

Procedure & Checklist Document

1	Name of Service	Income Certificate
2	Name of Department	Revenue Department
3	Applicability Criteria	Anyone can apply who is resident of Uttar Pradesh
4	SLA/ Number of Days	20 days
5	Documents Required	1. Self-declaration form 2. Residence Proof 3. Salary slip (in case of employed person)
6	Form submission	https://edistrict.up.gov.in/edistrictup/
7	Procedure for apply & getting certificate	<p>Step- 1: a) The applicant shall open the Online e-District Portal using the address https://edistrict.up.gov.in/edistrictup/ and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal.</p> <p>Step - 2: After logging into the web portal, the Applicant shall select “E-SATHI INTEGRATED SERVICES” radio button.</p> <p>Step-3: Applicant shall select “Income Certificate” service under Revenue Department.</p> <p>Step-4: Applicant shall create profile (Select district & enter DOB, Mobile no.)</p> <p>Step-5: Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway.</p> <p>Step-6: Applicant shall fill details, attach documents in application form for “Income Certificate” & submit it.</p> <p>Step-7: Tehsildar verifies the application & forward to Lekhpal for inspection.</p> <p>Step-8: Lekhpal submits the inspection report to Tehsildar</p> <p>Step-9: Based on Lekhpal report, Tehsildar approves the application & issue income certificate</p> <p>Step-10: Applicant shall download the certificate from online portal/Digi-Locker.</p>

8	Fee	1. User charges - Rs 15/- (Fixed) 2. Service Fee - Not Required
9	Mode of payment	Online