

Request for Copy of Documents

1.	Name of the service	Request for Copy of Documents
2.	Designated Officer	1. Zonal Taxation Officer in case of Municipal Corporation. 2. Superintendent/ Secretary in case of Municipal Council 3. Tax Clerk in case of Municipal Committee.
3.	Documents to be enclosed with the request	1. Identity Proof of Applicant – any one (Mandatory): a. Aadhaar Card b. Passport c. Election Commission ID Card d. Driving License e. Ration Card with Photo f. Photo ID Card (of State / Central Government, Public Sector Undertakings) g. Address Card with Photo issued by Dept. Of Posts h. CGHS / ECHS Card i. Smart Card issued by CSD, Defence / Parliament j. Caste / Domicile Certificate with Photo k. Kisan Passbook with Photo l. Passbook with Photo of Post Office / any Scheduled Bank
4.	Fee/ Charges to be paid to get the service	Fees as per latest Notification issued by the concerned Municipality
5.	Timeline	15 days

6.	Procedure	<p>Apply online (Antyodaya-Saral Portal (saralharyana.gov.in)).</p> <ol style="list-style-type: none"> 1. The applicant shall create a login ID for submitting online application at www.saralharyana.gov.in along with required scanned copy of documents. List of documents as mentioned above. 2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents. 3. Department's Verifier will check the application and documents along with fees <ol style="list-style-type: none"> a) if application/documents are found correct and no dues. <ol style="list-style-type: none"> i. The application is forwarded to Approver with comments for approval/rejection. b) If any discrepancy is found in the application/documents or pending dues, <ol style="list-style-type: none"> i. The discrepancy will be intimated to the applicant. ii. The applicant will revert to observation and submit the requisite information within 15 days failing which the application shall be liable to be rejected. iii. Verifier will check the resubmitted application/documents 4. Approver will check the application/documents and fees and finally approve it. 5. After approval, Copy of Documents will be issued to the applicant.
----	-----------	--