



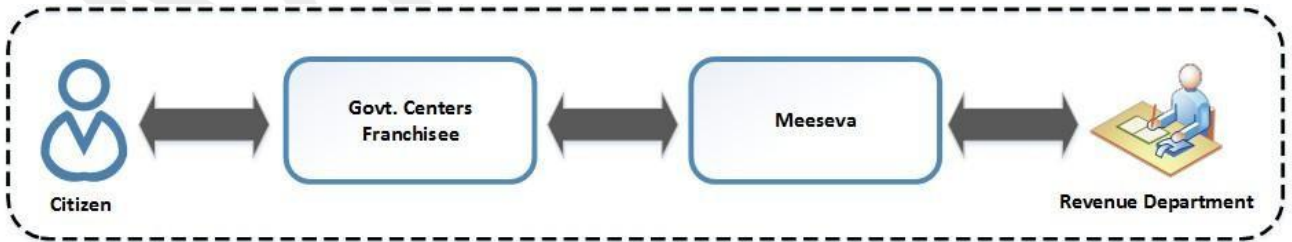
### 1. Service Description

This certificate establishes the annual income of applicant's family for all legal and official purpose. The income certificate establishes the economic status of the applicant thereby making him / her eligible for various government welfare scheme and programs, etc.,

### 2. Service Details

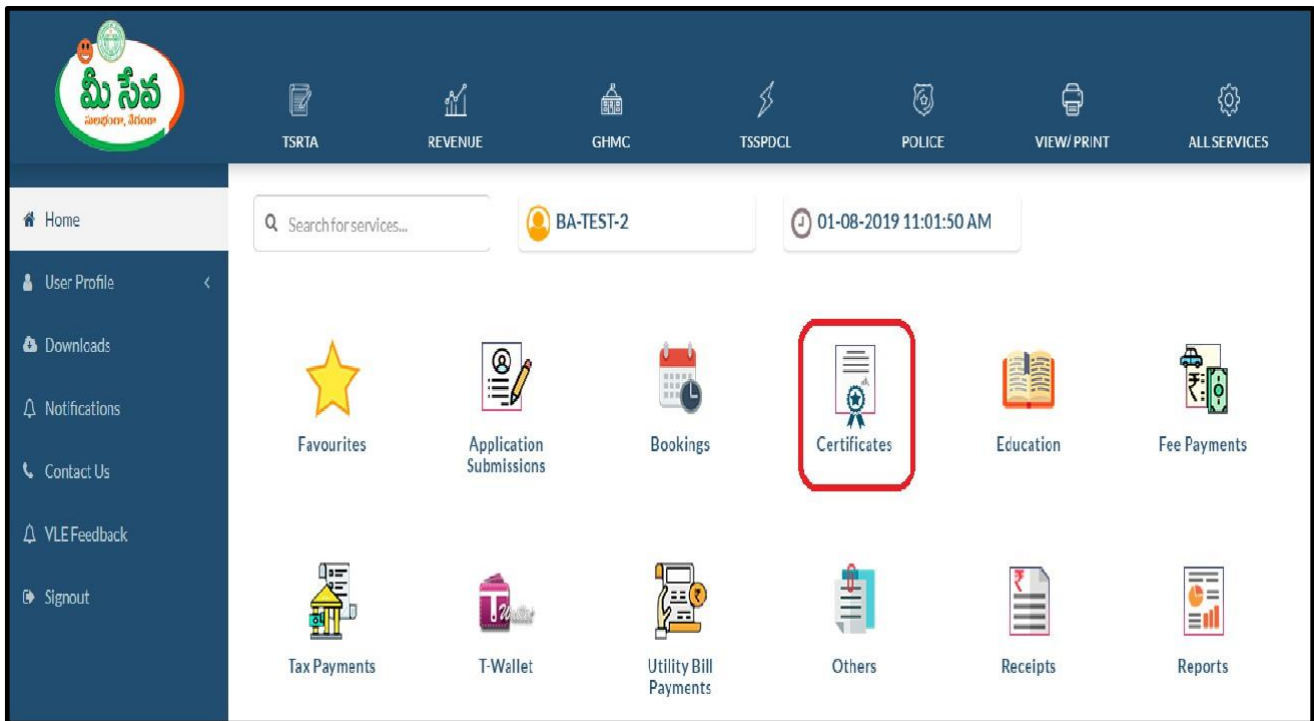
<i>Income Certificate</i>		
S.No	Description	Information
1	Service Category	B
2	Service Type	Regular
3	User Charges	45
4	Service Level Agreement ( SLA )	7 Working Days
5	Documents Required	1) Application Form 2) Ration card /EPIC Card/AADHAR Card 3) Copy Of IT Returns / Pay Slips / Proof of Income / Affidavit 4) Passport Size photo
6	Service Delivery Channels	<ul style="list-style-type: none"> <li>• Franchisee Centers</li> <li>• Govt Centers</li> </ul>
7	Available Time	<ul style="list-style-type: none"> <li>• Franchisee &amp; Govt Centers: 8:00 AM to 8:00 PM</li> </ul>
8	Payment Modes	Franchisee: Cash Govt Centers: Cash / Cheque / DD / Card Payments / T-Wallet

### 3. Service Process Flow



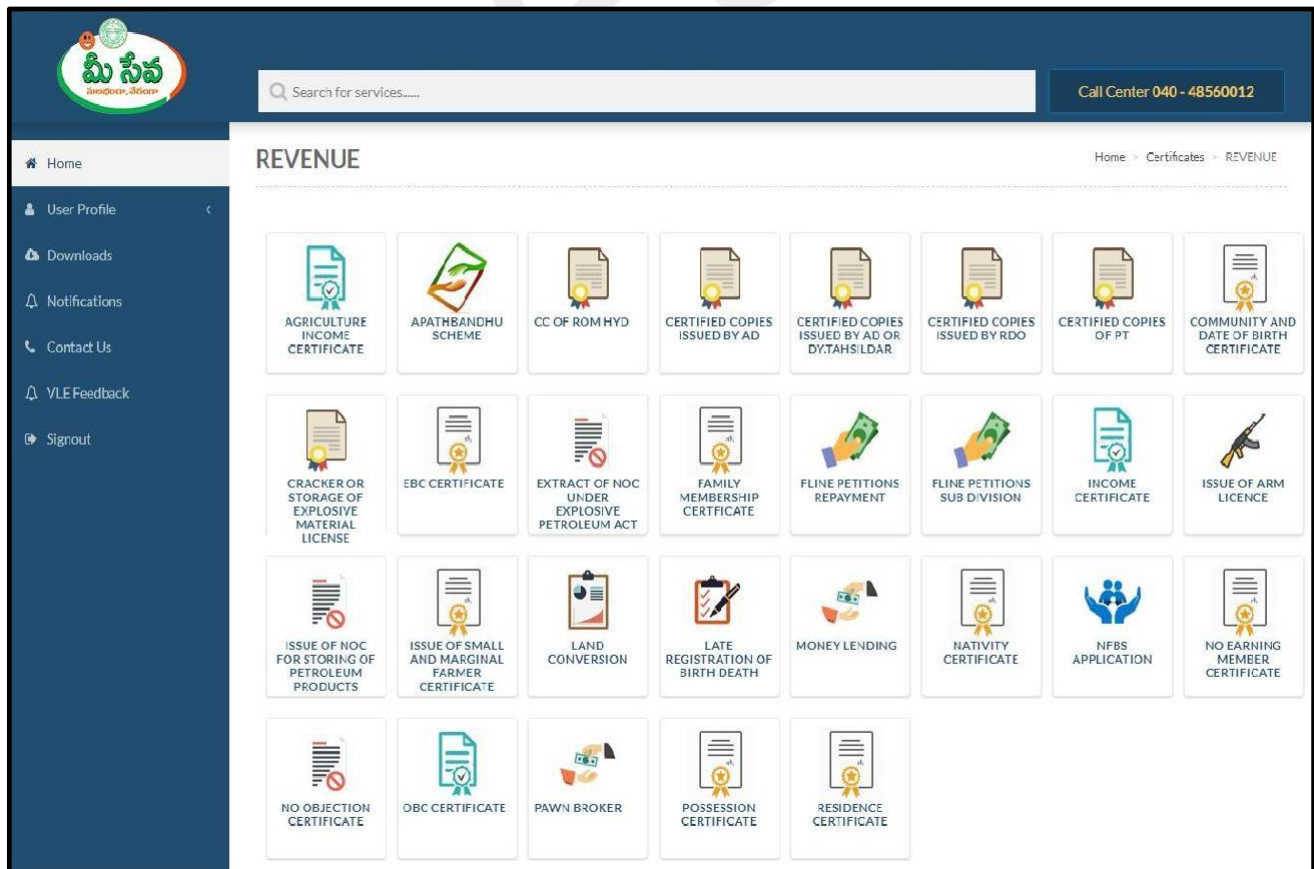
#### 4. Procedure:

After User Logged into the application, user's need to click on the "**Certificates**" icon or enter the service name in "Search for Service".




List of all individual department services will be shown. Click on "**Revenue Department**" icon.

**Screen 1:** List of services will be shown under revenue department and click on "**Income Certificate**" icon.




**Application Form:**



# GOVERNMENT OF TELANGANA

## MeeSeva Portal

Integrated Service Delivery Gateway



---

**REVENUE - INCOME CERTIFICATE**

---

**Applicant Details** Clear Fields   Search in Citizen 360

Application Number*:	IC022230960679	Aadhaar No*:	
Applicant Name*:		Father / Husband / Guardian Name*:	
Gender*:	Male	Date of Birth*:	
Email ID:		Ration Card No:	

---

**Permanent Address**

Door No*:		Locality / Land Mark*:	
District*:	Select	Mandal*:	Select
Village / Ward*:	Select	PinCode:	
Mobile No*:		Phone No:	
Delivery Type*:	Select		

---

**Income Certificate Details**

Income on Lands:	0	Income on Business:	0
Income on Buildings:	0	Income on Labour:	0
Salary of both Wife and Husband (Employed):	0	Income on Other Sources*:	0
Total Income:		Purpose*:	Select

---

**Documents List (NOTE: All Upload Documents are in Pdf Format Only and All Documents Size Must Not Exceed 3MB)**

<input type="checkbox"/> Application Form*	File Browse: <input type="button" value="Choose File"/> No file chosen	
<input type="checkbox"/> Ration Card / Aadhaar Card / EPIC Card*	File Browse: <input type="button" value="Choose File"/> No file chosen	
<input type="checkbox"/> Copy Of IT Returns / Pay Slips / Proof of Income / Affidavit	File Browse: <input type="button" value="Choose File"/> No file chosen	
<input type="checkbox"/> Passport Size photo*	File Browse: <input type="button" value="Choose File"/> No file chosen	(Photo in JPG format only) size between 3kb-20kb)

Pre-fill data will be filled and user needs to enter details like Caste certificate and upload documents and proceed further.

**Application Form:**

Operator has to fill all the required information related to application and upload mandatory documents and Non mandatory documents as optional and click on "Show Payment". Details of payment will be shown and click on "Confirm Payment".

**Note:** If delivery type is post-local/non local then, postal details panel is generated and you must enter postal details.

**Note:** Based on the customer request, the delivery option (either through Manual or Speed Post - Local or Speed Post - Non Local) franchisee has to be selected. The courier charges for Postal Local / Non Local is Rs. 65/-.

Once operator click on “Confirm Payment” system will redirect to “Payment Details Page”. Operator has choice to choose “Mode of Payment Options” like PAYTM/CASH/TWALLET. If the operator has chosen PAYTM/TWALLET system will redirect to “Payment Gateway” and payment can be made. Incase if Cash is selected amount will be debited from operator’s wallet.

PAYMENT DETAILS		PAYMENT OPTIONS				
Payment Ref No	1800A0000051112					
SCA Ref No	NVC021900056814	CASH	TWALLET	ED	CHEQUE	CREDIT/DEBIT CARD
Consumer Name	RANGA					
Centre Code	ESEVA-KHB					
Staff Code	TSGOPR0001					
Payable Amount	45					
Cash Details						
Cash Amount	45					
<input type="button" value="Make Payment"/> <input type="button" value="Cancel"/>						

For Citizen Portal:

PAYMENT DETAILS		SERVICE CHARGES								
Payment Ref No	886A00041108320		HDFC PG	TWALLET PG	AXIS	ICICI	BANKS	PNS PG	SBIEPAY	PAYGOV
SCA Ref No	CCP922000045243	NET BANKING	₹ 17 +GST	₹ 0	₹ 0	₹ 0	₹ 4 +GST	₹ 5 +GST	₹ 10 +GST	₹ 5 +GST
Consumer Name	Ranga	DEBIT CARD BELOW 2000	₹ 0	NA	NA	NA	₹ 0	₹ 0	NA	₹ 0.45% +GST
Centre Code	NET	DEBIT CARD ABOVE 2000	₹ 0.90% +GST	NA	NA	NA	₹ 1% +GST	₹ 0.90% +GST	NA	₹ 0.90% +GST
Staff Code	ruthvi430	CREDIT CARD	₹ 0.85% +GST	NA	NA	NA	₹ 0.95% +GST	₹ 0.95% +GST	NA	₹ 0.95% +GST
Payable Amount	₹ 216.0	BHIM UPI	₹ 0	NA	NA	NA	₹ 0	NA	₹ 0	₹ 0
PAYMENT OPTIONS										
<input type="button" value="Make Payment"/> <input type="button" value="Cancel"/>										

After successful payment "Receipt" will be generated.

REVENUE - INCOME CERTIFICATE RECEIPT			
Payment Mode:	Cash		
Date of Payment:	08/01/2019	Authorized Agent:	ESEVA-KHB
Application No:	IC021909116878	Transaction ID:	TTIC021909116878
Applicant Name:	TEST USER	Father / Husband Name:	USER
District:	ADILABAD	Mandal:	Adilabad (Urban)
Village:	Adilabad	Amount Paid Rs/-:	45
Delivery Type:	Manual	Delivered in:	Within 7 working days from requested date.
<small>The Transaction Id should be kept for further correspondence.</small>			
<input type="button" value="Print"/> <input type="button" value="INCOME CERTIFICATE"/>			Sd/- ESEVA HYDERABAD

On submission, the request will go to respective Department Officials workflow for further processing. Once the request is approved, Citizen can collect certificate from franchisee where applied incase if delivery is "Manual" or certificate will be dispatched through courier to the citizen's address if delivery type is "Speed Post Local/Non Local".

5. **Note: Application Form is Not Mandatory for Citizen /Online Users.**

6. **Contact Us**

For any queries please reach us at

Call: 040-48560012 | Email: [meesevasupport@telangana.gov.in](mailto:meesevasupport@telangana.gov.in)

