

नगर पालिक निगम भिलाई मुख्यमंत्री मितान योजना

CHECK LIST

1. Domicile

Service Sub Category (Domicile)	Document Details
If Beneficiary is born in Chhattisgarh	<ul style="list-style-type: none">• <u>Affidavit</u>• <u>Proof Of Birth</u>• <u>Proof Of Education</u>
Beneficiary or parent own a land in Chhattisgarh for 5 years	<ul style="list-style-type: none">• <u>Affidavit</u>• <u>Water Tap Bill</u>• <u>Electricity Bill</u>• <u>Property Tax Receipt</u>• <u>Marksheets</u>• <u>Registry Paper</u>
Beneficiary or parent staying in Chhattisgarh for 15 years	<ul style="list-style-type: none">• <u>Affidavit</u>• <u>Registry Paper</u>• <u>Water Tap Bill</u>• <u>Electricity Bill</u>• <u>Property Tax Receipt</u>• <u>Marksheets</u>
Beneficiary or parent is working in government job in Chhattisgarh	<ul style="list-style-type: none">• <u>Affidavit</u>• <u>Pay Slip</u>• <u>Service Book</u>• <u>Order Sheet</u>• <u>Marksheets</u>

2. SC/ST Certificate

Service Sub Category	Document Details
SC/ST Certificate	<ul style="list-style-type: none"> • <u>Affidavit</u> • <u>Proof of residence/ Identity (anyone)</u> • <u>Aadhar card</u> • <u>Marksheet of any class</u> • <u>Birth Certificate</u> • <u>Ration Card</u> • <u>Certificate from Ward member, local MLA/MP</u> • <u>Service Certificate / Identity Card Of Father / Guardian</u> • <u>Domicile Certificate</u> • <u>Land And House Document</u> • <u>Order Of Involuntary Migration</u> • <u>Proof Of Caste (anyone)</u> • <u>Dakhil / Kharij Panji+ Vanshawali issued by patwari (If Dakhil / Kharij is of Grand parent or above)</u> • <u>Misal with Vanshawali issued by Patwari (If misal is of Grand parent or above)</u> • <u>Educational Certificate</u> • <u>Adhikar Abhilekh + Vanshawali issued by patwari (If adhikar abhilekh is of Grand parent or above)</u> • <u>Jamabandi + Vanshawali issued by patwari (If Jambandi is of Grand parent or above)</u> • <u>Sc/st Certificate Of Father</u> • <u>Father/Guardians Service Certificate/Identity Card</u> • <u>Census Register Of 1931 + Vanshawali issued by patwari (If census register is of Grand parent or above)</u> • <u>Citizen Register Of 1959 + Vanshawali issued by patwari (If Dakhil / Kharij is of Grand parent or above)</u> • <u>Disability / Unavailability Proof (Panchnama Nagar Nigam Samanya Sabha)</u> • <u>Registry of Land of 1950 + Vanshawali issued by patwari (If Registry is of Grand parent or above)</u> • <u>Thana Panji of 1950 + Vanshawali issued by patwari (If Thana Panji is of Grand parent or above)</u> • <u>Transfer Certificate Of Primary School Education + Vanshawali issued by patwari (If TC is of grand parent or above)</u>

3. OBC Certificate

Service Sub Category	Document Details
OBC Certificate	<ul style="list-style-type: none"> • <u>Affidavit</u> • <u>Proof of residence/ Identity (anyone)</u> • <u>Aadhar card</u> • <u>Marksheet of any class</u> • <u>Birth Certificate</u> • <u>Electricity Bill</u> • <u>Ration Card</u> • <u>Certificate from Ward member, local MLA/MP</u> • <u>Service Certificate / Identity Card Of Father / Guardian</u> • <u>Domicile Certificate</u> • <u>Land And House Document</u> • <u>Order Of Involuntary Migration</u> • <u>Proof of residence/ Identity (anyone)</u> • <u>Dakhil / Kharij Panji+ Vanshawali issued by patwari (If Dakhil / Kharij is of Grand parent or above)</u> • <u>Transfer Certificate Of Primary School Education + Vanshawali issued by patwari (If TC is of grand parent or above)</u> • <u>Misal with Vanshawali issued by Patwari (If misal is of Grand parent or above) Educational Certificate</u> • <u>Jamabandi + Vanshawali issued by patwari (If Jambandi is of Grand parent or above)</u> • <u>Adhikar Abhilekh + Vanshawali issued by patwari (If adhikar abhilekh is of Grand parent or above) Obc Certificate Of Father</u> • <u>Father/Guardians Service Certificate/Identity Card</u> • <u>Census Register Of 1984 + Vanshawali issued by patwari (If census register is of Grand parent or above)</u> • <u>Citizen Register Of 1984 + Vanshawali issued by patwari (If Dakhil / Kharij is of Grand parent or above)</u> • <u>Disability / Unavailability Proof (Panchnama Nagar Nigam Samanya Sabha)</u> • <u>Registry of Land of 1984 + Vanshawali issued by patwari (If Registry is of Grand parent or above)</u> • <u>Thana Panji of 1984 + Vanshawali issued by patwari (If Thana Panji is of Grand parent or above)</u> • <u>Proof of Income (anyone)</u>

	<ul style="list-style-type: none"> • <u>Certificate From Patwari/sarpanch/parshad</u> • <u>Income Certificate Employer</u> • <u>Income From Land/house</u> • <u>Income Certificate</u> • <u>Form 16</u>
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4. Death Certificate

Service Sub Category	Document Details
Death Certificate (Non accidental) within 30 days	<ul style="list-style-type: none"> • <u>Mrityu Suchna Prapatra</u> • <u>Aadhaar</u> • <u>Driving License of Deceased</u> • <u>Passport</u> • <u>Driving License</u> • <u>Recommendation Letter</u>
Death Certificate (Non accidental) within 31 days to 1 Year of death	<ul style="list-style-type: none"> • <u>Mrityu Suchna Prapatra</u> • <u>Aadhaar Card of Deceased</u> • <u>Aadhaar</u> • <u>Affidavit</u> • <u>Form 10</u> • <u>Passport of Deceased</u> • <u>Driving License of Deceased</u> • <u>Passport</u> • <u>Driving License</u> • <u>Recommendation Letter</u> • <u>Challan/Cash/UPI (To Mitaan Agent)</u>
Death Certificate (accidental) within 30 days of death	<ul style="list-style-type: none"> • <u>Mrityu Suchna Prapatra</u> • <u>Aadhaar Card of Deceased</u> • <u>Aadhaar</u> • <u>Post-mortem Report by Hospital</u> • <u>FIR Copy by Police</u> • <u>Passport of Deceased</u>

	<ul style="list-style-type: none"> • <u>Driving License of Deceased</u> • <u>Passport</u> • <u>Driving License</u>
Death Certificate (accidental) within 31 days to 1 Year of death	<ul style="list-style-type: none"> • <u>Mrityu Suchna Prapatra</u> • <u>Aadhaar Card of Deceased</u> • <u>Aadhaar</u> • <u>Post-mortem Report by Hospital</u> • <u>FIR Copy by Police</u> • <u>Affidavit</u> • <u>Form 10</u> • <u>Passport of Deceased</u> • <u>Driving License of Deceased</u> • <u>Passport</u> • <u>Driving License</u> • <u>Challan/Cash/UPI (To Mitaan Agent)</u> • <u>Affidavit</u> • <u>Death Certificate</u> • <u>Aadhaar</u> • <u>Passport</u> • <u>Driving License</u> • <u>Challan/Cash/UPI (To Mitaan Agent)</u>

5. Death Certificate Correction

- Affidavit
- Death Certificate
- Death Certificate
- Aadhaar
- Passport
- Driving License
- Challan/Cash/UPI (To Mitaan Agent)

6. Birth Certificate Correction

- **Birth Certificate Correction For Self**
- Application
- Affidavit (Rs. 10/- Stamp)
- Birth Certificate
- Aadhar Card
- Passport
- **Birth Certificate Correction For Child**
- Application
- Affidavit (Rs. 10/- Stamp)
- Birth Certificate
- Aadhar Card
- Passport
- **Name Addition in Birth Certificate**
- Signed Application
- Aadhar Card of Father
- Aadhar Card of Mother
- Birth Certificate

7. Marriage Registration & Certificate

Service Sub Category	Sub Category	Document Details
Marriage Registration & Certificate within 30 Days of Marriage	1st Marriage	<ul style="list-style-type: none">• <u>Affidavit (Rs. 10/- Stamp)</u>• <u>Joint Photograph</u>• <u>Age Proof Of Groom (anyone)</u>• <u>Aadhaar Card</u>• <u>Pancard</u>• <u>High School Marksheet</u>• <u>Driving License</u>• <u>Passport</u>

		<ul style="list-style-type: none"> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate within 30 Days of Marriage	2nd or next Marriage (Any One)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Marriage Certificate Issued Priest/maulvi/church</u> • <u>Divorcee Decree</u>

		<ul style="list-style-type: none"> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate within 30 Days of Marriage	2nd or next Marriage (Both)	<ul style="list-style-type: none"> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>For Groom</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>For Bride</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate after 30 Days of Marriage	1st Marriage	<ul style="list-style-type: none"> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u>

		<ul style="list-style-type: none"> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>
Marriage Registration & Certificate after 30 Days of Marriage	2nd or next Marriage (Any one)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u>

		<ul style="list-style-type: none"> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Challan</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>
Marriage Registration & Certificate after 30 Days of Marriage	2nd or next Marriage (Both)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>For Groom</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>For Bride</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u>

		<ul style="list-style-type: none"> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>
Marriage Registration & Certificate within 30 Days of Marriage(Arya Samaj Institution)	1st Marriage	<ul style="list-style-type: none"> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate within 30 Days of Marriage(Arya Samaj Institution)	2nd or next Marriage (Any One)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u>

		<ul style="list-style-type: none"> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate within 30 Days of Marriage(Arya Samaj Institution)	2nd or next Marriage (Both)	<ul style="list-style-type: none"> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Invitation Card</u> • <u>For Groom</u> • <u>Divorcee Decree</u>

		<ul style="list-style-type: none"> • <u>Death Certificate</u> • <u>For Bride</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Marriage Certificate issued by Arya Samaj</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs. 20)</u>
Marriage Registration & Certificate after 30 Days of Marriage(Arya Samaj Institution)	1st Marriage	<ul style="list-style-type: none"> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Certificate issued by Arya Samaj</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>

Marriage Registration & Certificate after 30 Days of Marriage(Arya Samaj Institution)	2nd or next Marriage (Any one)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Certificate issued by Arya Samaj</u> • <u>Challan</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>
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Marriage Registration & Certificate after 30 Days of Marriage(Arya Samaj Institution)	2nd or next Marriage (Both)	<ul style="list-style-type: none"> • <u>Affidavit(Rs. 10/- Stamp)</u> • <u>Joint Photograph</u> • <u>Age Proof Of Groom (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Age Proof Of Bride (anyone)</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>High School Marksheet</u> • <u>Driving License</u> • <u>Passport</u> • <u>Birth Certificate Of Groom</u> • <u>Signed form</u> • <u>Marriage Certificate issued by Arya Samaj</u> • <u>For Groom</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>For Bride</u> • <u>Divorcee Decree</u> • <u>Death Certificate</u> • <u>Live Photograph of Bride and Groom</u> • <u>Challan (Rs.520)</u>
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8. Birth Certificate

Service Sub Category	Document Details
Birth Certificate within 30 days of Birth in Home	<ul style="list-style-type: none"> • <u>Janm Suchna Prapatra (Form1)</u> • <u>Application</u> • <u>Aadhaar Card Of Father</u> • <u>Aadhaar Card Of Mother</u> • <u>Passport of Father</u> • <u>Driving License of Father</u> • <u>Passport of Mother</u> • <u>Driving License of Mother</u> • <u>Recommendation Letter</u> • <u>Live Photograph</u>
Birth Certificate within 31 to 1 Year Birth in Home	<ul style="list-style-type: none"> • <u>Janm Suchna Prapatra (Form1)</u> • <u>Aadhaar Card Of Father</u> • <u>Aadhaar Card Of Mother</u> • <u>Form 10</u> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Passport of Father</u> • <u>Driving License of Father</u> • <u>Passport of Mother</u> • <u>Driving License of Mother</u> • <u>Recommendation Letter</u> • <u>Live Photograph</u> • <u>Challan/Cash/UPI (To Mitaan Agent)</u> • <u>Application</u> • <u>Affidavit</u> • <u>Birth Certificate</u> • <u>Aadhaar Card</u> • <u>Passport</u>

<p>Birth Certificate within 30 days of Birth in Hospital</p>	<ul style="list-style-type: none"> • <u>Janm Suchna Prapatra (Form1)</u> • <u>Application</u> • <u>Aadhaar Card Of Father</u> • <u>Aadhaar Card Of Mother</u> • <u>Passport of Father</u> • <u>Driving License of Father</u> • <u>Passport of Mother</u> • <u>Driving License of Mother</u> • <u>Recommendation Letter</u> • <u>Live Photograph</u>
<p>Birth Certificate within 31 to 1 Year Birth in Hospital</p>	<ul style="list-style-type: none"> • <u>Janm Suchna Prapatra (Form1)</u> • <u>Aadhaar Card Of Father</u> • <u>Aadhaar Card Of Mother</u> • <u>Form 10</u> • <u>Affidavit (Rs. 10/- Stamp)</u> • <u>Passport of Father</u> • <u>Driving License of Father</u> • <u>Passport of Mother</u> • <u>Driving License of Mother</u> • <u>Recommendation Letter</u> • <u>Live Photograph</u> • <u>Challan/Cash/UPI (To Mitaaan Agent)</u> • <u>Application</u> • <u>Affidavit</u> • <u>Birth Certificate</u> • <u>Aadhaar Card</u> • <u>Passport</u>

9. Gomasta

Service Sub Category	Sub Category	Document Details
Own - New Application based on Food License	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - New Application based on Food License	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - New Application based on Food License	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u>

		<ul style="list-style-type: none"> • <u>Gomasta Form</u>
Own - New Application based on Food License	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>Pancard</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - New Application based on Trade License	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - New Application based on Trade License	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>

Own - New Application based on Trade License	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - New Application based on Trade License	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - Renewal	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - Renewal	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u>

		<ul style="list-style-type: none"> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - Renewal	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Own - Renewal	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Food License	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u>

		<ul style="list-style-type: none"> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Food License	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Food License	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>

Rented - New Application based on Food License	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Food license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Trade License	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Trade License	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u>

		<ul style="list-style-type: none"> • <u>Gomasta Form</u>
Rented - New Application based on Trade License	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - New Application based on Trade License	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Trade license</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - Renewal	No employee	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone)</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u>

		<ul style="list-style-type: none"> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - Renewal	No. of employee is 1-3	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - Renewal	No. of employee is 4-9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
Rented - Renewal	No. of employee more than 9	<ul style="list-style-type: none"> • <u>Property Tax Receipt</u> • <u>Old License Copy</u> • <u>ID Proof of Applicant(anyone</u> • <u>Aadhaar Card</u> • <u>PAN Card</u> • <u>Voters Identity Card</u>

		<ul style="list-style-type: none"> • <u>Driving License</u> • <u>Passport</u> • <u>Rent Agreement</u> • <u>Bank Payment Receipt/payment Receipt</u> • <u>Gomasta Form</u>
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10.Marriage Certificate Correction

- Marriage Certificate
- Aadhar Card of Bride
- Aadhar Card of Groom
- Affidavit

11.Request of NAKAL of document

- Nakal application form
- Aadhaar Card

12.Income Certificate

- Affidavit
- A Certificate From Patwari/sarpanch/ward Member
- A Certificate From Employer Like Form16

13.Land Information

- B1 (Khasara)
- Challan
- Naksha-Khasara
- P2 (Khatoni)

14. Adhar Child Enrollment upto 5 year

- Proof of Relationship (PoR) Documents for Child Enrolment (Child's name should be mentioned in the Document)
- Birth Certificate issued by Registrar of Birth, Municipal Corporation and other notified local government bodies like Taluk, Tehsil etc
- Public Distribution System (PDS) Card/Ration Card
- Passport
- Any other Central/State government issued family entitlement document
- CGHS/State Government/ECHS/ESIC Medical Card
- Army Canteen Card
- Aadhaar Card
- Citizen's Aadhaar Receipt
- Other Document

15. Adhar Mobile no Update

- Aadhaar Card
- Other Document 2

16. PAN Service

Form49A (New)		<ul style="list-style-type: none">• Aadhaar• 2 Passport size photo• PAN form• Acknowledgement receipt• Other• Other Document 2
CSF (Composite Service Form) (Correction)	Request for Duplicate PAN card	<ul style="list-style-type: none">• Copy of PAN Card or Allotment PAN Letter• 2 Passport size photo

		<ul style="list-style-type: none"> • Aadhaar Card • PAN form • Acknowledgement receipt • Other • Other Document 2
CSF (Composite Service Form) (Correction)	Any changes or Correction in PAN data	<ul style="list-style-type: none"> • Copy of PAN Card or Allotment PAN Letter • 2 Passport size photo • Aadhaar Card • Valid Driving License/Valid Copy of Passport/Voter Id/ Annexure- A • PAN form • Acknowledgement receipt • Other • Other Document 2
CSF (Composite Service Form) (Correction)	Any changes or Correction in PAN data (For a lady after Marriage)	<ul style="list-style-type: none"> • Copy of PAN Card or Allotment PAN Letter • 2 Passport size photo • Aadhaar Card • Marriage Certificate/ Marriage Invitation Card • PAN form • Acknowledgement receipt • Other • Other Document 2

8. Application Form

प्रति,

रजिस्ट्रार

जन्य- मृत्यु याखा

न. पा. नि. _____ (छ. ग.)

विषय :- जन्य प्रमाण पत्र में सुधार बाबत।

उपरोक्त विषयानुसार मेरे पुत्र/पुत्री का जन्य प्रमाण पत्र जिसकी प्रमाण पत्र संख्या _____ है में कुछ त्रुटि है और सुधार की आवश्यकता।

निम्न सुधारों के लिए आवेदन प्रेषित है:

- 1 शिशु का नाम (हिंदी में) :
शिशु का नाम (अंग्रेजी में) :
- 2 शिशु की माता का नाम (हिंदी में) :
शिशु की माता का नाम (अंग्रेजी में) :
- 3 शिशु के पिता का नाम (हिंदी में) :
शिशु के पिता का नाम (अंग्रेजी में) :
- 4 माता- पिता का स्याई पता :
जिला..... तहसील ग्राम
- 5 जन्य स्थान :
- 6 आवेदनकर्ता का नाम :
- 7 पता और मोबाइल न. :

मे यह घोषणा करता / करती हूँ की उपरोक्तानुसार दी गई समस्त सूचना वास्तव में जानकारी एवं प्रस्तुत मूल (Original) प्रपत्र के अनुसार सत्य एवं सही है। मैं इस बात के लिए पूर्ण रूप से सचेत हूँ की किसी भी दस्ता में उक्त वर्णित सूचना गलत/ सदिश्य तथ्य आधार पर पाई जाती है तो मेरा आवेदन किसी समय रोक/ निरस्त किया जा सकता है।

दिनांक:

आवेदक का हस्ताक्षर

Applicant's Name -----

Service Name-----

Mitaan Appointment No-----

Signature/Date-----

(TO BE USED ONLY FOR MITAAN)

8. Application Form

प्रति

रजिस्ट्रार

जन्म- मृत्यु शाखा

न. पा. नि. _____ (छ. ग.)

विषय :- मृत्यु प्रमाण पत्र बनाने काबत।

उपरोक्त विषयानुसार मेरे/मेरी (मृतक/मृतिका का आवेदक के साथ सम्बन्ध)

- | | | | |
|---|---|---|---|
| 1 | मृत्यु की तिथि | : | |
| 2 | मृतक का नाम (हिंदी में) | : | |
| | मृतक का नाम (अंग्रेजी में) | : | |
| | मृतक का आधार नं | : | |
| 3 | लिंग | : | महिला <input type="checkbox"/> पुरुष <input type="checkbox"/> अन्य <input type="checkbox"/> |
| 4 | मृतक की माता का नाम (हिंदी में) | : | |
| | मृतक की माता का नाम (अंग्रेजी में) | : | |
| | आधार नं | : | |
| 5 | मृतक के पिता का नाम (हिंदी में) | : | |
| | मृतक के पिता का नाम (अंग्रेजी में) | : | |
| | आधार नं | : | |
| 6 | मृतक के पति/पत्नी का नाम (हिंदी में) | : | |
| | मृतक के पति/पत्नी का नाम (अंग्रेजी में) | : | |
| | आधार नं | : | |
| 7 | मृतक की आयु | : | |
| 8 | मृतक का स्थाई पता | : | |

जिला..... तहसील ग्राम.....

- | | | | |
|----|-------------------------|---|---|
| 9 | मृत्यु स्थान | : | |
| 10 | अंतिम संस्कार का स्थान | : | |
| 11 | मृत्यु का प्रमाणित कारण | : | (यदि हो) प्रमाण की फोटोकॉपी संलग्न करें |
| 12 | आवदेनकर्ता का नाम | : | |
| 13 | पता और मोबाइल नं. | : | |

मैं यह घोषणा करता / करती हूँ की उपरोक्तानुसार दी गई सम्पत्ति सूचना वास्तव में जानकारी एवं प्रस्तुत मूल (Original) प्रपत्र के अनुसार सत्य एवं सही हैं। मैं इस बात के लिए पूर्ण रूप से संजेल हूँ की किसी भी दशा में उक्त दर्जित सूचना गलत/ संदिग्ध तथ्यों आधार पर पाई जाती है तो मेरा आवदेन किसी समय रोक/ निरस्त किया जा सकता है।

दिनांक:

आवेदक का हस्ताक्षर

Applicant's Name

Service Name.....

Mitaan Appointment No.....

Signature/Date.....

(TO BE USED ONLY FOR MITAAN)