

## WORK FLOW PROCESS FOR GETTING RESIDENTIAL CERTIFICATE

7 Days

(\* Applicant will collect the file, fill up the form and attach necessary documents as per the checklist.

(\*\*) Applicant will get the verification report.

Applicant goes to E-Disha Counter for preliminary scrutiny of Documents

IS FILE OK

File is returned for completion of documents

If applicant wants to receive the Certificate through Speed Post then ₹ 25 extra along with the service fee will be deposited at e-Disha counter for getting the Certificate

Applicant will deposit Service Fees ( ₹ 15 ) at E-Disha's Counter

Get a photo from the Certificate's Counter in E-Disha centre.

A computer generated receipt with a unique ID will be given to the applicant with a target Date

BACK END PROCESS

Get your Residence Certificate within 7 working days from the Receipt Counter.

**BACK END PROCESS**

1. E-Disha operator will hand over all documents with a check list generated by computer to the concerned clerk at the end of day
2. Concerned clerk will verify / check the documents and submit the documents to the Tehsildar for signature.
3. Tehsildar will sign the certificate and concerned clerk will get back the signed certificates from Tehsildar.
4. Concerned clerk will hand over the entire Certificate to the E- Disha's Operator for Delivery and if any certificate is rejected then the same will be conveyed to the applicant at E-Disha's counter with the reason of rejection.

### \* Availability of Forms :

1. Applicant can download the blank form ( or can get a blank file ), fill the form manually and will make a complete file.
2. Applicant comes to E-Disha centre for getting a complete file i.e. through online filing.
3. Applicant can get a complete file using Web enables services with their own Computer.

### \*\* Verification Report :

#### If applicant belongs to Urban Area

- 1) Get the verification report from MC / Gazetted Officer.

#### If applicant belongs to Rural Area

- 2) Get the verification report from Sarpanch / Patwari.