



Damcha Hub
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UPDATED ON

11-09-26

Feel free to ask any questions. ... ?

• DIGITAL SOLUTIONS, SIMPLIFIED •

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Ticketing & Recharges

- New SIM / Mobile RC (₹50off) / (Disc.)
- New Fiber / Fiber RC (₹100off) / (@10)
- DTH (Setup Box) RC (@10)
- Electric & Water Bills (@15)
- Bus, Railways & Flight Tickets (Disc.)
- Land Tax (Khajana) (@30-140)

Travel & Tourism / VISA / Passport

- Indian Passport (₹190)
- VISA (₹190)
- Travel & Tourism Services (@)

Applications & Documentations

- Certificate / Marksheet / Admit Card / Form_Fillup @90
- Resume (normal & professional) (₹40/90)
- Job Applications (@90)
- Others Applications (@90)
- DTP, Card design, Project etc. (@30)

Banking

- Bank Account Openings (₹90)
- Money Transfer (@10)
- Cash Withdrawal (@10)
- Aadhaar Enabled Payment System (AEPS) (@10)

Scholarships

- Scholarships (Pre-Metric) (@90)
- Scholarships (Post-Metric) (@90)
- PM Vidyalaxmi scheme - for (₹90)

Students Loan**Revenue**

- Caste Certificate (OBC/SC/ST) (₹140)
- Income Certificate (₹90)
- Domicile Certificate (₹90)
- Permanent Resident Certificate (₹90)
- Land Tax (Khajana) (@30-140)

Employment Exchange**For Job Seekers**

- Registration in Employment Exchange (₹140)
- Renewal of Registration in Employment Exchange (₹90)
- Transfer of Registration to New Employment Exchange (₹90)
- Updating Qualification or Experience or both in Employment Exchange (₹90)
- Application against Vacancy (₹90)

RD & PR / MAHUD / Health

- Birth Certificate (₹140)
- Death Certificate (₹140)

Signature

- Advocate (Affidavit + Signature) (@290)
- Gazette Signature (₹190)

Advocate

- Advocate Appointment Booking (₹90)

Identity

- Aadhaar Card (₹90)
- PAN Card (₹190)
- Voter Card (₹90)

Licenses

- Driving License (₹290)
- Shop License (@290)

Registration & Filings

- Fssai (@290)
- ITR (@490)
- Shop License (@290)
- MSME / Udyam (₹190)
- GST Registration (₹490)
- GSTR (@140)
- TDS & TCS (@390)
- Digital Signature (DSC Class III) (@990)
- E-Stamp (Digital Non-Judicial Stamp Paper) (@90)

Loans & Cibil Score

- Any Loan & Loan Project (@1000)
- Cibil Score and report (₹90)

Insurances

- Vehicles Insurances (₹90)
- Travel Insurances (₹90)
- Health Insurances (₹90)
- Life Insurances (₹90)
- Personal Accident Insurances (₹90)
- Other eligible insurance products (₹140)

Election

- Inclusion in Electoral Roll (₹90)
- Correction of particulars (₹90)
- Exclusion/ Deletion of Name in Electoral Roll (₹90)
- Transposition of Entry in Electoral Roll (₹90)
- Inclusion of name in Service Electoral roll (₹90)

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Entrepreneurship & Economic Schemes

- Start Up Manipur **under CMESS** (₹240)
- Start Up India (₹240)
- KCC Loan (Kishan Credit Card) - **for Farmers** (₹140)
- PM SVANidhi Yojana - **for Street Vendors & Shopkeepers** (₹90)
- PM Employment Generation Programme (PMEGP) (₹190)
- PM Mudra Yojana (PMMY) Loan (₹140)
- PM Formalisation of Micro Food Processing Enterprises (PMFME) (₹140)

Savings Schemes

- Public Provident Fund (PPF) (@90)
- Sukanya Samriddhi Account (SSA) (@90)
- National Savings Certificate (NSC) (@90)
- Kisan Vikas Patra (KVP) (@90)
- National Savings Recurring Deposit (RD) (@90)
- National Savings Time Deposit (TD) (@90)
- Post Office Monthly Income Scheme (MIS) (@90)
- Senior Citizens Savings Scheme (SCSS) (@90)
- Post Office Savings Account (SB) (@90)

Health & Healthcare Schemes

- ABHA card (₹90)
- PM-JAY (Ayushman Bharat Yojana) (₹140)
- Chief Minister-gi Hakshelgi Tengbang (CMHT) (₹140)

Social Welfare & Social Security Schemes

- Jeevan Pramaan Patra (Pensioner Life Certificate) (₹90)
- Indira Gandhi National Old Age Pension Scheme (₹140)
- Indira Gandhi National Widow Pension Scheme (₹140)
- Indira Gandhi National Disability Pension Scheme (₹140)
- National Family Benefit Scheme (₹140)
- PM E-Shram Yojana - **for Labours & Employment** (₹90)
- PM Kisan Samman Nidhi Yojana - **for Farmers** (₹90)
- PM Vishwakarma Yojana - **for Traditional Artisans & Craftspeople** (₹90)
- PM Awaas Yojana (PMAY) - **for Housing** (₹140)

Educational Schemes

- PM Vidyalaxmi scheme - **for Students Loan** (₹90)

Other Schemes

- PM Surya Ghar - **for Solar Panel** (₹140)

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RAILWAY TICKET : (@)

Required Details

- Passenger Name
- Age & Gender
- Mobile Number
- Journey Date
- From & To Station
- Train/Class Preference
- ID Proof Details

AIRLINE TICKET : (@)

Required Details

- Passenger Name
- Age & Gender
- Mobile Number
- Journey Date
- From & To
- ID Proof

For international travel: Passport & Visa details, if applicable.

MSPDCL (ELECTRIC BILL RECHARGE): (@30)

- Connection id / Meter No. for Normal meters
- Consumer id for Polaris smart meters

PHED (WATER BILL RECHARGE) (@30)

- Meter number
- Mobile number (optional)

LAND TAX (KHAJANA) (@30-140)

1. Latest computerised jamabandi (patta)
- District, Circle, Village, New Patta No. , Old Patta No.

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INDIAN PASSPORT : (₹190)

Required Documents

- Aadhaar Card
- PAN Card (if available)
- Address Proof
- Date of Birth Proof
- Passport-size Photo (if required)
- Mobile Number & Email ID
- For reissue: Existing Passport + supporting documents for any changes.

VISA : (₹190)

Required Documents

- Passport
- Passport-size Photo
- Aadhaar / ID Proof
- Address Proof
- Bank Statement / Financial Proof
- Travel Details
- Hotel/Accommodation Details
- Flight/Travel Booking
- Invitation Letter (if applicable)

Note: Requirements vary by country and visa type.

For example:

Dubai Visa – Common Requirements

- Valid Indian Passport
- Passport-size Photo
- Passport copy
- Return/Onward Flight Ticket
- Hotel/Accommodation Details
- Mobile Number & Email ID
- Financial/other supporting documents, if requested

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INDIA POST Gramin Dak Sevak (GDS) : (₹90)

Required Documents and Details

- Class 10 (10th Standard) Mark Sheet and Certificate: Needed to verify your name, date of birth, and passing marks in Mathematics and English.
- Active Mobile Number and Email ID: Required for One-Time Registration (OTR) and OTP verification.
- Identity Proof: A government-issued photo ID such as an Aadhaar Card, Voter ID, or PAN Card.
- Community or Caste Certificate: Required if you belong to OBC, SC, or ST categories to claim age relaxation or fee exemptions.
- Economically Weaker Section (EWS) Certificate: Required if applying under the EWS category.
- Disability Certificate (PwBD): Required if claiming reservation or relaxation as a person with benchmark disabilities.
- Photograph and Signature: Scanned passport-sized photo and signature in the specified digital format and file size for upload during online registration.
- Local Language Proof: Certificate or 10th marksheet showing you studied the compulsory local language of your chosen postal circle.

INDIAN RAILWAY (RRB/RRC exams like Group D, NTPC, ALP, or Technician) : (₹90)

- Documents for Online Application Upload
- Passport-Sized Photograph: Recent color photo with a white or light background (JPEG/JPG format, sized 20 KB to 50 KB).
- Scanned Signature: Signed using a black or blue pen on a clean white A4 sheet.
- Photo ID Proof: Aadhaar Card, PAN Card, Voter ID, Passport, or Driving License (number required during form fill-up).
- Educational Certificates: Class 10th (Matriculation) mark sheet and certificate, plus 12th, ITI, Diploma, or Degree certificates depending on the specific post.
- Caste/Category Certificate: SC, ST, or OBC-NCL certificate in the prescribed Central Government format, if claiming reservation.
- EWS Certificate: Income and Asset certificate for Economically Weaker Section candidates, if applicable.

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SSC: (₹90)

- Aadhaar Card or alternative photo ID (Voter ID, PAN, Passport, Driving License)
- Class 10 (Matriculation) Certificate for date of birth and name proof
- Educational Marksheets & Certificates (Class 12 or Graduation, depending on the post)
- Scanned Signature (10 to 20 KB in JPG format)
- Passport-Size Photograph (Recent, color, with clear background or live photo capture via the portal)
- Category/Caste/Income Certificate (SC, ST, OBC-NCL, or EWS in the central government prescribed format, if applicable)
- Disability (PwBD) Certificate or Ex-Servicemen discharge documents, if claiming relaxation

AGNIVEER (ARMY, NAVY & AIR FORCE) (₹90)

- Aadhaar Card: Mandatory for identity verification.
- Class 10th Marksheet & Certificate: To verify your name, date of birth, and passing status.
- Class 12th or ITI Certificate: Required if applying for technical, clerk, or specific trade posts.
- Scanned Photograph: Recent passport-size photo in JPG/JPEG format (5–20 KB).
- Scanned Signature: Clear digital signature in JPG/JPEG format (5–10 KB).
- Valid Email ID & Mobile Number: Required for OTP generation and registration login.

Key Differences by Branch and Role

· **Indian Army (Agniveer GD, Tradesman, Technical, Clerk):**

- Requires Class 8th, 10th, or 12th mark sheets depending on the specific trade.
- Domicile/Residence certificate is strictly mandatory during initial registration and rallies.
- Demands extra local documents later like a Police Character Certificate (valid for 6 months) and a specific Unmarried Certificate for candidates under 21.

· **Indian Air Force (Agniveer vayu):**

- Requires specific 12th class mark sheets, 3-year engineering diploma, or 2-year vocational course certificates depending on the stream.
- If the applicant is under 18 years old, a parent/guardian signature and a signed consent form for physical/medical tests are mandatory.

· **Indian Navy (Agniveer SSR & MR):**

- Requires Class 10th and 12th pass certificates uploaded directly during the application stage.
- Specialized documentation for sports quota or NCC certificates if claiming weightage.

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IBPS: (₹140)



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Mandatory Documents to Upload

1. Recent Passport-size Photograph

- Format: JPG/JPEG
- Dimensions: 200 × 230 pixels
- File Size: 20–50 KB
- Ensure the photo is recent, clear, and in color.

2. Signature

- Format: JPG/JPEG
- Dimensions: 140 × 60 pixels
- File Size: 10–20 KB
- Sign on white paper using black ink and scan clearly.

3. Left Thumb Impression

- Format: JPG/JPEG
- Dimensions: 240 × 240 pixels
- File Size: 20–50 KB
- Ensure the impression is clear and properly scanned.

4. Handwritten Declaration

- Format: JPG/JPEG
- Dimensions: 800 × 400 pixels
- File Size: 50–100 KB
- Declaration text (in English, handwritten by the candidate):

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true, and valid. I will present the supporting documents as and when required.”

5. Live Photograph

- Captured during registration using a webcam or mobile device.

Educational and Identity Documents

- Graduation Certificate/Degree and Mark Sheets
- Class 10th (SSC/SSLC) Mark Sheet
- Class 12th Mark Sheet (if applicable)
- Identity Proof: Aadhaar Card, PAN Card, Voter ID, Passport, or Driving Licence
- Category Certificate (if applicable)
- Disability Certificate for PwBD candidates
- Ex-Servicemen Certificate (if applicable)

Other Prerequisites

- Valid Mobile Number for registration and receiving updates
- Active Email ID for login and communication
- Bank Preferences and State/UT Selection

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UPSC: (₹140)

- Photo, Signature
- Active E-mail and Mobile number for OTP
- Educational marksheets and certificates (X, XII, Graduation)
- ID proof (Aadhaar, Voter ID, Pan card)
- Caste certificates (SC/ST/OBC)
- Income details for OBC/EWS

SBI CLERK: (₹140)

Documents Required During Online Application

Scanned Photograph – Recent colour passport-size photo in the prescribed format and size.

Scanned Signature – Signature written on white paper in black ink.

Left Thumb Impression – Scanned image as per SBI specifications.

Handwritten Declaration – “I,____(Name of the candidate), Date of Birth _____, hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left thumb impression is of mine”.

Example:

I, Sandhya Sadhvi, Date of Birth 25/02/2001, hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left thumb impression is of mine.

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PM Shram Yogi Maandhan Card (Maandhan Yojana Card): (₹90)

- Pension of Rs.3000 per month for unorganised labour/Worker (Double the contribution amount)

Criteria:

1. Age between 18 to 40
2. Unorganised workers/Farmers/Shopkeepers
3. Monthly contribution ranges between Rs.50 to 200

Benefits:

1. Guaranteed lifelong pension of Rs. 3000/month after 60 yrs of age
2. For family security, 50% pension will be given to the spouse if deceased
3. Government will also contribute the same matching amount contributed by the workers

SHRAMIK CARD (LABOUR CARD): (₹90)

1. Aadhaar Card
2. Bank Passbook

Criteria:

4. Age between 16 to 60 years
5. At least 90 days of work per year
6. Bank Account should be linked with Aadhaar

Benefits:

4. Rs. 51000+ will be given when daughter get married
5. Financial assistance for tool kits and Bicycle
6. Annual scholarship for children

E-SANJEEVANI OPD CARD: (Stay Home OPD) (₹90)

Benefits:

1. Consult expert Govt. Doctors via Video call at zero cost
2. Digital Prescription
3. Convenience for Patients

PM KISHAN CARD: (₹90)

Benefits:

- Will help farmers avail themselves of various farmer-related schemes through this card, such as fertilizers, Kisan Credit Cards, loans, etc.

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SENIOR CITIZEN CARD: (₹90)

1. Address Proof: Passport, Electricity bill, or any other accepted proof as per local rules.
2. Identity Proof: Aadhaar, Voter ID, Ration Card or any government issued proof.

ABHA CARD: (₹90)

1. Aadhaar card/ Driving License

APAAR ID (ABC ID) CARD: (₹90)

1. Aadhaar, Registration no./ Roll no./Enrollment no. /Admission no., Admission year, Institution name
2. Register through Digilocker

AYUSHMAN CARD: (₹90)

- Aadhaar card, Ration Card and Mobile No.

Criteria:

1. Those families listed on SECC- 2011 data (Census)
2. Antayodaya Anna Yojana (AAY) Ration Card holders
3. Every senior citizens above 70 years of age.

E-Shram Cad: (₹90)

- Only Aadhaar card is required

Criteria:

1. Age between 16 to 59 years
2. Income tax no.
3. Non benefit of EPFO/ESIC

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CERTIFICATES/MARKSHEET/ADMIT CARD ONLINE APPLY: (@90)

COUNCIL OF HIGER SECONDARY SCHOOL: (XI & XII)

1. FOR ORIGINAL /PROVISIONAL CERTIFICATE:

Attested Photostat copies each of Admission Card and Marks Sheet.

2. FOR MIGRATION CERTIFICATE:

Original Registration Certificate, Photostat copies each of Admission Card, Marks Sheet of Class XI/Higher Secondary Examination (whichever is applicable).

3. FOR DUPLICATE / TRIPLICATE MARK SHEET OR CERTIFICATE:

(a) An affidavit sworn before a 1st Class Magistrate by the candidate / parents/ guardian.

(b) A copy of the insertion in the Local Newspaper either in English or Manipuri for the lost/ damaged of the document(s) to testify the loss or damage of the Original one.

(c) Police report.

For Duplicate Registration Certificate or Admission Card only the enclosure (b) is necessary.

N.B1. All the documents are to be attested by a gazetted officer.

2. Separate application forms are to be submitted for different documents/certificates.

3. Incomplete application form and without required fees, documents shall not be entertained.

Fees:

1. Duplicate Original Certificate: Fee: Rs.2620/- (will be send via speed post)

2. Duplicate Mark Sheet: Fee: Rs.1420/- (will be send via speed post)

3. Provisional Certificate: Fee: Rs.940/- (will be send via speed post)

4. Provisional Mark Sheet: Fee: Rs.940/- (will be send via speed post)

5. Duplicate Admission Card: Fee: Rs.1420/- (will be send via speed post)

6. Duplicate Registration Certificate: Fee: Rs.1420/- (will be send via speed post)

7. Class-XI Eligibility Certificates: Fee: Rs.3220/- (will be send via speed post)

8. Class-XII Eligibility Certificates: Fee: Rs.3220/- (will be send via speed post)

9. Private Candidate Eligibility Certificates: Fee: Rs.3220/- (will be send via speed post)

10. E-Migration Certificates: Fee: Rs.2520/- (will be send via e-mail)

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CBSE: (@90)

MARKSHEET/ MIGRATION/ PASS-CERTIFICATE: (X & XII)

1. Marksheet / Certificate (optional)
2. Address proof (optional)

Fees :

1. Rs. 250 (upto 5 years)
2. Rs. 500 (More than 5 years to 10 years)
3. Rs. 1000 (More than 10 years to 20 years)
4. Additional charges of Rs. 100 for speed post
5. Urgent required charges: Rs. 500 (optional)
6. Documents dispatched mode: by post or by hand (same charges)

BOSEM: (@90)

1. CLASS IX Registration (only by school)
2. CLASS X Enrolment (only by school)
3. HSLC Form submission (only by school)

MANIPUR UNIVERSITY (MU): (@90)

Documents required:

- Photo, Signature, Category certificate, Income certificate, CUET Score card, Marksheet & certificate of X, XII, Sports certificate (if applicable), Cultural Activities Quota Certificate (if applicable)
- For exam form fill up only admit card, contact details like mobile no., e-mail id is required

ADMISSION:

1. CUET-UG Admission registration
2. CUET-PG Admission registration
3. NON-CUET: Admission registration
4. PRE-PHD Admission registration

EXAM FORM FILLUP:

1. BA/B.Sc/B.Voc
2. MA/M.Sc

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MANIPUR UNIVERSITY OF CULTURE (MUC): (@90)

1. BA/MA Admission

- Marksheet, Certificate, Migration (if required), Aadhaar, Category Certificate, Blood group certificate, Signature, Photo

2. Exam Form Fillup

- BA/ MA

DHANAMANJURI UNIVERSITY (DM University): (@90)

1. ADMISSION for BA/B.Sc/B.Voc /MA/ M.Sc

2. EXAM FORM FILL-UP for BA/B.Sc/B.Voc /MA/ M.Sc

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU): (@90)

ADMISSION:

1. BACHELOR/CERTIFICATE/DIPLOMA/MASTER/POST GRADUATE DIPLOMA

- Photo, Signature, X/XII/Graduation Marksheet & Certificate, Category certificate, Income certificate, Aadhaar

- APPAR ID/ABC ID (Mandatory)

EXAM FORM FILL-UP FOR ALL THE AVAILABLE COURSE

- Theory: Rs. 200/ Course, Practical: Rs. 300/Course (Upto 4 credit); Rs 500/Course (Above 4 credit), Late Fine: Rs. 1100/-

NIOS: (X & XII) (@90)

ADMISSION:

1. ON DEMAND: For those who Fail/Compartment/ Essential Repeat (JUNE, JULY, AUGUST, SEPTEMBER, JANUARY , FEBRUARY, MARCH session)

2. STREAM 2: For those who Fail/ Compt / ER but don't want to option for ON DEMAND, here syllabus is lesser (OCTOBER session)

3. STREAM 1: For those who passed but want to increase percentage

-BLOCK 1: Open March to July, with late fee run upto September (April session)

-BLOCK 2: Open September to January (October session)

Required Documents

X – 8th or 9th passed/ Fail/ No Schooling, Minimum age 14 years

- Self Study Certificate(in case of no marksheet/certificate), Aadhaar, Photo, Signature, Category certificate

XII - X passed students, Minimum age 15 years

- X passed Marksheet, Aadhaar, Photo, Signature, Category certificate

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CUET (COMMON UNIVERSITY ENTRANCE TEST): (₹140)

- Photograph: Recent passport-size color or black-and-white photo with a white background (showing 80% face clarity). Size: 10 kb to 200 kb.
- Signature: Clear signature done in black ink on white paper. Size: 4 kb to 30 kb.
- Photo ID: Government-issued identity proof (Aadhaar card, PAN card, Voter ID, or Passport).
- Academic Details: Class 10 and Class 12 marksheets for CUET UG; Bachelor's degree marksheet/certificate for CUET PG.
- Category/Caste Certificates: SC, ST, OBC-NCL, or EWS certificate, if applicable.
- PwD Certificate: Issued by an authorized medical authority, if applying under the PwD quota.
- Active Contact Info: A working mobile number and email address for OTP verifications.

NEET UG: (₹140)

- Passport Photo: Recent color photo with a white background showing 80% face coverage and visible ears (JPG, 10–200 KB).
- Postcard Photo: 4" x 6" recent color photo with a white background (JPG, 10–200 KB).
- Signature: Signed in black ink on white paper; no capital letters (JPG, 4–30 KB).
- Finger/Thumb Impressions: Scanned impressions of both hands' fingers and thumbs in blue ink on white paper (JPG, 10–200 KB).
- Class 10 Certificate: Proof of date of birth and passing (PDF, 50–300 KB).
- Class 12 Marksheet: Proof of academic qualification or appearance (PDF, 50–300 KB).
- Identity Proof: Government-issued photo ID such as Aadhaar Card, PAN Card, or Voter ID.
- Address Proof: Present and permanent address verification documents (Aadhaar, utility bill, etc.).
- Category Certificate: SC/ST/OBC-NCL/EWS certificate in central government format if claiming reservation (PDF, 50–300 KB).
- PwBD Certificate: Disability certificate from an authorized medical board if applicable (PDF, 50–300 KB).

JEE UG: (₹140)

- Photograph: Recent color passport photo with 80% face visibility and a white background (JPG/JPEG, 10 KB – 200 KB).
- Signature: Done in black ink on white paper (JPG/JPEG, 4 KB – 30 KB).
- Class 10 Marksheet / Certificate: Used to prove your birth date and name spelling (PDF format, 10 KB – 300 KB).
- PwD Certificate: Mandatory for Persons with Disabilities candidates (PDF format, 50 KB – 300 KB).
- Photo ID Proof: Aadhaar Card (preferred), PAN Card, Voter ID, Passport, or School ID. Details must match your Class 10 record.
- Category Certificate Details: If applying under EWS, OBC-NCL, SC, or ST, you must enter certificate details and issue numbers. (Physical uploading of the certificate is typically not mandatory for general categories, but the valid data must be ready).
- Active Contact Info: A working mobile number and email ID for OTP generation and NTA alerts.

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SCHOLARSHIP(PM YASASVI): (@90)

PRE MATRIC:

1. ADMISSION RECEIPT
2. GAP YEAR CERTIFICATE (IF APPLICABLE)
3. HOSTEL CERTIFICATE (IF APPLICABLE)
4. BIRTH CERTIFICATE
5. CASTE CERTIFICATE (SC/ST/OBC)
6. INCOME CERTIFICATE
7. PREVIOUS ACADEMIC MARKSHEET (SELF ATTESTED)

POST MATRIC:

1. ADMISSION RECEIPT
2. GAP YEAR CERTIFICATE (IF APPLICABLE)
3. HOSTEL CERTIFICATE (IF APPLICABLE)
4. CLASS X MARKSHEET
5. CASTE CERTIFICATE (SC/ST/OBC)
6. INCOME CERTIFICATE
7. PREVIOUS ACADEMIC MARKSHEET (SCANNED COPY)

SCHOLARSHIP (ISHAN UDAY): (₹90)

1. Affidavit of undertaking for not availing any other scholarship
2. Joining cum verification certificate (Proforma)
3. Domicile Certificate
4. Income Certificate
5. 12th Class marksheet
1. Affidavit of undertaking for not availing any other scholarship
2. Joining cum verification certificate (Proforma)
3. Domicile Certificate
4. Income Certificate
5. 12th Class marksheet

JOINT DAKSHANA SELECTION TEST (DAKSHANA SCHOLARSHIP) – Free coaching for JEE/NEET exam (₹90)

1. Student Photograph
2. Class X Marksheet
3. Category certificate ,PD certificate (if applicable)
4. Active E-mail & Mobile Number

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PM-VIDYALAXMI SCHEME – Student Education Loan : (₹90)

Eligibility Criteria

- Must get merit-based admission to an eligible Quality Higher Education Institution (QHEI).
- Available for degree and diploma courses.
- Management quota/NRI quota admissions are not eligible.
- Aadhaar is required to avail benefits under the PM-Vidyalaxmi Scheme.

Benefits

- Collateral-free and guarantor-free education loan
- No fixed maximum loan amount; it depends on the course fee and eligible related expenses.
- Up to 15 years repayment period, excluding the moratorium period (course period + 1 year).
- For family income up to ₹8 lakh/year: 3% interest subvention on eligible education loans up to ₹10 lakh during the moratorium period.
- Loans up to ₹7.5 lakh receive a 75% government credit guarantee.

Documents Required

- Aadhaar
- Class 10 marksheet
- Class 12 / last qualifying examination marksheet
- Admission proof
- Course fee/expense structure from the institution
- Family income proof
- Student photograph
- Parent photograph
- Mobile number and email ID for registration

Note:- @ = Starting

Feel free to ask any questions.  ?

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UPDATED ON

11-09-26

OBC CERTIFICATE: (₹140)

1. Aadhaar card (Applicant)
2. Voter card (Applicant/ Parents)
3. Jamabandi (Pata)
4. Khajna receipt (Latest)
5. Unemployment certificate (signed by gazetted officer) / Salary slip (for employed parent)
6. Gazetted officer ID card
7. Self-declaration
8. Passport photo

INCOME CERTIFICATE: (₹90)

1. Aadhaar Card (Father/Mother/self in case if apply for loan)
2. Voter Card (Applicant)
3. Unemployment Certificate (Duly signed by gazetted officer) / Salary slip (if employed)
4. Gazetted officer ID card
5. Passport photo (Applicant)

DOMICILE CERTIFICATE: (₹90)

1. Aadhaar Card (Applicant)
2. Voter Card (Applicant/Parents)
3. Jamabandi (Pata)
4. Khajana receipt (Latest)
5. Self-declaration
6. Passport photo

PERMANANT RESIDENTIAL CERTIFICATE: (₹90)

1. Aadhaar Card (Applicant)
2. Voter Card (Applicant/Parents)
3. Jamabandi (Pata)
4. Khajana receipt (Latest)
5. Self-declaration
6. Passport photo

LAND TAX (KHAJANA) (@30-140)

1. Latest computerised jamabandi (patta)
- District, Circle, Village, New Patta No. , Old Patta No.

Note:- @ = Starting

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UPDATED ON

11-09-26

EMPLOYMENT EXCHANGE: (@90)

NEW REGISTRATION:

1. PASSPORT PHOTO
2. DOB CERTIFICATE (X Certificate/Birth certificate)
3. ADDRESS PROOF (Voter card/ domicile/ PRC/ Driving License/ Ration card/ Passport)
4. QUALIFICATION CERTIFICATES
5. Caste Certificate (SC/ST/OBC)
6. Experience Certificate (if required)

Note: For UPDATING document, it depends on the changes made.

BIRTH CERTIFICATE (₹90)

1. Address proof of the birth place (Voter ID, Ration card, Child Aadhaar etc)
 2. Affidavit/Order from District/Sub-Divisional/Executive Magistrate (in case of not applied within 30 days)
- If the applicant cross 2 years, affidavit should be signed by Judicial Magistrate First Class
3. Additional document (Birth report/ Discharge certificate) -optional

DEATH CERTIFICATE: (₹90)

1. Affidavit from Executive Magistrate (in case of application more than 6 months from the event of death)
2. FORM 4A (Signed by the CMO and counter signed by the Informant)
3. Garbage card (optional)
4. Photo ID of Deceased (Driving License/PAN card/Voter card/Birth Certificate/other relevant documents)
5. Photo ID of Informant (-do-)

Note:- @ = Starting

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UPDATED ON

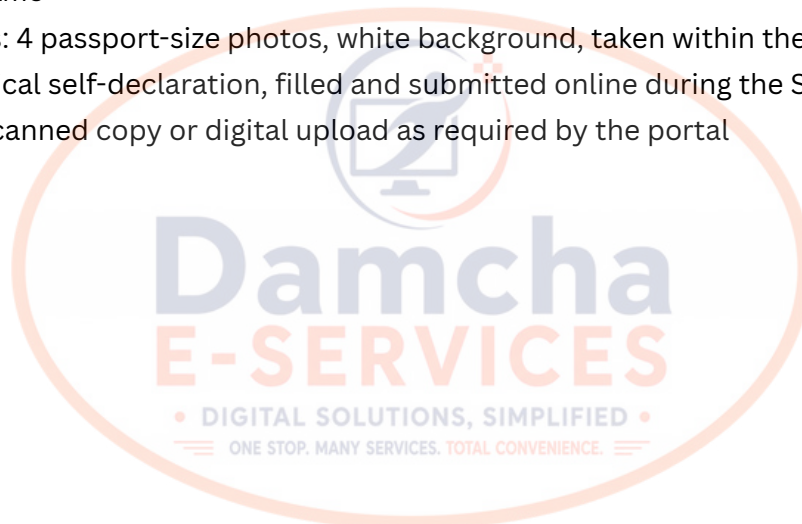
11-09-26

PAN CARD: (₹190)

- Proof of Identity (PoI): Aadhaar card, Voter ID, Passport, or Driving License.
- Proof of Address (PoA): Aadhaar card, Voter ID, recent electricity/water/broadband utility bill (not older than 3 months), or Bank account statement.
- Proof of Date of Birth (PoDB): Birth certificate, Matriculation/10th marksheet, Passport, or photo identity card issued by a government body (Aadhaar is excluded specifically for DOB verification under current rules)

DRIVING LICENSE: (₹290)

- Age Proof: Aadhaar Card or 10th Standard Marksheet, both clearly show your date of birth
- Address Proof: Aadhaar Card if your current address is up to date, or a recent utility bill in your or a parent's name
- Photographs: 4 passport-size photos, white background, taken within the last 6 months
- Form 1: Medical self-declaration, filled and submitted online during the Sarathi application
- Signature: Scanned copy or digital upload as required by the portal



Note:- @ = Starting



Damcha Hub

Visit: www.damchahub.com

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FSSAI Registration : (₹140)

Eligibility

- Any Food Business Operator (FBO)
- Registration/license depends on business type, turnover, and capacity
- Examples: food shop, restaurant, bakery, tea/snack stall, home food business, manufacturer, etc.

Documents Required

- Aadhaar Card
- PAN Card
- Passport-size photo
- Mobile number & Email ID
- Business address proof
- Food business details

Note:- @ = Starting

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INCOME TAX FILING : (@490)

Required Documents

- The exact documents depend on the type of income and ITR form. Generally, keep the following ready:
- Basic Documents
- PAN Card
- Aadhaar Card
- Mobile Number & Email ID
- Bank Account Details / Passbook
- Income Documents (as applicable)
- Form 16 – Salary
- Form 16A – TDS on other income
- Bank Statement / FD Interest Certificate
- Business Income Details
- Rent / Property Income Details
- Share, Mutual Fund or Capital Gain Statement
- Tax / Deduction Documents
- Form 26AS & AIS
- Investment proofs – LIC, PPF, etc.
- Insurance premium receipts
- Home/Education loan interest certificate
- Donation receipts, if applicable
- Note: Documents usually do not need to be attached with the ITR, but should be kept for verification.

ITDS – Tax Deducted at Source : (@390)

For TDS Return Filing – Required Documents/Details

- PAN & TAN
- Deductor's details
- Challan / Tax payment details
- Employee/Vendor/Payee details
- PAN of the deductees
- Amount paid & TDS deducted
- Salary details, if applicable
- Previous TDS return details, if applicable
- Common TDS Returns: 24Q (Salary), 26Q (Non-salary), 27Q (Non-resident).

UDYAM CERTIFICATE: (₹190)

- Aadhaar card, Pan card, Bank Passbook, Phone no., E-mail id, Business details

Note:- @ = Starting

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GST Registration : (@490)

Required Documents

- Aadhaar Card
- PAN Card
- Mobile Number & Email ID
- Photograph
- Business Address Proof
- Bank Account Details
- Business Registration/Constitution Proof, if applicable

GST Return Filing : (@140)

Required Details

- Sales Invoices
- Purchase Invoices
- GST Paid & Collected Details
- Credit/Debit Notes, if any
- Bank Details, if required
- Note: GST return filing depends on the taxpayer's registration type and applicable return, such as GSTR-1, GSTR-3B, or CMP-08/GSTR-4.

COMPANY REGISTRATION(ROC) : (@20,000)

Required Documents

- Basic Documents
- PAN Card & Aadhaar Card of Directors/Partners
- Passport-size Photograph
- Mobile Number & Email ID
- Address Proof of Directors/Partners
- Company Details/Documents
- Proposed Company Name
- Registered Office Address Proof
- Rent Agreement & Owner NOC (if rented)
- Utility Bill of the registered office
- Business Activity Details
- Capital & Shareholding Details
- Digital Signature Certificate (DSC), as applicable
- Common Types
- Private Limited Company
- One Person Company (OPC)
- Public Limited Company
- LLP (Limited Liability Partnership)

Note:- @ = Starting

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DIGITAL SIGNATURE CERTIFICATE (DSC) : (@990)

Required Documents

- PAN Card
- Aadhaar Card
- Passport-size Photo
- Mobile Number & Email ID
- Address Proof
- Used For
- Company/LLP Registration
- GST & Income Tax Filing
- MCA Forms
- TDS Returns
- Government e-Tendering
- Other online government services

INSURANCE : (₹90)

Required Documents:

- Aadhaar Card
- PAN Card
- Passport-size Photo
- Mobile Number
- Address Proof
- Bank Account Details
- Nominee Details
- Income Proof (if applicable)
- Medical Documents (if required)

VOTER CARD: (₹90)

- Proof of Date of Birth: Birth certificate/ Aadhaar Card/ PAN Card Driving License/ Certificates of Class X or Class XII issued by CBSE/ICSE/ State/ Indian Passport
- Proof of residence: Water or Electricity or Gas connection Bill for that address (atleast 1 year)/ Aadhaar Card/ Current passbook of Nationalized or Scheduled Bank or Post Office/ Indian Passport / Revenue Department's Land Owning records including KisanBahi/ Registered Rent Lease Deed (In case of tenant)/ Registered Sale Deed (In case of ownhouse)
- Recent Passport size photo
- Note: Only Aadhaar and photo is enough to apply for voter card.

Note:- @ = Starting

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START UP MANIPUR: (₹240)

Personal Details – Name, date of birth, contact information, and Aadhar card details.

Educational Details – Graduation certificate or mark sheets to confirm eligibility.

1. Pan Card
2. Aadhaar linked mobile no.
3. Active E-mail, Mobile no.
4. Udyam Certificate
5. Project report (in case of CMESS)

PMFME SCHEME – Micro Food Processing Enterprises : (₹140)

Main Benefits

- 35% subsidy on eligible project cost
- Maximum subsidy: ₹10 lakh per unit
- Available for new or existing micro food-processing units
- Support for SHGs, FPOs, cooperatives and groups
- Training, branding, marketing and technical support are also available.
- Eligible Food Businesses include

Examples:

Bakery & snacks

Pickles, papad, spices

Rice, flour & grain processing

Fruit & vegetable processing

Meat, fish & other food products

Other eligible ODOP/food-processing activities

Documents Required

- Aadhaar Card
- PAN Card
- Photograph
- Bank Passbook/Cancelled Cheque
- Address proof
- Business/project details
- DPR (Project Report)
- Machinery quotations
- Land/building documents, if applicable
- FSSAI/GST/Udyam registration, if applicable

Note:- @ = Starting

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NSAP Schemes (Old age, Widow, Disability pension etc) : (₹140)

Required Documents

- Passport-size Photograph: A recent clear photo of the applicant.
- Identity & Address Proof: Domicile certificate, residential proof such as a Voter card, Electricity Bill, or Aadhaar Card.
- Age Proof: Birth certificate from the school last attended, municipal authority, SHO, or medical board (crucial for old age schemes).
- Income/BPL Status Proof: BPL certificate or inclusion in the SECC list.
- Bank Details: Bank passbook or account details mandatory for Direct Benefit Transfer (DBT).
- Specific Scheme Certificates:
For Widows: Death certificate of the husband.
For Persons with Disabilities: Disability certificate (80% or more) from the District Medical Board.
- Attested Affidavit: An affidavit attested by a Judicial or Executive Magistrate confirming that the applicant receives no other pension or financial assistance.

PM SURYA GHAR REGISTRATION : (₹140)

Eligibility Criteria

- Indian citizen
- Residential/Domestic electricity consumer
- Own a house with a suitable rooftop for solar installation
- Valid electricity connection
- Should not have already received another solar-panel subsidy for the same benefit.

Documents / Details Required for registration:

- Aadhaar details
- Mobile number
- Email ID
- Electricity Consumer/Account Number
- Latest electricity bill
- For subsidy payment after installation:
Bank account details
Cancelled cheque / bank passbook / bank statement showing the applicant's account details
- Required installation and DISCOM approval documents/photos are uploaded during the later stages.

Note:- @ = Starting

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PM SURYAGHAR - for solar panel : (₹140)

Required Documents

- Aadhaar Card: Mandatory for identity verification and Aadhaar-linked OTP authentication during registration.
- Latest Electricity Bill: Must be recent (usually within the last 3 months) to verify your consumer number, DISCOM details, and residential tariff.
- Proof of Property/Roof Ownership: Required to prove you own the installation space (such as a sale deed, property tax receipt, or municipal registry document). If you live in an apartment, a housing society NOC and resolution are required instead.
- Bank Account Details: A copy of your bank passbook or a cancelled cheque linked to your Aadhaar for direct benefit transfer (DBT) of the subsidy.
- Passport-Size Photograph: A clear, recent digital photo of the applicant.
- PAN Card: Recommended or optionally requested for identity and bank verification alignment.
- Aadhaar-Linked Mobile Number: Essential for receiving real-time SMS updates and verification OTPs