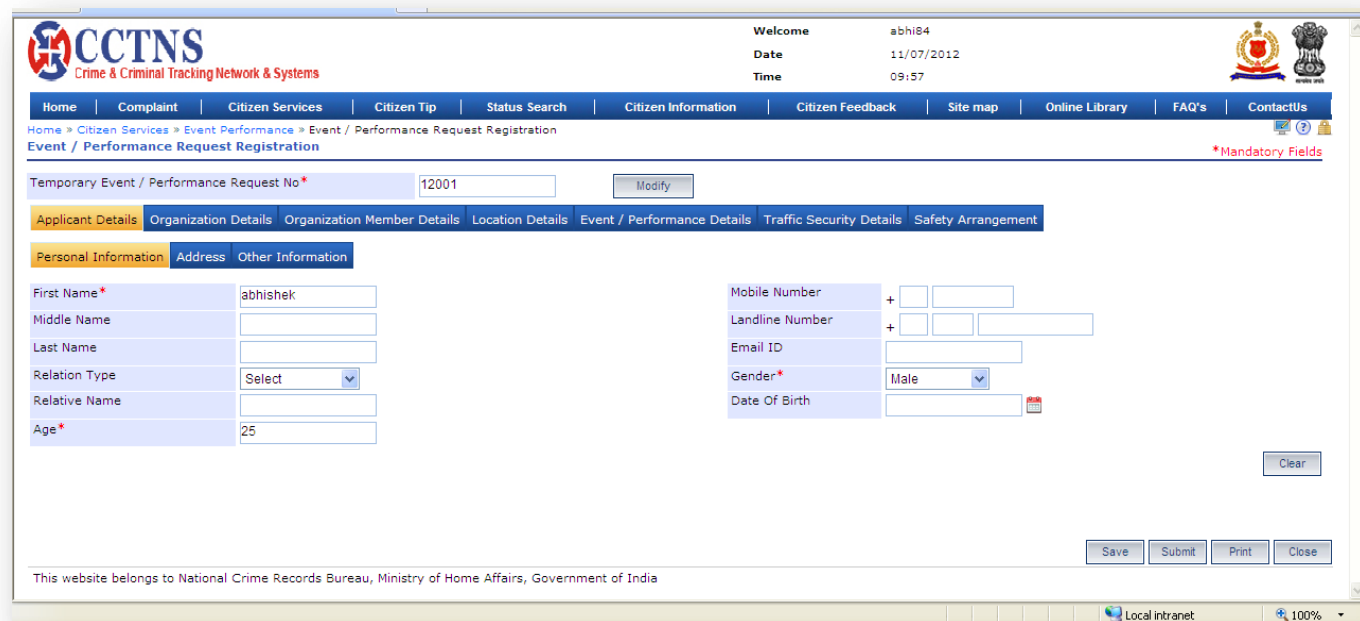
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Medical Attendant (Doctors) field should have multiple entry (up to 3)

- ❗ System should queue the request only to the respective SP or equivalent officer whose jurisdiction district is selected in 'Address of the Location' under 'Location Detail tab'
- ❗ System should allow to add multiple entry (up to 5) in 'Organizing committee member details' tab
- ❗ If the request is successfully submitted, an alert "Service request XX is submitted for your perusal" is sent to the relevant
  - Superintendent of Police Office, or equivalent officer
- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number
- ❗ If User clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY and PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

### 3.11.2 Modification of Request for Permission for Event / Performance


This page will allow user to provide user for modification of saved request of Permission for Event / Performance.







### Steps

1. Click on **'Citizen Services'** link.
2. Click on **'Event/Performance Request'** link.
3. Click on **'Modification of Request for Permission for Event / Performance'** link.  
System will display the [Modification for Permission for Event / Performance](#) page
4. Enter the temporary event/performance request number.
5. Click on **'Modify'** button to update the details entered.
6. Enter the personal information under applicant details.
7. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:57



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration

\*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | Location Details | Event / Performance Details | Traffic Security Details | Safety Arrangement

Personal Information | Address | Other Information

Present Address

House No.

Street Name

Colony / Locality / Area

Village/Town/City\* kamla nagar

Tehsil / Block / Mandal

Same for Permanent ☒ Yes ☐ No

Country\* INDIA

State\* DELHI


District\* NEW DELHI

Police Station Select



Pincode

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

Local intranet 100%

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:57



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration

\*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | Location Details | Event / Performance Details | Traffic Security Details | Safety Arrangement

Personal Information | Address | Other Information

Applicant is Involved in any Criminal Case\* ☐ Yes ☒ No

If Yes give details

Applicant is Convicted\* ☐ Yes ☒ No

If Yes give details

Preventive proceedings initiated against the Applicant\* ☐ Yes ☒ No

If Yes give details

Applicant is blacklisted ever\* ☐ Yes ☒ No

If Yes give details

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Local intranet 100%



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:57

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration \*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | **Organization Details** | Organization Member Details | Location Details | Event / Performance Details | Traffic Security Details | Safety Arrangement

Organization Name  Organization Landline No  +    
Mobile No  +

Address

House Number	<input type="text"/>	Country	Select
Street Name	<input type="text"/>	State	Select
Colony / Locality / Area	<input type="text"/>	District	Select
Village/Town/City*	kamla nagar	Police Station	Select
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:57

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration \*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | **Organization Member Details** | Location Details | Event / Performance Details | Traffic Security Details | Safety Arrangement

First Name  Role   
Middle Name  Designation   
Last Name

S.No	Name	Role	Designation	Delete
No Records Available				

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Local intranet 100%

**Crime & Criminal Tracking Network & Systems** Time 09:57

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

**Event / Performance Request Registration** \*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | **Location Details** | Event / Performance Details | Traffic Security Details | Safety Arrangement

**General Information** | Address

Location Area\* 100   
Nature Of Structure\* Temporary  
Type of structure Planned\* Open  
Beneath the proposed temporary structure there is any live electrical line  
The Nature of the material intended to be used for construction  
Add  
Nature Of Material  
No Records Available

There is proposed to be a clear space of 3 meters on all sides of the structure and the adjacent buildings or other structures  
Temporary structure is intended to be constructed near an electric substation, railway line, chimney or furnace and if so the distance from the same  
Material used is combustible then the nature of fire retardant treatment proposed to be given  
Add  
Material Used  
No Records Available

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**CCTNS** Crime & Criminal Tracking Network & Systems

Welcome abhi84  
Date 11/07/2012  
Time 09:57

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

**Event / Performance Request Registration** \*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | **Location Details** | Event / Performance Details | Traffic Security Details | Safety Arrangement

**General Information** | Address

Address  
House Number  
Street Name  
Colony / Locality / Area  
Village/Town/City\* kamlia nagar  
Tehsil / Block / Mandal

Country\* INDIA  
State\* DELHI  
District\* NEW DELHI  
Police Station\* BARAKHAMBIA ROAD  
Pincode  
Clear  
Save Submit Print Close



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Local intranet 100%

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

abhi84  
11/07/2012  
09:57



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration

\*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | Location Details | **Event / Performance Details** | Traffic Security Details | Safety Arrangement

Type of Event / Performance\* Musical Event

Start Date of the Event / Performance\* 11/07/2012

End Date of the Event / Performance\* 12/07/2012

Proposed time limit of the show\* 10 HH 0 MM

Brief Synopsis of the performance containing the content of the show(s) (Artist details etc)\* stage event

Use of Loudspeaker ☐ Yes ☒ No

Intensity Of Sound(Decibel)

Expected strength of audience

Joy Rides Details

The No. of stalls that have been applied for Food items , Games

Admission to the Performance is Free entry for all based on invitations ☐ Yes ☒ No


Admission to the Performance is Free entry without invitations ☐ Yes ☒ No

Admission to the Performance is by Ticketed show

Proposed No. of ticketing counters and details of the Ticketing



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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

abhi84  
11/07/2012  
09:57



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » Citizen Services » Event Performance » Event / Performance Request Registration

Event / Performance Request Registration

\*Mandatory Fields

Temporary Event / Performance Request No\* 12001

Applicant Details | Organization Details | Organization Member Details | Location Details | **Event / Performance Details** | **Traffic Security Details** | Safety Arrangement

Space made available for parking at the venue ☐ Yes ☒ No

Proposed number of Volunteers

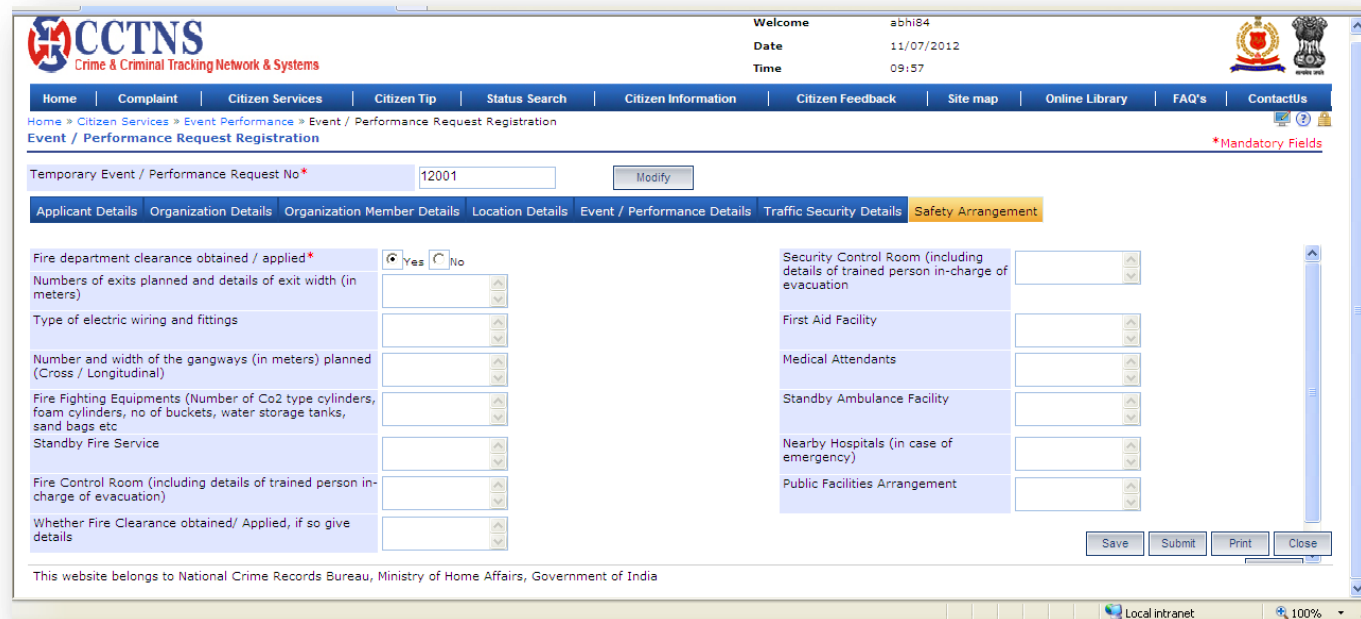
Proposed no of Security Guards (for vehicle checking)

Security Guards Equipment

Proposed no of CCTV's

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Local intranet 100%



### Steps

1. Select / Enter the correct information to be made.
2. Click on radio button to select when required.
3. Click on '**Submit**' button to save the information

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

or

Click on '**Save as PDF**' button to save the present screen as a PDF document.

or

Click on '**Print**'  button to print the document.

### Points to Remember

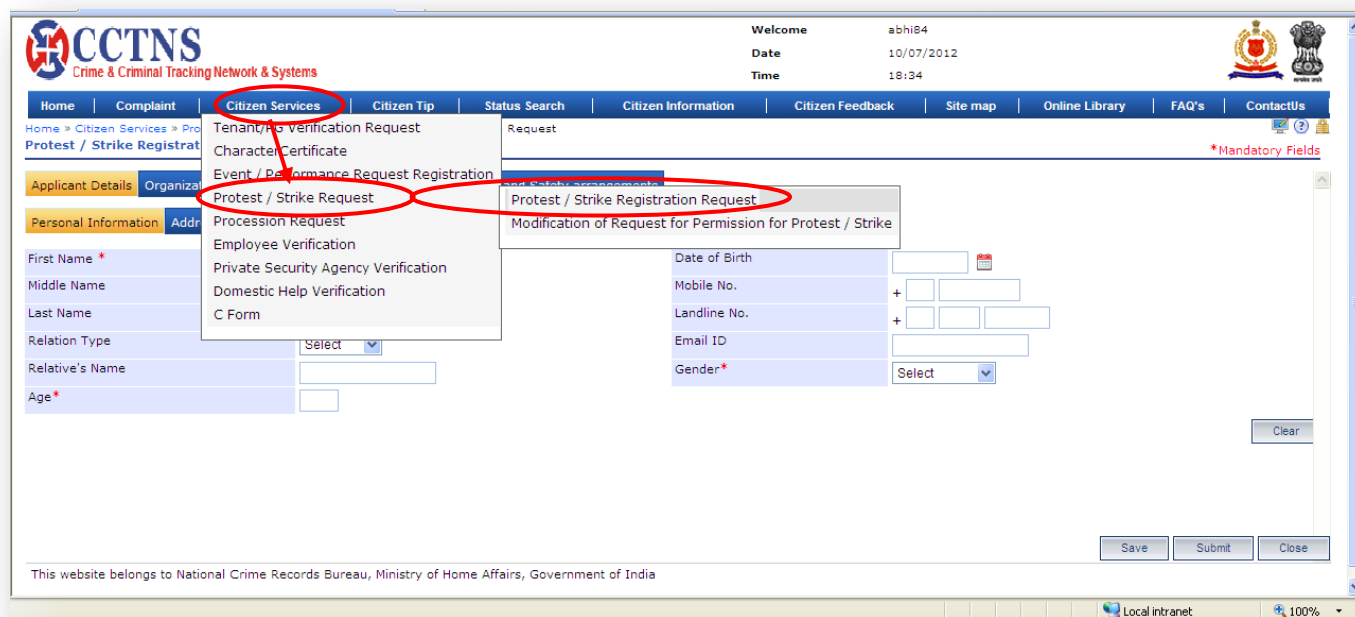
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once service request number is allotted, temporary service request number should be deactivated
- ❗ System should queue the request only to the respective SP or equivalent officer whose jurisdiction district is selected in 'Address of the Location' under 'Location Detail tab'
- ❗ If the request is successfully submitted, an alert "Service request XX is submitted for your perusal" is sent to the relevant Superintendent of Police Office, or equivalent officer
- ❗ System should open the form in printable mode

- ❗ System update status of service request as “Registered”
- ❗ If User clicks on ‘Submit’ button without entering mandatory fields, system should display a message –  
THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN  
<NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

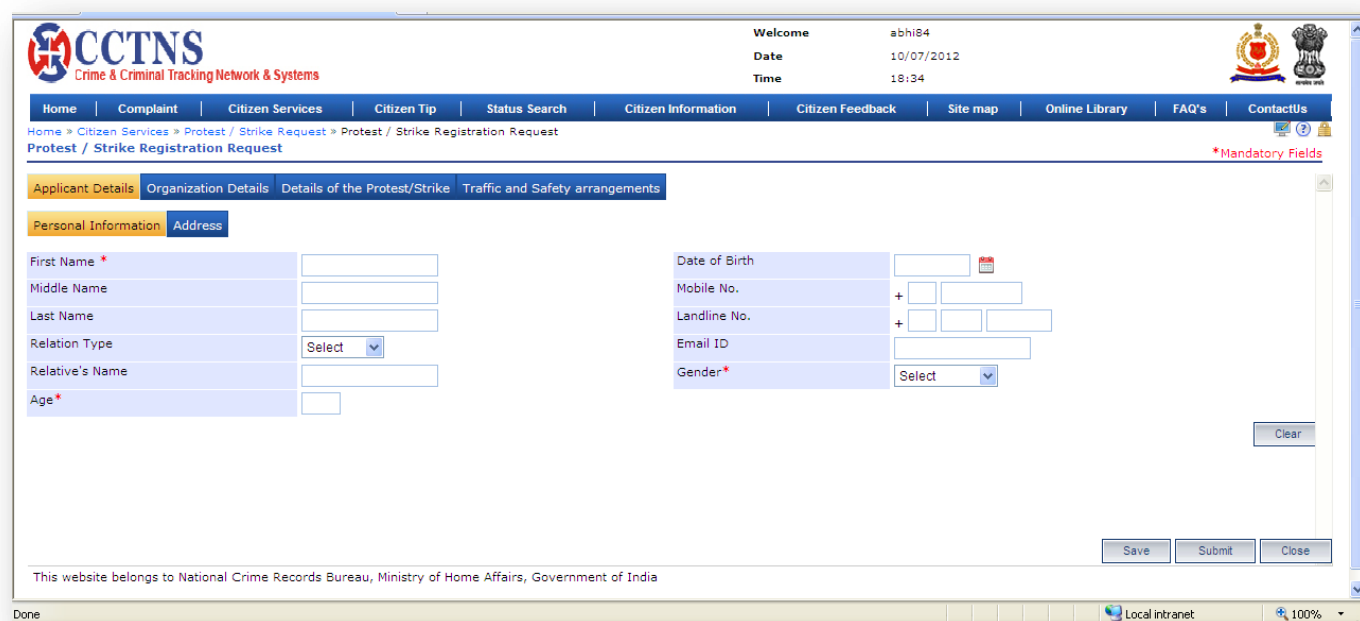
## 3.12 Protest /Strike Request

### 3.12.1 Protest / Strike Registration Request

This page will provide to user with the functionality to register an application for a Protest or Strike.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) web application. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and ContactUs. The 'Citizen Services' menu is expanded, showing options like Tenant's Verification Request, Character Certificate, Event / Performance Request Registration, Protest / Strike Request, Procession Request, Employee Verification, Private Security Agency Verification, Domestic Help Verification, and C Form. The 'Protest / Strike Request' option is highlighted. The right side of the page shows a 'Request' form with fields for Date of Birth, Mobile No., Landline No., Email ID, and Gender. The bottom of the page has a footer stating 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



The screenshot shows the 'Protest / Strike Registration Request' form in the CCTNS web application. The form is divided into sections: Applicant Details, Organization Details, Details of the Protest/Strike, and Traffic and Safety arrangements. The 'Personal Information' section is active, showing fields for First Name, Middle Name, Last Name, Relation Type, Relative's Name, Age, Date of Birth, Mobile No., Landline No., Email ID, and Gender. The bottom of the page has a footer stating 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

### Steps

1. Click on **'Citizen Services'** tab.
2. Click on **'Protest Strike Request'** link.
3. Click on **'Protest / Strike Registration Request'** link.

System will display the **Protest / Strike Registration Request** page

4. Enter the personal information under applicant details.
5. Select / Enter the correct information to be made.
6. Click on **'Submit'** button to save the information.

System will save the entries made

or

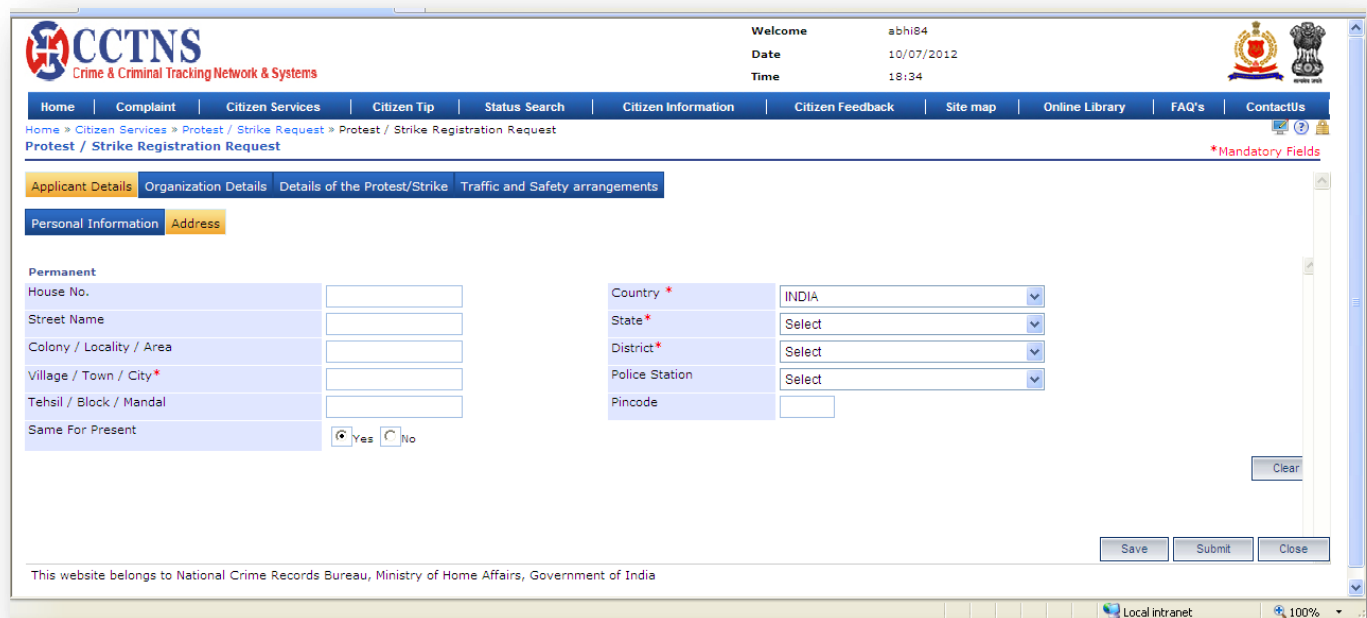
Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

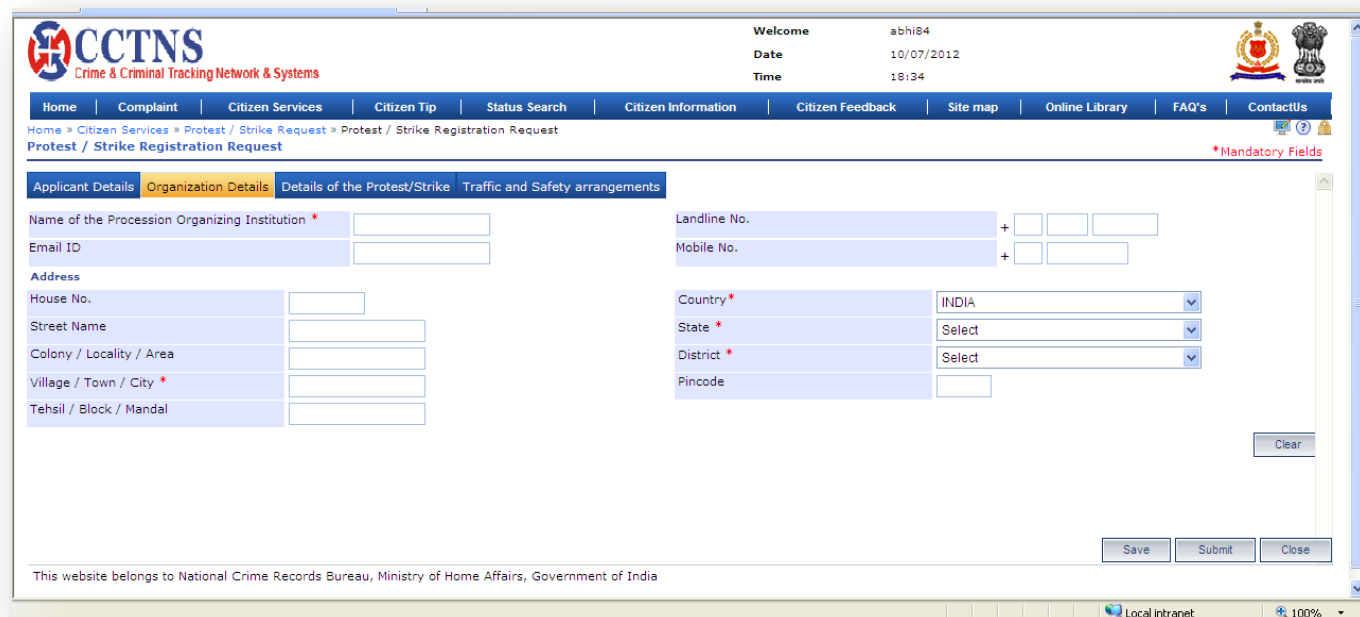
Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage



### Steps

1. Click on **'Address'** tab.
- System will display the permanent address fields
2. Select / Enter the correct information to be made.
  3. Select the 'Yes' button for same as permanent address.
  4. Otherwise, select the 'No' button to enter the present address.
  5. Enter the present address in the required fields.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) web application. The user is logged in as 'abhi84' on '10/07/2012' at '18:34'. The navigation menu includes Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and Contact Us. The current path is Home > Citizen Services > Protest / Strike Request > Protest / Strike Registration Request. The 'Organization Details' tab is active, showing fields for Name of the Procession Organizing Institution, Email ID, Address (House No., Street Name, Colony / Locality / Area, Village / Town / City, Tehsil / Block / Mandal), Landline No., Mobile No., Country (INDIA), State (Select), District (Select), and Pincode. A 'Clear' button is at the bottom right, and 'Save', 'Submit', and 'Close' buttons are at the bottom. A footer note states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

### Steps

1. Click on '**Organization Details**' tab.
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.
4. System will open a popup window for address details
5. Click on '**Save**' button to save the information.

System will save the entries made

or

Click on '**Close**' button to close the current page

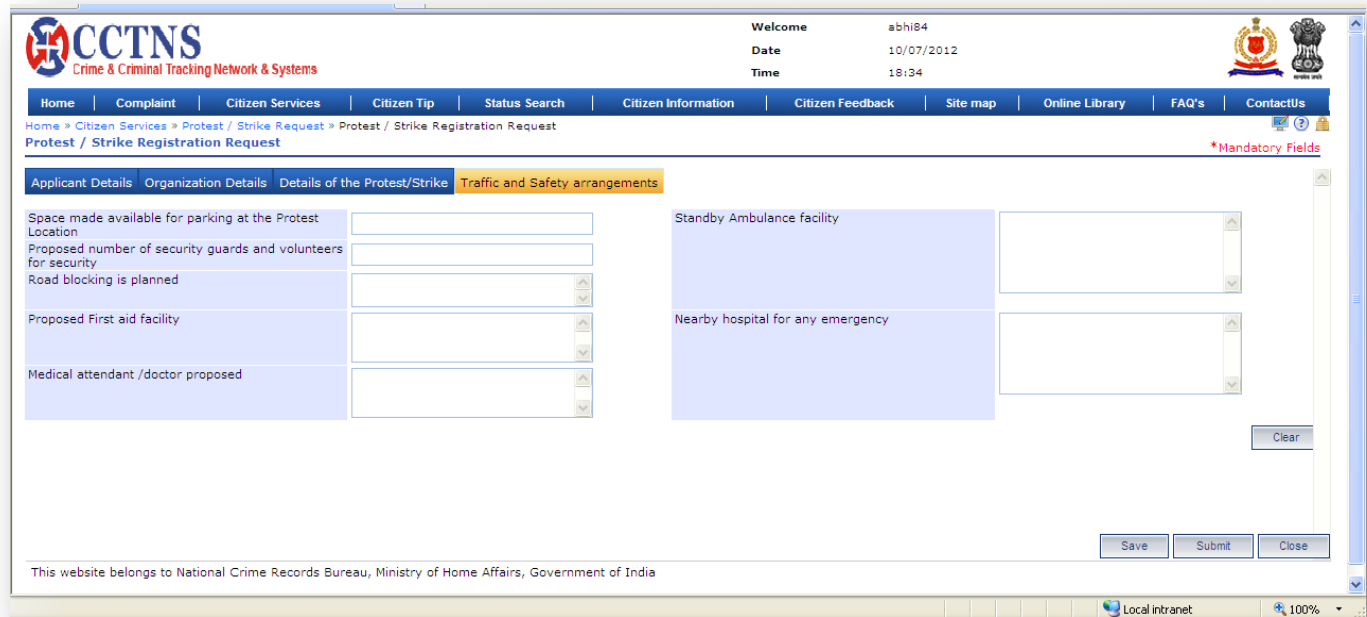
System will close the current page and return to the Homepage





### Steps

1. Click on **'Details of Protest / Strike'** tab.  
System will display the Details of Protest / Strike fields
2. Select / Enter the correct information to be made.
3. Click on **'Click Here'** link.  
System will open a popup window for address details
4. Click on **'Save'** button to save the information.  
System will save the entries made  
or  
Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries  
or  
Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage



### Steps

1. Click on **'Traffic & Security Details'** tab.  
System will display the **Traffic & Security Details** fields
  2. Select / Enter the correct information to be made.
  3. Click on **'Submit'** button to save the information  
System will save the entries made
- or
- Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries
- or
- Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

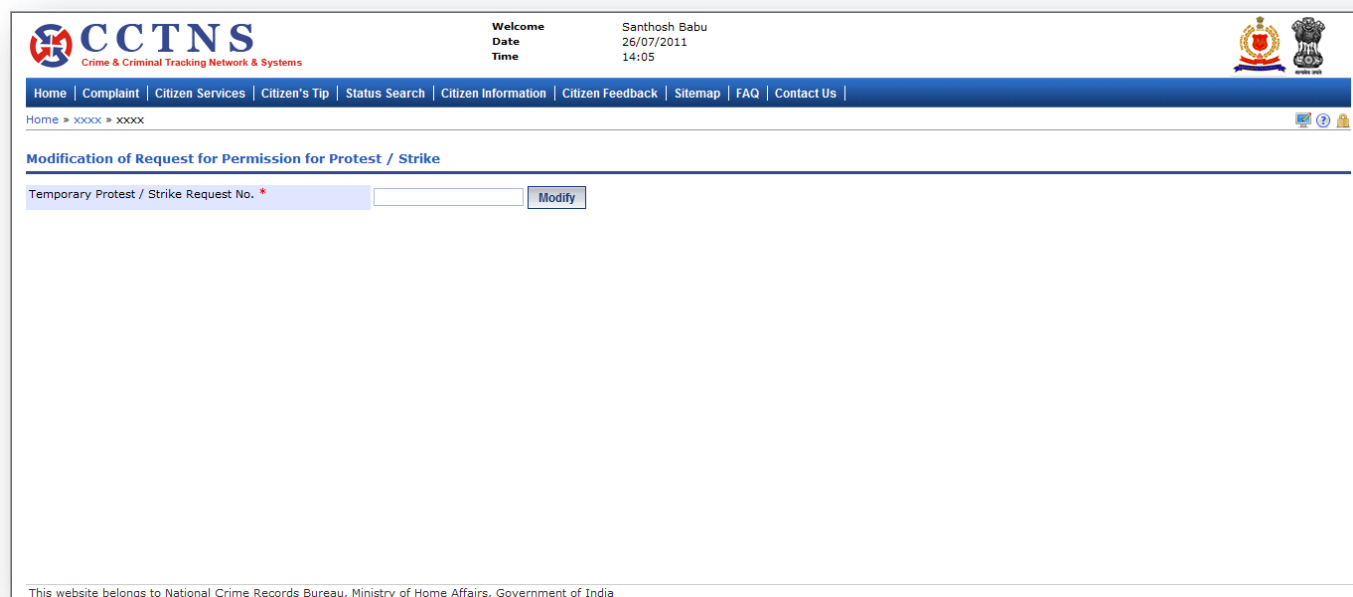
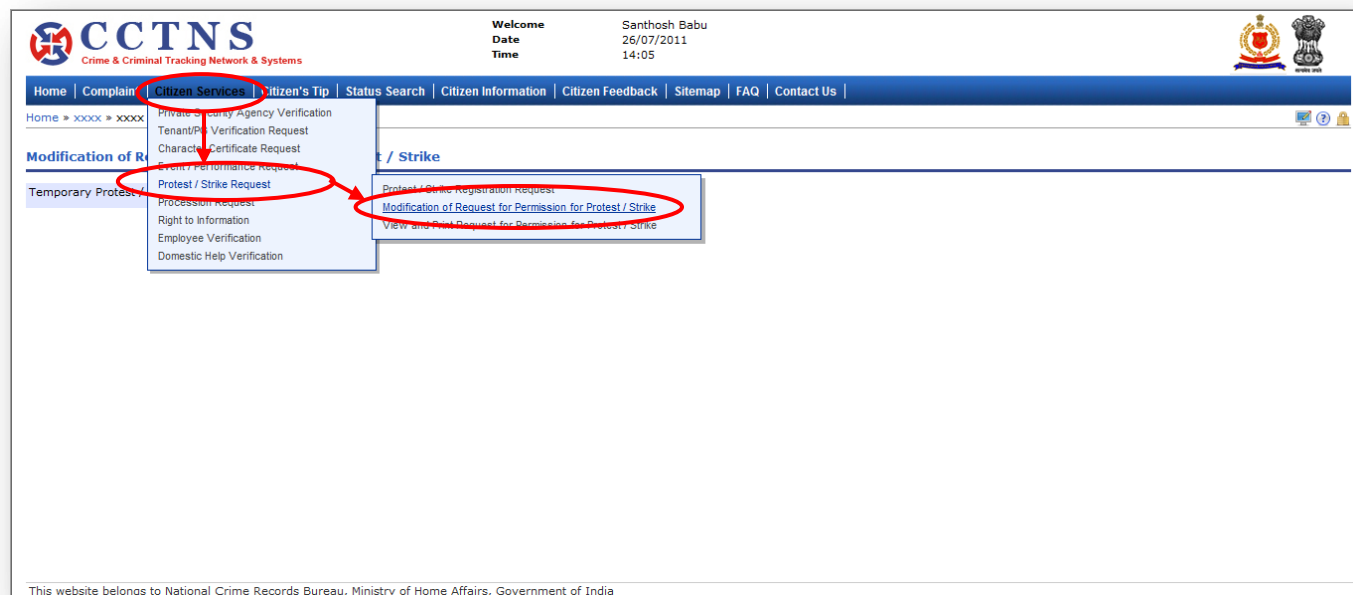
### Points to Remember

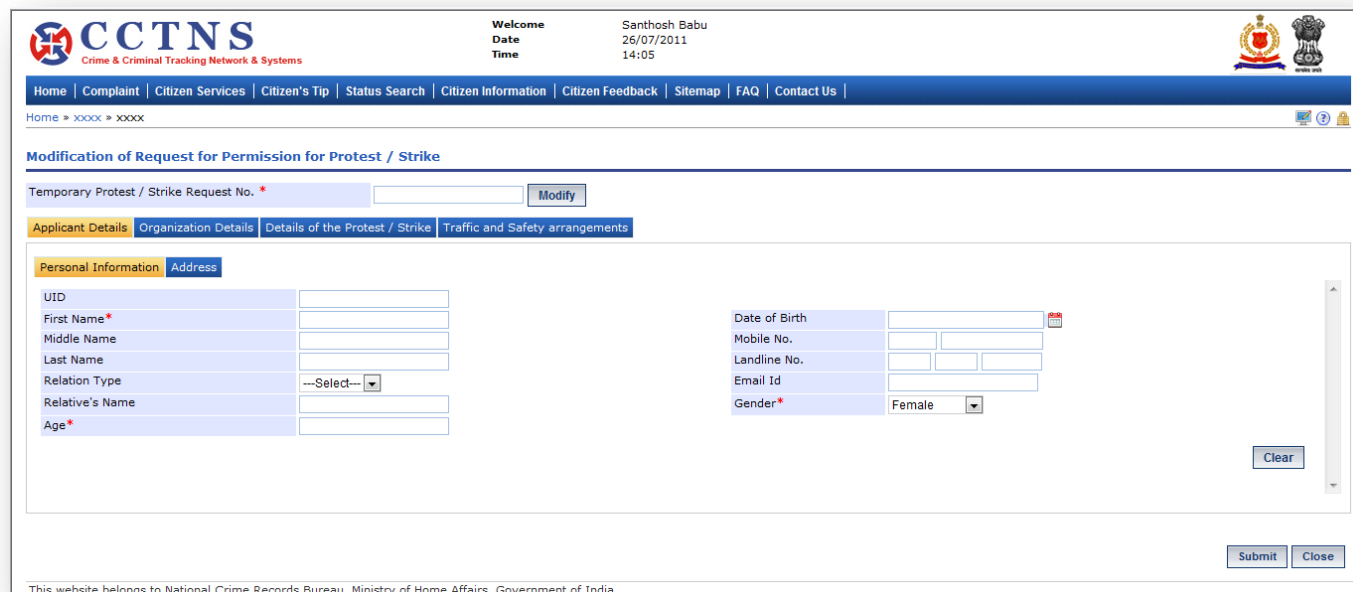
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Specify Protest/Strike (if "Other") should be visible if the 'Type of Protest/Strike' is selected as 'Other'
- ❗ System should queue the request only to the respective SP/DCP or equivalent officer whose jurisdiction district is selected in 'Address of the Location(Place of Protest / Strike)' under 'Detail of Protest/Strike tab'
- ❗ Details of the medical attendant /doctor proposed field should allow to be entered
- ❗ If the request is successfully submitted, an alert "Service request Number XXX is submitted for you perusal" is sent to the relevant
- ❗ Service request will be forwarded to the queue of the relevant Superintendent of Police Officer or equivalent officer

- ❗ System updates status of service request as “Registered”
- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number

### 3.12.2 Modification of Request for Permission for Protest / Strike

This page will provide for modification of saved request for permission for Protest/Strike.





The screenshot displays the CCTNS (Crime & Criminal Tracking Network & Systems) web interface. The header includes the CCTNS logo, a welcome message for Santhosh Babu, and a navigation menu. The main content area is titled 'Modification of Request for Permission for Protest / Strike'. It features a form with tabs for 'Applicant Details', 'Organization Details', 'Details of the Protest / Strike', and 'Traffic and Safety arrangements'. The 'Applicant Details' tab is active, showing fields for Personal Information (UID, First Name, Middle Name, Last Name, Relation Type, Relative's Name, Age) and Address. There are also fields for Date of Birth, Mobile No., Landline No., Email Id, and Gender. A 'Modify' button is present at the top right of the form, and a 'Clear' button is at the bottom right. The footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

## Steps

1. Click on '**Citizen Services**' link.
2. Click on '**Protest Strike Request**' link.
3. Click on '**Modification of Request for Permission for Protest / Strike**' link.  
System will display the [Modification of Request for Permission for Protest / Strike](#) page
4. Enter the temporary Protest / Strike request number.
5. Click on '**Modify**' button to update the details entered.
6. Enter the personal information under applicant details.
7. Select / Enter the correct information to be made.
8. Click on '**Submit**' button to save the information.

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu  
26/07/2011  
14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » xxxx » xxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*  [Modify](#)

[Applicant Details](#) | [Organization Details](#) | [Details of the Protest / Strike](#) | [Traffic and Safety arrangements](#)

[Personal Information](#) | [Address](#)

**Permanent Address**

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Present Address ☐ Same for Permanent ☐ Yes ☒ No

**Present Address**

House No.

Street Name

Country\*

State\*

District\*

Police Station

Pincode

[Submit](#) [Close](#)

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on 'Address' tab.
- System will display the permanent address fields
2. Select / Enter the correct information to be made.
3. Select the 'Yes' button for same as permanent address.
4. Otherwise, select the 'No' button to enter the present address.
5. Enter the present address in the required fields.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu  
26/07/2011  
14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » xxxx » xxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*  [Modify](#)

[Applicant Details](#) | [Organization Details](#) | [Details of the Protest / Strike](#) | [Traffic and Safety arrangements](#)

Name of Organizing Institution (On whose behalf the applicant is applying for Permission)\*

Address\*  [Click Here](#)

Email ID

Phone No.

Mobile No.

[Clear](#)

[Submit](#) [Close](#)

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » xxxx » xxxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*

**Address Details**

**Applicant Details** **Organization Details** **Details of the Protest / Strike**

Name of Organizing Institution (On whose behalf applicant is applying for Permission) \*

Address \*

Email ID

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Country \*

State \*

District \*

Police Station

Pincode

Save Clear Close

Clear

Submit Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on 'Organization Details' tab.  
System will display the Organization Details fields
2. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us |

Home » xxxx » xxxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*  [Modify](#)

**Applicant Details** **Organization Details** **Details of the Protest / Strike** **Traffic and Safety arrangements**

Name of Target Institution / Person (Against which Protest / Strike is planned) \*

Address (Against which Protest / Strike is planned) \* [Click Here](#)

Phone No.

Description of Protest / Strike \*

Mobile No.

Type of Protest / Strike \*

Specify Protest/Strike \*

Name of the Location (Place of Protest / Strike) \*

Expected time limit for the Protest / Strike \*  HH  MM

Name of all major Participant in the Protest / Strike

Address of all major Participant in the Protest / Strike  [Click Here](#)

Add

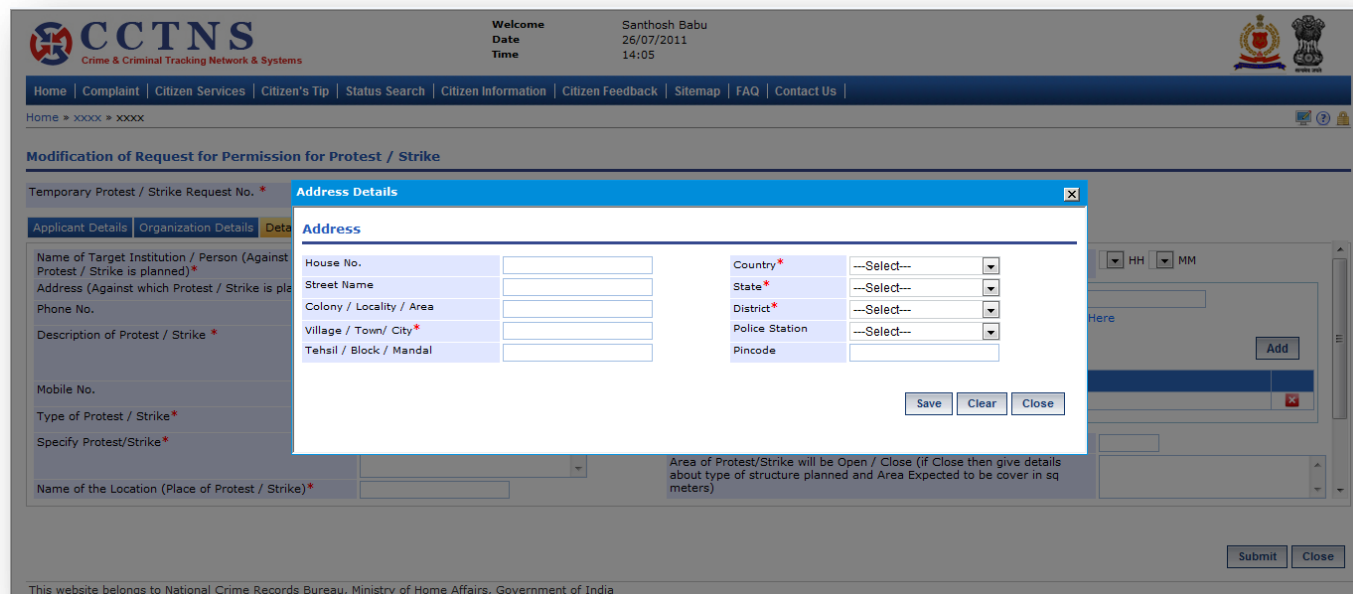
S. No.	Name	Address
1		

Expected crowd to be gather in Protest / Strike

Area of Protest/Strike will be Open / Close (if Close then give details about type of structure planned and Area Expected to be cover in sq meters)

Submit Close

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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

Santhosh Babu  
26/07/2011  
14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*

**Address Details**

**Applicant Details** | **Organization Details** | **Details**

Name of Target Institution / Person (Against Protest / Strike is planned) \*

Address (Against which Protest / Strike is planned) \*

Phone No. \*

Description of Protest / Strike \*

Mobile No. \*

Type of Protest / Strike \*

Specify Protest/Strike \*

Name of the Location (Place of Protest / Strike) \*

House No. \*

Street Name \*

Colony / Locality / Area \*

Village / Town/ City \*

Tehsil / Block / Mandal \*

Country \*

State \*

District \*

Police Station \*

Pincode \*

Save Clear Close

Area of Protest/Strike will be Open / Close (if Close then give details about type of structure planned and Area Expected to be cover in sq meters)

Submit Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on **'Details of Protest / Strike'** tab.

System will display the Details of Protest / Strike fields

2. Select / Enter the correct information to be made.

3. Click on **'Click Here'** link.

System will open a popup window for address details

4. Click on **'Save'** button to save the information.

System will save the entries made

or

Click on **'Clear'** button to remove the entries made

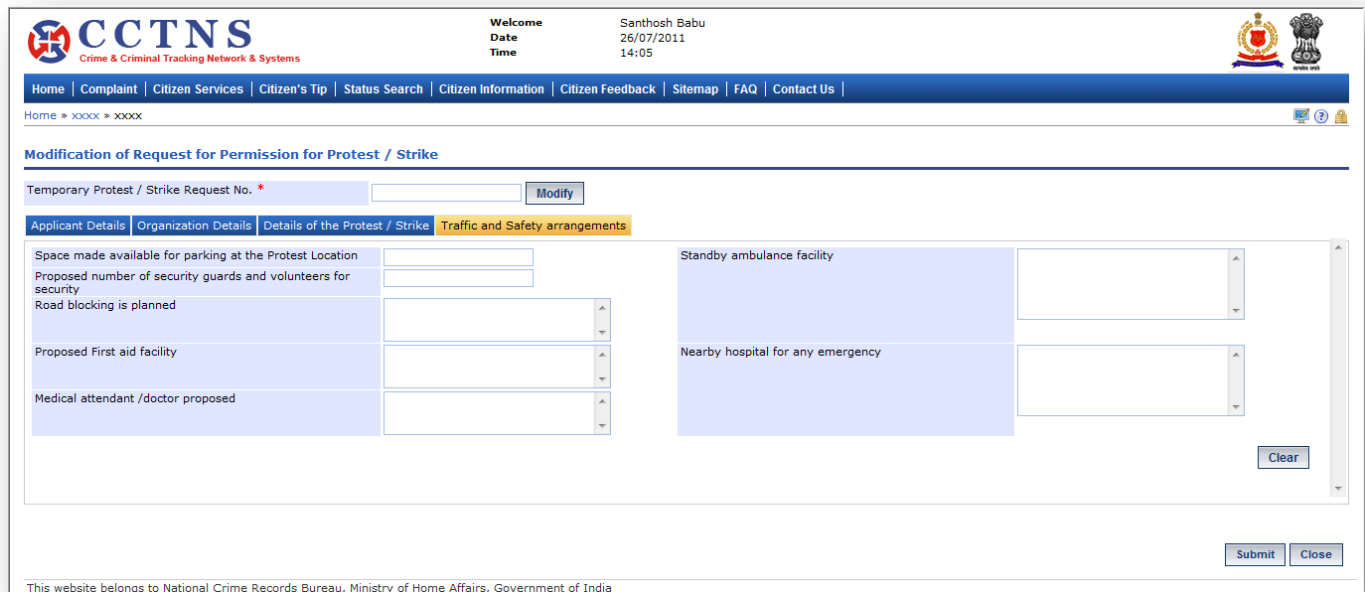
System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage





**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Request for Permission for Protest / Strike**

Temporary Protest / Strike Request No. \*

**Applicant Details** | **Organization Details** | **Details of the Protest / Strike** | **Traffic and Safety arrangements**

Space made available for parking at the Protest Location

Proposed number of security guards and volunteers for security

Road blocking is planned

Proposed First aid facility

Medical attendant /doctor proposed

Standby ambulance facility

Nearby hospital for any emergency

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### Steps

1. Click on **'Traffic & Security Details'** tab.  
System will display the **Traffic & Security Details** fields
  2. Select / Enter the correct information to be made.
  3. Click on **'Submit'** button to save the information  
System will save the entries made
- or
- Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries
- or
- Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

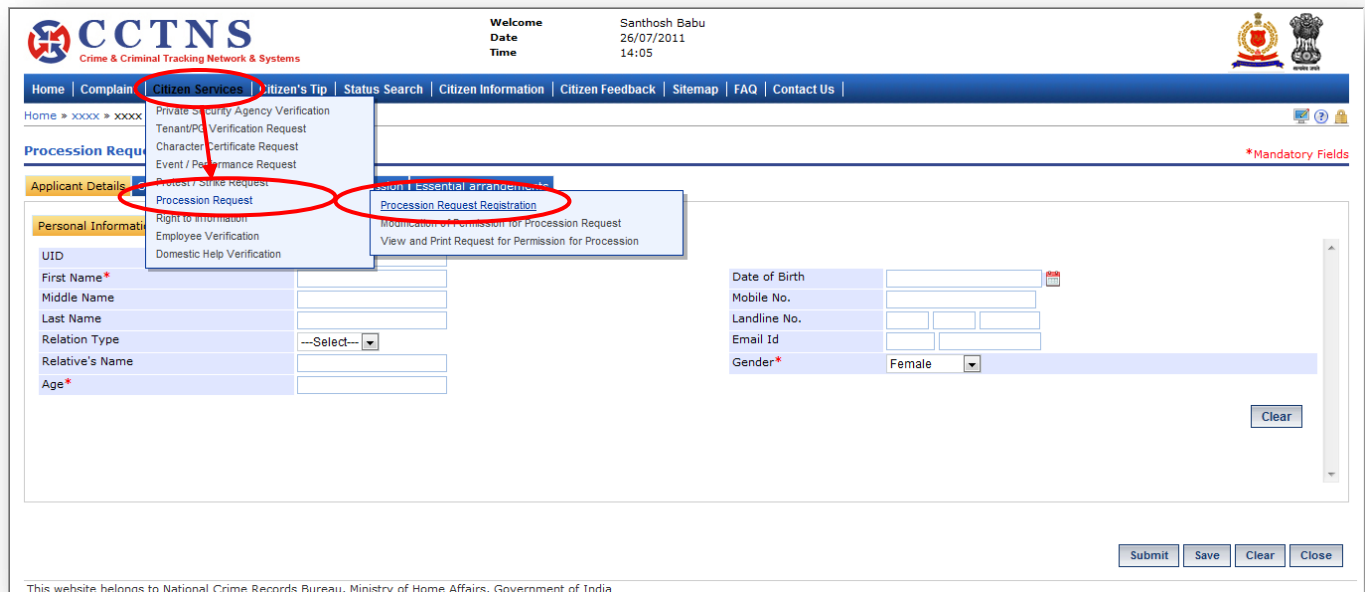
### Points to Remember

- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once service request number is allotted, temporary service request number should be deactivated
- ❗ System should queue the request only to the respective SP or equivalent officer whose jurisdiction district is selected in 'Address of the Location (Place of Protest / Strike)' under 'Detail of Protest/Strike tab'
- ❗ If the request is successfully submitted, an alert "Service request Number XXX is submitted for you perusal" is sent to the relevant Superintendent of Police Office, or equivalent officer
- ❗ System update status of service request as "Registered"
- ❗ If User clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

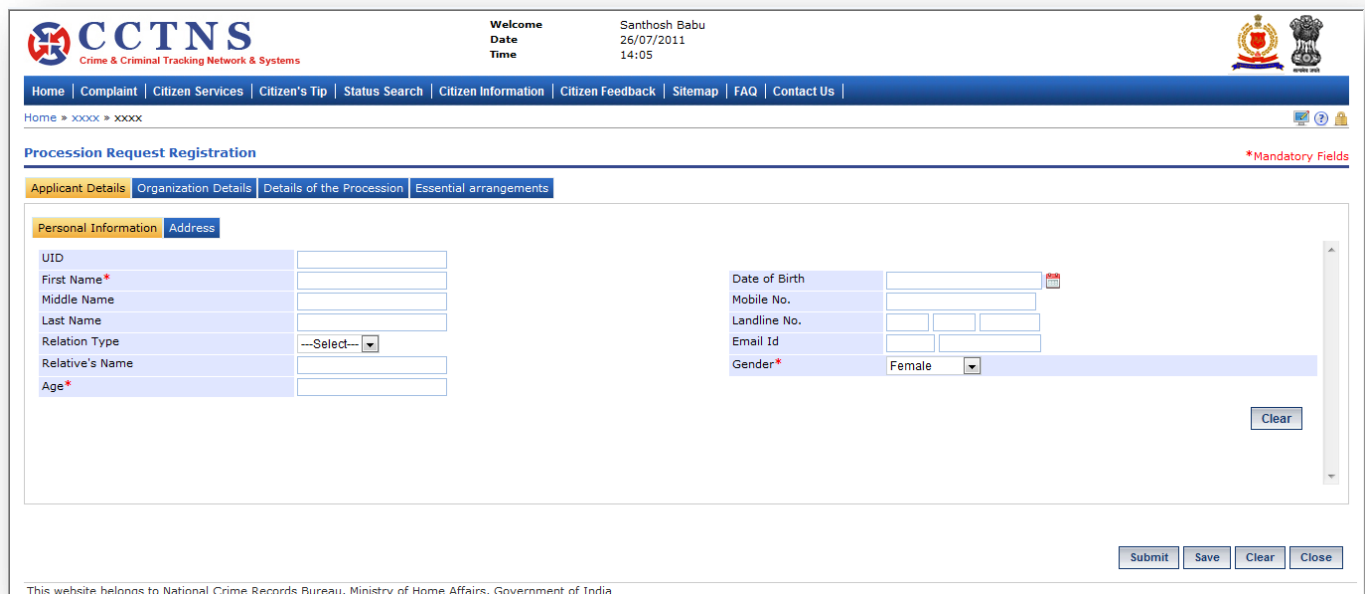
## 3.13 Procession Request

### 3.13.1 Procession Request Registration

This page will provide user with the functionality to register an application for Procession request registration.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05. The 'Citizen Services' menu is open, and 'Procession Request Registration' is highlighted. The main form area shows the 'Procession Request' section with fields for Applicant Details, Personal Information, and Essential Arrangements. The 'Personal Information' section includes fields for UID, First Name, Middle Name, Last Name, Relation Type, Relative's Name, and Age. The 'Essential Arrangements' section includes fields for Date of Birth, Mobile No., Landline No., Email Id, and Gender. A 'Clear' button is present at the bottom right of the form.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05. The 'Procession Request Registration' page is displayed. The form is divided into sections: Applicant Details, Organization Details, Details of the Procession, and Essential Arrangements. The 'Personal Information' section is active, showing fields for UID, First Name, Middle Name, Last Name, Relation Type, Relative's Name, and Age. The 'Essential Arrangements' section includes fields for Date of Birth, Mobile No., Landline No., Email Id, and Gender. A 'Clear' button is present at the bottom right of the form.

#### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Procession Request' link.
3. Click on 'Procession Request Registration' link.

System will display the Procession Request Registration page

4. Enter the personal information under applicant details.
5. Select / Enter the correct information to be made.
6. Click on '**Submit**' button to save the information.

System will save the entries made

or


Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or



Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage


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 Date  
 Time

Santhosh Babu  
 26/07/2011  
 14:05

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### Procession Request Registration

\*Mandatory Fields

[Applicant Details](#) | [Organization Details](#) | [Details of the Procession](#) | [Essential arrangements](#)

[Personal Information](#) | [Address](#)

#### Permanent Address

House No.	<input type="text"/>	Country *	--Select--
Street Name	<input type="text"/>	State *	--Select--
Colony/ Locality / Area	<input type="text"/>	District *	--Select--
Village / Town/ City *	<input type="text"/>	Police Station	--Select--
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Present Address	Same for Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-----------------	--

#### Present Address

House No.	<input type="text"/>	Country *	--Select--
Street Name	<input type="text"/>	State *	--Select--
Colony/ Locality / Area	<input type="text"/>	District *	--Select--

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## Steps

1. Click on '**Address**' tab.  
System will display the permanent address fields
2. Select / Enter the correct information to be made.
3. Select the 'Yes' button for same as permanent address.
4. Otherwise, select the 'No' button to enter the present address.
5. Enter the present address in the required fields.

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**Procession Request Registration** \*Mandatory Fields

Applicant Details | **Organization Details** | Details of the Procession | Essential arrangements

Name of the Procession Organizing Institution\*  Landline No.

Address\* [Click Here](#) Mobile No.

Email ID

Clear

Submit Save Clear Close

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**Procession Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | **Details of the Procession** | Essential arrangements

**Address Details**

Name of the Procession Organizing Institution\*

Address\*

Email ID

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\*

State\*

District\*

Police Station

Pincode

Clear

Save Clear Close



Submit Save Clear Close

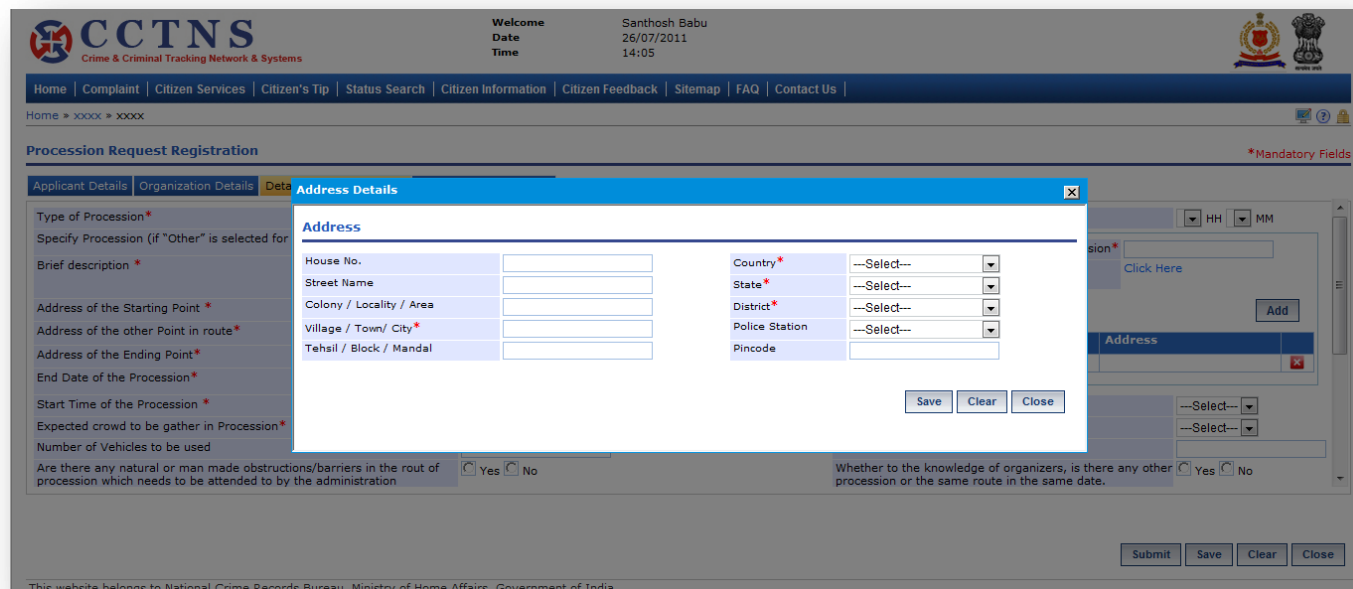
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### Steps

1. Click on **'Organization Details'** tab.  
System will display the Organization Details fields
2. Select / Enter the correct information to be made.
3. Click on **'Click Here'** link.  
System will open a popup window for address details
4. Click on **'Save'** button to save the information.  
System will save the entries made

or

 <b>CCTN</b> Crime & Criminal Tracking Network & Systems	<b>Welcome</b> <b>Date</b> Santhosh Babu 26/07/2011 14:05	 INDIA												
<a href="#">Home</a>   <a href="#">Complaint</a>   <a href="#">Citizen Services</a>   <a href="#">Citizen's Tip</a>   <a href="#">Status Search</a>   <a href="#">Citizen Information</a>   <a href="#">Citizen Feedback</a>   <a href="#">Sitemap</a>   <a href="#">FAQ</a>   <a href="#">Contact Us</a>														
Home » XXXX » XXXX														
<b>Procession Request Registration</b> <span style="float: right; color: red;">*Mandatory Fields</span>														
<a href="#">Applicant Details</a>   <a href="#">Organization Details</a>   <a href="#">Details of the Procession</a>   <a href="#">Essential arrangements</a>														
<p>Type of Procession* <input <input="" for="" is="" of="" other"="" procession)*="" selected="" type="text" value="---Select---&lt;/p&gt; &lt;p&gt;Specify Procession (if "/></p> <p>Brief description * <input type="text"/></p> <p>Address of the Starting Point * <a href="#">Click Here</a></p> <p>Address of the other Point in route * <a href="#">Click Here</a></p> <p>Address of the Ending Point* <a href="#">Click Here</a></p> <p>End Date of the Procession* <input type="text"/></p> <p>Start Time of the Procession * <input type="text"/></p> <p>Expected crowd to be gather in Procession* <input type="text"/></p> <p>Number of Vehicles to be used <input type="text"/></p> <p>Are there any natural or man made obstructions/barriers in the rout of procession which needs to be attended to by the administration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Expected time limit of the Procession* <input type="text" value="HH"/> <input type="text" value="MM"/></p> <p>Name of all major Participant in the Procession* <input type="text"/></p> <p>Address of all major Participant in the Procession* <a href="#">Click Here</a></p> <p style="text-align: right;"><a href="#">Add</a></p> <table border="1" style="width: 100%; background-color: #e6f2ff;"> <thead> <tr> <th>S. No.</th> <th>Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Type of Vehicle to be used <input text"="" type="text" value="---Select---&lt;/p&gt; &lt;p&gt;Number of Animals to be used &lt;input type="/></p> <p>Whether to the knowledge of organizers, is there any other procession or the same route in the same date. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	S. No.	Name	Address	1									
S. No.	Name	Address												
1														
<p>Whether procession is carried out every year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>whether there has been any dispute/incident / problem in previous year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Permanent Address</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">House No.</td> <td><input type="text"/></td> </tr> <tr> <td>Street Name</td> <td><input type="text"/></td> </tr> <tr> <td>Colony/ Locality / Area</td> <td><input type="text"/></td> </tr> <tr> <td>Village / Town/ City*</td> <td><input type="text"/></td> </tr> <tr> <td>Tehsil / Block / Mandal</td> <td><input type="text"/></td> </tr> </table>		House No.	<input type="text"/>	Street Name	<input type="text"/>	Colony/ Locality / Area	<input type="text"/>	Village / Town/ City*	<input type="text"/>	Tehsil / Block / Mandal	<input type="text"/>	<p>Whether fire work display/ crackers/ any kind of Arms ammunition would be part of the procession? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Country</td> <td><input text"="" type="text" value="---Select---&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Pincode&lt;/td&gt; &lt;td&gt;&lt;input type="/></td> </tr> </table> <p style="text-align: right;"><a href="#">Clear</a></p>	Country	<input text"="" type="text" value="---Select---&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Pincode&lt;/td&gt; &lt;td&gt;&lt;input type="/>
House No.	<input type="text"/>													
Street Name	<input type="text"/>													
Colony/ Locality / Area	<input type="text"/>													
Village / Town/ City*	<input type="text"/>													
Tehsil / Block / Mandal	<input type="text"/>													
Country	<input text"="" type="text" value="---Select---&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Pincode&lt;/td&gt; &lt;td&gt;&lt;input type="/>													
<a href="#">Submit</a> <a href="#">Save</a> <a href="#">Clear</a> <a href="#">Close</a>														



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**Procession Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | **Details**

Type of Procession \*  
Specify Procession (if "Other" is selected for)  
Brief description \*  
Address of the Starting Point \*  
Address of the other Point in route \*  
Address of the Ending Point \*  
End Date of the Procession \*  
Start Time of the Procession \*  
Expected crowd to be gather in Procession \*  
Number of Vehicles to be used  
Are there any natural or man made obstructions/barriers in the rout of procession which needs to be attended to by the administration ☐ Yes ☐ No

**Address Details**

Address

House No.	<input type="text"/>	Country *	---Select---
Street Name	<input type="text"/>	State *	---Select---
Colony / Locality / Area	<input type="text"/>	District *	---Select---
Village / Town/ City *	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Save Clear Close

Whether to the knowledge of organizers, is there any other procession or the same route in the same date. ☐ Yes ☐ No

Submit Save Clear Close

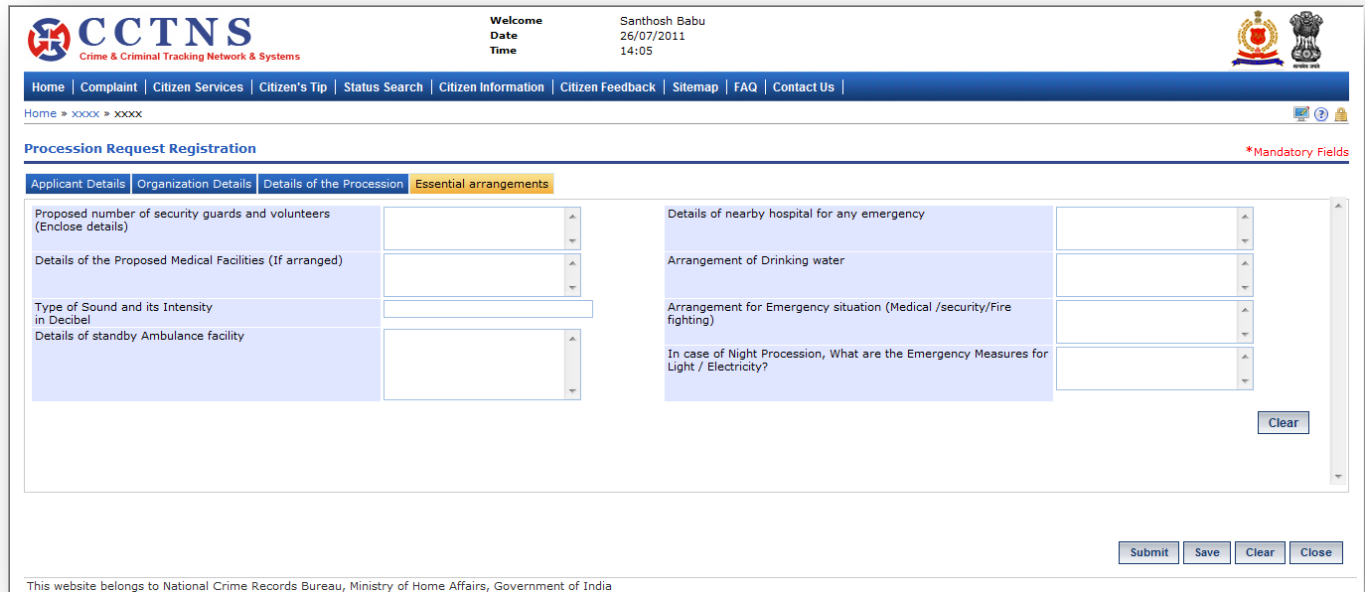
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## Steps

1. Click on '**Details of the Procession**' tab.  
System will display the Details of the Procession fields
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.  
System will open a popup window for address details
4. Click on '**Save**' button to save the information.  
System will save the entries made

or

Click on '**Close**' button to close the current page  
System will close the current page and return to the Homepage



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**Procession Request Registration** \*Mandatory Fields

Applicant Details | Organization Details | Details of the Procession | **Essential arrangements**

Proposed number of security guards and volunteers (Enclose details)

Details of the Proposed Medical Facilities (If arranged)

Type of Sound and its Intensity in Decibel

Details of standby Ambulance facility

Details of nearby hospital for any emergency

Arrangement of Drinking water

Arrangement for Emergency situation (Medical /security/Fire fighting)

In case of Night Procession, What are the Emergency Measures for Light / Electricity?

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### Steps

1. Click on **'Essential arrangements'** tab.  
System will display the Essential arrangements fields
  2. Select / Enter the correct information to be made.
  3. Click on **'Submit'** button to save the information.  
System will save the entries made
- or
- Click on **'Clear'** button to remove the entries made  
System will remove the entries made and set the default entries
- or
- Click on **'Close'** button to close the current page  
System will close the current page and return to the Homepage

### Points to Remember

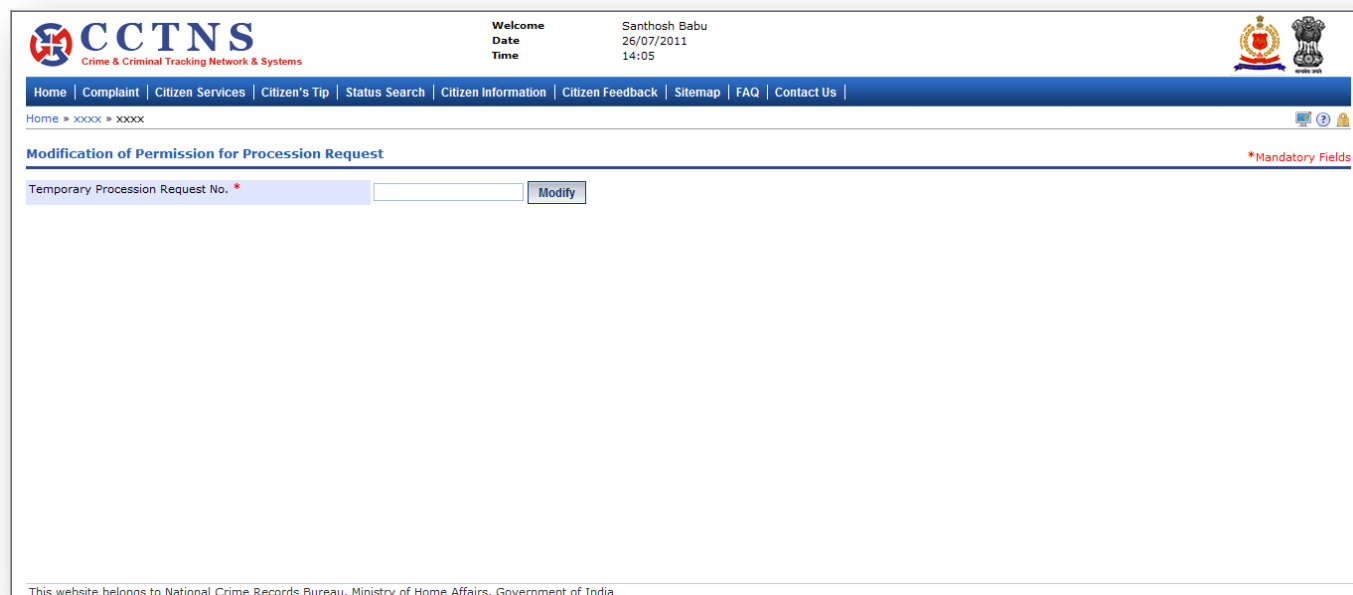
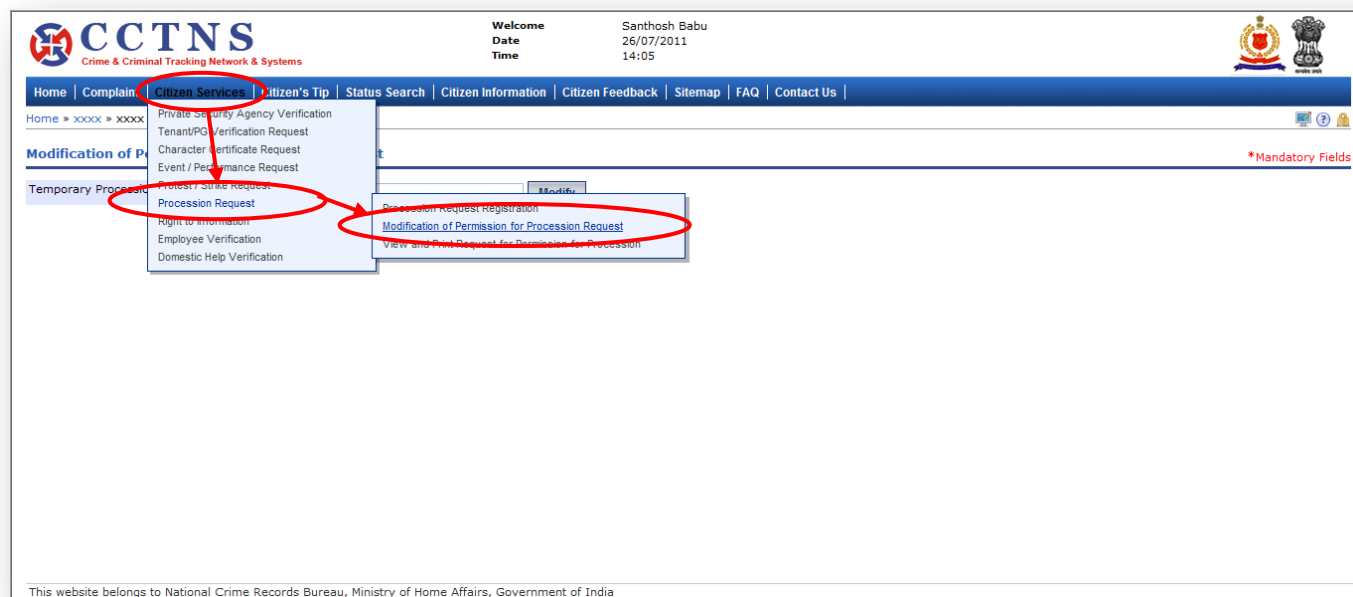
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ 'Specify Procession' field should be activated only if 'Type of Procession' is selected as 'others'
- ❗ 'Name of all major Participant in the Procession' and 'Address of all major Participant in the Procession' should be in pair and System should allow to add more than one
- ❗ The fields 'Address of the Starting Point', 'Address of the other Point in route', 'Address of the Ending Point', should come in 1 group
- ❗ System should allow to fill more than one 'Address of the other Point en route', 'Area Pin code of the other Point in route'
- ❗ If the 'Address of the Starting Point', 'Address of the other Point in route', and 'Address of the Ending Point' in 'Detail of Procession tab', belong to more than 1 district than the request should queue in pending list of IG or equivalent officer else should queue in pending list of SP/DCP or equivalent officer

- ❗ If the request is successfully submitted, an alert “Service Request number XX is submitted for your perusal” is sent to the relevant
  - IG or equivalent officer
  - OR
  - Superintendent of Police Office or equivalent officer
- ❗ Service request will be forwarded to the queue of the relevant IG or equivalent officer or
- ❗ Superintendent of Police Office or equivalent officer
- ❗ System should open the filled form in printable mode
- ❗ System update status of service request as “Registered”
- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number
- ❗ If User clicks on ‘Submit’ button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA



### 3.13.2 Modification of Permission for Procession Request

This page will provide for modification of saved request for permission for Procession.



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**Modification of Permission for Procession Request** \*Mandatory Fields

Temporary Procession Request No. \*

**Applicant Details** | Organization Details | Details of the Procession | Essential arrangements

**Personal Information** | Address

UID	<input type="text"/>	Date of Birth	<input type="text"/>
First Name	<input type="text"/>	Mobile No.	<input type="text"/>
Middle Name	<input type="text"/>	Landline No.	<input type="text"/>
Last Name	<input type="text"/>	Email Id	<input type="text"/>
Relation Type	---Select---	Gender	Female
Relative's Name	<input type="text"/>		
Age	<input type="text"/>		

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### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Procession Request' link.
3. Click on 'Modification of Permission for Procession Request' link.

System will display the Modification of Permission for Procession Request page

4. Enter the Temporary Procession Request number.
5. Click on 'Modify' button to update the details entered.
6. Enter the personal information under applicant details.
7. Select / Enter the correct information to be made.

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**Modification of Permission for Procession Request** \*Mandatory Fields

Temporary Procession Request No. \*

**Applicant Details** | Organization Details | Details of the Procession | Essential arrangements


**Personal Information** | Address

<b>Permanent Address</b>		<b>Country</b>	
House No.	<input type="text"/>	---Select---	
Street Name	<input type="text"/>	<b>State</b>	
Colony/ Locality / Area	<input type="text"/>	---Select---	
Village / Town/ City	<input type="text"/>	<b>District</b>	
Tehsil / Block / Mandal	<input type="text"/>	---Select---	
Present Address	Same for Permanent <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Police Station</b>	
		---Select---	
		<b>Pincode</b>	
		<input type="text"/>	
<b>Present Address</b>		<b>Country</b>	
House No.	<input type="text"/>	---Select---	
Street Name	<input type="text"/>	<b>State</b>	
Colony/ Locality / Area	<input type="text"/>	---Select---	
		<b>District</b>	
		---Select---	

Village / Town/ City	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
		<input type="button" value="Add"/> <input type="button" value="Clear"/>	


SNo.	House No	Street Name	Colony / Locality / Area	Country	State	District	Delete
1							<input type="button" value="X"/>
2							<input type="button" value="X"/>

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### Modification of Permission for Procession Request \*Mandatory Fields

Temporary Procession Request No. \*

[Applicant Details](#) | [Organization Details](#) | [Details of the Procession](#) | [Essential arrangements](#)


Name of the Procession Organizing Institution	<input type="text"/>	Landline No.	<input type="text"/>
Address	<a href="#">Click Here</a>	Mobile No.	<input type="text"/>
Email ID	<input type="text"/>		

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### Modification of Permission for Procession Request \*Mandatory Fields

Temporary Procession Request No. \*

[Applicant Details](#) | [Organization Details](#) | [Details of the Procession](#) | [Essential arrangements](#)

#### Address Details

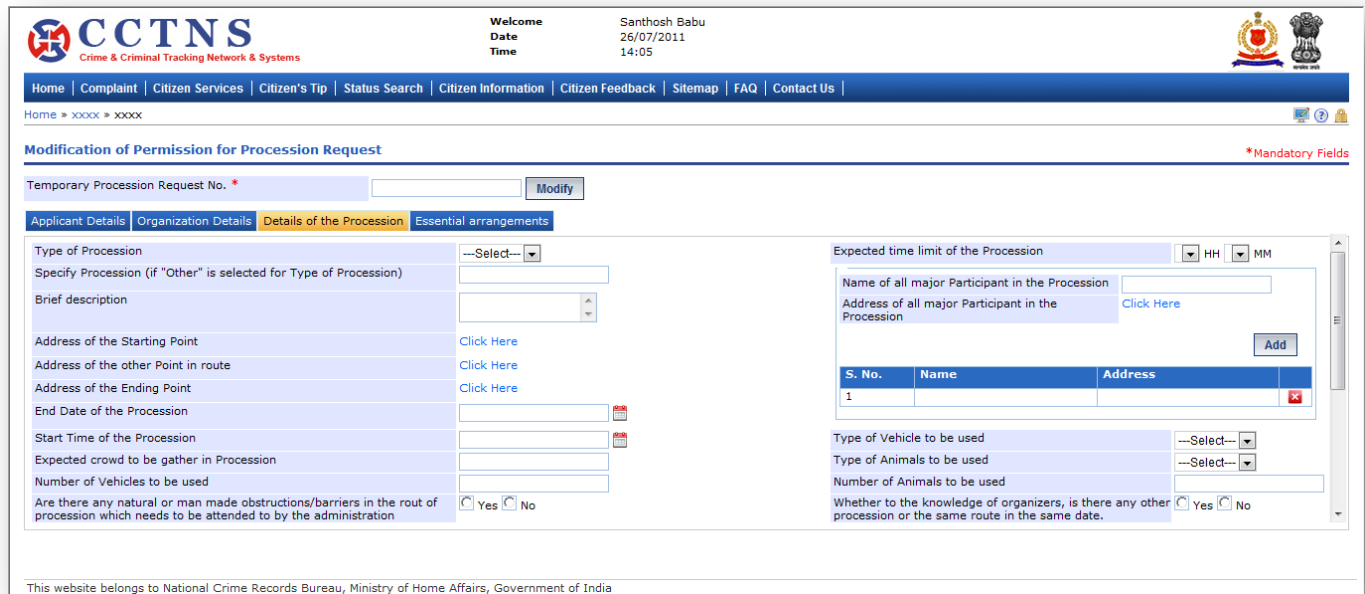
Address

House No.	<input type="text"/>	Country*	---Select---
Street Name	<input type="text"/>	State*	---Select---
Colony / Locality / Area	<input type="text"/>	District*	---Select---
Village / Town/ City*	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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## Steps

1. Click on '**Organization Details**' tab.  
System will display the Organization Details fields
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.  
System will open a popup window for address details



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**Modification of Permission for Procession Request** \*Mandatory Fields

Temporary Procession Request No. \*

**Applicant Details** | **Organization Details** | **Details of the Procession** | **Essential arrangements**

Type of Procession:

Specify Procession (if "Other" is selected for Type of Procession):

Brief description:

Address of the Starting Point:  [Click Here](#)

Address of the other Point in route:  [Click Here](#)

Address of the Ending Point:  [Click Here](#)

End Date of the Procession:

Start Time of the Procession:

Expected crowd to be gather in Procession:

Number of Vehicles to be used:

Are there any natural or man made obstructions/barriers in the rout of procession which needs to be attended to by the administration: ☐ Yes ☐ No

Expected time limit of the Procession:  HH  MM

Name of all major Participant in the Procession:

Address of all major Participant in the Procession:  [Click Here](#)

S. No.	Name	Address
1		

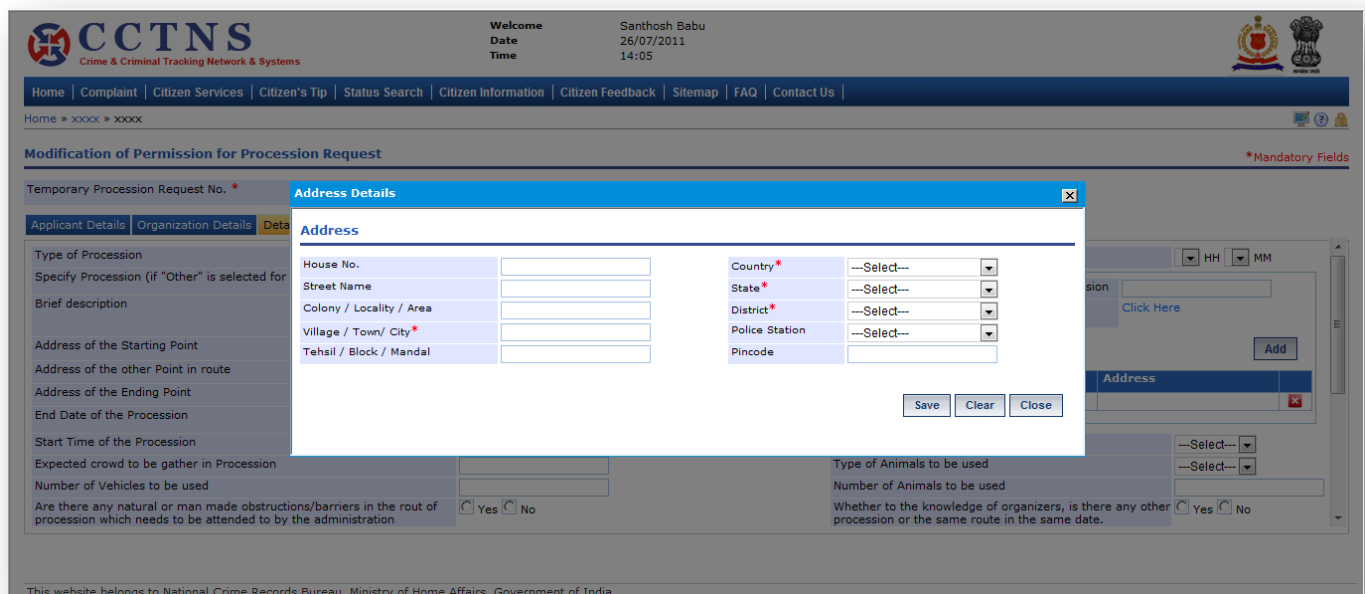
Type of Vehicle to be used:

Type of Animals to be used:

Number of Animals to be used:

Whether to the knowledge of organizers, is there any other procession or the same route in the same date. ☐ Yes ☐ No

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**Modification of Permission for Procession Request** \*Mandatory Fields

Temporary Procession Request No. \*

**Applicant Details** | **Organization Details** | **Details of the Procession** | **Essential arrangements**

Type of Procession:

Specify Procession (if "Other" is selected for Type of Procession):

Brief description:

Address of the Starting Point:  [Click Here](#)

Address of the other Point in route:  [Click Here](#)

Address of the Ending Point:  [Click Here](#)

End Date of the Procession:

Start Time of the Procession:

Expected crowd to be gather in Procession:

Number of Vehicles to be used:

Are there any natural or man made obstructions/barriers in the rout of procession which needs to be attended to by the administration: ☐ Yes ☐ No

**Address Details**

House No.:

Street Name:

Colony / Locality / Area:

Village / Town/ City\*:

Tehsil / Block / Mandal:

Country\*:

State\*:

District\*:

Police Station:

Pincode:

Type of Animals to be used:

Number of Animals to be used:

Whether to the knowledge of organizers, is there any other procession or the same route in the same date. ☐ Yes ☐ No

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## Steps

1. Click on '**Details of the Procession**' tab.  
System will display the Details of the Procession fields
2. Select / Enter the correct information to be made.

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**Modification of Permission for Procession Request** \*Mandatory Fields

Temporary Procession Request No. \*

**Applicant Details** | **Organization Details** | **Details of the Procession** | **Essential arrangements**

Proposed number of security guards and volunteers (Enclose details)	<input type="text"/>	Details of nearby hospital for any emergency	<input type="text"/>
Details of the Proposed Medical Facilities (If arranged)	<input type="text"/>	Arrangement of Drinking water	<input type="text"/>
Type of Sound and its Intensity in Decibel	<input type="text"/>	Arrangement for Emergency situation (Medical /security/Fire fighting)	<input type="text"/>
Details of standby Ambulance facility	<input type="text"/>	In case of Night Procession, What are the Emergency Measures for Light / Electricity?	<input type="text"/>

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### Steps

1. Click on '**Essential arrangements**' tab.  
System will display the Essential arrangements fields
2. Select / Enter the correct information to be made.

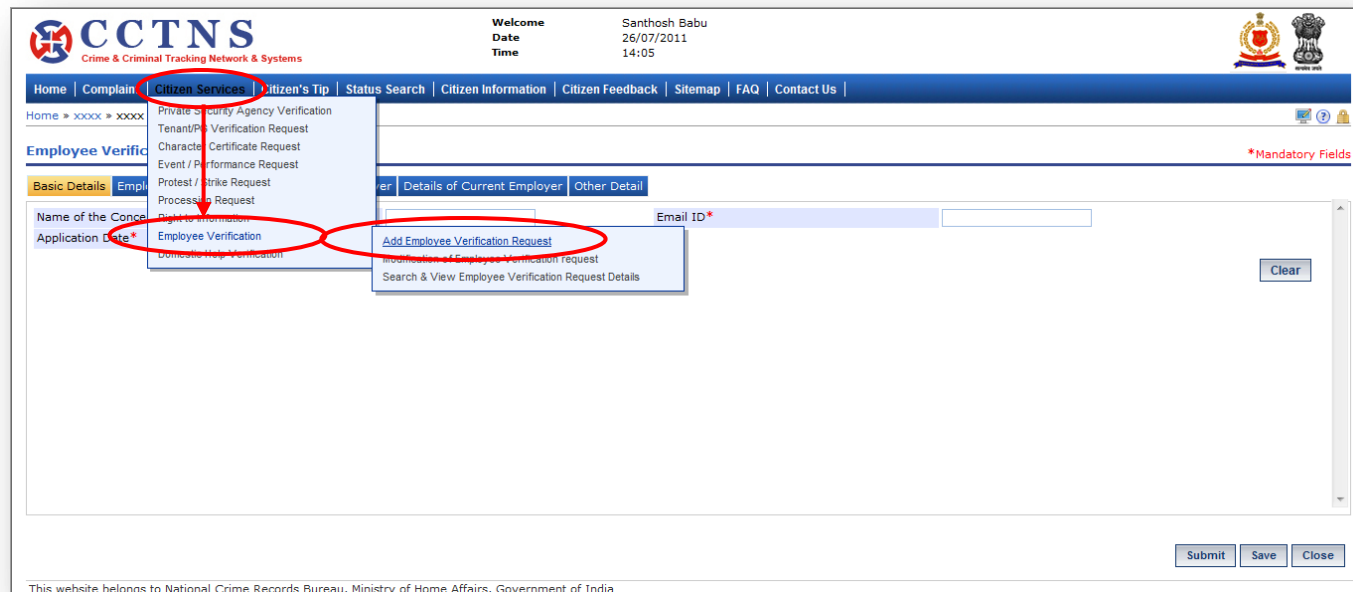
### Points to Remember

- ❗ Temporary Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once system generates a service request number then Temporary Request Number will be deactivated
- ❗ 'Specify Procession' field will be activated only if 'Type of Procession' is selected as 'others'
- ❗ 'Name of all major Participant in the Procession' and 'Address of all major Participant in the Procession' should be in pair and System should allow to add more than one
- ❗ The fields 'Address of the Starting Point', 'Area Pin code of the Starting Point', 'Address of the other Point in route', 'Area Pin code of the other Point en route', 'Address of the Ending Point', 'Area Pin code of the Ending Point' should come in 1 group
- ❗ System should allow to fill more than one 'Address of the other Point in route', 'Area Pin code of the other Point in route'
- ❗ If the 'Address of the Starting Point', 'Address of the other Point in route', and 'Address of the Ending Point', belong to more than 1 district then the request should queue in pending list of IG or equivalent officer else should queue in pending list of SP/DCP or equivalent officer
- ❗ If the request is successfully submitted, an alert "Service Request number XX is submitted for your perusal" is sent to the relevant
  - IG or equivalent officer
  - OR
  - Superintendent of Police Office or equivalent officer
- ❗ Service request will be forwarded to the queue of the relevant IG or equivalent officer or Superintendent of Police Office or equivalent officer
- ❗ System update status of service request as "Registered"

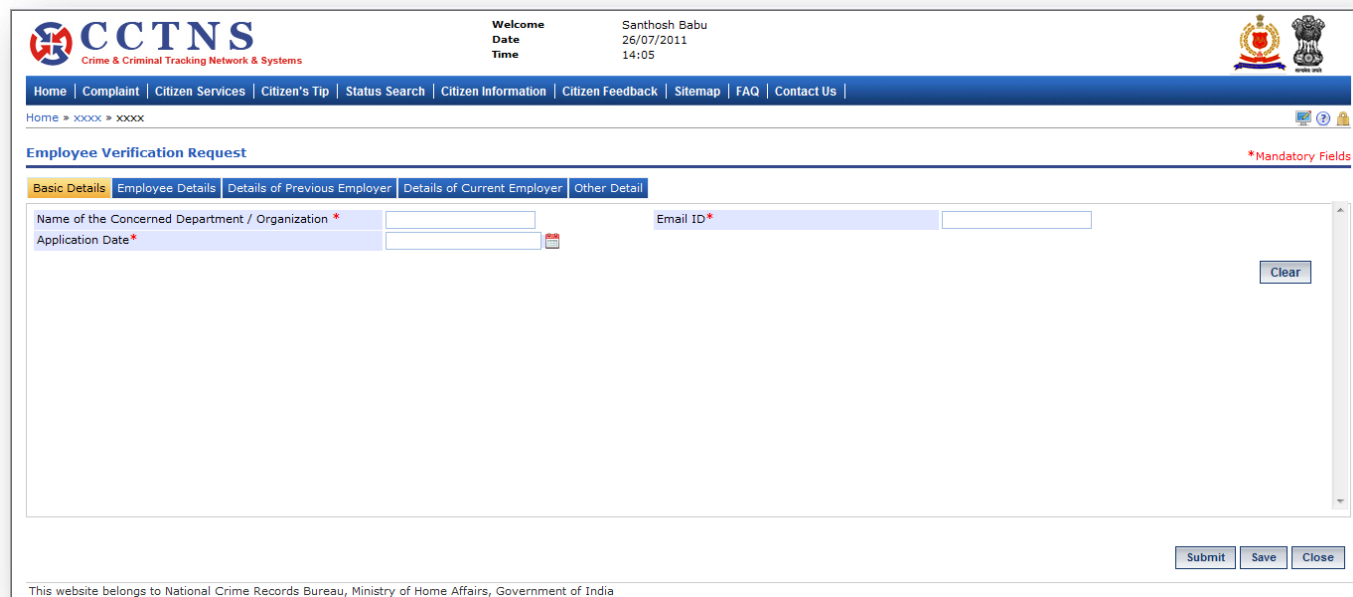
## 3.14 Employee Verification Request

### 3.14.1 Add Employee Verification Request

This page will provide the functionality for adding a new service request for Employee Verification.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen's Tip, Status Search, Citizen Information, Citizen Feedback, Sitemap, FAQ, and Contact Us. The 'Citizen Services' menu is expanded, showing options like Private Security Agency Verification, Tenant/Ps Verification Request, Character Certificate Request, Event / Performance Request, Protest / Strike Request, Procession Request, Right to Information, Employee Verification, and Domestic Help Verification. The 'Employee Verification' option is selected, and a sub-menu is displayed with options: Add Employee Verification Request, Modification of Employee Verification request, and Search & View Employee Verification Request Details. The 'Add Employee Verification Request' option is highlighted. The main form area contains fields for Name of the Concerned Department / Organization, Application Date, and Email ID, with a 'Clear' button. The footer indicates the website belongs to the National Crime Records Bureau, Ministry of Home Affairs, Government of India.



The screenshot shows the CCTNS Employee Verification Request form. The top navigation bar is the same as the previous screenshot. The 'Employee Verification Request' form is displayed, with tabs for Basic Details, Employee Details, Details of Previous Employer, Details of Current Employer, and Other Detail. The 'Basic Details' tab is active. The form contains fields for Name of the Concerned Department / Organization, Application Date, and Email ID, with a 'Clear' button. The footer indicates the website belongs to the National Crime Records Bureau, Ministry of Home Affairs, Government of India.

#### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Employee Verification' link.
3. Click on 'Add Employee Verification Request' link.

System will display the Add Employee Verification Request page

4. Select / Enter the correct information to be made for Basic details tab.
5. Click on **'Submit'** button to save the information.

System will save the entries made

or

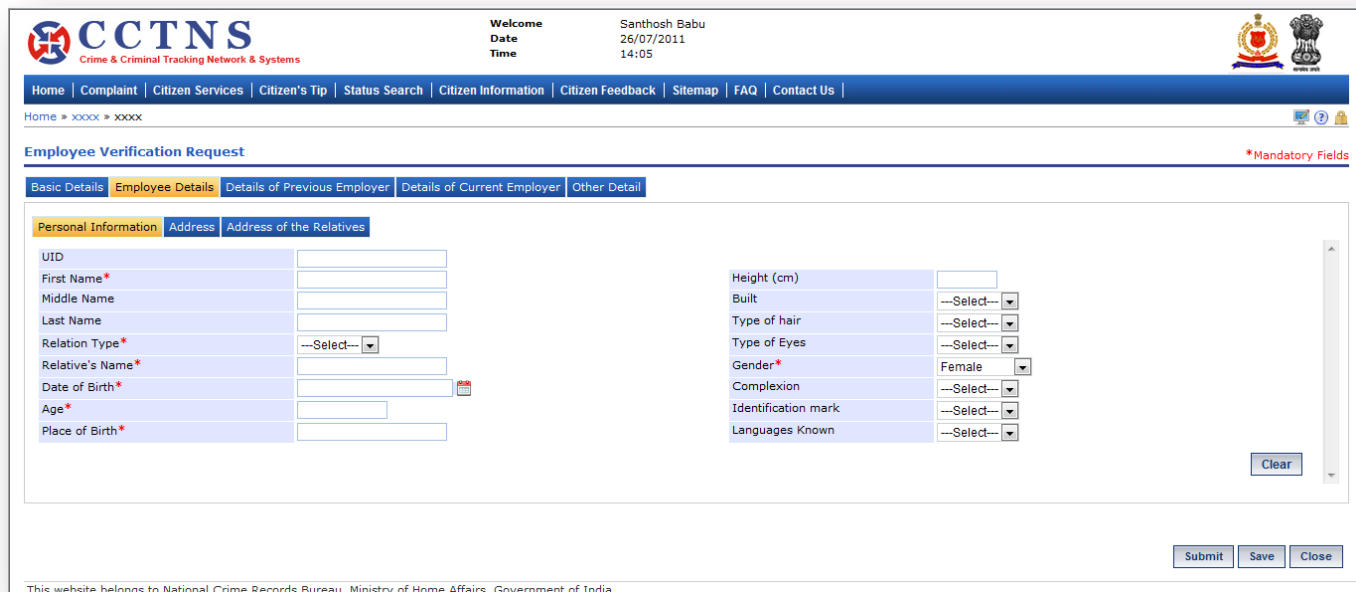
Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage



## Steps

1. Click on **'Employee Details'** tab.
- System will display the Employee Details fields
2. Enter the personal information under Employee details.
  3. Select / Enter the correct information to be made.

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**Employee Verification Request** \*Mandatory Fields

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Permanent Address | Previous Address | Present Address

House No.	<input type="text"/>	Country*	<input type="text" value="--Select--"/>
Street Name	<input type="text"/>	State*	<input type="text" value="--Select--"/>
Colony / Locality / Area	<input type="text"/>	District*	<input type="text" value="--Select--"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text" value="--Select--"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

Submit Save Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

### Steps

1. Click on **'Address'** tab.  
System will display the permanent address fields
2. Enter the address details under Employee details.
3. Select / Enter the correct information to be made.

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**Employee Verification Request** \*Mandatory Fields

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Permanent Address | Previous Address | Present Address

House No.	<input type="text"/>	Country	<input type="text" value="--Select--"/>
Street Name	<input type="text"/>	State	<input type="text" value="--Select--"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text" value="--Select--"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text" value="--Select--"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

Submit Save Close

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### Steps

1. Click on **'Previous Address'** tab.  
System will display the previous address fields
2. Select / Enter the correct information to be made.



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**Employee Verification Request** \*Mandatory Fields

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Permanent Address | Previous Address | **Present Address**

House No.	<input type="text"/>	Country*	<input type="text"/>
Street Name	<input type="text"/>	State*	<input type="text"/>
Colony / Locality / Area	<input type="text"/>	District*	<input type="text"/>
Village / Town/ City*	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

Submit Save Close

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## Steps

1. Click on **'Present Address'** tab.  
System will display the present address fields
2. Select / Enter the correct information to be made.

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**Employee Verification Request** \*Mandatory Fields

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Permanent Address

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town/ City	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Present Address Same for Permanent ☐ Yes ☒ No

Present Address

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>


Village / Town/ City	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>
		<input type="button" value="Add"/>	<input type="button" value="Clear"/>

SNo.	House No	Street Name	Colony / Locality / Area	Country	State	District	Delete
1							<input type="button" value="X"/>
2							<input type="button" value="X"/>

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### Steps

1. Click on '**Address of the Relatives**' tab.  
System will display the Address of the Relatives fields
2. Enter the address of the relatives under Employee details.
3. Select / Enter the correct information to be made.



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### Employee Verification Request

\*Mandatory Fields

Basic Details | Employee Details | **Details of Previous Employer** | Details of Current Employer | Other Detail

Name of the Employer	<input type="text"/>	Mobile No.	<input type="text"/>
From Date	<input type="text"/>	Landline No.	<input type="text"/>
To Date	<input type="text"/>	Role of the Employee	<input type="text"/>

**Address of the employer**  
House No.   
Street Name   
Colony/ Locality / Area   
Village / Town/ City   
Tehsil / Block / Mandal

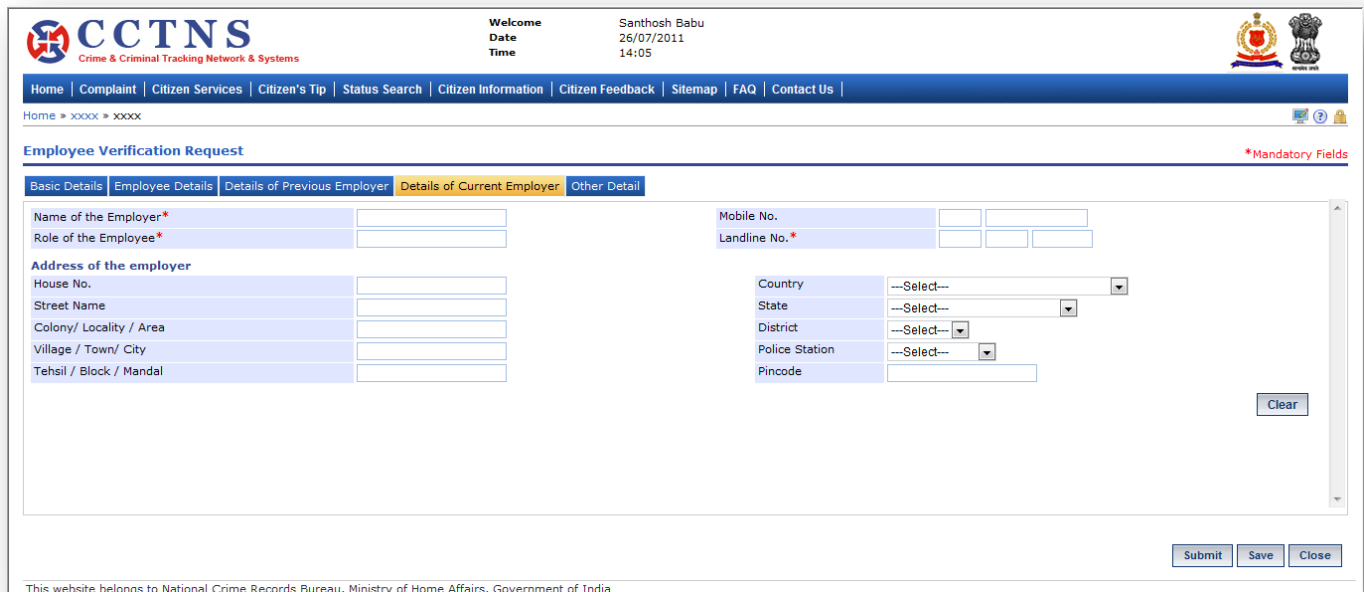
Country   
State   
District   
Police Station   
Pincode

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### Steps

1. Click on '**Details of Previous Employer**' tab.  
System will display the Details of Previous Employer fields
  2. Select / Enter the correct information to be made.
  3. Click on 'Click Here' link.
  4. System will open a popup window for address details
  5. Click on '**Save**' button to save the information.  
System will save the entries made
- or
- Click on '**Clear**' button to remove the entries made  
System will remove the entries made and set the default entries
- or

Click on '**Close**' button to close the current page  
System will close the current page and return to the Homepage



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**Employee Verification Request** \*Mandatory Fields

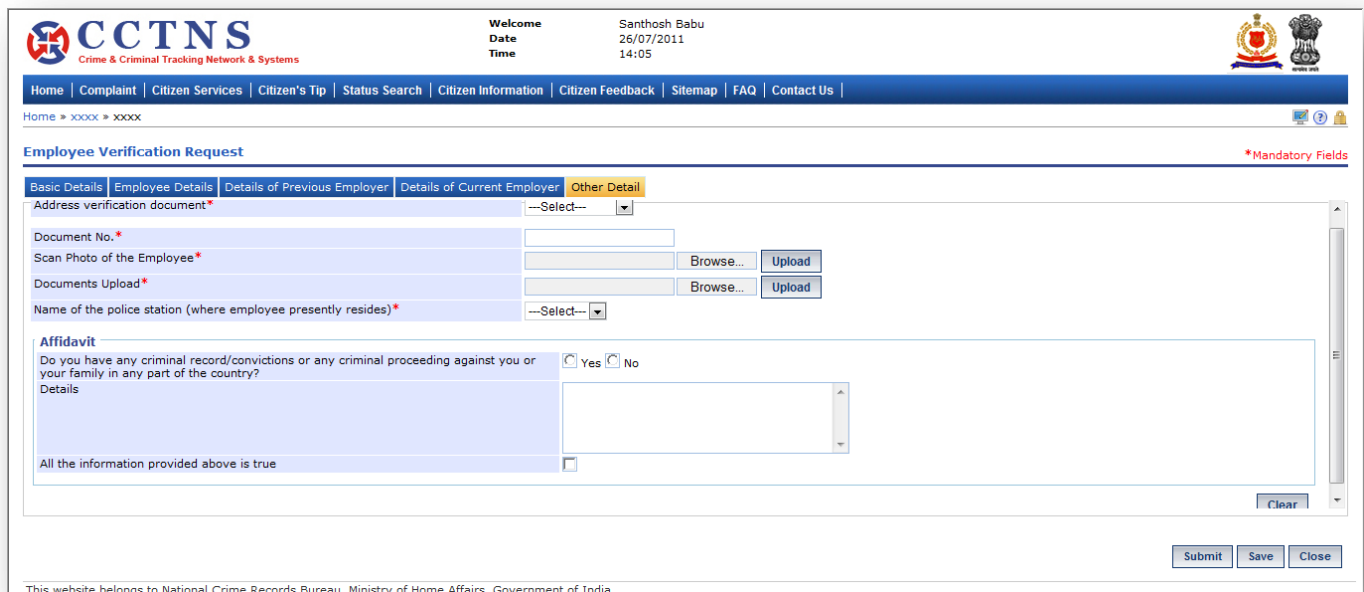
Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Name of the Employer\*   
 Role of the Employee\*   
 Address of the employer  
 House No.   
 Street Name   
 Colony/ Locality / Area   
 Village / Town/ City   
 Tehsil / Block / Mandal   
 Mobile No.   
 Landline No.\*   
 Country  ---Select---  
 State  ---Select---  
 District  ---Select---  
 Police Station  ---Select---  
 Pincode   
 Clear  
 Submit Save Close

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## Steps

1. Click on '**Details of Current Employer**' tab.  
System will display the Details of Current Employer fields
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.  
System will open a popup window for address details



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**Employee Verification Request** \*Mandatory Fields

Basic Details | Employee Details | Details of Previous Employer | Details of Current Employer | **Other Detail**

Address verification document\*  ---Select---  
 Document No.\*   
 Scan Photo of the Employee\*  Browse... Upload  
 Documents Upload\*  Browse... Upload  
 Name of the police station (where employee presently resides)\*  ---Select---  
 Affidavit  
 Do you have any criminal record/convictions or any criminal proceeding against you or your family in any part of the country? ☐ Yes ☐ No  
 Details   
 All the information provided above is true ☐  
 Clear  
 Submit Save Close

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### Steps

1. Click on '**Other Details**' tab.

System will display the Other Details fields

2. Select / Enter the correct information to be made.
3. Click on '**Submit**' button to save the information.

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

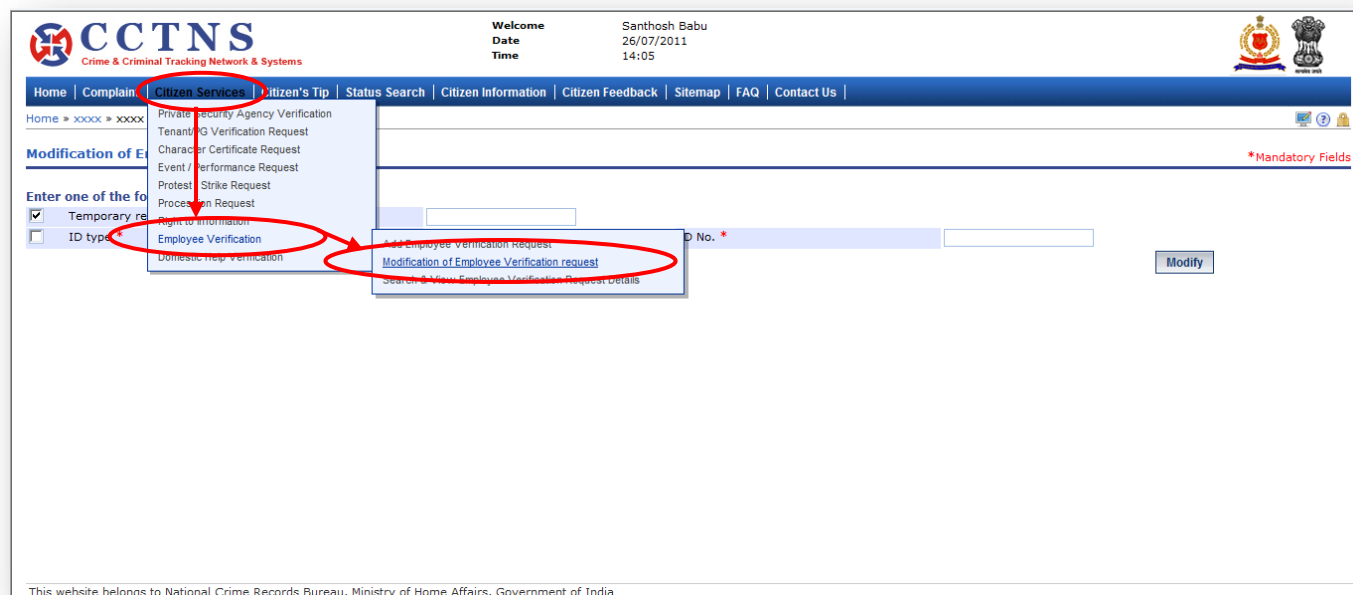
System will close the current page and return to the Homepage

### Points to Remember

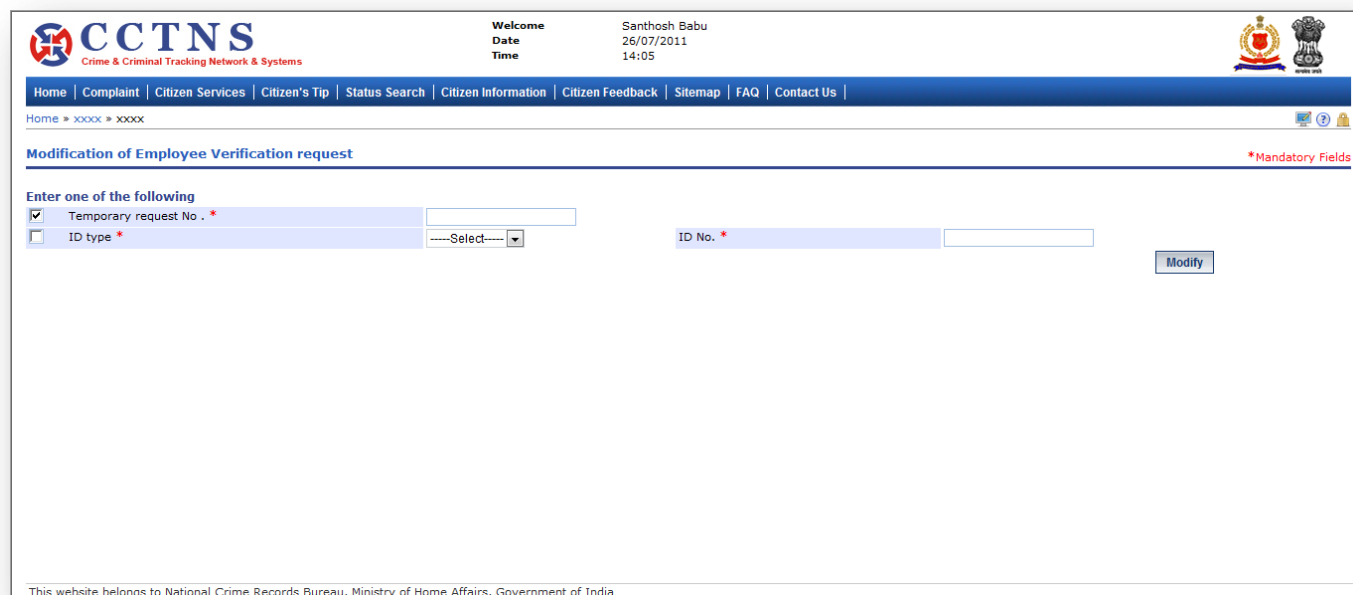
- ❗ System generate Service request ID for Employee Verification
- ❗ A pending task send to permanent, previous & present address SHOs' "Assign the Enquiry officer for the employee verification service request <xx>"
- ❗ System should set the status of request as 'Registered'
- ❗ Alert is sent to Citizen and SHO (of concern Police Stations) regarding submission of employee verification request with Service request number through:
  - E-MAIL
  - SMS
- ❗ User clicks on 'Submit' button without entering mandatory fields, system should display a message – (PLEASE FILL ALL MANDATORY FIELDS)
- ❗ If the user clicks the Save button without inputting the mandatory fields. Then System should display a message. (PLEASE FILL ALL MANDATORY FIELDS)
- ❗ If the user has entered a value in the field that is not according to the permissible data of that field, then system should display a message. DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA
- ❗ User attempts to enter application date as future date
  - The system would respond with the message no 17 (DATE CANNOT BE A FUTURE DATE)

### 3.14.2 Modification of Employee Verification request

This page will provide for modification of saved request for Employee verification.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) interface. The top navigation bar includes links for Home, Complaint, Citizen Services, Citizen's Tip, Status Search, Citizen Information, Citizen Feedback, Sitemap, FAQ, and Contact Us. The 'Citizen Services' menu is expanded, showing options like Private Security Agency Verification, Tenant/G Verification Request, Character Certificate Request, Event / Performance Request, Protest / Strike Request, Procession Request, Registration Information, Employee Verification, and Domestic Help Verification. The 'Employee Verification' option is highlighted with a red circle. Below the menu, there is a section for 'Enter one of the following' with checkboxes for 'Temporary request No.' and 'ID type'. The 'ID type' checkbox is selected. To the right, there is a text input field for 'ID No.' and a 'Modify' button. The page footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



The screenshot shows the 'Modification of Employee Verification request' page. The top navigation bar is the same as the previous screenshot. The page title is 'Modification of Employee Verification request'. Below the title, there is a section for 'Enter one of the following' with checkboxes for 'Temporary request No.' and 'ID type'. The 'ID type' checkbox is selected. To the right, there is a text input field for 'ID No.' and a 'Modify' button. The page footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*  ID No. \*

**Basic Details** | Employee Details | Details of Previous Employer | Details of Current Employer | Other Detail

Name of the Concerned Department / Organization \*  Email ID \*

Application Date \*

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### Steps

1. Click on 'Citizen Services' link.
  2. Click on 'Employee Verification request' link.
  3. Click on 'Modification of Employee Verification request' link.
- System will display the Modification of Employee Verification request page
4. Enter the temporary request number.
  5. Select ID type and enter ID number.
  6. Click on 'Modify' button to update the details entered.
  7. Select / Enter the correct information to be made for Basic details tab.

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*  ID No. \*

**Basic Details** | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

**Personal Information** | Address | Address of the Relatives

First Name \*

Middle Name

Last Name

Relation Type \*

Relative's Name \*

Date of Birth \*

Age \*

Place of Birth \*

Height (cm)

Built

Type of hair

Type of Eyes

Gender \*

Complexion

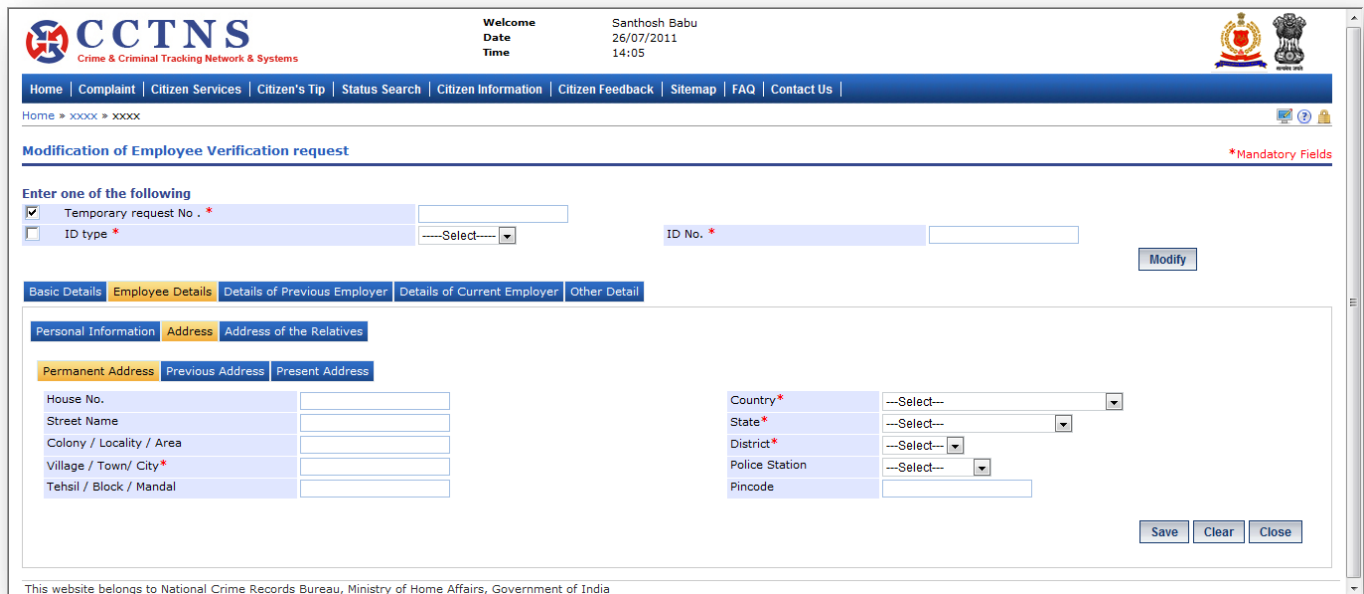
Identification mark

Languages Known

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## Steps

1. Click on 'Employee Details' tab.  
System will display the Employee Details fields
2. Enter the personal information under Employee details.
3. Select / Enter the correct information to be made.



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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*  ID No. \*

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

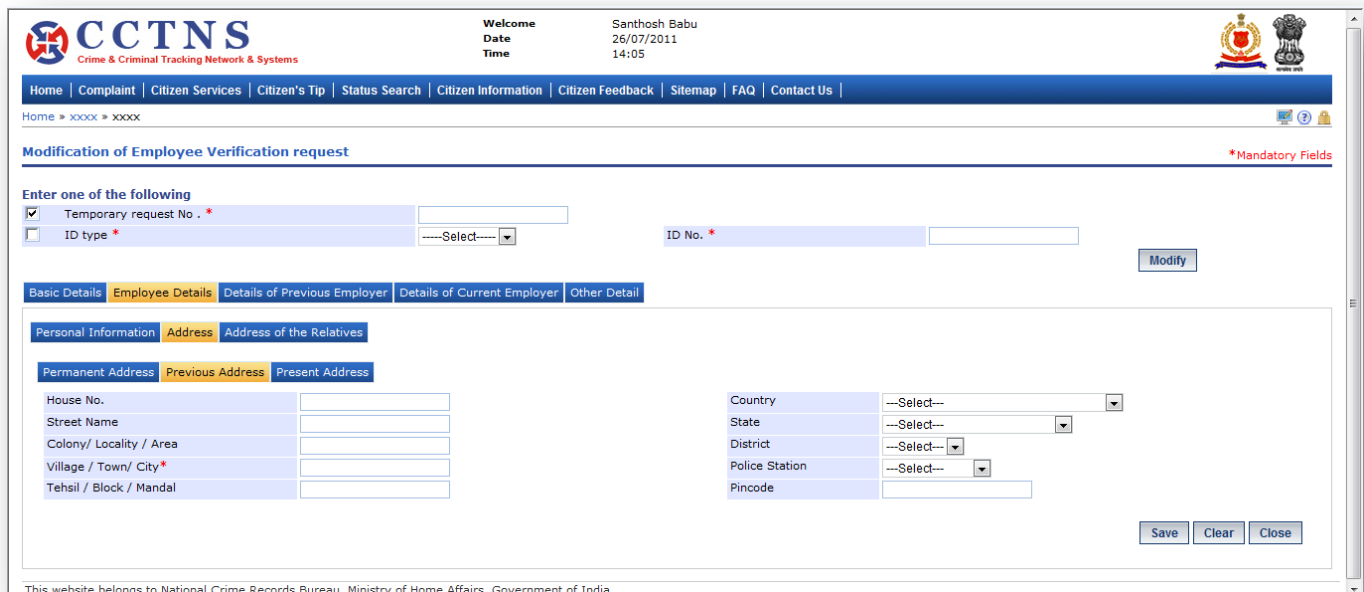
Permanent Address | Previous Address | Present Address

House No.	<input type="text"/>	Country *	<input type="text"/>
Street Name	<input type="text"/>	State *	<input type="text"/>
Colony / Locality / Area	<input type="text"/>	District *	<input type="text"/>
Village / Town/ City *	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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## Steps

1. Click on 'Address' tab.  
System will display the permanent address fields
2. Enter the address details under Employee details.
3. Select / Enter the correct information to be made.



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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*  ID No. \*

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

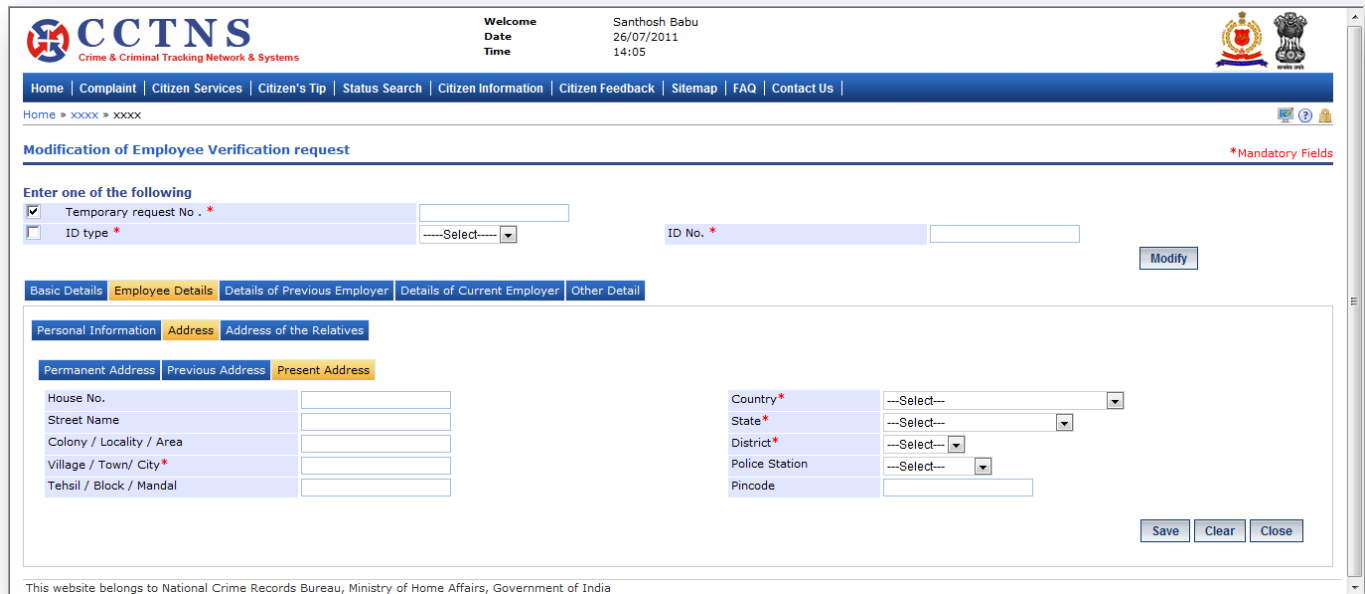
Permanent Address | Previous Address | Present Address

House No.	<input type="text"/>	Country	<input type="text"/>
Street Name	<input type="text"/>	State	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>	District	<input type="text"/>
Village / Town/ City *	<input type="text"/>	Police Station	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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## Steps

1. Click on 'Previous Address' tab.  
System will display the previous address fields
2. Select / Enter the correct information to be made.



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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*

ID No. \*

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Permanent Address | **Previous Address** | Present Address

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Country \*

State \*

District \*

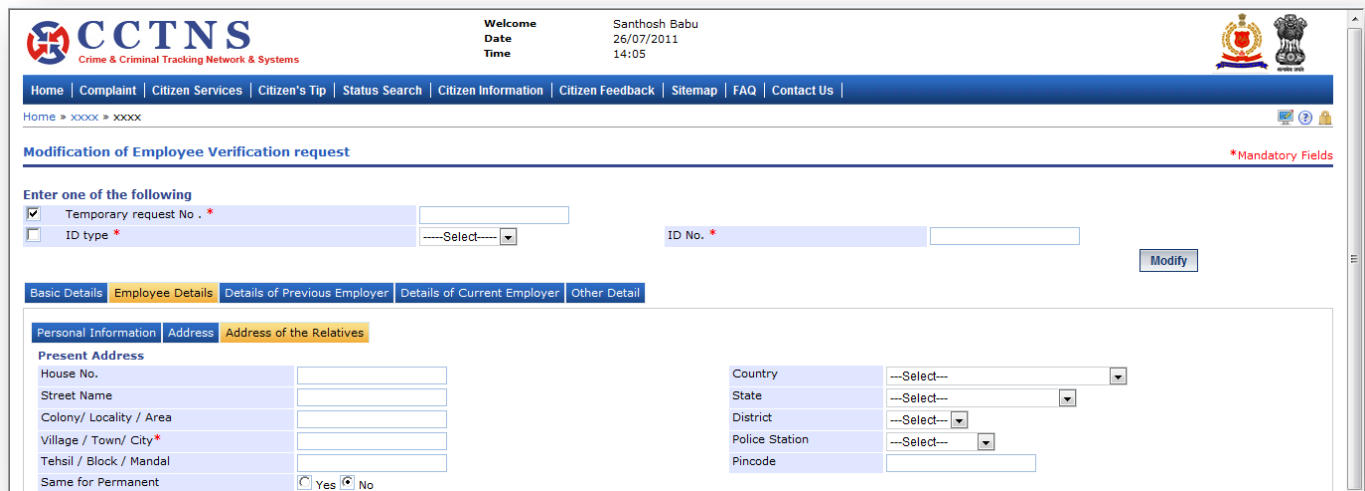
Police Station

Pincode

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## Steps

1. Click on 'Present Address' tab.  
System will display the present address fields
2. Select / Enter the correct information to be made.



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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \*

ID No. \*

Basic Details | **Employee Details** | Details of Previous Employer | Details of Current Employer | Other Detail

Personal Information | **Address** | Address of the Relatives

Present Address

House No.

Street Name

Colony/ Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☐ No

Country

State

District

Police Station

Pincode




Permanent Address	
House No.	<input type="text"/>
Street Name	<input type="text"/>
Colony/ Locality / Area	<input type="text"/>
Village / Town/ City*	<input type="text"/>
Tehsil / Block / Mandal	<input type="text"/>
Country	---Select---
State	---Select---
District	---Select---
Police Station	---Select---
Pincode	<input type="text"/>

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India


### Steps

1. Click on '**Address of the Relatives**' tab.  
System will display the Address of the Relatives fields
2. Enter the address of the relatives under Employee details.
3. Select / Enter the correct information to be made.



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### Modification of Employee Verification request \*Mandatory Fields

Enter one of the following

☒ Temporary request No. \*

☐ ID type \* ---Select---

ID No. \*

Basic Details

Employee Details

Details of Previous Employer

Details of Current Employer

Other Detail

Name of the Employer <input type="text"/>	Address of the Employer <a href="#">Click Here</a>
From Date <input type="text"/>	Mobile No. <input type="text"/>
To Date <input type="text"/>	Landline No. <input type="text"/>
Role of the Employee <input type="text"/>	

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Date 26/07/2011  
Time 14:05

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following  
☒ Temporary request No. \*  
☐ ID type \*

**Address Details**

**Address**

House No.		Country	--Select--
Street Name		State	--Select--
Colony/ Locality / Area		District	--Select--
Village / Town/ City *		Police Station	--Select--
Tehsil / Block / Mandal		Pincode	

Save Clear Close

Modify

Save Clear Close

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### Steps

1. Click on 'Details of Previous Employer' tab.  
System will display the Details of Previous Employer fields
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.  
System will open a popup window for address details

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following  
☒ Temporary request No. \*  
☐ ID type \* ID No. \*

Modify

**Basic Details** **Employee Details** **Details of Previous Employer** **Details of Current Employer** **Other Detail**

Name of the Employer \*  
 Role of the Employee \*  
 Address of the Employer \* [Click Here](#)

Mobile No.  
 Landline No. \*

Save Clear Close

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following  
☒ Temporary request No. \*  
☐ ID type \*

Basic Details Employee Details Details of P

Name of the Employer\*  
 Role of the Employee\*  
 Address of the Employer\*

**Address Details**

Address

House No.		Country*	---Select---
Street Name		State*	---Select---
Colony / Locality / Area		District*	---Select---
Village / Town/ City*		Police Station	---Select---
Tehsil / Block / Mandal		Pincode	

Save Clear Close

Modify

Save Clear Close

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## Steps

1. Click on 'Details of Current Employer' tab.  
System will display the Details of Current Employer fields
2. Select / Enter the correct information to be made.
3. Click on 'Click Here' link.  
System will open a popup window for address details

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**Modification of Employee Verification request** \*Mandatory Fields

Enter one of the following  
☒ Temporary request No. \*  
☐ ID type \* ID No. \*

Modify

Basic Details Employee Details Details of Previous Employer Details of Current Employer Other Detail

Address verification document\* ---Select---

Document No.\*

Scan Photo of the Employee\* Browse... Upload

Documents Upload\* Browse... Upload

Name of the police station (where employee presently resides)\* ---Select---

Submit Save Clear Close

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### Steps

1. Click on '**Other Details**' tab.

System will display the Other Details fields

2. Select / Enter the correct information to be made.
3. Click on '**Submit**' button to save the information.

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

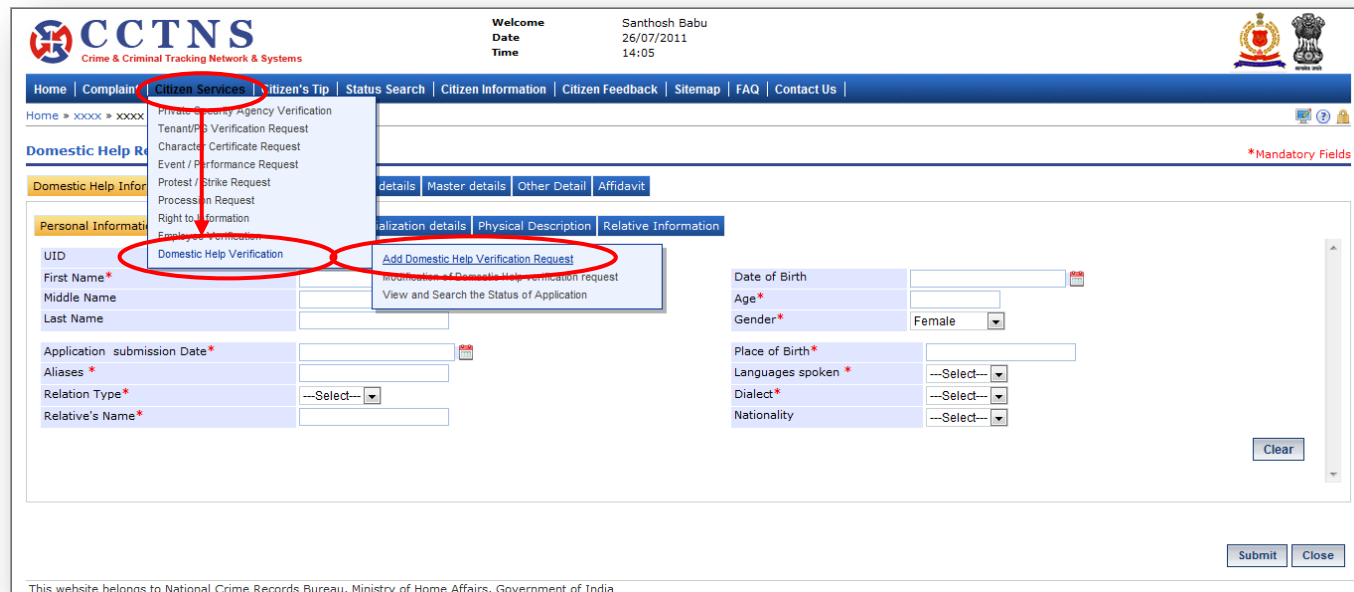
### Points to Remember

- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once system generates a service request number then temporary service request number should be deactivated
- ❗ User should enter / select at least one of the following ID type and ID number , Temporary service request number
- ❗ ID number will be a mandatory field when he user is trying to search by selecting the ID type
- ❗ Date of birth should not be greater than current date
- ❗ Date of birth and Age should be equal to or greater than 18 yrs
- ❗ Service request will be forwarded to the queue of the relevant SHO
- ❗ System should open the filled form in printable mode
- ❗ System update status of service request as "Registered"
- ❗ If User clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

## 3.15 Domestic Help Verification Request

### 3.15.1 Add Domestic Help Verification Request

This page will provide the functionality for adding a new service request for Domestic Help Verification.



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**Domestic Help Request**

Domestic Help Information

Personal Information

UID

First Name \*

Middle Name

Last Name

Application submission Date \*

Aliases \*

Relation Type \*

Relative's Name \*

Details | Master details | Other Detail | Affidavit

Specialization details | Physical Description | Relative Information

Date of Birth

Age \*

Gender \*

Female

Place of Birth \*

Languages spoken \*

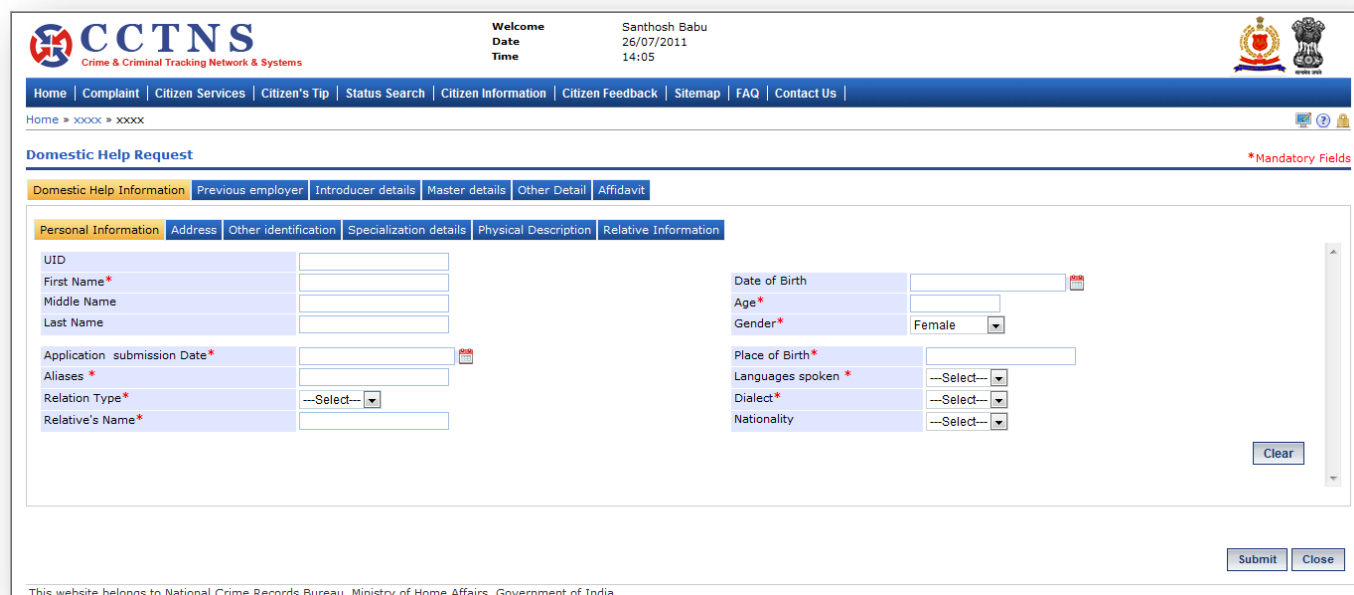
Dialect \*

Nationality

Clear

Submit Close

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**Domestic Help Request**

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | Other identification | Specialization details | Physical Description | Relative Information

UID

First Name \*

Middle Name

Last Name

Application submission Date \*

Aliases \*

Relation Type \*

Relative's Name \*

Date of Birth

Age \*

Gender \*

Female

Place of Birth \*

Languages spoken \*

Dialect \*

Nationality

Clear

Submit Close

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#### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Domestic Help Verification' link.
3. Click on 'Add Domestic Help Verification Request' link.

System will display the Domestic Help Request page

4. Enter the personal information details under Domestic Help Information.
5. Select / Enter the correct information to be made.
6. Click on **'Submit'** button to save the information.

System will save the entries made

or

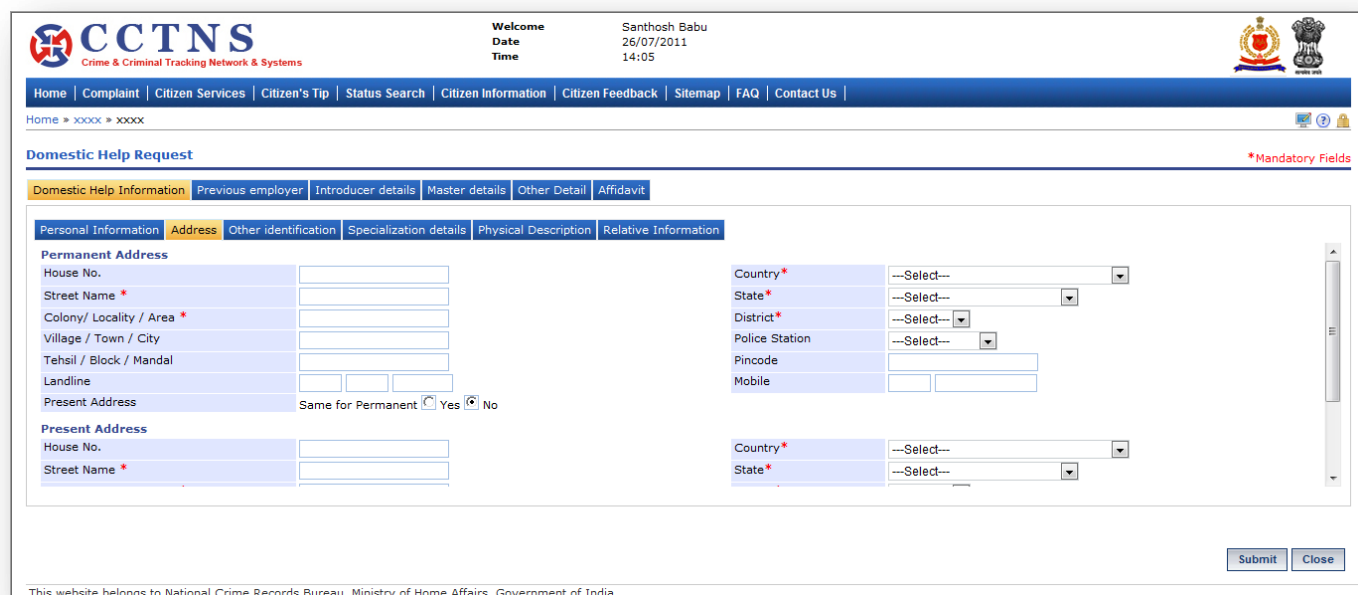
Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage



## Steps

1. Click on **'Address'** tab.
- System will display the permanent address fields
2. Select / Enter the correct information to be made.
  3. Select the 'Yes' button for same as permanent address.
  4. Otherwise, select the 'No' button to enter the present address.
  5. Enter the present address in the required fields.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | **Other identification** | Specialization details | Physical Description | Relative Information

Ration Card/Driving License/ No. \*

Any other id name \*

Any other id No.\*

**Name & Address of sarpanch**

Name of sarpanch

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\*

State\*

District\*

Police Station

Pincode

Clear

Submit Close

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**Steps**

1. Click on **'Other Identification'** tab.  
System will display the Other Identification fields
2. Select / Enter the correct information to be made.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | Other identification | **Specialization details** | Physical Description | Relative Information

Specialization\*

If 'any other' selected above , mention the same

Clear

Submit Close

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**Steps**

1. Click on **'Specialization Details'** tab.  
System will display the Specialization Details fields
2. Select / Enter the correct information to be made.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | Other identification | Specialization details | **Physical Description** | Relative Information

Body Build Type ---Select---  
Body Complexion Type ---Select---  
Height - From Feet Inches Cms  
Height - To Feet Inches Cms

**General** | Other Information

**Face**  
Face Type ---Select---  
Forehead ---Select---  
Cheek ---Select---  
Chin ---Select---  
Lips ---Select---  
Nose ---Select---  
Teeth ---Select---  
Beard ---Select---

**Eyes**  
Eyes Type ---Select---  
Blind ---Select---  
Eyes Color ---Select---  
Using Specs ---Select---  
Eye Brow Thickness ---Select---  
Eye Brow Shape ---Select---  
Blinking ---Select---  
Squint ---Select---

**Deformities**  
Deformities ---Select---  
Ears Missing  
Ears Deformed  
Deaf/Dumb  
Arms  
Finger Extra  
Finger Missing  
Hunch / Stooping Back  
Legs ---Select---  
Toe Extra  
Toe Missing  
Limping  
Bow Leg  
Knock Knee  
Ear Lobes  
Goitre

**Hair**  
Hair Type ---Select---  
Using Wig ---Select---  
Hair Length  
Hair Straightness  
Hair Color ---Select---  
Hair Dye ---Select---  
Hair Cut ---Select---  
Hair Style ---Select---

**Habits & Speech**  
Habits Brag  
Speech Norm

**Clear**

**Submit Close**

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## Steps

1. Click on 'Physical Description' tab.  
System will display the Physical Description fields
2. Enter the General details under Physical Description tab.
3. Select / Enter the correct information to be made.
4. Click on 'Clear' button to remove the entries made.  
System will remove the entries made and set the default entries



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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | Other identification | Specialization details | **Physical Description** | Relative Information

Body Build Type    
 Body Complexion Type    
 Height - From Feet  Inches  Cms    
 Height - To Feet  Inches  Cms

General | **Other Information**

**Clothes Worn**

Person ☐ Male ☐ Female

Outer Top  Seasonal/Accessories Top    
 Outer Bottom  Seasonal/Accessories Bottom    
 Inner Top  Footwear

**Identification Marks**

Moles (Small)    
 Black Marks (Large)    
 Scar Marks    
 Burn Marks    
 Leucoderma (White Patches)    
 Tattoo Marks

Blood Group    
 Others(if any)

Upload Document(s)  Browse... Upload

Clear

Submit Close

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### Steps

1. Click on **'Other Information'** tab.  
System will display the Other Information fields
2. Enter the Other Information under Physical Description tab.
3. Select / Enter the correct information to be made.
4. Click on **'Clear'** button to remove the entries made.  
System will remove the entries made and set the default entries

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | Affidavit

Personal Information | Address | Other identification | Specialization details | Physical Description | **Relative Information**

**Relative 1 Information**

First Name \*  Mobile

Middle Name

Last Name

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Country \*  --Select--

State \*  --Select--

District \*  --Select--

Police Station  --Select--

Pincode

Do you want to enter another relative information ☒ Yes ☐ No

**Relative 2 Information**

First Name \*  Mobile

Middle Name

Last Name

House No.

Street Name

Colony / Locality / Area

Village / Town/ City \*

Tehsil / Block / Mandal

Country \*  --Select--

State \*  --Select--

District \*  --Select--

Police Station  --Select--

Pincode

Clear

Submit Close

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### Steps

1. Click on **'Relative Information'** tab.  
System will display the Relative Information fields
2. Enter the relative information details under Domestic help information.
3. Click on **'Click Here'** link.  
System will open a popup window for address details
4. Select / Enter the correct information to be made.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information **Previous employer** | Introducer details | Master details | Other Detail | Affidavit

Has he worked before anywhere ☒ Yes ☐ No

Name of the Employer\*

Date since when employed  

Landline

Mobile

Address of the Employer

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country\*

State\*

District\*

Police Station

Pincode

Clear

Submit Close

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information **Previous employer** | Introducer details | Master details | Other Detail | Affidavit

Has he worked before anywhere ☐ Yes ☒ No

Clear

Submit Close

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### Steps

1. Click on '**Previous Employer**' tab.  
System will display the previous employer fields
2. Select within yes or no to be required
3. Select / Enter the correct information to be made.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | **Introducer details** | Master details | Other Detail | Affidavit

First Name *	<input type="text"/>	Landline	<input type="text"/>
Middle Name	<input type="text"/>	Mobile	<input type="text"/>
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	---Select---
Street Name	<input type="text"/>	State *	---Select---
Colony / Locality / Area	<input type="text"/>	District *	---Select---
Village / Town/ City *	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | **Master details** | Other Detail | Affidavit

First Name *	<input type="text"/>	Mobile *	<input type="text"/>
Middle Name	<input type="text"/>	Email id *	<input type="text"/>
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	---Select---
Street Name	<input type="text"/>	State *	---Select---
Colony / Locality / Area	<input type="text"/>	District *	---Select---
Village / Town/ City *	<input type="text"/>	Police Station	---Select---
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

Clear

Submit Close

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### Steps

1. Click on '**Master details**' tab.  
System will display the Master details fields
2. Select / Enter the correct information to be made.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | **Other Detail** | Affidavit

**Finger print impression**

Upload Finger print impression of all the four fingers and thumb of the left hand	<input type="text"/>	Browse...	Upload
Upload Finger print impression of all the four fingers and thumb of the right hand	<input type="text"/>	Browse...	Upload
Upload Handwriting specimen of the servant	<input type="text"/>	Browse...	Upload

Clear

Submit Close

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### Steps

1. Click on '**Other Details**' tab.  
System will display the Other Details fields
2. Select / Enter the correct information to be made.
3. You can upload the document using 'Upload' button.

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**Domestic Help Request** \*Mandatory Fields

Domestic Help Information | Previous employer | Introducer details | Master details | Other Detail | **Affidavit**

Do you any criminal record or any criminal proceedings against you or your family in any part of the country? ☐ Yes ☐ No

If Yes, Provide Details

☐ All the information provided in the form is true

Clear

Submit Close

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### Steps

1. Click on '**Affidavit**' tab.  
System will display the Affidavit fields
2. Select / Enter the correct information to be made.
3. Click on '**Submit**' button to save the information.

System will save the entries made

or

Click on 'Clear' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on 'Close' button to close the current page

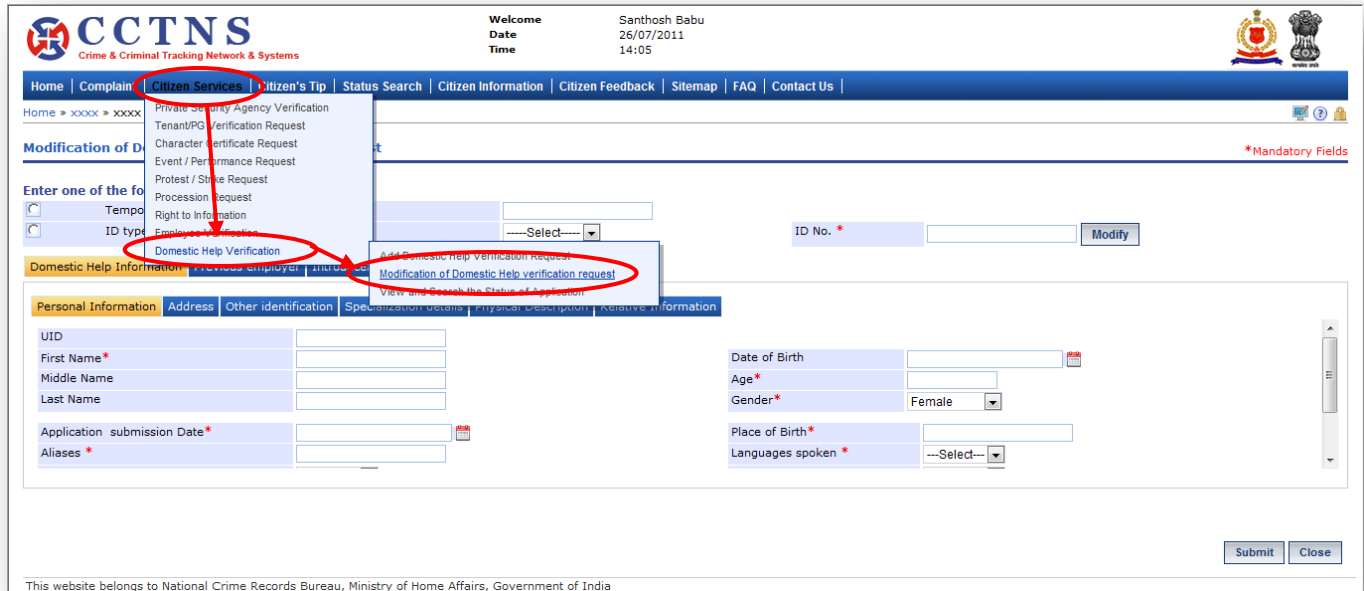
System will close the current page and return to the Homepage

### **Points to Remember**

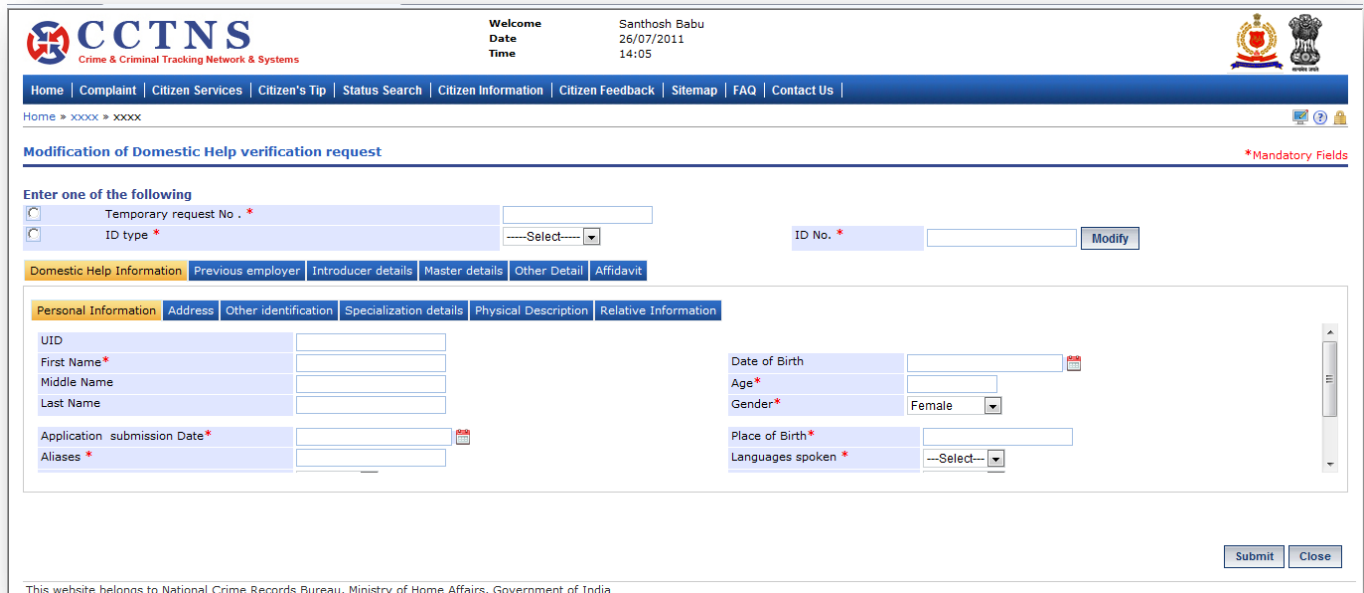
- ❗ Date of birth should not be greater than current date
- ❗ After submitting of the form, this will automatically be submitted to the police stations (present / local address and permanent address)
- ❗ According to the state selected, relevant district name should be available for selection
- ❗ Only when the user selects yes for the field "Has the Domestic Help worked anywhere before", then only the system will ask to enter the previous employer details, otherwise they will be non-enterable field
- ❗ For the specialization details, only when the user selects "Any other" should the text box for entering the details of any other specialty be highlighted otherwise it should be non-enterable field
- ❗ Date since when employed shouldn't be greater than current date
- ❗ If the present and permanent address are same, the form will be submitted at the present address Police station only
- ❗ Citizen can search and modify with the help of temporary request ID and further submit it to generate permanent Service Request ID within 48 hours of generation of temporary ID
- ❗ Citizen should be able to add more than one ID proof.
- ❗ System should automatically create a pending task for the verification to the respective present address and permanent address police station
- ❗ System will display the service request ID for Domestic Help verification
- ❗ A pending task for the permanent and present address SHO's "Assign the Enquiry officer for the Domestic Help verification request <xx>"
- ❗ Status updated "Registered"
- ❗ Citizen should get alert through
  - Email address
  - SMS- mobile phone number
- ❗ User clicks on 'Submit' button without entering mandatory fields, system should display a message – (PLEASE FILL ALL MANDATORY FIELDS)
- ❗ If the user clicks the Save button without inputting the mandatory fields. Then System should display a message. (PLEASE FILL ALL MANDATORY FIELDS)
- ❗ If the age of the domestic help is less than <14 years> then system should prompt an alert to the user
- ❗ If the user has entered a value in the field that is not according to the permissible data of that field, then system should display a message. DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA

### 3.15.2 Modification of Domestic Help verification request

This page will provide for modification of saved request for Domestic Help verification.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) web application. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05. The 'Citizen Services' menu is open, and the 'Modification of Domestic Help verification request' option is selected. The form displays the 'Domestic Help Information' tab, which includes fields for UID, First Name, Middle Name, Last Name, Application submission Date, Aliases, Date of Birth, Age, Gender, Place of Birth, and Languages spoken. The 'Modify' button is visible next to the ID No. field.



The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) web application. The user is logged in as Santhosh Babu on 26/07/2011 at 14:05. The 'Citizen Services' menu is open, and the 'Modification of Domestic Help verification request' option is selected. The form displays the 'Domestic Help Information' tab, which includes fields for UID, First Name, Middle Name, Last Name, Application submission Date, Aliases, Date of Birth, Age, Gender, Place of Birth, and Languages spoken. The 'Modify' button is visible next to the ID No. field.

#### Steps

1. Click on 'Citizen Services' link.
2. Click on 'Domestic Help verification' link.
3. Click on 'Modification of Domestic Help verification request' link.

System will display the Modification of Domestic Help verification request page

4. Enter the temporary request number.

- Click on **'Modify'** button to update the details entered.
- Enter the personal information details under Domestic Help Information.
- Select / Enter the correct information to be made.
- Click on **'Submit'** button to save the information.

System will save the entries made

or

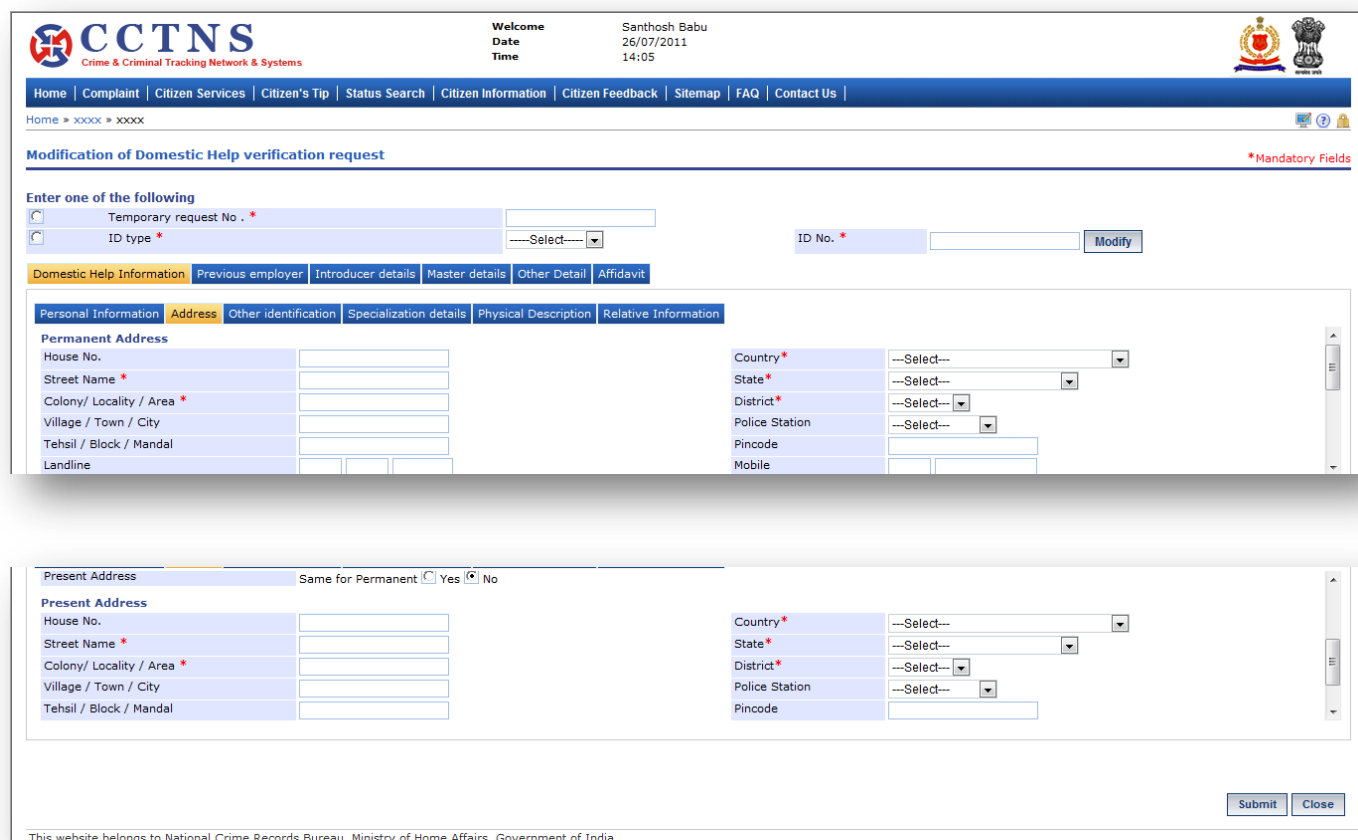
Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage



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**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*

ID No. \*

**Domestic Help Information** Previous employer Introducer details Master details Other Detail Affidavit

**Personal Information** **Address** Other identification Specialization details Physical Description Relative Information

**Permanent Address**

House No.

Street Name \*

Colony/ Locality / Area \*

Village / Town / City

Tehsil / Block / Mandal

Landline

Country \*

State \*

District \*

Police Station

Pincode

Mobile

**Present Address** Same for Permanent ☐ Yes ☒ No

**Present Address**

House No.

Street Name \*

Colony/ Locality / Area \*

Village / Town / City

Tehsil / Block / Mandal

Country \*

State \*

District \*

Police Station

Pincode

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

- Click on **'Address'** tab.
- System will display the permanent address fields
- Select / Enter the correct information to be made.
  - Select the 'Yes' button for same as permanent address.
  - Otherwise, select the 'No' button to enter the present address.
  - Enter the present address in the required fields.



**CCTNS** Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* ---Select--- ID No. \*  Modify

Domestic Help Information Previous employer Introducer details Master details Other Detail Affidavit

Personal Information Address Other identification Specialization details Physical Description Relative Information

Ration Card/Driving License/ No. \*

Any other id name \*

Any other id No.\*

**Name & Address of sarpanch**

Name of sarpanch

House No.

Street Name

Country\* ---Select---

State\* ---Select---

Submit Close

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**Steps**

1. Click on **'Other Identification'** tab.  
System will display the **Other Identification** fields
2. Select / Enter the correct information to be made.

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**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* ---Select--- ID No. \*  Modify

Domestic Help Information Previous employer Introducer details Master details Other Detail Affidavit

Personal Information Address Other identification Specialization details Physical Description Relative Information

Specialization\* Cooking

If 'any other' selected above , mention the same

Clear

Submit Close

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**Steps**

1. Click on **'Specialization Details'** tab.  
System will display the **Specialization Details** fields
2. Select / Enter the correct information to be made.

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**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*  ID No. \*

**Domestic Help Information** Previous employer Introducer details Master details Other Detail Affidavit

**Personal Information** Address Other Identification Specialization details **Physical Description** Relative Information

Body Build Type

Body Complexion Type

Height - From Feet  Inches  Cms

Height - To Feet  Inches  Cms

**General** Other Information

**Face**

Face Type

Forehead

Cheek

Chin

Poxpitted ☐ Yes ☐ No

Lips

Nose

Teeth

Beard

Moustaches

**Eyes**

Eyes Type

Blind

Eyes Color

Using Specs

Specs Type

Eye Brow Thickness

Eye Brow Shape

Blinking

Squint

Arms

Finger Extra

Finger Missing

Hunch / Stooping Back

Bow Leg

Knock Knee

Ear Lobes

Goitre

**Habits & Speech**

Habits

Speech

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on 'Physical Description' tab.  
System will display the Physical Description fields
2. Enter the General details under Physical Description tab.
3. Select / Enter the correct information to be made.
4. Click on 'Clear' button to remove the entries made.  
System will remove the entries made and set the default entries

## Steps

- System will remove the entries made and set the default entries

**CCTNS** Crime & Criminal Tracking Network & Systems

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Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

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**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*  ID No. \*

**Domestic Help Information** Previous employer Introducer details Master details Other Detail Affidavit

**Personal Information** Address Other identification Specialization details Physical Description **Relative Information**

**Relative 1 Information**

First Name *	<input type="text"/>	Mobile	<input type="text"/>
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	<input type="text" value="---Select---"/>
Street Name	<input type="text"/>	State *	<input type="text" value="---Select---"/>
Colony / Locality / Area	<input type="text"/>	District *	<input type="text" value="---Select---"/>

**CCTNS** Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

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Home » xxxx » xxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*  ID No. \*

**Domestic Help Information** Previous employer Introducer details Master details Other Detail Affidavit

**Personal Information** Address Other identification Specialization details Physical Description **Relative Information**

**Relative 2 Information**

First Name *	<input type="text"/>	Mobile	<input type="text"/>
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	<input type="text" value="---Select---"/>
Street Name	<input type="text"/>	State *	<input type="text" value="---Select---"/>
Colony / Locality / Area	<input type="text"/>	District *	<input type="text" value="---Select---"/>

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## Steps

1. Click on **'Relative Information'** tab.  
System will display the Relative Information fields
2. Enter the relative information details under Domestic help information.

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Crime & Criminal Tracking Network & Systems

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Date 26/07/2011  
Time 14:05

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Home » xxxx » xxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*

---Select---

ID No. \*

Modify

Domestic Help Information **Previous employer** Introducer details Master details Other Detail Affidavit

Has he worked before anywhere ☒ Yes ☐ No

Name of the Employer\*

Date since when employed

Landline

Mobile

Address of the Employer

House No.

Street Name

Colony / Locality / Area

Village / Town/ City\*

Tehsil / Block / Mandal

Country \*

State \*

District \*

Police Station

Pincode

Clear

Submit Close

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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date 26/07/2011  
Time 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \*

---Select---

ID No. \*

Modify

Domestic Help Information **Previous employer** Introducer details Master details Other Detail Affidavit

Has he worked before anywhere ☐ Yes ☒ No

Clear

Submit Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

### Steps

1. Click on 'Previous Employer' tab.  
System will display the previous employer fields
2. Select within yes or no, as per required
3. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home > xxxx > xxxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* ---Select--- ID No. \*

**Domestic Help Information** | Previous employer | **Introducer details** | Master details | Other Detail | Affidavit

First Name *	<input type="text"/>	Landline	<input type="text"/>
Middle Name	<input type="text"/>	Mobile	<input type="text"/>
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	<span>---Select---</span>
Street Name	<input type="text"/>	State *	<span>---Select---</span>
Colony / Locality / Area	<input type="text"/>	District *	<span>---Select---</span>
Village / Town/ City *	<input type="text"/>	Police Station	<span>---Select---</span>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome Santhosh Babu  
Date 26/07/2011  
Time 14:05

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home > xxxx > xxxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* ---Select--- ID No. \*

**Domestic Help Information** | Previous employer | Introducer details | **Master details** | Other Detail | Affidavit

First Name *	<input type="text"/>	Mobile *	<input type="text"/>
Middle Name	<input type="text"/>	Email id *	<input type="text"/>
Last Name	<input type="text"/>		
House No.	<input type="text"/>	Country *	<span>---Select---</span>
Street Name	<input type="text"/>	State *	<span>---Select---</span>
Colony / Locality / Area	<input type="text"/>	District *	<span>---Select---</span>
Village / Town/ City *	<input type="text"/>	Police Station	<span>---Select---</span>
Tehsil / Block / Mandal	<input type="text"/>	Pincode	<input type="text"/>

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### Steps

1. Click on '**Master details**' tab.  
System will display the Master details fields
2. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* Select

ID No. \*  Modify

Domestic Help Information Previous employer Introducer details Master details Other Detail Affidavit

**Finger print impression**

Upload Finger print impression of all the four fingers and thumb of the left hand Browse... Upload

Upload Finger print impression of all the four fingers and thumb of the right hand Browse... Upload

Upload Handwriting specimen of the servant Browse... Upload

Clear

Submit Close

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**Steps**

1. Click on **'Other Details'** tab.  
System will display the Other Details fields
2. Select / Enter the correct information to be made.

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date: 26/07/2011  
Time: 14:05

Santhosh Babu

Home | Complaint | Citizen Services | Citizen's Tip | Status Search | Citizen Information | Citizen Feedback | Sitemap | FAQ | Contact Us

Home » xxxx » xxxx

**Modification of Domestic Help verification request** \*Mandatory Fields

Enter one of the following

☐ Temporary request No. \*

☐ ID type \* Select

ID No. \*  Modify

Domestic Help Information Previous employer Introducer details Master details Other Detail Affidavit

Do you any criminal record or any criminal proceedings against you or your family in any part of the country? \* Yes No

If Yes, Provide Details

☐ All the information provided in the form is true

Clear

Submit Close

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**Steps**

1. Click on **'Affidavit'** tab.  
System will display the Affidavit fields
2. Select / Enter the correct information to be made.
3. Click on radio button to select when required
4. Click on **'Submit'** button to save the information.

System will save the entries made

or

Click on '**Clear**' button to remove the entries made

System will remove the entries made and set the default entries

or

Click on '**Close**' button to close the current page

System will close the current page and return to the Homepage

### **Points to Remember**

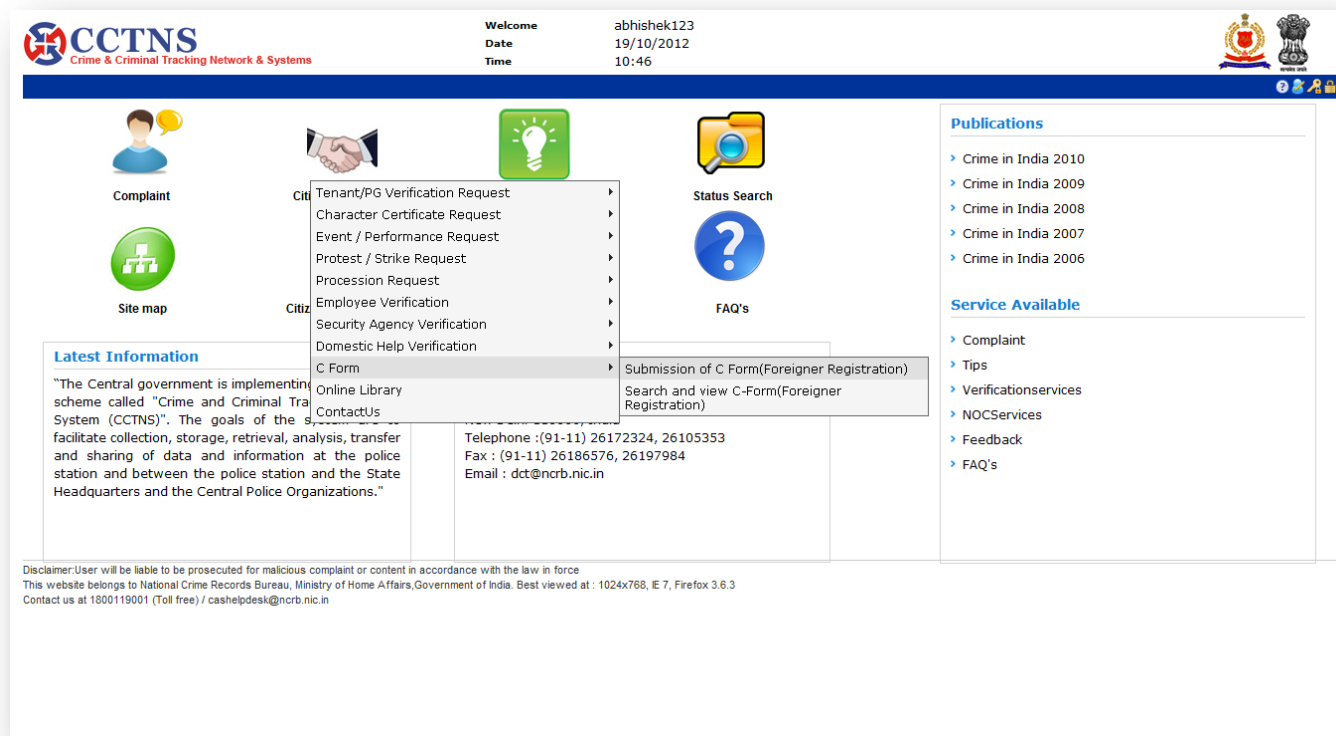
- ❗ Temporarily Request Number should be valid for 48 hrs from time of creation, post which the entry should be deleted
- ❗ Once system generates a service request number then temporary service request number should be deactivated
- ❗ User should enter / select at least one of the following ID type and ID number , Temporary service request number
- ❗ ID number will be a mandatory field when he user is trying to search by selecting the ID Type
- ❗ If the request is successfully submitted, an alert "Service Request number XX is submitted for your perusal" is sent to the relevant SHO for assigning the Enquiry Officer
- ❗ Service request will be forwarded to the queue of the relevant SHO
- ❗ System update status of service request as "Registered"
- ❗ If user clicks on 'Submit' button without entering mandatory fields, system should display a message – THE FOLLOWING FIELDS XX,XX,XX ARE MANDATORY, PLEASE FILL ALL MANDATORY FIELDS
- ❗ If data entered is not as the permissible data than System would display message –DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA



## 3.16 C-Form Request

### 3.16.1 Submission of C Form (Foreigner Registration)

This page will provide the Submission of C Form online by Citizen.



**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome  
Date  
Time

abhishek123  
19/10/2012  
10:46

**Complaint**

**Site map**

**Status Search**

**FAQ's**

**Latest Information**

"The Central government is implementing scheme called "Crime and Criminal Tra System (CCTNS)". The goals of the s facilitate collection, storage, retrieval, analysis, transfer and sharing of data and information at the police station and between the police station and the State Headquarters and the Central Police Organizations."

**Publications**

- > Crime in India 2010
- > Crime in India 2009
- > Crime in India 2008
- > Crime in India 2007
- > Crime in India 2006

**Service Available**

- > Complaint
- > Tips
- > Verificationservices
- > NOCServices
- > Feedback
- > FAQ's

Telephone : (91-11) 26172324, 26105353  
Fax : (91-11) 26186576, 26197984  
Email : dct@ncrb.nic.in

Disclaimer: User will be liable to be prosecuted for malicious complaint or content in accordance with the law in force  
This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India. Best viewed at : 1024x768, IE 7, Firefox 3.6.3  
Contact us at 1800119001 (Toll free) / cashelpdesk@ncrb.nic.in

**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhishek123  
Date 19/10/2012  
Time 10:53

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Home » C Form » Submission of C Form(Foreigner Registration)

Submission of C Form (Foreigner Registration) \*Mandatory Fields

**General Information** **Foreign Address**

Name of the Hotel \*   
Address of Hotel \* [Click here](#)

**Address**  
No Records Available

Date of Application \*   
Name of the Foreigner \*   
Nationality \*   
Other Identification Type   
Other Identification No.   
Passport No. \*

Date of Arrival in India \*   
Address in India [Click here](#)

**Address**  
No Records Available

Mobile No. \*    
Arrived From \*   
Employed in India ☐ Yes ☒ No  
Duration of stay in India \*  Year  Month  Day  
Registration No.   
Registration certificate Issued Date

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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome abhishek123  
Date 19/10/2012  
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Home » C Form » Submission of C Form(Foreigner Registration)

Submission of C Form (Foreigner Registration) \*Mandatory Fields

**General Information** **Foreign Address**

Name of the Hotel \*   
Address of Hotel \*

**Address**  
No Records Available


Date of Application \*   
Name of the Foreigner \*   
Nationality \*   
Other Identification Type   
Other Identification No.   
Passport No. \*

**Address**


House No.   
Street Name   
Colony / Locality / Area   
Village / Town / City \*   
Tehsil / Block / Mandal

Country \*   
State \*   
District \*   
Police Station   
Pincode

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**Welcome** abhishek123  
**Date** 19/10/2012  
**Time** 10:53



[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Site map](#) | [Online Library](#) | [FAQ's](#) | [ContactUs](#)

Home » C Form » Submission of C Form(Foreigner Registration)

**Submission of C Form (Foreigner Registration)** \*Mandatory Fields

**General Information** **Foreign Address**

**Present Address**  
House No.   
Street Name   
Colony / Locality / Area   
Village / Town / City \*   
Tehsil / Block / Mandal   
Same for Permanent ☐ Yes ☒ No


**Permanent Address**  
House No.   
Street Name   
Colony / Locality / Area   
Village / Town / City \*   
Tehsil / Block / Mandal

Country \*   
State \*   
District \*   
Pincode/Zipcode


Country \*   
State \*   
District \*   
Pincode

SubmitClearClose

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**Welcome** abhishek123  
**Date** 19/10/2012  
**Time** 10:53



[Home](#) | [Complaint](#) | [Citizen Services](#) | [Citizen Tip](#) | [Status Search](#) | [Citizen Information](#) | [Citizen Feedback](#) | [Site map](#) | [Online Library](#) | [FAQ's](#) | [ContactUs](#)

Home » C Form » Submission of C Form(Foreigner Registration)

**Submission of C Form (Foreigner Registration)** \*Mandatory Fields

**General Information** **Foreign Address**

**Present Address**  
House No.   
Street Name   
Colony / Locality / Area   
Village / Town / City \*   
Tehsil / Block / Mandal   
Same for Permanent ☐ Yes ☒ No

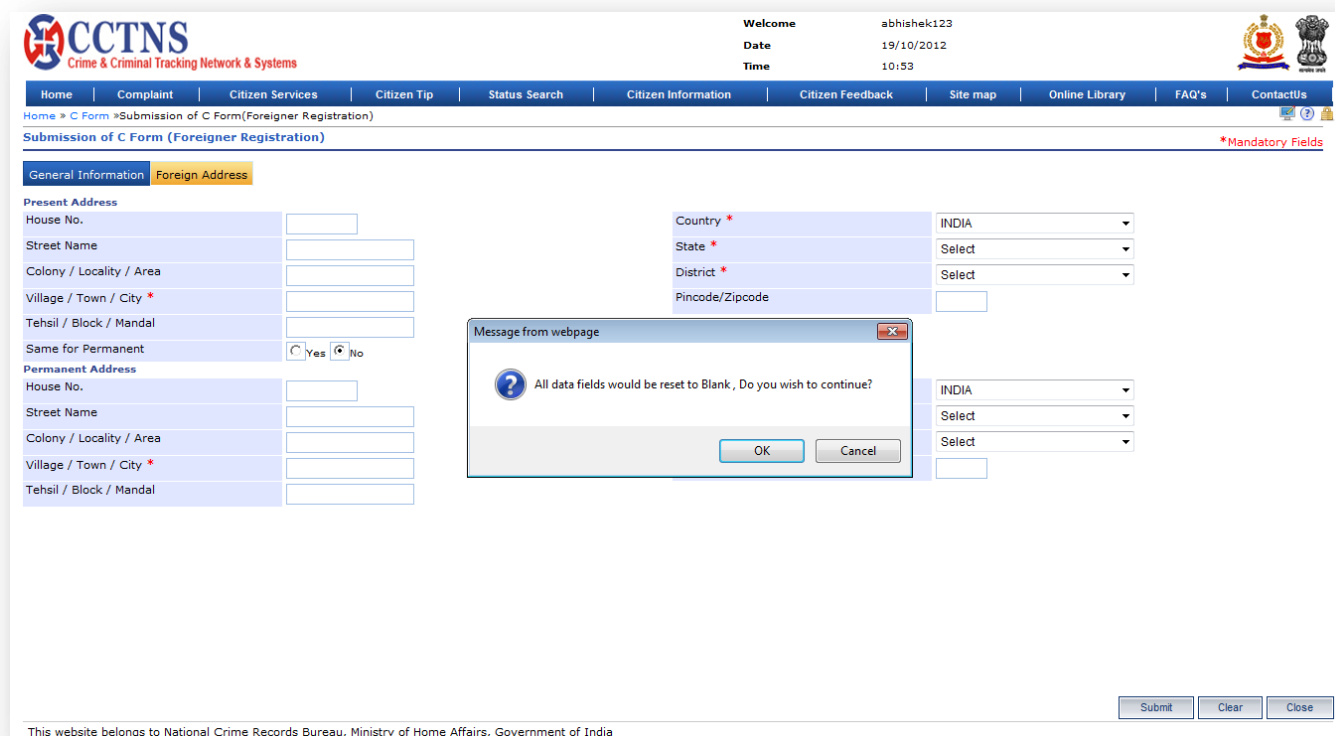
**Permanent Address**  
House No.   
Street Name   
Colony / Locality / Area   
Village / Town / City \*   
Tehsil / Block / Mandal

Country \*   
State \*   
District \*   
Pincode/Zipcode

Country \*   
State \*   
District \*   
Pincode

SubmitClearClose

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**CCTNS**  
Crime & Criminal Tracking Network & Systems

Welcome: abhishek123  
Date: 19/10/2012  
Time: 10:53

Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » C Form » Submission of C Form(Foreigner Registration)

Submission of C Form (Foreigner Registration) \*Mandatory Fields

**General Information** **Foreign Address**

**Present Address**

House No.

Street Name

Colony / Locality / Area

Village / Town / City \*

Tehsil / Block / Mandal

Same for Permanent ☐ Yes ☒ No

**Permanent Address**

House No.

Street Name

Colony / Locality / Area

Village / Town / City \*

Tehsil / Block / Mandal

Country \*

State \*

District \*

Pincode/Zipcode

Message from webpage

? All data fields would be reset to Blank , Do you wish to continue?

OK Cancel

INDIA  
Select  
Select

Submit Clear Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

## Steps

1. Click on **'Foreign Address'** tab.
- System will display the Permanent Foreigner address fields
2. Select / Enter the correct information to be made.
3. Select the 'Yes' button for same as permanent address.
4. Otherwise, select the 'No' button to enter the present address.
5. Enter the present address in the required fields.
6. Click on **'Submit'** button to save the information.

System will save the entries made

or

Click on **'Clear'** button to remove the entries made

System will remove the entries made and set the default entries

or

Click on **'Close'** button to close the current page

System will close the current page and return to the Homepage

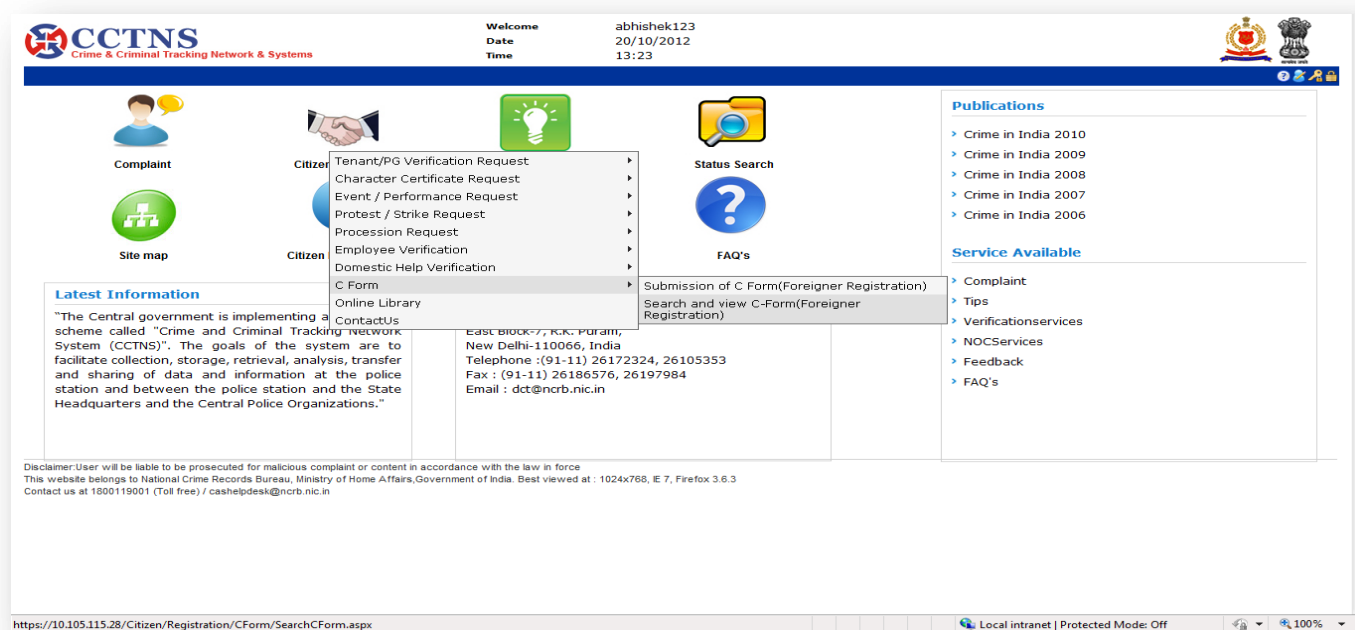
## Points to Remember

- ❗ System generate Service request ID for C-form submission
- ❗ System will set the status of request as 'C-form details registered'
- ❗ User will be able to print the details
- ❗ System will generate following notices

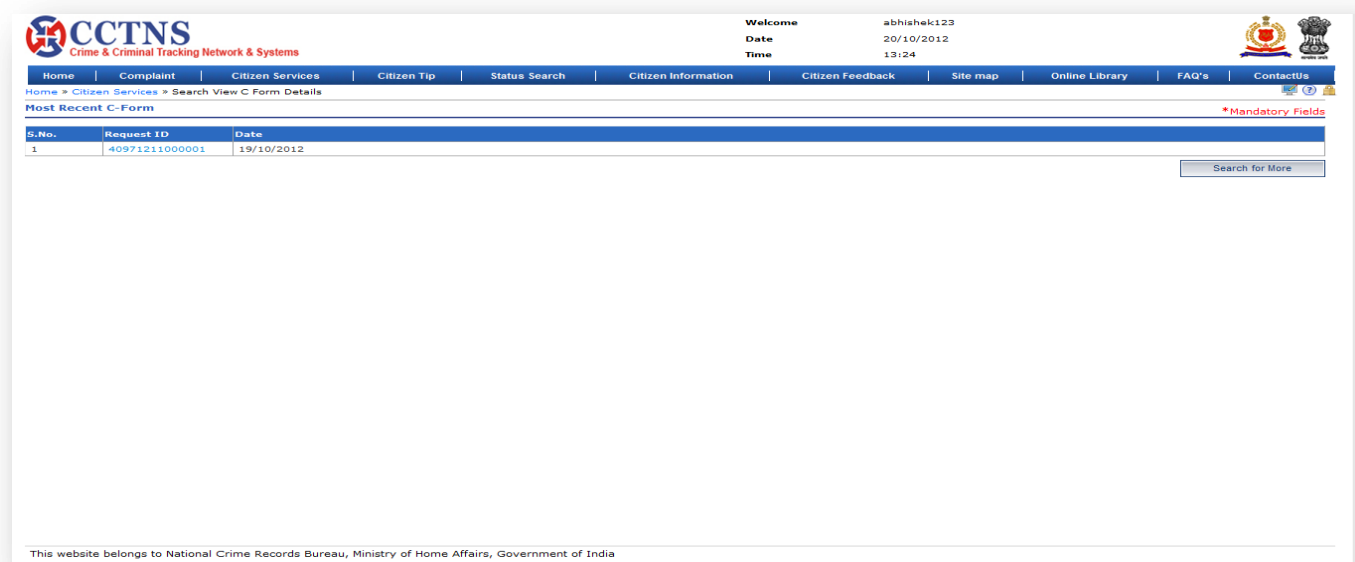
- Foreigners (leave India notices)
  - Interpol
  - Immigration (Overstay checks and alerts)
- ❗ Citizen will get an alert on Email and by SMS
  - ❗ User clicks on 'Submit' button without entering mandatory fields, system will display a message –(PLEASE FILL ALL MANDATORY FIELDS)
  - ❗ If the user clicks the Save button without inputting the mandatory fields. Then System will display a message. (PLEASE FILL ALL MANDATORY FIELDS)
  - ❗ If the user has entered a value in the field that is not according to the permissible data of that field, then system will display a message. DATA ENTERED IN <NAME OF THE FIELD> IS INCORRECT. PLEASE ENTER THE CORRECT DATA
  - ❗ User attempts to enter passport date as future date
  - ❗ The system would respond with the message – PASSPORT DATE CANNOT BE THE FUTURE DATE
  - ❗ User attempts to enter date of arrival as future date
  - ❗ The system would respond with the message – DATE OF ARRIVAL CANNOT BE THE FUTURE DATE

### 3.16.2 View C-Form (Foreigner Registration)

This page will provide the functionality to view the details of a submitted C Form.




The screenshot shows the CCTNS (Crime & Criminal Tracking Network & Systems) Home Page. The header includes the CCTNS logo, a welcome message for user 'abhishek123' on 20/10/2012 at 13:23, and government emblems. The main navigation area features icons for Complaint, Site map, Citizen services, and Status Search. A dropdown menu for 'Citizen' is open, listing various services including Tenant/PG Verification Request, Character Certificate Request, Event / Performance Request, Protest / Strike Request, Procession Request, Employee Verification, Domestic Help Verification, C Form, Online Library, and Contact Us. The 'C Form' option is highlighted. On the right, there are sections for 'Publications' (listing crime statistics from 2006 to 2010) and 'Service Available' (listing Complaint, Tips, Verification services, NOC services, Feedback, and FAQ's). A 'Latest Information' section provides details about the CCTNS scheme. A disclaimer at the bottom states that the user is liable for malicious content and provides contact information for the National Crime Records Bureau.



The screenshot shows the 'Search View C-Form Details' page. The header is identical to the home page. The navigation bar includes links for Home, Complaint, Citizen Services, Citizen Tip, Status Search, Citizen Information, Citizen Feedback, Site map, Online Library, FAQ's, and Contact Us. The breadcrumb trail is 'Home > Citizen Services > Search View C-Form Details'. The page title is 'Most Recent C-Form'. A table displays the search results:


S.No.	Request ID	Date
1	40971211000001	19/10/2012

A 'Search for More' button is located below the table. A red asterisk indicates that the fields are mandatory. The footer states: 'This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India'.



Welcome  
Date  
Time

abhishek123  
20/10/2012  
13:27



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » View C-Form (Foreigner Registration)

View C-Form (Foreigner Registration)

General Information | Foreign Address

Name of the Hotel  
Address of Hotel

Date of Arrival in India  
Address in India

Address  
delhi ,INDIA ,ASSAM ,MORIGAON

Address  
delhi ,INDIA ,DAMAN & DIU ,DIU DIST

Date of Application  
Name of the Foreigner  
Nationality  
Other Identification Type  
Other Identification Number  
Passport No  
Passport Issue Date  
Passport Issue Place  
Name  
Are you a part of a group?  
Companianin Address


19/10/2012  
nishant  
INDIA  
Select  
  
123145645  
29/08/2012  
delhi  
  
  
☒ Yes ☐ No

Mobile No.  
Arrived From  
Employed in India  
Duration of stay in India  
Registration No.  
Registration certificate Issued Date  
Registration certificate Issued Place  
Is anyone else accompanying you during your stay  
Landline No.  
Mobile No. Accompanied Person  
Group Name

+ 91 2132545454  
delhi  
☒ Yes ☐ No  
0 Year 0 Month 20 Day  
  
  
  
☒ Yes ☐ No  
  
+


Print Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India



Welcome  
Date  
Time

abhishek123  
20/10/2012  
13:27



Home | Complaint | Citizen Services | Citizen Tip | Status Search | Citizen Information | Citizen Feedback | Site map | Online Library | FAQ's | ContactUs

Home » View C-Form (Foreigner Registration)

View C-Form (Foreigner Registration)

General Information | Foreign Address

Present Address  
House No.  
Street Name  
Colony / Locality / Area  
Village / Town / City  
Tehsil / Block / Mandal

Country  
State  
District  
Pincode/Zipcode

Permanent Address  
House No.  
Street Name  
Colony / Locality / Area  
Village / Town / City  
Tehsil / Block / Mandal

Country  
State  
District  
Pincode

Print Close

This website belongs to National Crime Records Bureau, Ministry of Home Affairs, Government of India

### Steps

1. Click on '**Registration**' link.
2. Select the '**C-Form**' link.
3. Select the '**View C-Form (Foreigner Registration)**' link.

System will display the list of recent registered C-Form, click on required number if it is in there otherwise enter the search criteria and click on 'Search for More' button

System will display the registered details

4. Click on '**Close**' button to close the current page.

System will close the current page and return to the Homepage

or

Click on '**Print**' button to take printout

System will give printout of the form