

Madhya Pradesh Citizen Portal

(Madhya Pradesh Police)



Citizen User Manual

(Citizen Services)

Citizen Services

1. Purpose

The purpose of this module is to provide the User (Citizen) with information and links on various Citizen Services.

The following Services are available in Madhya Pradesh Citizen Portal:

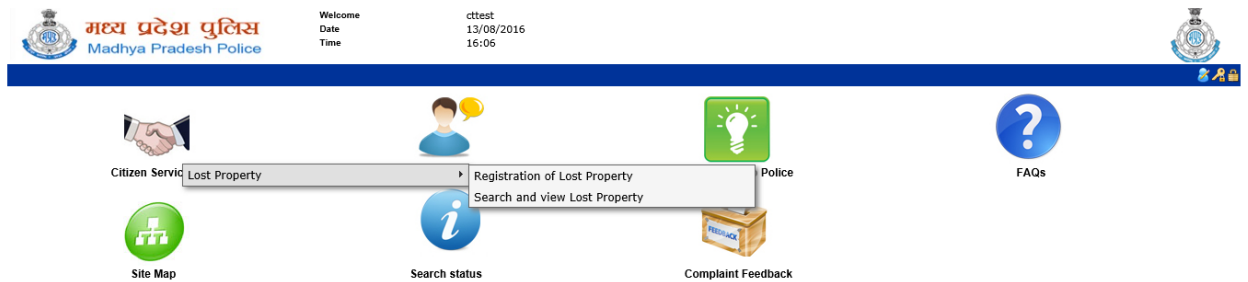
1. Lost Property

2. Pre-conditions

1. System should be connected to the Internet.
2. User should be logged in to Citizen Portal with their respective User ID.

3. Steps to be performed

System will display the below window on successful login by User and by mouse hover on Citizen Services -



Following are the detailed description on the available Citizen Services:

1. Lost Property:

This service will allow the User to register / view their Lost Properties details.

Lost Property Service contains 2 features:

- i. Registration of Lost Property: Allows the User to register their Lost Property details.
 - a. System will display the following window on clicking “Registration of Lost Property”

The screenshot displays the Madhya Pradesh Police website interface for the 'Registration Of Lost Property' service. The page header includes the police logo, the text 'मध्य प्रदेश पुलिस Madhya Pradesh Police', and user information: 'Welcome cttest', 'Date 13/08/2016', and 'Time 16:09'. A navigation menu contains links for Home, Complaint, Citizen Services, Information to Police, Search Status, Complaint Feedback, Site map, FAQs, and Contact Us. The breadcrumb trail is 'Home > Registration > Lost Property > Registration Of Lost Property'. The main heading is 'Registration Of Lost Property' with a '*Mandatory Fields' indicator. The form is divided into two tabs: 'Property Details' (selected) and 'Complainant Details'. The 'Property Details' tab contains the following fields: 'Date Of Missing Property' (DD/MM/YYYY, 24 hrs), 'Year' (2016), 'District' (Select), 'Property Category' (Select), 'Place from where Property is Reported' (text input), and 'Police Station' (Select). A 'Clear' button is located at the bottom right of the form area.

- b. User can fill the details corresponding to the following tabs. (Fields marked in “*” are mandatory):
 - Property Details: Allows the User to enter details of the Lost Property.
 - Complainant Details: Allows the Users to enter the following details of Complainant.
 - Personal
 - Address
 - c. Click on “Clear” button to clear the details.
 - d. Click on “Submit” button to submit the details.
 - e. On submitting the details, system will display the below mentioned confirmation window.
 - f. Click on “Print” hyperlink to generate the PDF and Print the Lost Property registration.
 - g. Click on “Close” button to close the window and return to Home page.

- ii. Search and view Lost Property: Allows the User to view their Lost Property details.

- a. System will display the following window on clicking “Search and view Lost Property”

The screenshot shows the Madhya Pradesh Police website interface. At the top, there is a header with the police logo and the text 'मध्य प्रदेश पुलिस' and 'Madhya Pradesh Police'. To the right, it displays 'Welcome ctest', 'Date 13/08/2016', and 'Time 16:10'. Below the header is a navigation menu with links: Home, Complaint, Citizen Services, Information to Police, Search Status, Complaint Feedback, Site map, FAQs, and Contact Us. The main content area is titled 'Search and View Lost Property Details'. It contains a form with the following fields: 'Date of Property Missing' (with a date picker), 'Lost Property Number', 'Place from where Property is Reported missing', 'Complainant Name', and 'Property Category' (with a dropdown menu). At the bottom right of the form are 'Search' and 'Close' buttons.

- b. User can search the details of their Lost Property on the basis of the following parameters:
- Date of Property Missing
 - Lost Property Number
 - Place from where Property is Reported missing
 - Complainant Name
 - Property Category
- c. Click on “Search” button to view the details.
- d. On clicking “Search”, system will display the result in below Grid based on the parameters selected.
- e. User can click the “Registration No.” to view / print the selected Lost Property Registration.
- f. Click on “Close” button to close the window and return to Home page.