

Lost Article Registration Process

This document provides a step-by-step for 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 Complainant Details

The user opens the Lost Articles module and enters personal details including Complainant Name, Father's Name, Mobile Number, Email Address, City, Police District, Country, State and Address.

Step 4: Enter Incident Details

The user enters incident information such as District, Police Station, Area, Police Beat, Date of Loss, Time of Loss and Incident Description.

Step 5: Add Lost Articles

The Lost Articles tab allows the user to add one or more lost items. A table displays Article Type, Article Details, Additional Details and available actions.

Step 6: Enter Lost Article Details

Clicking 'Add Lost Article' opens a popup where the user selects the Article Type and enters the article details before saving.

Step 7: Review Added Articles

The saved article appears in the list. The user can edit or delete existing entries or add more articles before submitting the application.

Step 8: Application Submitted Successfully

After successful submission, the system displays a confirmation message and generates a unique Lost Article Application Number for future reference.

Step 9: Download Lost Article Report

The system generates a Lost Article Information Report (PDF) containing applicant details, incident details, lost article information, LAR number, QR code and important notes. The report is system-generated and does not require a physical signature.

Overall Workflow

- Register on the portal.
- Log in using OTP or Username & Password.
- Fill in Complainant Details.
- Enter Incident Details.
- Add one or more Lost Articles.
- Review the entered information.
- Submit the application.
- Receive the generated Application Number.
- Download and print the Lost Article Information Report (PDF).