USER MANUAL FOR ISSUE OF SCHEDULE TRIBE CERTIFICATE

The following manual will assist the **user** to apply for the Schedule Tribe 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 Tribe 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.

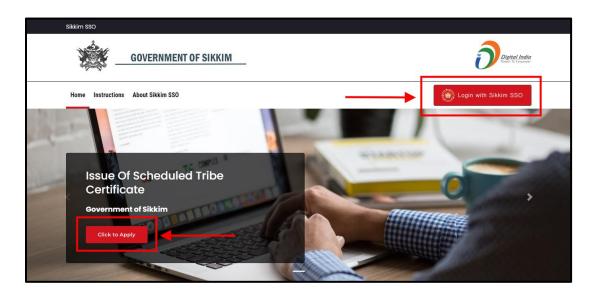


Figure 1: Sikkim Go Portal with Single Sign on System.

- 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.

USER MANUAL FOR APPLICANT

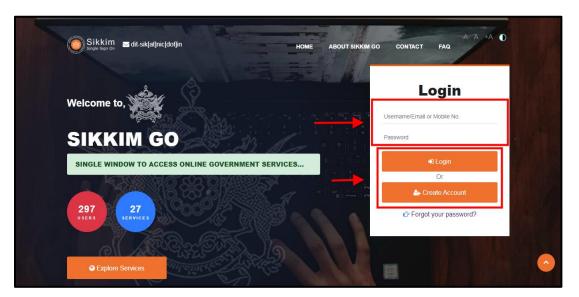


Figure 2: Login Page

- 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 Tribe 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.

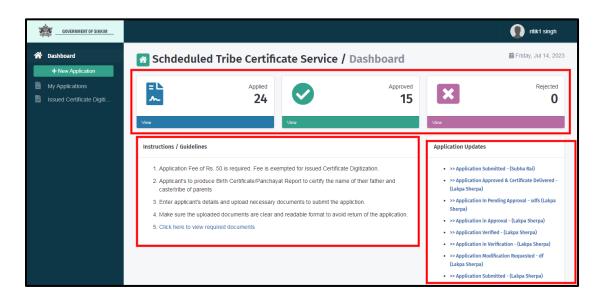


Figure 3: User's Dashboard

Here are the steps that must be taken in order to apply for the issuance of a Schedule Tribe 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.

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GOVERNMENT OF SIKKIM			👔 ritik1 singh
Dashboard How Application		Instructions/Guidelines	
My Applications	1. Fields marked * are mandatory. Hover on 2. Please choose the nearest application proc 3. In applicant image field, please upload late Application Processing Location	essing location from the available options. st passport size image. Incorrect image may led to reject	lion/return.
	District Gangtok District	To Be Issued From *	Location - Code * Gangtok - GTK
	Salutation: Mr. ~ Applicant's First Name:	Applicant's Middle Name	Applicant's Last Name *
	Tshering 🗸		Bhutia 🗸

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.

COVERNMENT OF SIKKIM	Documents	nitik1 singh
 Dashboard + New Application 	Self Documents O Father's Documents	
My Applications	Applicant Image * Applicant 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.	
	Lotal be backgroup on the 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 New Application My Applications Successful 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

GOVERNMENT OF SIKKIM				🚺 ritik1 singh
ashboard	Application Reference No	ST-SK/2023/A00043		
	To be issued from	SDM at Headquarter	Citizenship Proof of	<u></u>
+ New Application	District	Gangtok District	Self/Father	
Applications	Location	Gangtok	COL	
sued Certificate Digiti	Issuing Office Code	GTK		7
	Applicant Details		Recommendation	
	Salutation	Mr.	Recom	mendation
	Applicant's First Name Applicant's Last Name	Tshering Bhutia	Father-Child Relationship	2
	Gender	Male		Certificate
	Sub Caste	Bhutia	OCTION .	Cerencate
	Contact No	7797135222		
	Email ID		Application Fee	50 /
	Relationship With Guardian	S/D		
	COI/SSC No	012345 (Self)	** On submission, you will be redirected to the p make the payment. Only after successful payment.	ayment gateway to ant, the application is
	Guardian's First Name	Thendup	forwarded for approval.	
	Guardian's Last Name	Bhutia	Edit Details	Pay & Submit
	Present Address	Tadong		

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.

COVERAMENT OF SIXOM COVERAMENT OF SIXOM COVERAMENT OF SIXOM COVERAMENT OF SIXON COVERAMENT	District Please check the details	ission vou want to submit the application ? before submitting, once submitted no changes are allowed in the application.	Cilizenship Proof of Self/Father	ntikt singh
Issued Certificate Digiti	Issuing Office CCBe Warnin Applicant Details Salutation Applicant's First Name Applicant's Last Name Gender	No, don't submit Submit Mr. Thering Bhuffa Maie	Recommendation Father-Child Relationship Proof	Panchayat Recommendation
	Genoer Sub Caste Contact No Email ID Relationship With Guardian COURSC No Guardianse Fork Name	nale Bhutia 7797135222 SiO 012345 (Seth) Tacadun	Application Fee ⁴⁴ On submission, you will be gateway to make the payment payment, the application is fo	t. Only after successful

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 7.

/ANUAL FOR API	PLICANT	
COVERNMENT OF SIKKIM		🚺 ritikt sir
Deshboard How Application My Applications Issued Certificate Digit	Application Submission Date: 14 Jul 2023 Dear Mr. Tshering Bhutia, Your application for Issuance of Scheduled Tribe Certificate has been successfully submitted to Application Summary Your Reference Number is ST-SK/2023/A00043 Payment Reserved amount Rs. 50 /- Enclosure Details	
	Type of document(s)	Document(s) attached
	Citizenship Proof of Self/Father	COI
	Recommendation	Panchayat Recommendation
	Father-Child Relationship Proof	School Certificate

Figure 8: 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 9.

GOVERNMENT OF SIKKIM		ntik1 singh
A Dashboard	My Applications	⊞ Friday, Jul 14, 202
+ New Application		
My Applications	Q Search By Application Code	Filter By Status V Search Clear
Issued Certificate Digiti		
	Reference No. ST-SK/2023/A00043	Status : Submitted
	Applicants Name: Mr. Tshering Bhutla Gender: Male Submission Date: 14 Jul 2023	
	Processing History	View Details Acknowledgement Slip Raise Modification Request
	Reference No. ST-SK/2023/A00042	Status : Submitted
	Applicant's Name: Mr. Subha Rai Gender: Male Submission Date: 22 Jun 2023	
	Processing History	View Details Acknowledgement Slip Raise Modification Request

Figure 9: User's Submission Details