

# Instructions for Registration & Applying and Tracking the status of an online Application by the citizen

- ✓ The citizen needs to register only once to apply to any of the e-District Services.
- ✓ To register, a citizen may click on any of the services which he/she wishes to apply.

## 1. Registration Process :

- Click on any of the Services you wish to apply. You will be redirected to the page as shown below.



- Move the cursor to the **MENU Tab** and Click on **Register Yourself Tab**. All details marked in \* are mandatory.

### Personal Details

|                  |   |
|------------------|---|
| Full Name *      | <input type="text" value="Enter Your Full Name"/>   |
| Gender *         | <input type="text" value="Select"/>   |
| Address Line 1 * | <input type="text" value="Enter Address Line1"/><br><small>(eg: House No., Flat No., Building No., Plot No., Lift No. ....)</small> |
| Address Line 2   | <input type="text"/><br><small>(eg: Building Name, Block Name/No., Street Name/No., Mohalla, Sector No., Sector Name .....</small>  |
| Address Line 3   | <input type="text"/><br><small>(eg: Floor No., Gate No., Major/Minor Landmark, Area No., Suburb</small>                             |
| Select Country * | <input type="text" value="India"/>  |
| Select State *   | <input type="text" value="Select"/>   |
| Pin Code *       | <input type="text" value="Enter Pin Code."/>  |
| Mobile No *      | +91 <input type="text" value="Enter Mobile No."/>   |

(A Verification Code will be sent to this Mobile No. Enter this code on the screen after clicking on the link sent to your Email ID)

Receive Alert on Mobile  
 Whenever Status of my application changes

Email ID \*  |

(Email ID would be your ServicePlus Login ID)

(A Verification link will be sent to this Email ID)

Receive Alert on Email  
 Whenever Status of my application changes

**Login Details**

Login ID

Password \*

**i** Password should be 8 to 15 characters with atleast one special character(\*!@#%&'+=), one numeric, one small case and one upper case letter (i.e Abcd@123)


Confirm Password \*

Password Hint Question \*

**i** (If you forget your password, we will identify you with this information)

Password Hint Answer \*

**Word Verification \***



Type the security code as shown in the above image

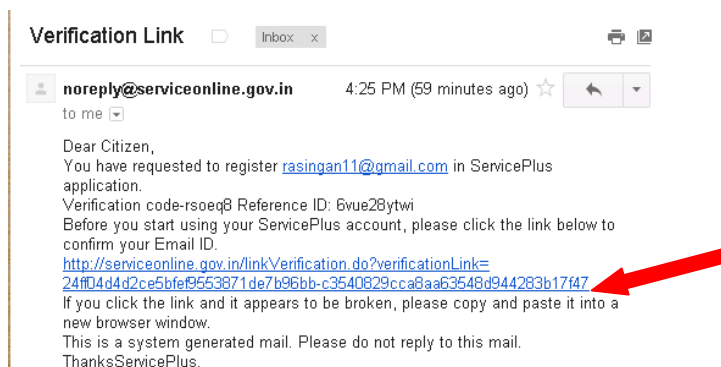
c.

d. Once you have filled all required details, Click on submit button.



e. A verification link will be sent to your email which you had provided in the Login Details above.

f. Login to your email you will receive an email similar to the one which is shown below.



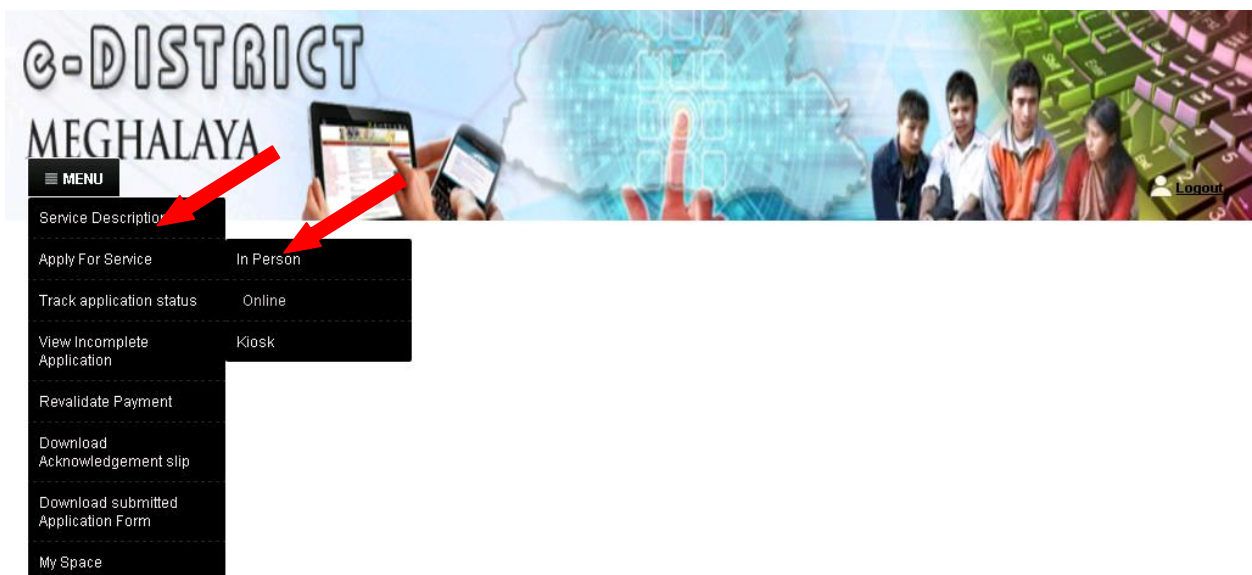
g. Click on the verification link and it will redirect you to the page similar as shown below

- h. Enter the **verification code** which you have received in your email and click on submit button.
- i. After this your registration is completed. You can now Log In with the “Login Id” and “Password” you entered in the Registration Page to avail or apply the e-District Services.

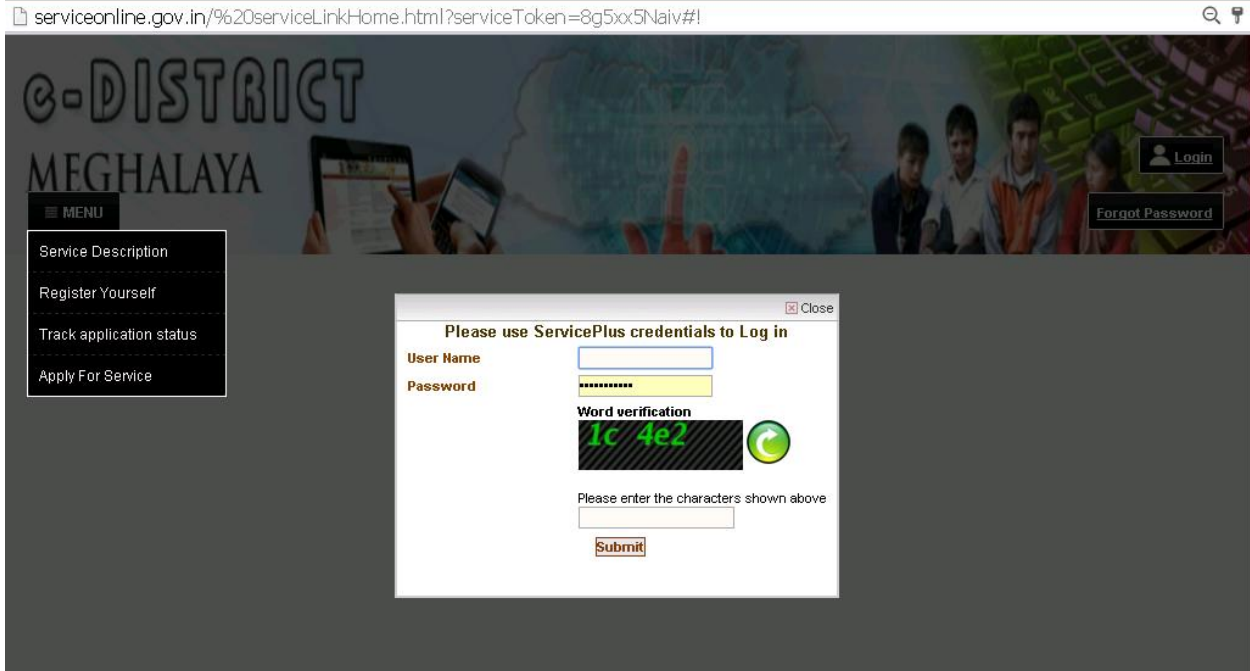
2. **How to Apply:** If registration is completed, a citizen simply needs to click on the service which he or she wishes to apply. And then click on the **Login** button to provide his/her login credentials.



After login, click on “Apply for Service - > Online “ as shown in figure below:



3. **Upload for annexure for those returned applications:** If you happen to receive an sms which mentions that your application has been returned for additional enclosures, follow the steps below.



- a. Step 1 : Click on the service you had applied for.
- b. Step 2: Login with your credentials.
- c. Step 3: Click on the “Track Application Status” link as shows below.



- d. Step 4: Click on “get Data” as shown below.



Service List - Google Chrome  
 serviceonline.gov.in/citizenServiceList.do?OWASP\_CSRFTOKEN=7VZV-P6BL-TWG3-3NJG-IAL1-4HEJ-XWRH-MZTX

# e-DISTRICT MEGHALAYA

Logout

Track application status help

From Date : 01/01/2012 To Date : 02/2016  
 Application Status : All  
 Get Data

e. Then click on the “Upload Annexure” against your application on the extreme right.

Track application status help

From Date : 01/01/2012 To Date : 04/02/2016  
 Application Status : All  
 Get Data

Show 10 entries Search:

| SNo | Service Name                | Application Reference No | Beneficiary Name | Applied On | Due Date | Current Status                   | Action By Appli |
|-----|-----------------------------|--------------------------|------------------|------------|----------|----------------------------------|-----------------|
| 1   | Scheduled Tribe Certificate | MEG/ST/2016/00015        | citizen          | 04/02/2016 | NA       | Waiting for Applicant's Response | Upload Annexure |

Showing 1 to 1 of 1 entries  
 First Previous 1 Next Last

Service: Service to deliver Scheduled Tribe Certificate to the citizens of Meghalaya help

**Previous Enclosure(s) Status**

| Name of Enclosure                              | Status   | Reason for Rejection | Remarks                                   |
|--|----------|----------------------|---|
| <a href="#">Birth Certificate</a>              | Accepted | Reason not Required  | Remarks not Entered                       |
| <a href="#">EPIC</a>                           | Rejected | Incomplete           | Please Upload mother and father EPIC also |
| <a href="#">Self/Parent/Guardian EPIC Card</a> | Accepted | Reason not Required  | Remarks not Entered                       |

**Attach Enclosure(s)**

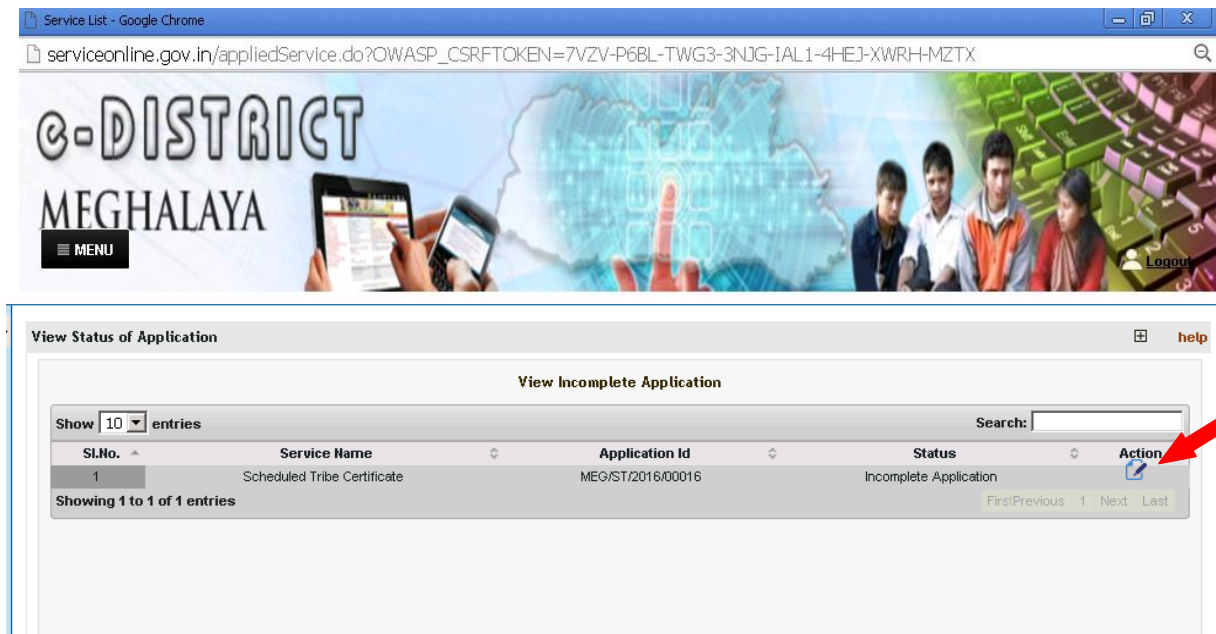
| Type Of Enclosure   | Enclosure Document * | Source             | Issued By * | Issued Date * | Reference Number * | File/Reference *           |
|---------------------|----------------------|--------------------|-------------|---------------|--------------------|----------------------------|
| Residential Proof * | EPIC                 | Attach New Documer |             |               |                    | Browse... No file selectec |

Submit Cancel

4. **Incomplete Application:**The application pending for submsion will be avaiable in the “**View Incomplete Application**”.To submit an incomplete application which had filled partially you need to login with your credentials and then follow the steps given below:
- Step1. Click on “View Incomplete Application” tab.



- Step 2. Click on “**Action**” Link at the extreme right of your Application.



- Step 3. Your Application will appear on the screen.
- Step 4. Continue the process from which you had left earlier and click on **Submit** button after you have completely filled your application.

5. **Tracking an application:** Once you submitted your application to the respective department, you can track the status of your application either by clicking on the **“Track application Status ”** link from [www.meghalaya.gov.in/megportal/edistrict](http://www.meghalaya.gov.in/megportal/edistrict) or you can track from your account by log in with your Credentials.

The Official Web Portal of  
GOVERNMENT OF MEGHALAYA

Home About Meghalaya Announcements Recruitment Notifications Govt Orders Press Release Tenders Key Contacts

MegNews

- Government
- Services
- Schemes
- Forms
- Documents
- About Meghalaya
- e-District Services

Home

List of e-District Services for Citizens

Note : The following list of online services are available for the citizen of East Khasi Hills District [ excluding those applications residing within the jurisdiction of the SDO( Civil ) Sohra ] ONLY as of now.

Track Application Status

- Certificate for Recruitment into Armed /Paramilitary/Police Forces
- Income Certificate
- Permanent Residential Certificate for Higher Education
- Residential Certificate
- Scheduled Caste Certificate
- Scheduled Tribe Certificate

Track application status

Who has provided the Service? \*  Central Government  State Government

Please select the State that is providing the service \* MEGHALAYA

Please select the Service against which application has been submitted \* Scheduled Tribe Certificate

Please select the submission mode through which you have submitted the application \*  Kiosk  In Person  Online

Please enter the Application Reference Number \* MEG-ST/2016/00001

Please select the Date when the application was submitted \* 01/02/2016

Word verification

11 yk3

Please enter the characters shown above

11yk3

Submit Reset Cancel

Note:

1. The photograph must be properly cropped and uploaded(min – 20kb , max- 100 kb)
2. The documents must be scanned properly. (e.g While scanning for EPIC, scan both sides and upload as one pdf document)
3. If there are additional enclosures that you want to submit, you can upload in “Others” enclosure by giving appropriate name.
4. If enclosure head in “ST of Parent” and you have both mothers and father’s ST, *then scan both the documents as one pdf and upload.*
5. If the enclosure head is “Educational Proof”, scan latest few educational documents as one pdf and upload.
6. The maximum size of pdf upload is 10 MB.

**Mandatory enclosures for the various e-District Services**

| <b>Scheduled Tribe/Caste enclosures</b>   | <b>PRC for higher studies enclosures</b>  |
|---|---|
| <ul style="list-style-type: none"><li>a. EPIC of Self/Parent/Guardian</li><li>b. ST/SC Proof of Parent/Siblings</li><li>c. Residential Proof</li><li>d. Birth Certificate/Admit Card</li><li>e. Migration Proof(if migrated)</li><li>f. Adoption Proof(if adopted)</li></ul>  | <ul style="list-style-type: none"><li>a. EPIC of Self/Parent/Guardian</li><li>b. ST/SC Proof(if not general)</li><li>c. Residential Proof</li><li>d. Birth Certificate</li><li>e. Educational Proof</li><li>f. Supporting documents</li><li>g. Government Servant Proof(if parent is Govt. Servant)</li></ul> |
| <b>Certificate for Armed Forces</b>   | <b>Residential Certificate enclosures</b>   |
| <ul style="list-style-type: none"><li>a. EPIC of Self/Parent/Guardian</li><li>b. ST/SC Proof(if not general)</li><li>c. Residential Proof</li><li>d. Birth Certificate</li><li>e. Educational Proof</li><li>f. Supporting documents</li><li>g. Government Servant Proof(if parent is Govt. Servant)</li><li>h. Migration Proof(if applicable)</li></ul> | <ul style="list-style-type: none"><li>a. EPIC of Self/Parent/Guardian</li><li>b. ST/SC Proof(if not general)</li><li>c. Residential Proof</li><li>d. Birth Certificate</li><li>e. Supporting documents</li><li>f. Any certificate issue from the office(if available, upload)</li></ul>                       |
| <b>Income Certificate</b>   |   |
| <ul style="list-style-type: none"><li>a. Residential Proof</li><li>b. IT Return(for non-tribal)</li><li>c. Self/Parent/Guardian EPIC)</li><li>d. Annual income proof(affidavit/others)</li></ul>  |   |