



USER MANUAL

Income Certificate

Department of Revenue

URL:

Homepage: <https://edistrict.hp.gov.in/>

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Supporting Documents

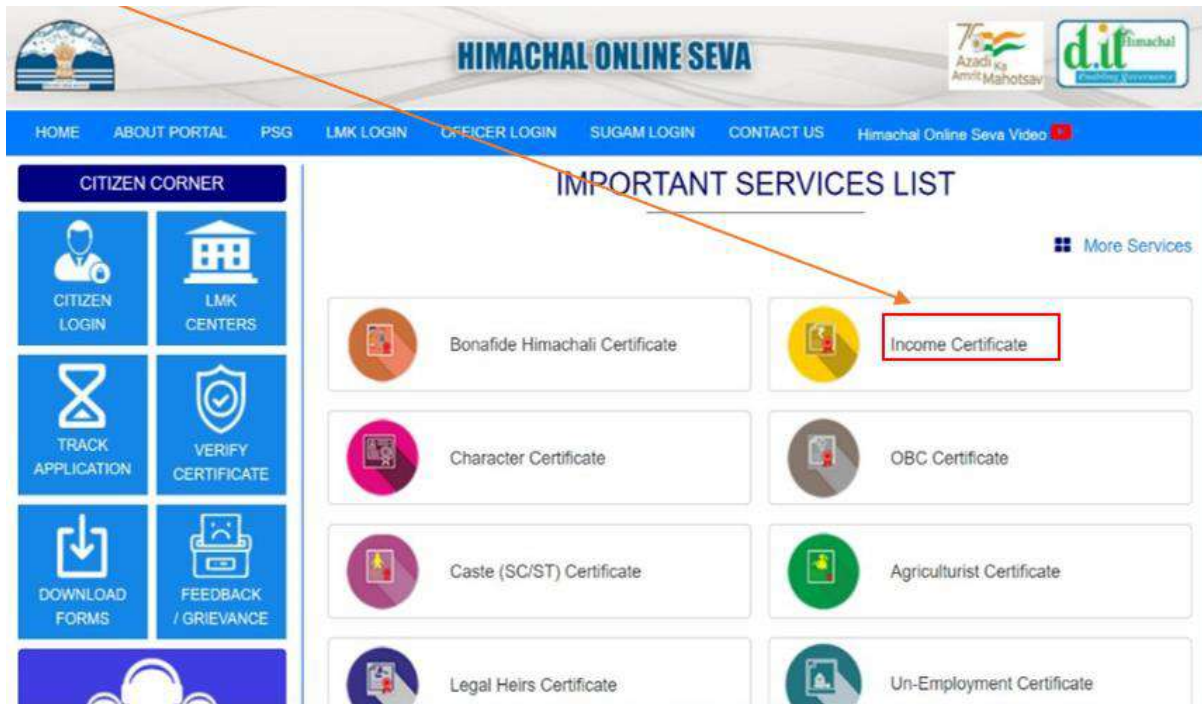
1. Residence Proof
2. Applicants needs to attach affidavit
3. Stating family Income from known source

Applicable Fee

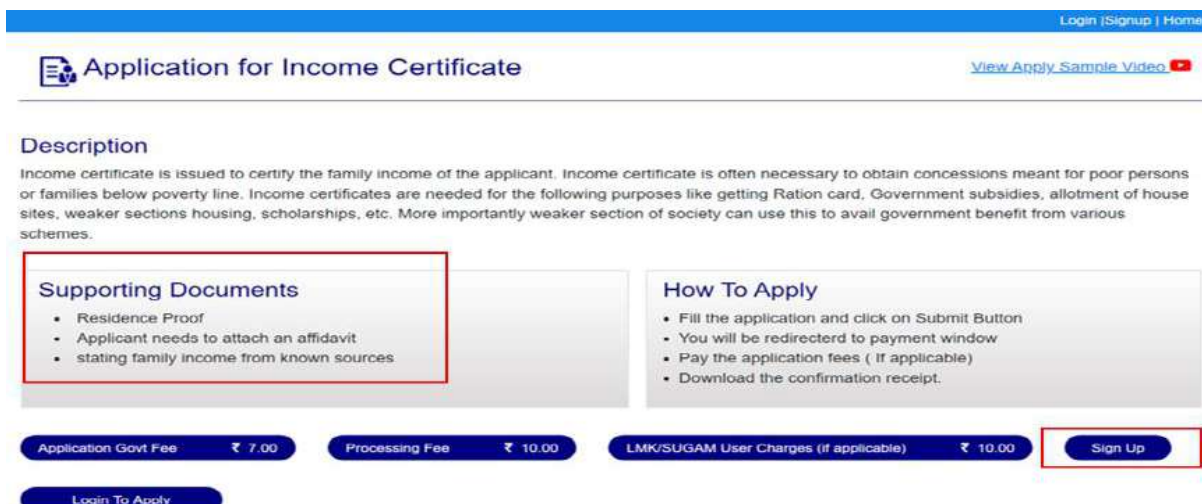
- Application Govt Fee Rs 7 /-
- Processing Fee Rs 10 /-
- LMK/SUGAM user charges Rs 10 /-

SUBMISSION OF ONLINE APPLICATION FOR INCOME CERTIFICATE

Step 1: Go to URL: <https://edistrict.hp.gov.in/> (Homepage HP-e-District citizen portal) and click on the link “Income certificate”



Step 2: Click on “Sign Up” for new registration and supporting documents lists are also below mentioned in the in the Images



Step 3: The user then needs to fill following details for “Sign Up”

Applicant Detail					
Aadhaar No.	588176450759	Family Id		Upload Profile Image	<input type="button" value="Browse"/>
Applicant First Name*	Shash	Applicant Middle Name	S	Applicant Last Name	K
Gender *	Male	Date of Birth of Applicant*	02/02/1963	Mobile No*	9560069724
Father First Name*	R	Father Middle Name	N	Father Last Name	K

Address Detail					
State*	HIMACHAL PRADESH	District*	Shimla	Tehsil*	Kotkhai
Village/City*	Andhwi (44)	Block*	Jubbal-Kothkai	Panchayat	Kalbog
Address Line 1					

Registration Detail					
E-mail ID*	dypimsshashi@gmail.com	Email As Login ID*	<input checked="" type="radio"/> Yes/हाँ <input type="radio"/> No/नाही	Login ID*	dypimsshashi@gmail.com Check Login ID
Security Question1*	What is your favorite movi	Security Answer1*	XYZ	Security Question2*	What was your favorite pla
Security Answer2*	Shimla	Upload Photo Identity Proof	<input type="button" value="Browse"/>	Captcha	36 + 7 = <input type="text" value="49"/>

Step 4: After Successful Sign Up, user will receive “login credential” on his/her registered mobile no. and then the user need to go to “Login to apply for Services” as shown in the below images and enter to enter login credentials and **Submit** the form

HIMACHAL ONLINE SEVA

HOME
ABOUT PORTAL
PSG
LMK LOGIN
OFFICER LOGIN
SUGAM LOGIN
CONTACT US
Himachal Online Seva Video

👤 Login to Apply for Services

Registered User
 Guest / New User

👤 User ID

🔑 Password

👤 User Type

🔑 Captcha

6 + 0 =

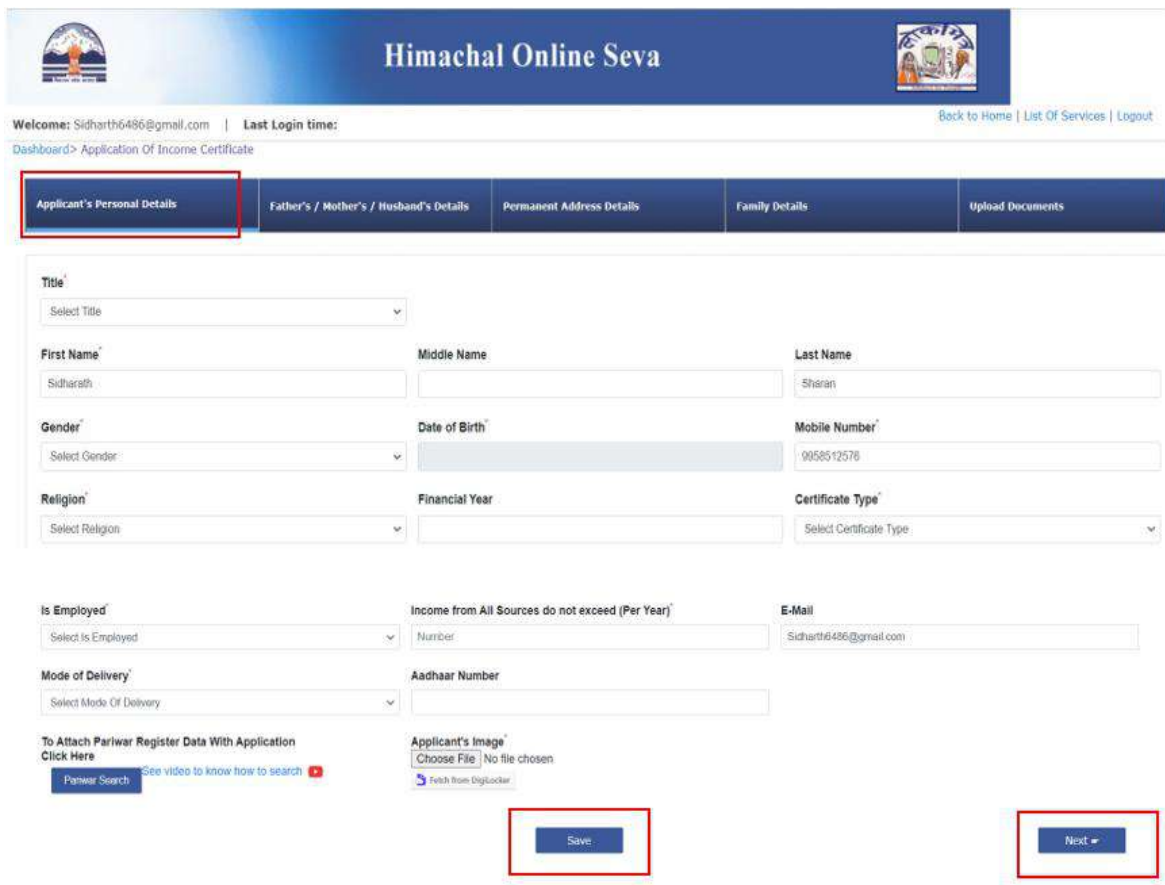
New Registration
Forgot Password
Forgot User ID

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[Security Policies](#) | [Terms and Conditions](#) | [Cancellation/Refund policy](#) | [Privacy Policy](#)

Step 5: In next page user has to fill “New application form” as mentioned in the below images.



Step 6: In next page user need to fill “Applicant’s Personal Details” as mentioned in the below images. After entering the requisite details, the applicant need to “Save” the information and click on “Next”



Step 7: In next page user has to fill **“Father’s/Mother’s/Husband’s Details”** as mentioned in the below images. After entering the requisite details the applicant need to **“Save”** the information and click on **“Next”**

The screenshot shows the 'Father's / Mother's / Husband's Details' form. The navigation bar at the top includes the Himachal Online Seva logo and the text 'Himachal Online Seva'. Below the navigation bar, there is a user greeting: 'Welcome: Sidharth6486@gmail.com | Last Login time:'. A breadcrumb trail reads 'Dashboard > Application Of Income Certificate'. The main navigation menu has five items: 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details' (highlighted with a red box), 'Permanent Address Details', 'Family Details', and 'Upload Documents'. The form fields include: 'Relationship' (dropdown menu with 'Son of' selected), 'Title' (dropdown menu with 'Mr / ॐ' selected), 'First Name', 'Middle Name', and 'Last Name' (text input fields), 'Title' (dropdown menu with 'Select Title' selected), 'GrandFather's / Mother's First Name', 'GrandFather's / Mother's Middle Name', and 'GrandFather's / Mother's Last Name' (text input fields). At the bottom of the form, there are three buttons: 'Back', 'Save' (highlighted with a red box), and 'Next' (highlighted with a red box).

Step 8 : In next page user need to fill **Permanent Address Details** as mentioned in the below images. After entering the requisite details, the applicant needs to **“Save”** the information and click on **“Next”**

The screenshot shows the 'Permanent Address Details' form. The navigation bar at the top includes the Himachal Online Seva logo and the text 'Himachal Online Seva'. Below the navigation bar, there is a user greeting: 'Welcome: Sidharth6486@gmail.com | Last Login time:'. A breadcrumb trail reads 'Dashboard > Application Of Income Certificate'. The main navigation menu has five items: 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details', 'Permanent Address Details' (highlighted with a red box), 'Family Details', and 'Upload Documents'. The form fields include: 'Relationship of Applicant with Land Owner (If Applicant is Land Owner than select self)' (dropdown menu with 'Self' selected), 'State' (dropdown menu with 'HIMACHAL PRADESH हिमाचल प्रदेश' selected), 'District' (dropdown menu with '--Select District--' selected), 'Search Land Record' (button with a video icon and text 'See video to know how to search'), 'Tehsil' (dropdown menu with 'Select Tehsil' selected), 'Patwar Circle' (dropdown menu with 'Select Patwar Circle' selected), 'Village / Muhal' (dropdown menu with 'Select Village' selected), and 'House No. / Street' (text input field). At the bottom of the form, there are three buttons: 'Back', 'Save' (highlighted with a red box), and 'Next' (highlighted with a red box).

Step 9 : In next page user has need to enter the **“Family Details”** as mentioned in the below images. After entering the requisite details, the applicant needs to **“Save”** the information and click on **“Next”**

The screenshot shows the 'Family Details' step of the application process. The page header includes the Himachal Online Seva logo and navigation links. The breadcrumb trail is 'Dashboard > Application Of Income Certificate'. The main navigation bar has five tabs: 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details', 'Permanent Address Details', 'Family Details' (highlighted with a red box), and 'Upload Documents'. The form contains three rows of input fields for 'Name' and 'Relationship' (with a 'Select Relation' dropdown). Each row has a 'Remove' button. At the bottom, there are three buttons: 'Back', 'Save' (highlighted with a red box), and 'Next' (highlighted with a red box and an 'Add More' button above it).

Step 10 : In next page user need to **“Upload Documents”** documents such as Residence Proof, Photo Identity Proof etc as mentioned in the below images. And then click on the button” Submit”

The screenshot shows the 'Upload Documents' step of the application process. The page header is the same as in Step 9. The breadcrumb trail is 'Dashboard > Application Of Income Certificate'. The main navigation bar has five tabs: 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details', 'Permanent Address Details', 'Family Details', and 'Upload Documents' (highlighted with a red box). Below the navigation bar, there is a link: 'See video to know how to attach documents from DigiLocker'. A table lists the required documents:

S.No	Document Type	Action	Fetch From DigiLocker	File Name
1	Residence Proof	Choose File No file chosen	Fetch from DigiLocker	
2	Photo Identity Proof	Choose File No file chosen	Fetch from DigiLocker	
3	Applicant needs to attach an affidavit declaring annual family income from all known sources	Choose File No file chosen	Fetch from DigiLocker	
4	Others	Choose File No file chosen	Fetch from DigiLocker	

At the bottom of the page, there are two buttons: 'Back' and 'Submit'.

PAYMENT OF APPLICATION FEE ONLINE

Step 11 : After successful submission of the application, user will receive “temporary application No.” and “payment option of fee” for the service as mentioned in the below images.

The screenshot shows the Himachal Pradesh government portal. A success message box is displayed, stating: "edistrict.hp.gov.in:8443 says Your application has been submitted successfully and Your temporary application number is TR1692022223140700 to proceed further go for payment." Below the message is a table titled "Payment Details".

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Action
1	TR1692022223140700	Sep 16, 2022 5:30:55 PM	Shah	17		PENDING	Pay

Step 12 : User will get option to make payment via **Debit/Credit Card** as mentioned in the below image.

The screenshot shows the PayU payment gateway interface. At the top, it displays "PAY ₹17.00" and "Secure Payment By PayU". Below this, the user's ID "9560069724" and email "DYPIMSSHASHI@GMAIL.COM" are shown. The main section is titled "Payment Options : Cards (Credit/Debit)" and shows a "Cards" tab selected. A VISA card is displayed with the number "4987 5900 0319 6036", expiration date "11 / 26", and name "Veer Chand Singh". A "Pay Now" button is visible at the bottom.

Step 13 : Or User can make payment via internet banking by choosing bank from the drop down as mentioned in the below image.

The screenshot shows the PayU payment gateway interface. At the top, there is a green header with a 'Cancel' button on the left, the PayU logo in the center, and 'PAY ₹17.00' on the right. Below the header, there is a white box containing the user's ID '9560069724' and email 'DYPIMSSHASHI@GMAIL.COM', with a 'Show Details' link on the right. The main content area is titled 'Payment Options : Net Banking'. It features two tabs: 'Cards' (selected) and 'Banks'. Under the 'Banks' tab, there are six bank logos: SBI, HDFC, ICICI, KOTAK, IOB, and IDBI. Below these logos is a dropdown menu labeled 'Select another bank'. At the bottom of the 'Banks' section, there is a 'Signup for PayUMoney' toggle switch and a green 'Pay Now' button.

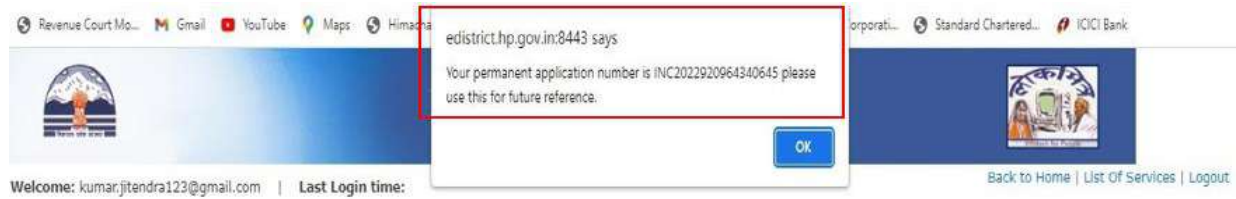
Step 14 : After choosing payment option, User will be redirected to payment gateway page as mentioned in the below image.

The screenshot shows the PayU payment gateway interface. At the top, there is a green header with a 'Cancel' button on the left, the PayU logo in the center, and 'PAY ₹17.00' on the right. Below the header, there is a white box containing the user's ID '9560069724' and email 'DYPIMSSHASHI@GMAIL.COM', with a 'Show Details' link on the right. The main content area is titled 'Payment Options : Cards (Credit/Debit)'. It features two tabs: 'Cards' (selected) and 'Banks'. Under the 'Cards' tab, there is a card number '4987 5900 0319 6036' with a 'VISA' logo, an expiration date '11 / 26', and a cardholder name 'Veer Chand Singh'. Below the card details is a 'Signup for PayUMoney' toggle switch and a green 'Pay Now' button.

Step 15 : After filling bank details, User will receive OTP on registered mobile no. for payment authentication as mentioned in the below image.

The screenshot shows the payment gateway's OTP verification screen. At the top left, there is a 'Verified by VISA' logo. At the top right, there is a 'Standard Chartered' logo. Below these logos, there is a section titled 'Protecting your online payments'. A message states: 'You need a One-Time Password (OTP) for this purchase. This OTP password has been sent to your registered mobile *****9724.' Below the message, there is a table with the following details: Merchant: PAYU MONEY, Amount: INR 17.00, Date: 22-09-17, Card Number: XXXX XXXX XXXX 8098. Below the table, there is a text input field labeled 'Enter One-Time Password' with the value 'EUP-****'. At the bottom, there are three buttons: 'Cancel', 'Resend OTP', and 'Submit OTP', with the 'Submit OTP' button highlighted in green.

Step 16 : After Successful payment, user will get “**Permamnent Application No.**” for future reference as mentioned below in the image.



Income Dashboard > Payment Details

Payment Details

See video to know how to make online payment

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Action
1	INC2022920964340645	Sep 20, 2022 5:44:00 PM	Test	17.0		SUCCESS	Receipt

Step 17 : After Successful payment, an “**Acknowledgement Receipt**” will be generated as below mentioned in the image.

हिमाचल प्रदेश सरकार
GOVERNMENT OF HIMACHAL PRADESH

Form-1

पावती रसीद / Acknowledgement Receipt

आवेदन संख्या / Applicant No	:	INC2022920964340645
आवेदन की तारीख / Date of Application	:	20/09/2022
आवेदन का नाम / Applicant Name	:	Test Test
सेवा का नाम / Service Applied for	:	Income Certificate
अतिरिक्त जानकारी / Additional Details	:	
प्रशासन शुल्क / Govt. Fees	:	7.0
प्रक्रिया शुल्क/Processing Fees	:	10.0
कुल शुल्क / Total Fees	:	17.0
बैंक ट्रांस सं. /Bank Trans No.	:	6e515ae7da0a2d2a2947
बैंक प्रसंग सं. / Bank Ref No	:	226317342082
व्यापारी आईडी / Merchant Id	:	aW0L3knv
भुगतान की स्थिति / Payment Status	:	Success
भुगतान का प्रकार / Payment Mode	:	Online

कार्यालय स्थान / Office Location : Submitted To Theog,SHIMLA

Note:- This service is covered under HIMACHAL PRADESH Public Service Guarantee Act 2011.

TRACKING STATUS OF ONLINE APPLICATION FOR INCOME CERTIFICATE

Step 18: For tracking the status of application, the applicant need to the Home page to E-district Portal (**Himachal Online Seva**) and then click on link **“Track Application”** as below mentioned in the image.

The screenshot shows the 'HIMACHAL ONLINE SEVA' website. The top navigation bar includes links for HOME, ABOUT PORTAL, PSG, LMK LOGIN, OFFICER LOGIN, SUGAM LOGIN, and CONTACT US. The main content area is titled 'IMPORTANT SERVICES LIST' and features a grid of service tiles. The 'Income Certificate' tile is highlighted with a red border. Other services listed include Bonafide Himachali Certificate, Character Certificate, Caste (SC/ST) Certificate, Legal Heirs Certificate, Land Holding Certificate, Beti Mat Anmol Yojna, Mother Teresa Anafuya Matri Sambal Yojna, Copy of Pariwar Register, OBC Certificate, Agriculturist Certificate, Un-Employment Certificate, Economically Weaker Section Certificate, Mukhya Mantri Kanyadan Yojna, Widow Re-Marriage, and BPL Certificate. A 'CITIZEN CORNER' sidebar on the left contains links for Citizen Login, LMK Centers, Track Application, Verify Certificate, Download Forms, and Feedback/Complaints. A call number '1800 180 8076' is also displayed.

Step 19 : User has to fill application No. for **“Tracking status of the Application”** as mentioned below in the images. User also can track application through **“SMS”** as mentioned In the below image

The screenshot shows the 'Track Application online' form on the Himachal Online Seva website. The form has two sections: 'Track Application online' and 'Track Application By SMS'. In the 'Track Application online' section, the 'Search by Application No.' option is selected, and the application number 'INC2022920964340649' is entered in the 'Application No.' field. The 'Track Application By SMS' section contains instructions on how to track the application via SMS, including the phone numbers 166, 51969, and 9223166166. A blue callout box highlights the SMS instructions. The website footer includes the HPSACS logo and copyright information for the Government of Himachal Pradesh.

Step 20 : After filling Application No. to **“Track Status of the Application”** following message will appear as mentioned below in the images.

HIMACHAL ONLINE SEVA

HOME ABOUT PORTAL PSG LMK LOGIN OFFICER LOGIN SUGAM LOGIN CONTACT US Himachal Online Seva Video

Track Application Status

Application No	INC2022920964340645
District	SHIMLA
Application Submission/Re-Submission Date	20/09/2022
Applicant Name	Test
Status	Pending at Dealing Assistant/Theog

[Back](#)

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Step 21 : Applicant can see **“Approve/Rejected Application”** status after filling required details as mentioned in the below images.

Himachal Online Seva (e-District)

Citizen User

User Name: [REDACTED]

Home | DXF Creation Video | Sample Files And Guidelines

Type in English Profile | Change Password | Logout

Apply For New Service My Submitted Applications

Saved Draft Applications **Approved/Rejected Applications**

Pay Final Payment For MC Shimla Services My Water Connections

My Submitted Applications

Enter Service Name: Enter Application No.: Enter Applicant Name: [Search](#)

[Load Submitted Applications](#)

NOTE: Please Click on "Load Submitted Applications" button to view Submitted Application details

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d.i.t Himachal

DOWNLOADING OF INCOME CERTIFICATE

Step 22 : After filling Application Details, User can “View Status of the Application” if application Status comes Approved user can download certificate.

Himachal Online Seva (e-District) | Citizen User | User Name: [redacted]

Home | DXF Creation Video | Sample Files And Guidelines | Type in English | Profile | Change Password | Logout

Apply For New Service | My Submitted Applications | Saved Draft Applications | Approved/Rejected Applications | Pay Final Payment For MC Shimla Services | My Water Connections

Approved / Rejected Applications

Enter Service Name | Enter Application No. | Enter Applicant Name: Amrit@123 | Search

Service Name	Application No.	Applicant Name	Application Date	Approved/Rejected Date	App Status	Action
Application for Caste (SC/ST) Certificate	SC2020-1234567890	[redacted]	31/12/2020	31/12/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-1234567890	[redacted]	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-1234567890	[redacted]	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-1234567890	[redacted]	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2022-1234567890	[redacted]	29/08/2022	31/08/2022	APPROVED	View
Application for Legal Heirs Certificate	LH2021-1234567890	[redacted]	31/07/2021	31/07/2021	APPROVED	View
Application for Dogra Class Certificate	DG2022-1234567890	[redacted]	30/05/2022	31/05/2022	APPROVED	View

Step 23 : User can “Download Certificate” as mentioned in the image below.

Print | Download

उप-तहसीलदार कार्यालय
Office Of Naib-Tehsildar
 तहसील : देहरा गोपीपुर जिला : काँगड़ा
 Tehsil : Dehra Gopipur District : KANGRA
 प्रपत्र - डी / Form D
 (पैरा 28 .10 देखें) / (See Para 28 .10)
 आय प्रमाणपत्र / Income Certificate

Unique Certificate ID: INC-[redacted] | Validity: One year from the date of issue

यह प्रमाणित किया जाता है कि आवेदक द्वारा दी गई जानकारी के आधार पर और संबंधित अधिकारियों से सत्यापन के बाद , मैं संतुष्ट हूँ की श्री [redacted] पुत्र स्वर्गीय [redacted] निवासी [redacted] गाँव/ मुहाल [redacted] तहसील [redacted] जिला काँगड़ा के परिवार कि आय [redacted] रुपय प्रति वर्ष से अधिक नहीं है ।

Certified that on the basis of information furnished by the applicant and after verification from the concerned authorities, I am satisfied that the income of the family of [redacted] Son of Late. [redacted] resident of Village/ Muhall [redacted] Tehsil [redacted] District [redacted] from all sources does not exceed Rs 200000 per annum.

आवेदक द्वारा शपथ पत्र के रूप में दी गई जानकारी के आधार पर ,आवेदक के परिवार के अन्य सदस्य निम्नलिखित है ।

Step 24 : Below mentioned is the “Image of Income Certificate”

	<p>तहसीलदार कार्यालय Office Of Tehsildar तहसील : ऊना जिला : ऊना Tehsil : Una District : UNA प्रपत्र - डी / Form D (पैरा 28 .10 देखें)/(See Para 28 .10) आय प्रमाणपत्र /Income Certificate</p>													
Unique Certificate ID: INC [REDACTED]		Validity: One year from the date of issue												
<p>यह प्रमाणित किया जाता है कि आवेदक द्वारा दी गई जानकारी के आधार पर और संबंधित अधिकारियों से सत्यापन के बाद , में संतुष्ट हूँ कि श्रीमती [REDACTED] पत्नी श्री [REDACTED] निवासी [REDACTED] ग्राम [REDACTED] तहसील [REDACTED] जिला [REDACTED] के परिवार कि आय [REDACTED] रुपए प्रति वर्ष से अधिक नहीं है </p>														
<p>Certified that on the basis of information furnished by the applicant and after verification from the concerned authorities , I am satisfied that the income of the family of Mrs. [REDACTED] Wife of [REDACTED] resident of [REDACTED] Village [REDACTED] Tehsil [REDACTED] District [REDACTED] from all sources does not exceed Rs [REDACTED] Per annum.</p>														
<p>आवेदक द्वारा शपथ पत्र के रूप में दी गई जानकारी के आधार पर ,आवेदक के परिवार के अन्य सदस्य निम्नलिखित है </p>														
<p>According to affidavit given by applicant , following are the other family members of the applicant.</p>														
<table border="1"><thead><tr><th>Sl.No./क्रम संख्या</th><th>Name/नाम</th><th>Relation/संबंध</th></tr></thead><tbody><tr><td>1</td><td>[REDACTED]</td><td>Self/स्वयं</td></tr><tr><td>2</td><td>[REDACTED]</td><td>SON/पुत्र</td></tr><tr><td>3</td><td>[REDACTED]</td><td>SON/पुत्र</td></tr></tbody></table>	Sl.No./क्रम संख्या	Name/नाम	Relation/संबंध	1	[REDACTED]	Self/स्वयं	2	[REDACTED]	SON/पुत्र	3	[REDACTED]	SON/पुत्र	<p>Approving Authority</p> 	<p>Name: [REDACTED] Designation: Tehsildar District: [REDACTED] Tehsil: [REDACTED] Approval Date: [REDACTED]</p>
Sl.No./क्रम संख्या	Name/नाम	Relation/संबंध												
1	[REDACTED]	Self/स्वयं												
2	[REDACTED]	SON/पुत्र												
3	[REDACTED]	SON/पुत्र												
<p>Disclaimer:-This is a digitally signed certificate and does not require hand signature. The responsibility of verification of this document before accepting the same for any legal purpose, should rest with the institution or organization or company or any other entity where this document is produced.</p>														
<p>Note:- This document can be verified online at Himachal Online Seva (HP e-District) portal http://edistrict.hp.gov.in using unique certificate ID.</p>														