

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

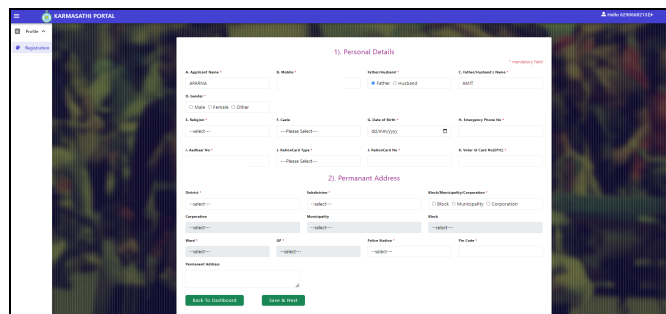
On the first page of the profile, users will provide their **Personal Details**, ensuring the completion of key identity and background information:

- **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 the 'KAMASATH PORTAL' registration interface. It features two main sections: '1) Personal Details' and '2) Permanent Address'. Section 1 includes fields for Applicant Name, Mobile Number, Father/Husband Name, Gender, Religion, Caste, Date of Birth, Aadhaar Number, and Emergency Phone No. Section 2 includes fields for District, Sub-division, Corporation/Municipality, Block/Ward, Gram Panchayat (GP), Police Station, and PIN Code. The form is designed with a clean, user-friendly layout, using dropdown menus for categorical selections and text input fields for numerical and textual data. A 'Back to Dashboard' button is visible at the bottom left, and a 'Save & Next' button is at the bottom right.

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 titled 'Migrant Worker Registration System'. The main heading is '3. Work Place Address (any one of ABOVE)'. The form contains several sections: '1. Country' with a dropdown menu; '2. State' with a dropdown menu; '3. Police Station Name' with a text input field; '4. Type of Work' with a dropdown menu; '5. Employed By - Self/Agent/Other Person' with a dropdown menu; and '6. Future Work' with a dropdown menu. There are also checkboxes for 'I am currently working outside West Bengal but within India' and 'I am currently working outside India'. The form has a 'Back' button and a 'Next' button at the bottom.

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.

KARMASATHI PORTAL

Profile

Registration

Declaration

☒ I hereby declare that the information provided in this document is true and accurate to the best of my knowledge and belief.

Generate M/WIN

Your M/WIN number

Previous Save & Next

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.

KARMASATHI PORTAL

Profile

Registration

Registration No : MW2024110200246BP

Bank Details (Any Bank Within West Bengal)

Bank * Branch * IFSC no * Account No *

--select-- --select--

7. Nomination Details

Nominee Name * Relationship * Nominee Aadhar * Nominee Mobile *

-- Please Select --

Previous Back To Dashboard Save & Next

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.

KARMASATHI PORTAL

Registration No : MW202411020002468P

9. Applicant's Family Details

Is Family Yes/No *

Member Name * Gender * Age * Address *

Add Cancel

NAME	GENDER	AGE	AADHAAR NO	ACTION

Previous Back To Dashboard Save & Next

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.

KARMASATHI PORTAL

Document Upload

Applicant Photo

Aadhaar Card

Bank Passbook

Completed Application Form

Passport

Voter ID Card

Previous Save & Next

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.

KARMASATHI PORTAL

Document Upload

Applicant Photo

Aadhaar Card

Bank Passbook

Completed Application Form

Passport

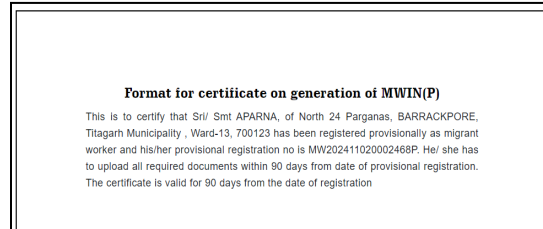
Voter ID Card

Previous Back To Dashboard Save & Next 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.