

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

	<b>CSC (Pragya Kendras)</b>	<b>Jan Suvidha kendra</b>	<b>Register Yourself (Citizen can apply itself)</b>
<b>1.Certificate</b>			
a) Caste (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 Services(Old age/Disability/Widow)	Yes	Yes	Yes
<b>2.FEE</b>	Rs 30 for all services (Extra charge Rs 1 for Death/Birth in 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 ,Government 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**