

FROM

DIRECTOR SECONDARY EDUCATION
HARYANA, SHIKSHA SADAN, SECTOR-5,
PANCHKULA

TO

ALL THE DISTRICT EDUCATION OFFICERS,
IN THE STATE.

MEMO NO. 15/104-2011 Co (5)

DATED PANCHKULA THE: 19/11/2011

SUBJECT: "STREAMLINING THE PROCEDURE IN THE OFFICES REGARDING ISSUING OF RESIDENT/INCOME CERTIFICATES AND THE CASTE CERTIFICATE TO SCHEDULED CASTES AND BACKWARD CLASSES" AS PER CHIEF SECRETARY LETTER 22/28/2003-3G.S.III DATED 30.01.2004.

Reference this office Memo No. 15/104-2011 Co (5) dated 08.11.2011 on the subject cited above.

In the subject matter, the Chief Secretary Haryana has issued time bound scheduled regarding issuing of Resident/Income certificates and the Caste certificate to Scheduled Castes and Backward Classes". However, it has come to the notice that these instructions are not being adhered to by the Heads of Institutions causing hardship to the students. Therefore, it is directed with a copy of Chief Secretary Letter 22/29/2003-3G.S.III dated 30.01.2004 to get these instructions implement from all the Heads of Institutions under your control. The relevant portion of said instructions is reproduce as under:-

"5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificate will be issued to all the students studying in class 8th every year as per the time schedule given below:- To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below:-

v. Filling of application form by the parent s/students.

1st Nov. to 10th Nov. every year.

vi. Verification by

(d) Sarpanch/Nambardar in case of rural areas and Municipal Councillors in case of urban areas.

(e) Verification by Patwari in case of rural areas/EO/Secy. (MC) any other officer/official authorized by the local body for the purpose in case of urban areas. Upto 15th November every year. 30th November.

(f) Head Teacher/Head Master upto 15th Dec.

vii. Forwarding of application to CRO by Head Teacher/Head Master 31st Sec.

viii. Verification & issue of certificate by CRO upto 31st January every year.

6. All application forms of a particular school may be sent to the Tehsildar/Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Headmasters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Headmaster shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/Nambardar/MC and a caste certificate issued by the CRO (Tehsildar/Naib Tehsildar) may not be demanded for this purpose by the School authorities".

The above instruction may be complied strictly in accordance of Chief Secretary. If any complaint received in this regard, strict disciplinary action will be taken against the officer.

Please give it top priority.

Balbir Singh
SUPERINTENDENT CO-ORDINATION
FOR DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

From

The Chief Secretary to Government Haryana.

To

1. All the Heads of Departments in Haryana.
2. The Commissioners, Rohtak, Gurgaon, Hisar and Ambala Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in Haryana.
5. The Registrars, Maharishi Dayanand University, Rohtak, Kurukshetra University Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar & Ch. Devi Lal University Sirsa (Haryana).

Dated, Chandigarh, the 30th January, 2004.

Subject:-

Streamlining the procedure in the offices regarding issuing of Resident /Income Certificates and the caste certificate to Scheduled Castes and Backward Classes.

Sir,

I am directed to invite your attention to Haryana Government letters Nos. 62/17/95-2G.S.III, dated 03.10.96, No. 22/51/93-3G.S.III, dated 12.08.93 and even No. dated 14.10.97 on the subject noted above wherein instructions regarding the caste certificates (SC/BC/OBC), and Resident certificates have been issued.

The policy has been reviewed keeping in view the various courts judgements and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation. The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories.

2. The matter has also been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after

getting the verification done through the subordinate revenue staff in case of applicants residing in the rural area and through the Executive Officer/Secretary of the concerned Municipal Committee/Municipal Council/ Municipal Corporation concerned in case of applicants residing in urban areas. It has further been decided that in case of Haryana Government employees serving in the Offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchkula, the Resident certificates and caste certificate to SC/BC employees and for their children, may be issued by their respective Heads of Departments also.

3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.

4. SC certificate once issued shall be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. The format for this declaration is given at Annexure 'A'. However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid /none-st and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresenting the facts as well as against the guilty officers/officials, if any. In addition, Social Justice & Empowerment Department, Haryana is being directed to finalize the modelties and procedure to Constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proformae of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/Institutions demand such certificates in proformae which are at variance with the proformae in which these certificates are being issued by the competent authorities (Tehsildar/Naib Tehsildar/HODs). It is, therefore, decided that the Departments/Institutions shall accept these certificates only in the proformae in which these are being issued by the competent authorities which have been prescribed by the Govt. itself (copy enclosed)

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in Class 8th every year as per the time schedule given below :-

- | | | |
|----|------------------------------------------------------|----------------------------------------------------------|
| i. | filling of application forms by the parents/students | 1 st Nov. to 10 th Nov. every year |
|----|------------------------------------------------------|----------------------------------------------------------|

- ii. Verification by (a) Sarpanch/
Namberdar. in case of rural areas and Municipal Councillors in case of Urban areas. upto 15th November every year
- (b) Verification by Patwari in case of rural areas/EO/Secy.(MC) any other officer/official authorized by the local body for the purpose in case of Urban areas. 30th November
- (c) Head Teacher/Head Master upto 15th Dec.
- iii. Forwarding of application to CRO by Head Teacher/Head Master 31st. Dec.
- iv. Verification & issue of certificate by CRO upto 31st. January every year

6. All application forms of a particular School may be sent to the Tehsildar/Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Head masters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Head Master shall be responsible for getting the application forms filled and files prepared of all the students of his/her school. As a one time measure, it has been decided that all the students presently studying in Class-VIII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/Namberdar/MC and a caste certificate issued by the CRO (Tehsildar/Naib Tehsildar) may not be demanded for this purpose by the School authorities.


8. The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purposes will be issued by the CRO (Tehsildar/Naib Tehsildar concerned) and income certificate for other purposes by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through the Executive Officer/Secretary of the concerned Municipal Committee/Council/Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/Haryana Staff Selection Commission /Departments demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problems for the

unemployed youths but also increases the work load in the offices. Similar is the position in case of admission to educational/professional/Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc. self attested photo copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/selection, original papers including castes and Resident certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/institutions and attested copies thereof be kept in record. The fact may also be cross checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/mark sheets/other certificates of academic qualifications. Necessary action to amend/ revise the application form in this regard shall be taken by Haryana Public Service Commission/Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

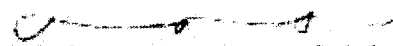
Yours faithfully,


Special Secretary General Administration,
for Chief Secretary to Government Haryana.

Endst. No. 22/28/2003-3G.S.III

Dated, Chandigarh, the 30th January, 2004

Copies are forwarded to the Secretary, Ministry of Social Justice & Empowerment Department, Govt. of India, & Deputy Secretary to Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, New Delhi for information and necessary action.


Special Secretary General Administration,
for Chief Secretary to Government Haryana

Endst. No. 22/28/2003-3G.S.III

Dated, Chandigarh, the 30th anuary, 2004

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A copy is forwarded to all the Financial Commissioners & Principal Secretaries and all the Administrative Secretaries to Govt. Haryana for information and necessary action.

Special Secretary General Administration,
for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretaries and all Administrative Secretaries to Government Haryana.

U.O.No. 22/28/2003-3 G.S. III Dated, Chandigarh, the 30th January, 2003.

A copy is forwarded to the Principal Secretary/DPSCM-I/DPSCM-II/OSD/CM/Private Secretaries to the Chief Minister/Ministers/Ministers of State of information of the Chief Minister/Ministers/Ministers of State, Haryana

Special Secretary General Administration,
for Chief Secretary to Government Haryana

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The Principal Secretary/Secretaries/DPSCM-I/DPSCM-II/OSD/CM Private Secretaries to Chief Minister/Ministers/Ministers of State, Haryana.

U.O.No. 22/28/2003-3 G.S. III Dated, Chandigarh, the 30th January, 2004
Endst. No. 22/28/2003-3 G.S. III Dated, Chandigarh, the 30th January, 2004

A copy is forwarded to Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action. They are requested to send the copy of these instructions to all the Boards/Corporations in the State of Haryana for taking necessary action.

Special Secretary General Administration,
for Chief Secretary to Government Haryana

Endst.No. 22/28/2003-3G.S.III Dated, Chandigarh, the 30th January, 2004.

A copy are forwarded to the following for information and action where necessary :-

1. The Director, Local Bodies Haryana for circulating these instructions to all the M.C./ Council/Corporations in the State.
2. The Director Public Relation Haryana, Chandigarh for giving appropriate publicity.

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A copy is forwarded to all the Branch Officer/Superintendents/Deputy Superintendents of Haryana Civil Secretariat/F.C. Office for information and

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**Special Secretary General Administration,
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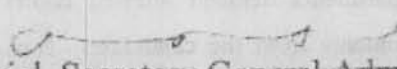
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for Chief Secretary to Government Haryana.

Endst. No. 22/28/2003-3G.S.III Dated, Chandigarh, the 30th January, 2004

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Special Secretary General Administration,
for Chief Secretary to Government Haryana

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To

All the Branch Officers/Superintendent/Deputy Superintendents of
Haryana Civil Secretariat/F.C. Office.

U.O.No. 22/28/2003-3G.S. III Dated, Chandigarh, the 30th January, 2004.

क्रमांक 22/28/2003-3जी.एस.।।।

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा के सभी विभागाध्यक्ष ।
2. रोहतक, गुडगांव, हिसार एवं अम्बाला मण्डलों के आयुक्त ।
3. रजिस्ट्रार, पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ ।
4. हरियाणा के सभी उपायुक्त ।
5. रजिस्ट्रार महर्षि दयानन्द विश्वविद्यालय, रोहतक, कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र, चौधरी चरण सिंह हरियाणा कृषि विश्वविद्यालय, हिसार, गुरु जम्भेश्वर विश्वविद्यालय, हिसार तथा चौधरी देवीलाल विश्वविद्यालय, सिरसा (हरियाणा) ।

दिनांक, चण्डीगढ़ : 30 जनवरी, 2004.

विषय :- कार्यालयों में रिहायशी/आय प्रमाण-पत्र तथा अनुसूचित जातियों एवं पिछड़े वर्गों के जाति प्रमाण-पत्र जारी करने से सम्बन्धित प्रक्रिया को सुचारु बनाने बारे ।

महोदय,

मुझे उक्त विषय पर हरियाणा सरकार के पत्र संख्या 62/17/95-2जी.एस. ।।।, दिनांक 03.10.96, संख्या 22/51/93-3जी.एस. ।।।, दिनांक 12.08.93 तथा सम संख्या दिनांक 14.10.97 की ओर ध्यानाकर्षित करने के निर्देश मिले हैं, जिसमें जाति प्रमाण-पत्र (अनुसूचित जातियां/पिछड़े वर्ग/अन्य पिछड़े वर्ग) तथा रिहायशी प्रमाण-पत्र सम्बन्धी निर्देश जारी किए गए हैं ।

न्यायालयों द्वारा दिए गए विभिन्न निर्णयों तथा व्यक्ति विशेष को प्रमाण पत्र प्राप्त करने में आ रही कठिनाईयों को ध्यान में रख कर नीति की समीक्षा की गई है । सरकार का विचार है कि बिना किसी उत्पीड़न या शोषण के तथा शीघ्र कार्य के निपटान के लिए उचित स्तर पर शक्तियां प्रदान करके प्रक्रिया संस्थागत बनाया जाना है । वर्तमान संशोधित नीति का उद्देश्य भी आरक्षित श्रेणी के अन्तर्गत आने वाले व्यक्ति द्वारा प्रमाण पत्र प्राप्त करने की विधि को सरल बनाना है ।

2. इन प्रमाण-पत्रों को प्राप्त करने में जनसाधारण के साथ-साथ सरकारी कर्मचारियों के समक्ष आ रही समस्याओं के मद्देनजर राज्य सरकार द्वारा इस विषय पर गहराई से पुनर्विचार किया गया है । विभिन्न जाति प्रमाण-पत्र जारी करने की वर्तमान प्रणाली को सुधारने के मद्देनजर सरकार ने यह निर्णय लिया है कि अब ग्रामीण क्षेत्रों में

रहने वाले आवेदकों के मामले में अधीनस्थ राजस्व अमले के माध्यम से तथा शहरी क्षेत्रों में रहने वाले आवेदकों के मामले में सम्बन्धित नगर समिति/नगरपरिषद/नगरनिगम के कार्यकारी अधिकारी/सचिव के माध्यम से सत्यापन करवाने के उपरान्त सर्कल रेवन्यू अधिकारी (तहसीलदार/नायब तहसीलदार एवं कार्यकारी दण्डाधिकारी) रिहायशी एवं जाति प्रमाण-पत्र (SC/BC/OBC) जारी करने के लिए प्राधिकृत होंगे। यह भी निर्णय लिया गया है कि चण्डीगढ़/पंचकूला में स्थित कार्यालयों में कार्यरत तथा चण्डीगढ़/पंचकूला में निवास करने वाले हरियाणा सरकार के कर्मचारियों तथा उनके बच्चों के लिए जाति प्रमाण-पत्र तथा रिहायशी प्रमाण-पत्र (केवल अनुसूचित जाति/पिछड़े वर्ग/रिहायशी) उनके सम्बन्धित विभागाध्यक्षों द्वारा भी जारी किए जा सकते हैं।

3. सक्षम प्राधिकारी द्वारा जारी किया गया रिहायशी प्रमाण-पत्र उस समय तक वैध रहेगा जबतक प्रमाण पत्र धारक अपना अवासीय पत्ता हरियाणा राज्य में बनाए रखेगा।

4. एक बार जारी हुआ अनुसूचित जाति प्रमाण-पत्र तब तक वैध रहेगा जब तक सम्बन्धित जाति को संविधान की अनुसूची से हटा नहीं दिया जाएगा तथा पिछड़े वर्ग प्रमाण-पत्र जारी किए जाने की तिथि से आजीवन वैध होंगे या जब तक प्रार्थी क्रीमी लेयर श्रेणी में प्रवेश नहीं कर जाते जैसे कि समय-समय पर परिभाषित किया गया है। प्रार्थी पिछड़े वर्ग का प्रमाण पत्र के लिए आवेदन करते समय सार्द कागज पर स्वयं घोषणा करेगा कि वह क्रीमी लेयर श्रेणी में नहीं आता है। इस घोषणा का फारमेट अनुबन्ध 'ए' में दिया गया है। तथापि यदि यह प्रमाण-पत्र धोखे से या गलत बयानी से या तथ्यों को छुपाकर या किसी अन्य कारण से प्राप्त किया गया है तो ऐसी स्थिति में यह प्रमाण-पत्र अवैध/नानसैट घोषित किया जाएगा तथा प्रार्थी द्वारा प्राप्त किया गया लाभ वापिस ले लिया जाएगा। प्रार्थी के विरुद्ध तथ्यों की गलत बयानी के लिए तथा दोषी जिम्मेवार अधिकारी/कर्मचारी यदि कोई हो के विरुद्ध फौजदारी मुकदमा दर्ज करवाया जाएगा। इसके अतिरिक्त सामाजिक न्याय एवं अधिकारिता विभाग हरियाणा को जांच समिति (Scrutiny Committee) गठित करने के तौर तरीकों को अन्तिम रूप देने के निर्देश दिए जा रहे हैं।

जाति एवं रिहायशी प्रमाण-पत्र से सम्बन्धित फाईलों को 10 साल के लिए तथा सम्बन्धित रजिस्ट्ररों को स्थाई तौर पर बनाए रखा जाएगा। सरकार द्वारा आवेदन फार्म, रजिस्टर तथा अनुसूचित जातियां/पिछड़े वर्ग प्रमाण-पत्रों के लिए निर्धारित किए गए प्रोफॉर्मा की सभी विभागों/संस्थानों द्वारा अक्षरशः अनुपालना की जाएगी। सरकार ने यह पाया है कि कुछ विभाग/संस्थान ऐसे प्रमाण-पत्रों की मांग ऐसे प्रोफॉर्मा में करते हैं, जो कि सक्षम प्राधिकारियों (तहसीलदार/नायब

ऐसे प्रोफॉर्मा में करते हैं, जो कि सक्षम प्राधिकारियों (तहसीलदार/नायब तहसीलदार/विभागाध्यक्ष) द्वारा जारी किए जाने वाले प्रमाण-पत्रों के प्रोफॉर्मा से भिन्न है। इसलिए यह निर्णय लिया गया है कि विभाग/संस्थान इन प्रमाण-पत्रों की मांग केवल उस प्रोफॉर्मा में ही करेगे, जिसमें इन्हें सक्षम प्राधिकारियों द्वारा जारी तथा सरकार द्वारा स्वयं (प्रति संलग्न) निर्धारित किया गया है और आवेदन के साथ शपथ-पत्र की मांग नहीं की जाएगी।

5. संस्थागत प्रबन्ध करने के लिए यह निर्णय लिया गया है कि भविष्य में आठवीं कक्षा में पढ़ने वाले सभी विद्यार्थियों को हर वर्ष नीचे दी गई समय-सारणी के अनुसार रिहायशी एवं जाति प्रमाण-पत्र जारी किए जाएंगे।

I अभिभावकों/विद्यार्थियों द्वारा ओवदन फार्म भरा जाना	हर वर्ष पहली से 10 नवम्बर तक
II ग्रामीण क्षेत्रों के मामले में सरपंच/नम्बरदार द्वारा तथा शहरी क्षेत्रों के मामले में नगर-पार्षदों द्वारा सत्यापन	हर वर्ष 15 नवम्बर तक
(बी) ग्रामीण क्षेत्रों के मामले में पटवारी द्वारा तथा शहरी क्षेत्रों के मामले में कार्यकारी अधिकारी/सचिव (नगर समिति) तथा इस कार्य के लिए नगर निकाय द्वारा प्राधिकृत किसी अन्य अधिकारी/कर्मचारी द्वारा सत्यापन	30 नवम्बर तक
(सी) हैड टीचर/हैड मास्टर	15 दिसम्बर तक
III हैड टीचर/हैड मास्टर परिधि राजस्व अधिकारी (C.R.O.) को आवेदन प्रेषित करना	31 दिसम्बर तक
परिधि राजस्व अधिकारी द्वारा प्रमाण-पत्र का सत्यापन एवं जारी करना।	हर वर्ष 31 जनवरी तक

6. स्कूल विशेष के सभी आवेदन फार्म सम्बन्धित तहसीलदार/नायब तहसीलदार सम्बन्धित को एक बार में ही भेजे जाएं ताकि प्रमाण पत्र जारी करके उन्हें सम्बन्धित विद्यार्थियों को प्रदान करने हेतु सरकारी स्कूलों/निजी स्कूलों के हैड मास्टर को वापिस भेजा जा सके। हैड टीचर/हैड मास्टर अपने स्कूल के सभी विद्यार्थियों के आवेदन फार्म के भरे जाने एवं फाईल तैयार किए जाने के लिए जिम्मेवार होगा। एक मुश्त उपाय के रूप में यह निर्णय लिया गया है कि इस

समय आठवीं से बाहरवीं तक की कक्षाओं में पढने वाले सभी विद्यार्थियों को 4 जनवरी, 2004 से 4 मार्च, 2004 तक की अवधि में सारणी निर्धारित की जाएगी।

7. यह भी निर्णय लिया गया है कि विभिन्न कल्याणकारी योजनाओं के तहत नौवीं कक्षा तक विभिन्न लाभ प्राप्त कर रहे अनुसूचित जाति/पिछड़े वर्ग से सम्बन्धित विद्यार्थियों के मामले में सरपंच/नम्बरदार/नगर पार्षद द्वारा सत्यापन किए जाने के उपरान्त हैड मास्टर/हैड टीचर द्वारा यह लाभ प्रदान किए जाएंगे तथा स्कूल प्राधिकारियों द्वारा इस कार्य के लिए परिधि राजस्व अधिकारी (तहसीलदार/नायब तहसीलदार) द्वारा जारी जाति प्रमाण पत्रों की मांग नहीं की जाएगी।

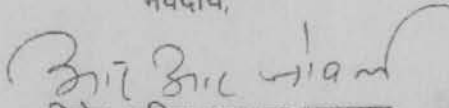
8. शैक्षणिक संस्थानों में विभिन्न लाभ प्राप्त करने के लिए विद्यार्थियों को आय प्रमाण पत्र जारी करने से सम्बन्धित मामले पर विचारोपरान्त यह निर्णय लिया गया है कि भविष्य में शैक्षणिक उद्देश्यों के लिए आय प्रमाण पत्र (Income certificate) परिधि राजस्व अधिकारी (सम्बन्धित तहसीलदार/नायब तहसीलदार) द्वारा अन्य उद्देश्यों के लिए आय प्रमाण पत्र सम्बन्धित उपमण्डल अधिकारी (नागरिक) द्वारा सभी स्रोतों, जैसे कृषि, व्यापार, व्यवसाय, वेतन आदि से आवेदक की आय का लेखा-जोखा लेकर जारी किए जाएंगे। ग्रामीण क्षेत्रों में रहने वाले आवेदकों के मामले में सम्बन्धित नगर पालिका/परिषद/निगम के कार्यकारी अधिकारी/सचिव द्वारा सत्यापन किया जाएगा।

9. सरकार के ध्यान में यह भी लाया गया है कि जब पद विज्ञापित किए जाते हैं तो बड़ी संख्या में उम्मीदवार ऐसे पदों के लिए आवेदन करते हैं तथा हरियाणा लोक सेवा आयोग/ हरियाणा कर्मचारी चयन आयोग/ विभागों द्वारा उम्मीदवारों से रिहायशी/जाति प्रमाण पत्र एवं अन्य दस्तावेजों की अभिप्रमाणित प्रतियों की मांग की जाती है। इससे बेरोजागार युवकों को वित्तीय कठिनाईयां ही नहीं होती बल्कि कार्यालयों का कार्यभार भी बढ़ जाता है। ऐसी ही स्थिति शैक्षणिक /व्यवसायिक/इन्जीनियरिंग संस्थानों में दाखिला लेने के मामले में है। लोगों की सुविधा के लिए यह निर्णय लिया गया है कि नौकरी के लिए आवेदन करने या शैक्षणिक संस्थानों जैसे कि तकनीकी/व्यवसायिक संस्थानों आदि में दाखिले के समय आवेदक द्वारा आवेदन फार्म में अपने आवास एवं जाति बारे स्वयं विवरण देना ही पर्याप्त होगा तथा अन्तिम साक्षात्कार/चयन के समय सक्षम प्राधिकारियों द्वारा जारी जाति एवं रिहायशी प्रमाण-पत्रों सहित अन्य मूल पत्र सम्बन्धित विभाग/ संस्थानों द्वारा लिए/परीक्षित/निरीक्षित किए जाएंगे तथा उनकी एक-एक अभिप्रमाणित प्रति रिकार्ड के लिए रखी जाएगी। सरकारी नौकरी में आने से पूर्व उनकी पूर्वगत परिस्थिति के सत्यापन के समय तथ्यों की

कास चैकिंग/सत्यापन भी किया जाएगा। शैक्षणिक योग्यताओं के लिए डिग्री/अंक सूची/अन्य प्रमाण पत्रों के लिए भी ऐसी ही प्रणाली अपनाई जाएगी। हरियाणा लोक सेवा आयोग/हरियाणा कर्मचारी चयन आयोग/विभागाध्यक्षों द्वारा इस सम्बन्ध में आवेदन फार्म में सुधार/संशोधन के लिए अपने स्तर पर आवश्यक कार्यवाही करके सरकार को सूचित करें।

इन निर्देशों की कड़ी अनुपालना के लिए इन बारे सबको सूचित किया जाएगा।

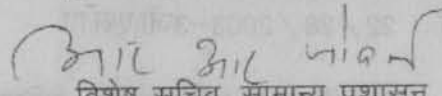
भवदीय,


विशेष सचिव सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।
2/10/04

पृ० क्रमांक 22/28/2003-3जी.एस.गा

दिनांक : 30 जनवरी, 2004.

इसकी एक-एक प्रति सचिव, सामाजिक न्याय एवं अधिकारिता मन्त्रालय, भारत सरकार, उप सचिव कार्मिक, लोक शिकायत तथा पेंशन मन्त्रालय, (कार्मिक एवं प्रशिक्षण विभाग) नई दिल्ली को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की गई है।

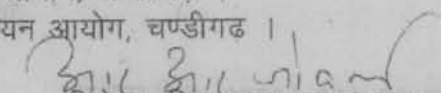

विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।
2/10/04

पृ० क्रमांक 22/28/2003-3जी.एस.गा

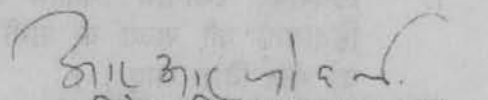
दिनांक : 30 जनवरी, 2004.

इसकी एक-एक प्रति निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की गई है :-

1. सचिव, हरियाणा लोक सेवा आयोग, चण्डीगढ़।
2. सचिव, हरियाणा कर्मचारी चयन आयोग, चण्डीगढ़।


विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।
2/10/04

इसकी एक-एक प्रति हरियाणा सरकार के सभी वित्तायुक्तों एवं प्रधान सचिवों तथा सभी प्रशासकीय सचिवों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है।


विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।
2/10/04

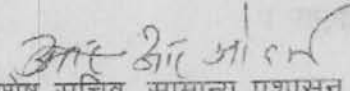
सेवा में

सभी वित्तायुक्त एवं प्रधान सचिव तथा सभी प्रशासकीय सचिव,
हरियाणा सरकार।

अशा: क्रमांक 22/28/2003-3जी.एस.।।।

दिनांक : 30 जनवरी, 2004

इसकी एक-एक प्रति प्रधान सचिव/मुख्य मंत्री के उप-प्रधान सचिव-1/उप-प्रधान सचिव-11/मुख्यमंत्री के विशेष कार्याधिकारी को तथा मुख्यमंत्री/मंत्री/राज्यमन्त्रियों के निजी सचिवों को मुख्यमंत्री/मंत्री/राज्य मंत्री, हरियाणा के सूचनार्थ प्रेषित की जाती है ।


विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।
2/1/04

सेवा में

प्रधान सचिव/मुख्य मंत्री के उप-प्रधान सचिव-1/उप-प्रधान सचिव-11/मुख्यमंत्री के विशेष कार्याधिकारी को तथा मुख्यमंत्री/मंत्री/राज्यमन्त्रियों के निजी सचिवों को मुख्यमंत्री/मंत्री/राज्य मंत्री, हरियाणा ।

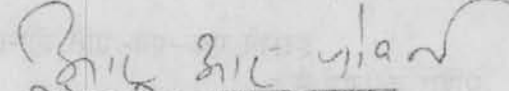
अशा: क्रमांक 22/28/2003-3जी.एस.।।।

दिनांक : 30 जनवरी, 2004.

पृ० क्रमांक 22/28/2003-3जी.एस.।।।

दिनांक : 30 जनवरी, 2004.

इसकी एक प्रति सदस्य सचिव, हरियाणा सार्वजनिक उपक्रम ब्यूरो को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की गई है । उन्हें आवश्यक कार्यवाही हेतु इन निर्देशों की एक-एक प्रति हरियाणा राज्य के सभी बोर्डों/निगमों को प्रेषित करने का आग्रह किया जाता है ।

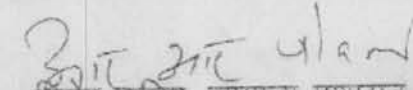

विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।
2/1/04

पृ० क्रमांक 22/28/2003-3जी.एस.।।।

दिनांक : 30 जनवरी, 2004.

इसकी एक-एक प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है :-

1. निदेशक, स्थानीय निकाय हरियाणा (उनसे अनुरोध है कि इन हिदायतों को राज्य के सभी नगरपालिकाओं/निगमों तथा परिषदों को भेज दिया जाए) ।
2. निदेशक, लोक सम्पर्क विभाग हरियाणा को इन हिदायतों को पर्याप्त प्रचार हेतु ।


विशेष सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार ।
2/1/04

इसकी एक-एक प्रति हरियाणा सिविल सचिवालय के सभी शाखा अधिकारियों/अधीक्षकों/उपाधीक्षकों तथा एफ.सी. कार्यालय को सूचनार्थ एवं

आवश्यक कार्यवाही हेतु प्रेषित की जाती है ।

कृति आर
विशेष सचिव, हरियाणा सरकार,
कृते: मुख्य सचिव, हरियाणा सरकार ।
रवि

सेवा में

सभी शाखा अधिकारी / अधीक्षक / उप-अधीक्षक हरियाणा सिविल सचिवालय / एफ.सी. कार्यालय ।

पृ० क्रमांक 22/28/2003-3जी.एस.1111

दिनांक : 30 जनवरी, 2004.

पिछड़ी जाति प्रमाण पत्र के लिए आवेदन पत्र

सेवा में

श्रीमान तहसीलदार साहब

विषय:-

पिछड़ी जाति प्रमाण पत्र बनवाने बारे ।

श्रीमान्जी,

निवेदन यह है कि

- प्रार्थी/मैं पुत्र श्री गांव/वार्ड नं तहसील जिला (हरियाणा) का स्थाई निवासी है ।
- प्रार्थी/मैं जाति व धर्म से सम्बन्ध रखता हूँ जो राज्य सरकार के द्वारा पिछड़ी जाति घोषित की गई है ।
- प्रार्थी/मैं किसी संवैधानिक पद पर नियुक्त नहीं हूँ ।
- प्रार्थी/मैं और मेरी पत्नी/पति सीधी भर्ती के क्लास I सरकारी अधिकारी (आल इण्डिया या राज्य सरकार) नहीं है व न ही क्लास II अधिकारी है ।
- प्रार्थी/मैं अन्य पब्लिक सैक्टर अण्डरटेकिंग या प्राइवेट क्षेत्र में भी उपरोक्त iv में वर्णित पदों के समकक्ष किसी पद पर आसीन नहीं हूँ ।
- प्रार्थी/मैं भारतीय सेवा के कर्नल या उससे उपर के पद या उसके समकक्ष पद पर आसीन नहीं हूँ ।
- प्रार्थी/मैं के पास कुल मलकियत भूमि एकड़ कनाल है ।
- प्रार्थी/मैं व उसके परिवार की सभी साधनों से वार्षिक आय रूपए है तथा प्रार्थी/मैं की पिछले तीन वर्षों में कुल सम्पति wealth Tax Act में निर्धारित छूट सीमा से कम रही है ।
- प्रार्थी/मैं राज्य सरकार के पत्र 1170-एस. डब्ल्यू 1-95 दिनांक 07.06.95 के द्वारा जारी हिदायतों अनुसार कीमीलेयर में नहीं आता ।
- प्रार्थी को अपने पुत्र/पुत्री के लिए पिछड़ी जाति के प्रमाण पत्र की आवश्यकता है ।

अतः आपसे प्रार्थना है कि मेरे उपरोक्त पुत्र/पुत्री को पिछड़ी जाति प्रमाण-पत्र प्रदान करने की कृपा करें ।

प्रार्थी

..... पुत्र

तिथि.....

गांव/वार्ड नं तहसील

जिला

हलिफया ब्यान

18

मैं..... पुत्र श्री..... पिता/माता/संरक्षक श्री/कुमारी.....
निवासी गांव/वार्ड..... तहसील..... जिला..... शपथपूर्वक ब्यान
करता हूं कि उपरोक्त आवेदन पत्र में दिए गए तथ्य सही हैं ।

शपथकर्ता

रूप नामर लीच डिप्टी

तसदीक

तसदीक की जाती है कि उपरोक्त हलिफया ब्यान में दिए गए तथ्य सही हैं तथा
मेरे ज्ञान एवं विश्वास के अनुसार ठीक हैं और उनमें कुछ छुपाया नहीं गया है ।

शपथकर्ता

तसदीक जाती है कि प्रार्थी..... सुपुत्र..... गांव/वार्ड नं.....
तहसील..... जिला..... का स्थाई निवासी है और..... उसका
पुत्र/पुत्री है । मैं प्रार्थी को जाति तौर से जानता हूं जो..... जाति व..... धर्म से
सम्बन्ध रखता है । प्रार्थना पत्र में लिखे गए तथ्य सही हैं ।

सरपंच/नम्बरदार के हस्ताक्षर व नाम

तसदीक की जाती है कि प्रार्थना पत्र में दिए गए तथ्य पूछताछ से सही पाये गए हैं ।

पटवारी के हस्ताक्षर व नाम

तसदीक की जाती है कि स्कूल में दाखिला रिकार्ड अनुसार प्रार्थी की जाति..... व धर्म.....
है ।

मुख्याध्यापक के हस्ताक्षर व नाम

उपरोक्त रिपोर्टानुसार प्रमाण पत्र जारी किया जाए व रजिस्टर में दर्ज किया जाए ।

हस्ताक्षर

तहसीलदार/नायब तहसीलदार-कम-कार्यकारी
मैजीस्ट्रेट

प्रमाण पत्र संख्या..... तिथि.....

जारी किया गया ।

प्रमाण पत्र क्लर्क

-19-

पिछड़ी जाति प्रमाण पत्र

यह प्रमाणित किया जाता है कि श्री/श्रीमति/कु. _____
सुपुत्र/पत्नी/सुपुत्री श्री _____गांव/वार्ड नं. _____ तहसील/सब
तहसील _____जिला _____(हरियाणा) _____ जाति से सम्बन्ध
रखता/रखती है जो हरियाणा सरकार द्वारा पिछड़ी जाति (ब्लाक _____)
घोषित की गई है । यह भी प्रमाणित किया जाता है कि प्रार्थी राज्य सरकार के
पत्र संख्या 1170- SW(1)-95 दिनांक 07.06.95 व संख्या 1883/ SW(1)-95
दिनांक 28.09.95 द्वारा जारी हिदायतों के अनुसार क्रीमीलेयर में नहीं आता ।

यह जाति प्रमाण पत्र जारी होने की तिथि से जीवन पर्यन्त वैध रहेगा ।

तहसीलदार/नायब तहसीलदार

तिथि _____
स्थान _____

अनुसूचित जाति प्रमाण पत्र के लिए प्रार्थना पत्र

सेवा में

श्रीमान तहसीलदार साहब

.....

विषय:-

अनुसूचित जाति प्रमाण पत्र बनवाने हेतु ।

श्रीमानजी,

निवेदन यह है कि :-

1. प्राथी/मैं.....पुत्र श्री.....गांव/वार्ड नं.....तहसील.....
.....
जिला (हरियाणा) का स्थाई निवासी है ।
2. प्रार्थी/मैं.....जाति से सम्बन्ध रखता है जो हरियाणा सरकार के द्वारा अनुसूचित जाति घोषित की गई है ।
3. प्राथी/मैं.....धर्म से सम्बन्ध रखता है
4. प्रार्थी/मुझे को अपने पुत्र/पुत्री..... के लिए जाति प्रमाण पत्र की आवश्यकता है । अतः आपसे प्रार्थना है कि मेरे पुत्र/पुत्री को अनुसूचित जाति प्रमाण-पत्र प्रदान करने की कृपा करें ।

प्रार्थी

.....पुत्र.....

तिथि.....

गांव/वार्ड नं.....तहसील.....

जिला ।

हल्फिया ब्यान

मैं..... पुत्र श्री..... पिता/माता/संरक्षक श्री/कुमारी.....
निवासी गांव/वार्ड..... तहसील..... जिला..... शपथपूर्वक ब्यान
करता हूं कि उपरोक्त आवेदन पत्र में दिए गए तथ्य सही हैं ।

शपथकर्ता

तसदीक

तसदीक की जाती है कि उपरोक्त हल्फिया ब्यान में दिए गए तथ्य सही हैं तथा
मेरे ज्ञान एवं विश्वास के अनुसार ठीक हैं और उनमें कुछ छुपाया नहीं गया है ।

शपथकर्ता

तसदीक जाती है कि प्रार्थी..... सुपुत्र..... गांव/वार्ड नं.....
तहसील..... जिला..... का स्थाई निवासी है और..... उसका
पुत्र/पुत्री है । मैं प्रार्थी को जाति तौर से जानता हूं जो..... जाति व..... धर्म से
सम्बन्ध रखता है । प्रार्थना पत्र में लिखे गए तथ्य सही हैं ।

सरपंच/नम्बरदार के हस्ताक्षर व नाम

तसदीक की जाती है कि प्रार्थना पत्र में दिए गए तथ्य पूछताछ से सही पाये गए हैं ।

पटवारी के हस्ताक्षर व नाम

तसदीक की जाती है कि स्कूल में दाखिला रिकार्ड अनुसार प्रार्थी की जाति..... व धर्म.....
है ।

मुख्याध्यापक के हस्ताक्षर व नाम

उपरोक्त रिपोर्टनुसार प्रमाण पत्र जारी किया जाए व रजिस्टर में दर्ज किया जाए ।

हस्ताक्षर

तहसीलदार/नायब तहसीलदार-कम-कार्यकारी
मैजीस्ट्रेट

प्रमाण पत्र संख्या..... तिथि.....

जारी किया गया ।

प्रमाण पत्र बलक

अनुसूचित जाति प्रमाण पत्र

यह प्रमाणित किया जाता है कि सुपुत्र/सुपुत्री श्री _____

निवासी _____ गांव/वार्ड नं. _____ तहसील _____ जिला

_____ (हरियाणा) _____ जाति से सम्बन्ध रखता है जो The
Constitution (Scheduled Castes) Order, 1950 के अन्तर्गत अनुसूचित जाति
घोषित की गई है ।

यह जाति प्रमाण पत्र जीवन पर्यन्त वैद्य रहेगा ।

तहसीलदार/नायब तहसीलदार

तिथि _____

स्थान _____

**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY
EXECUTIVE MAGISTRATE /OATH COMMISSIONER/NOTARY PUBLIC**

I-----father/mother/guardian-----of
Miss/Mr.-----resident of-----do hereby solemnly State and
affirm as under:-

1. That I am a citizen of India :-
2. That neither the deponent nor the Child/ward of the deponent
have obtained the benefit of Residence in any other State .

Dated

DEPONENT

VERIFICATION

Verified that the contents of my above affidavit are true and correct to the
best of my knowledge and belief and nothing has been concealed therefrom.

Dated

DEPONENT

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/
HEADMASTERS OF THE GOVERNMENT/ RECOGNIZED SCHOOL/
COLLEGE.**

It is certified that Miss/Mr.----- D/o Sh.-----
has been a student of this School/College for a period of-----Year, from----
----- to----- . He left the school/college on----- .

Dated

Signature of Principal/Headmaster of
the school/College (with seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

Certified that Sh. _____ S/o Sh. _____ father
of Miss/Mr. _____ is an employee of the _____ (Name of office) _____
of Haryana Government. He is working as _____, and is posted at _____.
He has more than three years service at his credit.

Place:

Head of the Department
(with seal)

Dated :

RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE EMPLOYEES OF GOVERNMENT OF INDIA.

Certified that Sh. _____ S/o Sh. _____ father of Miss/ Mr. _____ is an employee of Government of India working as _____. He has been posted at Chandigarh/ Haryana in connection with the affairs of Haryana Government for the past three years.

Dated:

**Head of Department
(with seal)**

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER, SUB DIVISIONAL OFFICER (CIVIL), G.A. TO D.C. D.R.O. EM AND TEHSILDAR.

Certified that Sh. _____ S/o Sh. _____ father/guardian of Miss/ Mr. _____ hold (name of Child/ward with full address) immovable property at _____ (place and District) in the State of Haryana for the past ____ years.

OR

Certified that Miss/Mr. _____ S/o Sh. _____ resident of _____ was born in Haryana as per birth certificate.

Dated:

**Signature of the Authority
(mentioned above)
(with seal)**

The validity of Resident Certificate shall be as long as the holder of this certificate maintains his residential address in Haryana State.

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RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE EMPLOYEES OF GOVERNMENT OF INDIA

Certified that Mr. _____ is an employee of Government of India working as _____ He has been posted in Chandigarh, Punjab in connection with the affairs of Punjab Government for the past three years.

Head of Department

Date

PERFORMA OF REGISTER TO BE MAINTAINED BY THE ISSUING AUTHORITY (TEHSILDAR/NAIB TEHSILDAR)

Sr.No. of certificate issued	Date	Name of the Applicant & Address	Verification done by Name			Signature of issuing Authority.
			Sarpanch/Nambardar	Patwari	Headmaster	

hold (name of Colliery) in the State of _____ (place and District) in the State of _____

OR

Certified that Mrs./Miss _____ was born in Punjab as per birth certificate No. _____

37146-C.S.-H.G.P., Chd.

Signature of the Authority (mentioned above) (with seal)

Date

The validity of Resident Certificate shall be as long as the holder of this certificate maintains his residential address in Punjab State.