

**Channels through which a Citizen can apply for Certificate Services:**

|   | <b>CSC<br/>(Pragya Kendras)</b>   | <b>Jan Suvidha<br/>kendra</b> | <b>Register Yourself<br/>(Citizen can apply<br/>itself on<br/><a href="http://serviceonline.jharkhand.gov.in">http://serviceonline.<br/>jharkhand.gov.in</a>)</b> |
|---|---|-------------------------------|---|
| <b>1.Certificate</b>  |   |                               |   |
| a) Caste<br>(OBC/BC1/BC2/ST/SC)                                     | Yes   | Yes                           | Yes   |
| b) Income   | Yes   | Yes                           | Yes   |
| c) Local Resident   | Yes   | Yes                           | Yes   |
| d) Death  | Yes   | Yes                           | NO  |
| e) Birth  | Yes   | Yes                           | NO  |
| f) Social Security Pension<br>Services(Old<br>age/Disability/Widow) | Yes   | Yes                           | Yes   |
| <b>2.FEE</b>  | Rs 30 for all<br>services (Extra<br>charge Rs 1 for<br>Death/Birth in<br>case of delay) | NIL                           | NIL   |

## **Enclosures required for different Certificate Services:**

### **a) Documents required for Birth Certificate:**

1. Applicant Photograph (NOTE : photo is not mandatory here)
2. If birth is at hospital then Hospital certificate / oath letter from parents \*
3. If birth has taken place at home then provide ward councilor letter / oath letter from parents \*

### **b) Documents required for Caste Certificate(ST/SC/BC1/BC2/OBC):-**

1. Recommendation letter from elected member to verify the caste
2. Self declaration of Applicant \* (as per Sankalp No 713 dated 28/01/2016 issued by Department of Personnel ,Administrative reforms and Rajbhasa ,Governement of Jharkhand)
3. Applicant Photograph
4. Land related certificate \*(In which description of caste has been mentioned) Note: Mandatory for O.B.C
5. Photocopy of Khatiyani
6. Other caste related documents
7. Income Certificate\*( Note: Mandatory for O.B.C )
8. Caste Certificate(BC1/BC2)\*( Note: Mandatory for O.B.C)
9. Residential Certificate\* ( Note: Mandatory for O.B.C)
10. Genealogy (NOTE:Mandatory for S.C,S.T and BC1,BC2)

Note : for details see the Circulars section of the website [www.dopjharkhand.gov.in](http://www.dopjharkhand.gov.in)

of Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)

### **c) Documents required for Death Certificate:-**

1. Death certificate from hospital
2. Applicant Photograph (NOTE : photo is not mandatory here)
3. Death certificate from Mortuary House
4. Postmortem certificate / FIR Copy in case of Accidental death
5. If death has taken place at home and it's a rural area then provide ward councilor letter\*

### **d) Documents required for Income Certificate:-**

1. Applicant Photograph

2. Income related Affidavit \* (MANDATORY)
3. Salary slip
4. If applicant age is less than 18 years then affidavit from Parent \*

**e) Documents required Local Resident Certificate:-**

1. The declaration of the applicant in support of the claim \* (as per letter No. 14 /स्थानीयता नीति-14-03/2016 का 4650 dated 06.02.2016 by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)

2. Filled form of Affirmation for local resident of Jharkhand \* (as per letter No. 14 /स्थानीयता नीति-14-03/2016 का 4650 dated 06.02. by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)

3. Proof of the applicant's permanent address \* (self attested copy of electricity bill, ration card, LIC, Voter ID etc.) (as per letter No. 14 /स्थानीयता नीति-14-03/2016 का 4650 dated 06.02.2016 by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)

4. proof of Document related to Local resident of Jharkhand\* (as per Sub-para of Para -2 of Sankalp No 3198 dated 18.04. by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)

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**(f) Documents required for Social Security Old Age Pension:-**

1. Photograph\*
2. ID Proof\*
3. Age Proof\*
4. Copy of Aadhaar Card \*
5. BPL No. Proof/Income Certificate \*
6. Residence Certificate

**(g) Documents required for Social Security Widow Pension:-**

1. Photograph\*
2. ID Proof\*
3. Age Proof\*
- 4 . Copy of Aadhaar Card \*
5. BPL No. Proof/Income Certificate \*
6. Residence Certificate
7. Death Certificate of husband\*

**(h) Documents required for Social Security Disability Pension:-**

1. Photograph\*
2. ID Proof\*
3. Age Proof\*
- 4 . Copy of Aadhaar Card \*
5. BPL No. Proof/Income Certificate \*
6. Residence Certificate
7. Certificate showing percentage of disability\*

**Note : (\*) mark is mandatory for applicants**