

CONNECTIVITY

# Tehsil / Revenue / Certificate Office

WHAT THIS INSTITUTION IS

The Tehsil office (also called Tehsildar's office or Revenue office) is where a young person gets the documents that unlock everything else – income certificate, caste certificate, domicile certificate, residence certificate, and land records. Without these certificates, you cannot apply for scholarships, government jobs, reserved seats in education, or many government schemes. The Tehsildar is the certifying authority. Each district typically has 3-10 tehsils depending on its size.

WHY THIS MATTERS TO YOU

If you need an income certificate for a scholarship, a caste certificate for a reserved-category application, or a domicile certificate for a government job, this is the office that issues it. Delays here directly delay everything else.

GOVERNANCE

LAW / POLICY	SCOPE
State Land Revenue Codes / Acts	State-specific rules for land records and revenue administration
e-District Mission Mode Project (Digital India)	Online certificate processing framework
State Right to Public Services Acts	Mandated timelines for certificate delivery (typically 7-15 days)
DigiLocker (IT Rules 2016) and UMANG (NeGD/MeitY)	DigiLocker is the statutory digital repository for digitally signed government records; certificates issued through state e-District platforms are pushed to a citizen's DigiLocker account by the issuing department; UMANG is the unified mobile front-end for central/state services and can be used to initiate or track tehsil-issued certificate applications in some states

- **Centre:** Digital India (e-District MMP funding)
- **State:** State Revenue Department → District Collector → Sub-Divisional Magistrate (SDM)
- **Tehsil:** Tehsildar → Naib Tehsildar → Revenue Inspector (Lekhpal / Patwari)
- **Funding:** State revenue department budget; e-District system costs shared Centre-state



## KEY POSITIONS

POSITION	RESPONSIBILITY
Tehsildar	Main officer — signs certificates, handles revenue cases, manages the tehsil
Naib Tehsildar	Deputy — certificate verification, revenue court cases
Kanoongo / Revenue Inspector	Supervisory layer between Patwari/Lekhpal and Naib Tehsildar; oversees a circle of patwari halqas, signs off on land-record entries
Revenue Inspector / Lekhpal / Patwari	Field-level official who verifies claims by checking village records
Data entry operators / clerks	Process online applications, print certificates, manage files

## MANDATED SERVICES

- Issue certificates: income, caste (SC/ST/OBC), domicile/residence, solvency, character — required for scholarships, government jobs, college admissions, and scheme eligibility
- Maintain and update land ownership records (khatauni/jamabandi), process mutations (name transfers), and resolve land revenue disputes
- Deliver certificates within mandated timelines under state Right to Public Services Acts (typically 7-15 days)
- Under the e-District Mission Mode Project (MeitY), every State/UT issues caste, income and domicile certificates as digitally signed PDFs through its state e-District portal, downloadable by the applicant and pushed to the applicant's DigiLocker; as of 2025, close to 2,000 e-Government services across all 36 States/UTs are integrated with DigiLocker
- Operate revenue courts for land disputes

## LINKED SCHEMES

- **Pre-matric / post-matric scholarships** — income and caste certificates required for application
- **Government job applications** — domicile and caste certificates required
- **PMAY (housing)** — income certificate for eligibility verification
- **Reserved category college admissions** — caste certificate required
- **EWS reservation** (10% in central government direct recruitment and educational institutions) — requires an Income and Asset Certificate in the format prescribed under DoPT OM 36039/1/2019-Estt.(Res.), dated 31 January 2019; the Tehsildar is one of the listed competent issuing authorities (alongside DM/SDM/Collector and SDO of the candidate's area)
- **Land mutation** — transfer of land ownership records processed here

## HOW TO LOCATE

**Portal:** State e-District portals — edistrict.up.gov.in (UP), mpedistrict.gov.in (MP), emitra.rajasthan.gov.in (Rajasthan), saralharyana.gov.in (Haryana), serviceonline.bihar.gov.in (Bihar)

**National channels:** UMANG app (web.umang.gov.in) — initiate / track applications across central and state services on a single front-end. DigiLocker (digilocker.gov.in) — receive and store digitally signed certificates issued by state e-District portals. CSC (Common Service Centre) outlets — assisted submission and printing for those without smartphones or internet.



**Also:** Search "[district name] tehsil list" on the district website; each tehsil office is in the tehsil headquarters town

## KEY FACILITIES

A functioning tehsil office should have: computers with internet for processing e-District applications, a counter for receiving and tracking applications, and displayed information about mandated timelines and fee schedules for each type of certificate.

## WHAT A FUNCTIONING TEHSIL OFFICE LOOKS LIKE

- An income certificate can be obtained within the mandated timeline (7-15 days)
- The e-District / online system is operational – applicants can track status without visiting
- The Lekhpal/Patwari is available for field verification without a months-long wait
- Application status can be tracked online with a clear timeline
- Caste certificates are being issued to first-generation applicants through the standard process
- Fee schedule is displayed and matches the official rates

## GRIEVANCE REDRESSAL

**During service delivery.** The first point of contact is the Tehsildar / Naib Tehsildar. For land-record issues, the Revenue Inspector / Lekhpal / Patwari is the front-line. Jansunwai days at the Tehsil are a statutory forum.

**After service.** Escalation is to the Sub-Divisional Magistrate (SDM), the District Collector, and the Divisional Commissioner. The state revenue department has final administrative authority.

**External.** State Right to Public Services Acts provide time-bound appeal mechanisms for certificate-delivery delays. State e-District portals have embedded grievance modules. Centralised Public Grievance Redress and Monitoring System (CPGRAMS) ([pgportal.gov.in](http://pgportal.gov.in)) handles Ministry of Rural Development / Land Resources complaints. For caste-certificate denials, the SC/ST Commissions and the OBC Commission have respective jurisdictions.

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