

## Chapter 28

# PROCEDURE FOR ISSUING VARIOUS CERTIFICATES

### Competent Revenue Officers to issue certificates

**28.1.** The Sub-Divisional Officer (C) and Tehsildar Mohal shall be the competent authorities to issue SC/ST, Backward class and Bonafide Himachali certificates within their respective jurisdictions.

### Application/Declaration

**28.2.** The applicant who wants to obtain any certificate mentioned in preceding para, shall apply to the competent authority on the prescribed Forms i.e. on Form-A or C or F appended to this chapter, as the case may be

### Verification of application/declaration

**28.3.** The applicant shall submit the application Form duly filled-in and verified. He shall state true facts in the application. For obtaining Income certificate he shall attach certificates of income from Municipal authorities if the family has any income from house property in a town. Similarly he shall obtain income certificate from concerned Pradhan Gram Panchayat in case the family derives income from house property, in panchayat area. In case the applicant runs business in the town or in a village, he shall obtain income certificate from Sales Tax and Income Tax authorities and shall attach the certificates with the application. The employee of an organisation shall attach salary certificate from the Drawing and Disbursing Officer.

### Procedure for issuing SC/ST certificate

**28.4.** The applicant shall submit the application in Form-A. The Revenue Officer who receives an application for issuing SC/ST certificate shall enter the application in the register to be maintained by him in Form-R-I. He shall forward the application to the patwari Mohal or Consolidation or Settlement if the estate is under consolidation/settlement operations, for inquiry and report.

### Report of the Patwari

**28.5.** The patwari shall report on the application form regarding his caste/tribe from the revenue records like Shajra Nasab, Mutation register, jamabandi etc. if the applicant is a tenure holder in the estate. He shall also append a copy of the relevant revenue record in support of the caste/tribe with the application. If the applicant does not own or possess any land in the estate, he shall make an inquiry into the matter from the reliable and respectable residents of the estate in which the applicant resides regarding his caste/tribe as the case may be. He will submit his inquiry report alongwith application to the competent Revenue Officer for further necessary action within a week.

### Duty of the Revenue Officer

**28.6.** The competent Revenue Officer to issue certificate shall satisfy himself about the correctness of the inquiry and report of the patwari. He may make further inquiry as he deems necessary in the matter before issuing the certificate.

If the applicant is not a tenure-holder in an estate, he shall obtain the certificate from the concerned Pradhan Gram Panchayat/President of Municipal Committee/Notified Area/Executive Officer/Commissioner of Municipal Corporation, as the case may be to the effect that the person is a scheduled caste/tribe according to 'The Scheduled Caste and Scheduled Tribes orders (Amendment) Act, 1976 (No. 108 of 1976) contained in Appendix 'A' before issuing the certificate. After satisfying himself he will issue the certificate to the applicant in Form-B in pursuance of the Act referred to above. He shall obtain the signature of the applicant after issuing the certificate in relevant column of the Register.

**Procedure for issuing Income certificate**

**28.7.** The applicant who wants to obtain the income certificate shall apply to the competent Revenue Officer in Form 'C' appended to the chapter alongwith certificates mentioned in para 28.3 supra. The Revenue Officer shall forward the application to the concerned patwari for inquiry and report.

**Report of the patwari**

**28.8.** The patwari shall make a report regarding income of the applicant from agriculture, horticulture and all other sources. He shall record the details of the land owned and possessed by the applicant's family in his patwar circle as an owner or tenant and shall mention cultivated and uncultivated lands separately. Income from uncultivated lands like private forest, ghasni etc. shall be assessed by the patwari by local inquiry from the reliable and respectable residents of the estate.

The patwari shall also report the number and kind of bearing and non-bearing fruit trees with age owned and possessed by the family. The age of the fruit trees shall be ascertained after local inquiry from the applicant and other reliable residents of the village. If an applicant or members of his family is in Govt. or Semi-Govt. or autonomous bodies or private service, the patwari shall report the facts in his report. He shall report income of the family from all other sources.

If the applicant owns/possesses land in other patwar circle, the patwari shall make a mention of this fact in his report after local inquiry.

**Duty of the Revenue Officer**

**28.9.** The report submitted by the patwari shall be examined by the competent Revenue Officer. He will calculate the income of the cultivated, uncultivated lands and fruit bearing trees. The calculation of income of the uncultivated lands shall be based on the inquiry conducted by the patwari. The income of cultivated lands shall be assessed by him on the basis of farm prices multiplied by product figures of different crops. This will give an estimate of the income of the producer agricultural commodities.

When the income of the family of a land-owner, whose lands are under tenants, is to be calculated, only 1/4th share of the produce of the land held under tenancy shall be taken into consideration for calculating the income of such land. When the income of the family of the tenant is to be calculated, only tenant's share to the extent of 3/4th shall be taken into consideration for the purpose of calculating the income of such tenancy land.

The competent Revenue Officer shall assess the income from non-agricultural sources i.e. business and income from property etc. on the basis of the reports of the Sale tax/Income tax/Municipal authorities to be submitted by the applicant with his application.

In case the applicant has income from house property, out-side the town, the Revenue Officer shall base his estimates on the certificate issued by the concerned Pradhan Gram Panchayat, which shall be produced by the applicant at the time of presenting the application.

The competent Revenue Officer shall assess the income from horticulture on the basis of the age and kind of the fruit bearing plants according to formula evolved and approved by the Govt. of Himachal Pradesh as per Appendix 'C' of this chapter.

In case the applicant or any member of his family is in Govt. or Semi-Govt. or autonomous bodies or private service, he shall obtain the income certificate from the applicant of Drawing and Disbursing Officer of the concerned organisation. He shall assess the income of salary on the basis of these certificates.

If the applicant owns/possesses land in more than one patwar circle, he shall obtain the reports of the concerned patwaris.

**Issue of certificate**

**28.10.** The competent Revenue Officer shall issue income certificate in Form-D based upon all sources after taking into consideration, the report of patwari and other certificate mentioned above. For issuing the

certificate he shall maintain, a register in Form-R-I. He shall obtain the signature of the applicant in token of receipt of the certificate in relevant column of the register.

**Validity of  
Income Certificate**

**28.11.** The income certificate shall be valid for a period of one year from the date of issue.

**Procedure for  
issuing Backward class  
certificate**

**28.12.** The applicant shall submit application for obtaining Backward class certificate in Form-C. The procedure for issuing Backward class certificates shall be the same as applicable to income certificates mentioned in preceding paragraphs. In addition to the income of the applicant, the patwari shall report category of the Backward class of the applicant in his report from the revenue record or through local inquiry as the case may be. The Revenue Officer shall issue the certificate in Form-E after satisfying himself on the basis of the reports and shall follow the procedure laid down for income certificate. He shall maintain a register in Form R-I. The Revenue Officer shall ensure that the certificates are issued strictly in accordance with the H.P. Govt. Notification No. Kalyan-Ch(10)-8(80 dated 30th June/2nd July, 1982 given in Appendix-'B' of this chapter.

**Validity of  
Backward class  
certificate**

**28.13.** The Backward class certificate shall be valid for a period of one year from the date of issue.

**Procedure for  
issuing Bona-fide/domicile  
Himachali Certificate**

**28.14.** The applicant shall submit application for obtaining bonafide domicile/Himachali certificate in Form-F. The bonafide/domicile/Himachali certificate shall be issued by the competent Revenue Officer in Form-G on the basis of the report/inquiry of patwari certificates of Pradhan Gram Panchayat/President M.C./Executive Officer Municipal Corporation in accordance with the H.P. Govt. letter No. 12-7/73-SAD, dated 18th August, 1972 and instructions of the Govt. as per Appendix-'D' of this chapter. He shall maintain a register in Form-R-I.

**Copy of certificate to be kept  
on the file**

**28.15.** The issuing authority shall keep on the file an office copy of every certificate issued by him to the applicant.

**Issue of certified copy:**

**28.16.** If the certificate of any person issued from the issuing office gets lost or misplaced, the applicant can obtain a certified copy from copying agency under Copying Agency Rules.

**Consignment of  
file to General  
Record Room:**

**28.17.** The file shall be consigned to the General Record Room after completion within one month.

**Action for furnishing incorrect  
information/wrong  
reports etc.**

**28.18.** The Revenue Official who furnishes incorrect/false information or report and the Revenue Officer who issues wrong certificates knowingly or intentionally against the prescribed procedure shall be liable for disciplinary action under Conduct Rules..

**Prosecution of  
applicant for giving wrong  
information**

**28.19.** If it is found during inquiry or otherwise, that any information given by the applicant is wrong, the certificate issuing authority shall initiate prosecution proceedings against the delinquent under the law.

**Form—A**  
**(See—para 28.2)**

**Application/Declaration of the applicant for obtaining SC/ST Certificate.**

I, \_\_\_\_\_ Son/daughter/Wife\* of \_\_\_\_\_  
resident of village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ declare as under:  
That I belong to \_\_\_\_\_ Caste/\*Tribe, which is recognised as SC/ST\*.

I solemnly affirm that the statement made by me is true and correct. I shall be liable for prosecution if  
the facts given above are found incorrect

Kindly issue SC/ST Certificate in my favour.

Place \_\_\_\_\_ Signature of applicant \_\_\_\_\_  
Date \_\_\_\_\_  
**Verification by Patwari**

Certified that Shri\*/Smt.\*/Kumari \_\_\_\_\_ Son\*/daughter/wife of \_\_\_\_\_ is resident  
of village \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ He/She belongs to \_\_\_\_\_  
Caste/Tribe as per the revenue record (Copy attached) or on the basis of enquiry conducted in this behalf  
(enquiry attached).

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Patwari \_\_\_\_\_

\*Please delete the words which are not applicable.

**Form-B**  
**(See Para 28.6)**  
**Certificate of Scheduled Tribe/Caste**

This is to certify that Shri/Shrimati\*/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\*

2. Shri/Shrimati\*/Kumari\* \_\_\_\_\_ and his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union territory\* of \_\_\_\_\_

Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 (with seal of office)

Place: \_\_\_\_\_ State\*/Union territory\*

Date: \_\_\_\_\_

\*Please delete the words which are not applicable.

**Form-C**  
**(See Paras 28.2 and 28.12)**

**Application/declaration of the applicant for obtaining Income and Backward Class Certificates**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ age \_\_\_\_\_ R/o village \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ declare that my family income consisting of the following members, whose particulars are given, is as under:

Sr. No.	Name	Relationship to the applicant	Address	Occupation/category of backward class	Details of property owned. (i) Agricultural (ii) Non-agricultural
1	2	3	4	5	6

**7. Annual family income from:-**

- (i) Salary
- (ii) Business
- (iii) Agriculture/Horticulture etc.
- (iv) House Property
- (v) Other sources.

I certify that the total annual income of my family from all sources is Rs. \_\_\_\_\_.

I \_\_\_\_\_ solemnly declare that facts as stated above are true to the best of my knowledge.

I shall be liable for prosecution, if the facts given above are found incorrect.

Kindly issue Income/Backward class certificate in my favour.

Place: \_\_\_\_\_

Signature of the applicant.

Dated: \_\_\_\_\_

**Verification by patwari:**

Certified that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ Tehsil \_\_\_\_\_, District \_\_\_\_\_ owns \_\_\_\_\_ Bigha/Hect cultivated and \_\_\_\_\_ Bigha/Hect uncultivated land.

The annual income of the family of the applicant from all sources comes to Rs. \_\_\_\_\_ as per the procedure laid down for calculating the family income in H.P.L.R.M.

Certified that Shri/Smt./Kumari \_\_\_\_\_ holds non-agricultural property in village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_, District \_\_\_\_\_, the income of which comes to Rs. \_\_\_\_\_ as per certificates of income issued by various Departments/authorities.

Place:

Dated:

Signature of Patwari

**FORM-D**  
**(See-para 28.10)**  
**Certificate of Income**

Certified that on the basis of the information furnished by the applicant and after verification from the concerned authorities, I am satisfied that the total income of the family of Shri\*/Smt.\*/Kumari\* \_\_\_\_\_ Son\*/daughter\* of \_\_\_\_\_ R/o \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ from all sources does not exceed Rs. \_\_\_\_\_ per month\*/annum\*.

This certificate is valid for a period of one year from the date of issue.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(With Seal)

Signature of the applicant

\*Please delete the words which are not applicable.

**FORM-E**  
**(See-para 28.12)**  
**Certificate of Backward Class**

Certified that Shri\*/Smt.\*/Kumari\* \_\_\_\_\_ Son\*/daughter\* \_\_\_\_\_ of Village\*/Town\* \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ belongs to \_\_\_\_\_ backward class whose family income is less than Rs. 5000/- per annum or belongs to \_\_\_\_\_ community having family income of not more than Rs. 7500/- per annum which has been declared Backward class vide H.P. Govt. notification No. Kalyan-CH(10)-8/82 dated 30 June/2nd July, 1982.

This certificate is valid for a period of one year from the date of issue.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(With Seal)

Signature of the applicant

\*Please delete the words which are not applicable.

**FORM-F**  
**(See Para 28.2)**  
**Application/Declaration of the applicant for obtaining Certificate of Bonafide Himachali**

I \_\_\_\_\_ Son/daughter\*/wife of \_\_\_\_\_ resident of village\*/Town \_\_\_\_\_ declare as under:-

That I am a bonafide Himachali:-

- (i) having my permanent home in Himachal Pradesh or
- (ii) residing in Himachal Pradesh for the period of 15 years, or
- (iii) having my permanent home in Himachal Pradesh by living out side Himachal Pradesh on account of my occupation.

I solemnly affirm that the contents of this declaration are true and correct. I shall be liable for prosecution if the facts given above are found incorrect.

Kindly issue Bonafide Himachali Certificate in my favour.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Applicant.

\*Please delete the words which are not applicable.

**FORM-G**  
**(See-para 28.14)**  
**Certificate of Bonafide Himachali**

Certified that Shri/Shrimati/Kumari\* \_\_\_\_\_ Son/daughter\*/wife of \_\_\_\_\_ resident of village\*/town\* \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ is a bonafide Himachali having his permanent home in Himachal Pradesh;

OR

- ii) residing in H.P. for a period of 15 years or above;
- iii) having his permanent home in Himachal Pradesh but leaving outside H.P. on account of his occupation.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With Seal)

Signature of the applicant

\*Please delete the words which are not applicable.



**Form B-1**  
**(See Paras 28.4, 28.10, 28.12, and 28.14)**  
**Register for Issuing certificates**

Name of the applicant	Father's Name	Address	Kind of certificate issued SC/ST/Bonafide/ Domicile Himachali/ Income Certificate	Date of issue of certificate	Signature of the applicant	Remarks
1	2	3	4	5	6	7

**APPENDIX A**  
**(See Para 28.6)**  
**THE SCHEDULED CASTES AND SCHEDULED TRIBES ORDERS (AMENDMENT)**  
**ACT, 1976 (No. 108 OF 1976)**

This Act has come into force with effect from 27th July, 1977  
*(Extracts of Parts VI and V)*

**PART VI-HIMACHAL PRADESH**  
**(SCHEDULED CASTES)**

1.	Ad Dharmi	29.	Hesi
2.	Badhi, Nagalu	30.	Jogi
3.	Balmiki, Bhangi, Chuhra, Chura, Chuhre	31.	Julaha, Hulahe, Kabirpanthi, Keer
4.	Bandhela	32.	Kamoh, Dagoli
5.	Bangali	33.	Karoack
6.	Banjara	34.	Khatik
7.	Bansi	35.	Kori, Koli
8.	Barad	36.	Lohar
9.	Barar, Burar, Berar	37.	Marija, Marecha
10.	Batwal	38.	Mazhabi
11.	Bauria, Bawaria	39.	Megh
12.	Bazigar	40.	Nat
13.	Bhamjra, Bhanjre	41.	Od
14.	Chamar, Jatia, Chamar, Rehgar, Raigar, 42. Ramdasi, Ravidasi, Ramdasia, Mochi.	Pasi	
15.	Chanal	43.	Perna
16.	Chhimbe, Dhobi	44.	Phrera, Pherera
17.	Dagi	45.	Rehar, Rehara
18.	Darain	46.	Sanhai
19.	Darai, Daryai	47.	Sanhal
20.	Daule, Daole	48.	Sansi, Bhedkut, Manesh
21.	Dhaki, Toori	49.	Sansoi
22.	Dhanak	50.	Sapela
23.	Dhaogri, Dhusi	51.	Sardem Saroram Sarare, Siryare, Sarehde
24.	Dhogri, Dhangri, Siggri	52.	Sikligar
25.	Doom, Doomna, Dumna, Dumne, Mahasha	53.	Sipi
26.	Gagra	54.	Sirkiband
27.	Gandhila, Gandil, Gondola	55.	Teli
28.	Hali	56.	Thathiar, Thathera.

**PART V-Himachal Pradesh  
(Scheduled Tribes)**

- |  |                       |
|--|-----------------------|
| 1. Bhot, Bodh  | 4. Jad, Lamba, Khampa |
| 2. Gaddi (excluding the territories specified in sub-section (1) of section 5 of the Punjab Re-organisation Act, 1966 (31 of 1966), other than the Lahaul and Spiti district). | 5. Kanaura, Kinnara   |
| 3. Gujjar [excluding the territories specified in sub-section (1) of section 5 of the Punjab Re-organisation Act, 1966 (31 of 1966)].  | 6. Lahaula            |
|  | 7. Pangwala           |
|  | 8. Swangla            |

**APPENDIX-B  
(See Para 28.12)  
Government of Himachal Pradesh  
Welfare Department  
Notification**

*Shimla-2, the 30th June/2nd July, 1982*

**No. Kalyan-Ch(10)-8/80**—The Governor, Himachal Pradesh in supersession of this Department notification of even number, dated 28-3-1981 is pleased to order that besides the scheduled castes and scheduled tribes who are separately enjoying certain privileges, the other Backward Classes shall include:-

- (a) All residents of Himachal Pradesh whose family income is less than Rs. 5,000/- per annum irrespective of the fact as to whichever castes or community or class they belong to and whatever profession they are following.
- (b) Besides the above category, persons belonging to the following communities have a family income of not more than Rs. 7,500 per annum shall also be considered backward in the State.

**Castes professing any religion other than Scheduled Castes/Scheduled Tribes.**

(A) Throughout the Pradesh:

- |   |                             |
|---|-----------------------------|
| 1. Aheri, Ahoi, Heri, Naik, Thori, Turi | 25. Gawaria, Gauria or Gwar |
| 2. Ard Pop                              | 26. Hajam                   |
| 3. Boda                                 | 27. Jhinwar or Dhinwar      |
| 4. Bathi                                | 28. Keshap Rajput           |
| 5. Bata, Hensi or Hosi                  | 29. Kahar                   |
| 6. Bagria                               | 30. Kumhar                  |
| 7. Batoerha                             | 31. Kangehra                |
| 8. Baragim Bairagi                      | 32. Kanjarokanchan          |
| 9. Bharbunha, Bharbhuja                 | 33. Kurmi                   |
| 10. Bhat, Bhatta, Darpi                 | 34. Labana                  |
| 11. Euhalia                             | 35. Mahatam                 |
| 12. Chang                               | 36. Madari                  |
| 13. Changar                             | 37. Mirasi                  |
| 14. Chirimar                            | 38. Mallah                  |
| 15. Dhimar                              | 39. Mehra                   |
| 16. Dhosali, Dosal                      | 40. Nai (Kuleen Brahman)    |
| 17. Daiya                               | 41. Naiband                 |
| 18. Faquir                              | 42. Nar                     |
| 19. Ghirath including Chang and Bhati   | 43. Pinja, Panja            |
| 20. Ghasim Ghasiara or Ghosi            | 44. Roolband                |
| 21. Gorkha                              | 45. Soi                     |
| 22. Ghai                                | 46. Thawins                 |
| 23. Gowala, Gwala                       | 47. Vanzara                 |
| 24. Gadaria                             |                             |

(B) In merged area only

1. Keer
2. Gaddi
3. Gujjar

2. The above categories of Class/Communities in Himachal Pradesh will be entitled to the following facilities/concessions:-

- (i) pre-matric stipends at Primary, Middle, Higher Secondary stages;
- (ii) interest free loans; and
- (iii) reservation in services as determined by the Government from time to time.

A.N. VIDYARTHI,  
Secretary (Welfare) to the  
Government of Himachal Pradesh

## APPENDIX-C (See Para 28.9)

Extract taken from "Evaluation of Fruit Trees, Basic Principles and Methods" by Harbans Singh; Reprinted from Himachal Horticulture Vol. VII No. 2 by H.P. Fruit Development Board, Shimla.

*Note:* The formula has been approved by the Director of Agriculture, H.P. and the Director of Agriculture Punjab for assessment of fruit trees in Himachal Pradesh and Punjab.

The determination of the value of the yearly gross income of the tree is governed by many factors. Some of these have already been mentioned earlier. Some trees of the same variety may be bearing more crop than others. The trees in the initial period and end of bearing life yield less crop. Many kinds and varieties of fruits bear heavy crops in one year and light crop in the next year. Then there are natural calamities which affect the yield during some years. It is, therefore, very difficult to determine the correct yield of every tree, kind of variety for each future year. The best solution of all these problems is to determine the average income per year of each tree under given conditions of growth and productivity. This has been given in column 7 of the appendix. All factors affecting the income of the trees have been taken into consideration while arriving at the average income from a tree each year.

### Classification of Fruit Trees:

As has been pointed out in the preceding paragraphs the trees of the some kind and variety may give different income under different climatic, solid and orchard management conditions. The average yearly income per tree mentioned in column 7 of the appendix relates to good commercial varieties planted under good conditions of growth, productivity and management. Such trees are known as Class I trees. Broadly speaking the trees have been divided in six categories. Each category or class has been assigned separate value depending upon the average income that the trees are likely to yield.

Category	Particulars	Value As in col. 7 of appendix
Class I	1. Good commercial varieties.	75% of Class I
	2. Good management.	
	3. Good conditions of growth and fruit production.	
Class II	1. Good commercial varieties with average growth and fruit productivity conditions.	
	2. Non commercial varieties by other conditions as under Class I.	
Class III	Trees of non commercial varieties with average management conditions.	50% of Class I
Class IV	Trees with poor management and growth the productivity conditions. Attack of insects, pests and diseases quite prevalent.	40% of Class I
Class V	Trees under very poor management and growth and productivity conditions and affected severely by the attack of insects, pests and disease.	30% of Class I
Class VI	Trees growing under extremely poor conditions. Their value will be apportioned by the assessing authority according to the conditions of the trees.	20% or below of Class I

## Remarks

1. Good management conditions include complete freedom from the attack of insects, pests and diseases.

2. The trees under 5th and 6th categories are not expected to live their normal life. As such the bearing life of such trees be reduced by 75 per cent and 50 per cent respectively of the normal life.

The trees planted in the areas which are climatically or otherwise totally unsuitable for their cultivation should be assigned only fuel value. In case some trees are bearing some fruit in such areas their total yearly yield may be assessed and value fixed accordingly keeping in view the value of the trees under normal planting. In any case these will not be higher than the lower category.

3. In case some trees have not started bearing even after crossing the sapling age given in the formula, these should be assessed as unbearing trees in accordance with the formula.

4. A tree will be considered to have entered bearing age if it has started flowering, provided it has crossed sapling age.

5. If the distance between the trees in the orchard is less than the minimum recommended for the kind, the valuation will be reduced corresponding to the reduction in distance.

6. In certain cases where market is very near and other conditions of marketing are very favourable, a 5 per cent premium may be given to the value under each category.

### Value of the Fuel of Timber:

Most of the fruit trees yield comparatively small quantity of fuel. Only a few fruit trees will have any timber value. However every tree will turn out some fuel on being cut down. The extent to which a tree will provide fuel will mainly depend upon the girth of the main limbs and size of the tree. Once one knows the estimated quantity of fuel wood on a tree at the time of its acquisition, it is easy to calculate its value by taking into consideration the local market rates of such a non dry wood. As regards timber value the work relates to the forest Department.

### Final Assessment of a Tree:

Most of the factors affecting the value of a tree have been elucidated. It would appear that the value of a tree at a particular time will be the sum total of the basic value, income from the remaining bearing years of the tree and fuel value. There is another important factor which cannot escape attention. The owner of the tree will get payment for the future bearing capacity of the tree in one lot without incurring any expenditure on his tree, disposal of fruit etc. for the remaining bearing years. Normally he would have got income in yearly instalments spread over a long period. There are obvious advantages and benefits in getting the income of all the future years in one lot. Such a compensation will be not justifiable. Keeping all these factors into consideration it has been felt that the value of the remaining bearing age of a tree may be reduced to 25 per cent. This will do justice to the owner of the tree getting the compensation and the agency paying the price in one lot. The final formula will thus be as follows:

$$\text{Basic value of the tree} + \left| \text{No. of remaining bearing years.} \times \text{Income per year} \times \frac{1}{4} \right| + \text{Fuel value}$$

A ten year old class I apple tree will thus be assessed as follows:

**A. Basic value:** An apple tree comes into bearing in the 6th year and as such it remains in sapling stage for 5 years. (Sl. No. 1 col. 5 of appendix).

(a) Non recurring expenditure : Rs 5.00 (col. 3 of appendix)

(b) Recurring expenditure for 5 years at the rate of Rs 5/- per year : Rs 29.80 (col. 4 of appendix)

or say total basic value  
 $5 + (5 \times 5) = \text{Rs } 30.00$

**B. Assessment of Remaining Bearing Age:**

A ten year old apple tree has already completed five years of bearing life. Average bearing life of an apple tree is 45 years (Col. 6 of appendix). Having borne fruit for five years the tree is expected to bear for another 40 years.

A class I apple tree will give an yearly income of Rs 100 per year (Col. 7 of appendix). Thus the tree will give a total gross income of Rs 4000.00 during the remaining years of its bearing life. Future expenditure and payment in one lot will reduce the amount by one fourth to Rs 1000.00 or in other words  $(40 \times 100 \times 1/4) = \text{Rs } 1000$

**Fuel Value:**

If the spot inspection reveals that the tree has about 5 quintals of wood and the local rate is Rs 5.00 per quintal of wet wood, the fuel value will be Rs. 25.00. Total value of a ten year old class I tree will thus be:

Rs 30.00 (Basic value) + Rs 1000  
(Income from the remaining bearing years)  
+ Rs 25.00 (Fuel value) = Rs 1055.00





1	2	3	4	5	6	7
30	Kagzi lime	5.00	5.00	5th	30	50.00
31	Galgai	5.00	5.00	4th	25	35.00
32	Ber	5.00	5.00	5th	45	25.00
33	Falsa	5.00	5.00	2nd	10	5.00
34	Hazelnut	5.00	5.00	12th	80	30.00
35	Chestnut					
36	Almond	5.00	5.00	4th	15	40.00
37	Jamberi	—	—	4th	25	15.00
38	Wild apricot	—	—	5th	45	15.00
39	Wild peach	—	—	4th	25	5.00
40	Banana	2.00	—	2nd	1	10.00
41	Papaya	2.00	—	2nd	5	5.00
42	Aonla grafted	5.00	5.00	5th	45	60.00

Note: 1. Wild bearing pomegranate (Daru) in the private jungle, waste land etc. will be assessed at the rate of Rs 5.00 per plant without any consideration for age, basic value, fruiting etc..

2. Under col. 5 the year in which the tree comes into bearing has been given. In case of apple it is the 6th. It means that the tree has completed 5 years of orchard life or in other words an apple tree will come into bearing after completing 5 years of orchard life or in the 6th year. This should be kept in view in all the cases. It should not be taken as if the tree comes into bearing after 6th year as it is the 6th year not 6 years.

3. All other wild fruit trees be given fuel value only.

Source: Harbans Singh "Evaluation of fruit trees, Basic Principles and methods" ibid.

### Appendix-D (See Para 28.14)

(Source-Hand-Book on Recruitment, Promotion and other Service Matters Vol-I, Department of Personnel (AP-II) Himachal Pradesh Government, Pages 158-159, 164 to 168)

PC (AP-B) A (3) - 1/2000 dt 11/11/2009

## BONAFIDE HIMACHALI

### 1. Definition of Bonafide Himachali

A bonafide Himachali is a person who has permanent home in Himachal Pradesh and includes a person who has been residing in Himachal Pradesh for a period not less than 15 years or a person who has permanent home in Himachal Pradesh but on account of his occupation he is living outside Himachal Pradesh.

(H.P. Govt. O.M. No. 12-7/73/SAD, dated the 18th August, 1972 (Annexure-II))

## **2. Certificate of Bonafide Himachali Authorities competent to issue such certificates**

It has been decided by the Government that the certificates of bonafide Himachali shall be issued by the Tehsildar/Sub-Division Officer (Civil) of the area, on the basis of the certificate issue by the respective Pradhan of Gram Panchayat/Patwari/President of the Municipal Committee and Notified Area Committee/Executive Officer of the Municipal Corporation, to the effect that the person concerned is:-

- (i) having his permanent home in Himachal Pradesh;
- (ii) residing in Himachal Pradesh for a period of 15 years; or
- (iii) having his permanent home in Himachal Pradesh but living outside Himachal Pradesh on account of his occupation.

The Tehsildar/Sub-Divisional Officer (Civil, shall issue such certificates only in respect of the persons within their jurisdiction.

3. In case any person is aggrieved at not being issued the certificate bonafide Himachal by the above-mentioned authorities, he can file appeal with the Deputy Commissioner concerned and the decision of the Deputy Commissioner on such appeal shall be final.

(H.P. Govt Deptt. of Personnel O.M. No. 8-82/71-DP (Appt II), dated the 17th September, 1983 Annexure III)

## **4. Clarification on certain points**

Government have received references from some Departments seeking clarification on the following points relating to the definition of bonafide Himachali, prescribed vide Memo. No. 12-7/63-SAD, dated the 18th August, 1972:-

- (1) Whether female residents of places outside Himachal Pradesh who have married bonafide residents of Himachal Pradesh can be treated permanent residents of Himachal Pradesh for the grant of bonafide certificates of Himachal Pradesh;
- (2) Whether female residents from outside the Himachal Pradesh when married to permanent employee of Himachal Pradesh can be considered eligible for the grant of such certificates.

On careful consideration of the matter the Government have decided that-

- (i) The female residents of places outside Himachal Pradesh, when married to (persons entitled to) the grant of bonafide certificates of Himachal Pradesh, shall be eligible for the issue of such certificates, whereas female residents of Himachal Pradesh, when married to persons having their permanent home outside the Himachal Pradesh, shall be ineligible for the issue of such certificates; and
- (ii) Since the employees of Himachal Pradesh, whether permanent or temporary, are not automatically entitled to the issue of Bonafide certificates of Himachal Pradesh unless they satisfy the precise pre-requisites prescribed for the issue of the said certificates, their wives will be considered eligible only if they or their husbands fulfil the pre-requisites.

No. 12-7/73-SAD  
Government of Himachal Pradesh  
Department of Personnel  
Secretariat Administration Services  
Simla-2, the 18th the August, 1972

## OFFICE MEMORANDUM

The question regarding priority of the term "Bonafide Himachali" has been engaging the attention of the Government for some time past. After careful consideration, the Government have decided to adopt the following definition

"A bonafide Himachali is a person who has permanent home in Himachal Pradesh and includes a person who has been residing in Himachal Pradesh for a period not less than 15 years of a person who has permanent home in Himachal Pradesh but on account of his occupation he is living outside Himachal Pradesh."

2. It is requested that the above definition may be brought to the notice of all concerned for information and guidance.

Sd/-  
(Arvind Kaul)  
Deputy Secretary (Sectt Admn.) to the  
Government of Himachal Pradesh.

To

- (1) All Secretaries/Jt. Secretaries/Dy Secretaries/Under Secretaries to the Govt. of Himachal Pradesh.
- (2) All Heads of Departments in Himachal Pradesh.
- (3) All Deputy Commissioners in Himachal Pradesh.
- (4) The Accountant General, Himachal & Chandigarh, Simla-2.
- (5) The Deputy Controller, Printing a Stationary H.P. Simla-4, for publication in H.P. Govt. Gazette.
- (6) The Director of Public Relations and Tourism, Himachal Pradesh, Simla-2, for wide publicity.

Copy of H.P. Govt. letter No. 8-82/71-DP (Apptt-II) Dated the 17th September, 1983 from the joint Secretary(Personnel) to the Government of Himachal Pradesh, addressed to all Secretaries/Jt. Secretaries/Deputy Secretaries/Under Secretaries to the Govt. of Himachal Pradesh;

All the Heads of Departments in Himachal Pradesh

All Deputy Commissioners in Himachal Pradesh;

Subject: Certificate of Bonafide Himachali Authorities competent to issue such certificates.

I am directed to say that as per instructions issued vide Govt. of Himachal Pradesh, Department of personnel, Secretariat Administration Services, O.M. No. 12-7/63-SAD, dated the 18th August, 1972, the following definition of term 'Bonafide Himachali' has been adopt:-

"A bonafide Himachali is a person who has a permanent home in Himachal Pradesh and includes a persons who has been residing in Himachal Pradesh for a period not less than 15 years or a person who has permanent home in Himachal Pradesh but on account of his occupation he is living outside Himachal Pradesh."

A case has come to the notice of the Government where a Sub Divisional Magistrate had issued certificate of Bonafide Himachali to a person not belonging to the area of justification of that Sub Divisional Magistrate. Subsequently, enquiries made to find out the eligibility of that person for the grant of certificate of Bonafide Himachali revealed that he did not fall within the definition at all. Consequently, the wrongly issued certificate had to be cancelled.

In order to ensure that such a mistake should not occur in future, it has been decided by the permanent that the certificates of Bonafide Himachali shall be issued by the Tehsildar/Sub Divisional Officer (Civil) of the area, on the basis of certificates issued by the respective Pradhan Gram Panchayat/Patwari/President of the Municipal Committee and Notified Area Committee/Executive Officer of the Municipal Corporation, the effect that the person concerned is-

i) having his permanent home in Himachal Pradesh;

OR

ii) residing in Himachal Pradesh for a period of 15 years or above;

OR

iii) having his permanent home in Himachal Pradesh but living outside Himachal Pradesh on account of his occupation.

The Tehsildar/Sub Divisional Officer (Civil) shall issue such certificates only in respect of persons within their jurisdiction.

4. In case any person is aggrieved at not being issued the certificate of Bonafide Himachali by the above mentioned authorities, he can file appeal with the Deputy Commissioner concerned and the decision of the Deputy Commissioner on such appeals shall be final.

5. These instructions may kindly brought to the notice of a concerned working under you, for strict compliance.