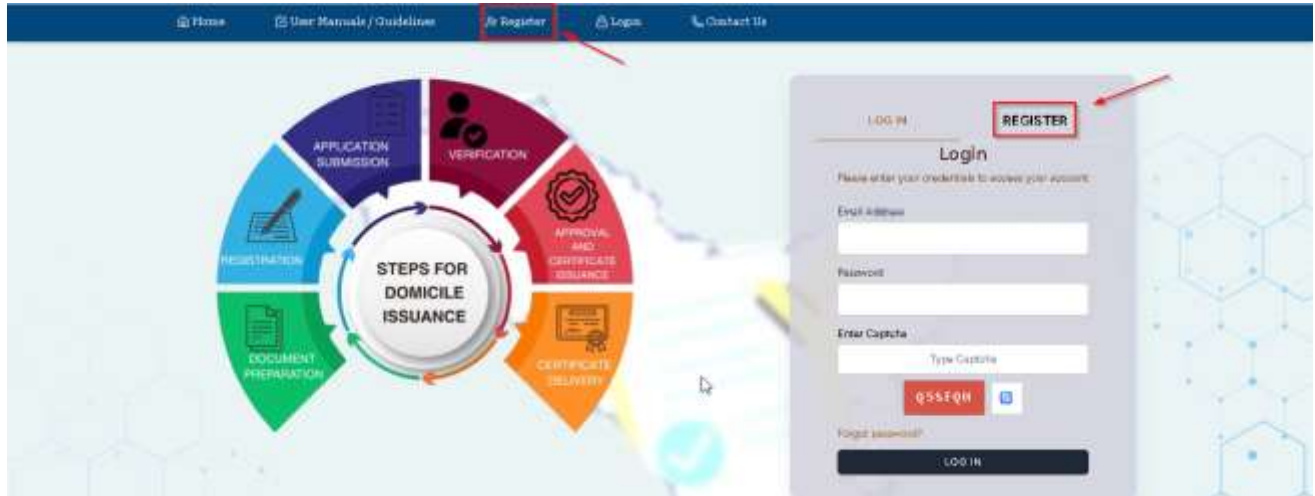


User Manual

Domicile Certificate Issuance Portal UT Ladakh

Step 1: Registration- Click on the Register button for One-Time Registration of new applicants.



Registration Form- Fill in the Registration Form with all the required details and Register.

Register

Create an account to access the departmental services.

Full Name

Email Address

[Send Verification Code](#)

Mobile Number

[Send OTP](#)

Password

Confirm Password

- Uppercase letter
- Lowercase letter
- Number
- Special character
- At least 8 characters

Enter Captcha

[GIEU03](#)

[Already registered?](#)

[REGISTER](#)

Note:

- You have to verify your Mobile Number and Email ID by entering the OTP and verification code sent to your mobile number and email ID.
- Enter the OTP and email verification code in the respective fields and click on Verify OTP.
- Upon successful registration, a confirmation message will appear.



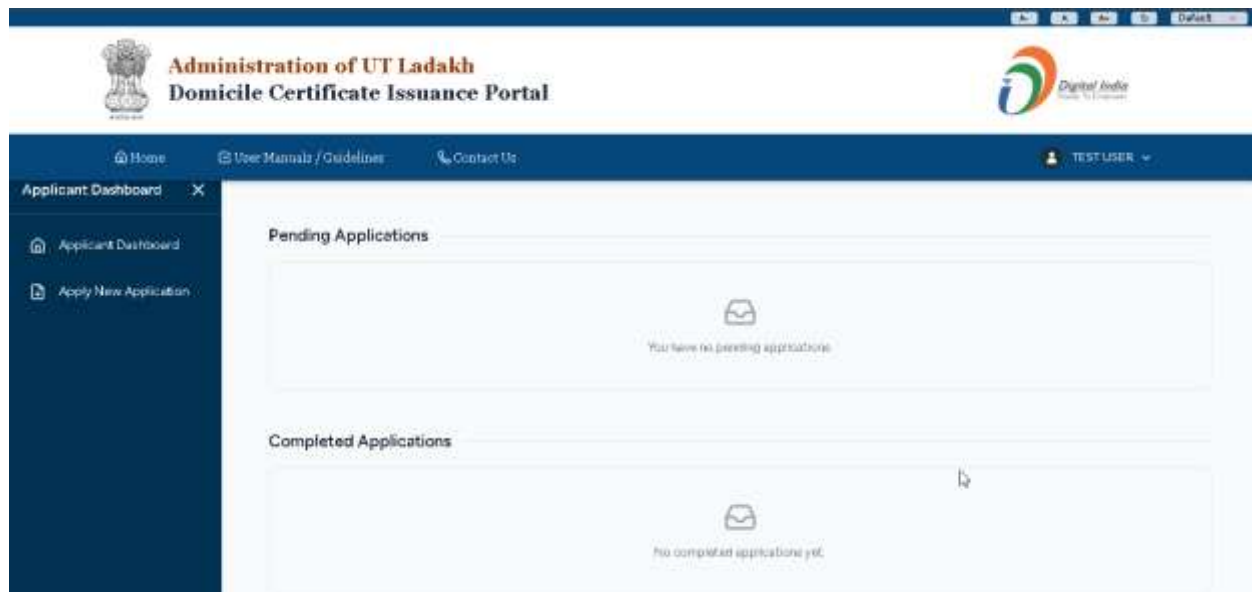
Click on the Login button to proceed.

Step 2: Enter your registered Email ID and Password to login and apply for Domicile Certificate.

The screenshot shows the 'Login' page. The title 'Login' is centered at the top. Below it, a message says 'Please enter your credentials to access your account'. There are three input fields: 'Email Address' containing 'testuser1@gmail.com', 'Password' with masked characters '*****', and 'Enter Captcha' containing 'N8NG7A'. Below the captcha field is a red button with the text 'N8 NG7 A' and a small refresh icon. At the bottom left is a link for 'Forgot password?'. At the bottom center is a large dark blue button labeled 'LOG IN'.

After Entering user credentials along with the Captcha Click **LOG IN** button.

Step 3: On successful Login, you will be redirected to the Applicant Dashboard.



Click **Apply New Application** to apply for Domicile Certificate

Step 4: Fill the Application Form with correct details and enclosures required.

The screenshot displays the 'Form-A' application form for a Domicile Certificate. The form is titled 'THE ADMINISTRATION OF UNION TERRITORY OF LADAKH Office of the Tehsildar Form-A APPLICATION FORM FOR DOMICILE CERTIFICATE'. It references 'Rule 3(1) of the Ladakh Civil Services Decentralization and Recruitment - Grant of Domicile Certificate (Procedure) Rules, 2025'. The form contains several input fields: '1. Full Name of the Applicant *', '2. Father's Name *', and '3. Mother's Name *'. There is also a section for 'Upload Photo *' with a 'Choose File' button and a note 'No file chosen'. A 'View Photo Upload Guidelines' link is provided. A placeholder for a photo shows a sample image with dimensions '100x100 (JPG or JPEG)'. At the bottom, there are fields for '4. Enclosure Name' and '5. Signature *'.

Note:

Required size and dimension of photograph and other attachments to be uploaded are as follows:-

1.Photo Upload Guidelines

- **File Format:** JPG or JPEG (.jpg/.jpeg)
- **File Size:** Between 10 KB and 100 KB

- **Dimensions:** Width: 150–200 px, Height: 200–250 px
- **Background:** Light-colored (preferably white or light gray)

2. Upload Aadhar Card

- **File Format:** PDF
- **File Size:** File size must be less than or equal to 500KB.

3. Other supporting documents to be attached:

- **File Format:** PDF
- **File Size:** File size must be less than or equal to 500KB

5. Signature/Thumb Upload Guidelines

- **File Format:** JPG or JPEG only
- **File Size:** Between 10 KB and 100 KB
- **Dimensions:** Width: 300 px, Height: 390 px
- **Clarity:** Signature or thumb impression must be clearly visible

Step 5:

After filling the Application Form correctly, check the declaration field, enter the captcha and click **Preview**.

16. Declaration by the Applicant

☒ I solemnly affirm that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in case any information is found to be false, my application shall be liable to be rejected.

Date* Place*

Guardian Name

(Name of Guardian in case the Guardian is making the application for a minor)

Signature/Thumb Impression of the Applicant (or parent/guardian, if applicable)

[View Guidelines](#)



Enter Captcha



Step 6:

- On the Preview page, click the **Edit button** to make any changes (if required).

➤ Otherwise click the **Submit** button to submit your application,

Note :

After Submitting the application, no changes will be allowed.

☐ Certificate of education issued by the Head of the Institute and verified by Chief Education Officer of the concerned District

Col-I, Sl. No. 5:-

5. Children of Central Government officers, Officials of Public Sector Undertakings, Autonomous Body of Central Government, Public sector Banks, Officials of Central Universities and recognized Research Institution of Central Government:—As per Serial No.5 of the Table under Rule 4 of the Ladakh Civil Services Decentralization and Recruitment Grant of Domicile Certificate (Procedure) Rules, 2005:

- ☐ (a) Certificate of service issued by the Controlling Authority indicating period of ten years served in the Union territory of Ladakh
- ☐ (ii) Birth Certificate issued by the authority competent for the purpose.—10 yrs

16. Declaration by Applicant:

I solemnly affirm that the information furnished above is true and correct to the best of my knowledge and belief. I understand that in case any information is found to be false, my application shall be liable to be rejected.

Date: 18/11/2025

Place: LEH

Signature / Thumb Impression:



(Name of the Guardian in case the Guardian is making the application for a minor)

▲ The application will be forwarded to Tehsildar Leh.

Edit

Submit

**Administration of UT Ladakh**
Domicile Certificate Issuance Portal



[Home](#) [User Manuals / Guidelines](#) [Contact Us](#) TEST USER

✓

Application Submitted Successfully!

Your application has been received. Here's your reference number:

DA/01/LEH/00001 [Copy](#)

Please save this reference number for future correspondence.

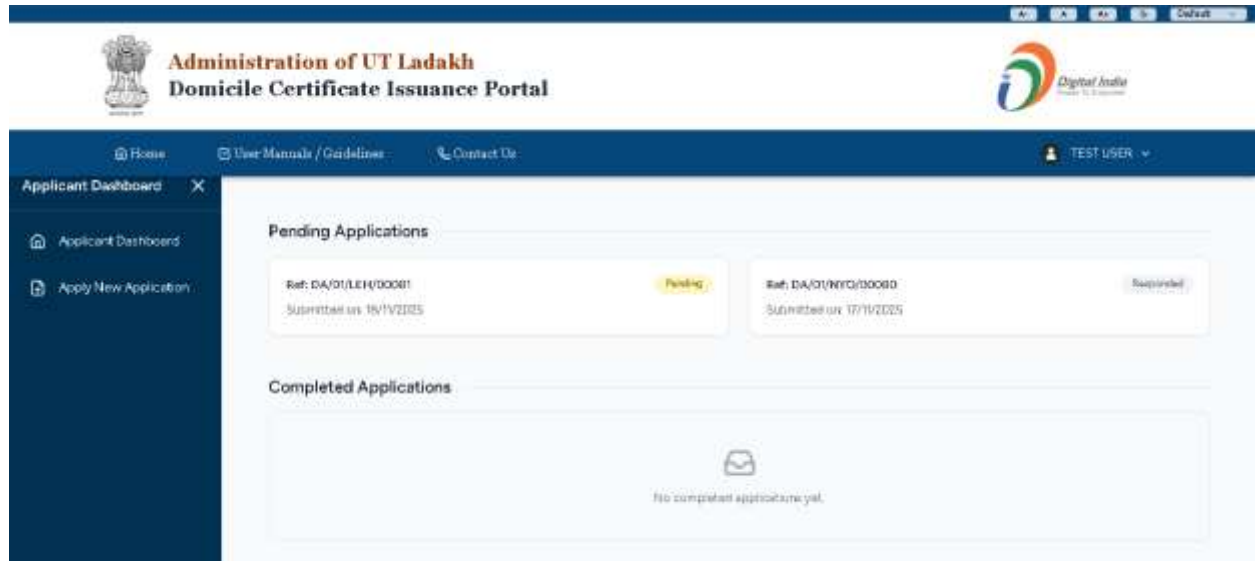
[Go Back to Dashboard](#)

After Successfully Submitting the application, a unique Reference ID will be generated for tracking the application status and for future reference.

Step 7:

Now you can see your submitted applications on your dashboard.

You can apply for a new certificate for your family members by following the same procedure as before.



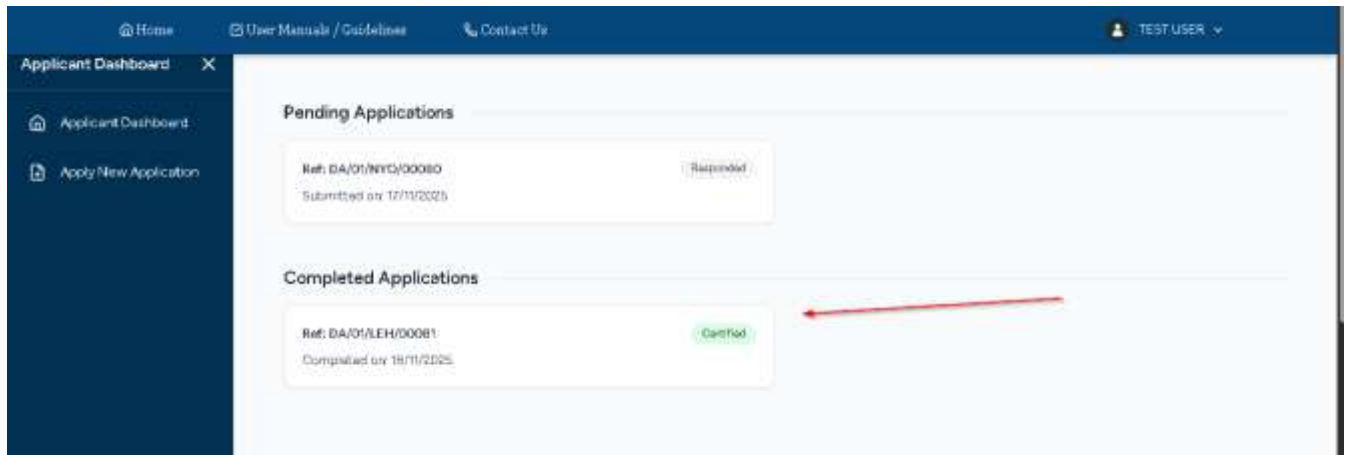
Step 8:

Click on the respective Application Reference ID on the dashboard to track the status of your application. You will receive SMS notifications also regarding the status of your application and if any actions required from your end.

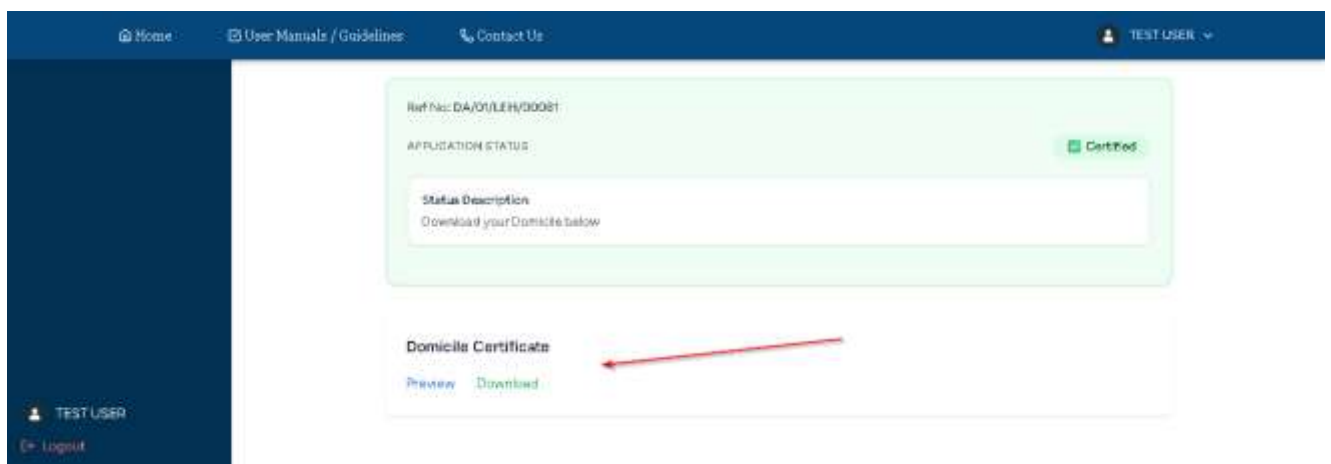


Step 9:

Once your application is approved and the certificate is issued, you can view and download it from the **“Completed Applications”** section, where its status will show as **“Certified.”**



Click on the respective application to download the certificate.



For Application with Status “Queried”, you will receive SMS alert to take necessary action against that application, to update any details or re-upload any document submitted. The required action will be shown in Remarks.

Step 1: Click on the application having status “Queried”

The screenshot shows the 'Administration of UT Ladakh Domicile Certificate Issuance Portal' with the 'Digital India' logo. The 'Applicant Dashboard' sidebar is visible on the left. The main content area is titled 'Pending Applications' and contains two application cards. The first card, with reference number 'DA/01/LEH/00081' and submission date '18/11/2025', has a yellow 'Queried' status label highlighted by a red box and a red arrow. The second card, with reference number 'DA/01/NYG/00080' and submission date '17/11/2025', has a grey 'Approved' status label. Below this, the 'Completed Applications' section shows 'No completed applications yet'.

This screenshot displays the details of the 'Queried' application (Ref No: DA/01/LEH/00081). The 'APPLICATION STATUS' is 'Queried'. The 'Status Description' states: 'Your application requires additional information or corrections:'. Below this is a table with the following data:

Date	Remark
18/11/2025	Update your name : Your name is not matching with your Aadhar Details

An 'Edit & Resubmit' button is located at the bottom right of the application details box. The left sidebar shows the user is logged in as 'TEST USER' with a 'Logout' link.

Check the remarks for the required changes, then click the “**Edit & Resubmit**” button. Make the necessary corrections in your form and submit it again.