

## **Procedure for applying Lok Mitra Kendra (LMK)**

1. To register for applying the LMK, it is mandatory to have a Telecentre Entrepreneur course (TEC) Certificate Number.

Following steps need to be followed to get TEC number:-

- a) Applicant needs to register online at <http://www.cscentrepneur.in/register> for Telecentre Entrepreneur course (TEC).
  - b) A non-refundable registration fee of Rs.1479/- is required to be paid by the applicant after which a 13-digit alphanumeric TEC number is generated.
2. After TEC number is received, applicant needs to register at <https://register.csc.gov.in/register> for online CSC ID registration.

Following steps need to be followed to get registered:-

- a) Select the application type CSC VLE for enrollment from the drop-down menu.
  - b) Enter the TEC certificate number which has been received at step number 1.
  - c) Enter your active mobile number.
  - d) Enter the captcha as displayed on the screen.
  - e) Click on submit to proceed.
  - f) Now applicant has to enter the demographic details. The required mobile number and e-mail id must be linked to the applicant's Aadhaar number.
  - g) After this the applicant has to enter the kiosk/Centre name, address and photograph. The exact location coordinates (latitude and longitude) of the kiosk are also required to be entered at this stage.
  - h) After this the PAN and bank account details page opens where the applicant needs to provide the PAN number and details of the bank account which will be linked to the CSC ID.
  - i) After successful submission of required information, an application reference number is generated. The applicant can use this reference number for tracking the status of the application at any stage.
  - j) No fee is charged for applying for a CSC ID.
3. A list of application reference numbers which have been received by CSC-SPV is submitted by concerned CSC District Manager to the concerned Deputy Commissioner for approval.

4. If approval is granted, the application reference numbers are sent to the CSC Technical department for creation of CSC IDs.
5. Now the application goes through a Quality Check. If all details are found to be proper, a 12-digit CSC ID is generated and same is communicated to the applicant via Aadhaar registered e-mail.
6. If any discrepancy in submitted information is found at during Quality Check then same is again communicated to the applicant via email for rectification.