

Government of Haryana

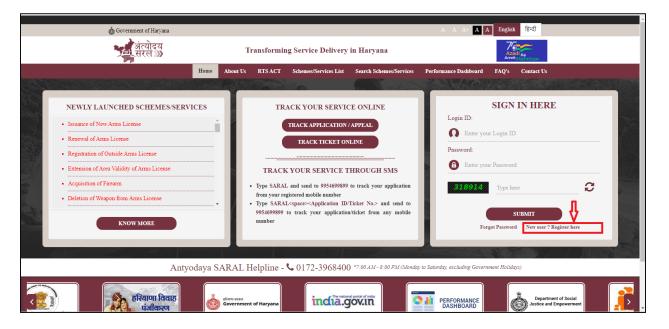


PROCEDURE

1. Online application for caste certificate is accepted through the website, www.saralharyana.gov.in .



2. New user requires to register in the portal.

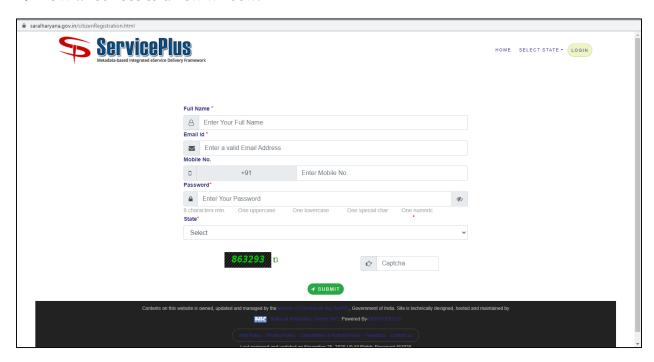




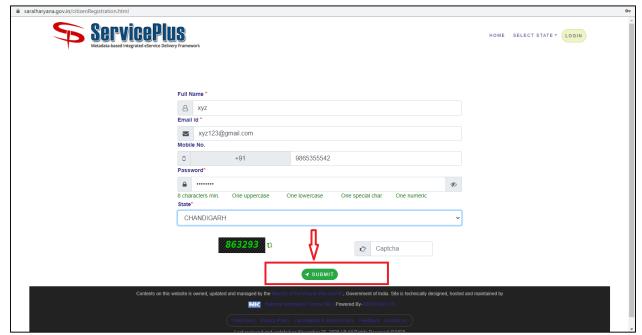
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3. It will redirect to a new window.



4. User needs to fill the form and click on the submit button.

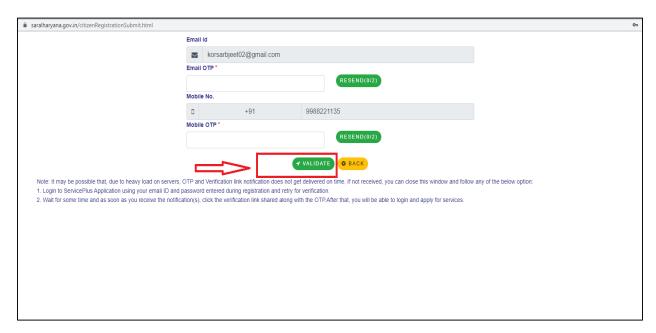




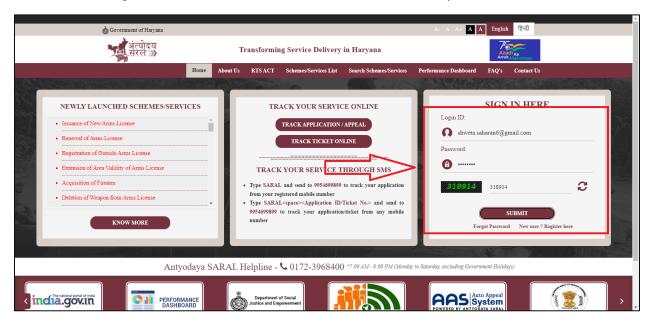
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5. It will redirect to a new window where user needs to fill OTP details and after clicking on the "Validate" button new ID will be created.



6. To complete the further procedure it is required for the user to log in his/her ID first and after clicking on the "Submit" button a new window will be opened.

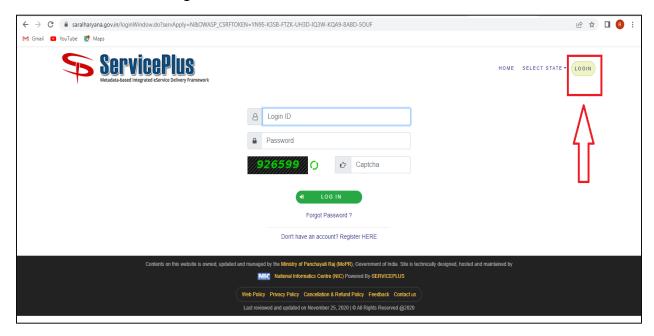




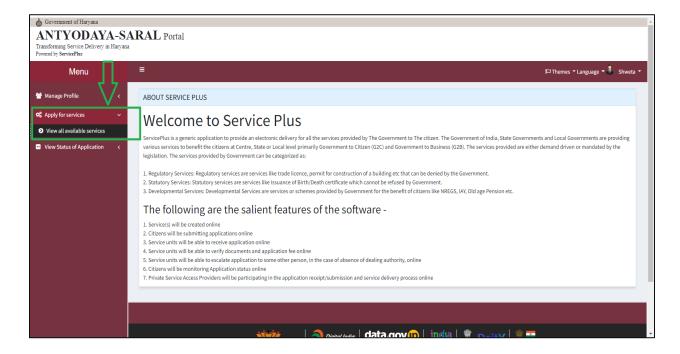
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7. User is directed to log in details.



8. It is instructed to the user to click on the "Apply for services" button where he needs to open "view all available services" option button to further complete his/her action.

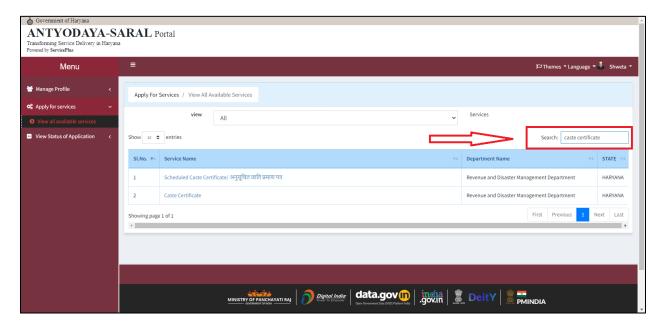




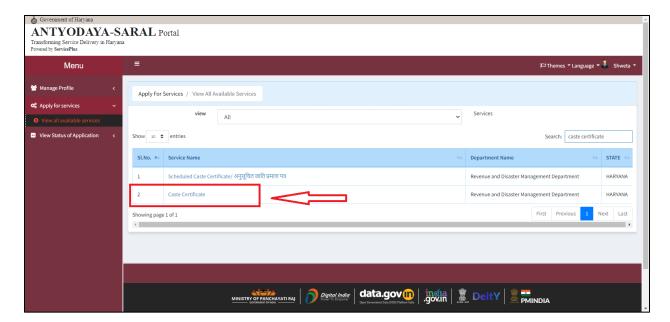
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9. If he wants to apply for Caste Certificate then he is required to type "Caste certificate" in the search bar.



10. Click on the second link that is shown on the screen to complete the steps.

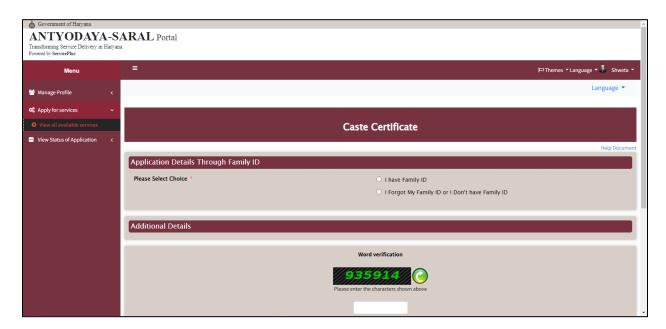




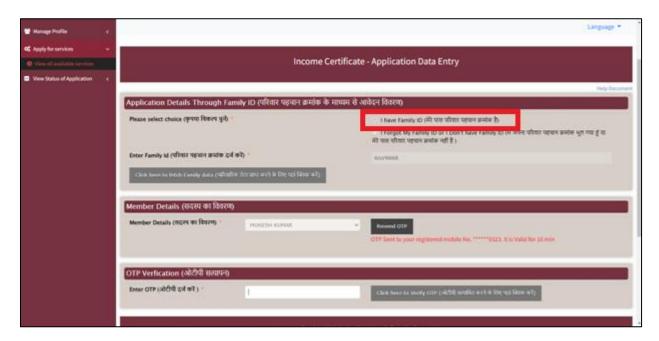
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11. In the final step, user needs to fill his/her personal details in the given box.



12. Select option "I have family ID".

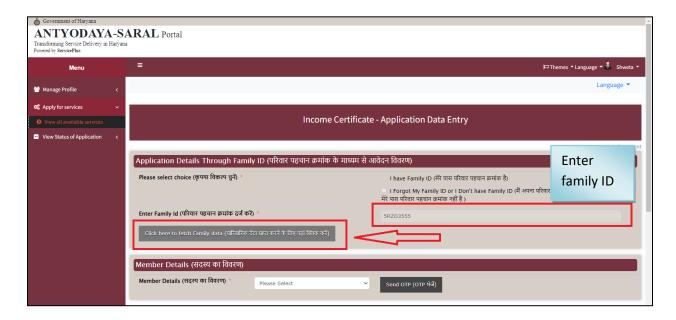




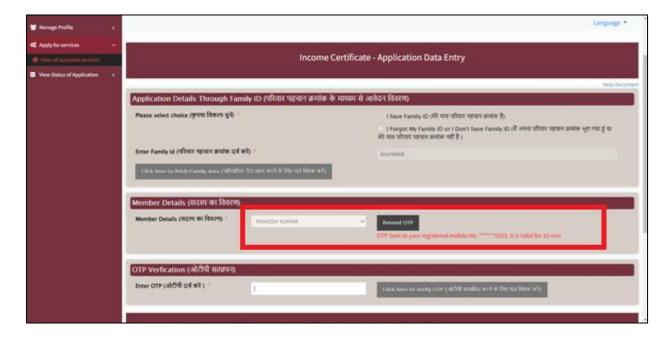
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13. User needs to type his/her family ID and click on the option "Click here to fetch family data".



14. Now user is instructed to select the member details from the list and an OTP will be sent to his/her mobile number.

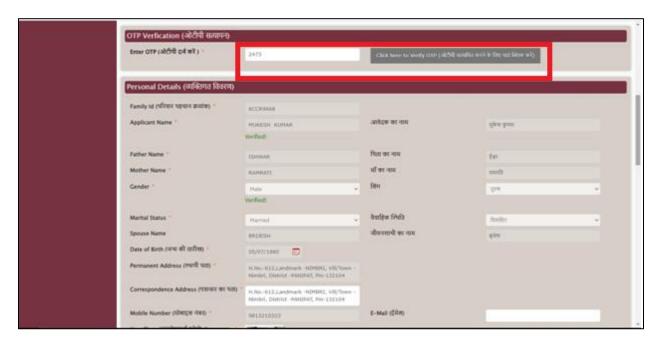




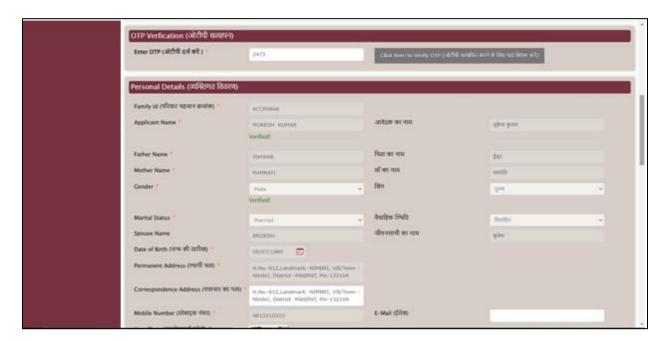
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15. Enter the received OTP and click on the link verify OTP.



16. Now, user needs to fill in his/her personal detail.

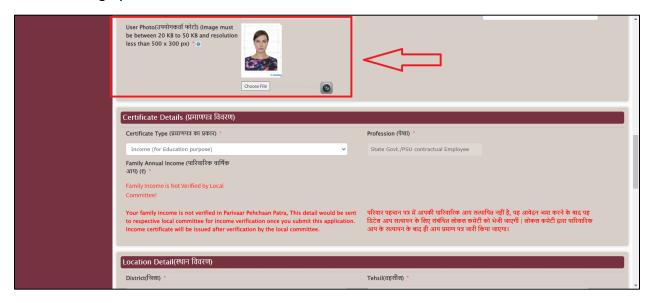




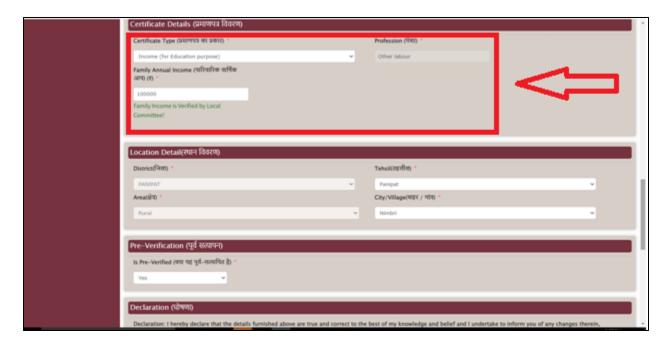
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17. Photograph size should be between 20 kb to 50 kb.



18. Fill certificate details and family income.

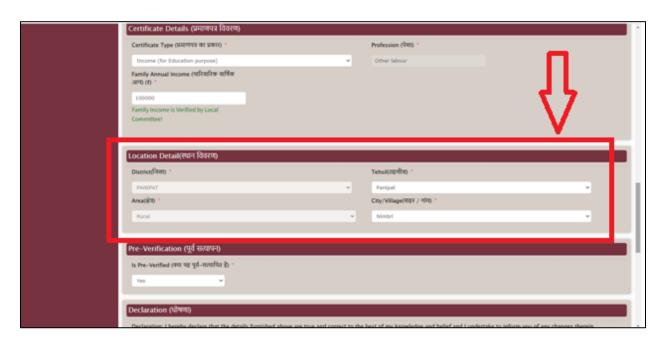




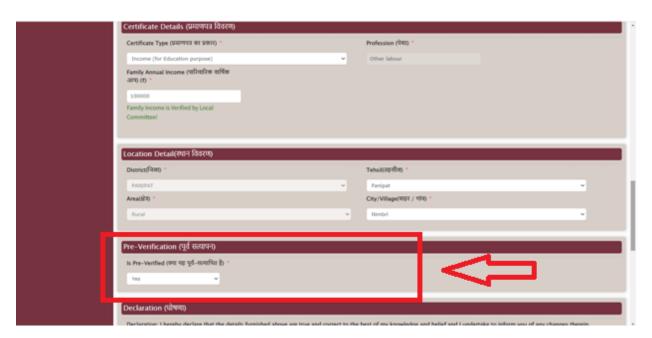
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19. Fill location details.



20. Select "Yes" for pre-verification.

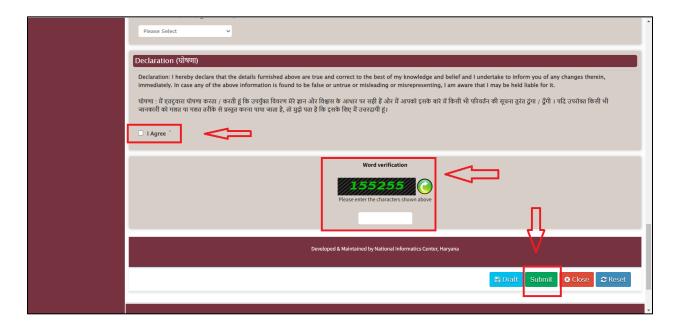




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21. Select the check box "I Agree", then enters the text for word verification and finally click the submit button.



22. After submission a page will display on the screen.

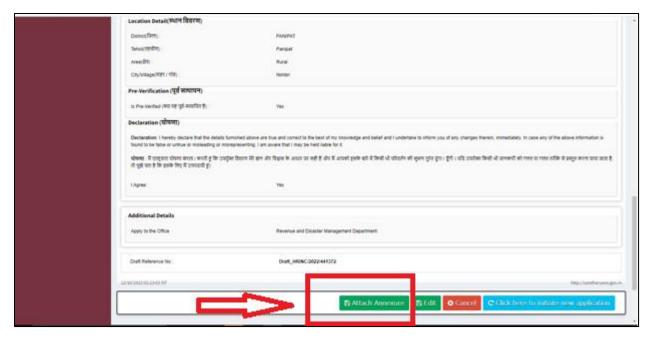




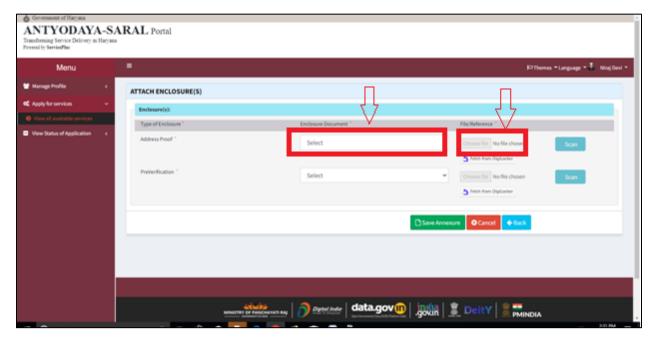
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23. Click on the option "Attach Annexure".



24. Select address proof from enclosure document and click choose file and select a file.

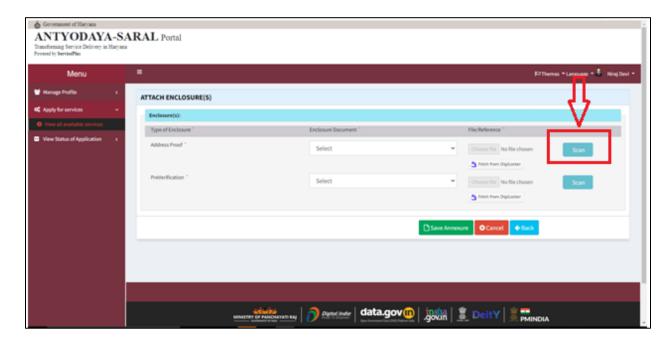




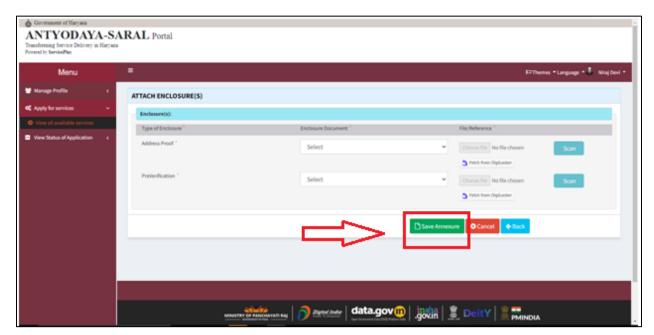
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25. Click on the "scan" button.



26. Click on "Save Annexure".

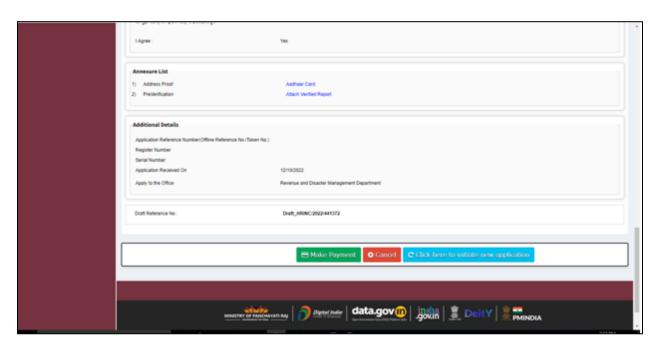




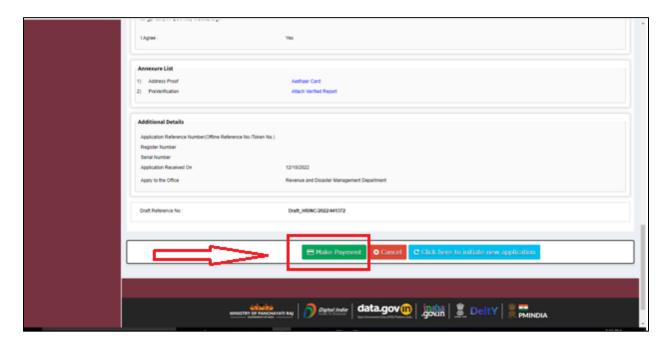
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27. A page will display on the screen.



28. Click on "Make payment" option.

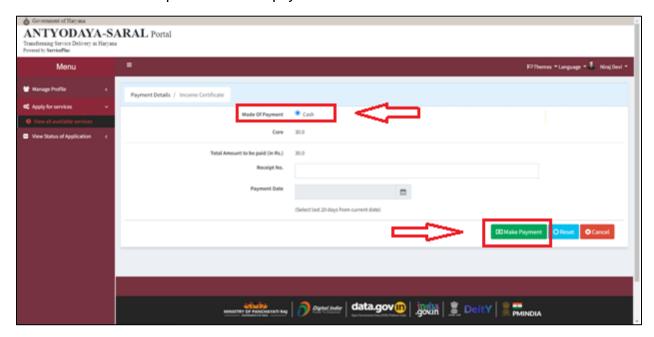




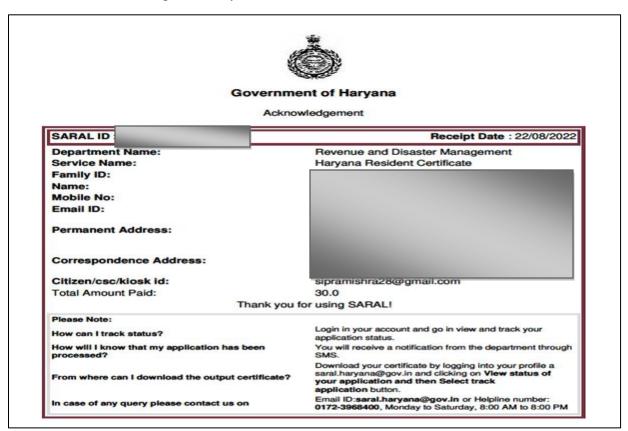
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29. Select "Cash" option and make payment.



30. Print Acknowledgement slip.

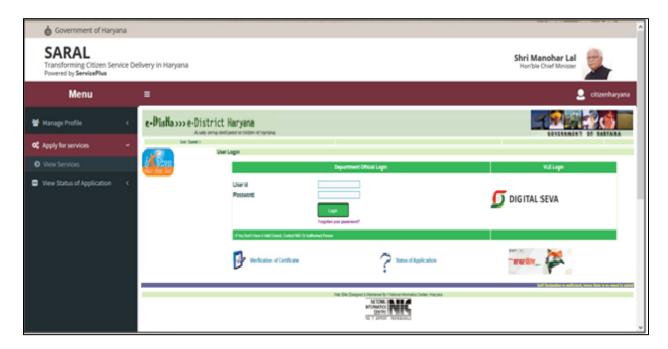




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31. Now your application request is submitted successfully. Please go to the URL provided on the acknowledgement page, and enter the SARAL Id there and click download. Your file will be downloaded.



32. Caste Certificate

