

## 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

### **List of Services offered by JHARSEWA :**

<i>Service Name</i>	<i>Department Name</i>
Local Resident Certificate by Circle Officer	Department of Personnel, Administrative Reforms and Rajbhasa
Issue of Local Resident Certificate	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for Scheduled Tribe	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for ST Central by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for Scheduled Caste	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for SC Central by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for EBC-I and BC-II	Department of Personnel, Administrative Reforms and Rajbhasa

Caste Certificate for EBC-I and BC-II(Non Creamy Layer)	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for OBC	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate of OBC by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for OBC-Migrants	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for OBC-Migrant by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for ST and SC Migrants	Department of Personnel, Administrative Reforms and Rajbhasa
Caste Certificate for ST and SC Migrant by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Income and Asset certificate For EWS	Department of Personnel, Administrative Reforms and Rajbhasa
Income and Asset certificate For EWS by SDO and DC	Department of Personnel, Administrative Reforms and Rajbhasa
Issue of Income Certificate	Department of Revenue land reforms and registration
Marriage Registration Certificate	Department of Revenue land reforms and registration
Social Security Pension Schemes	Department of Labour and Employment

## **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

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- 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
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- 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
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- 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/ दूसरा 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)

