

USER MANUAL FOR APPLICANTS

Comprehensive Guide to the Applicant Registration Process

Upon visiting the **Applicant Sign-Up Page**, users will begin their journey by registering their mobile number. This initial step is crucial as all further interactions with the application will be securely tied to this mobile number. Once the sign-up form is completed, an **OTP (One-Time Password)** will be sent to the user's registered mobile number for verification. After successfully entering the OTP, the user gains access to the application, ensuring a secure and authenticated login.

Navigating the Profile Section

Once logged in, users are directed to the **Profile Section**, where they will begin the comprehensive registration process. This multi-step journey ensures that all essential information is collected, categorized, and verified.

Step 1: Personal Information

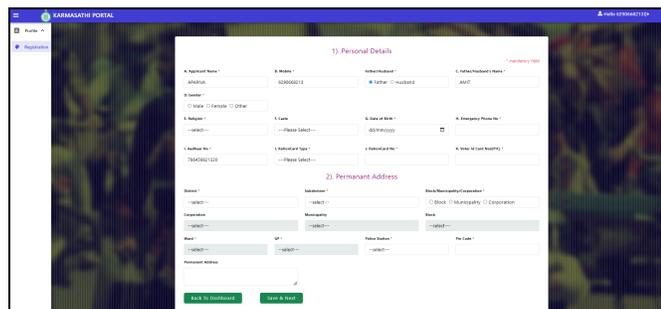
On the first page of the profile, users will provide their **Personal Details**, ensuring the completion of key identity and background information:

- **Name** (fetched from the sign-up page)
- **Mobile Number** (fetched from the sign-up page)
- **Father's or Husband's Name** (fetched from the sign-up page)
- **Gender**
- **Religion**
- **Caste**
- **Date of Birth**
- **Aadhaar Number** (fetched from the sign-up page)

Additionally, users will submit details related to their **Permanent Address**, which includes:

- **District**
- **Sub-division**
- **Corporation / Municipality**
- **Block / Ward**
- **Gram Panchayat (GP)**
- **Police Station**
- **PIN Code**
- **Permanent Address**

This step ensures that the applicant's identity and residence are thoroughly documented.



The screenshot displays a web form titled '1) Personal Details' and '2) Permanent Address' on the 'ANDHRA GATHI PORTAL'. The form is divided into two main sections. The first section, '1) Personal Details', includes fields for Applicant Name, Mobile Number, Father's/Husband's Name, Gender, Religion, Caste, Date of Birth, Aadhaar No., and a dropdown for Residential Type. The second section, '2) Permanent Address', includes fields for District, Sub-division, Corporation/Municipality, Block, Gram Panchayat (GP), Police Station, and PIN Code. There are 'Back to Dashboard' and 'Save & Next' buttons at the bottom of the form.

Step 2: Work Address

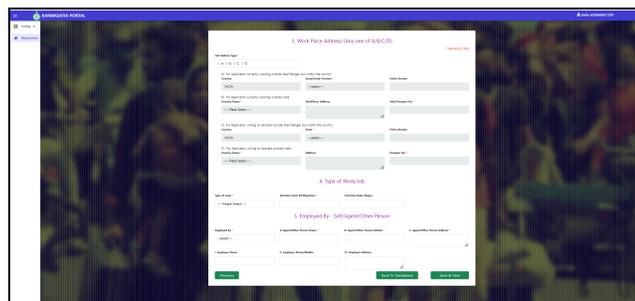
On the second page, applicants will submit details about their **Workplace Address**, depending on their current employment location:

- **Applicants currently working outside West Bengal but within India**
- **Applicants currently working outside India**
- **Applicants willing to relocate outside West Bengal, but within India**
- **Applicants willing to relocate outside India**

For these applicants, the following details are required:

- **Country**
- **State**
- **Police Station Name**

This information captures the geographic scope of the applicant's current employment status and their willingness to relocate either within India or internationally.

A screenshot of a web application form titled '3. Work Place Address (Only one of A/B/C/D)'. The form is divided into four main sections: 1. 'A. Country', 2. 'B. State', and 3. 'C. Type of Address', which includes sub-sections for 'Employed by Self/Agent/Other Person'. Each section contains various input fields, dropdown menus, and checkboxes. At the bottom of the form, there are three buttons: 'Save', 'Go Back', and 'Next Step'.

Step 3: Job and Employment Details

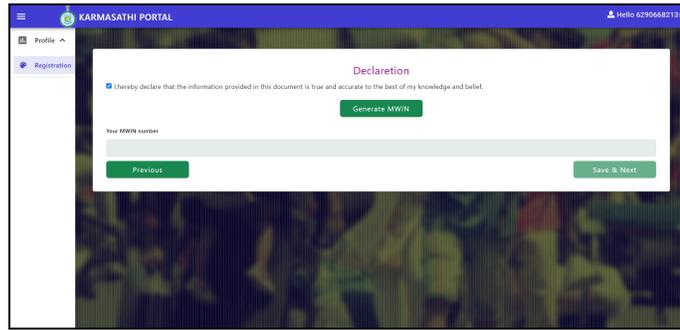
In this step, users will provide specific details related to their **Employment and Job Type**:

- The type of job they are engaged in or seeking
- Details about their employment status, specifying whether they are:
 - **Self-employed**
 - **Employed by an Agent**
 - **Employed by Other Persons**

These details offer an in-depth look at the applicant's professional landscape and future aspirations.

Step 4: MWIN Number Generation

In this critical step, applicants will need to carefully review a **Declaration**. Upon acknowledging the declaration, the system will automatically generate a unique **MWIN (Migrant Worker Identification Number)**. This number will serve as an official identifier for the applicant throughout the process. Once generated, users can **save their MWIN number** and proceed to the next step.

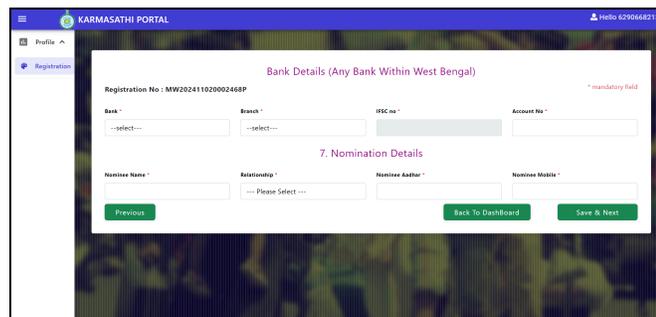


Step 5: Bank Details

On the next page, users will be required to submit their **Bank Details**. This information is crucial for any future transactions or benefits. The following information will be needed:

- **Bank Name**
- **Branch Name**
- **Account Number**
- **IFSC Code**
- **Nominee Details:**
 - **Nominee's Name**
 - **Relationship with the Applicant**
 - **Nominee's Mobile Number**
 - **Nominee's Aadhaar Number**

These details help secure the applicant's financial information, ensuring that all monetary benefits or transactions are processed smoothly.

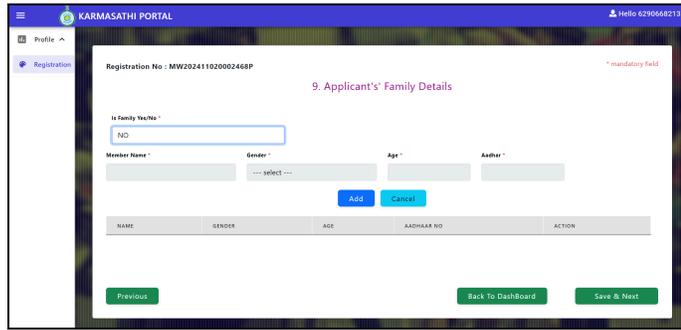


Step 6: Family Details

In this section, users will provide details about their **Family Members**:

- **Name of each family member**
- **Age**
- **Gender**
- **Aadhaar Number**

This step ensures the inclusion of family information, a vital part of the registration process.

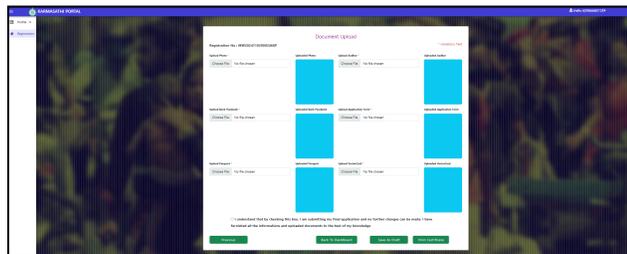


Step 7: Document Upload

Next, applicants will proceed to the **Document Upload** section, where they must submit scanned copies of the following essential documents:

- Applicant's Photograph
- Aadhaar Card
- Bank Passbook
- Completed Application Form
- Passport
- Voter ID Card

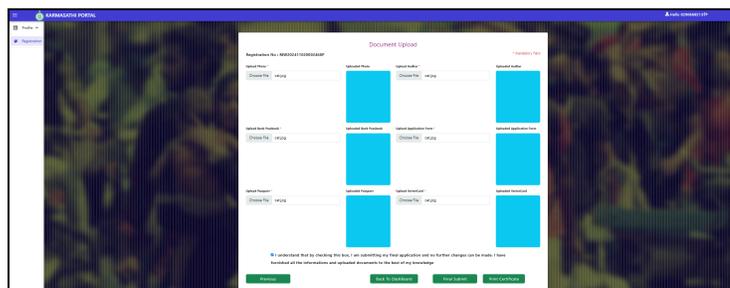
These documents are necessary to verify the applicant's identity, financial information, and eligibility for the application.



Save as Draft and Final Submission

At every stage of the application process, users have the option to **Save their progress as a Draft**. This feature allows them to return and complete the application at their convenience without losing any information already entered.

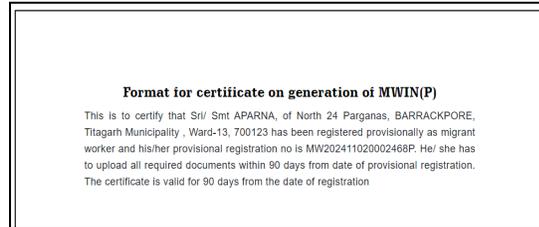
Once all the details are submitted, and the user has reviewed their application, they will reach the final step. Here, they will need to **check a box** confirming that they understand that **no further changes can be made** after the final submission.



Post-Submission and MWIN Certificate

After submitting the form, the applicant can **print a certificate** that includes their **MWIN Number**. This certificate serves as a formal acknowledgment of their registration.

Once the final submission is complete, users will only be able to view their application in a **Read-Only Mode**. No edits or changes will be allowed post-submission, ensuring the integrity of the application.



This step-by-step process is designed to guide users through a seamless, secure, and thorough application experience, ensuring that all necessary information is collected while providing flexibility through the "Save as Draft" feature. By the end of the process, applicants are officially registered, with a unique MWIN number and a certificate that can be printed for their records.