

## **Procedure for Applying Income Certificate**

### **Step – I Registration / Login**

- i) Visit the website with the address <https://edistrict.py.gov.in>
- ii) If you are a first time user then register as new use with unique username and password.
- iii) Then proceed to login with your login credential (username and password)
- iv) If you have already registered directly sign in using your username and password.

### **Step – II Submitting the application**

- i) After login, select Department of Revenue and Disaster Management in the list of Departments.
- ii) Once Department is selected you have to select the type of certificate that is required for you. (Income Certificate, Residence Certificate and Caste / Community Certificate)
- iii) The application page will open where you have to proceed with the filling of application without omitting the mandatory fields.
- iv) Upload all the required documents.
- v) After filling the application Save, Submit and obtain the acknowledgement.

### **Step – III Payment of Fee**

- i) No fee is required to be paid for obtaining Income Certificate.

### **Step – IV Verification by VAO / RI**

- The Village Administrative Officer (VAO) of your Revenue Village will receive your application in his dashboard.
- The VAO will download all your attachments submitted by you as proof of your claim and then verify the details given by you in the application.
- After verification, if any supporting document is missing then he may request you for submission of those documents otherwise he will forward / recommend the same to the Revenue Inspector (RI) with his remarks / findings.
- The Revenue Inspector then verifies the report given by the VAO and start processing your application. If any clarifications required, RI shall call you and request the necessary details, otherwise proceed with the application and forward the same to the Deputy Tahsildar / Tahsildar with his remarks.

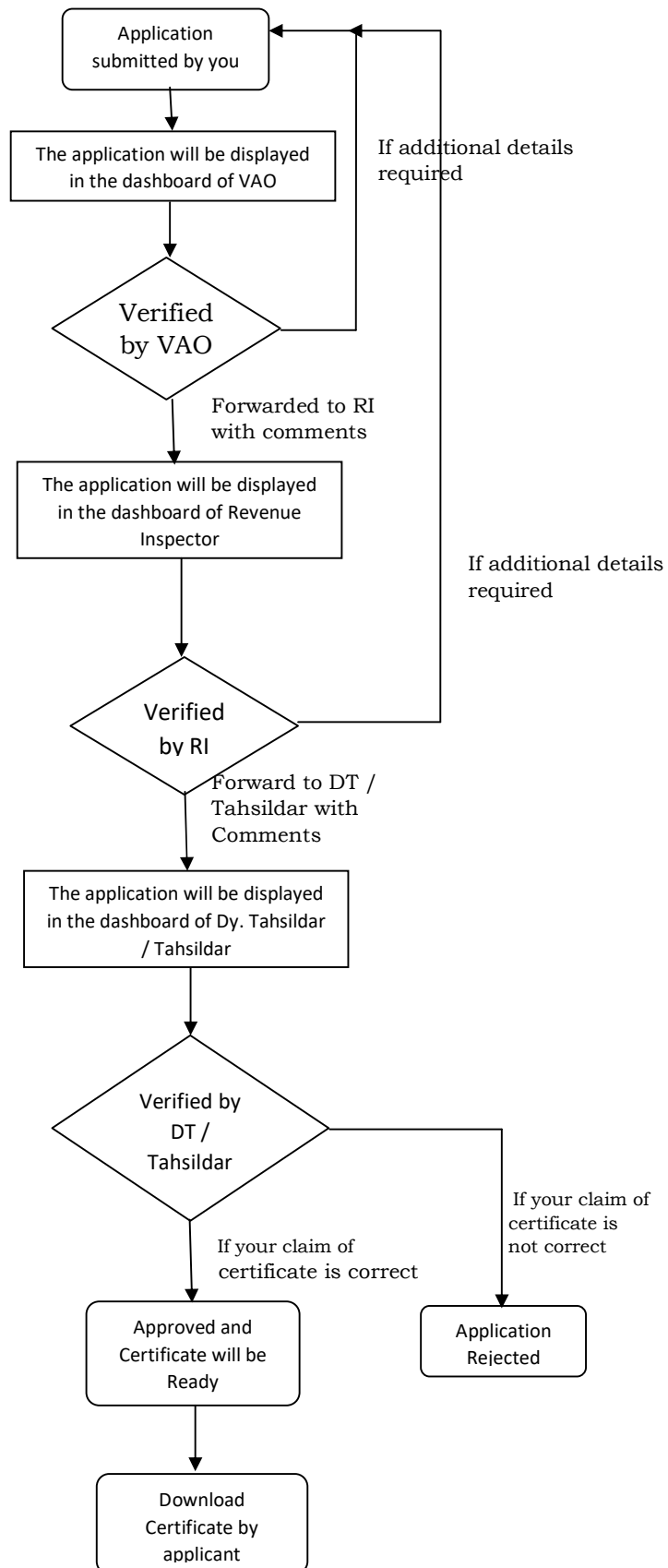
### **Step – V Approval / Rejection of Application**

- The Deputy Tahsildar / Tahsildar shall verify the application and the report given by the VAO/Revenue Inspector and after that shall approve / reject your application.

### **Step – VI Downloading Certificate**

- Once your application is approved you shall get a message that the application has been approved. Then you may once again login in the website and download your Income certificate.

## Flow chart for Stages of verification



### **Tracking of Application**

- Login with your credentials into the website.
- Click track application details.
- Enter the application number and other details required and press enter.
- The current stage of your application will be shown in the screen.

### **Documents that are required to be uploaded for Income Certificate**

- i) Aadhar Card (optional)
- ii) Applicant Photo
- iii) Birth Certificate (Optional - Age proof of applicant, father and grandfather)
- iv) Earlier Caste Certificate (Caste Proof)
- v) Income Certificate (Salary Slip or Form 16)
- vi) Parents previous address details and proof
- vii) Ration Card (optional)
- viii) Transfer Certificate (optional)
- ix) EPIC – Voter ID card (optional)
- x) Any other documents (optional)