

4.4 Filling & Submission of Application Form

4.4.1 Fill the Application Form carefully and Save Draft.



फॉर्म / Form-XII

निवास प्रमाण-पत्र हेतु आवेदन-पत्र (अंचलाधिकारी स्तर से)

Application Form for issuance of Residence Certificate from Circle Officer Level



आवेदन का विवरण / Details of Application

सेवा का प्रकार / Type of Service *

सामान्य/General तत्काल/Tatkal

लिंग / Gender * **अभिवादन / Salutation ***

पुरुष / Male स्त्री / Female तृतीय लिंग / Third Gender Please Select

Applicant's Name * **आवेदक / आवेदिका का नाम ***

आप प्रमाण-पत्र में किसका नाम देना चाहेंगे / Whose name you want to mention in Certificate ? *

पति / Husband पिता / Father

Father's Name * **पिता का नाम ***

पता / Address:-

राज्य / State * **जिला / District ***

BIHAR Please Select

अनुमंडल / Sub-Division * **प्रखंड सह अंचल / Block cum Circle ***

Please Select Please Select

पंचायत / Panchayat **वार्ड संख्या / Ward No.**

Please Select

ग्राम (Village) / मोहल्ला (Town) * **डाकघर / Post Office ***

थाना / Police Station *

निवास का प्रकार / Type of Residence * **आवेदन का उद्देश्य / Purpose of Application**

स्थायी अस्थायी

आवेदक का फोटो / Applicant's photograph

No file selected.

दस्तावेज चयन सूची / Document Check List

उपलब्ध कराये गये दस्तावेजों की सूची / Enclosure attached along with Application Form (General) *

फॉर्म-XIV स्वयं शपथ-पत्र

Apply to the Office *

Block: Circle(BLOCK - GHOSHI)

Word verification

628afk 

Please enter the characters shown above

Note: -

For capturing photograph online through Webcam “Adobe Flash Player for Mozilla Firefox need to be installed in the Computer / Laptop”.

4.4.2 You can either [**Submit**] the application or save it in [**Draft**] mode. After [**Draft**] saving, you may get following options: -



- (i) You can modify your application using [**Edit**] option.
- (ii) You can use [**Attach Annexure**] to attach required documents. You can attach annexure by choosing appropriate files from your Computer or from your document Depository on ServicePlus or by scanning the files if you have attached Scanner. File type supported is PDF and Image. You are suggested to use PDF/image files as small as possible.

Type of Enclosure *	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
फॉर्म XIV सर्व शपथपत्र (निवास प्रमाणपत्र के लिए)	Select				Choose File No file chosen Scan Fetch from DigiLocker

Note: -

This interface will come for Online Application. Application through RTPS Counter may not need “Attach Annexure” interface.

4.4.4 You can view filled Application Form or Attachment to verify whether it is filled / uploaded correctly. Also, you can [**Print**], [**Download**] Application or Attachment. Finally, [**Submit**] the Application.



4.4.5 Aadhaar Authentication for Applicant: -

Applicant may get optional / mandatory Aadhaar No. based authentication facility depending on service / mode of application submission. If Aadhaar No. entered by Applicant will match with Name of Applicant, OTP will be sent to the Aadhaar registered Mobile No. of the Applicant. Enter the OTP and click [OK].

- (i) If Aadhaar Authentication done successfully by online Applicant, the Certificate / License will be delivered in the ServicePlus Inbox of the Applicant. Applicants need not go anywhere to get the service.
- (ii) If Aadhaar Authentication not done by online Applicant, the Applicant needs to upload any one of the 12 Identity Cards recognized by Election Commission of India (refer the list given above in section 2.1 (A) (i)).

4.4.6 After Application Submission, **Acknowledgement** will be generated.

- (i) Online Applicants will get **Online Acknowledgement** and **Application Details**. They are suggested to download it.
- (ii) Executive Assistant will get 2 copies of the **Acknowledgment**. They should download it, print and give one copy of the Acknowledgment to the Applicant and attach other copy to the physical Application Form.

		लोक सेवाओं का अधिकार बिहार सरकार (आवेदक का विवरण)		
आवेदक की पावती	सेवा का प्रकार : ऑनलाइन/Online		आवेदन की तिथि: 24/09/2018	
सेवा का नाम	: निवास प्रमाण-पत्र का निर्माण (अंचल अधिकारी)			
नाम निर्दिष्ट लोक सेवक	: अंचल अधिकारी			
आवेदन संख्या	: BRCCO/2018/00140			
आवेदक का नाम	: श्री कुणाल कुमार			
पिता का नाम	: श्री गुप्ता सिंह			
माता का नाम	: सुनीता देवी		जिला	: JEHANABAD
अनुमंडल	: JEHANABAD		अंचल	: GHOSHI
पंचायत / वार्ड संख्या	: BHARTHU / 12		गोंद / मोहल्ला	: guneri
आवेदक का मोबाइल नंबर	: 8405904603			
सेवा प्रदान करने की समय अवधि	: 10 कार्यदिवस		सेवा प्रदान करने की समय प्रस्तावित तिथि	: 06/10/2018
उपलब्ध कराए गए अनुलग्नकों की सूची	: फॉर्म-XIV स्वयं शपथ-पत्र			
नोट :- समय सीमा के अंदर सेवा प्राप्त नहीं होने पर अनुमंडल अधिकारी के समक्ष 30 दिनों के अंदर अपील दायर किया जा सकता है।				