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How to apply for a Non-Creamy Layer Certificate in Maharashtra

The Non-Creamy Layer Certificate is issued by the Sub Divisional Officer. You apply on the Aaple Sarkar portal. The official pages we checked do not state a fee.

Apply: Online

Fee: Not stated in the official source we checked

Time: 21 days (notified time)

Official portal: Revenue Department, Government of Maharashtra

Not stated in the official source. This service has no fee in the official pages we checked: the service page has none, the application form has none, and there is no fees and checklist PDF for it. LABHLO does not guess it.

Not stated in the official source. There is no official procedure document for this service. The steps below come from the service page (documents, Apply, Track) and the application form. Follow the screens on the portal.

Not stated in the official source. The official pages we checked do not state the income limit or the other conditions for this certificate. LABHLO does not give a figure.

The official sources differ. The portal service page and the official application form list the documents differently. The page names four kinds of proof. The form lists several kinds of caste proof and extra documents for some applicants. We show the form's list.

Quick answer

Open the Non Creamy Layer Certificate service on the Aaple Sarkar portal, read the list of documents, fill in the application (new or renewal), attach the documents and submit. The Sub Divisional Officer is the officer who delivers the service, and the notified time is 21 days. Keep the Application ID to track the application. The official pages we checked do not state a fee, so read the payment screen on the portal.

What you need before you start

- A mobile number for the OTP and an account on the Aaple Sarkar portal
- Your caste proof and income proof (see the list below)
- Details of your family's income from salary, business, land and other sources, for the form
- Details of the previous Non-Creamy Layer certificate, if you are renewing

Step by step

1. **Open the service page and read the documents.** On the Aaple Sarkar portal open the Non Creamy Layer service page and read the list of required documents before you start.
2. **Log in or register.** Log in to the portal. If you do not have an account, register with your mobile number.
3. **Choose the Non Creamy Layer Certificate service.** Find Non Creamy Layer Certificate in the list of Revenue Department services and choose Apply.
4. **Fill in the application.** Choose New or Renewal. Fill in your details, the beneficiary's details, and the occupation and income of your family. Say whether you pay income tax or wealth tax.
5. **Accept the declaration and attach documents.** Accept the self declaration, which says the information is true, and attach the identity proof, address proof, caste proof and income proof.
6. **Submit and note your Application ID.** Submit the application and pay if the portal asks for a payment. Note the Application ID you receive.

Documents

Identity proof (any one)

- Voter ID card
- Passport
- Driving licence
- RSBY card
- Aadhaar card
- Identity card issued by a government or semi government body
- PAN card
- MNREGA job card

Address proof (any one)

- Voter ID card
- Passport
- Driving licence
- Aadhaar card
- Electricity bill
- Water bill
- Extract of 7/12 and 8A, or a rent receipt
- Telephone bill
- Ration card
- Property tax receipt

Proof of your caste (as the form lists it)

- School leaving certificate that mentions caste
- Bonafide certificate from the school that mentions caste
- Self attested copy of a caste certificate
- If uneducated, the birth registration extract
- Caste and residence certificate issued by the Sarpanch, local police or corporator
- An affidavit for caste

Proof of income (as the form lists it)

- Income tax returns for the previous 3 financial years, if you are salaried, self employed or in business
- Income certificate from the Tahsildar for 3 years, if you are a farmer or labourer
- An affidavit stating income for the last 3 years

The form lists these as options for different kinds of applicants. Choose the one that fits you.

Extra documents, only if they apply to you

- Property tax receipt
- If proof of your father's caste is not available: a relative's caste certificate and a genealogical affidavit
- If you moved from another state or district: your father's caste certificate from the competent authority there
- If you are a married woman: caste proof from before marriage, the marriage registration certificate and the gazette notice of the name change
- If you are Muslim: the Tahsildar's investigation report, or a caste certificate from a registered Muslim society

After you apply

- The application goes to the Sub Divisional Officer, who is the designated officer for this service.
- If the service is delayed or refused, you can appeal. The first appeal goes to the Additional Collector and the second to the Collector.
- To follow your application, choose Track your Application on the Aaple Sarkar portal and enter the Application ID you got when you applied.
- To check that a certificate is genuine, choose Verify Your Authenticated Certificate on the portal and enter the barcode value printed on it.

- For questions about services under the Right to Services Act 2015 you can call the 24 hour toll free citizen call centre, 1800 120 8040.

Official portal: <https://aaplesarkar.mahaonline.gov.in/en>

Official source: https://aaplesarkar.mahaonline.gov.in/en/Login/Certificate_Documents?ServiceId=1286

LABHLO: <https://labhlo.in/en/guides/maharashtra-non-creamy-layer-certificate/>



LABHLO Summary. Not an official government document.

LABHLO is an independent information platform. This guide is a summary of the official source and is not a government document. Rules, fees and websites can change, so check the official portal before you apply.