Bihar e-District through ServicePlus Portal
(https://serviceonline.bihar.gov.in)
RTPS Service of General Administration Department (GAD)
Application Process Flow for Caste, Income & Residence Certificate at CO, SDO & DM level

START

Citizen Application Level ?

SDO & DM Level Online as well as Counter Mode

CO

Abbreviations used: -

RTPS: Right To Public Service
DM: District Magistrate
SDO: Sub Divisional Officer
CO: Circle Officer
EA: Executive Assistant
EWS: Economically Weaker Section
ACK: Acknowledgement
SMS: Short Messaging Service

Mode of Application ?

Offline — Online — Online

Through EA (RTPS Counter)

Apply Without Login with Direct Link

Apply With Login

Derive Applicant's info by CO & SDO Level Issued App. Ref. No. & Token Number

Fill Application Form and Submit

Fill Online Form, Attach Annexures (if required) and Submit

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Get ACK, Email and SMS Regarding Submission

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Get ACK, Email and SMS Regarding Submission

Get Certificate
1. Link in SMS
2. Attachment in Email
3 DigiLocker
4. Download from Track Application Status
5. RTPS Counter

Get Certificate
1. Link in SMS
2. Attachment in Email
3. DigiLocker
4. Download from Track Application Status

Get Certificate
1. Link in SMS
2. Attachment in Email
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4. Download from Track Application Status
5. Portal Inbox

Get Certificate
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6. RTPS Counter

STOP