

## **Procedure for Application for Domicile Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Domicile Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Domicile Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Applicant is Residing in Himachal Pradesh Since
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Letter or Certificate from the Pradhan of village or Head of any Local Authority
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Domicile Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Domicile Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Domicile Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Applicant is Residing in Himachal Pradesh Since
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Letter or Certificate from the Pradhan of village or Head of any Local Authority
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Domicile Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Applicant is Residing in Himachal Pradesh Since
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Letter or Certificate from the Pradhan of village or Head of any Local Authority
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Domicile Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Applicant is Residing in Himachal Pradesh Since
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Letter or Certificate from the Pradhan of village or Head of any Local Authority
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Legal Heirs Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Legal Heirs Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Legal Heirs Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Deceased 's Details
  - ❖ Fill up the Deceased 's Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the List of Legal Heirs of Deceased
  - ❖ Fill up the Property Devolved On Will
  - ❖ Upload the required following documents
    -  Death Certificate of Decease
    -  Residence Proof
    -  Mutation of Inheritance based on the Will of Deceased
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Legal Heirs Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Legal Heirs Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Legal Heirs Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Deceased 's Details
  - ❖ Fill up the Deceased 's Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the List of Legal Heirs of Deceased
  - ❖ Fill up the Property Devolved On Will
  - ❖ Upload the required following documents
    -  Death Certificate of Decease
    -  Residence Proof
    -  Mutation of Inheritance based on the Will of Deceased
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Legal Heirs Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Deceased's Details
    - ✓ Verify Deceased's Father/Husband Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify List of Legal Heirs of Deceased
    - ✓ Verify Property Devolved On Will
    - ✓ Verify Required following Documents
      -  Death Certificate of Decease
      -  Residence Proof
      -  Mutation of Inheritance based on the Will of Deceased
      -  Photo Identity Proof \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Legal Heirs Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Deceased's Details
    - ✓ Verify Deceased's Father/Husband Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify List of Legal Heirs of Deceased
    - ✓ Verify Property Devolved On Will
    - ✓ Verify Required following Documents
      -  Death Certificate of Decease
      -  Residence Proof
      -  Mutation of Inheritance based on the Will of Deceased
      -  Photo Identity Proof \*
  - View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Minority Community Certificate is as follows:

### In Citizen Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Minority Community Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Minority Community Certificate Page will open
  - ❖ Click Yes or No, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Letter or Certificate from Pradhan of the village or Head of any Community Group
    -  Application Certificate from any Religious Head
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Minority Community Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Minority Community Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Minority Community Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Letter or Certificate from Pradhan of the village or Head of any Community Group
    -  Application Certificate from any Religious Head
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Minority Community Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Letter or Certificate from Pradhan of the village or Head of any Community Group
      -  Application Certificate from any Religious Head
      -  Photo Identity Proof \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Minority Community Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Letter or Certificate from Pradhan of the village or Head of any Community Group
      -  Application Certificate from any Religious Head
      -  Photo Identity Proof \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for OBC Certificate is as follows:

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for OBC Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for OBC Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Parental /Maternal Address Details
  - ❖ Fill up the Permanent Address details
  - ❖ Fill up the Residential Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Income Certificate \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for OBC Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for OBC Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for OBC Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Parental /Maternal Address Details
  - ❖ Fill up the Permanent Address details
  - ❖ Fill up the Residential Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Income Certificate \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for OBC Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Parental /Maternal Address Details
    - ✓ Verify Permanent Address details
    - ✓ Verify Residential Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Income Certificate \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for OBC Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Parental /Maternal Address Details
    - ✓ Verify Permanent Address details
    - ✓ Verify Residential Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Income Certificate \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Agriculturist Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Agriculturist Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Agriculturist Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Details of Possession of Land
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

## Procedure for Application for Agriculturist Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Agriculturist Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Agriculturist Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Details of Possession of Land
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Agriculturist Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Details of Possession of Land form Land Records and Pariwar
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Agriculturist Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Details of Possession of Land form Land Records and Pariwar
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

## Procedure for Application for Backward Area Certificate is as follows:

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Backward Area Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Agriculturist Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Backward Area Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Backward Area Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Agriculturist Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    - 1. Cash**
    - 2. Challan**
      - Challan No.
      - Challan Date
    - 3. Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Backward Area Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Backward Area Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Bonafide Himachali Certificate is as follows:

### In Citizen Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Bonafide Himachali Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Bonafide Himachali Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Click application is Bonafide Himachali for the Following Reason:-
    - ✓ Having his permanent home in Himachal Pradesh.
      - 📄 Mention Applicant Land Owner Relationship
      - 📄 Click on Get Details of Your Land
    - ✓ Residing in Himachal Pradesh for a period of 20 years or more.
    - ✓ Having his permanent home in Himachal Pradesh but living outside H.P. on account of his/her occupation.
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Permanent Address Details
  - ❖ Upload the required following documents
    - 📄 Residence Proof \*
    - 📄 Photo Identity Proof \*
    - 📄 Letter or Certificate from Pradhan or any local body head
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button. Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Bonafide Himachali Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Bonafide Himachali Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Bonafide Himachali Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Click application is Bonafide Himachali for the Following Reason:-
    - ✓ Having his permanent home in Himachal Pradesh.
      - ✚ Mention Applicant Land Owner Relationship
      - ✚ Click on Get Details of Your Land
    - ✓ Residing in Himachal Pradesh for a period of 20 years or more.
    - ✓ Having his permanent home in Himachal Pradesh but living outside H.P. on account of his/her occupation.
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Permanent Address Details
  - ❖ Upload the required following documents
    - ✚ Residence Proof \*
    - ✚ Photo Identity Proof \*
    - ✚ Letter or Certificate from Pradhan or any local body head
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Bonafide Himachali Certificate is as follows:

### **In Officer Login: Tehsildaar**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Land from Land Records
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Permanent Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Letter or Certificate from Pradhan or any local body head
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Bonafide Himachali Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Land from Land Records
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Permanent Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Letter or Certificate from Pradhan or any local body head
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for BPL Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department **“Rural / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for BPL Certificate**
  - Service Description Page will open then click to Proceed Button.
  - Application for BPL Certificate Page will open
    - ❖ Fill up the BPL Details
    - Click on Submit Button or Reset
    - Click on Make Payment Button and Download the Confirmation Receipt
    - After that Application will be sent to the concerned officer for necessary action

## **Procedure for Application for BPL Certificate is as follows:**

### **In Clerk Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer Counter
- Select Department **“Rural / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for BPL Certificate**
  - Service Description Page will open then click to Proceed Button.
  - Application for BPL Certificate Page will open
    - ❖ Fill up the BPL Details
  - Click on Submit Button or Reset
  - Click on Make Payment Button and Download the Confirmation Receipt
  - After that Application will be sent to the concerned officer for necessary action

## Procedure for Application for BPL Certificate is as follows:

### **In Officer Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify BPL Details with BPL Data
- Once Application is Verified:
  - If Application is Correct:** Click on **“Approved”** Button with Comments
  - If Application is Incorrect:** Click on **“Rejected”** Button with Comments
- Once Application is Approved, Click on **“Application ready for Signature”** Window and Sign the Approved application
- Once Application is Signed, Click on **“Signed/Processed Application”** Window and Download the Signed/Processed Application Certificate

## Procedure for Application for Caste (SC/ST) Certificate is as follows:

### In Citizen Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Caste (SC/ST) Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Caste (SC/ST) Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Permanent Address Details
  - ❖ Fill up the Parental/Maternal address details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
    - ✓ Do attach the Certificate from Employer or Community Group \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Caste (SC/ST) Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department **"Revenue Department "**
- Select the desired following Services:
  - ❖ **Application for Caste (SC/ST) Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Caste (SC/ST) Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Permanent Address Details
  - ❖ Fill up the Parental/Maternal address details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
    - ✓ Do attach the Certificate from Employer or Community Group \*
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Caste (SC/ST) Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Permanent Address Details
    - ✓ Verify Parental/Maternal address details with Land Record
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Do attach the Certificate from Employer or Community Group \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Caste (SC/ST) Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Permanent Address Details
    - ✓ Verify Parental/Maternal address details with Land Record
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Do attach the Certificate from Employer or Community Group \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Character Certificate is as follows:

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department**"
- Select the desired following Services:
  - ❖ **Application for Character Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Character Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Police Verification Report \*
- Do attach the Certificate from Employer or Community Group
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Character Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department **“Revenue Department”**
- Select the desired following Services:
  - ❖ **Application for Character Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Character Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant’s Personal Details
  - ❖ Fill up the Father’s / Husband’s Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Police Verification Report \*
- Do attach the Certificate from Employer or Community Group
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Character Certificate is as follows:

### **In Officer Login: Tehsildaar**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Police Verification Report \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Character Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Police Verification Report \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Copy of Pariwar Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for Copy of Pariwar Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Copy of Pariwar Certificate Page will open
  - ❖ Fill up the Pariwar Details
- Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Copy of Pariwar Certificate is as follows:**

### **In Clerk Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer Counter
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for Copy of Pariwar Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Copy of Pariwar Certificate Page will open
  - ❖ Fill up the Pariwar Details
- Click on Submit Button or Reset
- Click on Make Payment
- Payment Mode will open,
  - ❖ Citizen can pay to Clerk through:
    - 1. Cash**
    - 2. Challan**
      - Challan No.
      - Challan Date
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Copy of Pariwar Certificate is as follows:

### In Officer Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Pariwar Details with Pariwar Data
- Once Application is Verified:
  - If Application is Correct:** Click on **“Approved”** Button with Comments
  - If Application is Incorrect:** Click on **“Rejected”** Button with Comments
- Once Application is Approved, Click on **“Application ready for Signature”** Window and Sign the Approved application
- Once Application is Signed, Click on **“Signed/Processed Application”** Window and Download the Signed/Processed Application Certificate

## Procedure for Application for Dogra Class Certificate is as follows:

### In Citizen Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Dogra Class Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Dogra Class Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Bonafide Himachali
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Dogra Class Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Dogra Class Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Dogra Class Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Bonafide Himachali
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Dogra Class Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Bonafide Himachali
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Dogra Class Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Bonafide Himachali
    -  View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Freedom Fighter Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Freedom Fighter Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Freedom Fighter Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Freedom Fighter Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof
    -  Photo Identity Proof \*
    -  Confirmation Letter from Pradhan of the village for Freedom Fighter
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Freedom Fighter Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Agriculturist Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Agriculturist Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Freedom Fighter Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    -  Residence Proof
    -  Photo Identity Proof \*
    -  Confirmation Letter from Pradhan of the village for Freedom Fighter
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Freedom Fighter Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Freedom Fighter's Details
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof
      -  Photo Identity Proof \*
      -  Confirmation Letter from Pradhan of the village for Freedom Fighter
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Freedom Fighter Certificate is as follows:

### In Officer Login: Patwari

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Freedom Fighter's Details
    - ✓ Verify Address Details
    - ✓ Verify Required following Documents
      -  Residence Proof
      -  Photo Identity Proof \*
      -  Confirmation Letter from Pradhan of the village for Freedom Fighter
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

## Procedure for Application for Income Certificate is as follows:

### In Citizen Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Income Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Income Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the Family Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Applicant needs to attach an affidavit declaring annual family income from all known sources
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Income Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Income Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Income Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the Family Details
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Applicant needs to attach an affidavit declaring annual family income from all known sources
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Income Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details
    - ✓ Verify Family Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Applicant needs to attach an affidavit declaring annual family income from all known sources
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Income Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details
    - ✓ Verify Family Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Applicant needs to attach an affidavit declaring annual family income from all known sources
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Indigent (Needy Person) Certificate is as follows:**

**In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Indigent (Needy Person) Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Indigent (Needy Person) Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the Family Detail
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Applicant needs to attach an affidavit declaring annual family income from all known sources
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Indigent (Needy Person) Certificate is as follows:**

**In Sugam Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Indigent (Needy Person) Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Indigent (Needy Person) Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Fill up the Family Detail
  - ❖ Upload the required following documents
    -  Residence Proof \*
    -  Photo Identity Proof \*
    -  Applicant needs to attach an affidavit declaring annual family income from all known sources
  - ❖ Click on Submit Button or Reset
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Indigent (Needy Person) Certificate is as follows:**

**In Officer Login: Tehsildaar**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Family Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Applicant needs to attach an affidavit declaring annual family income from all known sources
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Indigent (Needy Person) Certificate is as follows:**

**In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address Details with Land Records
    - ✓ Verify Family Details
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
      -  Applicant needs to attach an affidavit declaring annual family income from all known sources
  - View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Marriage Registration & Certificate is as follows:**

**In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for Marriage Registration & Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Marriage Registration & Certificate Page will open
  - ❖ Fill up the Place of Marriage Details
  - ❖ Fill up the Details of Bridegroom
  - ❖ Fill up the Permanent Address
  - ❖ Fill up the Current Address
  - ❖ Fill up the Details of Bride
  - ❖ Fill up the Bride Permanent Address
  - ❖ Fill up the Bride Current Address
  - ❖ Fill up the Details of Father/Guardian of Bridegroom
  - ❖ Fill up the Permanent Address of Father/Guardian of Bridegroom
  - ❖ Fill up the Current Address of Father/Guardian of Bridegroom
  - ❖ Fill up the Details of Father/Guardian of Bride
  - ❖ Fill up the Permanent Address of Father/Guardian of Bride
  - ❖ Fill up the Current Address of Father/Guardian of Bride
  - ❖ Fill up the Details of Priest
  - ❖ Fill up the Current Address of Priest
  - ❖ Fill up the Applicant Details
    - Applicant can Apply on basis of Address
      - Groom Permanent Address
      - Groom Current Address

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Marriage Registration & Certificate is as follows:**

- Place of Marriage
- Bridegroom Permanent Address
- Bridegroom Current Address
- ❖ Upload the required following documents
  -  Joint Photograph of Bride and Groom \*
  -  Resident Proof \*
  -  If marriage was solemnized at a religious place, then certificate from the priest who solemnized the marriage
  -  Bride Affidavit
  -  Bridegroom Affidavit
  -  Bridegrooms Age Proof Certificate \*
  -  Brides Age Proof Certificate \*
  -  Photo Identity Proof
  -  Marriage Card
  -  Memorandum of Marriage \*
  -  Other Documents
- Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

**Procedure for Application for Marriage Registration & Certificate is as follows:**

**In Clerk Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer Counter
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ **Application for Marriage Registration & Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Marriage Registration & Certificate Page will open
  - ❖ Fill up the Place of Marriage Details
  - ❖ Fill up the Details of Bridegroom
  - ❖ Fill up the Permanent Address
  - ❖ Fill up the Current Address
  - ❖ Fill up the Details of Bride
  - ❖ Fill up the Bride Permanent Address
  - ❖ Fill up the Bride Current Address
  - ❖ Fill up the Details of Father/Guardian of Bridegroom
  - ❖ Fill up the Permanent Address of Father/Guardian of Bridegroom
  - ❖ Fill up the Current Address of Father/Guardian of Bridegroom
  - ❖ Fill up the Details of Father/Guardian of Bride
  - ❖ Fill up the Permanent Address of Father/Guardian of Bride
  - ❖ Fill up the Current Address of Father/Guardian of Bride
  - ❖ Fill up the Details of Priest
  - ❖ Fill up the Current Address of Priest
  - ❖ Fill up the Applicant Details
    - Applicant can Apply on basis of Address
      - Groom Permanent Address

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Marriage Registration & Certificate is as follows:**

- Groom Current Address
- Place of Marriage
- Bridegroom Permanent Address
- Bridegroom Current Address
- ❖ Upload the required following documents
  - 📎 Joint Photograph of Bride and Groom \*
  - 📎 Resident Proof \*
  - 📎 If marriage was solemnized at a religious place, then certificate from the priest who solemnized the marriage
  - 📎 Bride Affidavit
  - 📎 Bridegroom Affidavit
  - 📎 Bridegrooms Age Proof Certificate \*
  - 📎 Brides Age Proof Certificate \*
  - 📎 Photo Identity Proof
  - 📎 Marriage Card
  - 📎 Memorandum of Marriage \*
  - 📎 Other Documents
- Click on Submit Button or Reset
- Click on Make Payment
- Payment Mode will open,
  - ❖ Citizen can pay to Clerk through:
    - 1. Cash**
    - 2. Challan**
      - Challan No.
      - Challan Date
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

## Procedure for Application for Marriage Registration & Certificate is as follows:

### **In Officer Login: Panchayat Secretary**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Place of Marriage Details
    - ✓ Verify Details of Bridegroom
    - ✓ Verify Permanent Address
    - ✓ Verify Current Address
    - ✓ Verify Details of Bride
    - ✓ Verify Bride Permanent Address
    - ✓ Verify Bride Current Address
    - ✓ Verify Details of Father/Guardian of Bridegroom
    - ✓ Verify Permanent Address of Father/Guardian of Bridegroom
    - ✓ Verify Current Address of Father/Guardian of Bridegroom
    - ✓ Verify Details of Father/Guardian of Bride
    - ✓ Verify Permanent Address of Father/Guardian of Bride
    - ✓ Verify Current Address of Father/Guardian of Bride
    - ✓ Verify Details of Priest
    - ✓ Verify Current Address of Priest
    - ✓ Verify Applicant Details
    - ✓ Verify Required following Documents
      -  Joint Photograph of Bride and Groom \*
      -  Resident Proof \*

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Marriage Registration & Certificate is as follows:**

 If marriage was solemnized at a religious place, then certificate from the priest who solemnized the marriage

 Bride Affidavit

 Bridegroom Affidavit

 Bridegrooms Age Proof Certificate \*

 Brides Age Proof Certificate \*

 Photo Identity Proof

 Marriage Card

 Memorandum of Marriage \*

 Other Documents

- Once Application is Verified:

**If Application is Correct:** Click on **“Approved”** Button with Comments

**If Application is Incorrect:** Click on **“Rejected”** Button with Comments

**If Some Discrepancies:** Click on **“Send Back to Initiator”** Button with Comments

**If Application is above then 90 days, Next Level Verification is required:** Click on **“Send to SDM for verification”** Button with Comments

- Verification Report Received from SDM
- On the basis of SDM verification report

**If Some Discrepancies:** Click on **“Send Back to Initiator”** Button with Comments

**If Application is Correct:** Click on **“Approved”** Button with Comments

- Once Application is Approved, Click on **“Application ready for Signature”** Window and Sign the Approved application
- Once Application is Signed, Click on **“Signed/Processed Application”** Window and Download the Signed/Processed Application Certificate

**Procedure for Application for Marriage Registration & Certificate is as follows:**

**In Officer Login: SDM**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Place of Marriage Details
    - ✓ Verify Details of Bridegroom
    - ✓ Verify Permanent Address
    - ✓ Verify Current Address
    - ✓ Verify Details of Bride
    - ✓ Verify Bride Permanent Address
    - ✓ Verify Bride Current Address
    - ✓ Verify Details of Father/Guardian of Bridegroom
    - ✓ Verify Permanent Address of Father/Guardian of Bridegroom
    - ✓ Verify Current Address of Father/Guardian of Bridegroom
    - ✓ Verify Details of Father/Guardian of Bride
    - ✓ Verify Permanent Address of Father/Guardian of Bride
    - ✓ Verify Current Address of Father/Guardian of Bride
    - ✓ Verify Details of Priest
    - ✓ Verify Current Address of Priest
    - ✓ Verify Applicant Details
    - ✓ Verify Required following Documents
      -  Joint Photograph of Bride and Groom \*
      -  Resident Proof \*

---

**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Marriage Registration & Certificate is as follows:**

 If marriage was solemnized at a religious place,  
then certificate from the priest who solemnized  
the marriage

 Bride Affidavit

 Bridegroom Affidavit

 Bridegrooms Age Proof Certificate \*

 Brides Age Proof Certificate \*

 Photo Identity Proof

 Marriage Card

 Memorandum of Marriage \*

 Other Documents

✓ View Official Comments on Note Sheet

- Once Application is Verified: Enter the comments and Click on  
**“Verified”** Button to Send Verification Report to SDM

**Procedure for Application for Registration & Issuance of Birth/Death Certificate is as follows:**

**In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ Birth Registration & Certificate
  - ❖ Death Registration & Certificate
- CRS Software Application Page will open
  - ❖ Fill up the 1<sup>st</sup> Page and Save
  - ❖ Fill up the 2<sup>nd</sup> Page and Save
  - ❖ In 3<sup>rd</sup> Page, Click on Print & Submit Button or Click on Edit Button (Citizen can Edit the Filled Application)
- Click on Choose File and upload the required following documents
  - ❖ **For Birth Registration & Certificate:** Letter From HOF/Gram Pradhan/Hospital Discharge Slip)
  - ❖ **For Death Registration & Certificate:** Discharge report / Primary report or Self declaration letter by head of family
- Click on Payment Button and Citizen will be redirected to payment window
  - If Fees is Nil** - Click on Make Payment Button and Download the Confirmation Receipt
  - If Fees is applicable** - Click on Make Payment Button and Confirm Payment Button. Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

**Procedure for Application for Registration & Issuance of Birth/Death Certificate is as follows:**

**In Clerk Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer Counter
- Select Department **“Panchayati Raj / Urban Development Department”**
- Select the desired following Services:
  - ❖ Birth Registration & Certificate
  - ❖ Death Registration & Certificate
- CRS Software Application Page will open
  - ❖ Fill up the 1<sup>st</sup> Page and Save
  - ❖ Fill up the 2<sup>nd</sup> Page and Save
  - ❖ In 3<sup>rd</sup> Page, Click on Print & Submit Button or Click on Edit Button (Clerk can Edit the Filled Application)
- Click on Choose File and upload the required following documents
  - ❖ **For Birth Registration & Certificate:** Letter From HOF/Gram Pradhan/Hospital Discharge Slip)
  - ❖ **For Death Registration & Certificate:** Discharge report / Primary report or Self declaration letter by head of family
- Click on Payment Button
  - If Fees is Nil*** - Click on Make Payment Button and Download the Confirmation Receipt
  - If Fees is applicable –*** Select Payment Mode - Cash or Challan and Click on Make Payment Button
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be send to the concern officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## **Procedure for Application for Rural Area Certificate is as follows:**

### **In Citizen Login:**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered / Guest User
- User Type Should be Citizen Login
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Rural Area Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Rural Area Certificate Page will open
  - ❖ Click **Yes** or **No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
  - ❖ Click on Submit Button or Reset
- Click on Payment Button and Citizen will be redirected to payment window
  1. Click on Make Payment Button and Confirm Payment Button.  
Citizen will be redirected to Internet Banking Window
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Rural Area Certificate is as follows:

### In Sugam Login:

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Sugam
- Select Department "**Revenue Department** "
- Select the desired following Services:
  - ❖ **Application for Rural Area Certificate**
- Service Description Page will open then click to Proceed Button.
- Application for Rural Area Certificate Page will open
  - ❖ Click **Yes or No**, Is the Applicant a Registered User?
  - ❖ Fill up the Applicant's Personal Details
  - ❖ Fill up the Father's / Husband's Details
  - ❖ Fill up the Address Details
  - ❖ Upload the required following documents
    - ✓ Residence Proof \*
    - ✓ Photo Identity Proof \*
- Payment Mode will open,
  - ❖ Citizen can pay to Sugam through:
    1. **Cash**
    2. **Challan**
      - Challan No.
      - Challan Date
    3. **Revenue Stamp**
      - Remarks
- Click on Make Payment Button and Confirm Payment Button.
- Once Payment is completed, Download the Confirmation Receipt
- After that Application will be sent to the concerned officer for necessary action

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Rural Area Certificate is as follows:

### In Officer Login: Tehsildaar

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
- Once Application is Verified:
  - If Application is Correct:** Click on **"Approved"** Button with Comments
  - If Application is Incorrect:** Click on **"Rejected"** Button with Comments
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Second Level Verification is required:** Click on **"Send to patwari for verification"** Button with Comments
- Verification Report Received from Patwari
- On the basis of patwari verification report
  - If Some Discrepancies:** Click on **"Send Back to Initiator"** Button with Comments
  - If Application is Correct:** Click on **"Approved"** Button with Comments
- Once Application is Approved, Click on **"Application ready for Signature"** Window and Sign the Approved application
- Once Application is Signed, Click on **"Signed/Processed Application"** Window and Download the Signed/Processed Application Certificate

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011

## Procedure for Application for Rural Area Certificate is as follows:

### **In Officer Login: Patwari**

- Open e-District portal <http://edistrict.hp.gov.in>
- Login with Registered User
- User Type Should be Officer login
- Department Official Dashboard Page will open
  - ❖ Click on the Application Number to View Application
  - ❖ Department Official Verification Screen of Forms and other information Online Page will open
    - ✓ Verify Applicant's Personal Details with Aadhar Number and Pariwar
    - ✓ Verify Father's / Husband's Details
    - ✓ Verify Address details with Land Records
    - ✓ Verify Required following Documents
      -  Residence Proof \*
      -  Photo Identity Proof \*
    - ✓ View Official Comments on Note Sheet
- Once Application is Verified: Enter the comments and Click on **"Verified"** Button to Send Verification Report to Tehsildaar

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**Note:** This service cover under Himachal Pradesh Public Service Guarantee Act 2011