



सत्यमेव जयते

DEPARTMENT OF INFORMATION TECHNOLOGY  
GOVT. OF ASSAM



ASSAM EDISTRICT PROJECT  
TRAINING COURSEWARE  
FILING OF APPLICATIONS (VLE)



Mithila e-Solutions (India) Pvt.Ltd



## Contents

1.	ASSAM E-DISTRICT OVERVIEW .....	2
1.1	Overview of e-governance & NeGP .....	2
1.2	Overview of SP & SSDG .....	2
1.3	Functions of State Portal.....	2
1.4	State Service Delivery Gateway (SSDG) .....	3
1.5	Functions of SSDG .....	4
1.6	Services offered by SSDG .....	5
1.7	Services considered under SP & SSDG project.....	5
2.	E-FORMS .....	7
2.1	Getting started.....	7
2.2	User Registration & Management .....	7
2.2.1	New User Registration .....	7
2.2.2	Retrieve Password.....	9
2.3	E-Form Application Submission process .....	9
2.3.1	Login.....	9
2.3.2	Service Dashboard Page.....	10
2.4	Application for Delayed Birth Certificate .....	11
2.4.1	Online Application for Delayed Birth Certificate .....	11
2.4.2	Payment Gateway .....	14
2.4.3	Acknowledgement.....	14
2.5	Application for Delayed Death Certificate .....	15
2.5.1	Online Application for Delayed Death Certificate .....	15
2.5.2	Payment Gateway .....	18
2.5.3	Acknowledgement.....	19
2.6	Application for Next of Kin Certificate .....	19
2.6.1	Online Application for Next of Kin Certificate.....	19
2.6.2	Payment Gateway .....	22
2.6.3	Acknowledgement.....	23
2.7	Application for Non-Creamy Layer.....	24
2.7.1	Online Application for Non-Creamy Layer.....	24
2.7.2	Payment Gateway .....	27
2.7.3	Acknowledgement.....	27
2.8	Application for Permanent Residence Certificate.....	28
2.8.1	Online Application for Permanent residence certificate.....	28
2.8.2	Payment Gateway .....	31
2.8.3	Acknowledgement.....	31

## **1. ASSAM E-DISTRICT OVERVIEW**

### **1.1 Overview of e-governance & NeGP**

National E-Governance Plan in India is taking initiatives to introduce E-Governance system across the country. This is the application of information and communication technology (ICT) for delivering government services, exchange of information, communication, transactions and integration of various stand-alone systems and services between Government-to-Citizens (G2C), Government-to-Business (G2B), Government-to-Government (G2G) as well as back office processes and interactions within the entire government frame work. Through the e-Governance the government services will be made available to the citizens in a convenient, efficient and transparent manner. A large-scale digitization of records is going down to enable simple, reliable access over the internet. The main objective of this plan is to bring public services closer to the citizens. E-governance has the potential to get multi-dimensional changes and a fruitful effect which will be beneficial for everybody including industry and citizens.

### **1.2 Overview of SP & SSDG**

To fulfill the vision of providing an easy and convenient services to the citizens through remote access primarily through Common Service Centre (CSCs)/PFCs, Assam e-District project is created under the National e-Governance Plan (NeGP). The main objective of developing State Portal (SP) along with Assam e-District is to provide all citizens with outlets where they can access the services under a single interface mechanism in the form of the Portal.

The basic components of the Facilitating Services through CSC's/PFCs Enabling Implementation of State Portal & e-Forms, project are as follows:

- State Portal including Applications & electronic – forms
- Training and Manpower for Assam e-District, State Portal
- Gap Infrastructure at the destination offices including gaps in connectivity

### **1.3 Functions of State Portal**

- Information Dissemination: The portal will provide information about Government departments, line ministries, and web links of these departments. It will provide information about Government structure in the state, service offerings and key notifications to the business and citizen community. Content Architecture of the Portal shall be in accordance with State Portal Framework (SPF).

- Shall be accessible from a variety of channels: The portal can be accessed via a variety of established channels, including Common Service Centers, Government Service delivery counters, PFCs etc.
- Shall exchange information & services seamlessly across State Government departments. This exchange should be in accordance with SPF
- The State Portal shall also host all the electronic forms for various Government Services accessible to citizens in the State. A citizen will be able to fill the form electronically through internet services including Common Service Centre (CSCs) outlets and submit his/her application electronically. A citizen will be able to track the status of his/her application / request at any point of time.

#### **1.4 State Service Delivery Gateway (SSDG)**

The National e-Governance Plan (NeGP) aims to make all Government services accessible to the common man in his locality, through common service delivery channels and ensure effectiveness, lucidity & reliability of such services at affordable costs to realize the basic needs of a common man. One of the goals of the Government to meet this vision is the need to cooperate, collaborate and integrate information across different departments in the Centre, States and Local Government. Government systems characterized by islands of legacy systems using heterogeneous platforms and technologies and spread across diverse geographical locations, in varying state of automation, make this task very challenging. The State e-Governance Service Delivery Gateway (SSDG), a core component in e-Governance infrastructure under the NeGP, can simplify this task by acting as a standards-based messaging switch and providing seamless interoperability and exchange of data across.

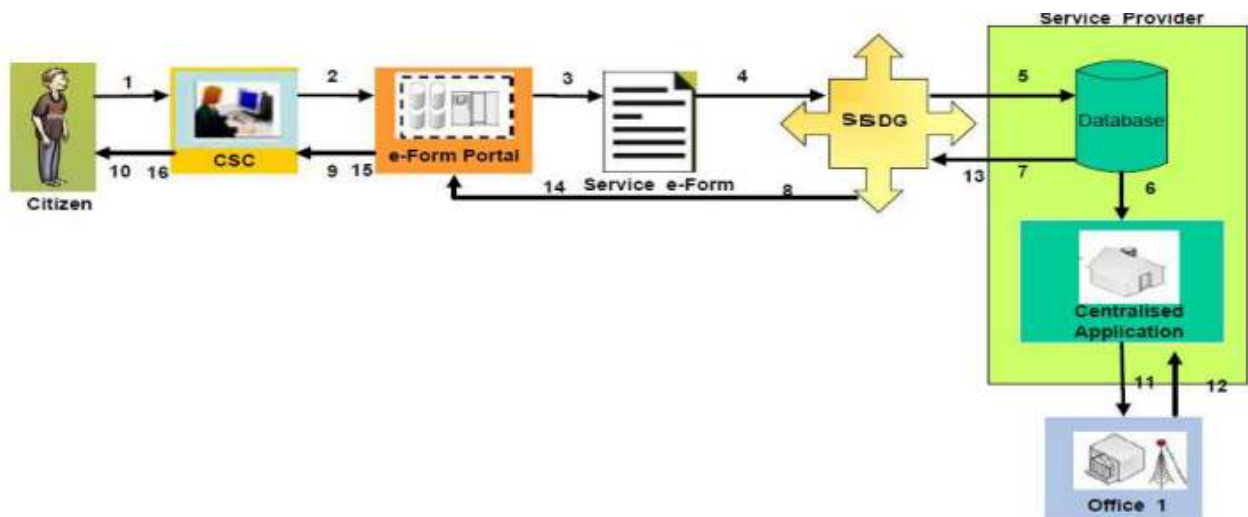
#### **SSDG will:**

- Act as center for all the interactions between service seekers (the citizen and businesses) and various service providers (Government Departments) and even among Government Departments.
- Handle large number of transactions across the entire network.
- Provide flawless interoperability and exchange of data across the departments.

- Managing and coordinating inter departmental working, tracking all transactions of the Government etc.
- Be a messaging middleware between State Portal (acting as service access provider (SAP) and State Department Services (State Department acting as Service Provider (SP)

### 1.5 Functions of SSDG

- Audit Management & Time Stamping: Results in better tracking (auditing) and security of each transaction.
- Web enabling of Legacy Applications: With Gateway Server, legacy applications can be Internet enabled as Gateway server can act as a Web layer around them so Government Departments need to put least effort for web enabling of their legacy applications.
- Interoperability: The gateway as the middleware will facilitate easy inter-departmental data exchange.
- Departmental Workflow: The Gateway will also help the Departments backend workflow evolve gradually as the Gateway acts as a middleware de-linking the backend from the front end. This means that even the Departments, which do not have the complete automation or work, flow at the back, can still deliver e-Service to the citizens in a limited manner.
- Seamless availability of information
- Necessary connectors to interface with the applications developed at the State level.





## 1.6 Services offered by SSDG

SSDG offers the following services:

- Ensures the interoperability among the various departmental applications
- Help protect the legacy investments in software and hardware by easily integrating them with other technology platforms and software implementations.
- De-link the back-end departments/ Service Providers (SP) from the front-end Service Access Providers (SAP) thereby
- Ensuring separation of concerns of service access from the service implementation i.e. separates the Portal, CSC, Kiosks etc. from the government services which reside in the backend departments.
- Encouraging competition at the front-end by allowing independent service access providers to provide services with varying levels of complexity, cost and service quality levels.
- Reduce the cost of e-Governance Projects by rationalizing, distributing and optimizing the services framework.
- Use of PKI infrastructure for secure transactions. Provision exists for encryption of department payload to ensure confidentiality of the department data. SSDG provides digital signature and certificates to all stakeholders interacting with the gateway for identification, authentication and authorization. Transaction and audit logs help track government data.
- Enable transaction logging and time stamping for tracking of transactions and centralized control
- Help the Departments backend workflow evolve gradually as the Gateway acts as a middleware de-linking the backend from the front end. This means that even the Departments which do not have the complete automation or work flow at the back can still deliver e-Service to the citizens in a limited manner through the Gateway.

## 1.7 Services considered under SP & SSDG project

- Providing easy, anywhere and anytime access to Government Services (both Informational & Transactional)
- Reducing number of visits of citizens to a Government office / department for availing the services
- Reducing administrative burden and service fulfillment time & costs for the Government, Citizens & Businesses

- Enhancing perception & image of the Government and its constituent Departments
- Promotion of uniform web interface across Government and build in synergies with the National Portal of India (NPI) using the National Service Delivery Gateway
- Delivery of services through Common Service Centers (CSCs) by leveraging the common infrastructure (SWAN, SDC etc.) and development of the applications and infrastructure required for deployment of State Portal and State Service Delivery Gateway (SSDG) for the State.
- Publishing the static data and all information of the State departments in line with guidelines for necessary integration with NPI.

## 2. E-FORMS

This manual describes how to use the e-Form Application from a citizen's point of view.

This guide is intended for users who are responsible for using the e-Form web application in Assam. Users of this guide should be familiar with the functionality of the e-Form Application.

This document is basically a guide for the users who will use the e-Form application. Step by step flow is mentioned in the document. Users can follow the steps to successfully use the e-Form application.

Standards and conventions used in the guide: A red star (\*) implies a mandatory field.

Unique Application No., generated after the submission of the e-Form, should be kept cautiously for any future reference.

### 2.1 Getting started

E-Form application enables the Citizens to avail different services provided by different departments of Government of West Bengal. A selected set of application forms are available with a web interface which can be submitted online to avail the respective services.

### 2.2 User Registration & Management

The following sections detail out different user registration & management activates that the Citizen/user can perform in the e-Form application.

#### 2.2.1 New User Registration

Citizens need to register themselves using the Create New Account link in the e-Form Application Login page:





Figure 1: E-form Application Login screen

Clicking 'Create New Account' link, Citizen will be able to register himself/herself to apply for the eServices.

Figure 2: User Account Details

Post successful Registration of user, the screen will show a confirmation window. Application will also send SMS & Email to the Registered User.

### 2.2.2 Retrieve Password

Clicking the link Forgot Password, registered users can retrieve the saved password:



Figure 3: Forget Password screen

## 2.3 E-Form Application Submission process

### 2.3.1 Login

To avail the e-services of the concerned departments, Citizen requires being a registered user. The login page appears with the following features:



Figure 4: E-form application login screen

### 2.3.2 Service Dashboard Page

On successful login the service Dashboard page containing all e-forms will appear to the citizen user which is as follows:



Figure 5: Application search screen

This is the landing page which will be visible on successful log in.



Figure 6: List of departments

Now, User can also select a particular department and choose from the available list of services. For example, if the user selects Next of kin certificate, the following screen will appear:



Figure 7: Application search by department results screen

User need to click on any of the following links of his choice to go to the respective e-Form page:

- Apply Online
- Apply Offline

## 2.4 Application for Delayed Birth Certificate

### 2.4.1 Online Application for Delayed Birth Certificate

- **STEP 1:** Select the Department from “Search E-Forms by Title”
- **STEP 2:** Click on “Online”



Figure 8: Application for Delayed Birth Certificate home page



- **STEP 3:** Click on “Submit Online”



Figure 9: Online Application for Delayed Birth Certificate screen 1

- **STEP 4:** Fill up the Online Application Form

APPLICATION FORM FOR DELAYED BIRTH CERTIFICATE

This form is for TESTING PURPOSE only. Acknowledgement Receipt generated will NOT VALID

### Permission For Delayed Birth Certificate

**Applicant Details**

Applicant Name:

Applicant's Mobile Number:

Relation With Newborn:

**Newborn Details**

Name of the Newborn:

State of Birth:

Age of the Newborn:

Gender of the Newborn:

Place of Birth of the Newborn:

Reason For Being Late:

Newborn's Address at Birth Time:

State:

District:

Sub-Division:

Circle Office:

Village/Town:

Pin:

Figure 10: Online Application Form for Delayed Birth Certificate screen 2



Figure 11: Online Application Form for Delayed Birth Certificate screen 3

- **STEP 5:** Click on “Submit”

Table 1: Application for Delayed Birth Certificate screen field details

Fields	How to Fill up
<b>Applicant Details</b>	
• <b>Applicant's Name</b>	Enter your full name here
• <b>Applicant's Mobile No.</b>	Enter your mobile number
• <b>Relation with New Born</b>	You need to write your relation with new born
<b>New Born Details</b>	
• <b>Name of the New Born</b>	Enter the new born baby's full name
• <b>Date of Birth</b>	Enter New born date of birth
• <b>Age of new Born</b>	Enter new born age
• <b>Gender of New Born</b>	You need to write new born gender
• <b>Place of Birth of the New Born</b>	You need to write the name of the place where the new baby was born
• <b>Reason for Being Late</b>	You need to write the reason for delay
• <b>New Born's Address at Birth time</b>	You need to write new born's address at birth time
<b>Attachment Section</b>	
• <b>Upload Attachment</b>	Click on (+) sign & Browse the attachment file



### 2.4.2 Payment Gateway

After submission of required information in the 'Delayed Birth Certificate' Service form, user will click on Submit button from where he will be redirected to payment gateway. The charges vary from service to service. A user shall have the option to make payment through various options like Credit Card / Debit Card / Net Banking etc. After making the payment, a user will get an Acknowledgment Slip.

### 2.4.3 Acknowledgement

A User will get an acknowledgement slip only after submission of application form and successful service charges. The reference acknowledgement slip is mentioned below which will have basic information like – Acknowledgement Number, Name of the Applicant, Status etc.



The screenshot displays the 'Acknowledgement Slip Screen' of the ASSAM State Service Delivery Gateway. The header features the Government of India emblem, the text 'Government of ASSAM', and a map of Assam. The main content area contains the following details:

Application No	: SSDG EFORMS 8949	Name of Designated Office	: OFFICE OF THE CHIEF ELECTRICAL INSPECTOR CUM ADVISOR
Name of the Applicant	: tsadmin@tsa(tsa)	Name of Service	: Online Registration of Electrical Workmen Permit
Email Address of the Applicant	: ts@tsa.com	Status	: Submitted
Date of Receipt of the Application	: 22/06/2014	Instruction For User	: You will be intimated, once approved.

Below the table, a message states: 'Form has been submitted successfully with Acknowledgment Number SSDG EFORMS 8949'. At the bottom, there are two buttons labeled 'OK' and 'Print'.

Figure 12: Acknowledgement Slip Screen

## 2.5 Application for Delayed Death Certificate

### 2.5.1 Online Application for Delayed Death Certificate

- **STEP 1:** Select the Department from “Search E-Forms by Title”
- **STEP 2:** Click on “Online”

The screenshot displays the Assam e-District portal. At the top, there is a header with the Assam Government logo and navigation links. Below the header, a sidebar on the left lists various departments: CCINS, Co-Operation Department, District Administration, and Finance Dept. The main content area features a search bar with the text 'Delayed Death Certificate' and a 'Search' button. Below the search bar, a table lists the search results.

Form Title	Department	Description	Apply
Delayed Death Certificate	Surekha Municipal Corporation	Delayed Death Certificate	Online / Offline

Figure 13: Application for Delayed Death Certificate Department Home Screen

- **STEP 3:** Click on “Submit Online

The screenshot shows the 'ASSAM State Service Delivery Gateway' interface. On the left, there are navigation links for 'Home', 'Online Services', 'Exam Results', 'Assam RTI', and 'Business'. The 'Online Services' section is active, showing a list of departments: CCTNS, Co-Operation Department, District Administration, and Finance Dept. The main content area displays the 'Form Details' for a 'Delayed Death Certificate' application. It includes fields for 'Form Title', 'Form Description', and 'Department'. Below this, there is a 'Form' section with a 'Submit Online' button and a 'Help' link.

Figure 14: Online Application for Delayed Death Certificate screen 1

- **STEP 4:** Fill up the Online Application Form

The screenshot shows the 'ASSAM State Service Delivery Gateway' interface for the 'Permission For Delayed Death Certificate' application. The form is titled 'APPLICATION FOR THE DELAYED DEATH CERTIFICATE' and includes a warning: 'This form is for TESTING PURPOSE only. Actual Delivered Receipts are not NOT T ALLOD'. The form is divided into several sections: 'Applicant Details' (Name, Mobile Number, PAN Card), 'Deceased Details' (Name, Date of Death, Age, Gender, Place of Death, Reason For Being Late), 'Deceased's Address at Death Time', and 'Attachment Section'. The 'Attachment Section' lists required documents: 'Hospital or Doctor's Certificate regarding Death', 'Death certificate or Age Proof (any)', 'Proof of Residence', 'Please attach attachments (if any)', and 'Marked Photo (as per requirement)'. A 'Submit' button is located at the bottom right of the form.

Figure 15: Online Application Form for Delayed Death Certificate screen 2

- **STEP 5:** Click on “Submit”

**Table 2: Application for Delayed Death Certificate screen field details**

Fields	How to Fill up
<b>Applicant Details</b>	
• <b>Applicant Name</b>	Enter your full name here
• <b>Father's Name</b>	Enter your Father's name
<b>Applicant Address</b>	
• <b>State</b>	You need to select your state from the list
• <b>District</b>	You need to select your district from the list
• <b>Revenue Circle</b>	You need to select revenue circle from the list
• <b>Village/Town/Road/Lane</b>	You may write name of your village/town/road/lane
<b>Form Specific Details</b>	
• <b>Name of the Deceased</b>	You may write name of the deceased person
• <b>Date of Death</b>	You need to write the date of death
• <b>Gender of the Deceased</b>	You need to write the gender of deceased
• <b>Age of the Deceased</b>	You need to write the actual age of the deceased
• <b>Place of Death of the Deceased</b>	You need to write the place of death of the deceased
• <b>State</b>	You need to select your state from the list
• <b>District</b>	You need to select your district from the list
• <b>Is it Town or Village</b>	Please select YES/NO
• <b>Religion of the Deceased</b>	You need to select religion of deceased from the list
• <b>Occupation of the Deceased</b>	You need to write the occupation of the deceased
• <b>Parent's Address at Death Time</b>	You need to properly fill up all the options like state, district, village etc under Parent's address at death time

	option
<ul style="list-style-type: none"> <li>• <b>Parent's Permanent Address</b></li> </ul>	You need to properly fill up all the options like state, district, village etc under this permanent address option
<b>Death Specific Details</b>	
<ul style="list-style-type: none"> <li>• <b>Type of medical attention received before death</b></li> </ul>	You need to select correct option from the list
<ul style="list-style-type: none"> <li>• <b>Was the cause of death medically certified?</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>Name of disease or actual cause of Death</b></li> </ul>	You need to write the actual cause of death
<ul style="list-style-type: none"> <li>• <b>"In case this is a female death did the death occurred while pregnant at the time of delivery or within 6 weeks after the end of pregnancy?"</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>Smoking Habit?</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>(if yes) Smoking Habit for how many years</b></li> </ul>	You need to write the year of this habits
<ul style="list-style-type: none"> <li>• <b>Tobacco Habit?</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>(if yes) Tobacco Habit for How many years</b></li> </ul>	You need to write the year of this habits
<ul style="list-style-type: none"> <li>• <b>Aeronaut Habit?</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>(if yes) Aeronaut Habit for How many Years</b></li> </ul>	You need to write the year of this habits
<ul style="list-style-type: none"> <li>• <b>Alcohol Habit?</b></li> </ul>	You need to select YES/NO from the list
<ul style="list-style-type: none"> <li>• <b>(if yes) Alcohol Habit for How many Years</b></li> </ul>	You need to write the year of this habits
<ul style="list-style-type: none"> <li>• <b>Upload Attachment</b></li> </ul>	Click on (+) sign & Browse the attachment file

### 2.5.2 Payment Gateway

After submission of required information in the 'Delayed Birth Certificate' Service form, user will click on Submit button from where he will be redirected to payment gateway. The charges vary from service to service. A user shall have the option to make payment through various options like Credit Card / Debit Card / Net Banking etc. After making the payment, a user will get an Acknowledgment Slip.

### 2.5.3 Acknowledgement

A User will get an acknowledgement slip only after submission of application form and successful service charges. The reference acknowledgement slip is mentioned below which will have basic information like – Acknowledgement Number, Name of the Applicant, Status etc.



The screenshot shows a confirmation page from the Government of Assam State Service Delivery Gateway. It displays the following information:

- Application No: SSDG EFORMS 8949
- Name of Designated Office: OFFICE OF THE CHIEF ELECTRICAL INSPECTOR CUM ADVISOR
- Name of the Applicant: tsadmin@tsa.co.in
- Name of Service: Online registration of electrical Workmen/Person
- Email Address of the Applicant: ts@tsa.com
- Status: Submitted
- Date of Receipt of the Application: 22/06/2014
- Instruction For User: You will be intimated, once approved.

Form has been submitted successfully with Acknowledgment Number SSDG EFORMS 8949

Figure 16: Acknowledgement Slip Screen

## 2.6 Application for Next of Kin Certificate

### 2.6.1 Online Application for Next of Kin Certificate

- **STEP 1:** Select the Department from “Search E-Forms by Title”
- **STEP 2:** Click on “Online”



The screenshot shows the 'Government of Assam State Service Delivery Gateway' homepage. The 'Online Services' tab is selected. Under 'Departments', the 'CCIR' department is highlighted. The 'Search E-Forms by Title' dropdown menu is set to 'NEXT OF KIN CERTIFICATE'. The 'Apply' button is visible. The page also displays a table of available forms:

Form Title	Department	Description	Apply
NEXT OF KIN CERTIFICATE	General Administration	NEXT OF KIN CERTIFICATE	Online / Offline

Figure17: Application for Next of Kin Certificate Department Home Screen



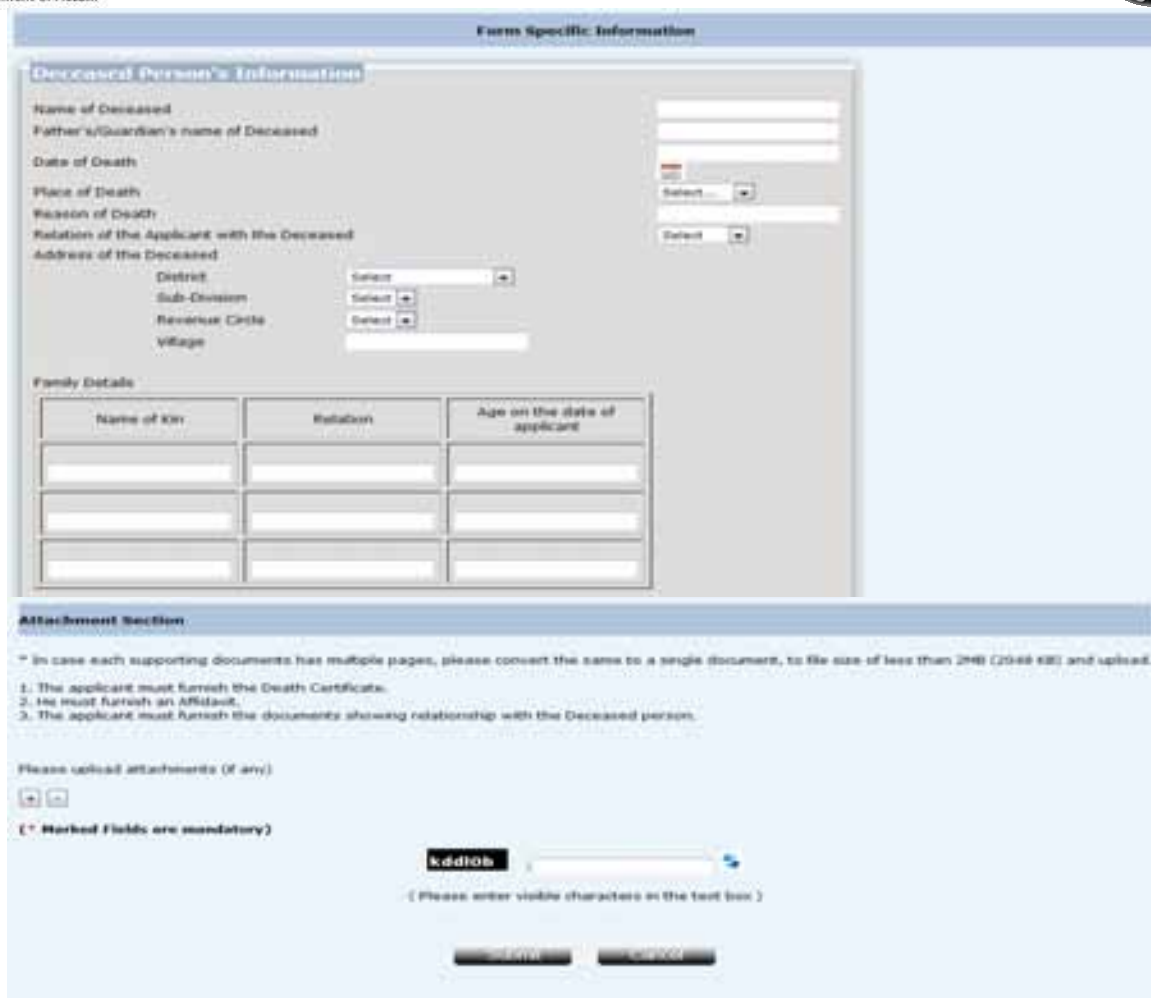
- **STEP 3:** Click on “Submit Online”



Figure 18: Online Application for Next of Kin Certificate screen 1

- **STEP 4:** Fill up the Online Application Form





**Form Specific Information**

**Deceased Person's Information**

Name of Deceased  
 Father's/Guardian's name of Deceased  
 Date of Death  
 Place of Death  
 Reason of Death  
 Relation of the Applicant with the Deceased  
 Address of the Deceased  
 District  
 Sub-Division  
 Revenue Circle  
 Village

**Family Details**

Name of Kin	Relation	Age on the date of applicant

**Attachment Section**

\* In case each supporting documents has multiple pages, please convert the same to a single document, to file size of less than 2MB (2048 KB) and upload.

1. The applicant must furnish the Death Certificate.
2. He must furnish an Affidavit.
3. The applicant must furnish the documents showing relationship with the Deceased person.

Please upload attachments (if any)

[ \* Marked Fields are mandatory ]

captcha

[ Please enter visible characters in the text box ]

Submit Cancel

Figure 19: Online Application Form for Next of Kin Certificate

- **STEP 5:** Click on "Submit"

**Table3: Application for Next of Kin Certificate fields details**

Fields	How to Fill up
<b>Applicant EID Details</b>	
• <b>Applicant Name</b>	Enter your full name here
• <b>Date of Birth</b>	You need to write your date of birth
• <b>Father's Name</b>	You need to write your father's name
• <b>Mother's Name</b>	You need to write your mother's name
• <b>Spouse Name</b>	You need to write your spouse's name

Permanent Address	
• State	You need to select your state from the list
• District	You need to select your district from the list
• Sub-Division	You need to select your sub-division from the list
• Circle Office	You need to select your circle office from the list
• Village/Town	You need to write your Village/Town
• Post Office	You need to write your post office name
• Mouza	You need to write your mouza name
• Police Station	You need to write your police station
• House No	You need to write your house no.
• Pin Code	You need to write your pin code
Deceased Person's Information	
• Name of Deceased	You need to write the name of deceased person
• Date of Death	You need to write the date of death of deceased
• Place of Death	You need to write the place of death of deceased
• Reason of Death	You need to write the reason of death of deceased
• Relation of the Applicant with the Deceased	You need to write the relation of the applicant with the deceased
• Address of the Deceased	You need to write the address of the deceased
• Family Details (Name of Kin, Relation, Age on the date of applicant)	You need to write the name of kin, relation, age
• Upload Attachment	Click on (+) sign & Browse the attachment file

### 2.6.2 Payment Gateway

After submission of required information in the 'Delayed Birth Certificate' Service form, user will click on Submit button from where he will be redirected to payment gateway. The charges vary from service to

service. A user shall have the option to make payment through various options like Credit Card / Debit Card / Net Banking etc. After making the payment, a user will get an Acknowledgment Slip.

### 2.6.3 Acknowledgement

A User will get an acknowledgement slip only after submission of application form and successful service charges. The reference acknowledgement slip is mentioned below which will have basic information like – Acknowledgement Number, Name of the Applicant, Status etc.



The screenshot shows a web-based acknowledgement slip from the Government of Assam. The header includes the state emblem and the text 'Government of ASSAM State Service Delivery Gateway'. The main content area displays the following information:

Application No	: SSDG EFORMS 8949	Name of Designated Office	: OFFICE OF THE CHIEF ELECTRICAL INSPECTOR CUM ADVISOR
Name of the Applicant	: tsachind@tsa/tacl	Name of Service	: Online Registration of Electrical Workmen Permit
Email Address of the Applicant	: tsai@tsa.com	Status	: Submitted
Date of Receipt of the Application	: 22/06/2014	Instruction For User	: You will be intimated, once approved.

Below the table, a message states: 'Form has been submitted successfully with Acknowledgment Number SSDG EFORMS 8949'. At the bottom, there are two buttons labeled 'OK' and 'Print'.

Figure 20: Acknowledgement Slip Screen

## 2.7 Application for Non-Creamy Layer

### 2.7.1 Online Application for Non-Creamy Layer

- **STEP 1:** Select the Department from “Search E-Forms by Title”
- **STEP 2:** Click on “Online”

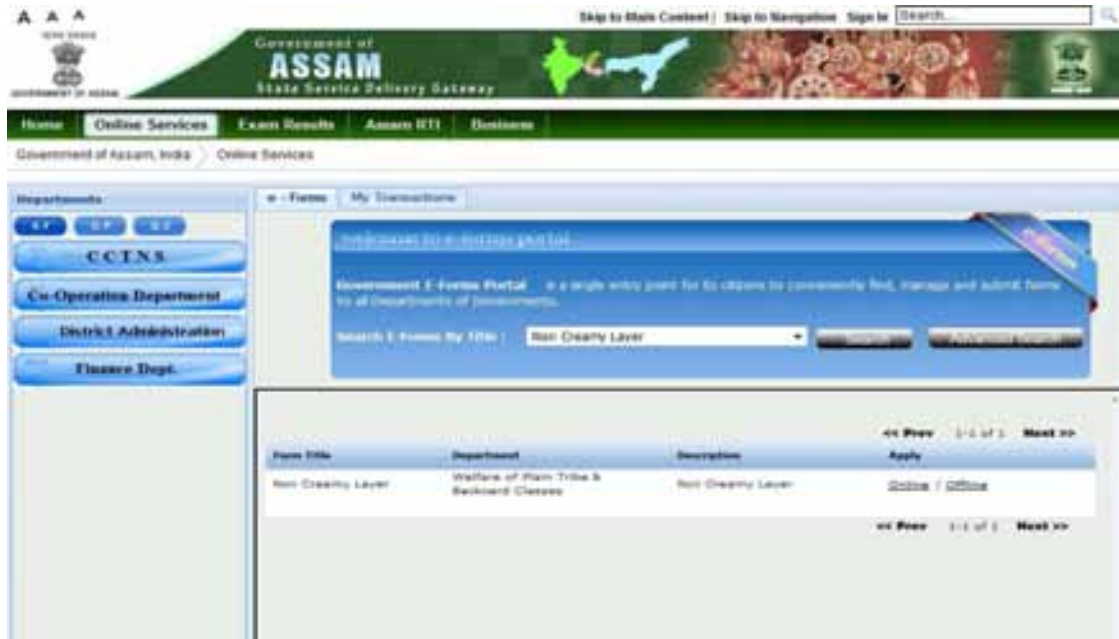


Figure 21: Application for Non Creamy Layer Certificate Department Home Screen

- **STEP 3:** Click on “Submit Online”



Figure 22: Online Application for Next of Kin Certificate screen 1

- **STEP 4:** Fill up the Online Application Form



**Government of ASSAM**  
State Service Delivery Gateway

APPLICATION FORM FOR NON CREAMY LAYER CERTIFICATE

This form is for TESTING PURPOSE only. Acknowledgement Receipt generated will NOT VALID

### Applicant General Information

**Personal Details**

Applicant Name:

Date of Birth:

Applicant's Mobile Number:

Father's Name:

Mother's Name:

Surname:

**Residential Details**

State:

District:

Sub-District:

Revenue Circle:

Village/Town:

Post Office:

House No:

Pin Code:

### Family Specific Information

**Family Details**

Name of Caste:

Present status of Parent(s) / Mother / Wife:

Earning Source	Type of Organization (Govt./Pvt./Profession/Trade/Business/Agriculture etc.)	Name of Organization/Department	Designation / Post held
Mother			
Father			
Husband			
Wife			

Earning Source	Income			Remarks
	Annual Income (Salary / Pension)	Income Tax (Other Source)	Total	
Mother				
Father				
Husband				
Wife				

### Attachment Section

\* In case each supporting documents has multiple pages, please convert the same to a single document, to file size of less than 2MB (2048 KB) and upload.

a) Recent size photograph of the applicant.  
b) Permanent resident certificate or any other proof of residency.  
c) Caste certificate of parents or any supporting proof of caste status  
d) Affidavit by the applicant or parents in lieu of (c)  
e) Report of Gaonbarah in case of rural areas/ Ward Commissioner in case of urban areas. (Recommendation of the Gaonbarah / Ward Commissioner may be skipped if the parents of the applicant has already been issued SC Caste certificate).  
f) Recommendation of President/Secretary of District President of Kshudhah Sab Parishad / Chairman of Scheduled Caste Development Board / President / Secretary of the apex body of caste organizations, authorized by Govt. as the case may be.

Please upload attachments (if any)

[\* Marked fields are mandatory]

**Forgot**

( Please enter visible characters in the text box )

Figure 23: Online Application Form for Non Creamy Layer Certificate

- **STEP 5:** Click on “Submit”



**Table 4: Application for Non creamy layer Certificate fields details**

Fields	How to Fill up
<b>Applicant EID Details</b>	
• Applicant Name	Enter your full name here
• Date of Birth	You need to write your date of birth
• Applicant Mobile No.	You need to write your mobile no.
• Father's Name	You need to write your father's name
• Mother's Name	You need to write your mother's name
• Spouse Name	You need to write your spouse's name
<b>Permanent Address</b>	
• State	You need to select your state from the list
• District	You need to select your district from the list
• Sub-Division	You need to select your sub-division from the list
• Revenue Circle	You need to select your circle office from the list
• Village/Town	You need to write your Village/Town
• Post Office	You need to write your post office name
• Mouza	You need to write your mouza name
• Police Station	You need to write your police station
• House No	You need to write your house no.
• Pin Code	You need to write your pin code
<b>Other Details</b>	
• Name of Caste	Enter your caste
• Financial status of Parent(s) / Husband / Wife :	You need to enter the family income total
• Upload Attachment	Click on (+) sign & Browse the attachment file

### 2.7.2 Payment Gateway

After submission of required information in the 'Delayed Birth Certificate' Service form, user will click on Submit button from where he will be redirected to payment gateway. The charges vary from service to service. A user shall have the option to make payment through various options like Credit Card / Debit Card / Net Banking etc. After making the payment, a user will get an Acknowledgment Slip.

### 2.7.3 Acknowledgement

A User will get an acknowledgement slip only after submission of application form and successful service charges. The reference acknowledgement slip is mentioned below which will have basic information like – Acknowledgement Number, Name of the Applicant, Status etc.



The image shows a screenshot of an acknowledgement slip from the Government of Assam. The header includes the Government of India logo, the text 'Government of ASSAM', and a map of Assam. The slip contains the following information:

Application No	: SSDG/EFORMS 8949	Name of Designated Officer	: OFFICE OF THE CHIEF ELECTRICAL INSPECTOR CUM ADVISOR
Name of the Applicant	: tsadmir@tsa(csl)	Name of Service	: Online registration of electrical Workmen/Person
Email Address of the Applicant	: ts@tsa.com	Status	: Submitted
Date of Receipt of the Application	: 22/06/2014	Instruction For User:	: You will be intimated, once approved.

Form has been submitted successfully with Acknowledgment Number SSDG/EFORMS 8949

At the bottom, there are two buttons: 'OK' and 'Print'.

Figure 24: Acknowledgement Slip Screen

## 2.8 Application for Permanent Residence Certificate

### 2.8.1 Online Application for Permanent residence certificate

- **STEP 1:** Select the Department from “Search E-Forms by Title”
- **STEP 2:** Click on “Online”

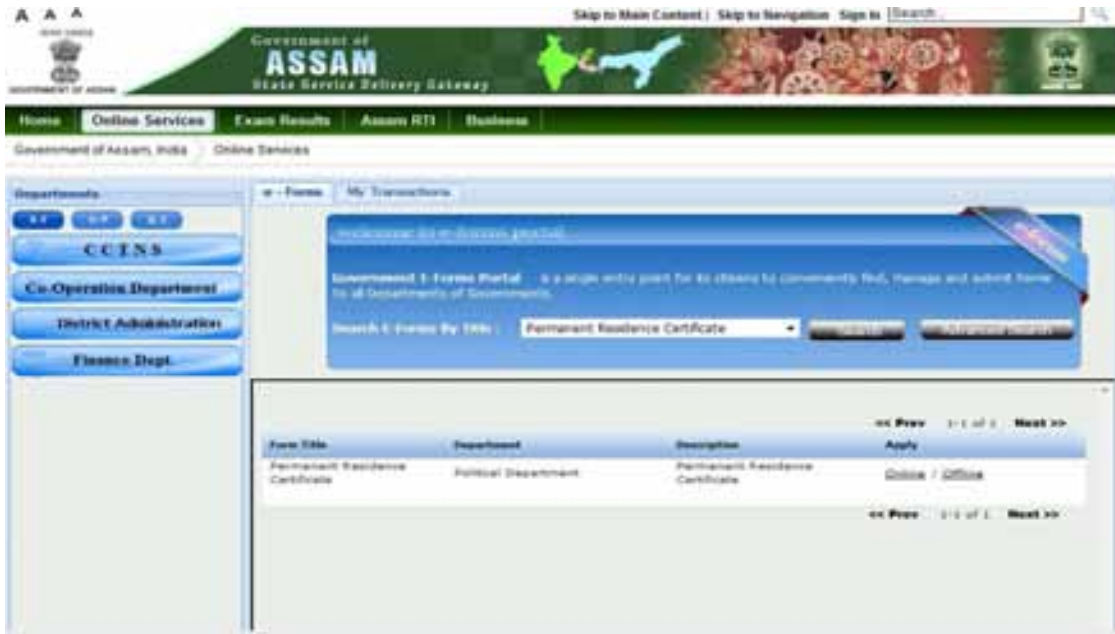


Figure 25: Application for permanent Residence Certificate Department Home Screen

- **STEP 3:** Click on “Submit Online”



Figure 26: Online Application for Permanent Residence Certificate screen 1

- **STEP 4:** Fill up the Online Application Form

**Government of Assam**  
State Service Delivery Gateway

APPLICATION FORM FOR PERMANENT RESIDENCE CERTIFICATE FOR HIGHER EDUCATION

**Applicant General Information**

**Applicant ID Details**

Applicant Name:   
 Date of Birth:   
 Mobile No:   
 Father's Name:   
 Mother's Name:   
 Spouse Name:

**Permanent Address**

State:   
 District:   
 Sub-Division:   
 Revenue Circle:   
 Village/Town:   
 Post Office:   
 Pincode:   
 Police Station:   
 House No:   
 Pin Code:

**Form Specific Information**

**PRC Related Information**

Reason for Application for PRC:   
 Name of the Institution Last Attended:   
 Residential Address:   
☐ Same as above ☐ Not Same

State:   
 District:   
 Sub-Division:   
 Circle Office:   
 Village/Town:   
 Post Office:   
 Pincode:   
 Police Station:   
 House No:   
 Pin Code:

**Attachment Section**

\* In case each supporting documents has multiple pages, please convert the same to a single document, to file size of less than 2MB (2048 KB) and upload.

1. Passport size photograph.  
 2. Records of Immovable Property, if any, with up-to-date Land Revenue Paid receipt.  
 3. Copy of Indian Passport or  
 I.L. Documents related to guardians having continuously resided in Assam for a minimum period of 20 years.

Please upload attachments (if any):

(+ -)

(\* Marked Fields are mandatory)

14k311

( Please enter visible characters in the text box )

Submit Cancel

Figure 27: Online Application Form for Permanent Residence Certificate

- **STEP 5:** Click on “Submit”

Table 5: Application for Permanent Residence certificate fields details

Fields	How to Fill up
<b>Applicant EID Details</b>	
• <b>Applicant Name</b>	Enter your full name here
• <b>Date of Birth</b>	You need to write your date of birth
• <b>Mobile No.</b>	You need to write your mobile no.
• <b>Father's Name</b>	You need to write your father's name
• <b>Mother's Name</b>	You need to write your mother's name
• <b>Spouse Name</b>	You need to write your spouse's name
<b>Permanent Address</b>	
• <b>State</b>	You need to select your state from the list
• <b>District</b>	You need to select your district from the list
• <b>Sub-Division</b>	You need to select your sub-division from the list
• <b>Revenue Circle</b>	You need to select your revenue circle office from the list
• <b>Village/Town</b>	You need to write your Village/Town
• <b>Post Office</b>	You need to write your post office name
• <b>Mouza</b>	You need to write your mouza name
• <b>Police Station</b>	You need to write your police station
• <b>House No</b>	You need to write your house no.
• <b>Pin Code</b>	You need to write your pin code
<b>PRC Related Information</b>	
• <b>Reason for Application for PRC</b>	You need to write a valid reason here
• <b>State</b>	You need to select your state from the list

• <b>District</b>	You need to select your district from the list
• <b>Sub-Division</b>	You need to select your sub-division from the list
• <b>Revenue Circle</b>	You need to select your circle office from the list
• <b>Village/Town</b>	You need to write your Village/Town
• <b>Post Office</b>	You need to write your post office name
• <b>Mouza</b>	You need to write your mouza name
• <b>Police Station</b>	You need to write your police station
• <b>House No</b>	You need to write your house no.
• <b>Pin Code</b>	You need to write your pin code
• <b>Upload Attachment</b>	Click on (+) sign & Browse the attachment file

### 2.8.2 Payment Gateway

After submission of required information in the 'Delayed Birth Certificate' Service form, user will click on Submit button from where he will be redirected to payment gateway. The charges vary from service to service. A user shall have the option to make payment through various options like Credit Card / Debit Card / Net Banking etc. After making the payment, a user will get an Acknowledgment Slip.

### 2.8.3 Acknowledgement

A User will get an acknowledgement slip only after submission of application form and successful service charges. The reference acknowledgement slip is mentioned below which will have basic information like – Acknowledgement Number, Name of the Applicant, Status etc.



Figure 28: Acknowledgement Slip Screen