Service Delivered Through JHARSEWA Over ServicePlus Platform

URL: https://jharsewa.jharkhand.gov.in

**Mode of Apply for the Services:**
- Register Yourself (Citizen registered online at JHARSEWA portal using mobile number and email id)
- CSC(Pragya Kendra)
- Jan Suvidha Kendra
- Govt. Approved Private Kiosk

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Pre-requisites:

- **Local Resident Certificate by Circle Officer**
  - Residential Proof
  - Self Declaration by Self or Parents (In Case of Minors)
  - Letter of pledge
  - Documents in evidence of claim for Local Resident
  - Enclosure for Tatkal (Apply for Tatkal Application only)

- **Issue of Local Resident Certificate**
  - Self Declaration by Self or Parents (In Case of Minors)
  - Letter of Pledge
  - Residential Proof
  - Documents in evidence of claim
  - Enclosure for Tatkal (Apply for Tatkal Application only)

- **Caste Certificate for Scheduled Tribe**
  - Identity Proof
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Permanent Resident
  - Proof of Caste
  - Self Declaration by Self or Parents (In Case of Minors)

- **Caste Certificate for ST Central by SDO and DC**
  - Reference No. of caste certificate issued by Circle Officer
- Document related to reason for apply

- **Caste Certificate for Scheduled Caste**
  - Identity Proof
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Permanent Resident
  - Proof of Caste
  - Self Declaration by Self or Parents (In Case of Minors)

- **Caste Certificate for SC Central by SDO and DC**
  - Reference No. of caste certificate issued by Circle Officer
  - Document related to reason for apply

- **Caste Certificate for EBC-I and BC-II**
  - Identity Proof
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Permanent Resident
  - Proof of Caste
  - Self Declaration by Self or Parents(In Case of Minors)
  - Enclosure for Tatkal (Apply for Tatkal Application only)

- **Caste Certificate for EBC-I and BC-II(Non Creamy Layer)**
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Caste
  - Identity Proof
- Self Declaration by Self or Parents (In Case of Minors)
- Enclosure for Tatkal (Apply for Tatkal Application only)
- Promotion Order (Promotion Order Issued by employer, If more than 40 years for Father/Mother)
- Proof of Permanent Resident

- Caste Certificate for OBC
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Caste
  - Identity Proof
  - Self Declaration by Self or Parents (In Case of Minors)
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Promotion Order (Promotion Order Issued by employer, If more than 40 years for Father/Mother)
  - Proof of Permanent Resident

- Caste Certificate for OBC Migrants
  - Identity Proof
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Proof of Migrants
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Caste
  - Self Declaration by Self or Parents (In Case of Minors)
  - Promotion Order (Promotion Order Issued by employer, If more than 40 years for Father/Mother)

- Caste Certificate for OBC-Migrant by SDO and DC
  - Reference No. of caste certificate issued by Circle Officer
  - Document related to reason for apply
• **Caste Certificate of OBC by SDO and DC**
  - Reference No. of caste certificate issued by Circle Officer
  - Document related to reason for apply

• **Caste Certificate for ST and SC Migrant**
  - Identity Proof
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Proof of Migrants
  - Proof of Citizen of India
  - Proof of ordinarily Resides
  - Proof of Caste
  - Self Declaration by Self or Parents (In Case of Minors)

• **Caste Certificate for ST and SC Migrant by SDO and DC**
  - Reference No. of caste certificate issued by Circle Officer
  - Document related to reason for apply

• **Income and Asset certificate For EWS**
  - Identity Proof
  - Enclosure for Tatkal (Apply for Tatkal Application only)
  - Self Declaration by Self or Parents (In Case of Minors)
  - Proof of Resident

• **Income and Asset certificate For EWS by SDO and DC**
  - Reference No. of caste certificate issued by Circle Officer
  - Document related to reason for apply
• Issue of Income Certificate
  - Income Related Affidavit (Mandatory)
  - Salary Slip
  - Enclosure for Tatkal (Apply for Tatkal Application only)

• Social Security Old Age Pension
  - Aadhaar
  - Residential Certificate
  - Identity Proof
  - Age Proof
  - Income/BPL Certificate
  - Bank/Post Office Passbook
  - Caste Certificate

• Social Security Widow Pension
  - Aadhaar
  - Residential Certificate
  - Identity Proof
  - Age Proof
  - Income/BPL Certificate
  - Bank/Post Office Passbook
  - Death Proof of Husband
  - Caste Certificate

• Social Security Disability Pension
  - Aadhaar
  - Residential Certificate
- Disability Proof
- Identity Proof
- Age Proof
- Income/BPL Certificate
- Bank/Post Office Passbook
- Caste Certificate

**Marriage Registration Certificate**

*Photograph and Signature/ फोटोग्राफ एवं हस्ताक्षर*

- Photograph of Husband/ पति का फोटो
- Photograph of Wife / पत्नी का फोटो
- Photograph of couple/ जोड़े का फोटो
- Wedding Photograph-1/ शादी का फोटो 1
- Wedding Photograph-2/ शादी का फोटो 2
- Photograph of Witness-1/ पहले गवाह का फोटो
- Photograph of Witness-2/ दूसरे गवाह का फोटो
- Photograph of Witness-3/ तीसरे गवाह का फोटो
- Signature of Wife / पत्नी का हस्ताक्षर
- Signature of Husband / पति का हस्ताक्षर
- Signature of Witness-1 / पहले गवाह का हस्ताक्षर
- Signature of Witness-2 / दूसरे गवाह का हस्ताक्षर
- Signature of Witness-3 / तीसरे गवाह का हस्ताक्षर

**Enclosure Document**

- Age Proof of Husband
- Age Proof of Wife
- Certificate from RLB /ULB OR any Gazetted officer
- Wedding Card or Marriage Certificate issued by Pandit/Kazi
- ID Proof of Witness-1
- ID Proof of Witness-2
- ID Proof of Witness-3
- Residence Proof of Witness-1
- Residence Proof of Witness-2
- Residence Proof of Witness-3
- Residence Proof of Husband
- Residence Proof of Wife
- ID Proof of Husband
- ID Proof of Wife
- BPL Proof (Wife or Husband or both are BPL)