

JharSewa : User Manual for applying Certificates

Channels through which a Citizen can apply for Certificate Services:

	CSC (Pragya Kendras)	Jan Suvidha kendra	Register Yourself (Citizen can apply itself)
1.Certificate			
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
2.FEE	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 ,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

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

(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

