

# Sakala - Online Services Submission Notes

STEP BY STEP FLOW

SAKALA MISSION |

## Karnataka Sakala Services Act-2011

[www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)

Sakala Online Services

### Work Flow of Online Services (HELPDESK / CYBER CAFES)



2. List of services- click on revenue department ನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ



### 3. Select caste and income certificate ನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ



### 4. It connectS to Nadakacheri website/ ನಾಡಕಛೇರಿ ವೆಬ್ ಸೈಟ್ ಗೆ ಕನೆಕ್ಟ್ ಆಗುತ್ತದೆ . ಆನ್ ಲೈನ್ ನೊಂದಣಿ ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ



5. Fill all fields and select register./ ಪ್ರತಿಯೊಂದು ಕಾಲಂ ಗಳನ್ನು ಭರ್ತಿ ಮಾಡಿ, **REGISTER** ಸೆಲೆಕ್ಟ್ ಮಾಡಿ.

**TERms and conditions** select ಮಾಡಿ



6. After filling form a OTP( one time passwork) is generated & sent to mobile no./ ಎಲ್ಲಾ ಕಾಲಗಳನ್ನು ಭರ್ತಿ ಮಾಡಿದ ನಂತರ OTP ಯನ್ನು ಮೊಬೈಲ್ ನಂ ಗೆ ಕಳುಹಿಸಲಾಗುತ್ತದೆ.

Government of Karnataka  
Revenue Department  
Nada Kacheri (Atalji Janasnehi Kendra)

NATIONAL INFORMATICS CENTRE  
THE IT SUPPORT PROFESSIONALS

Home

New User Registration

District --Select--  
Taluk --Select--  
Hobli --Select--

Message from webpage

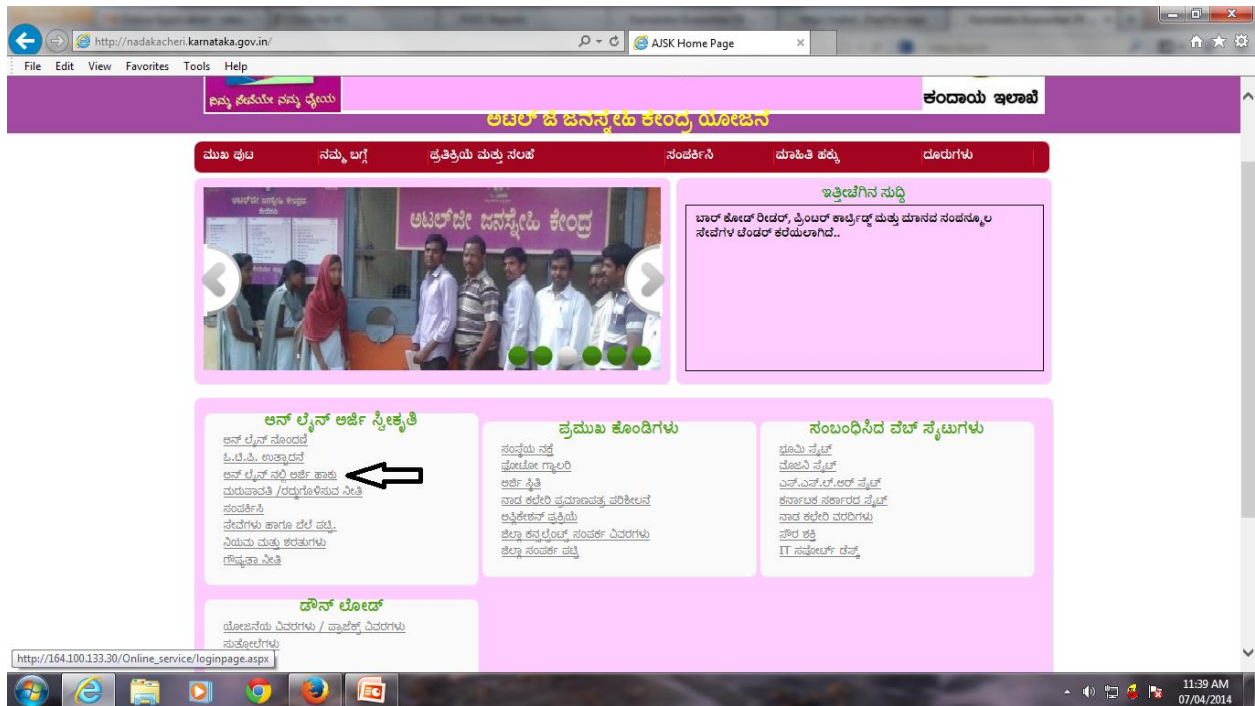
Mobile no 7353090589 Registered Successfully. OTP will be sent to your mobile number.

OK

Register Back

7. ಆನ್ ಲೈನ್ ನಲ್ಲಿ ಅರ್ಜಿ ಹಾಕು ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್/ select

ಮಾಡಿರಿ



8. Nadakacheri login page ಮೊಬೈಲ್ ನಂ ನಮೂದಿಸಿ , Arrow ಮಾರ್ಕ್ ನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ



9. ಇಲ್ಲಿ ನಿಮ್ಮ ಮೊಬೈಲ್ ಗೆ ಕಳುಹಿಸಿರುವ OTP ಭರ್ತಿ ಮಾಡಿ , **LOGIN** ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ>

NADA KACHERI

MobileNo: 9999912345

OTP: ●●●●●●

LOGIN HOME

Version 4.0 Released on 04/03/2014

\* Best viewed in IE7 or higher. Pop-up blocker has to be disabled

10. Nadakacheri page



**NADA KACHERI**

LOGIN ID: Smitha G.8      DISTRICT: Davanagere      TALUK: Davanagere

Version 4.0

[NEW REQUEST](#)   [ONLINE PAYMENT](#)   [GET STATUS](#)   [PRINT](#)

**Instructions to apply online**

Steps to Apply Online

1. Apply by selecting the service and upload the required Documents.
2. Pay the required fees online
3. Print Acknowledgement and keep for future reference
4. Check the status of your application by clicking "GET STATUS" option.

11. New request ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ ನಂತರ ನಿಮಗೆ ಬೇಕಾದ ಸೇವೆಯನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ

**NADA KACHERI**

LOGIN ID: chandan      DISTRICT: Shimoga      TALUK: Shimoga

Version 4.0

[NEW REQUEST](#)   [ONLINE PAYMENT](#)   [GET STATUS](#)   [PRINT](#)

Agri Services  
Caste Certificates  
Income Certificates  
Residence / Domicile Certificates  
Widow / Not Remarried Certificates  
Unemployment Certificate  
Living Certificate  
OBC Certificate  
Population Certificate  
Surviving Family member / No Govt Job Certificate

**Instructions to apply online**



12. caste certificate ನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ

The screenshot shows the NADA KACHERI online service portal. The page has a blue header with the NADA KACHERI logo and the NIC logo. Below the header, there is a navigation menu with four main categories: NEW REQUEST, ONLINE PAYMENT, GET STATUS, and PRINT. Under the NEW REQUEST category, a list of services is displayed, including Agri Services, Caste Certificates (which is highlighted), Income Certificates, Residence / Domicile Certificates, Widow / Not Remarried Certificates, Unemployment Certificate, Living Certificate, OBC Certificate, Population Certificate, and Surviving Family member / No Govt Job Certificate. To the right of the menu, there is a section titled 'Instructions to apply online' with a link to 'Documents.' and a note about the 'STATUS' option. The page also displays user information: LOGIN ID: Smitha G.B, DISTRICT: Davanagere, and TALUK: Davanagere. There are buttons for 'Logout' and 'To English'.

## 13. Click on caste and income certificate/ ಜಾತಿ ಮತ್ತು ಆದಾಯ ಪ್ರಮಾಣ ಪತ್ರ ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ



DocName	Select	Select	Select
School certificate (If Studied)	File Uploaded	Upload	Remove
Rationcard	File Uploaded	Upload	Remove
Epic	File Uploaded	Upload	Remove
Old Caste Certificate	File Uploaded	Upload	Remove
Relatives Certificate & Genealogical tree if none of the documents available	File Uploaded	Upload	Remove
Self Declaration by applicant before RI (Urban)	File Uploaded	Upload	Remove

Save Cancel

Pincode: \_\_\_\_\_ Specific-Purpose: Education Institution: \_\_\_\_\_

Date Of Birth: dd/mm/yyyy Total Fees: 15

ice/WebForms/CasteCertificate.aspx

16. ಸೇವೆಯ GSC No. (Acknowledgement no.) ತೋರಿಸುತ್ತದೆ. ok ಬಟನ್ ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ

Message from webpage

⚠ Ack no is RD0038332096774. Keep it for future reference. Application is valid only after successful payment of Rs.15 by clicking online payment

OK

District: Davanagere LOGIN ID: Smitha G.B DISTRICT: Davanagere TALUK: Davanagere Logout ಕನ್ನಡಕ್ಕೆ

Version 4.0

NEW REQUEST ONLINE PAYMENT GET STATUS PRINT

Hobli: Kasaba Applicant's Name: Sri. Siddesh p.k Address: Dobbabathi post. Mobile No: 7353090589 Reservation Category: Category I II (B)

Davanagere Applicant's ID Type: 1B. EPIC. Caste: Veerashaiva Lingay

Davanagere Applicant's ID No: JMVc1253 Department: Others

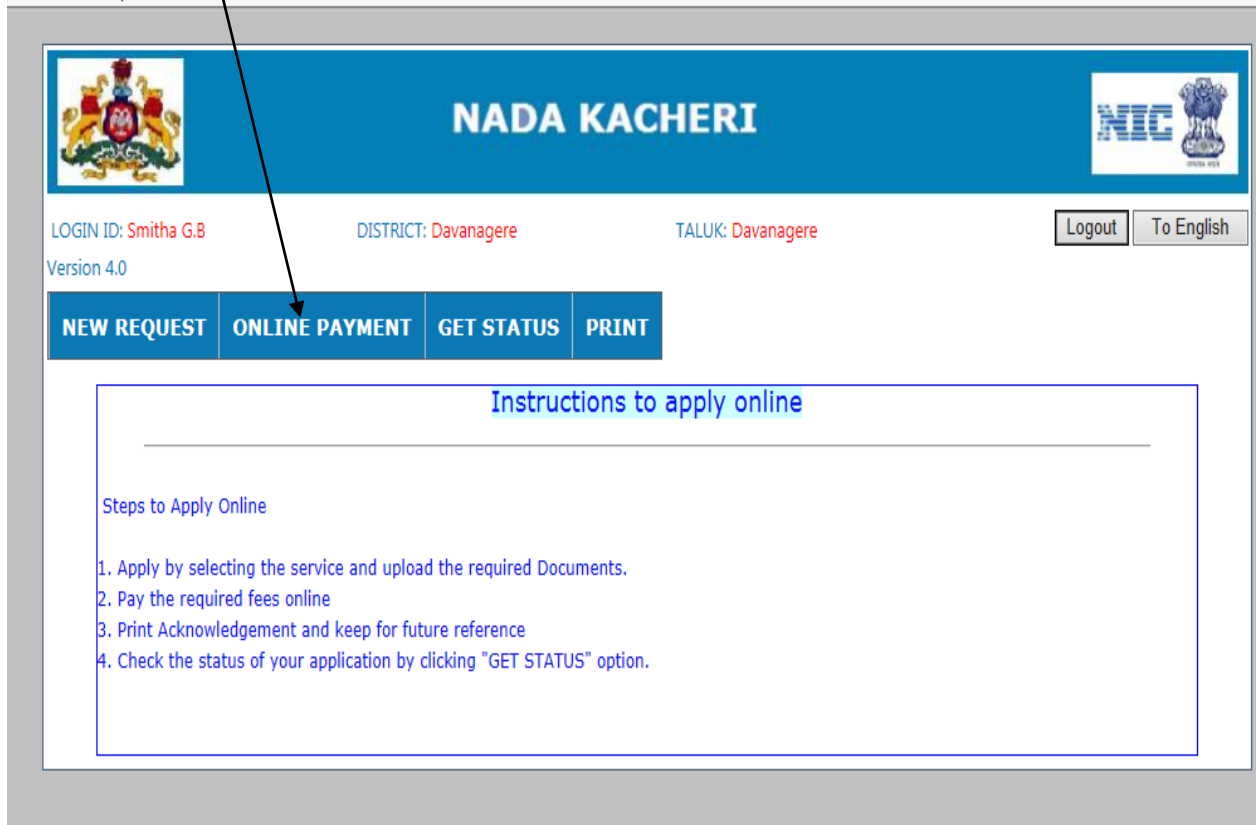
Pincode: \_\_\_\_\_ Specific-Purpose: Education Institution: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Total Fees: 15

11:22 AM 07/04/2014

17. ಮೇಲ್ಕಂಡ GSC No ಅಥವಾ Acknowledgement No. ಗೆ ಸಂಬಂಧಪಟ್ಟ ಸೇವೆಗೆ ನಮೂದಿಸಿದ ಶುಲ್ಕ ಪಾವತಿಮಾಡಿದಲ್ಲಿ( ಶುಲ್ಕ ಇದ್ದಲ್ಲಿ) ಮಾತ್ರ ಮಾನ್ಯತೆ ಇರುತ್ತದೆ

18. online payment ಮೆನು ವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ,



LOGIN ID: Smitha G.B      DISTRICT: Davanagere      TALUK: Davanagere      Logout      To English

Version 4.0

**NEW REQUEST**   **ONLINE PAYMENT**   **GET STATUS**   **PRINT**

**Instructions to apply online**

Steps to Apply Online

1. Apply by selecting the service and upload the required Documents.
2. Pay the required fees online
3. Print Acknowledgement and keep for future reference
4. Check the status of your application by clicking "GET STATUS" option.

## 19. Online Payment

The screenshot shows the NPSP interface for a payment of Rs. 15.00 to Nadakacheri Karnataka. The user has selected the 'Credit Cards' option. The form prompts the user to enter credit card details and click 'Make Payment'.

**National Payment Services Platform**  
DeitY, Government of India Initiative

Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India

राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan  
Public services closer home

**Nadakacheri Karnataka**

MERCHANT NAME: Nadakacheri Karnataka  
TRANSACTION AMOUNT: Rs. 15.00

**Credit Cards** | Internet Banking | Debit Cards

Please enter your credit card details and click on Make Payment below.

Card Type: == Credit Cards ==

Cancel | Make Payment

NSDL Technology, Trust & Reach | Powered By BillDesk

11:23 AM 07/04/2014

## 20. ಶುಲ್ಕ ಪಾವತಿ ಮಾಡುವ ವಿಧಾನ ಸೆಲೆಕ್ಟ್ ಮಾಡಿರಿ (ಕ್ರೆಡಿಟ್ ಕಾರ್ಡ್/ ಇಂಟರ್ನೆಟ್ ಬ್ಯಾಂಕಿಂಗ್/ ಡೆಬಿಟ್ ಕಾರ್ಡ್)

The screenshot shows the NPSP interface for a payment of Rs. 15.00 to Nadakacheri Karnataka. The user has selected the 'Debit Cards' option. The form prompts the user to enter debit card details and click 'Make Payment'.

**National Payment Services Platform**  
DeitY, Government of India Initiative

Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India

राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan  
Public services closer home

**Nadakacheri Karnataka**

MERCHANT NAME: Nadakacheri Karnataka  
TRANSACTION AMOUNT: Rs. 15.00

**Credit Cards** | Internet Banking | **Debit Cards**

Please enter your debit card details and click on Make Payment below.

Select Debit Card: Canara Bank ATM-cum-Debit Card

Cancel | Make Payment

NSDL Technology, Trust & Reach | Powered By BillDesk

11:24 AM 07/04/2014

21. ಡೆಬಿಟ್ ಕಾರ್ಡ್ ಸೆಲೆಕ್ಟ್ ಮಾಡಿದಲ್ಲಿ, ಯಾವ ಬ್ಯಾಂಕಿನ ಡೆಬಿಟ್ ಕಾರ್ಡ್ ಎಂದು ಸೆಲೆಕ್ಟ್ ಮಾಡಿ

The screenshot displays the National Payment Services Platform (NPSP) interface for Debit Card payment. The page shows the merchant name 'Nadakacheri Karnataka' and a transaction amount of 'Rs. 15.00'. The user is prompted to select a debit card from a dropdown menu, with 'Canara Bank ATM-cum-Debit Card' selected. The interface includes a 'Make Payment' button and a 'Cancel' button. The page is powered by NSDL and BillDesk.

22. ಕಾರ್ಡ್ ನ ವಿವರಗಳನ್ನು ಭರ್ತಿ ಮಾಡಿ **Submit** ಬಟನ್ ಸೆಲೆಕ್ಟ್ ಮಾಡಿ

File Edit View Favorites Tools Help

ಕರ್ನಾಟಕ ಸರ್ಕಾರ Canara Bank

WELCOME TO CANARA BANK PAYMENT GATEWAY

**Billing Information**

Merchant	www.billdesk.com
Website	http://www.billdesk.com
Amount	Rs 15.16
Track ID	MCND3309967192

**Payment Information**

**Card Details**

Card Number

Valid Thru / Expiry Date MM|YYYY|Help?

Cardholder's Name

PIN  What is PIN?

Enter the characters visible in the box below  Help?



3 Z K 8 A

Submit Cancel

This is a Secure payment gateway using 128-bit SSL encryption.  
"Please enter the Expiry Date on your Debit Card in MM/YYYY format"

Powered By **FSSNET**

23. ಶುಲ್ಕ ಪಾವತಿ ಮಾಡಿದ ನಂತರ, ಹಣ ಪಾವತಿಯ ಸ್ಥಿತಿ (Successful) ತೋರಿಸುತ್ತದೆ. ಈಗ ಅರ್ಜಿಯ ರಶೀದಿಯ ಪ್ರಿಂಟ್ ತೆಗೆಯಿರಿ

 **NADA KACHERI** 

LOGIN ID: SIDDESHI P K      DISTRICT: Davanagere      TALUK: Davanagere      Logout      To English

Version 4.0

[NEW REQUEST](#)   [ONLINE PAYMENT](#)   [GET STATUS](#)   [PRINT](#)

Application No	RD0038332096771
Amount	15.00
Status	Successful

[Print Application & Receipt](#)

**TRANSACTION SUCCESSFUL**



### 24. ಅರ್ಜಿಯ ಸ್ವೀಕೃತಿ/Acknowledgment



- ▶ 25ಹೀಗೆ ಸಲ್ಲಿಸಿದ ಅರ್ಜಿಯು, ಸಂಬಂಧಪಟ್ಟ ನಾಡಕಛೇರಿ ಆಪರೇಟರ್ ಲಾಗಿನ್ ಗೆ ವರ್ಗವಾಗುತ್ತದೆ

26. ಈ ಅರ್ಜಿಗಳು , ನಾಡಕಛೇರಿಯ ಆಪರೇಟರ್ ಲಾಗಿನ್ ನಲ್ಲಿ **Reports from other places** ಮೆನುವನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿದಾಗ ಡಿಸಪ್ಲೇ ಆಗುತ್ತದೆ.

Hand Over To RI

ಗ್ರಾಮ ಲೆಕ್ಕಿಗರ ವಿಭಾಗ: ದೊಡ್ಡಬಾತಿ | ಅರ್ಜಿ: --Select--

Show All | ಒಟ್ಟು ಪರಿವಾಹಗಳು: 1 | Requests From Other Places

Select	Ack No	Village/Town	Service	Applicant's Name	Relation Name	Application Date
<input type="checkbox"/>	RD0038332096771	ದೊಡ್ಡಬಾತಿ	ಜಾತಿ ಮತ್ತು ಆದಾಯ ಪ್ರಮಾಣ ಪತ್ರ	SIDDESHI P K	KALIVEERAPPA P	07/04/2014

Hand Over to RI

27. GSC no. ನ್ನು ಸೆಲೆಕ್ಟ್ ಮಾಡಿದಾಗ, ಅರ್ಜಿಯ ಪ್ರಿಂಟ್ ಔಟ್ ಔಟ್ ನ್ನು ತೆಗೆಯಬಹುದು. (ನಾಡಕಚೇರಿ ಆಪರೇಟರ್ ಲಾಗಿನ್‌ನಲ್ಲಿ)

Requests Received From Other Nada Kacheris

Ack No: RD0038332096771

Show All | \*Click on ack no to print application. | Requests From Other Places

Select	Ack No	Village/Town	Service	Applicant's Name	Relation Name	Application Date
<input type="checkbox"/>	RD0038332096771	ದೊಡ್ಡಬಾತಿ	ಜಾತಿ ಮತ್ತು ಆದಾಯ ಪ್ರಮಾಣ ಪತ್ರ	SIDDESHI P K	KALIVEERAPPA P	07/04/2014

Hand Over to RI

## Work Flow of Online Services (NADAKACHERI STAFF)

- The application is routed to the concerned NK & available in the operator login for printing of checklist.
- Nadakacheri operator prints the checklist along with document uploaded.
- The Checklist along with documents is handed to Revenue Inspector.
- Field verification is carried by Revenue Inspector and reported.
- Application is returned to respective Nadakacheri.
- Nadakacheri Caseworker updates the details reported as per the field report.
- If the application to be signed by Tahsildar, Report is sent to Taluka Caseworker.
- Taluka Caseworker updates the details reported as per the field report.
- Deputy Tahsildar / Tahsildar digitally sign the application.
- Final Certificate is available in respective Nadakacheri
- Applicant receives an sms, that the certificate is ready
- Applicant can check the Status of the application by logging into the NK website (Application may be @ any stage).