



USER MANUAL

Caste Certificate

Department of Revenue

URL:

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

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Supporting Documents

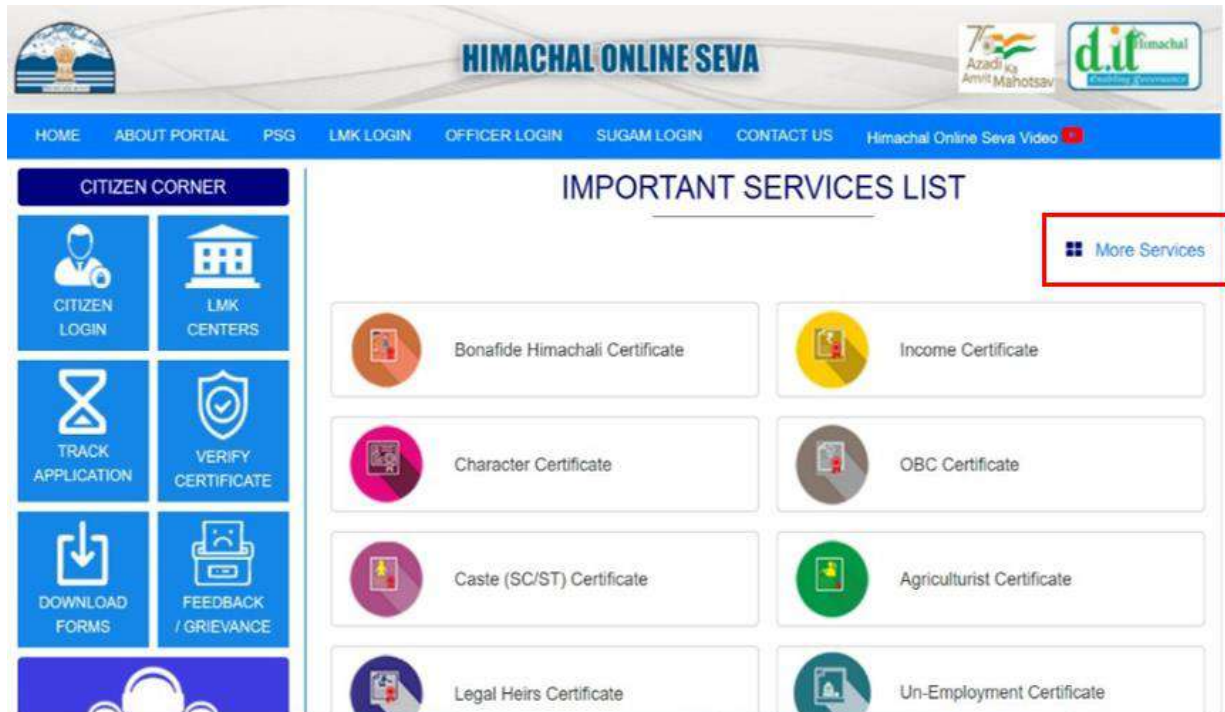
1. Address Proof
2. Attach Certificate from Employer and Community Group
3. Photo Identity Proof

Applicable Fee

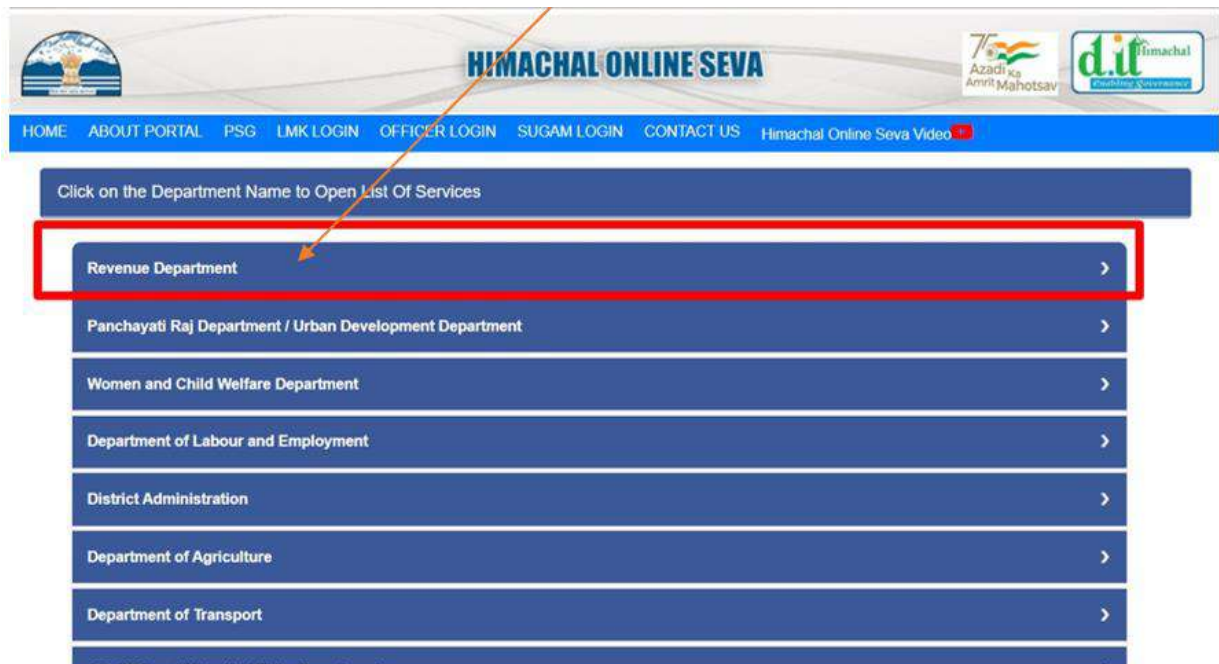
- Application Govt Fee Rs 7 /-
- Processing Fee Rs 10 /-
- LMK/SUGAM user charges Rs 10 /-

SUBMISSION OF ONLINE APPLICATION FOR CASTE 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 Caste (SC/ST) certificate”

https://edistrict.hp.gov.in/pages/staticSite/serviceList.xhtml

HIMACHAL ONLINE SEVA

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

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	

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

edistrict.hp.gov.in/pages/services/designForm/InfoPages/Caste_SC_ST_Certificate.xhtml

Application for Caste (SC/ST) Certificate

View Apply Sample Video

Description
Caste certificate certifies that the applicant belongs to a particular caste. Caste certificates are issued under two categories namely Scheduled Caste (SC) and Scheduled Tribe certificate (ST). Caste Certificates are generally required for getting the benefits of various Government Schemes and for reservation in Government Services/Institutes, etc.

Supporting Documents

- Residence Proof
- Attached Certificate from Employer or Community Group

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

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Security Policies | Site Map | Terms and Conditions | Cancellation/Refund policy | Privacy Policy

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 movie	Security Answer1*	XYZ	Security Question2*	What was your favorite place
Security Answer2*	Shimla	Upload Photo Identity Proof	<input type="button" value="Browse"/>	Captcha	36 + 7 = <input type="text" value="49"/>

Step 6: In next page user has to fill “New application form” as mentioned in the below images.

istrict.hp.gov.in/pages/services/designForm/InfoPages/Caste_SC_ST_Certificate.xhtml

Login | Signup | Home

Application for Caste (SC/ST) Certificate

[View Apply Sample Video](#)

Description

Caste certificate certifies that the applicant belongs to a particular caste. Caste certificates are issued under two categories namely Scheduled Caste (SC) and Scheduled Tribe certificate (ST). Caste Certificates are generally required for getting the benefits of various Government Schemes and for reservation in Government Services/Institutes, etc.

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- 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.

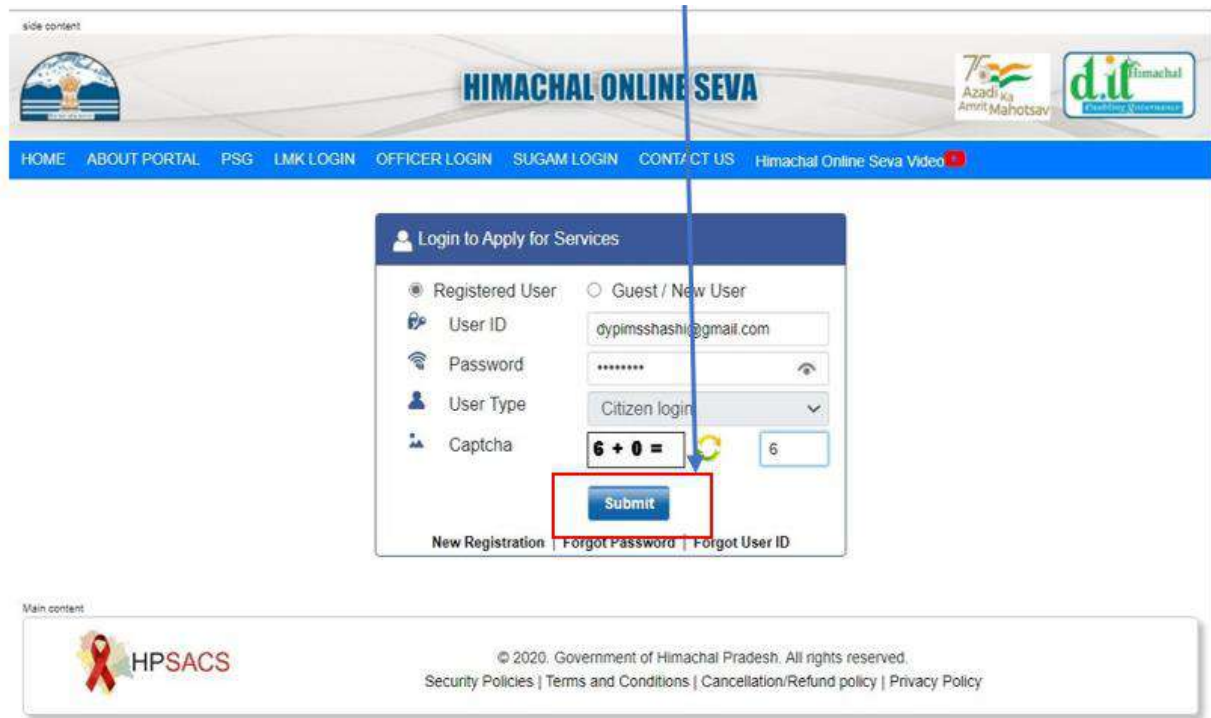
Application Govt Fee ₹ 7.00

Processing Fee ₹ 10.00

LMK/SUGAM User Charges (if applicable) ₹ 10.00

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

Step 7: 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



Step 8: The user then need to click on “ **New Application**” and List of “**Supporting documents**” are also mentioed in the below mentioned image.



Step 9: 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](#)

Application for Caste (SC / ST) Certificate > New Application

Applicant's Personal Details | Father's / Mother's / Husband's Details | Permanent Address Details | Paternal / Maternal address Details | Upload Documents

Title: Select Title

First Name: Sidharth | Middle Name: | Last Name: Sharan

Gender: Select Gender | Date of Birth: | Religion: Select Religion

Mobile Number: 985812576 | Category: Select | Applicant's Caste: Select Caste

E-Mail: Sidharth6486@gmail.com | Mode of Delivery: Select Mode Of Delivery | Aadhaar Number:

To Attach Parivar Register Data With Application
Click Here
[Parivar Search](#) [See video to know how to search](#)

Applicant's Image
Choose File | No file chosen
[Fetch from OrgLocker](#)

Save **Next**

Step 10: 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**”

Himachal Online Seva

Welcome: dypimshashi@gmail.com | Last Login time: | [Back to Home](#) | [List Of Services](#) | [Logout](#)

Application for Caste (SC / ST) Certificate > New Application

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

Relationship: Son of पति

Title: Mr/श्री

Father First Name: | Father Middle Name: | Father Last Name:

Title: Select Title

GrandFather's / Mother's First Name: V | GrandFather's / Mother's Middle Name: | GrandFather's / Mother's Last Name:

Back **Save** **Next**

Step 11 : 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**”

Not secure | https://edistrict.hp.gov.in:8443/HPeDistrict/ScStApplicationForm

Himachal Online Seva

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

Application for Caste (SC / ST) Certificate> New Application

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

State: HIMACHAL PRADESH / हिमाचल प्रदेश | District: SHIMLA / शिमला | Tehsil: Theog / टिरोग

Patwar Circle: Basa Theog / बासा टिरोग | Village / Muhal: Bathana / बाथना | House No. / Street: 001

Buttons: Back, Save, Next

Step 12: In next page user has to fill “**Paternal/Maternal Address Details**” as shown below, save the data and click on “**Next**”

Not secure | https://edistrict.hp.gov.in:8443/HPeDistrict/ScStApplicationForm

Himachal Online Seva

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

Application for Caste (SC / ST) Certificate> New Application

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

Relationship of Applicant with Land Owner (If Applicant is Land Owner than select self): Self / स्वयं | Category: SC/अनुसूचित वर्ग | Paternal / Maternal Caste: Sigg/सिग्गी

Search Land Record | See video to know how to search

State: HIMACHAL PRADESH / हिमाचल प्रदेश | District: SHIMLA / शिमला | Tehsil: Theog / टिरोग

Patwar Circle: Basa Theog / बासा टिरोग | Village / Muhal: Baneval / बानेवाल | House No. / Street: 001

Buttons: Back, Save, Next

Step 13: In next page user need to **Upload Documents** as shown below and click on **Submit**

Application for Caste (SC / ST) Certificate> New Application

S.No	Document Type	Action	Fetch From DigiLocker	File Name
1	Residence Proof	Choose File 1.pdf	Fetch from DigiLocker	1.pdf
2	Do attach the Certificate from Employer or Community Group	Choose File 3.pdf	Fetch from DigiLocker	3.pdf
3	Photo Identity Proof	Choose File Cab Airport to Elante.pdf	Fetch from DigiLocker	Cab Airport to Elante.pdf
4	Other Documents	Choose File Chandigarh to Shimla.pdf		Chandigarh to Shimla.pdf

PAYMENT OF APPLICATION FEE ONLINE

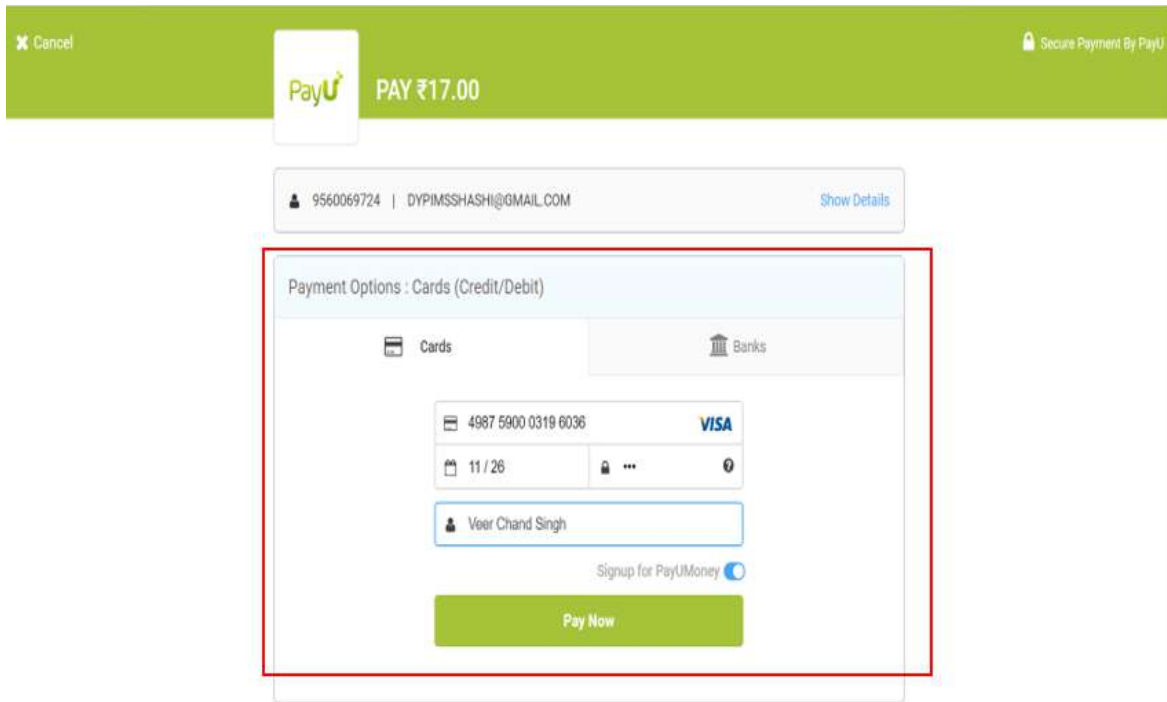
Step 14 : After successful submission of the application, user will receive “temporary application No.” and “payment option of fee” for the service as mentioned in the below images.

Application For Certificate(SC/ST)>Payment

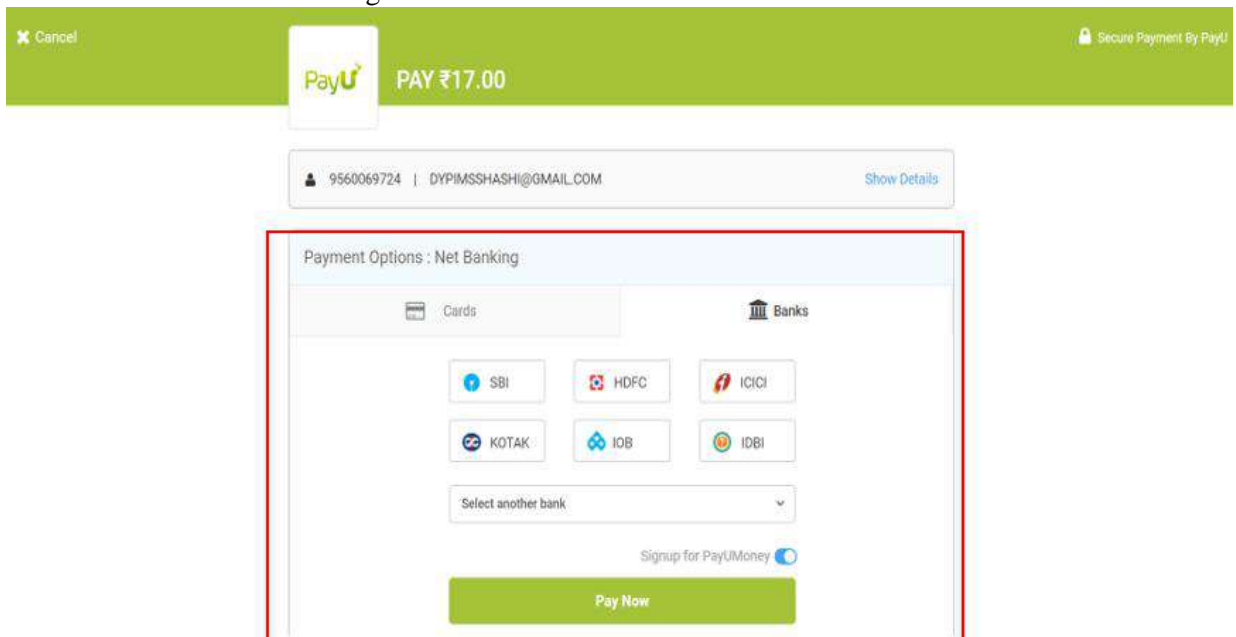
Payment Details

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Action
1	TR1992022292399820	Sep 19, 2022 1:42:07 PM	Shashi	17.0		PENDING	Pay

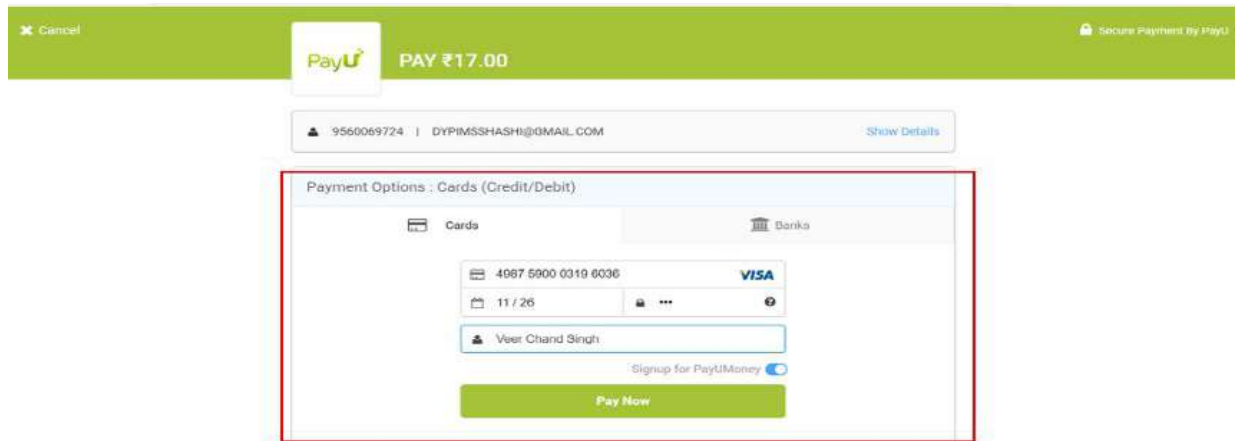
Step 15 : User will get option to make payment via **Debit/Credit Card** as mentioned in the below image.



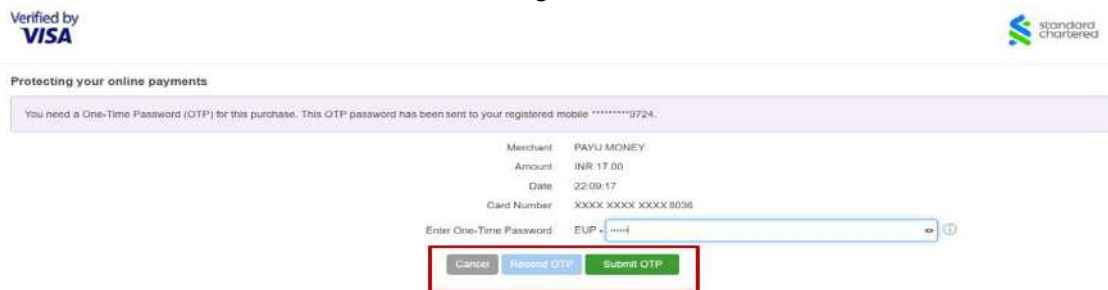
Step 16 : Or User can make payment via internet banking by choosing bank from the drop down as mentioned in the below image.



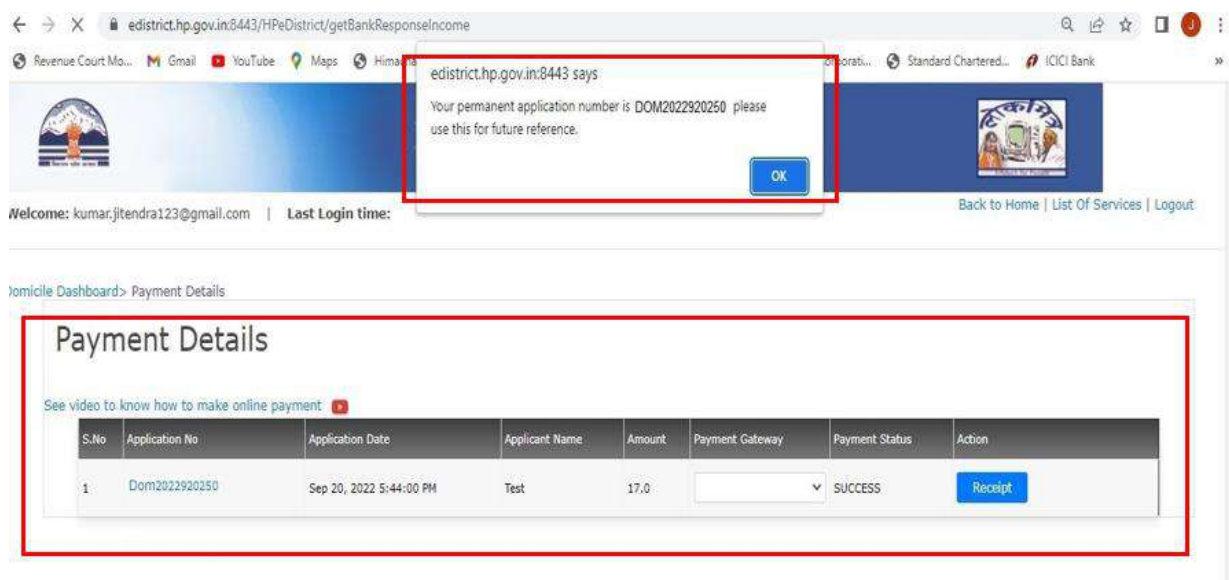
Step 17 : After choosing payment option, User will be redirected to payment gateway page as mentioned in the below image.



Step 18 : After filling bank details, User will receive OTP on registered mobile no. for payment authentication as mentioned in the below image.



Step 19 : After Successful payment, user will get “Permanent Application No.” for future reference as mentioned below in the image.



Step 20 : 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 : Caste 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. : 6e515ae7da0a2d2a2947
बैंक प्रसंग सं. / Bank Ref No : 226317342082
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 CASTE CERTIFICATE

Step 21: For tracking the status of application, the applicant need to the Home page to E-district Portal (**Himachal Online Seva**) anf then click on link **“Track Application”** as below mentioned in the image.



Step 22 : 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



Step 23 : 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	SC2021115412091053
District	UNA
Application Submission/Re-Submission Date	15/01/2021
Applicant Name	ROHIT
Status	Issued by Tehsildar/Una

Back

Step 24 : 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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DOWNLOADING OF INCOME CERTIFICATE

Step 25 : 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

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-XXXXXXXXXX	XXXXXXXXXX	31/12/2020	31/12/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-XXXXXXXXXX	XXXXXXXXXX	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-XXXXXXXXXX	XXXXXXXXXX	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2020-XXXXXXXXXX	XXXXXXXXXX	28/10/2020	31/10/2020	APPROVED	View
Application for Bonafide Himachali Certificate	BH2022-XXXXXXXXXX	XXXXXXXXXX	29/08/2022	31/08/2022	APPROVED	View
Application for Legal Heirs Certificate	LH202-XXXXXXXXXX	XXXXXXXXXX	31/07/2021	31/07/2021	APPROVED	View
Application for Dogra Class Certificate	DG2022-XXXXXXXXXX	XXXXXXXXXX	30/05/2022	31/05/2022	APPROVED	View

Step 26 : User can “Download Certificate” as mentioned in the image below.

Print Download

तहसीलदार कार्यालय
Office of Tehsildar
तहसील : ऊना जिला :ऊना
Tehsil : Una District : UNA
अनुसूचित जाति/ जनजाति का प्रमाण पत्र
Certificate Of Schedule Caste/Tribe

Unique Certificate ID: SC202-XXXXXXXXXX

Validity: Permanent Certificate
(Subject to the instructions issued by Deptt of Personnel from time to time)

यह प्रमाणित किया जाता है कि श्री [Redacted] पुत्र Mr. [Redacted] निवासी, ग्राम [Redacted] तहसील ऊना जिला ऊना (हि.प्र.), जिनकी जाति चमार है जिसे हिमाचल प्रदेश की अनुसूचित जाति के रूप में सरकार द्वारा मान्यता प्राप्त है।

The Constitution (Scheduled Caste) order, 1950* the Constitution (Scheduled Tribe) order, 1950*

The Constitution (Scheduled Cast) (Union Territories) order, 1951*. The Constitution (Scheduled Tribe) order, 1951* As amended by the Scheduled Caste and Scheduled Tribe (Modification) order, 1958. The Bombay Recognition Act, 1960, The Punjab Recognition Act, 1966, The State of H.P. Act, 1970 and North Eastern Areas(Recognition) Act, 1971 and the Scheduled Caste and Scheduled Tribe order (amendment) Act, 1976.

Step 27 : Below mentioned is the “Image of Domicile Certificate”



तहसीलदार कार्यालय
Office of Tehsildar
तहसील : ऊना जिला :ऊना
Tehsil : Una District : UNA
अनुसूचित जाति/ जनजाति का प्रमाण पत्र
Certificate Of Schedule Caste/Tribe



Unique Certificate
ID:SC202- [REDACTED]

Validity: Permanent Certificate

(Subject to the instructions issued by Deptt of Personnel from time to time)

यह प्रमाणित किया जाता है कि श्री [REDACTED] पुत्र Mr. [REDACTED] निवासी, ग्राम [REDACTED] तहसील ऊना जिला ऊना (हि.प्र.), जिनकी जाति चमार है जिसे हिमाचल प्रदेश की अनुसूचित जाति के रूप में सरकार द्वारा मान्यता प्राप्त है।

The Constitution (Scheduled Caste) order, 1950* the Constitution (Scheduled Tribe) order, 1950*

The Constitution (Scheduled Cast) (Union Territories) order, 1951*. The Constitution (Scheduled Tribe) order, 1951* As amended by the Scheduled Caste and Scheduled Tribe (Modification) order, 1958. The Bombay Recognition Act, 1960, The Punjab Recognition Act, 1966, The State of H.P. Act, 1970 and North Eastern Areas(Recognition) Act, 1971 and the Scheduled Caste and Scheduled Tribe order (amendment) Act, 1976.

श्री ROHIT SAROA और उनका परिवार आमतौर पर राज्य के जिले ऊना की तहसील ऊना में रहता है।

This is to certify that Mr. [REDACTED] Son of Mr. [REDACTED] resident of Village [REDACTED] Tehsil Una District UNA of Himachal Pradesh belongs to Chamar which is recognised as a Scheduled Caste under:

The Constitution (Scheduled Caste) order, 1950* the Constitution (Scheduled Tribe) order, 1950*

The Constitution (Scheduled Cast) (Union Territories) order, 1951*. The Constitution (Scheduled Tribe) order, 1951* As amended by the ScheduledCaste and Scheduled Tribe (Modification) order, 1958. The Bombay Recognition Act, 1960, The Punjab Recognition Act, 1966, The State of H.P. Act, 1970 and North Eastern Areas(Recognition) Act, 1971 and the Scheduled Caste and Scheduled Tribe order (amendment) Act, 1976.

ROHIT SAROA and his/her family ordinarily reside in Tehsil Una of District UNA of the state of Himachal Pradesh.

Approving Authority



Name: [REDACTED]

Designation: [REDACTED]

District: UNA

Tehsil: Una

Approval Date: [REDACTED]

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.



Note:- This document can be verified online at Himachal Online Seva (HP e-District) portal <http://edistrict.hp.gov.in> using unique certificate ID.