How to avail service:

Step 1: Before applying for any service please check the requisite documents required for applying for the service. This is provided in the column “LIST OF SERVICES” against each service.

Step 2: After conforming the documents required, click on the “Signin” link provided (as shown above), a popup will open requiring you to enter your username and password along with shown CAPTCHA (to be entered without any spaces).
Step 3: After your have successfully logged in, click on the link “Apply for Service -> View Services” and thereafter click on any service to be applied for.
Step 4: Fill in the application form for the service required (here I have clicked on ST Service). All fields marked in * are to be filled up.
Step 5: After the application form is filled completely, with CAPTCHA, click on “SUBMIT” button at the bottom of the page. The application form will be processed, and application reference number will be generated. After checking the preview of the form, proceed by clicking on “Attach Annexure”.

Step 6: Upload the documents and Click on Save Annexure.
Step 7: After this, you will be redirected to the main page, where you can click on “Submit” to finally submit your application. An SMS will also be sent to the mobile number entered to the application form.

**Incomplete Application Form**

If an application form is only filled up till the *generation of the application reference number*, then the citizen can later log in, and click “View Status of Application -> View Incomplete Application” and then complete the whole process mentioned above.