

**OFFICE OF THE DIVISIONAL COMMISSIONER  
GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5- SHAM NATH MARG, DELHI-110054**

F.No.87/27/CCS/2015/Misc./ 2688 - 2697

Dated: 26/11/2015

**OFFICE ORDER**

**Sub: Simplified procedure for issuance of various kind of Certificates by Revenue Department.**

In supersession of all previous orders on the subject mentioned above and in pursuance of Cabinet Decision No.2255 dated 16-11-2015 following simplified procedure for the issuance of various certificates in Revenue Department is prescribed for implementation by all revenue authorities for all applications received from 1<sup>st</sup> December' 2015 onwards.

1. The requirement for affidavit has been dispensed with in respect of all cases except in the case of application for delayed birth/death registration order. The affidavit has been replaced by a self declaration which would be a part of the application form which every applicant shall sign.
2. The requirement for attestation of documents by the gazetted officers has been dispensed with. The requirement for attestation of social status (SC/ST or OBC) by gazetted officers or public representatives (MP, MLA, Councilor) in respect of any applicant of caste certificate has also been dispensed with. Self attested documents shall be acceptable henceforth.
3. "OBC certificate of other state" can now be on the basis of OBC certificate issued to siblings and real uncles (paternal side only) instead of issuance on the basis of father's certificate only.
4. The applicants seeking issuance of income certificates are required to declare their income as per details prescribed in the application form which would form the basis for issuance of the income certificate.
5. In those cases, where genuiness of the application can be verified on the basis of documents, the requirement for field verification has been dispensed with. Only in the listed cases, field verification would be carried out by an officer not below the rank of Naib Tehsildar.
6. An SOP for field inspection is being issued separately.
7. Separate application forms have been devised for issuance of different kinds of certificates. Each applicant is required to submit a completed application form as applicable to him/her.
8. A set of documents has been prescribed for issuance of certificates of different kind as per Annexure-I. Each applicant is required to furnish those documents for issuance of desired certificates.

9. No applicant would be asked to produce additional documents in case the prescribed documents have already been furnished by him/her. However, the applicant may on his own file additional documents, if those are relevant and helpful in speedy disposal of his/her case.
10. A set of prescribed application forms, required documents for various kinds of certificates and the standard operating procedure is being uploaded on the e-district website <http://edistrict.delhigovt.nic.in> for guidance/clarity.
11. These simplified procedure will come into force for all applications received from 01.12.2015 onwards.

*Juhi*

(JUHI MUKHERJEE)

DEPUTY COMMISSIONER (HQ)-II

F.No.87/27/CCS/2015/Misc./ 2688-2697 Dated:- 26/11/2015

Copy to for information and necessary action to:-

1. OSD to Minister, Revenue, GNCT of Delhi.
2. OSD to Chief Secretary, GNCT of Delhi.
3. PS to Principal Secretary, Department for the welfare of SC/ST/OBC and Min., 2<sup>nd</sup> floor, B Block, Vikas Bhawan, GNCT of Delhi.
4. PS to Div. Comm., Revenue Department, GNCT of Delhi.
5. PA to DC-I (HQ), Revenue Department, GNCT of Delhi.
6. PA to DC -II (HQ), Revenue Department, GNCT of Delhi.
7. All Deputy Commissioner with the direction to give adequate publicity to these instructions by displaying the same prominently on notice boards in their offices and web-sites and follow these instructions scrupulously.
8. All SDMs (HQ), Revenue Department, GNCT of Delhi.
9. The System Analyst with the direction to upload the above order on the web-site of the Department.
10. Guard File.

*Juhi*

(JUHI MUKHERJEE)

DEPUTY COMMISSIONER (HQ)-II

## SIMPLIFIED APPLICATION AND DOCUMENTS FOR ISSUANCE OF VARIOUS CERTIFICATES

### ISSUANCE OF SC/ST CERTIFICATES

S. No.	CATEGORY	APPLICANT'S BACKGROUND	PROPOSED DOCUMENTS	SOP
1.	Original Delhi with certificate	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has been staying in Delhi since prior to 1951;</p> <p style="text-align: center;">AND</p> <p>ii) Where a caste certificate has been issued to any of his/her relatives from paternal side</p>	<p>1. Completed application form.</p> <p>2. Copy of Caste Certificate of any relative from paternal side.</p> <p>3. Proof of relationship of the applicant with caste certificate holder.</p> <p>4. One photo ID proof and</p> <p>5. One residential proof</p> <p>(Eligible for Delhi SC / ST)</p>	<p>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></p> <p>2. <b>No Affidavit.</b></p> <p>3. <b>Only Self Declaration.</b></p> <p>4. <b>No Field verification.</b></p> <p>5. <b>Table top disposal after verification of documents</b></p>
2	Migrated and Settled in Delhi with certificate	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has migrated to Delhi after 1951 and domiciled here and belongs to A Caste which is notified as SC/ST in the State of origin <b><u>as well as in Delhi</u></b></p> <p style="text-align: center;">AND</p> <p>Where a caste certificate has already been issued to any of his/her relatives from paternal side;</p>	<p>Sr. No.1 to 5 – <b>Same as above</b></p> <p style="text-align: center;">&amp;</p> <p>6. Any one of the following documents:</p> <p>i) Birth certificate for applicants born in Delhi.</p> <p>ii) Matriculation certificate/marks-sheet for applicants who have studied in Delhi.</p> <p>iii) Proof of residence for the last 5 years</p> <p>(Eligible for Delhi SC / ST)</p>	<p>6. <b>Publicity of name of beneficiary on the website of the District.</b></p>

3.	Migrated and settled in Delhi with other State certificate but caste not listed in Delhi	<p>Cases of those SC/ST applicants –</p> <p>i) whose family migrated to Delhi after 1951 and settled/domiciled in Delhi and belongs to a Caste which is notified as SC/ST in the State of origin <u>but not in Delhi</u>;</p> <p style="text-align: center;">AND</p> <p>ii) Where a Caste Certificate has been issued to these SC/ST applicants from original State</p>	<ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. Copy of the Caste Certificate of the relative from paternal side issued from State of origin of the applicant.</li> <li>3. Proof of relationship of the applicant with caste certificate holder.</li> <li>4. One photo ID proof and</li> <li>5. One residential proof</li> </ol> <p>(Eligible for other State SC / ST certificate)</p>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>No Affidavit</b></li> <li>3. <b>Only Self Declaration</b></li> <li>4. <b>No Field verification.</b></li> <li>5. <b>Table top disposal after verification of documents</b></li> <li>6. <b>Publicity of name of beneficiary on the website of the District</b></li> </ol>
4.	Original resident of Delhi but without any caste certificate for a paternal relative	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has been staying in Delhi since prior to 1951</p> <p style="text-align: center;">AND</p> <p>Where no caste certificate has ever been issued to any of his/her relatives from paternal side; AND</p>	<ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. Proof of residence in Delhi since prior to 1951</li> <li>3. One photo ID proof; and</li> <li>4. One residential proof</li> </ol> <p>(Eligible for Delhi SC certificate)</p>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>No Affidavit.</b></li> <li>3. <b>Only Self Declaration.</b></li> <li>4. <b>Field verification mandatory; to be conducted by an officer not below the rank of Naib Tehsildar</b></li> <li>5. <b>Publicity of name of beneficiary on the website of the District.</b></li> </ol>

5.	Migrated and settled in Delhi but without any caste certificate issued to paternal relative	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has migrated and settled in Delhi after 1951; AND</p> <p>ii) Where no caste certificate has ever been issued to any of his/her relatives from paternal side; AND</p> <p>iii) Caste is notified in Delhi list as well as the list of State of origin</p>	<p>Sr. No.1 to 4 - <b>Same as above</b></p> <p>&amp;</p> <p>5. Any one of the following documents:</p> <p>i) Birth certificate for applicants born in Delhi.</p> <p>ii) Matriculation certificate/marks-sheet for applicants who have studied in Delhi.</p> <p>iii) Proof of residence for the last 5 years</p> <p>6. Any documentary evidence for stay in the State of origin since prior to 1951</p> <p>(Eligible for Delhi SC / ST certificate)</p>	<p><b>1. No Attestation from any Gazetted Officer or MP/MLA.</b></p> <p><b>2. No Affidavit.</b></p> <p><b>3. Only Self Declaration.</b></p> <p><b>4. Field verification mandatory; to be conducted by an office not below the rank of Tehsildar</b></p> <p><b>5. Publicity of name of beneficiary on the website of the District.</b></p>
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**FOR ISSUANCE OF OBC CERTIFICATES**

S. No.	CATEGORY OF CERTIFICATE	<u>PROPOSED DOCUMENTS</u>	<u>SOP</u>
1.	<p>Cases of those OBC applicants</p> <p>i) whose family has been residing in Delhi since prior to 1993;</p> <p align="center">AND</p> <p>(II) Where an OBC Certificate has been issued to brother/sister/ father or any other relative from paternal side</p>	<ol style="list-style-type: none"> <li>1. Completed application form alongwith self declaration of the claim for Non-Creamy Layer in the prescribed format.</li> <li>2. Copy of the Caste Certificate of any relative from paternal side</li> <li>3. Proof of relationship of the applicant with caste certificate holder.</li> <li>4. One photo ID proof and one residential proof (Eligible for Delhi OBC)</li> </ol>	<ol style="list-style-type: none"> <li><b>1. No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li><b>2. No Affidavit.</b></li> <li><b>3. Only Self Declaration.</b></li> <li><b>4. No Field verification.</b></li> <li><b>5. Table top disposal after verification of documents</b></li> <li><b>6. Details of beneficiary to be put on the website of the District.</b></li> </ol>
2.	<p>Cases of those OBC applicants</p> <p>i) whose family has migrated to Delhi after 1993;</p> <p align="center">AND</p> <p>ii) Where an OBC Certificate has already been issued to <b>father</b> of the applicant from the State of Origin of the applicant's family</p>	<ol style="list-style-type: none"> <li>1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.</li> <li>2. Copy of the <b>Caste Certificate of father</b> of the applicant</li> <li>3. One photo ID proof and one residential proof (Eligible for Other State OBC)</li> </ol>	

3.	<p>Cases of those OBC applicants</p> <p>i) whose family has been residing in Delhi since prior to 1993;</p> <p style="text-align: center;">AND</p> <p>ii) Where No OBC Certificate has been issued to any relative from paternal side</p>	<ol style="list-style-type: none"> <li>1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.</li> <li>2. Proof of residence in Delhi since prior to 1993</li> <li>3. One photo ID proof and one residential proof</li> </ol> <p>(Eligible for Delhi OBC)</p>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>No Affidavit.</b></li> <li>3. <b>Only Self Declaration.</b></li> <li>4. <b>Field verification mandatory; to be conducted by an officer not below the rank of Naib Tehsildar</b></li> <li>5. <b>Details of beneficiary to be put on the website of the District.</b></li> </ol>
4.	<p><b>OBC (Central)</b></p> <p>Where an OBC Certificate has already been issued to the applicant from Delhi/Other State</p>	<ol style="list-style-type: none"> <li>1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.</li> <li>2. Copy of OBC Certificate of the applicant</li> <li>3. One photo ID proof and one residential proof</li> </ol> <p>(Eligible for Central OBC)</p>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>No Affidavit.</b></li> <li>3. <b>Only Self Declaration.</b></li> <li>4. <b>No Field verification.</b></li> <li>5. <b>Table top disposal after verification of documents</b></li> <li>6. <b>Details of beneficiary to be put on the website of the District.</b></li> </ol>

S. No.	CATEGORY OF CERTIFICATE	<u>PROPOSED DOCUMENTS</u>	
1.	<b>Income</b>	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Self declaration of the income as per prescribed format</li> <li>3. One photo ID proof and one residential proof</li> <li>4. Following documents (These are to be mandatorily submitted by applicant if available with him. Else these are non-mandatory)               <ol style="list-style-type: none"> <li>a) Copy of NFS card / ration card</li> <li>b) Copy of electricity bill for 3 months</li> <li>c) Income Tax Return if paying income tax</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>No Affidavit.</b></li> <li>3. <b>Only Self Declaration.</b></li> <li>4. <b>No Field verification. Only in those cases of domicile certificate where no proof for last 3 years stay in Delhi is available, field verification would be done at Naib Tehsildar level</b></li> </ol>
2.	<b>Domicile</b>	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Proof of continuous stay for the past three years in Delhi</li> <li>3. One photo ID proof and one residential proof</li> </ol>	<ol style="list-style-type: none"> <li>5. <b>Table top disposal after verification of documents</b></li> <li>6. <b>Publicity of name of beneficiary on the website of the District.</b></li> </ol>



S. No.	CATEGORY OF CERTIFICATE	<u>PROPOSED DOCUMENTS</u>	
3.	<b>Delayed Registration of Births &amp; Deaths</b>	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Affidavit in prescribed format.</li> <li>3. Proof of birth/declaration like Vaccination (Tika) Card, Educational document showing date of birth, letter from School, Identity Card, PAN Card etc. and proof like cremation slip etc for Death Registration</li> <li>4. One photo ID proof and one residential proof</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>No Attestation from any Gazetted Officer or MP/MLA.</b></li> <li>2. <b>Table top disposal after verification of documents</b></li> <li>3. <b>Publicity of name of beneficiary on the website of the District.</b></li> <li>4. <b>Field verification only in cases where no birth / death proof documents are available</b></li> </ol>