Help File for Online Verification

CITY AND INDUSTRIAL DEVELOPMENT CORPORATION
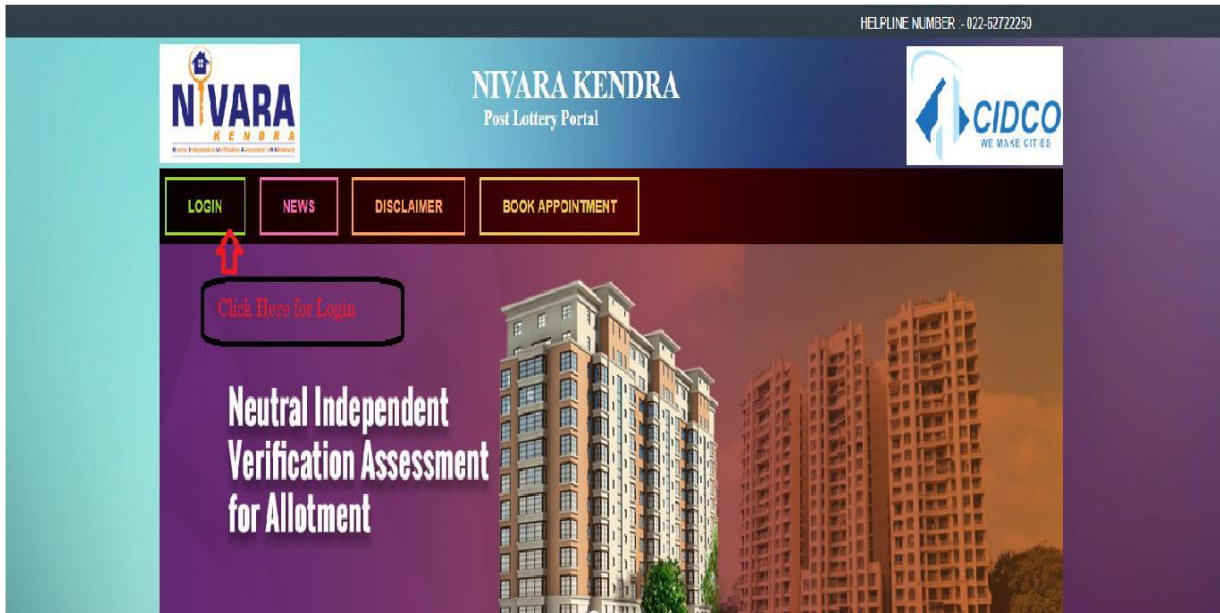
https://cidco.nivarakendra.in/App/applicantLandingPage

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1) Common Steps

1. Click on **Login** button.

2. Enter your **Application Number** and **Verification Code** same as mentioned in the box.

3. After entering application number and verification code, click on **Get OTP** button.

4. Enter **One Time Password (OTP)** received on your registered Mobile Number and click on **Login** button.

5. Click on **My Application** for further process.

6. Click on **Document Verify** button against the application number.

7. Scroll down to **Applicant Documents** section.

2) Identity Age Proof

1. Enter Aadhar Number.
2. Click on "Choose File" button to upload scanned copy of Aadhar Card.
3. Select the appropriate file from your computer/laptop.
4. Click on "Upload" button.
5. Click on "Save" button to save all the entered details.

3) Category (Whichever applicable):

I. Caste Category:

A) For Caste Certificate:

a. Select "Yes" option if Barcode is present in the Caste Certificate; else select "No" option.
b. If "Yes" option is selected in Step 1, further select "Yes" option if Caste Certificate is Maha Online Certificate; else select "No" option.
c. Enter Document Number.
d. Click on "Fetch Data from API" button to fetch all the details automatically
e. If no details are fetched, then follow the below steps:
f. Enter your name as on Caste Certificate.
g. Select appropriate Caste Category.
h. Select appropriate Date.
i. Select appropriate Caste Certificate State.
j. Click on "Choose File" button to upload scanned copy of Caste Certificate.
k. Select the appropriate file from your computer/laptop.
l. Click on "Upload" button.
m. Click on "Save" button to save all the entered details.

B) For Caste Validity Certificate:

a. Select "Yes" option if Caste Validity Certificate is "BAARTI/ MahaOnline" certificate; else select "Other" option.
b. Enter Document Number.
c. Click on "Fetch Data from API" button to fetch all the details automatically
d. If no details are fetched, then follow the below steps:
e. Enter your name as on Caste Validity Certificate.
f. Select appropriate Caste Category.
g. Select appropriate validity of certificate.
h. Select appropriate Date.
i. Select appropriate Caste Certificate State.
j. Click on "Choose File" button to upload scanned copy of Caste Validity Certificate.
k. Select the appropriate file from your computer/laptop.
l. Click on "Upload" button.
m. Click on "Save" button to save all the entered details.

II. Disability Certificate:

    a. Select "Yes" option if Barcode / Personal Identification Number is present on the Disability Certificate; else select "No" option.

    b. Enter the Document Number given on the Disability Certificate.

    c. Select "Yes" option if a Ramp is required; else select "No" option.

    d. Click on "Choose File" button to upload scanned copy of Disability Certificate.

    e. Select the appropriate file from your computer/laptop.

    f. Click on "Upload" button.

    g. Click on "Choose File" button to upload scanned copy of PH (Physically Handicapped) Consent Letter.

    h. Select the appropriate file from your computer/laptop.

    i. Click on "Upload" button.

    j. Click on "Save" button to save all the entered details.

III. Journalist (JR)

a. Click on "Fetch Data from API" button to fetch all the details automatically.
b. Select appropriate "News Agency Name".
c. Enter Designation.
d. Enter DGIPR Certificate Number.
e. Click on "Choose File" button to upload scanned copy of DGIPR Certificate.
f. Select the appropriate file from your computer/laptop.
g. Click on "Upload" button.
h. Click on "Save" button to save all the entered details.

IV. State Government Employee (**Affidavit D**):

a. Click on "Fetch Data from API" button to fetch all the details automatically.
b. If no details are fetched, then follow the below steps:
c. Select appropriate Department.
d. Enter valid Designation.
e. Select appropriate Date of Joining.
f. Click on "Choose File" button to upload scanned copy of Affidavit D.
g. Select the appropriate file from your computer/laptop.
h. Click on "Upload" button.
i. Click on "Save" button to save all the entered details.

V. Ex-Serviceman / Serving Certificate:

a. Click on "Fetch Data from API" button to fetch all the details automatically.
b. If no details are fetched, then follow the below steps:
c. Enter appropriate Rank.
d. Enter valid ID Number (Optional).
e. Enter valid Army Number (Optional).
f. Select Defence Type.
g. Select Service Type.
h. Click on "Choose File" button to upload scanned copy of Ex-Service / Serving Document.
i. Select the appropriate file from your computer/laptop.
j. Click on "Upload" button.
k. Click on "Save" button to save all the entered details.

VI. APMC Registration Certificate (MH):

a. Enter Document Number.
b. Select appropriate Document Date.
c. Enter Name as displayed on APMC Certificate.
d. Select appropriate Issuing Authority Location.
e. Select appropriate Applicant Working Location.
f. Click on "Choose File" button to upload scanned copy of APMC Registration Certificate.
g. Select the appropriate file from your computer/laptop.
h. Click on "Upload" button.
i. Click on "Save" button to save all the entered details.

VII.   Project Affected People(PAP) (Whichever Applicable):

A) For Applicant Type - Self

1. Enter Name as on PAP Judgement Letter.
2. Select appropriate Applicant Type as "Self".
3. Enter Judgement Letter Document Number.
4. Select appropriate Judgement Letter Document Date.
5. Click on "Choose File" button to upload scanned copy of PAP Judgement Letter.
6. Select the appropriate file from your computer/laptop.
7. Click on "Upload" button.
8. Select whether the applicant "Has Applicant brought other PAP Documents?".
    If Yes option is selected, fill the following details:
     i.   Enter Other Document Name.
     ii.   Enter Other Document Number.
     iii.   Select appropriate Other Document Date.
     iv.   Click on "Choose File" button to upload scanned copy of Other Document.
     v.   Select the appropriate file from your computer/laptop.
     vi.   Click on "Upload" button.
9. Click on "Save" button to save all the entered details.

B) For Applicant Type – Legal Heir

1. Enter Name as on PAP Judgement Letter.
2. Select appropriate Applicant Type as "Legal Heir".
3. Enter Legal Heir Relationship.
4. Enter Judgement Letter Document Number.
5. Select appropriate Judgement Letter Document Date.
6. Click on "Choose File" button to upload scanned copy of PAP Judgement Letter.
7. Select the appropriate file from your computer/laptop.
8. Click on "Upload" button.
9. Enter Vanshaval Document Number.
10. Select appropriate Vanshaval Document Date.
11. Click on "Choose File" button to upload scanned copy of Vanshaval.
12. Select the appropriate file from your computer/laptop.
13. Click on "Upload" button.
14. Select whether the applicant "Has Applicant brought other PAP Documents?".
    If Yes option is selected, fill the following details:
    i. Enter Other Document Name.
    ii. Enter Other Document Number.
    iii. Select appropriate Other Document Date.
    iv. Click on "Choose File" button to upload scanned copy of Other Document.
    v. Select the appropriate file from your computer/laptop.
    vi. Click on "Upload" button.
15. Click on "Save" button to save all the entered details.

Category Proof

PAP Judgement Letter, Vanshaval, Other Document

Name as on PAP Judgement Letter *	Applicant Type *	Legal Heir Relationship *
Enter Name as on PAP Judgement Letter	⚪ Self ✅ Legal Heir	Enter Legal Heir Relationship

Judgement Letter Document No *	Judgement Letter Document Date *	PAP Judgement Letter *
Enter Judgement Letter Document No	Enter Judgement Letter Document Date 🖩	Choose File No file chosen Upload

Vanshaval Document No *	Vanshaval Document Date *	Vanshaval *
Enter Vanshaval Document No	Enter Vanshaval Document Date 🖩	Choose File No file chosen Upload

Has Applicant brought other PAP Documents? *

✅ Yes ⚪ No

Other Document Name *

Enter Other Document Name

Other Document No *	Other Document Date *	Other Document *
Enter Other Document No	Enter Other Document Date 🖩	Choose File No file chosen Upload

Save

VIII. Religious Minorities:

   a. Select appropriate religion as in Affidavit F.
   b. Select appropriate religion as in Leaving Certificate.
   c. Click on "Choose File" button to upload scanned copy of Affidavit F.
   d. Select the appropriate file from your computer/laptop.
   e. Click on "Upload" button.
   f. Click on "Choose File" button to upload scanned copy of Leaving Certificate.
   g. Select the appropriate file from your computer/laptop.
   h. Click on "Upload" button.
   i. Click on "Save" button to save all the entered details.

Category Proof   ●

 # Affidavit F

Select Religion as in Affidavit F *   Select Religion as in Leaving Certificate *

| Select   ∨ | | Select   ∨ |

Affidavit F *   Leaving Certificate *

| Choose File | No file chosen | Upload | | Choose File | No file chosen | Upload |

Save

IX. Personal Manager Certificate:

a. Click on "Fetch Data from API" button to fetch all the details automatically.
b. If no details are fetched, then follow the below steps:
c. Select appropriate Department.
d. Select appropriate Designation.
e. Select appropriate Date of Joining.
f. Select "Yes" option if Applicant owns a House under Employee Welfare Scheme; else select "No" option.
g. Click on "Choose File" button to upload scanned copy of Employee Card.
h. Select the appropriate file from your computer/laptop.
i. Click on "Upload" button.
j. Click on "Save" button to save all the entered details.

4) Income Details:

1. Select appropriate Employee type for Self Income and fill the related details.
2. Select appropriate Employee type for Spouse Income and fill the related details.
3. Click on "Save" button to save all the entered details.

A) Self-Income

I) If applicant selects Employee type – **Govt. Employee/Private Employee**:
1. For Salary Slip Certificate, Select "Yes" option if Salary is covered for the Year 2018-2019; else select "No" option.
2. For Income Tax Return, Select "Yes" option if ITR is for the Year 2018-2019; else select "No" option (Optional).

II) If applicant selects Employee type – **Un-Employed/Self-Employed/Zero-Income**:
1. For Income Certificate, Select "Yes" option if Barcode is present in the Income Certificate; else select "No" option.

2. For Income Tax Return, Select "Yes" option if ITR is for the Year 2018-2019; else select "No" option (Optional).

III) If applicant selects Employee type – **Non-Working**:
1. Click on "Choose File" button to upload scanned copy of Non-Working Consent.
2. Select the appropriate file from your computer/laptop.
3. Click on "Upload" button.

B) Spouse Income

I) If applicant selects Employee type – **Govt. Employee/Private Employee**:
1. For Salary Slip Certificate, Select "Yes" option if Salary is covered for the Year 2018-2019; else select "No" option.
2. For Income Tax Return, Select "Yes" option if ITR is for the Year 2018-2019; else select "No" option (Optional).

II) If applicant selects Employee type – **Un-Employed/Self-Employed/Zero-Income**:

1. For Income Certificate, Select "Yes" option if Barcode is present in the Income Certificate; else select "No" option.
2. For Income Tax Return, Select "Yes" option if ITR is for the Year 2018-2019; else select "No" option (Optional).

III) If applicant selects Employee type – **Non-Working**:

1. Click on "Choose File" button to upload scanned copy of Non-Working Consent.
2. Select the appropriate file from your computer/laptop.
3. Click on "Upload" button.

5) Domicile Certificate:

1. Select "Yes" option if Barcode is present in the Domicile Certificate; else select "No" option.
2. If "Yes" option is selected in Step 1, further select "Yes" option if Domicile Certificate is MahaOnline Certificate; else select "No" option.
3. Enter Document Number.
4. Select appropriate Document Date.
5. Click on "Choose File" button to upload scanned copy of Domicile Certificate.
6. Select the appropriate file from your computer/laptop.
7. Click on "Upload" button.
8. Click on "Save" button to save all the entered details.

6) PMAY Registration Proof:

1. Select appropriate Registration Type.
2. Enter valid PMAY Registration Number.
3. Select appropriate Registration Date.
4. Click on "Choose File" button to upload scanned copy of PMAY Registration Proof.
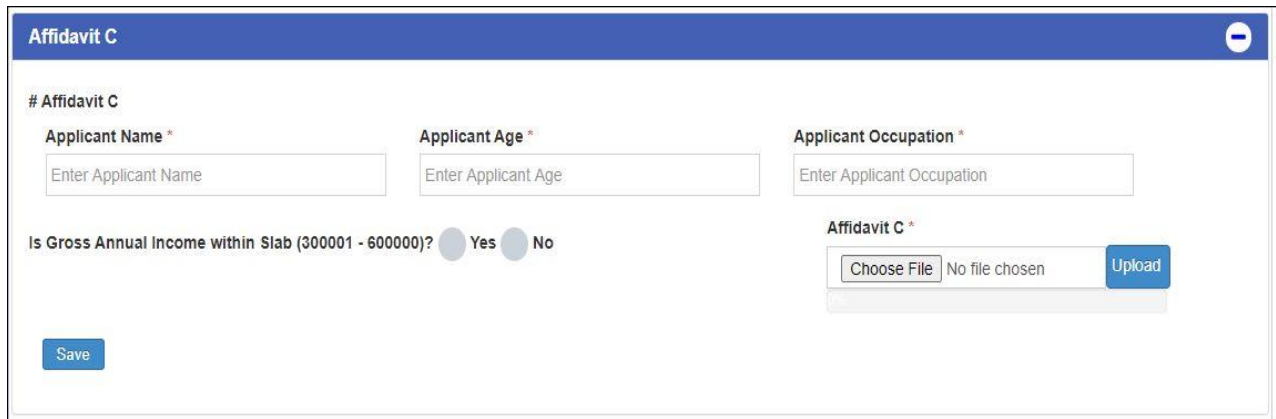5. Select the appropriate file from your computer/laptop.
6. Click on "Upload" button.
7. Click on "Save" button to save all the entered details.
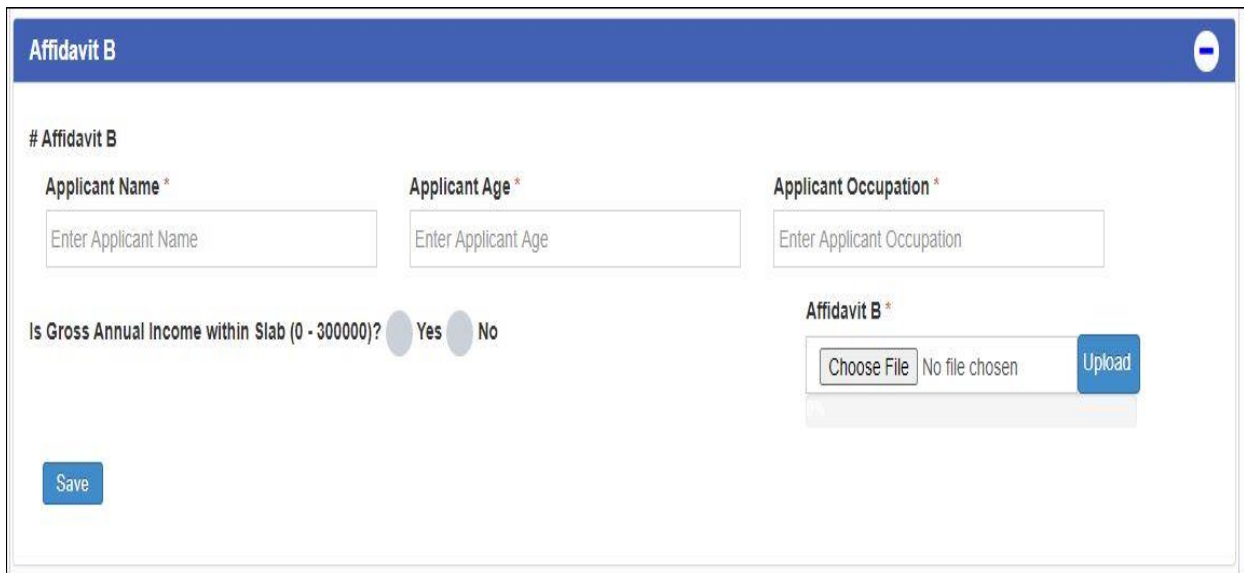
7) Affidavit B:

1. Enter Applicant Name.
2. Enter Applicant Age.
3. Enter Applicant Occupation.
4. Select "Yes" option if Gross Annual Income is within Slab (0 - 300000); else select "No" option
5. Click on "Choose File" button to upload scanned copy of Affidavit B.
6. Select the appropriate file from your computer/laptop.
7. Click on "Upload" button.
8. Click on "Save" button to save all the entered details.

8) Affidavit C :

1. Enter Applicant Name.
2. Enter Applicant Age.
3. Enter Applicant Occupation.
4. Select "Yes" option if Gross Annual Income is within Slab (300001 - 600000); else select "No" option
5. Click on "Choose File" button to upload scanned copy of Affidavit C.
6. Select the appropriate file from your computer/laptop.
7. Click on "Upload" button.
8. Click on "Save" button to save all the entered details.

9) Aadhar and PAN Spouse:

A) For Aadhar Card Spouse:

1. Enter correct Aadhar Number of Spouse.
2. Click on "Choose File" button to upload scanned copy of Aadhar Card of Spouse.
3. Select the appropriate file from your computer/laptop.
4. Click on "Upload" button.
5. Click on "Save" button to save all the entered details.

B) For PAN Card Spouse:

1. Enter correct PAN Number of Spouse.
2. Click on "Fetch Data from API" button to fetch your PAN Card details automatically.
3. If data is not fetched automatically, you have to enter the details manually.
4. Enter First Name of Spouse as displayed on PAN Card.
5. Enter Middle Name of Spouse as displayed on PAN Card (Optional).
6. Enter Last Name of Spouse as displayed on PAN Card.
7. Click on "Choose File" button to upload scanned copy of PAN Card of Spouse.
8. Select the appropriate file from your computer/laptop.
9. Click on "Upload" button.
10. Click on "Save" button to save all the entered details.

Verify all the saved details before proceeding further. Once all details are verified, click on the "**Final Submit**" button to submit the details.

After clicking on "**Final Submit**" button, an OTP window will be displayed. Enter the valid OTP which you will receive on your registered Mobile Number and click on the "OK" button. Your Online Appeal will be submitted successfully.

THANK YOU!!!