

No.Rev.B.F(11)-3/2010-loose
Government of Himachal Pradesh
Department of Revenue

Department of Personnel
(Appointment-II)
Diary No. 2451322
Date 17/12/2015

From

The Addl. Chief Secretary-cum-FC (Revenue) to the
Government of Himachal Pradesh.

To

The Deputy Secretary to the Govt. of India,
Ministry of Personnel, Public Grievances &
Pensions, Department of Personnel & Training
Establishment (Reservation-I) Section, North
Block, New Delhi.

Dated: Shimla-171002, the th December, 2015.

Subject:- List of authorities empowered to issue caste/community
certificates-information on the complete list.

Sir,

I am directed to refer to your letter F.No. 36028/1/2014-
Estt(Res.) dated 3rd September, 2015 on the subject cited above and to
say that the State Government has notified the procedures for issuance
of various certificates wherein the competent authorities for the
issuance of various certificates have been specified. A copy of the
same is being supplied to you for taking necessary action please.

Yours faithfully,

(Rakesh Mehta)
Deputy Secretary (Revenue) to the
Government of Himachal Pradesh.
Ph.No.0-177-2621895.

Endst. No. As above. Dated Shimla-171002, the 10-12-2015

Copy is forwarded to the Joint Secretary (Personnel) to the
Govt. of Himachal Pradesh w.r.t. his office letter No. Per
(AP)B(15)10/2015 dated 29th September, 2015 alongwith a copy of the
above said procedure for information please.

(Rakesh Mehta)
Deputy Secretary (Revenue) to the
Government of Himachal Pradesh.
Ph.No.0-177-2621895.

Sh.
16.12
Sh. P.K.

PROCEDURE FOR ISSUING VARIOUS CERTIFICATES
Competent Officers to issue certificates

28.1. The Tehsildar/ Naib Tehsildar Mohal, Sub-Divisional Officer (C), Additional District Magistrate/Additional Deputy Commissioner and Deputy Commissioner concerned shall be the competent authorities to issue all kinds of certificates within their respective jurisdictions. The next higher officer in the official hierarchy shall be the appellate authority for adjudication upon refusal of an officer competent to issue the certificate for issuing a certificate or in case any person is aggrieved about issuance of a certificate to another person.

Application

28.2. The applicant who wants to obtain any certificate as referred to mentioned in preceding para, shall apply to the competent authority alongwith report of the prescribed authority/official or relying upon any other document as required here under. No prior order/direction of the officer competent to issue the certificate shall be required by the prescribed authority/ official for making such a report.

Verification of application

28.3. The applicant shall verify the contents of his application to be true to the best of his knowledge.

Procedure for issuing various certificates

28.4. On receiving the application alongwith the report/ documents required, the officer competent to issue the certificate shall enter the application in the register to be maintained by him, preferably in an electronic form. He shall then issue the required certificate on the basis of the application and the report/documents submitted in accordance with the instructions in this Chapter.

Reports of officials/ persons and/or documents required for various certificates

28.5. (1) **Bonafide Himachali Certificate.**- A report of the patwari concerned or Pradhan Gram Panchayat or President of the concerned local body shall be required for issuance of a Bonafide Himachali Certificate. The report shall be made on the basis of either personal knowledge or any official record maintained by the patwari / local body.

(2) **Scheduled Caste/Scheduled Tribe/Agriculturist Certificate.**- The status of the applicant shall be certified by patwari on the basis of the revenue record in these cases.

(3) **Legal Heir Certificate.**- The patwari concerned shall make a report on the basis of mutation of inheritance and any personal inquiry deemed fit. If a mutation covers all the heirs as per the Hindu Succession Act or Indian Succession Act or personal law applicable, then all of them shall be listed as legal heirs as such. If as a result of 'Will', which is the basis of mutation of inheritance, some or all of them are excluded from all or part of the property of the deceased, this fact shall be specifically recorded in the report/certificate. The applicant shall attach the report as well as death certificate of the deceased with his application before presenting it to the officer competent to issue the certificate.

(4) **Certificate of Dogra Class.**- It shall be issued on the basis of the following documents, namely:

(i) A bonafide Himachali certificate issued to.-

- (a) any person having his/her permanent home in Himachal Pradesh.
(b) A person having his/her permanent home in Himachal Pradesh but living outside the State of Himachal Pradesh on account of his/her occupation; or

(ii) On the basis of report of the concerned patwari/ Pradhan Gram Panchayat/President of the local body to the effect that applicant falls in one of the two categories mentioned above.

(5) **Certificate of ward of a freedom fighter.**- It will be granted on the basis of a verification of the fact that the applicant is the son/daughter, grand son/grand daughter of a person who is listed as a freedom fighter in the relevant data base of the State Government. This verification may be based on a report of patwari concerned or Pradhan Gram Panchayat or Secretary/Panchayat sahayak of concerned Gram Panchayat President/ Secretary of the concerned local body.

(6) **Community certificate (e.g. minority, Sikh, Muslim).**- It will be issued on the report of the of patwari concerned or Pradhan Gram Panchayat or Secretary/Panchayat sahayak of concerned Gram Panchayat or President/ Secretary of the concerned local body or Head of a recognized organization of the community concerned as notified by the Deputy Commissioner for this purpose. For this purpose, the Deputy Commissioner concerned shall notify a list of recognized community based organizations within his district.

(7) **Character Certificate.**- It will be issued on the basis of police verification from the concerned police station. In the report there shall be specifically mention in case any charges have been framed against the applicant or he has been actually convicted by a court of competent jurisdiction or if he for any other reason is not considered fit for grant of a character certificate. In case only a First Information Report or complaint has been lodged against the applicant, this shall not be deemed to debar him/her from being granted a character certificate by the certificate issuing authority. This procedure shall also be applicable to character certificates to be issued by Revenue Officers. Applicants may obtain character certificates from the elected heads of local bodies or other authorities if this meets then requirements as per procedure adopted by those as authorities.

(8) **Certificate of income/indigent person:** This certificate will be issued on the basis of the following documents, namely:-

(a) Affidavit of the applicant about the known sources of income of his family from-

- (i) house or any other property
(ii) business
(ii) salary/pension
(iv) wages
(v) self employment
(vi) other sources

(b) Report of the patwari concerned about income from agriculture/ horticulture/ allied pursuits based on rates of crops grown and yield thereof per unit area in case of agricultural/

horticultural crops and any other parameters which the Deputy Commissioner concerned may deem necessary in case of allied pursuits. Such rates fixed by the Deputy Commissioner shall be valid for the financial year.

(9) **Other Backward Classes (OBC) certificate.**- While applying for issuance of this certificate, the applicant shall furnish both a certificate of income and report of the patwari concerned on the basis of the revenue record.

(10) In addition to the above mentioned certificates, the officers designated in para 28.1 above may issue any other certificate not mentioned above but specifically required by an applicant, on the basis of facts submitted by the applicant to their satisfaction.

(11) Notwithstanding the reports/ documents listed above for various certificates the competent officer may issue any of the certificates mentioned above if he/she is personally satisfied of or has personal knowledge of such status of an applicant.

(12) The Revenue Officer competent to issue any certificate shall satisfy himself about the correctness of the inquiry and report of the patwari or any other specified document. He may also make further inquiry as he deems necessary in the matter before issuing the certificate.

Validity of Certificates

28.7. The Bonafide Himachali, Scheduled Caste, Scheduled Tribe, Ward of freedom fighters, Dogra class, community and legal heir certificates shall be permanent certificates. The other certificates shall remain valid till the relevant term of the financial year.

Copy of certificate to be kept on record

28.8 The certificate issuing authority shall keep on record in electronic form, a copy of every certificate issued.

Issue of certified copy

28.9 If the certificate of any person issued from the issuing office gets lost or misplaced or mutilated, the applicant can obtain a certified/ authenticated copy of same from a person/agency specifically authorized by the State Government for this purpose.

Action for furnishing incorrect information/wrong reports etc.

28.10 The official/ person who furnishes incorrect/false information or report and the officer who issues wrong certificates knowingly or intentionally against the prescribed procedure shall be liable for disciplinary/legal action.

Cancellation of certificate and prosecution of applicant for giving wrong information

28.11 If it is found during inquiry or otherwise, that any information given by the applicant is wrong, the certificate issuing authority shall cancel the certificate after passing a speaking order in this behalf and initiate proceedings against the delinquent under the law. In such a

situation, the certificate earlier issued will be replaced by a copy of the cancelled certificate in the electronic record.

All certificates to carry a photograph of the person to whom the certificate has been issued

28.12 The applicant shall submit a copy of his/her photograph with his/her application, which will be affixed on the certificate issued and form part of the scanned record."

By order,

Sd/-

Principal Secretary (Revenue).