USER MANUAL FOR ISSUE OF SCHEDULE CASTE CERTIFICATE

The following manual will assist the **user** to apply for the Schedule Caste 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 Schedule Caste 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.
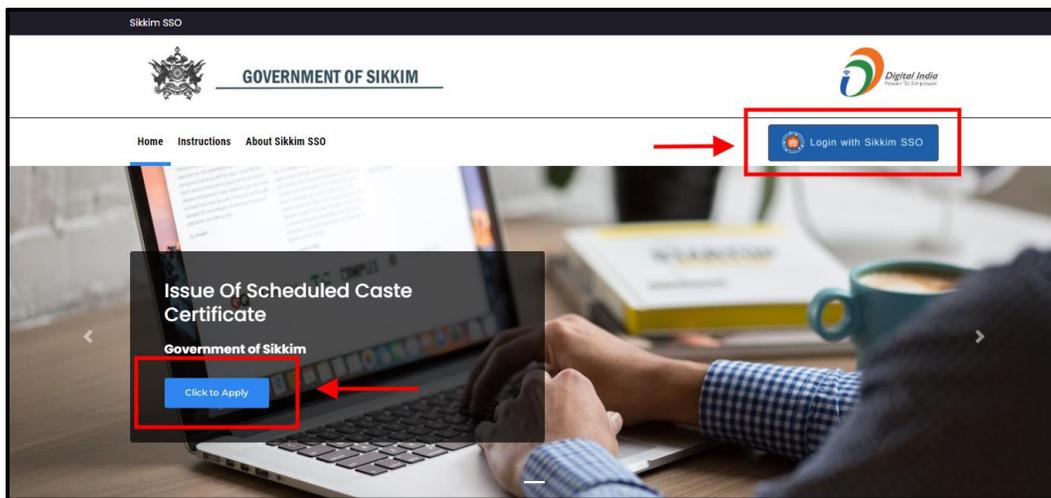
Figure 1: **Sikkim Go Portal with Single Sign on System.**

➢ 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.
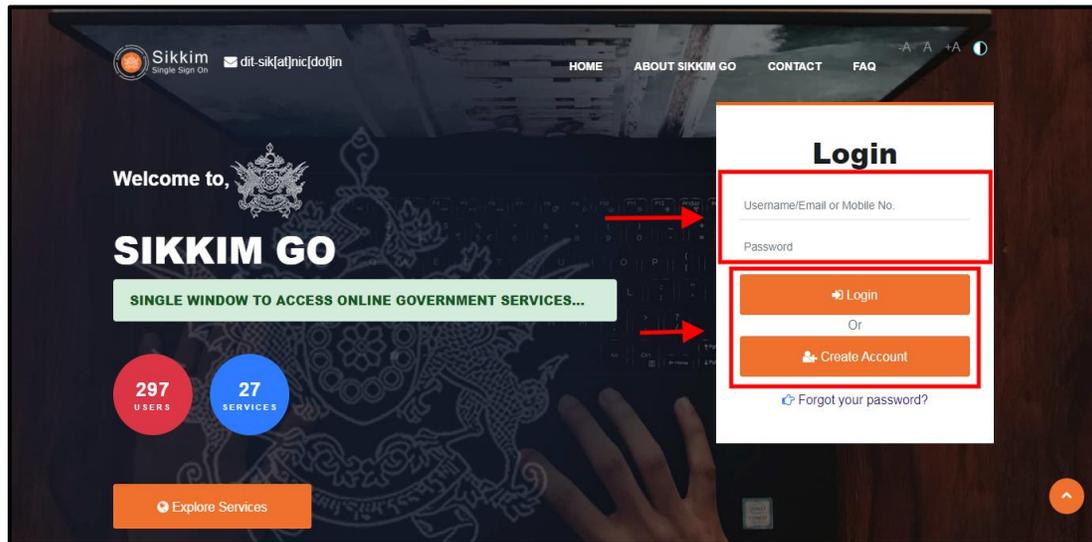
Figure 2: Login Page

➢ If the user is new, they should 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 a Schedule Caste 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.
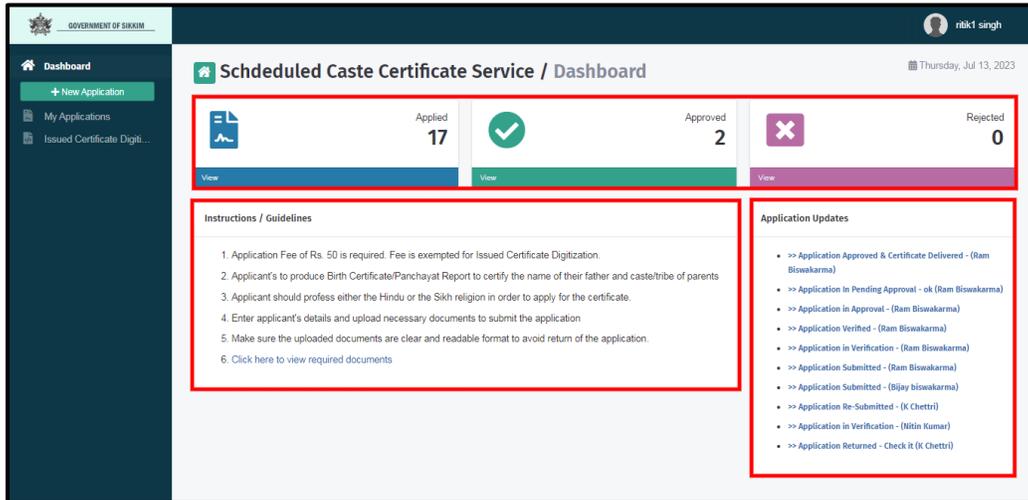
Figure 3: User's Dashboard

Here are the steps that must be taken in order to apply of a Schedule Caste 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 reveal the application page as illustrated in Figure 4 below.

Figure 3: User's Dashboard

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

Figure 5: User's Application Details

➢ **Step3:** After click on "Save & Continue," the next page will open, asking the applicant to upload the documents that are required as shown in below figure 6.

➢ **Step4:** The user must now 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.
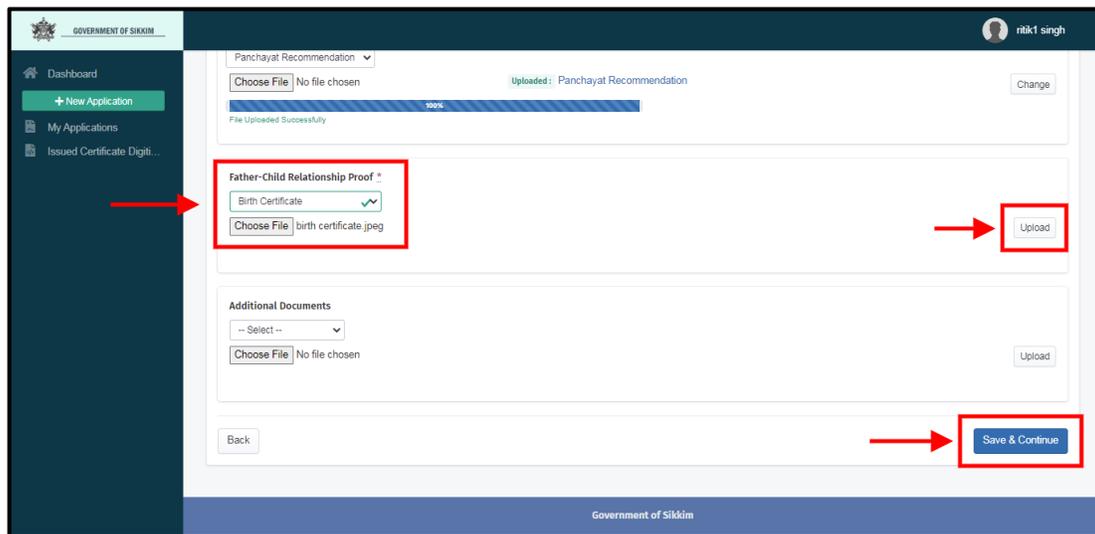
Figure 6: User's Application Details

➢ **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.
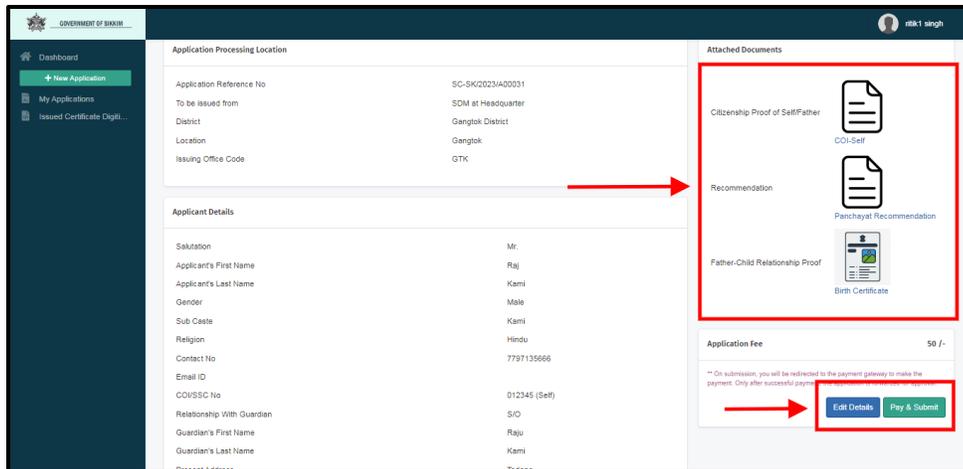
Figure 7: User's Application Details

➤ **Step6:** After clicking on pay and submit, a pop-up screen will appear asking the Users to confirm their submission as shown in the below figure 8.
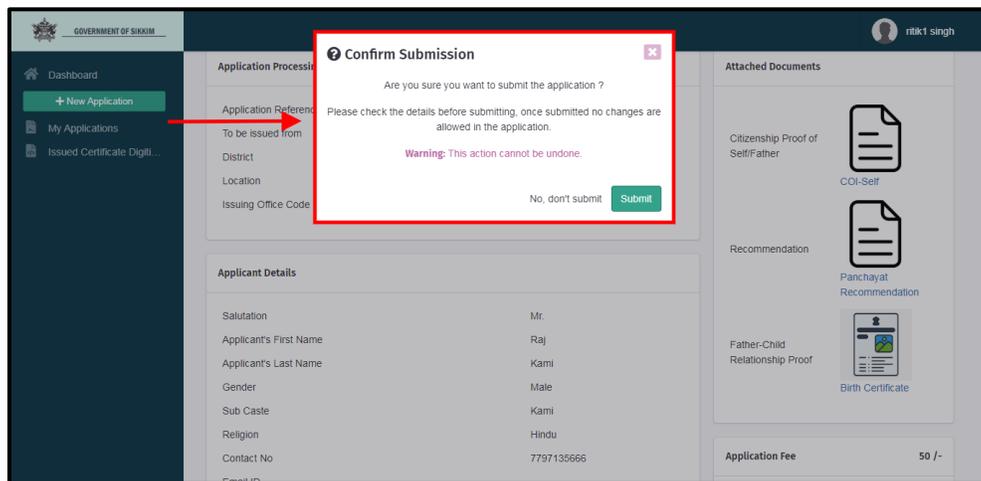
Figure 8: User's Confirm Submission

➤ **Step7:** If the transaction was successfully completed, the applicant will receive an acknowledgment slip and the application will be submitted as shown in the below figure 9.
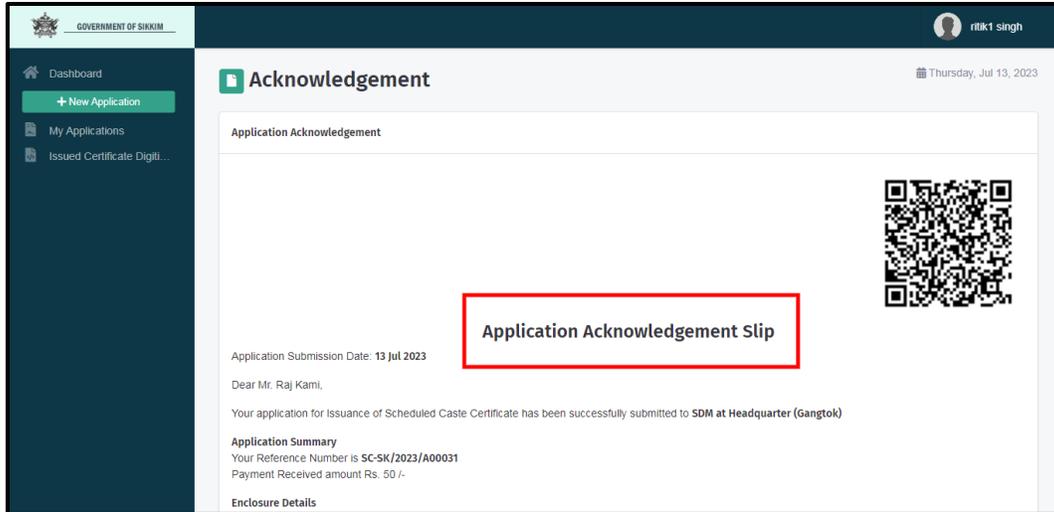
Figure 9: Application Acknowledgement Slip

➢ The applicant can check whether or not their application has been submitted by clicking the "My Application" section. The applicant can view the status of their application as "Submitted" as illustrated in the figure 10.
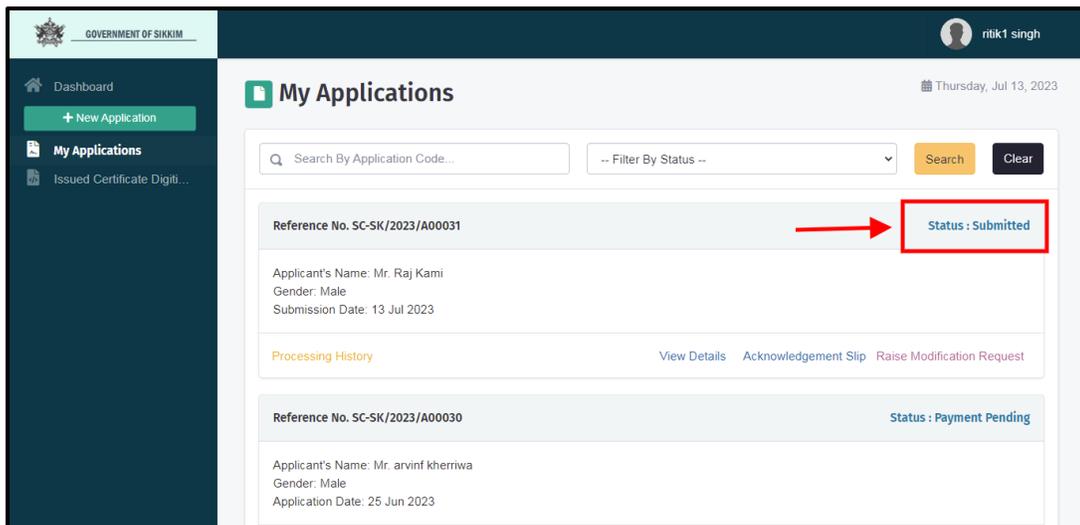
Figure 10: User's Submission Details