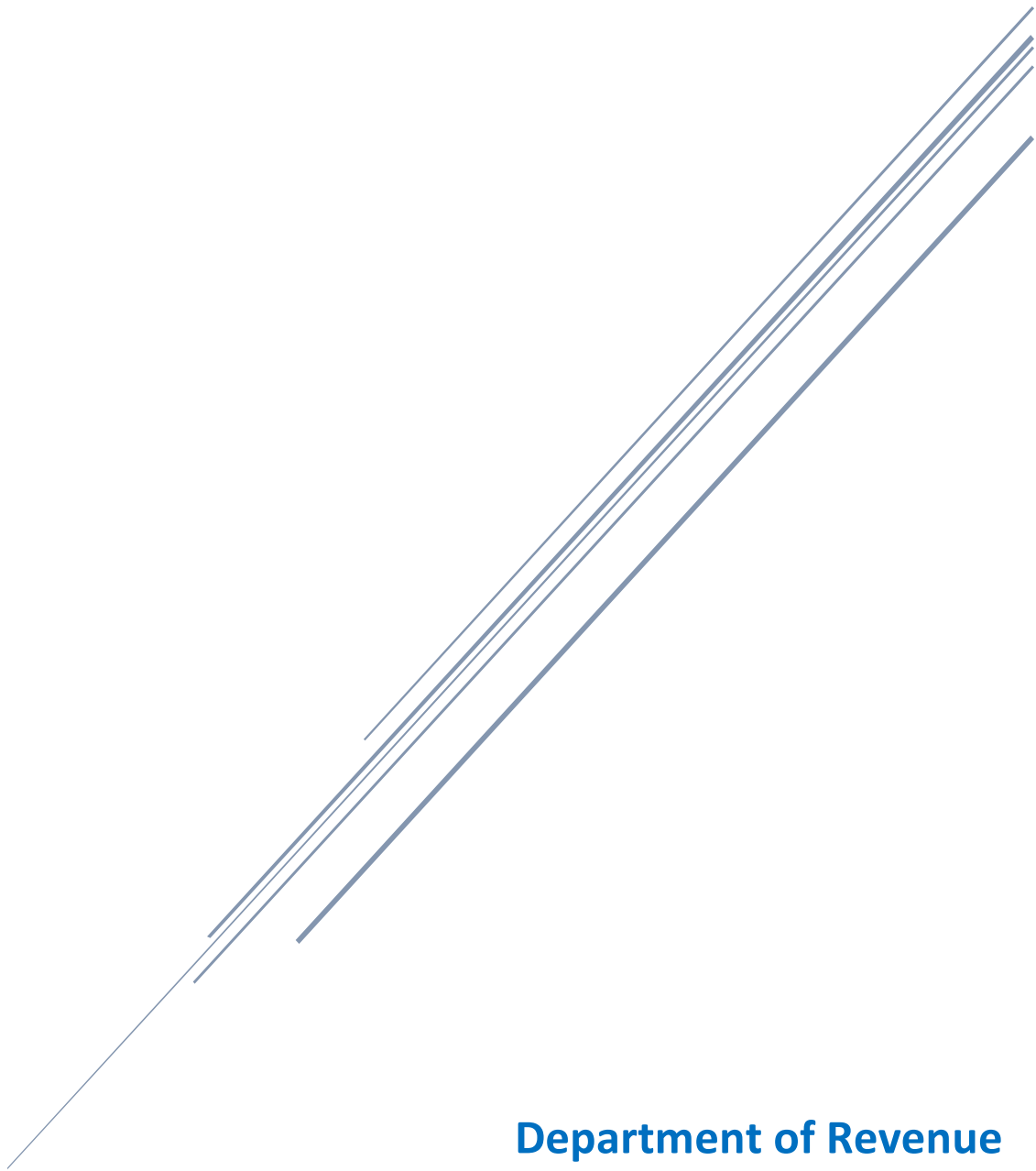


Procedure and Checklist for Registration of Income certificate



**Department of Revenue
Government of Himachal
Pradesh**

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Application for Registration of Income Certificate

a) Checklist

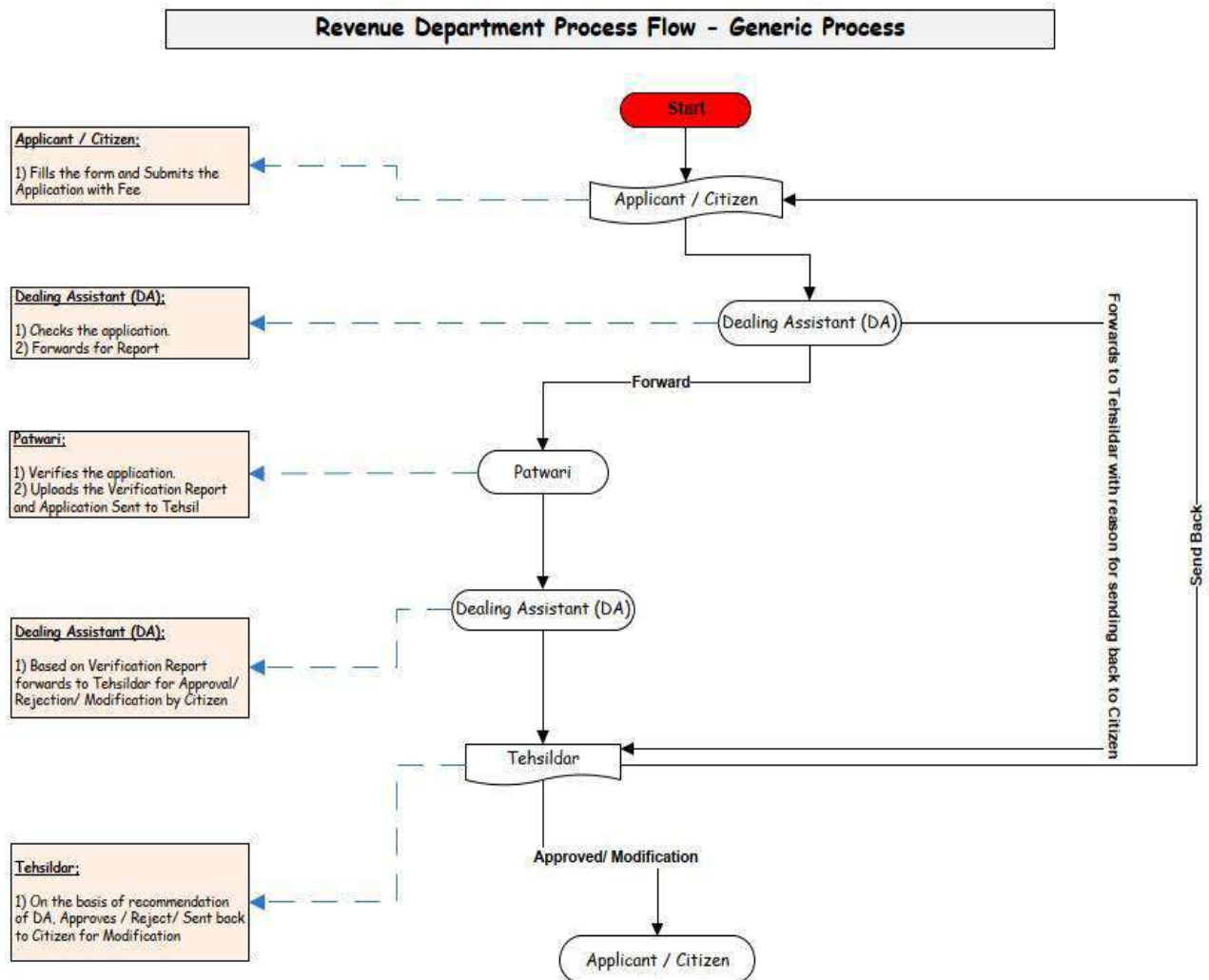
- Residence Proof
- Applicant needs to attach an affidavit
- Stating family income from known sources

b) Procedure/ Service Delivery Process

- Go to URL: <https://edistrict.hp.gov.in/> (Homepage HP-e-District citizen portal) and click on the Income Certificate
- Click on “Sign Up” for new registration and supporting documents lists are also below mentioned in the in the Images
- User will fill the details in Format/ after “Sign Up”
- After Successful Sign Up, user will receive “login credential” on registered mobile no. and “login to apply” for new services.
- In next page user has to fill prerequisites on the form and upload the required Documents.
- After successful submission of the application, user will receive “temporary application No.” and “payment option of fee” for the service
- After that user will get option to make payment via Debit/Credit Card
- Or User can make payment via internet banking by choosing bank from the drop down list. After choosing payment option, User will be redirected to payment gateway page
- After filling bank details, User will receive OTP on registered mobile no. for payment authentication
- After successful payment acknowledgement will be issued to applicant.
- 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. Verify the application.
 - ii. Uploads the Verification Report
 - iii. and send the Application to Tehsil
- Dealing Assistant (DA) based on Verification Report will forward 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 Income 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 are mandated under the HPPSG Act 2011
- <http://rajpatrahimachal.nic.in/openFile.aspx?id=12111&etype=Notice>