

**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. Voting Card d. Driving License e. Ration Card
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><b>Apply online (<a href="http://Antyodaya-Saral Portal (saralharyana.gov.in)">Antyodaya-Saral Portal (saralharyana.gov.in)</a>).</b></p> <ol style="list-style-type: none"> <li>1. The applicant shall create a login ID for submitting online application at <a href="http://www.saralharyana.gov.in">www.saralharyana.gov.in</a> along with required scanned copy of documents. List of documents as mentioned above.</li> <li>2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents.</li> <li>3. Department's Verifier will check the application and documents along with fees <ol style="list-style-type: none"> <li>a) if application/documents are found correct and no dues. <ol style="list-style-type: none"> <li>i. The application is forwarded to Approver with comments for approval/rejection.</li> </ol> </li> <li>b) If any discrepancy is found in the application/documents or pending dues, <ol style="list-style-type: none"> <li>i. The discrepancy will be intimated to the applicant.</li> <li>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.</li> <li>iii. Verifier will check the resubmitted application/documents</li> </ol> </li> </ol> </li> <li>4. Approver will check the application/documents and fees and finally approve it.</li> <li>5. After approval, Copy of Documents will be issued to the applicant.</li> </ol>
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