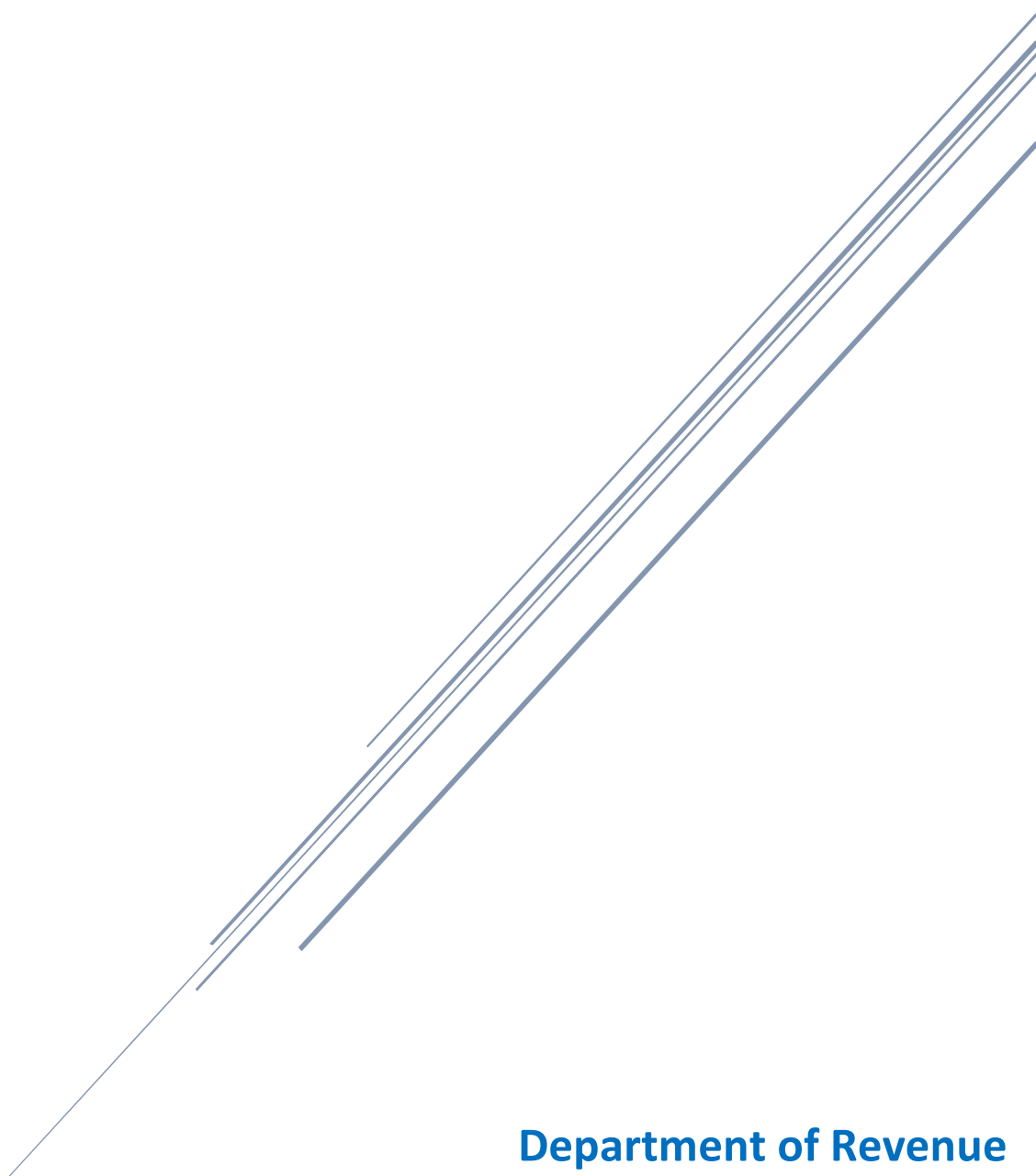


Procedure and Checklist for Registration of Caste certificate



**Department of Revenue
Government of Himachal Pradesh**

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Application for Registration of Caste Certificate

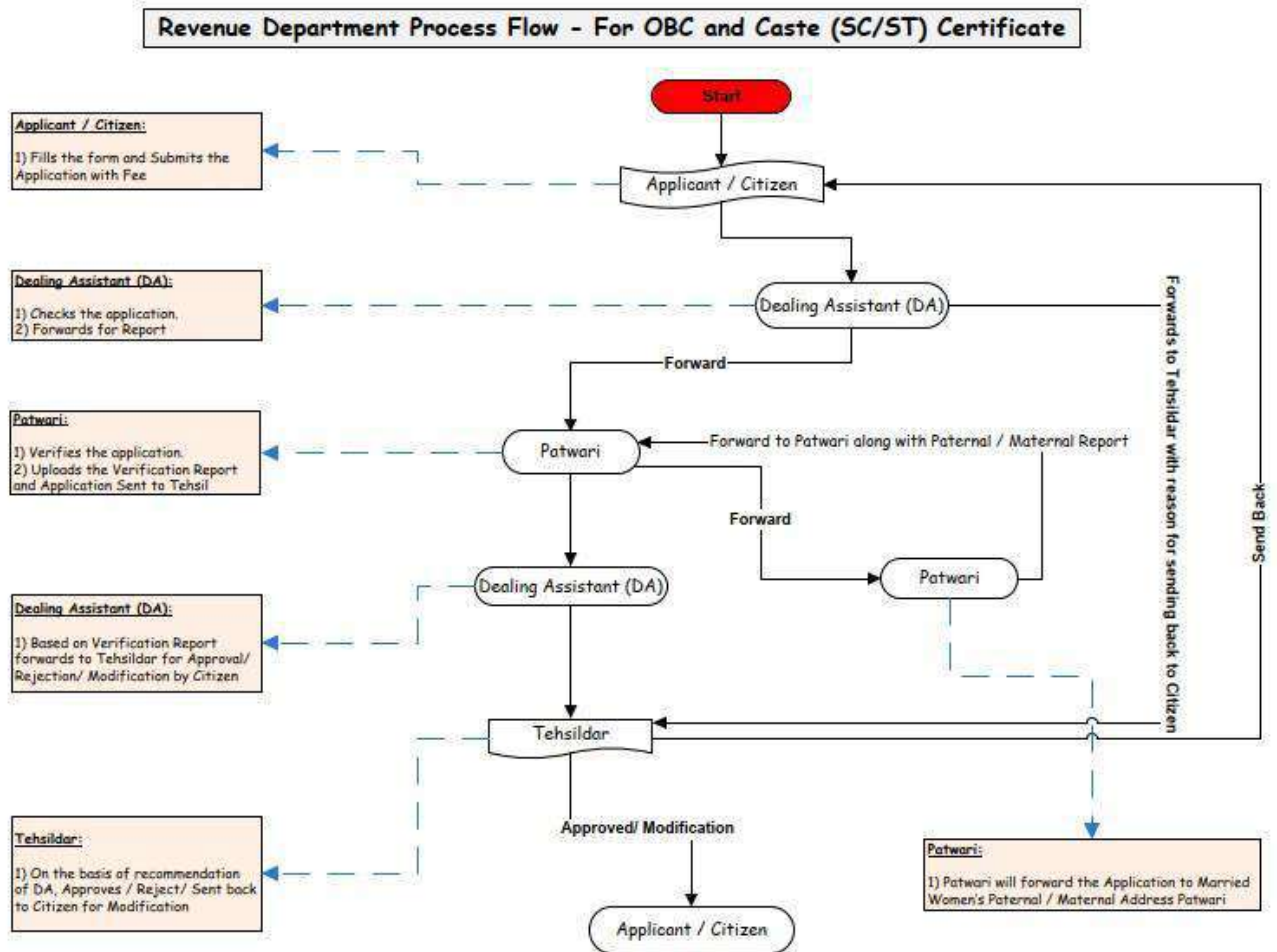
a) Checklist

- Residence Proof
- Attached Certificate from Employer or Community Group

b) Procedure/ Service Delivery Process

- Go to URL: <https://edistrict.hp.gov.in/> (Homepage HP-e-District citizen portal) click on “**more services**” and then click on the “**Revenue department**” to apply for “**Different Caste Certificate**”
- Then User has to click on “**Revenue Department**” to apply for “**Different Caste Certificate**”
- Click on “**Sign Up**” for new registration, “**supporting documents lists**” User will click on “**Login to Apply**”
- After filling below mentioned details, user will register, and user will get “**login credentials**” in his/her registered mobile.
- In next step User will fill “**credential**” for login
- User will click on apply for “**New Application**” and List of “**Supporting documents**”
- In next page user has to fill prerequisites on the form and upload the required **Documents**.
- After Successful documents uploading, User will get “**temporary application no. and payment option**.”
- User will redirected to “**payment gateway to make payment of fee**”
- After filling banking details, user will get “**OTP on registered mobile no.**” for payment authentication
- After that Applicant can track the application after clicking on **Track Application** on E-District after filling application number as mentioned on Acknowledge Receipt.
- After filling all details Patwari concerned will
 - i. Verifies the application.
 - ii. Uploads the Verification Report
 - iii. Application Sent to Tehsil
- Dealing Assistant (DA) based on Verification Report forwards to Tehsildar for Approval/ Rejection/ Modification by Citizen
- After that Tehsildar on the basis of recommendation of DA, Approves / Reject/ Sent back to Citizen for Modification
- After Modification Applicant can track the application and download **the Caste Certificate through Online Mode**

c) Service Delivery Process



d) Applicable Fees

- Application Govt Fee Rs 7 /-
- Processing Fee Rs 10 /-
- LMK/SUGAM user charges Rs 10 /-

e) Timelines:

- Timeline for service delivery is mandated under the HPPSG Act: 2011
- <http://rajpatrahimachal.nic.in/openFile.aspx?id=12111&etype=Notice>