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.

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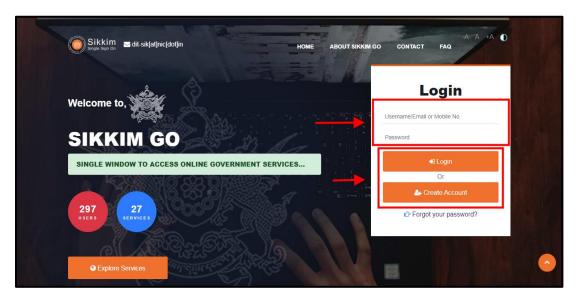


Figure 2: Login Page

- 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.

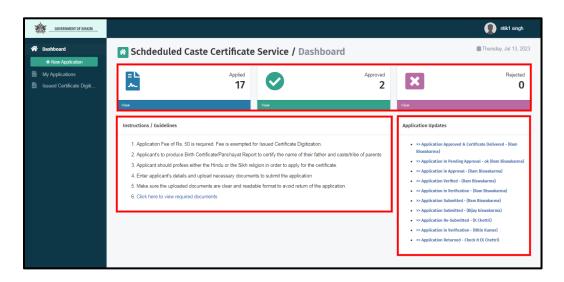


Figure 3: User's Dashboard

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.

| USER MANUAL FOR | ? APPLICANT | | | |
|-------------------------------|--|-------------------------|---------------------------------|--------------------------|
| GOVERNMENT OF SAKAM | | | | ntlik1 singh |
| Dashboard Hew Application | Application For Primitive Tribe 0 | Certificate | | iii Monday, Jun 26, 2023 |
| My Applications | Application For Primitive Tribe Certificate - Step 1 of 3 -2) Applicant Details V Upload Documents V Confirmation & Payment | | | |
| | Instructions/Guidelines I. Fields marked * are mandatory. Hover on @ to know more Peeses choose the nearest application processing location from the available options. I. in applicant image field, please upload latest passport size image in primitive attire. Incorrect image may led to rejection/return. Application Processing Location | | | |
| | District - - Select - Applicant Details | To Be issued from .* | Location - Code : - Select - | |
| | Salutation " - Select - Applicant's First Name ! | Applicant's Middle Name | Applicant's Last Name | |
| | Gender* | Sub Caste * | COI/SSC No * 0 | |

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.

| GOVERNMENT OF SUXXIM | Documents | nitik1 singh |
|--|--|-----------------|
| Dashboard New Application | Self Documents Father's Documents | |
| My Applications | Applicant Image * Applicant Signature * | |
| | | |
| | Declaration Thereby 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 below seems to be for any misrepresentation or false information given by me while applying for this Certificate. | |
| | → | Save & Continue |

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.

| GOVERNMENT OF SIKKIM | 🕥 ritikt singh |
|---|--|
| Dashboard How Application My Applications Issued Certificate Digiti | Panchayat Recommendation Change Choose File No file chosen Upleaded : Panchayat Recommendation Change File Upleaded Successfully File Upleaded Successfully Upleaded : Panchayat Recommendation Upleaded : Panch |
| | Additional Documents - Select - Choose File No file chosen Upload Back Save & Continue |
| | Government of Sikkim |

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.

USER MANUAL FOR APPLICANT

| COVERNMENT OF SIKKIM | | | 👔 ritik1 singh |
|---------------------------|---|---|---|
| A Dashboard | Application Processing Location | | Attached Documents |
| + New Application | Application Reference No To be issued from | SC-SK/2023/A00031 SDM at Headouarter | <u> </u> |
| Issued Certificate Digiti | District Location | Gangtok District Gangtok | Clitzenship Proof of Self/Father |
| | Issuing Office Code | GTK | Recommendation |
| | Applicant Details | | Panchayat Recommendation |
| | Selutation | Mr. | Sathar Child Relationship Doorf |
| | Applicant's First Name Applicant's Last Name | Raj Kami | Father-Child Relationship Proof |
| | Gender | Male | Binn Cerimcate |
| | Sub Caste Religion | Kami Hindu | Application Fee 50 /- |
| | Contact No | 7797135666 | ** On submission, you will be redirected to the payment pateway to make the |
| | Email ID COI/SSC No | 012345 (Self) | payment. Only after successful payment on approval on approval. |
| | Relationship With Guardian Guardian's First Name | s/o | Edit Details Pay & Submit |
| | Guardian's First Name Guardian's Last Name | Raju Kami | |
| | Present àddress | Tadono | |

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.

| GOVERNMENT OF SIKKIM | - | | | | 🚺 ritik1 singh |
|---|---|---|---------|-------------------------------------|----------------|
| A Dashboard | Application Processi | Confirm Submission Are you sure you want to submit the application ? | × | Attached Documents | |
| New Application My Applications Issued Certificate Digiti | To be issued from District | lease check the details before submitting, once submitted no chang allowed in the application. Warning: This action cannot be undone. | jes are | Citizenship Proof of Self/Father | COLSEI |
| Applicant Details Salutation Applicant's First N | Issuing Office Code | No, don't submit S | ıbmit | Recommendation | Panchayat |
| | Applicant's First Name Applicant's Last Name Gender | Mr. Raj Kami Male Kami | | Father-Child Relationship Proof | Recommendation |
| | Religion Contact No | Hindu 7797135666 | | Application Fee | 50 /- |

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.

USER MANUAL FOR APPLICANT

| GOVERNMENT OF SIKKIM | | ntlik1 singh |
|-------------------------------|---|--------------------------|
| Dashboard How Application | Acknowledgement | 🛗 Thursday, Jul 13, 2023 |
| My Applications | Application Acknowledgement | |
| | Application Submission Date: 13 Jul 2023 Dear Mr. Raj Kami, Your application for Issuance of Scheduled Caste Certificate has been successfully submitted to SDM at Headquarter (Gangtok) Application Summary Your Reference Number is SC-SK/2023/A00031 Payment Received amount Rs. 50 /- Enclosure Details | |

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.

| GOVERNMENT OF SIKKIM | | ntik1 singh |
|---|--|--|
| Dashboard How Application | My Applications | 🗰 Thursday, Jul 13, 2023 |
| My Applications Issued Certificate Digiti | Q Search By Application Code | Filter By Status |
| | Reference No. SC-SK/2023/A00031 | Status : Submitted |
| | Applicant's Name: Mr. Raj Kami Gender: Male Submission Date: 13 Jul 2023 | |
| | Processing History | View Details Acknowledgement Slip Raise Modification Request |
| | Reference No. SC-SK/2023/A00030 | Status : Payment Pending |
| | Applicant's Name: Mr. arvinf kherriwa Gender: Male Application Date: 25 Jun 2023 | |

Figure 10: User's Submission Details