

Employee Verification Registration Process

This document provides a step-by-step process for Employee Verification in the Chandigarh Police Integrated Citizen & Police Management System.

Step 1: User Registration

A new user creates an account by entering Email ID, Mobile Number, New Password, Confirm Password and CAPTCHA. After filling the details, the user clicks 'Send OTP' to verify the registered mobile number.

Step 2: User Login

After registration, the user logs in using either OTP or Username & Password. The login page also provides Register, Reset Password and Return to Home options.

Step 3: Enter Employer Details

Enter the organization and authorized person/applicant details. The screen includes Organization Name, State, District, Pin Code, Address, Land Mark, and authorized person/applicant Name, Mobile No. and Email Id. Click Next after completing the required information.

Step 4: Enter Employee Personal Details

Enter the employee's personal information including First Name, Middle Name, Last Name, Gender, Date of Birth, Mobile No., Employee Email, Father's/Husband/Relative's Name and Relationship with the Employee. Click Next to continue.

Step 5: Enter Employee Address Details

Provide the employee's address information. The form includes Staying At Address Details, Present Address Details and Permanent Address Details, along with address fields such as State, District, Sector/Town/Locality, Land Mark, House/Property No. and Pin Code. Where applicable, indicate whether the present or permanent address is the same as another recorded address.

Step 6: Upload Documents

Upload all mandatory supporting documents in the prescribed format. The displayed document section includes Applicant's Photo, Front Side of Applicant's ID, Back Side of Applicant's ID and Residential Proof of Applicant. Complete the required uploads and proceed to submission.

Step 7: Request Submission

Submit the completed Employee Verification request. After successful submission, the system displays a confirmation message stating that the request has been registered successfully and provides an Application No. Save this number for future tracking.

Overall Workflow

- User Registration

- User Login
- Enter Employer Details
- Enter Employee Personal Details
- Enter Employee Address Details
- Upload Required Documents
- Submit Request
- Save Generated Application Number