LIST OF SERVICE / SCHEMES PROVIDED BY

JAMMU AND KASHMIR GOVERNMENT

S.NO	NAME OF SERVICE/ SCHEME
1.	PROPERTY REGISTRATION
2.	APPLY FOR WATER CONNECTION DOMESTIC
3.	STATE MARRIAGE ASSISTANCE SCHEME (INTEGRATED SOCIAL SECURITY SCHEME)
4.	ENCUMBRANCE CERTIFICATE
5.	LADLI BETI SCHEME.
6.	APPLICATION FORM FOR PAHARI SPEAKING PEOPLE CATEGORY CERTIFICATE.
7.	APPLICATION FORM FOR CHARACTER CERTIFICATE.
8.	APPLICATION FOR CERTIFICATE FOR UNEMPLOYMENT.
9.	APPLICATION FOR ISSUANCE FOR BIRTH AND DEATH CERTIFICATE.
10.	APPLICATION FOR ISSUANCE OF PROPERTY CERTIFICATE.

SCHEME/ SERVICE - 1

S.NO	PARTICULARS	SCHEME / SERVICE NAME
1.	**NAME OF THE SCHEME**	**Property Registration**
2.	**RESPONSIBLE DEPARTMENT**	Revenue Department
3.	**SERVICE FOR AGE GROUP**	18 and above
4.	**PROCEDURE DETAILS**	Procedure details mentioned below
5.	**STIPULATED TIME**	2 days
6.	**FEES(INR)**	Detailed fee mentioned below
7.	**LIST OF DOCUMENTS**	- Property details - First Party ID Proof - Second Party ID Proof - Deed Document - Aadhar card - PAN card
8.	**LINK TO APPLY FOR SERVICES**	My Service List (jk.gov.in)

Name of Service:

Property Registration

Name of Department:

Revenue Department, Government of J&K

Policy/Governing Act:

The Registration Act, 1908 the_registration_act,_1908.pdf (indiacode.nic.in)

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Y/N)
1		Article*	Dropdown	Yes
2		Document Title	Dropdown	No
3		Total No. of Pages (Deed)*	Numeric	Yes
4		Document Execution Type *	Dropdown	Yes
5		Name of the Deed Writer	Alpha	No
6		Date of Execution*	Calendar	Yes
7		Advocate name	Alpha	No
8		**Important data from previously registered Document**		
9	General Info	Reference Doc No./Registration No.	Numeric	No
10		Reference/Registered Doc. Date	Calendar	No
11		Link Office Name	Dropdown	No
12		Link Document Number	Numeric	No
13		Link Document Date	Calendar	No
14		**Document Submission Office Details**		
15		District *	Dropdown	Yes
16		Tehsil/Sub Tehsil*	Dropdown	Yes
17		Sub Registrar Office Name*	Dropdown	Yes
18		Pre Reg. No. :-	System Generated	Yes
19		Select Party Type	Dropdown	No
20		Select Party Category:	Dropdown	No
21		Is Executer? :- *	Dropdown	Yes
22		Present Require for Photo and Thumb :- *	Dropdown	Yes
23		Salutation :- *	Dropdown	Yes
24		Party Full Name :- *	Alpha	Yes
25		Spouse Full Name :-	Alpha	No
26		Father Full Name :- *	Alpha	Yes
27		Alias Name :-	Alpha	No
28	Party	Mother Full Name :- *	Alpha	Yes
29		Grand Father Full Name :- *	Alpha	Yes
30		Date of Birth :-	Calendar	Yes
31		Age	Auto Calculated by Calendar	Yes
32		Identification Type ID :-	Dropdown	No
33		Identification Description :-	Alpha	No
34		Gender :- *	Dropdown	Yes
35		Mobile No. :- *	Numeric	Yes
36		Presentation Exemption :-	Dropdown	No
37		District :- *	Dropdown	Yes
38		Tehsil/Sub-tehsil :- *	Dropdown	Yes
39		Village :- *	Dropdown	Yes
40		Address :- *	Alpha Numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Y/N)
41	Witness	Salutation :- *	Dropdown	Yes
42		Witness Full Name :- *	Alpha	Yes
43		Father/Husband Full Name :- *	Alpha	Yes
44		Date of Birth :- *	Calendar	Yes
45		Age :- *	Auto Calculated by Calendar	Yes
46		Gender :- *	Dropdown	Yes
47		Email :-	Alpha Numeric	No
48		Mobile :-	Numeric	No
49		Identification Type ID :- *	Dropdown	Yes
50		Identification Description :- *	Alpha	Yes
51		District :-	Dropdown	Yes
52		Tehsil/Sub-tehsil :-	Dropdown	Yes
53		Village :-	Dropdown	Yes
54		Address :- *	Alpha Numeric	Yes
55	Identifier	Salutation :- *	Dropdown	Yes
56		Identifier Full Name :- *	Alpha	Yes
57		Father/Husband Full Name :- *	Alpha	Yes
58		Date of Birth :- *	Calendar	Yes
59		Age :- *	Auto Calculated by Calendar	Yes
60		Gender :- *	Dropdown	Yes
61		Email :-	Alpha Numeric	No
62		Mobile :-	Numeric	No
63		Identification Type ID :- *	Dropdown	Yes
64		Identification Description :- *	Alpha	Yes
65		District :-	Dropdown	Yes
66		Tehsil/Sub-tehsil :-	Dropdown	Yes
67		Village :-	Dropdown	Yes
68		Address :- *	Alpha Numeric	Yes
69	Fee Calculation	**Stamp Duty Calculation**		
70		Fee Rule	Dropdown	Yes
72		Calculate & Save	Auto Calculated Button	Yes
73		**Stamp Duty Details**		
74		Fee Rule	Calculation Table	Yes
75		Online Pay	Numeric	
76		Counter Pay	Numeric	
77		Total Amount	Numeric	
78	Pre Registration Summary	Download PDF	Download Button	Yes
79	Upload Document	**Common Upload Documents**		
80		First Party ID Proof	Upload	Yes
81		Second Party ID Proof	Upload	Yes
82		Deed Document	Upload	Yes
83	Data Submission	**Final Submission**		
84		Please verify completion of all Levels of registration. Please check status bar and entry for both parties.	Checklist	
85	Appointment	**Appointment Details :-**		
86		Date	Auto Generated	Yes
87		Shift	Auto Generated	Yes

Name of Service:

Property Registration

Name of Department:

Revenue Department, Government of J&K

Policy/Governing Act:

The Registration Act, 1908 the_registration_act,_1908.pdf (indiacode.nic.in)

Fees/Tariff

For Property Registration, the registration fee as per **SO 243 dated 04.08.2020** is as follows:

S.No.	Documents	Registration Fee
	Category: I	
1	Sales deeds, Exchange Deeds and Mortgage Deeds	1.2% of the Value of the Immovable Property
2	Deeds of Gift or of Settlement	0.5% of the Value (Subject to minimum of Rs. 1,000 and maximum of Rs. 10,000)
3	Agreement of Sale cum General Power of Attorney, Agreement to Sell/Construct/Develop Immovable Property	0.5% of the Value (Subject to minimum of Rs. 2,000 and maximum of Rs. 20,000)
	Category: II	
1	Lease, License	0.1% of the value
2	Deposit of Title Deeds	0.1% (Subject to a maximum of Rs. 10,000)
3	Release of Deposit of Title Deeds	Rs. 1,000
	Category: III	
1	Agreement relating to Pawn/Pledge/Hypothecation of Movable property/Machinery/Material/Stock	0.5% of the Value (Subject to minimum of Rs. 1,000 and maximum of Rs. 5,000)
2	Power of Attorney for Consideration, Power of Attorney given to Sell/Construct/Develop/Transfer of Immovable Property	0.5% of the Value (Subject to minimum of Rs. 1,000 and maximum of Rs. 20,000)
3	Dees of Partition. Award directing Partition, Farkhati and Partnership	Rs. 1,000
4	Rectification Ratification, Cancellation of any deed	Rs. 2,500
5	Attestation of Special Power of Attorney, General Power of Attorney other than Sale	Rs. 1,000
6	Wills and Authorities to Adopt	Rs. 2,500
7	Deposit of Sealed Cover/Opening of Sealed Cover of Wills	Rs. 1,000
8	In case of all other documents where the transaction is not susceptible of money valuation	Rs. 1,000
	Category: IV	
1	In all other categories of documents which are not covered in the Category (I), (II) & (III)	Rs. 1,000
	Category: V	

SCHEME / SERVICE - 2

S.NO	PARTICULARS	SCHEME /SERVICE NAME
1.	**NAME OF THE SCHEME**	**Apply for Water Connection – Domestic**
2.	**RESPONSIBLE DEPARTMENT**	PHE – Jal Shakti Department
3.	**SERVICE FOR AGE GROUP**	All
4.	**PROCEDURE DETAILS**	Procedure details provided below
5.	**STIPULATED TIME**	15 days
6.	**FEES(INR)**	200
7.	**LIST OF DOCUMENTS**	- Affidavit form 1st Class Magistrate /Self-Declaration - Proof of Identity - Proof of Ownership - Certificate of Non -Availability
8.	**LINK TO APPLY FOR SERVICES**	https://singlewindow.jk.gov.in/

Procedure for the application for Water Connection (Outside Industrial Area)

I. Applicant registers himself/herself on single window system www.singlewindow.jk.gov.in. If, already registered on the portal then login with the registered user id and password

II. Applicants get the registration information on registered email id and registered mobile number.

III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).

IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.

V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.

VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.

VII. Now you can apply for Application for Obtaining Water connection.

VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility

IX. Filled application form will be submitted to concerned Junior Engineer.

X. After online receipt of application for Obtaining Water connection with all the documents mentioned above, the Junior Engineer shall assess the application along with other documents and do the physical inspection.

XI. If there is any deficiency in the application or the documents submitted, the Junior Engineer shall revert the application back to the applicant within seven days of receiving the application.

XII. If there is no deficiency, the Junior Engineer shall forward the application along with the Inspection Report to the concerned Assistant Executive Engineer within seven days via dashboard.

XIII. The Assistant Executive Engineer will assess the application along with the physical Inspection Report and in case of deficiency Assistant Executive Engineer shall report the deficiency to the Junior Engineer within seven working days.

XIV. If there is no deficiency, the Assistant Executive Engineer shall transfer the application to concerned Executive Engineer accompanied with the inspection report within seven working days.

XV. The Executive Engineer will verify the application and will provide recommendations within three working days to Superintend Engineer.

XVI. The Superintendent Engineer will verify the application and will provide recommendations regarding acceptance or rejection of the application along with the reasons (if rejected) within three working days to Chief Engineer.

XVII. The Chief Engineer if satisfied shall issue or reject the same within ten working days

XVIII. The certificate can be downloaded from the applicant login.

SCHEME/ SERVICE - 3

S.NO	PARTICULARS	SCHEME NAME
1.	**NAME OF THE SCHEME**	**State Marriage Assistance Scheme (Integrated Social Security Scheme)**
2.	**RESPONSIBLE DEPARTMENT**	Social Welfare Department
3.	**SCHEME FOR AGE GROUP**	Above 18 years
4.	**PROCEDURE DETAILS**	Applicant to submit application ---------> Concerned Tehsildar ---------> Concerned Social Welfare officer (District) ------>Deputy Commissioner-----> Final payment to be disbursed
5.	**STIPULATED TIME**	Not Applicable
6.	**FEES(INR)**	Not Applicable
7.	**LIST OF DOCUMENTS**	- Aadhar card - PAN card - Ration card - Date of Birth certificate
8.	**LINK TO APPLY FOR SERVICES**	https://jansugam.jk.gov.in

SCHEME/ SERVICE - 4

S.NO	PARTICULARS	SCHEME/ SERVICE NAME
1.	NAME OF THE SCHEME	Encumbrance certificate
2.	RESPONSIBLE DEPARTMENT	Revenue Department
3.	SCHEME AGE GROUP	All Age group
4.	PROCEDURE DETAILS	Provided below
5.	STIPULATED TIME	45
6.	FEES(INR)	20
7.	LIST OF DOCUMENTS	Provided below
8.	LINK TO APPLY FOR SERVICES	https://singlewindow.jk.gov.in/

Government of Jammu & Kashmir
Revenue Department
Encumbrance Certificate

Name of Service:

Encumbrance Certificate

Name of Department:

Revenue Department, Government of J&K

Policy/Governing Act:

1. The Jammu and Kashmir Land Revenue Act, Samvat 1996 Microsoft Word - THE JAMMU AND KASHMIR LAND REVENUE ACT.doc (jkrevenue.nic.in)

Fees/Tariff

Rs. 20/- as per Govt. Order No. Rev (LB) 107 of 2010 dated:10-12-2010.

Revenue Department
Encumbrance Certificate

Name of Service:

Encumbrance Certificate

Name of Department:

Revenue Department, Government of J&K

Policy/Governing Act:

1. The Jammu and Kashmir Land Revenue Act, Samvat 1996 Microsoft Word - THE JAMMU AND KASHMIR LAND REVENUE ACT.doc (jkrevenue.nic.in)

Documents Checklist

#	Document name	Type	Mandatory
	Encumbrance Certificate		
1.	Copy of RoR/Lease Deed:	PDF	Yes
2.	Trace copy of the land to be demarcated:	PDF	Yes

SCHEME/ SERVICE - 5

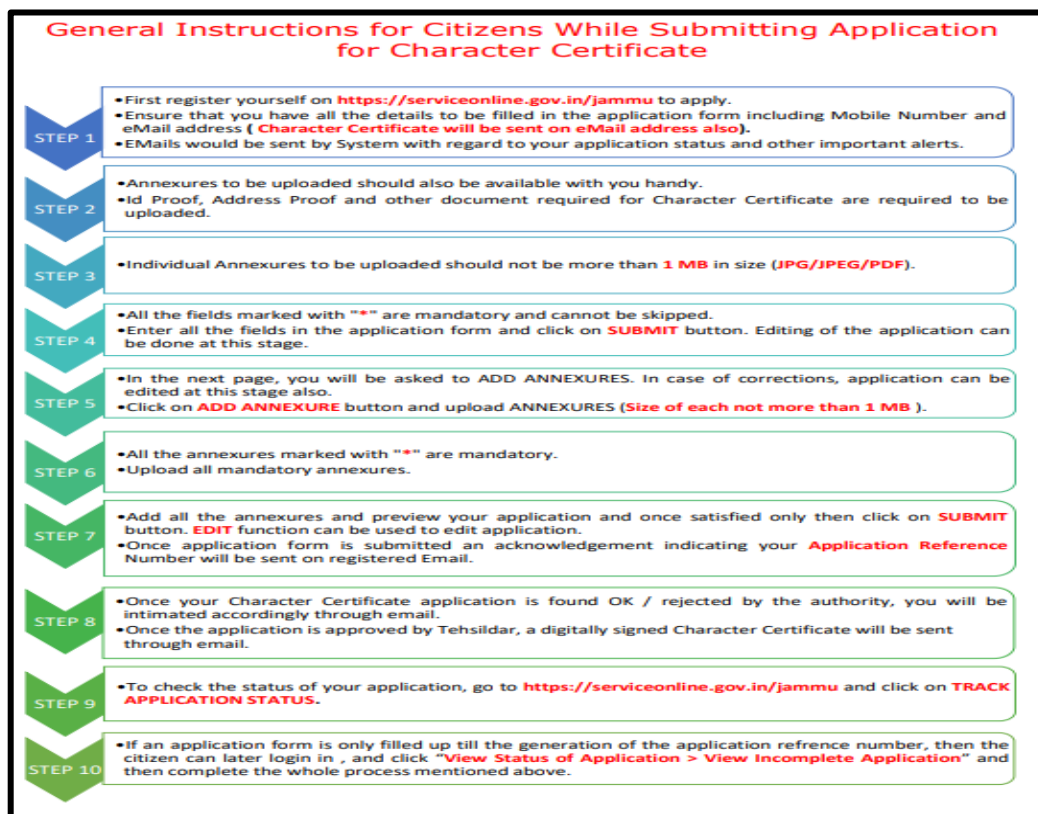| S.NO	PARTICULARS	SCHEME/ SERVICE NAME
1.	**NAME OF THE SCHEME**	Ladli Beti Scheme
2.	**RESPONSIBLE DEPARTMENT**	Social Welfare Department
3.	**SCHEME AGE GROUP**	Under the Scheme all those girl children born on or after 01-04-2015 and whose parents/guardian's income does not exceed Rs. 75000 per annum are eligible to be covered under the scheme. Scheme launched by Government of J&K in the year 2015.
4.	**PROCEDURE DETAILS**	Applicant to submit application ---------> Concerned Tehsildar -------------> Concerned Social Welfare officer (District) ---------------> Deputy Commissioner-----> Final payment to be disbursed
5.	**STIPULATED TIME**	Not Applicable
6.	**FEES(INR)**	Not Applicable
7.	**LIST OF DOCUMENTS**	- Aadhar card - Income Certificate of parents / Guardian - Date of Birth - MCP Card
8.	**LINK TO APPLY FOR SERVICES**	https://jansugam.jk.gov.in

SCHEME/ SERVICE - 6

S.NO	PARTICULARS	SCHEME/SERVICE NAME
1.	NAME OF THE CERTIFICATE	Pahari speaking people Category Certificate
2.	RESPONSIBLE DEPARTMENT	Revenue Department
3.	SCHEME AGE GROUP	All Age group
4.	PROCEDURE DETAILS	General Instructions mentioned below
5.	STIPULATED TIME	30
6.	FEES(INR)	Not Applicable
7.	LIST OF DOCUMENTS	Domicile Certificate, Annual income certificate, Ration card.
8.	LINK TO APPLY FOR SERVICES	https://jansugam.jk.gov.in

General Instructions for Citizens While Submitting Application for Pahari Speaking People Category Certificate

STEP 1
- First register yourself on **https://serviceonline.gov.in/jammu** to apply.
- Ensure that you have all the details to be filled in the application form including Mobile Number and eMail address (**Pahari Speaking People Category Certificate will be sent on eMail address also**).
- EMails would be sent by System with regard to your application status and other important alerts.

STEP 2
- Annexures to be uploaded should also be available with you handy.
- Domicile Certificate, Annual Income Certificate, Ration Card and other documents for certificate are required to be uploaded.

STEP 3
- Individual Annexures to be uploaded should not be more than **1 MB** in size (**JPG/JPEG/PDF**).
- The size of Applicant's photograph should be greater than 20 KB and also less than 200 KB.

STEP 4
- All the fields marked with "*" are mandatory and cannot be skipped.
- Enter all the fields in the application form and click on **SUBMIT** button. Editing of the application can be done at this stage.

STEP 5
- In the next page, you will be asked to ADD ANNEXURES. In case of corrections, application can be edited at this stage also.
- Click on **ADD ANNEXURE** button and upload ANNEXURES (**Size of each not more than 1 MB**).

STEP 6
- All the annexures marked with "*" are mandatory.
- Upload all mandatory annexures.

STEP 7
- Add all the annexures and preview your application and once satisfied only then click on **SUBMIT** button. **EDIT** function can be used to edit application.
- Once application form is submitted an acknowledgement indicating your **Application Reference** Number will be sent on registered Email.

STEP 8
- Once your application is found OK / rejected by the authority, you will be intimated accordingly through email.
- Once the application is approved by Tehsildar, a digitally signed Pahari Speaking People category Certificate will be sent through email.

STEP 9
- To check the status of your application, go to **https://serviceonline.gov.in/jammu** and click on **TRACK APPLICATION STATUS.**

STEP 10
- If an application form is only filled up till the generation of the application refrence number, then the citizen can later login in , and click "**View Status of Application > View Incomplete Application**" and then complete the whole process mentioned above.

SCHEME / SERVICE - 7

S.NO	PARTICULARS	SCHEME /SERVICE NAME
1.	NAME OF THE SERVICE	**Character Certificate**
2.	RESPONSIBLE DEPARTMENT	Revenue Department
3.	SCHEME AGE GROUP	Above 10 years of age
4.	PROCEDURE DETAILS	Mentioned in General Instructions for Character Certificate
5.	STIPULATED TIME	30
6.	FEES(INR)	20
7.	LIST OF DOCUMENTS	- Id proof - Address proof - Photograph - Other relevant documents
8.	LINK TO APPLY FOR SERVICES	https://jansugam.jk.gov.in

General Instructions for Citizens While Submitting Application for Character Certificate

STEP 1
- First register yourself on https://serviceonline.gov.in/jammu to apply.
- Ensure that you have all the details to be filled in the application form including Mobile Number and eMail address (Character Certificate will be sent on eMail address also).
- EMails would be sent by System with regard to your application status and other important alerts.

STEP 2
- Annexures to be uploaded should also be available with you handy.
- Id Proof, Address Proof and other document required for Character Certificate are required to be uploaded.

STEP 3
- Individual Annexures to be uploaded should not be more than 1 MB in size (JPG/JPEG/PDF).

STEP 4
- All the fields marked with "*" are mandatory and cannot be skipped.
- Enter all the fields in the application form and click on SUBMIT button. Editing of the application can be done at this stage.

STEP 5
- In the next page, you will be asked to ADD ANNEXURES. In case of corrections, application can be edited at this stage also.
- Click on ADD ANNEXURE button and upload ANNEXURES (Size of each not more than 1 MB).

STEP 6
- All the annexures marked with "*" are mandatory.
- Upload all mandatory annexures.

STEP 7
- Add all the annexures and preview your application and once satisfied only then click on SUBMIT button. EDIT function can be used to edit application.
- Once application form is submitted an acknowledgement indicating your Application Reference Number will be sent on registered Email.

STEP 8
- Once your Character Certificate application is found OK / rejected by the authority, you will be intimated accordingly through email.
- Once the application is approved by Tehsildar, a digitally signed Character Certificate will be sent through email.

STEP 9
- To check the status of your application, go to https://serviceonline.gov.in/jammu and click on TRACK APPLICATION STATUS.

STEP 10
- If an application form is only filled up till the generation of the application refrence number, then the citizen can later login in , and click "View Status of Application > View Incomplete Application" and then complete the whole process mentioned above.

SCHEME/ SERVICE - 8

S.NO	PARTICULARS	SCHEME/ SERVICE NAME
1.	NAME OF THE SERVICE	Application for issuance for Certificate of Unemployment
2.	RESPONSIBLE DEPARTMENT	Revenue Department
3.	SCHEME AGE GROUP	Above 20 years of age
4.	PROCEDURE DETAILS	Mentioned in General Instructions for Certificate of Unemployment
5.	STIPULATED TIME	30
6.	FEES(INR)	Not Applicable
7.	LIST OF DOCUMENTS	- Id Proof - Address proof
8.	LINK TO APPLY FOR SERVICES	https://jansugam.jk.gov.in

General Instructions for Citizens While Submitting Application for Certificate of Unemployment

STEP 1
- First register yourself on **https://serviceonline.gov.in/jammu** to apply.
- Ensure that you have all the details to be filled in the application form including Mobile Number and Email address **(Certificate of Unemployment will be sent on Email address also)**.
- Emails would be sent by System with regard to your application status and other important alerts.

STEP 2
- Annexures to be uploaded should also be available with you handy.
- Id Proof, Address Proof of Applicant and other documents are required to be uploaded.

STEP 3
- Individual Annexures to be uploaded should not be more than **500 KB** in size **(JPG/JPEG/PDF)**.

STEP 4
- All the fields marked with "*****" are mandatory and cannot be skipped.
- Enter all the fields in the application form and click on **SUBMIT** button. Editing of the application can be done at this stage.

STEP 5
- In the next page, you will be asked to ADD ANNEXURES. In case of corrections, application can be edited at this stage also.
- Click on **ADD ANNEXURE** button and upload ANNEXURES **(Size of each not more than 500 KB)**.

STEP 6
- All the annexures marked with "*****" are mandatory.
- Upload all mandatory annexures.

STEP 7
- Add all the annexures and preview your application and once satisfied only then click on **SUBMIT** button. **EDIT** function can be used to edit application.
- Once application form is submitted an acknowledgement indicating your **Application Reference Number** will be sent on registered Email.

STEP 8
- Once your application is found OK / rejected by the authority, you will be intimated accordingly through Email.
- Once the application is approved by Tehsildar, a digitally signed Certificate of Unemployment will be sent through Email.

STEP 9
- To check the status of your application, go to **https://serviceonline.gov.in/jammu** and click on **TRACK APPLICATION STATUS.**

STEP 10
- If an application form is only filled up till the generation of the application refrence number, then the citizen can later login in , and click **"View Status of Application > View Incomplete Application"** and then complete the whole process mentioned above.

SCHEME / SERVICE – 9

S.NO	PARTICULARS	SCHEME/ SERVICE NAME
1.	NAME OF THE SERVICE	Application for issuance of Birth and Death Certificate
2.	RESPONSIBLE DEPARTMENT	Housing and Urban Development Department
3.	SCHEME AGE GROUP	All age group
4.	PROCEDURE DETAILS	Mentioned in the General Instructions
5.	STIPULATED TIME	30 days
6.	FEES(INR)	Rs 40
7.	LIST OF DOCUMENTS	Mentioned in the General Instructions below
8.	LINK TO APPLY FOR SERVICES	https://jansugam.jk.gov.in

Jammu Municipal Corporation

General Instructions for Citizens While Submitting online Application for Birth/Death Certificate or Corrections in the existing records.

STEP 1
- To apply online for Birth & Death Certificate or correction in existing record or NAC. Please visit at URL https://serviceonline.gov.in/jammu OR www.jmcjammu.org → e-Governance → Online Birth/Death Certificate.

STEP 2
- In service plus application Register yourself and create login credentials.
- Now Login with your credentials and then apply for whatever service is required. Please apply after atleast 15 days of the birth/death event date.
- Before applying ensure that you have all the details to be filled in the application form including scanned applicant's identity/address proof, Mobile Number and e-mail address etc.

STEP 3
- Scanned Identity/Address Proof of Applicant, Ration Card, Aadhar Card (Front & Back both sides) etc other document required for birth/death certificate are required to be uploaded.
- Scanned Copy of both sides (Front & Back) of Aadhar/Voter card is mandatory if attached as Identity/Address proof of parents or applicant or deceased. Otherwise it will be rejected.

STEP 4
- All the fields marked with "*" are mandatory and cannot be skipped.
- Enter all the fields in the application form and click on SUBMIT button. In the next page, you will be asked to ADD ANNEXURES.
- Click on ADD ANNEXURE button and upload ANNEXURES (Size of each not more than 1 MB, JPG/PDF only).

STEP 5
- Add all the required annexures and preview your application and once satisfied only then click on SUBMIT button. EDIT function can be used to edit application.
- Your application form once submitted will generate an acknowledgement indicating your Application Reference Number and same will be intimated through SMS/e-mail.

STEP 6
- After submission, scrutiny of documents/application started. If the application is rejected by the authority, the same shall be intimated through SMS/e-mail.
- Login and download rejection certificate and the reason for rejection is mentioned at the end of the Rejection Certificate and then proceed accordingly.

STEP 7
- If there is any deficiency in the required documents then the opertor will sent the application back to the applicant for re-submitting of required document. Plz see the operator remark to ascertain which document is required.
- Login and click on Take action button at home page and then attach the requisite documents and submit again.

STEP 8
- If application is Approved, an intimation of online payment link (Rs. 40/-) shall be conveyed through SMS and e-mail.
- Login and click on Take action button at home page and then click on the payment hyperlink "Click here" to proceed for online payment of fee.

STEP 9
- Payment of application can be done via Credit card, Debit card, UPI and Internet Banking.
- After successful payment, a digitally signed birth certificate will be issued and that can be download by logging into your account and then clicking on TRACK APPLICATION STATUS and then click Delivered button to download the final certificate.

Note: The above process will take 2-7 working days and for corrections 08-10 days.

For any queries e-mail at sahuliatjmc@gmail.com

DOCUMENT ADVISORY

DOCUMENTATION

DOCUMENTS REQUIRED FOR CORRECTION IN THE DEATH RECORD

S. No.	➢ Only fill those fields where correction is required. ➢ Provide Old Certificate Registration No. and Registration Date if issued earlier or check the last line of Rejection Certificate. ➢ Only clear coloured scanned copies of the original documents will be accepted. B/W photocopies will not be accepted. ➢ Only family members after proper verification are allowed for correction in the existing record.	
1.	Identity Proof of the Dead person.	• Aadhaar Card Both Sides or • Voter Card Both Sides or • Ration Card (Inner & Outer Both) • Passport (With Address side) • Driving License • Or any other Govt. recognized document.
2.	Identity/ Address Proof of the Applicant applying for the death certificate. **Note: The applicant must be having blood relation with the dead person.** **The document clearly mentioning the relationship with the dead person is the pre-requisite document.**	• Aadhaar Card Both Sides or • Voter Card Both Sides or • Ration Card (Inner & Outer Both) • If present and permanent addresses are different then both address proofs are required. • Passport (With Address side) • Driving License • Or any other Govt. recognized document.

DOCUMENT ADVISORY

DOCUMENTATION

DOCUMENTS REQUIRED FOR CORRECTION IN THE BIRTH RECORD

S.No.	➢ Only fill those fields where correction is required. ➢ Provide Old Certificate Registration No. and Registration Date if issued earlier or check the last line of Rejection Certificate. ➢ Only clear coloured scanned copies of the original documents will be accepted. B/W photocopies will not be accepted. ➢ Only family members after proper verification are allowed for correction in the existing record.	
1.	Discharge copy of the mother if place of birth is Hospital/ Nursing Home	
2.	Identity/ Address Proof of the parents.	• Aadhaar Card Both Sides or • Voter Card Both Sides or • Ration Card (Inner & Outer Both) • Passport (With Address side) • Driving License • Or any other Govt. recognized document. • If present and permanent addresses are different then both address proofs are required.

3.	School Reading Certificate. (if the child is above five years old)	The school Certificate should properly mention the Child Name, Father's Name and Date of Birth of child recorded in school. Or Last Mark sheet of Child Or Bonafide Certificate of Child Or Identity Card of Child with DOB.

DOCUMENT ADVISORY

S.NO	DOCUMENTATION	
	DOCUMENTS REQUIRED FOR CHILD NAME ENTRY	
1.	School Reading Certificate/Identity Card/Report Card (Only if the child is above five years old)	The school reading Certificate, properly mentioning the Child Name, Father's Name and Date of Birth of child recorded in school. OR Recent School Identity Card properly mentioning the Child Name, Father's Name and Date of Birth of child recorded in school. OR Recent School Report Card properly mentioning the Child Name, Father's Name and Date of Birth of child recorded in school. Authorized signature must be clearly shown.
2.	Identity/ Address Proof of the parents.	• Aadhaar Card Both Sides or • Voter Card Both Sides or • Ration Card (Inner & Outer Both) • Passport (With Address side) • Driving License Or any other Govt. recognized document. • If present and permanent addresses are different then both address proofs are required.

SCHEME / SERVICE – 10

S.NO	PARTICULARS	SCHEME/ SERVICE NAME
1.	NAME OF THE SERVICE	**Application for Property Certificate**
2.	RESPONSIBLE DEPARTMENT	Revenue Department
3.	SERVICE AGE GROUP	All Age Group
4.	PROCEDURE DETAILS	Procedure details mentioned below
5.	STIPULATED TIME	30
6.	FEES(INR)	Not Available
7.	LIST OF DOCUMENTS	- Photo Id proof of applicant - Property Document - Aadhar card - Pan card
8.	LINK TO APPLY FOR SERVICES	https://jansugam.jk.gov.in

General Instructions for Citizens While Submitting Application for Property Certificate

STEP 1
- First register yourself on **https://serviceonline.gov.in/jammu** to apply.
- Ensure that you have all the details to be filled in the application form including Mobile Number and Email address (**Property Certificate will be sent on Email address also**).
- Emails would be sent by System with regard to your application status and other important alerts.

STEP 2
- Annexures to be uploaded should also be available with you handy.
- **Photo Id Proof of Applic**ant, Property document and other documents are required to be uploaded.

STEP 3
- Individual Annexures to be uploaded should not be more than **1 MB** in size (**JPG/JPEG/PDF**).

STEP 4
- All the fields marked with "*" are mandatory and cannot be skipped.
- Enter all the fields in the application form and click on **SUBMIT** button. Editing of the application can be done at this stage.

STEP 5
- In the next page, you will be asked to ADD ANNEXURES. In case of corrections, application can be edited at this stage also.
- Click on **ADD ANNEXURE** button and upload ANNEXURES (**Size of each not more than 1 MB**).

STEP 6
- All the annexures marked with "*" are mandatory.
- Upload all mandatory annexures.

STEP 7
- Add all the annexures and preview your application and once satisfied only then click on **SUBMIT** button. **EDIT** function can be used to edit application.
- Once application form is submitted an acknowledgement indicating your **Application Reference Number** will be sent on registered Email.

STEP 8
- Once your application is found OK / rejected by the authority, you will be intimated accordingly through Email.
- Once the application is approved by the authority, a digitally signed Property Certificate will be sent through Email.

STEP 9
- To check the status of your application, go to **https://serviceonline.gov.in/jammu** and click on **TRACK APPLICATION STATUS.**

STEP 10
- If an application form is only filled up till the generation of the application refrence number, then the citizen can later login in , and click "**View Status of Application > View Incomplete Application**" and then complete the whole process mentioned above.