



USER MANUAL

Domicile Certificate

Department of Revenue

URL:

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

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Supporting Documents

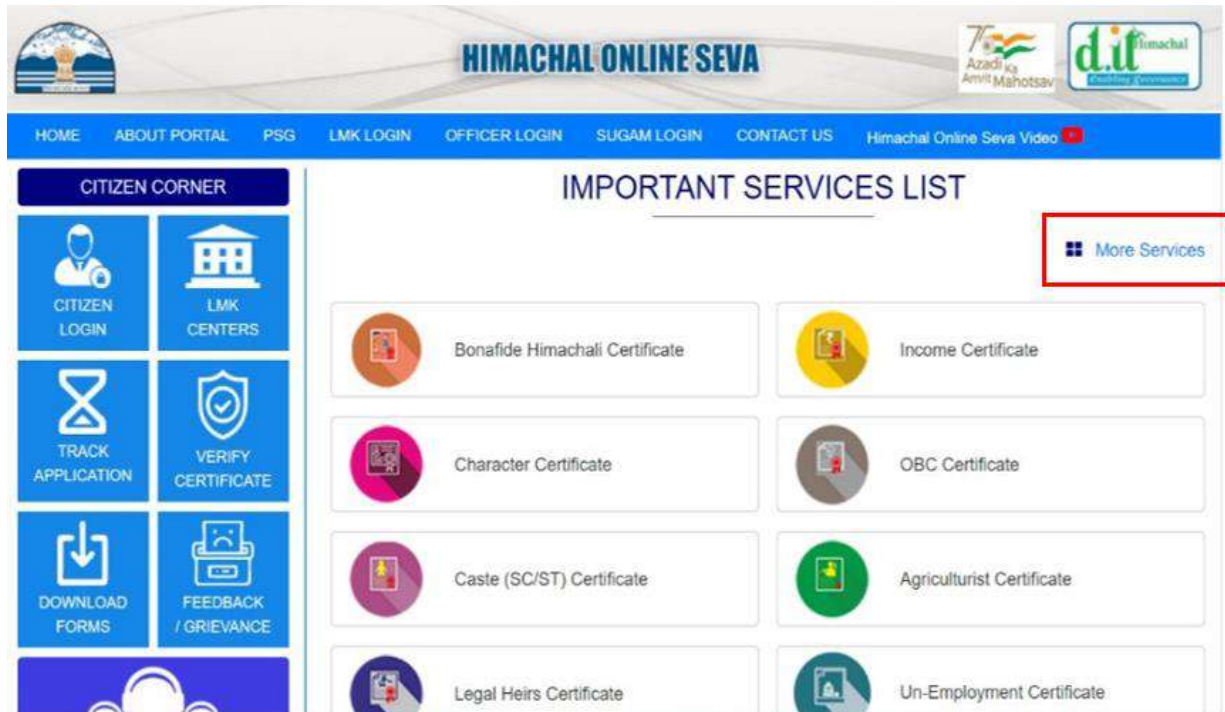
1. Address Proof
2. Letter or Certificate from Pradhan or any local body head
3. Photo Identity Proof

Applicable Fee

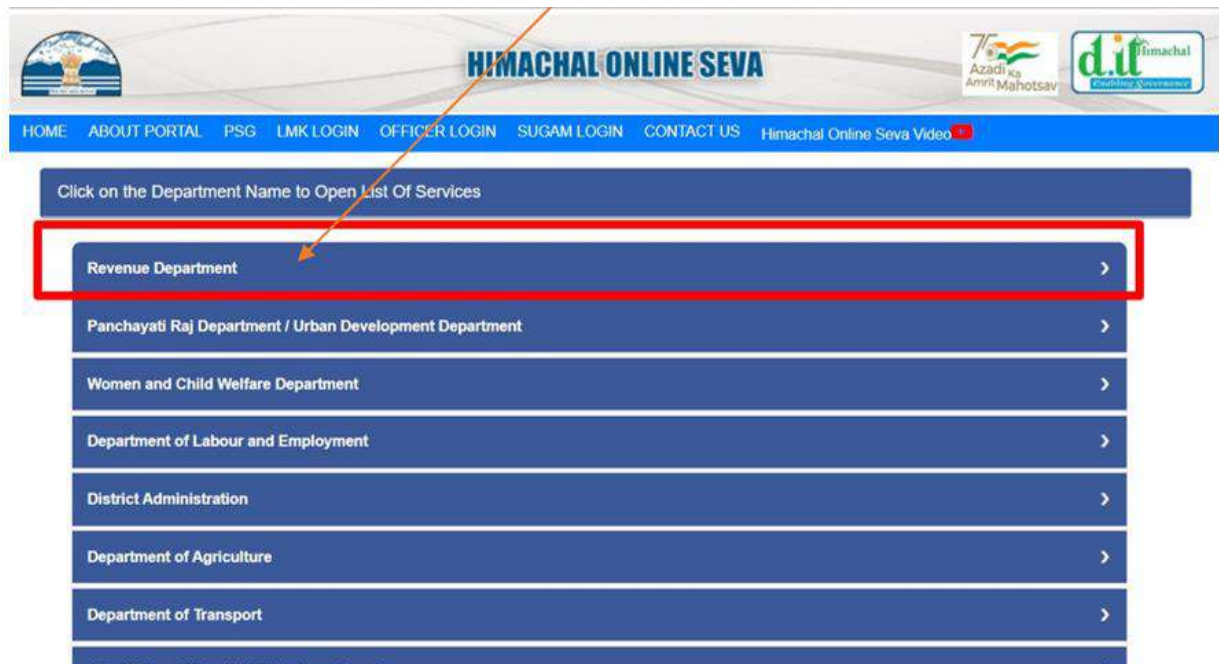
- Application Govt Fee Rs 7 /-
- Processing Fee Rs 10 /-
- LMK/SUGAM user charges Rs 10 /-

SUBMISSION OF ONLINE APPLICATION FOR DOMICILE CERTIFICATE

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



Step 2 Click on the Department name: “Revenue Department”





Step 3 Click on the link “Apply” for the Service: “An Application for the issuance of Domicile certificate”

Click on the Department Name to Open List Of Services


Revenue Department

Name of Service	Service Description	Apply
Rural Area Certificate	An Application for Issuance of Rural Area Certificate	
Legal Heirs Certificate	An Application for Issuance of Legal Heirs Certificate	
Backward Area Certificate	An Application for Issuance of Backward Area Certificate	
Caste (SC/ST) Certificate	An Application for Issuance of Caste (SC/ST) Certificate	
Minority Community Certificate	An Application for Issuance of Minority Community Certificate	
Agriculturist Certificate	An Application for Issuance of Agriculturist Certificate	
Dogra Class Certificate	An Application for Issuance of Dogra Class Certificate	
Character Certificate	An Application for Issuance of Character Certificate	
Bonafide Himachali Certificate	An Application for Issuance of Bonafide Himachali Certificate	
Income Certificate	An Application for Issuance of Income Certificate	
Other Backward Classes Certificate	An Application for Issuance of Other Backward Class (OBC) Certificate	
Freedom Fighter Certificate Certificate	An Application for Issuance of Freedom Fighter Certificate	
Domicile Certificate	An Application for Issuance of Domicile Certificate	
Indigent (Needy Person) Certificate	An Application for Issuance of Indigent (Needy Person) Certificate	

Step 4: Click on “Sign Up” for new registration and supporting documents lists are also below mentioned in the in the Images

[Login](#) | [Signup](#) | [Home](#)



Application for Domicile Certificate

[View Apply Sample Video](#)

Description

This service aims to provide Domicile Certificate to applicant belonging to urban areas and rural areas of Himachal Pradesh. A Domicile/Residence Certificate is generally issued to prove that the person bearing the Certificate is a Domicile/Resident of the State (Himachal Pradesh).

Supporting Documents

- Residence Proof
- Letter or Certificate from Pradhan or any local body head

How To Apply

- Fill the application and click on Submit Button
- You will be redirected to payment window
- Pay the application fees (If applicable)
- Download the confirmation receipt.

Application Govt Fee ₹ 7.00

Processing Fee ₹ 10.00

LMK/SUGAM User Charges (if applicable) ₹ 10.00


Sign Up

Login To Apply



Step 5: 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*	02/02/1983	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*	Jubbai-Kotkhai	Panchayat	Kaibog
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/हाँ	Login ID*	dypimsshashi@gmail.com <input type="button" value="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 6: 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 7: In next page user has to fill “New application form” as mentioned in the below images.



Himachal Online Seva



Welcome: Sidharth6486@gmail.com | Last Login time: Back to Home | List Of Services | Logout

Domicile Dashboard



New Application



Existing Application

Application for Domicile Certificate


Description

This service aims to provide Domicile Certificate to applicant belonging to urban areas & rural areas of Himachal Pradesh. A Domicile / Residence Certificate is generally issued to prove that the person bearing the Certificate is a Domicile / Resident of the State (Himachal Pradesh).


Supporting Documents

- Resident proof
- Letter or Certificate from Pradhan or any local body head
- Photo Identity Proof

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



Himachal Online Seva



Welcome: Sidharth6486@gmail.com | Last Login time: Back to Home | List Of Services | Logout

Domicile Dashboard > Application for Domicile Certificate

Applicant's Personal Details
Father's / Mother's / Husband's Details
Permanent Address Details
Upload Documents

Title*

Select Title

First Name* **Middle Name** **Last Name**

Gender* **Date of Birth*** **Mobile Number***

E-Mail **Mode of Delivery*** **Aadhaar Number**

To Attach Pariwar Register Data With Application Click Here

Applicant's Image* No file chosen

Applicant is Residing in Himachal Pradesh Since?

Step 9: 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 needs 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 welcome message and a breadcrumb trail: 'Domicile Dashboard > Application for Domicile Certificate'. The main navigation tabs are 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details' (highlighted with a red box), 'Permanent Address Details', and 'Upload Documents'. The form fields include: 'Relationship' (dropdown menu with 'Son of' selected), 'Title' (dropdown menu with 'Mr.' 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 10 : 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 welcome message and a breadcrumb trail: 'Domicile Dashboard > Application for Domicile Certificate'. The main navigation tabs are 'Applicant's Personal Details', 'Father's / Mother's / Husband's Details', 'Permanent Address Details' (highlighted with a red box), 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' selected), 'District' (dropdown menu with '--Select District--' selected), 'Search Land Record' (button), 'Tehsil' (dropdown menu with 'Select Tehsil' selected), 'Patwar Circle' (dropdown menu with 'Select Patwar' 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 11 : 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”

Applicant's Personal Details | Father's / Mother's / Husband's Details | Permanent Address Details | **Upload Documents**

S No	Document Type	Action	Fetch From DigLocker	File Name
1	Residence Proof	Choose File No file chosen	Fetch from DigLocker	
2	Letter or Certificate from the Pradhan of village or Head of any Local Authority	Choose File No file chosen	Fetch from DigLocker	
3	Photo Identity Proof	Choose File No file chosen	Fetch from DigLocker	
4	Other Documents	Choose File No file chosen		

Back | **Submit**

PAYMENT OF APPLICATION FEE ONLINE

Step 12 : After succesful submission of the application, user will receive “**temporary application No.**” and “**payment option of fee**” for the service as mentioned in the below images.

edistrict.hp.gov.in:8443 says
Your application has been submitted successfully and Your temporary application number is TR169202223140700 to proceed further go for payment.

OK

Income Dashboard > Payment Details

See video to know how to make online payment

Show 10 entries

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Action
1	TR169202223140700	Sep 16, 2022 5:30:55 PM	Shash	17		PENDING	Pay

Showing 1 of 1 entries

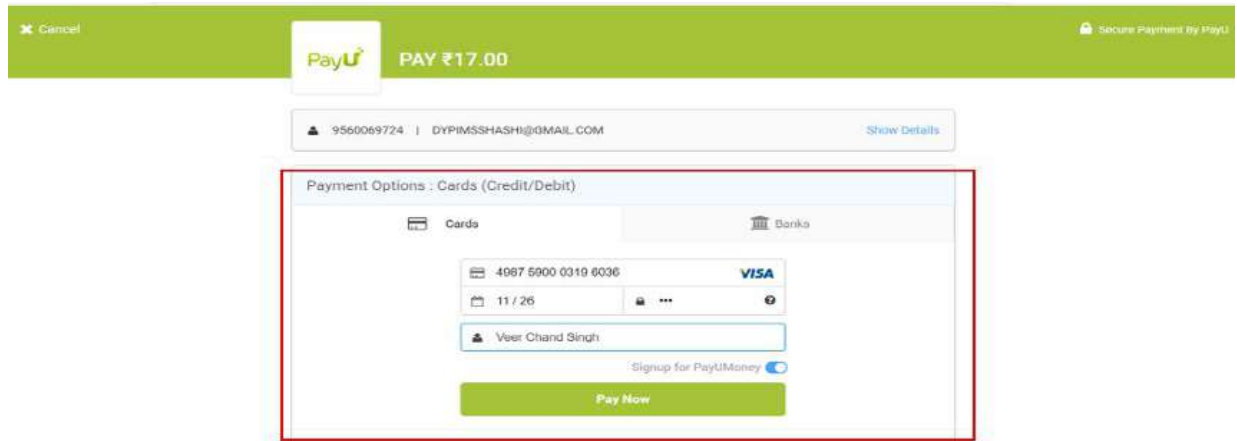
Step 13 : User will get option to make payment via **Debit/Credit Card** as mentioned in the below image.

The screenshot shows the PayU payment 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 user information bar with the ID '9560069724' and email 'DYPIMSSHASHI@GMAIL.COM', and a 'Show Details' link. 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 form with a card number '4987 5900 0319 6036', an expiration date '11 / 26', a masked cardholder name 'Veer Chand Singh', and a 'SIGNUP FOR PAYUMONEY' toggle. A green 'Pay Now' button is at the bottom.

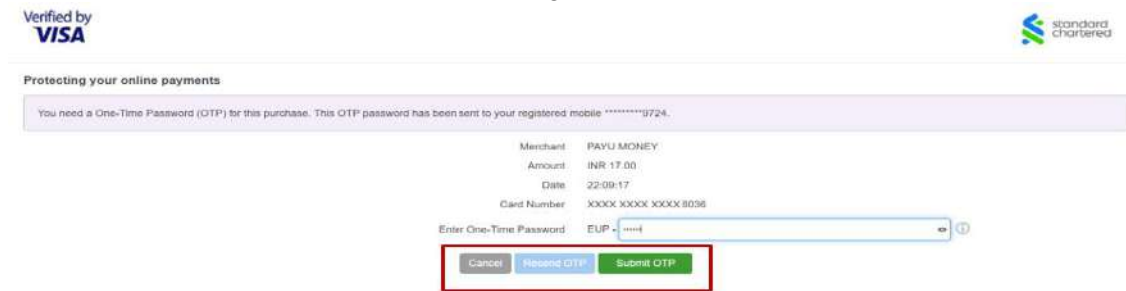
Step 14 : Or User can make payment via internet banking by choosing bank from the drop down as mentioned in the below image.

The screenshot shows the PayU payment 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 user information bar with the ID '9560069724' and email 'DYPIMSSHASHI@GMAIL.COM', and a 'Show Details' link. The main content area is titled 'Payment Options : Net Banking'. It features two tabs: 'Cards' and 'Banks' (selected). Under the 'Banks' tab, there are buttons for 'SBI', 'HDFC', 'ICICI', 'KOTAK', 'IOB', and 'IDBI'. Below these buttons is a dropdown menu labeled 'Select another bank'. A 'SIGNUP FOR PAYUMONEY' toggle is also present. A green 'Pay Now' button is at the bottom.

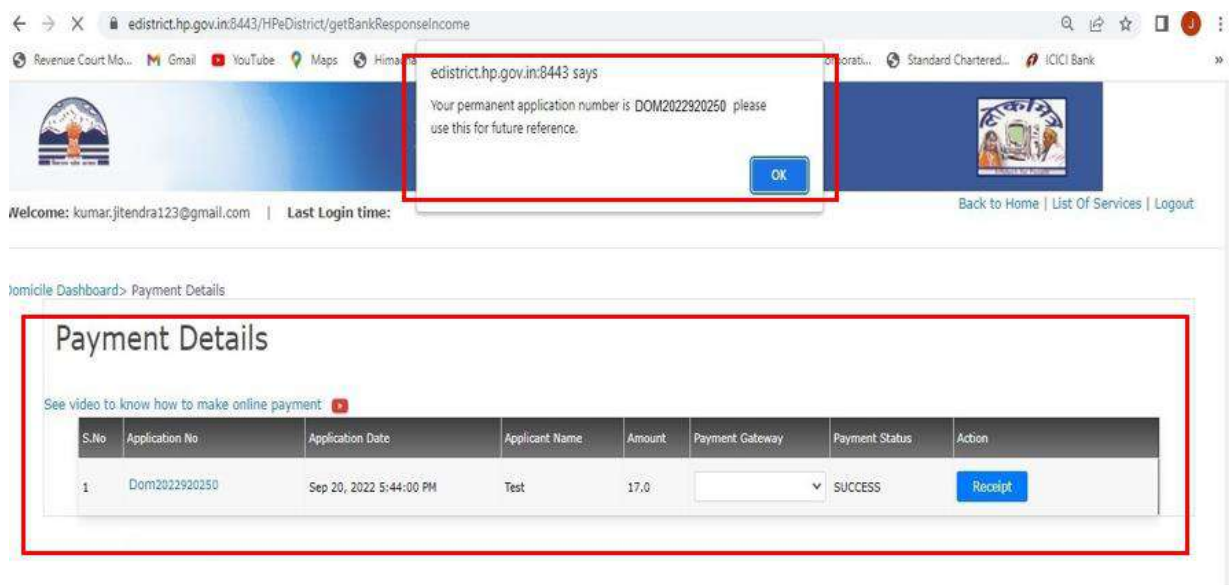
Step 15 : After choosing payment option, User will be redirected to payment gateway page as mentioned in the below image.



Step 16 : After filling bank details, User will receive OTP on registered mobile no. for payment authentication as mentioned in the below image.



Step 17 : After Successful payment, user will get “Permamnent Application No.” for future reference as mentioned below in the image.



Step 18 : 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	: DOM2022920250
आवेदन की तारीख / Date of Application	: 20/09/2022
आवेदन का नाम / Applicant Name	: TestTestTestTestTestTest
सेवा का नाम / Service Applied for	: Domicile Certificate
अतिरिक्त जानकारिया / 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.	: da80a2fa79e485125b97
बैंक प्रसंग सं. / Bank Ref No	: 226318355635
व्यापारी आइडी / 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 19: 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 divided into two sections: 'CITIZEN CORNER' on the left and 'IMPORTANT SERVICES LIST' on the right. The 'CITIZEN CORNER' section contains icons for CITIZEN LOGIN, LMK CENTERS, TRACK APPLICATION (highlighted with a red border), VERIFY CERTIFICATE, DOWNLOAD FORMS, and FEEDBACK / COMPLAINT. Below this is a call center information box with the number 1800 180 8076. The 'IMPORTANT SERVICES LIST' section displays a grid of service cards, with 'Income Certificate' highlighted in yellow. Other services listed include Bonafide Himachali Certificate, Character Certificate, OBC Certificate, Caste (SC/ST) Certificate, Agriculturist Certificate, Legal Heirs Certificate, Un-Employment Certificate, Land Holding Certificate, Economically Weaker Section Certificate, Beti Mat Anmol Yojna, Mukhya Mantri Kanyadan Yojna, Mother Teresa Anshaya Matri Sambal Yojna, Widow Re-Marriage, and Copy of Pariwar Register.

Step 20 : 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 a search bar with the text 'Search by Application No.' and a dropdown menu for 'Application No.' with the value 'DOM2022920250' entered. A red box highlights the search bar and the application number. Below the search bar is a 'Search' button. The form also includes a section for 'Track Application By SMS' with instructions on how to use the service. A blue speech bubble contains the text: 'You can also track application status through SMS Send HP EDIST <Application No.> at 166 or 51969 or 9223166166'. At the bottom, there is a note about the service being available in English script only and a link to see charges.

Step 21 : After filling Application No. to **“Track Status of the Application”** following message will appear as mentioned below in the images.

Application No. DOM2022920250

District SHIMLA

Application Submission/Re-Submission Date 20/09/2022

Applicant Name TestTestTestTestTest

Status Pending at Dealing Assistant/Theog

Back

Step 22 : Applicant can see **“Approve/Rejected Application”** status after filling required details as mentioned in the below images.

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.

Approved/Rejected Applications

DOWNLOADING OF INCOME CERTIFICATE

Step 23 : 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)

Home | DXF Creation Video | Sample Files And Guidelines

Type in English | Profile | Change Password | Logout

Citizen User

User Name: Amrit@123

Approved / Rejected Applications

Enter Service Name | Enter Application No. | Enter Applicant Name | Search

Service Name	Application No.	Applicant Name	Application Date	Approved/Rejected Date	App Status	Action
Application for Caste (SC/ST) Certificate	SC2020		31/12/2020	31/12/2020	APPROVED	View
Application for Bonafile Himachali Certificate	BH2020		28/10/2020	31/10/2020	APPROVED	View
Application for Bonafile Himachali Certificate	BH2020		28/10/2020	31/10/2020	APPROVED	View
Application for Bonafile Himachali Certificate	BH2020		28/10/2020	31/10/2020	APPROVED	View
Application for Bonafile Himachali Certificate	BH2022		29/08/2022	31/08/2022	APPROVED	View
Application for Legal Heirs Certificate	LH202		31/07/2021	31/07/2021	APPROVED	View
Application for Dogra Class Certificate	DG2022		30/05/2022	31/05/2022	APPROVED	View

Step 24 : 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 | 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] रुपए 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/ Muhal [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 25 : Below mentioned is the “Image of Domicile Certificate”

	<p>उप-तहसील कार्यालय Office of Naib-Tehsildar तहसील : हमीरपुर जिला : हमीरपुर Tehsil : Hamirpur District : HAMIRPUR. अधिवास हिमाचली का प्रमाण पत्र Certificate of Domicile Himachali</p>								
Unique Certificate ID: [REDACTED]		Permanent Certificate Validity: [REDACTED]							
<p>यह प्रमाणित किया जाता है कि श्री [REDACTED] पुत्र श्री [REDACTED] निवासी [REDACTED] ग्राम [REDACTED] तहसील [REDACTED] जिला [REDACTED] (हि.प्र.), के एक अधिवास हिमाचली है </p> <p>जो पिछले 21 वर्ष से लगातार ग्राम हमीरपुर तहसील हमीरपुर जिला हमीरपुर में रह रहे है </p> <p>Certified that Mr. [REDACTED] Son of Mr. [REDACTED] resident of [REDACTED] Village [REDACTED] Tehsil [REDACTED] District [REDACTED] is a Himachali Domicile.</p> <p>Who is , continously residing in village [REDACTED] Tehsil [REDACTED] District [REDACTED] for the last 21 years.</p>									
<p style="text-align: center;">Approving Authority</p> <table><tr><td rowspan="4"></td><td>Name: [REDACTED]</td></tr><tr><td>Designation: Naib-Tehsildar</td></tr><tr><td>District: [REDACTED]</td></tr><tr><td>Tehsil: [REDACTED]</td></tr><tr><td colspan="2">Approval Date: [REDACTED]</td></tr></table>				Name: [REDACTED]	Designation: Naib-Tehsildar	District: [REDACTED]	Tehsil: [REDACTED]	Approval Date: [REDACTED]	
	Name: [REDACTED]								
	Designation: Naib-Tehsildar								
	District: [REDACTED]								
	Tehsil: [REDACTED]								
Approval Date: [REDACTED]									
<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>									