

USER MANUAL TO ACQUIRE OTHER BACKWARD CLASSES CERTIFICATE

The following manual will assist the **Applicant** to apply for the Other Backward Classes Certificate:

All the User shall adopt on the following steps to access the official website of ‘Sikkim Go Portal with Single Sign on System’, to apply for the Other Backward Classes Certificate.

Firstly, open any browser (chrome, internet explorer, Mozilla Firefox etc.) and enter the URL <https://sikkim.gov.in> as illustrated in Figure 1.

- Click on login in bottom as illustrated in the given Figure 1.

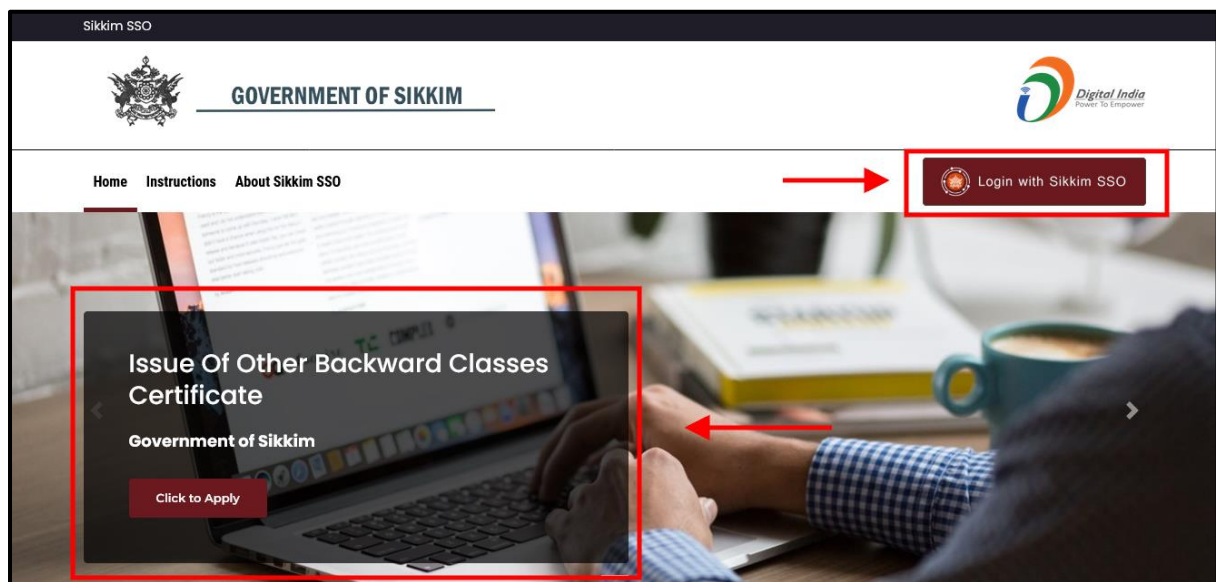


Figure 1: Sikkim Go Portal with Single Sign on System.

- Clicking on the ‘Log In’, button, a page will appear as shown in the below Figure 2.
- Enter the required field i.e., Email, Password and Captcha to access the User’s Dashboard of the SSO in the page.

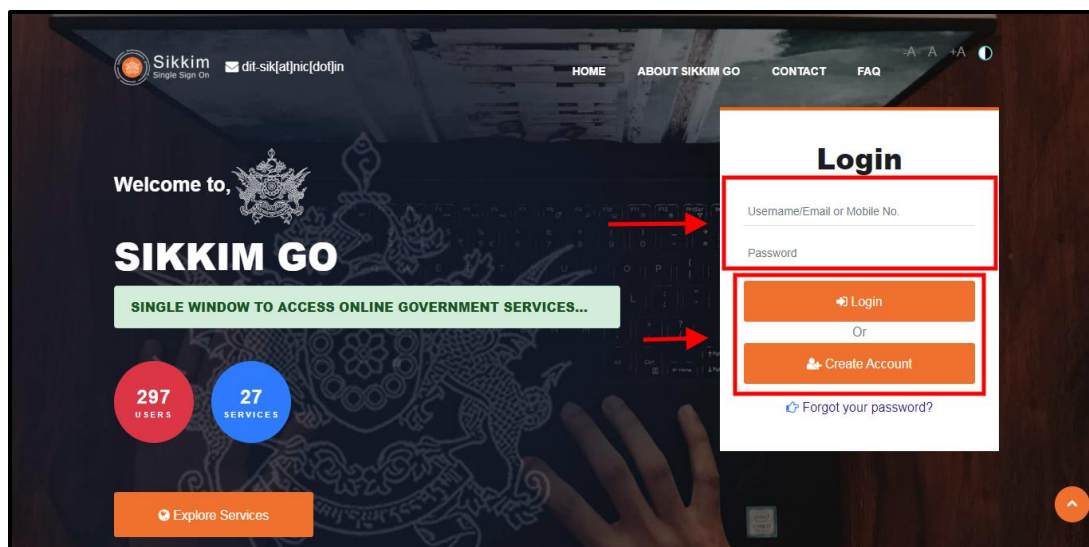


Figure 2: Login Page

- If the user is new, they can select the "Create Account" option to register and create their account.
- After filling up the required details click on the 'Login', button.
- Now, User's Dashboard will appear as illustrated in the below Figure 3.
- The user can view their submitted applications on the Applied section, as well as their accepted applications on the Approved section, and their rejected applications on the Rejection section as shown in the below figure 3.
- The user can find the list of necessary required documents to apply for an Income Certificate under the Instruction/Guidelines section.
- The Application Updates section is where the user can find notifications and updates for their applications as shown in the below figure 3.

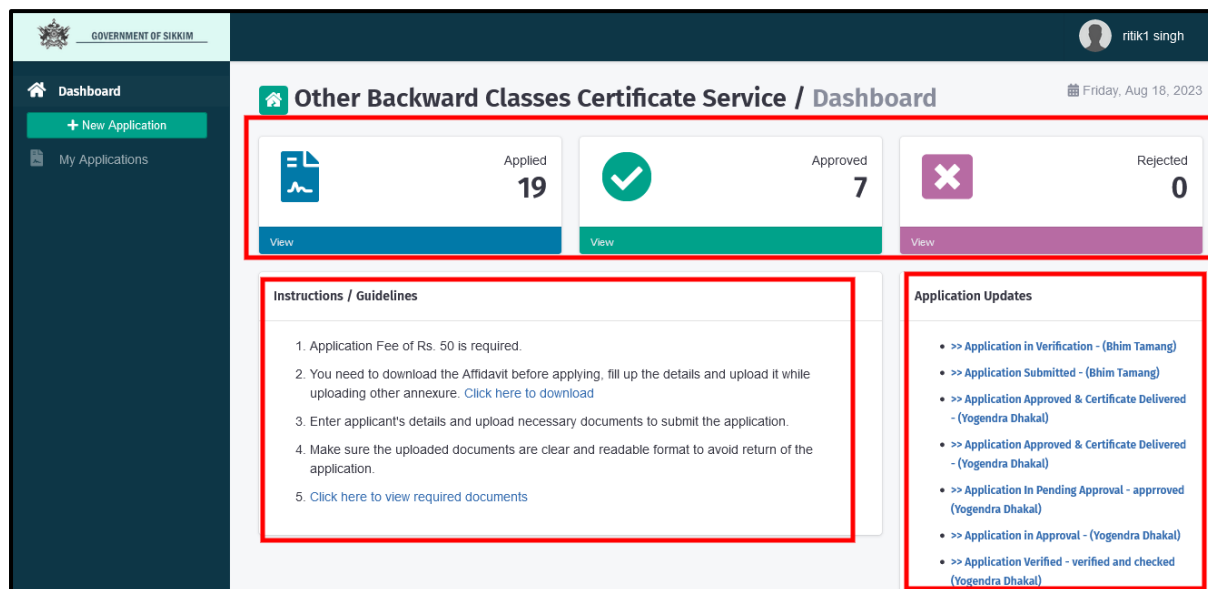


Figure 3: User's Dashboard

Here are the steps that must be taken in order to apply for the issuance of an Other Backward Class Certificate by the user:

Step1: As you can see in the User's Dashboard, there is an option for a new application. Clicking on that button will redirect you to the new application page, as illustrated in Figure 4 below.

Application For Other Backward Classes Certificate Friday, Aug 18, 2023

Application For Other Backward Classes Certificate - Step 1 of 3

Applicant Details Upload Documents Confirmation & Payment

Instructions/Guidelines

1. Fields marked * are mandatory. Hover on ⓘ to know more
2. Please choose the nearest application processing location from the available options.
3. In applicant image field, please upload latest passport size image. Incorrect image may led to rejection/return.

Application Processing Location

District * -- Select -- To Be Issued From * -- Select -- Location - Code * -- Select --

Applicant Details

Salutation * -- Select --

Applicant's First Name * Applicant's Middle Name Applicant's Last Name *

Figure 4: Application Details

- **Step2:** After completing the application details the user/applicant must post their photo and signature as shown in below Figure 5.

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Applicant Image *

Upload Photo

Applicant Signature *

Upload Signature

Declaration

I hereby solemnly affirm and declare that to the best of my knowledge and belief:

I am a citizen of India.

I have not concealed or suppressed any information, the disclosure of which would make me disentitled to this Certificate.

I shall be held responsible for any misrepresentation or false information given by me while applying for this Certificate.

I Agree *

Save & Continue

Figure 5: Application Details

- **Step3:** After click on "Save & Continue," the next page will appear, where the applicant has to upload the documents that are required as shown in below figure 6.
- **Step4:** Now the user must upload the necessary documents by first choosing the document's name from the drop-down menu, clicking on "Choose File," choosing the correct file, and then click on upload, the file will be uploaded successfully as shown in the below figure 6.
- **Note:** *The selected file's name must not contain any special characters or symbols, and its size must not exceed 10 MB.*

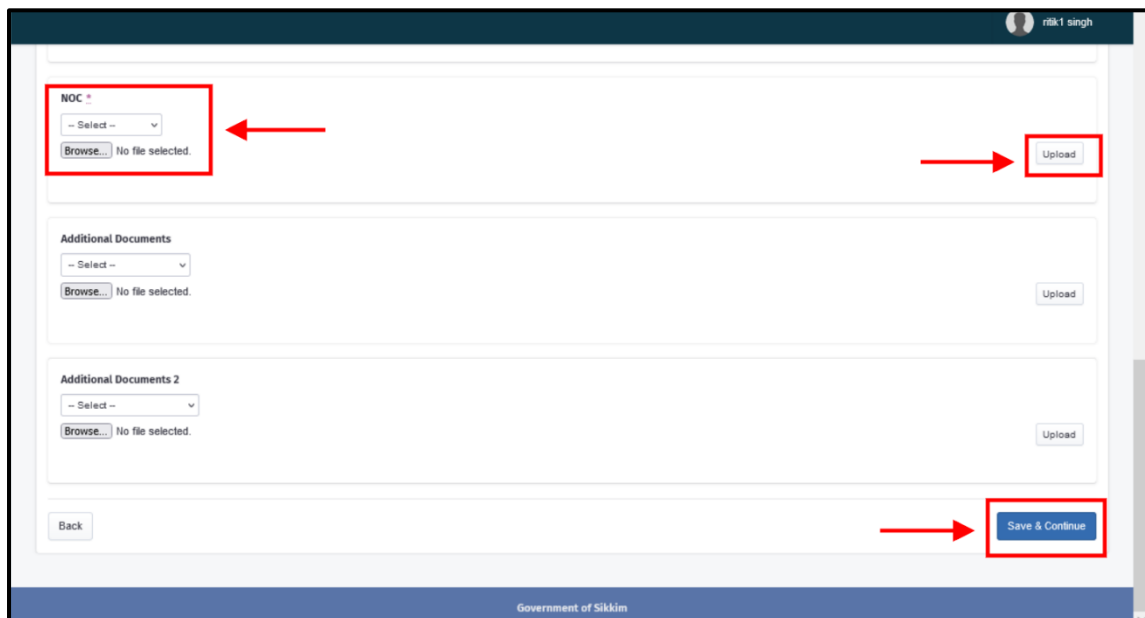


Figure 6: Application Details

- **Step5:** After selecting "Save & Continue," the applicant can check their uploaded documents and review them before final submission as shown in the below figure 7.

The screenshot displays a web interface for reviewing an application. It is divided into three main sections: Application Processing Location, Applicant Details, and Attached Documents. The Attached Documents section lists four items: Income Proof, Citizenship Proof Of Self, Affidavit, and NOC. A red box highlights the document icons for Income Certificate, Voter ID Card, Affidavit for OBC, and Panchayat NOC. A red arrow points from the 'Citizenship Proof Of Self' label to the Voter ID Card icon. Another red arrow points from the 'Application Fee' section to the 'Pay & Submit' button.

Application Processing Location	
Application Reference No	OBC-SK/2023/A00028
To be issued from	SDM at Headquarter
District	Gangtok District
Location	Gangtok
Issuing Office Code	GTK

Applicant Details	
Salutation	Mr.
Applicant's First Name	Subha
Applicant's Last Name	Rai
Gender	Male
Sub Caste	Rai
Contact No	8649871320
Email ID	subha@gmail.com
Relationship With Guardian	D/O
COI/SSC No	3215
Aadhar No	987654321321
Guardian's First Name	Ujal
Guardian's Last Name	Rai
Present Address	Tadong

Attached Documents	
Income Proof	Income Certificate
Citizenship Proof Of Self	Voter ID Card
Affidavit	Affidavit for OBC
NOC	Panchayat NOC

Application Fee	
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** On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval.

[Edit Details](#) [Pay & Submit](#)

Figure 7: Pay and Submit

- **Step6:** After clicking on 'Pay and Submit', a pop-up will appear in the screen where the Users have confirm their submission as shown in the below Figure 8.

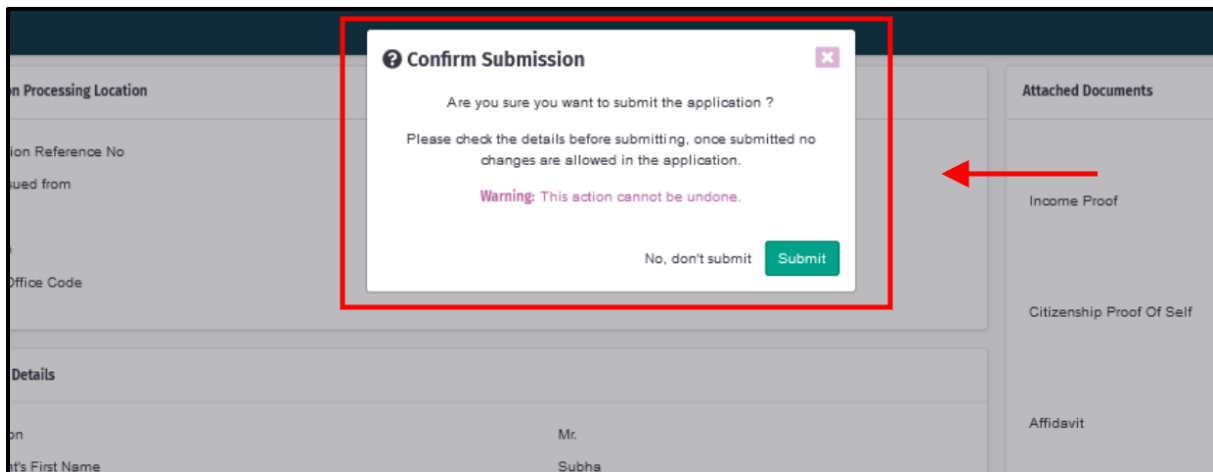


Figure 8: Confirmation

- **Step7:** After the successful transaction, the applicant will receive an acknowledgment slip along with the QR code and the application will be submitted as shown in the below Figure 9.

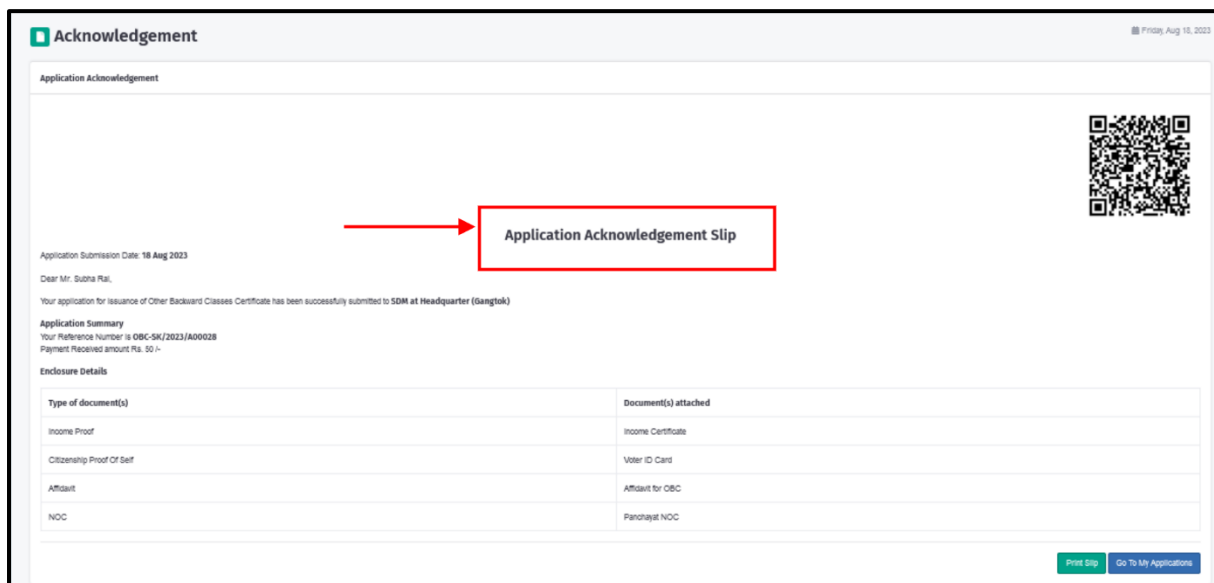


Figure 9: Acknowledgement Slip

- The applicant can also check whether or not their application has been submitted by clicking on the "My Application" where the status of the application will be as "Submitted". The applicant can view the status of their as illustrated in the Figure 10.

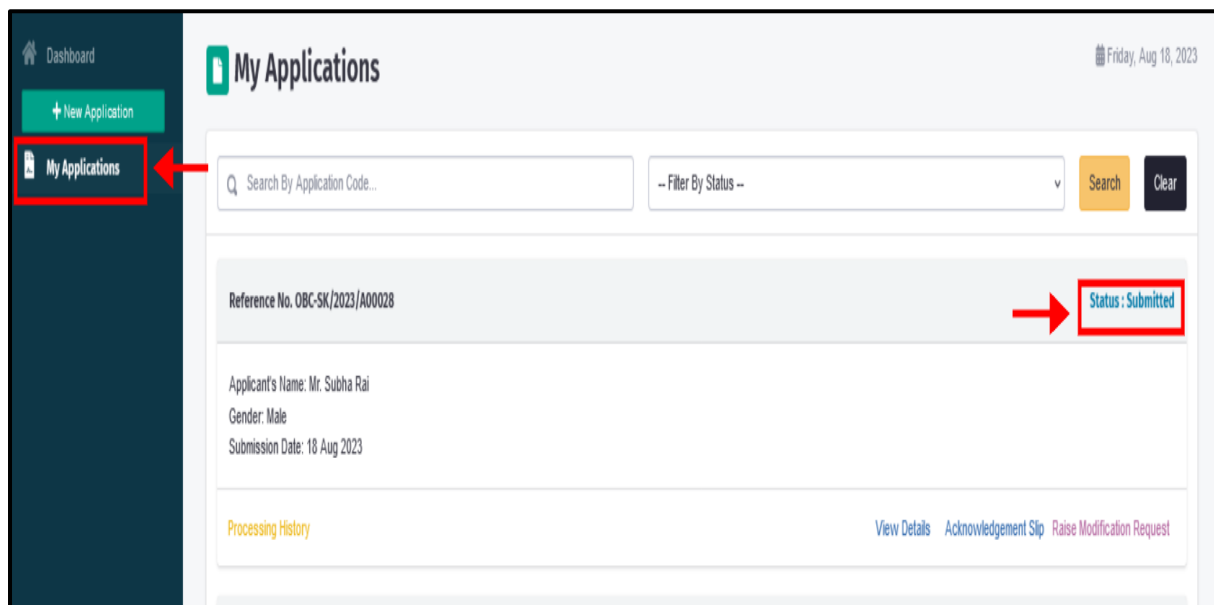


Figure 10: My Application

THE END