

Annexure – V

GUIDELINES/SPECIMENS FOR RESIDENT CERTIFICATES

**No.1/3/95-3PP II/9619
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL
POLICIES II BRANCH)**

Dated, Chandigarh the 6/6/96

To

- (i) All the Financial Commissioners to the Govt. of Punjab.
- (ii) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (iii) All Heads of Departments, Commissioners of Division, Registrar, Punjab & Haryana High Court, District and Session Judges, Deputy Commissioners, Sub Divisional Officers (Civil) in the Punjab State.

Subject :- Bonafide resident of Punjab-Guidelines for grant of Residence Certificate.

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular Letter No.1/3/95-3PP II/2043, dated 29/1/1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for purposes of admission to educational institutions (including technical/medical institution). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain Vs. Union of India and others reported as AIR 1984-SC-4121 wherein it was held that instead of the word 'Domicile' the word 'Residence' be used in the instructions issued by the State Government on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above as under:

**Affidavit/Certificate and the authorities
competent to issue the same**

- (a) Citizen of India
 - (b) Produce an affidavit to the effect that they or their Children/wards have not obtained the benefit of Residence in any other State
- Affidavit of the parents/guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public

Categories

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| <p>i) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.</p> | <p>Certificate to be issued by the Headmaster/ Principal of the Govt. and recognized Schools/Colleges concerned.</p> |
| <p>ii) Children wards of</p> <p>a) The employees of Punjab Govt. posted in or outside Punjab State or working on deputation having at least 3 years of service.</p> <p>b) The employee of Govt. of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.</p> <p>c) The employees of State Govt. institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years.</p> <p>d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Govt. has 20% or more shares:</p> <p>e) The Residents who are residing outside Punjab on Account of their service either with the GOI or with the employees of the Govt. of Punjab in the matter of issue of 'Residence Certificate' provided the permanent address of such employees fall in the reorganized Punjab i.e. on or after 01.11.66, as per their service books.</p> <p>f) *The employees borne on the establishment of Punjab and the Haryana High Court discharging duties in connection with the affairs of the State of Punjab having atleast three years of service who have not availed this facility from their parent State and State of Haryana and U.T; Chandigarh</p> | <p>Certificate to be issued by respective Head of the Department</p> <p style="text-align: center;">- do -</p> <p style="text-align: center;">- do -</p> <p style="text-align: center;">- do -</p> <p style="text-align: center;">-do-</p> <p>*Certificate to be issued by the Head of the Department of the Punjab and Haryana High Court.</p> |
| <p>iii) Children/wards of the pensioners of Punjab Government irrespective of the fact that the original home of the retiree is in a state other than Punjab or he has settled after retirement in or outside Punjab.</p> | <p>PPO issued by the Accountant General, Punjab.</p> |
| <p>iv) Children/wards of persons who have settled in Punjab or had resided in Punjab for a period of atleast 5 years at any time prior to the date of submission of the application either in pursuit of a profession or holding of a job.</p> | <p>Certificate to be issued by the DC, ADC (R), ADC (D), SDM, GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.</p> |
| <p>v) Children/wards of persons who have held immovable property in Punjab for a period of 5 years, the property should be in the name of the parents/guardians or the candidate himself.</p> | <p>DC, ADC(R), ADC(D), SDM, GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other documents to the full satisfaction of the DC.</p> |
| <p>ii) Persons who were born in Punjab and produced a certificate to that effect</p> | <p>As per category (iv) above.</p> |

2. For the purposes of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, proforma have been prescribed which are enclosed herewith. After careful consideration, it has also been decided to delete the D.T.O. included among the certifying authorities against category (iv) & (vi) of the policy instructions dated 29.01.1996.
3. The receipt of this letter may please be acknowledged.

Sd/-
(Karam Chand Ahuja)
Deputy Secretary, Personnel

Copy of letter No.1/3/95-3PP-II/10361-63, dated 20.05.97 from the Joint Secretary, Personnel Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies Branch II) to all Heads of Departments, etc., in the Punjab State.

Subject: Bonafide Resident of Punjab Guidelines for grant of Residence Certificate

With reference to letter No.1/3/95-3PII/9619, dated the 6th June, 1996 of this Department on the subject noted above and to say that keeping in view the hardship being faced by the Employees in getting the 'Residence Certificate' it has been decided to decentralize the powers of issuing the 'Residence Certificate' in process of the categories mentioned below:

Categories:

- | | |
|--|--|
| ii) Children/wards of | The Heads of the office shall be competent to issue the requisite certificate to the employees with the exception that in the case of head of Office, the Head of the Department shall be the Competent Authority to issue the certificate |
| a) The employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service. | - do - |
| b) the employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years. | - do - |
| c) the employees of State Government institutions/undertaking who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years. | - do - |
| d) the employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares. | - do - |

Copy of letter No.1/3/95-3PP-II/7332, dated 14th June, 1999

From: Chief Secretary to Government of Punjab to all the Heads of the department etc.

Subject: Issuance of certificate for the purpose of seeking admission to various educational/technical/professional institutions in the state and also for employment.

Sir,

It has been brought to the notice of Government that educational authorities and institutions prescribe various certificates regarding residence, SC/BC category and backward area etc. to be furnished by the students/candidates with the applications forms for entrance examinations or employment in the formats and by the authorities different from those prescribed by the Government departments. Cases have also been reported where the authorities concerned insist on retaining original certificates and refuse to accept the attested photo copies of the certificates. All this results in harassment and panic among the students/candidates and their parents/guardian, since they have to apply with such certificates to more than one authorities simultaneously and within a limited period. The lists of certificates required at the time of applying for CET/PMET/PMT and PAU are enclosed by way of illustration.

2. In order to overcome the difficulty mentioned above, it has been decided by the Government that following procedure has been decided by the Government that the following procedure shall be followed meticulously by all the educational and other authorities concerned:-

- i) Certificates issued in the format and by the authorities prescribed by the Government Departments shall be accepted as valid by all educational institutions and other authorities.
- ii) Where a number of authorities have been authorized to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.
- iii)(a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidate seeking admission or other facility to indicate in the application form whether he/she belongs to any particular category entitling him/her to certain concessions or facility. Requisite certificates may be obtained only from the selected/wait listed candidates.
- iii)(b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.
- iv) Parents / guardian or candidates can also obtain SC certificates from the Head of the institution where the candidate has studied if the proof is available in the school records.
- v) The persons who are employed in Government of India or any other State Government are to be treated at par with the employees of the Government of Punjab in the matter of issue of Scheduled Caste certificate provided relevant Scheduled Caste certificate exists in their service record. The Scheduled Caste certificate in such will be issued by the respective Heads of Departments in the Proforma below:-

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT

Certified that Shri _____ S/o Sh. _____ father/mother of Miss./Mr. _____ is an employee _____ of (State Govt. Institution/underworkings) the Government of Punjab and is working as _____. He is posted at Chandigarh/Punjab in connection with the Affairs of the Punjab Government for a period of past three years.

- vi) In case of, freedom fighters, political sufferer terrorists/riot victims and migrations where the registers are maintained by DC office, the certificate may be issued by Deputy Commissioner/GA to DC/ADC. These instructions shall come into force with immediate effect and shall be effective even where admission prospectus have already been printed following earlier instructions but entrance examination is yet to be hold or deadline for submission of forms is not yet over. These instructions may be brought to the notice of all concerned for meticulous compliance. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(Megh Raj)
Joint Secretary Personnel

SPECIMEN FORMS OF SOME CERTIFICATES TO BE ATTACHED
WHICHEVER APPLICABLE WITH EACH APPLICATION FORM

CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE
GOVERNMENT/RECOGNIZED SCHOOL/COLLEGE CONCERNED IN CASE OF
CATEGORY (i) (**Annexure-V**)

It is certified that Miss/Mr.....

D/o, S/o Sh.....has been a student of this School/College

for a period of.....years, from.....to

He/she left the School/College on.....

Dated:

Signature of Principal/Head Master of the
College/School
With Seal

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CERTIFICATE TO BE ISSUED BY THE HEAD OF THE DEPARTMENT IN CASE
OF CATEGORY (ii) (a) (**Annexure-V**)

Certified that Sh/Smt.....S/o, W/o
Sh.....

is an employee of theof Punjab Government. He/she is working
as

(Name of office)

.....and is posted at.....(Place of
service), w.e.f (date of posting) to He/she has more than
three years service at his/her credit.

He/She is Father/Mother of _____
(Name of Candidate)

OR

Certified that Sh/Smt.....S/o W/o Sh.....
is an employee of the.....of Punjab Government.
(Name of office)

He/she is working as..... on
deputation with the.....and is posted
at.....(Place of service), w.e.f(date of posting) to
..... He/she has more than three years service at his/her credit.

He/She is Father/Mother of _____
(Name of Candidate)

Place:

Head of the Department

Dated:

(With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT
IN THE CASE OF CATEGORY (ii) (b) (**Annexure-V**)

Certified that Sh/Smt.....S/o W/o
Sh..... is an employee of Govt. of India and is working
as.....He/she has been posted at Chandigarh/Punjab w.e.f. (date
of posting) to _____ in connection with the affairs of Punjab Government for the at least past
three years.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____ Head of the Department
(With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT
IN CASE OF CATEGORY (ii) (c) (**Annexure-V**)

Certified that Sh./Smt. _____ S/o, W/o Sh _____ is an employee of
_____ Govt. of Punjab and is working as _____
(institution/undertaking)

He/she has been posted at Chandigarh/Punjab w.e.f. _____ (date of posting) to
_____ in connection with the affairs of the Punjab Government for period of past three years.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____ Head of the Department
(With Seal)

CERTIFICATE TO BE ISSUED BY THE HEAD OF THE AUTONOMOUS BODY
IN CASE OF CATEGORY (ii) (d) (**Annexure-V**)

Certified that Sh./Smt _____ S/o W/o Sh _____ is an employee of
of _____ (Name of the autonomous body).

He/she is working as _____ and is posted at _____
w.e.f. _____.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____ Head of the Autonomous body
(With Seal)

CERTIFICATE TO BE ISSUED BY THE HEAD OF THE COMPANY
IN CASE OF CATEGORY (ii) (d) (**Annexure-V**)

Certified that Sh./Smt _____ S/o W/o Sh _____ is an employee
of _____ in which the Punjab Govt. has 20% or more shares.

(Name of the company)

He/she is working as _____ and is posted at _____
w.e.f. _____.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____

Head of the company
(With Seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT
IN THE CASE OF CATEGORY (ii) (e) (**Annexure-V**)

For residents who are residing outside Punjab on account of their service either with GOI/GOP, provided their
permanent address fall in the reorganized Punjab i.e. on or after 01.11.66

Certified that Sh/Smt.....S/o W/o
Sh..... is an employee of Govt. of India/Govt. of Punjab and is working
as..... He/she has been working/posted at(name of
department) in (State) w.e.f (date of posting) in connection with
the affairs of Govt. of India/Punjab Government.

He/She is Father/Mother of(Name of Candidate) and as per service book his
permanent address is

Dated:

Head of the Department
(With Seal)

Category (iii) Annexure-V

(iii) Children/wards of the pensioners of Punjab Govt. PPO issued by Account General Punjab irrespective
of the fact that the original home of the retiree is in a state other than Punjab or he has settled after
retirement in or outside Punjab.

Certified that Sh./Smt. S/D/o is pensioner
of Punjab Government and retired from the..... (name
of the Department) is drawing pension vide PPO No.
.....

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____

Head of the Department
(With Seal)

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM,
ASSISTANT COMMISSIONER GENERAL, DORG/DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA
IN CASE OF CATEGORY - (iv) **Annexure-V**

Certified that Sh./Smt _____ S/o W/o Sh. _____ has settled *in
Punjab or has resided *in Punjab for a period of 5 years from _____ to _____. He is
working as _____ (Name of profession Designation and job)

* Strike through whichever is not applicable.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____ Signature of DC/ADC(R), ADC (D), SDM
ASSISTANT COMMISSIONER GENERAL, DORG/ DRO, EM, Tehsildar,
Commissioners of
Municipal Corporations of Amritsar, Jalandhar and Ludhiana.

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM,
ASSISTANT COMMISSIONER GENERAL, DORG/DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA
IN CASE OF CATEGORY - (v) **Annexure-V**

Certified that Sh./Smt _____ S/o W/o Sh. _____
holds immovable property at _____ in the state of Punjab for the
(Place and District)

past _____ years.

He/She is Father/Mother of _____
(Name of Candidate)

Dated: _____ Signature of DC, ADC(R), ADC (D)
SDM, ASSISTANT COMMISSIONER GENERAL, DORG/DRO,
EM, Tehsildar, based on copies of Jamabandi, Revenue
Record, Municipal Record, Registered deed or any other
documents to full satisfaction of the DC

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC. ADC (R), ADC (D),
SDM, ASSISTANT COMMISSIONER GENERAL, D.O.R.G./D.R.O., E.M., TEHSILDAR, COMMISSIONERS OF
MUNICIPAL CORPORATION OF AMRITSAR, JALANDHAR AND LUDHIANA
IN CASE OF CATEGORY - (vi) **Annexure-V**

Certified that Miss/Mr. _____ D/o,S/o Sh. _____ resident
(Name of Candidate)
of _____ was born in Punjab as per birth certificate.

Dated: _____ Signature of DC/ADC(R), ADC (D)
SDM, ASSISTANT COMMISSIONER GENERAL,
DORG/DRO, EM, Tehsildar, Commissioners of
Municipal Corporations of Amritsar, Jalandhar
and Ludhiana.