

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS
8TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI**

**GENERAL INSTRUCTIONS FOR THE APPLICANT ADVOCATES TO
FILL THE ONLINE APPLICATION UNDER CHIEF MINISTER ADVOCATE
WELFARE SCHEME ON THE WEB PORTAL www.cmaws.delhi.gov.in.**

**Please read the instructions and procedure carefully before you
start filling the Application Form Online.**

Steps involved in the filling of the application form of “**APPLICATION
UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME**” includes the
following steps:

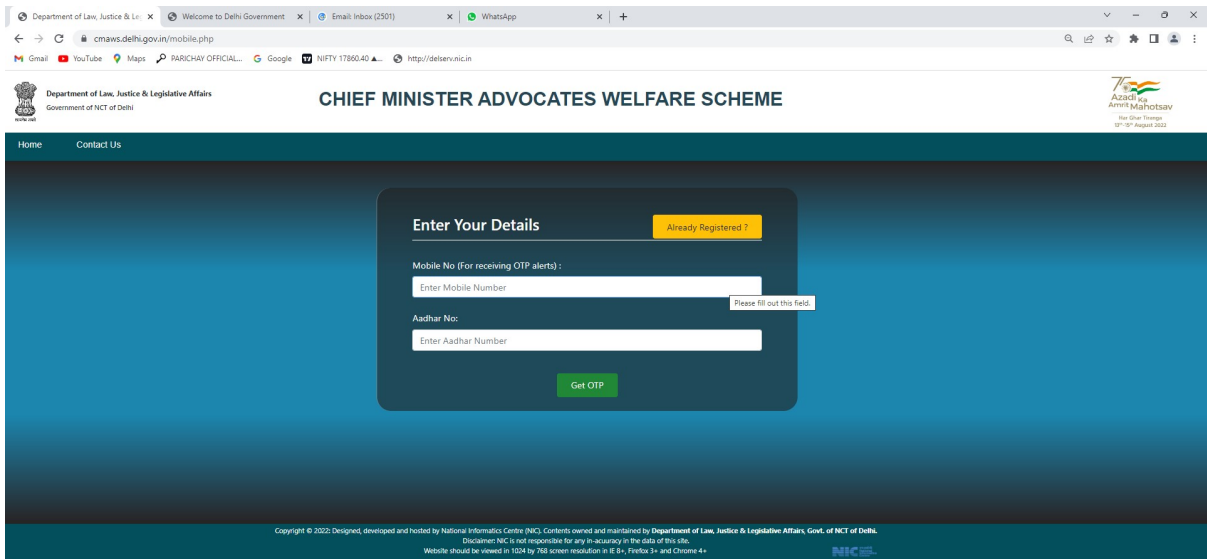
1. Registration
2. Candidate Login
3. Filling up of online application.
4. Editing/Viewing/Printing of submitted online application form (editing will be allowed only till last date to file the application).

Step 1: NEW REGISTRATION FORM

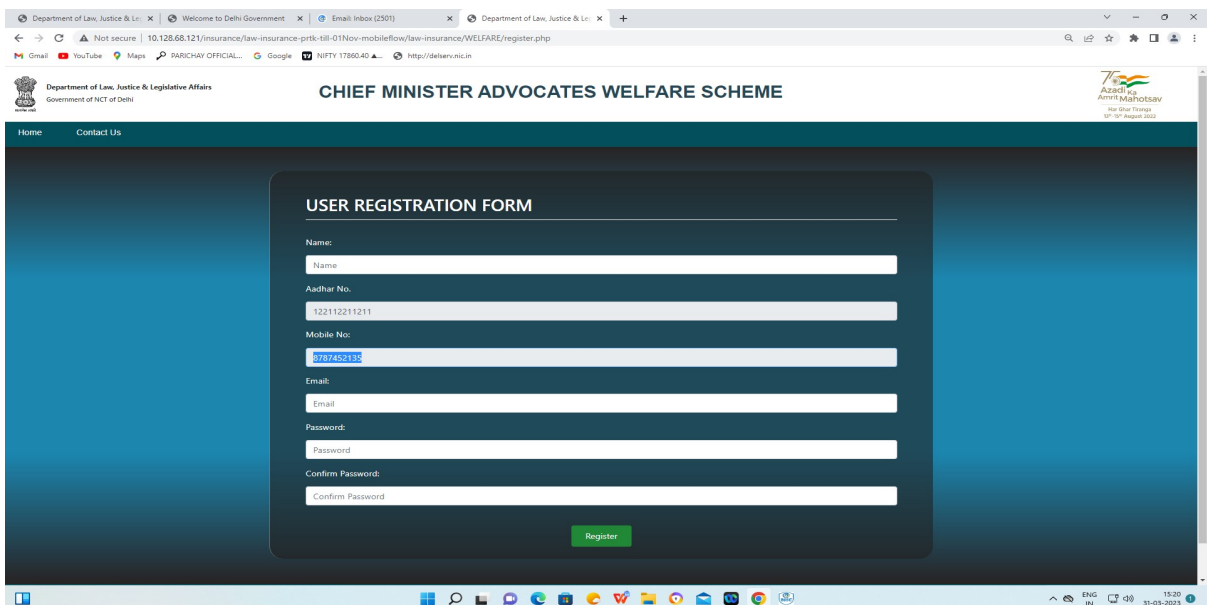
The screenshot shows the homepage of the Chief Minister Advocates Welfare Scheme (CMAWS) web portal. The page has a dark blue header with the logo of the Department of Law, Justice & Legislative Affairs, Government of NCT of Delhi, and the text 'CHIEF MINISTER ADVOCATES WELFARE SCHEME'. Below the header, there is a navigation bar with 'Home' and 'Contact Us' links. The main content area is divided into two columns. The left column contains a 'LATEST UPDATES' section with two notices: 'Notice regarding extension for applying under CMAWS for the year 2023-24' and 'Notice for afresh and mandatory registration under CMAWS for all advocates for year 2023-24, w.e.f. 16/03/2023 to 31/03/2023'. The right column contains a 'LOGIN FORM' section with a 'NEW USER' button, fields for 'Enter Registered Email', 'Enter Password', and 'Enter Captcha', and a 'LOGIN' button. The footer contains copyright information for 2022 and a disclaimer.

The application process begins with the basic registration of candidates. For this the candidates are required to follow the steps below:

Candidates are required to apply online through website www.cmaws.delhi.gov.in only. No other means/mode of application will be accepted and there shall be no need to submit any hard copies of the uploaded documents.



- Visit the website www.cmaws.delhi.gov.in.
- Then click on the **“NEW USER”** and you will be directed to registration form page.
- Enter Mobile No. & Adhar No. and click “GET OTP”. An OTP will be sent on the given mobile number. Enter that OTP and click “verify OTP”. Your mobile number verification would have been done and you will be directed to new window for registration.
- Provide the following details for new registration:



Name of the Candidate: This should be the same as on valid government ID proof.

Email ID: should be valid and unique. It will be your user ID.

Password: The applicant can choose password of his choice for future login and filling up of online application, by following below password policy:

1. Password must be minimum 8 characters long.
2. Password must have at least one Lower case alphabet.
3. Password must have at least one numeric value.
4. Password must have at least one special character.

Important instruction about PASSWORD

1. While filling online form, candidate will be required to choose PASSWORD. Candidates are advised to record/remember their password for all future logins.
2. For subsequent logins, candidates will be able to login directly with their respective email ID and the chosen Password.
3. Candidates are advised not to disclose or share their password with anybody. Neither Law Department nor NIC will be responsible for violation or misuse of the password of a candidate.
4. Candidates should remember to log out at the end of their session so that the particulars of the candidates cannot be tampered or modified by unauthorized persons.

STEP 2: FILLING UP OF APPLICATION FOR “APPLICATION UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME”

For filling up of online application, the applicants have to login by entering the following details:

Enter Registered Email: Email ID by which registration process was completed.

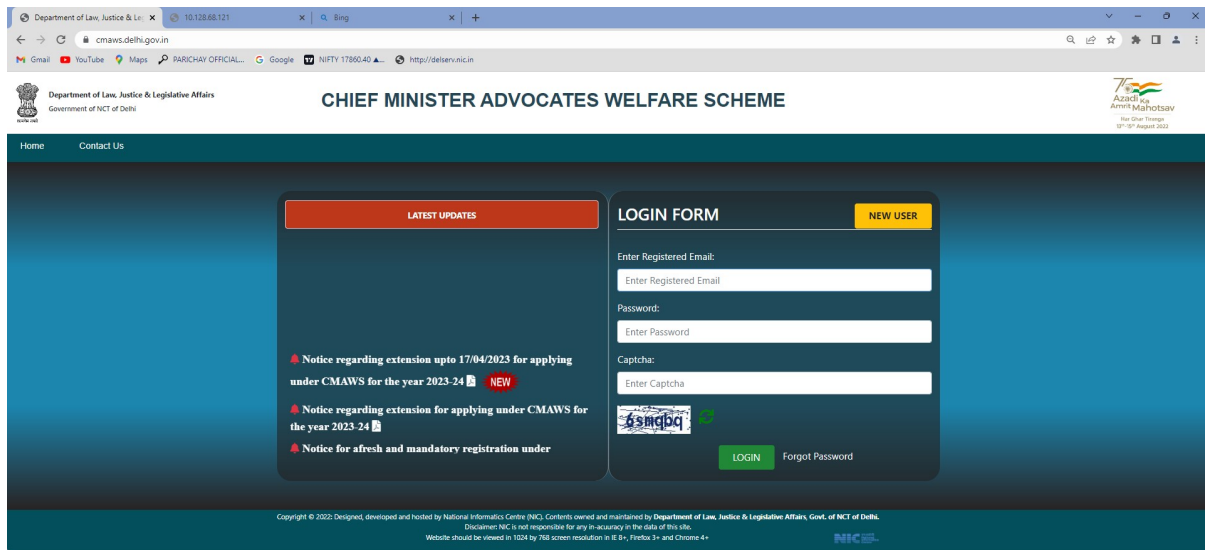
Password: Chosen by the applicant during registration process.

Captcha: The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on ‘**Get a new image**’ to refresh the letters.

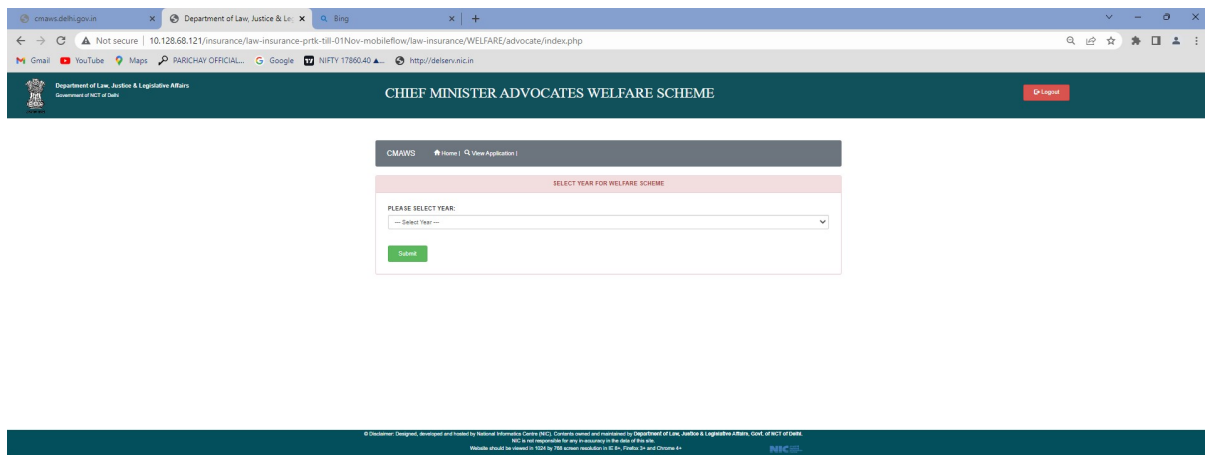
Then click “**LOG IN**” and new window will appear where the applicant can fill-up the application form by following below step 3.

STEP 3: FILL APPLICATION FORM

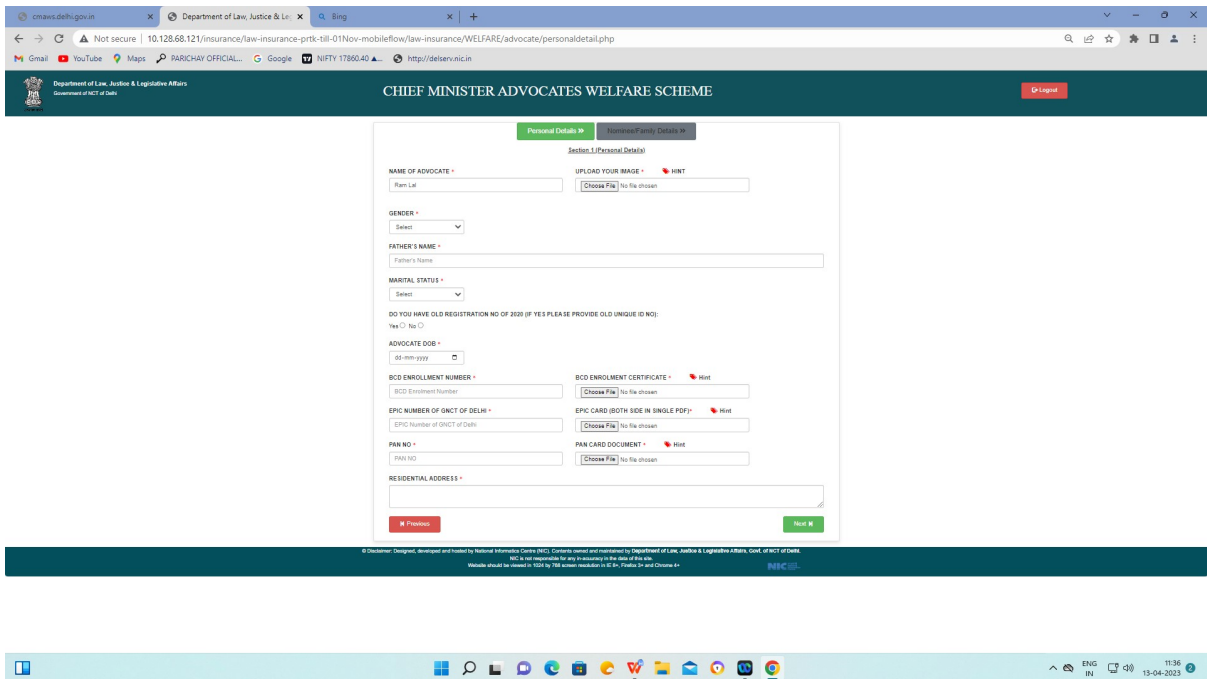
The opening of the portal the following screen will be appeared:



After successful login into the portal the window will be appeared as under:



Here the applicant advocates have to choose year eg. 2023-24. On choosing of year the new window would be appeared as:



The Application Form is categorized into the following two sections:

1. Personal Details

2. Nominee/Family Details

Applicant needs to fill section-wise application form. Once the mandatory details in a section are filled and required documents/images are uploaded, then only the applicant can move to the next section by clicking on **Next** Tab. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the **previous** tab.

After filling up and uploading of all required information/documents, the applicant needs to submit the final application. On successful submission of application an application ID will be generated in the format of 2023XXXXXXX and the same would be sent to the registered email ID/User ID of the applicant.

STEP 4: EDIT APPLICATION/PRINT/VIEW/DOWNLOAD OF APPLICATION FORM.

After successful submission of online application a unique application ID will be given to the applicants, which will also be sent to the registered email ID of the applicant. The applicant will be able to edit the application till the last date of the application and in this stage the applicant will be able to view/download/print the application. After Closing of last date to apply the application, the applicant will only be able to view/download the submitted application by clicking View/Download.

Good luck!