

Government of Haryana



USER MANUAL

(For merging members from one family into another in PPP)

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Parivar Pehchan Patra
Citizen Resource Information Department
Government of Haryana

A. The operator clicks on the “Merge Family” tab to initiate the process of merging two families



The screenshot shows the top navigation bar of the Government of Haryana Parivar Pehchan Patra portal. The bar is divided into two horizontal sections: a dark blue top section and an orange bottom section. In the dark blue section, the Government of Haryana logo is on the left, followed by the text 'GOVERNMENT OF HARYANA' and 'परिवार पहचान पत्र' in white. The orange section contains a navigation menu with the following items: 'Home', 'Apply For PPP', 'Apply For Services', 'Merge Family', and 'Logout'. The 'Merge Family' item is highlighted with a red rectangular box. On the right side of the orange section, the text 'All CSE/VI' is visible.

Do you Know Parivar Pehchan Patra(Family ID)?

YES NO

B. The operator enters the ID of the family in which members need to be merged (Parent Family) and clicks on “Search”. The details of the existing members in the family is displayed on the screen.

**Enter Family
Id:**

Parent Family

Name	Relation Of Member With Head Of Family	FatherName	MotherName	Age
Chandan	SELF	Devesh	Devesh	66
Deepak	WIFE'S BROTHER	Devesh	Devesh	50

Showing 1 to 2 of 2 entries

C. The operator then enters the ID of the family from which members need to be imported and merged (Child Family) into the Parent family and clicks in “Search”.

Enter Family Id:

Enter 2nd Family Id:

Parent Family

Name	Relation Of Member With Head Of Family	Father Name	Mother Name	Age
Deepak	SELF	Devesh	Devesh	32

Showing 1 to 1 of 1 entries

D. The operator selects the members from the Child family which need to be moved to the Parent family by selecting the corresponding Checkbox and then clicking on the Transfer Button (Red button)

Enter Family
Id:

2LMH6452

SEARCH

Enter 2nd Family
Id:

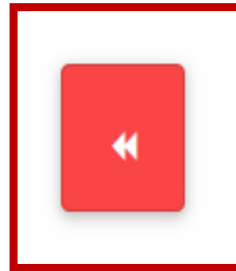
4SVW8610

SEARCH

Parent Family

Name	Relation Of Member With Head Of Family	Father Name	Mother Name	Age
suresh	SELF	ra	ra	44
yogesh	FATHER OF CHILD'S SPOUSE	ra	r	28

Showing 1 to 2 of 2 entries



Child Family

<input type="checkbox"/>	Name	Relation Of Member With Head Of Family	Father Name	Mother Name	Age
<input type="checkbox"/>	Chandan	HUSBAND'S ELDER BROTHER	Devesh	Devesh	32
<input type="checkbox"/>	Devesh	FATHER IN LAW	Deveshm	Devesh	45
<input type="checkbox"/>	Deepak	SELF	Devesh	Devesh	32

Showing 1 to 3 of 3 entries

E. The operator selects the relationship of the newly added member with the head of the family. The newly added member can also be designated as the Head of family by selecting the relation as self.

Name	Father Name	Mother Name	Age	Relation
Chandan	Devesh	Devesh	32	HUSBAND'S ELDER BROTHER ▼
yogesh	ra	r	28	FATHER OF CHILD'S SPOUSE ▼
suresh	ra	ra	44	SELF ▼

SUBMIT



F. Once the relationship with Head of Family are set correctly, operator submits the same and a message stating “Merge Successful” is shown to the operator.

Name	Father Name	Mother Name	Age	Relation
Chandan	Devesh	Devesh	32	HUSBAND'S ELDER BROTHER ▼
yogesh	ra	r	28	FATHER OF CHILD'S SPOUSE ▼
suresh	ra	ra	44	SELF ▼

SUBMIT



Post completion of the activity, the operator can search the merged family ID to confirm that the required members have been added in the respective Family ID