

# WORK FLOW PROCESS FOR GETTING ST 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



NO

File is returned for completion of documents



Yes

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

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

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.