

GOVERNMENT OF ASSAM
POLITICAL (B) DEPARTMENT :: DISPUR :: GUWAHATI

No.PLB.51/2012/

Dated Dispur, the 1st April, 2013

OFFICE MEMORANDUM

To provide Permanent Residential Certificate to the people for higher education, issue of through respective Deputy Commissioners of the District, within the stipulated time, the standard guideline, procedure, time line, Designated Public Servant, Appellate Authority, Reviewing Authority, Documents required to be submitted are prescribed hereunder:-

1. Notified Public Service : i Issue of Permanent Residential Certificate for Higher Education.
2. Eligibility Criteria to obtain service : i PRC is issued to Indian Citizens only for the purpose of admission to educational institution where such certificates are insisted upon by the educational institution. Such Certificate are issued as per existing provisions after due examination by the Deputy Commissioners and Sub-Divisional Officers (Civil) containing a clear provision that it will be applicable only in respect of the specific requirement of admission to that specific institution and shall not be valid for any other purpose. The following categories of persons are eligible for Permanent Residential Certificate.
 1. A person who along with his parents and forefathers or whose parents and forefathers has/have continuously resided in Assam for a minimum period of 50 years.
 2. A person who has continuously resided in Assam for a minimum period of 20 years.
 3. A person who is a child of any person falling in any of the proceeding categories.
3. Fee : Rs.2/- Court Fee Stamp for application and Rs.50/- as process fee for notified service.
4. Procedure to be followed : i) In case of PRC for educational purpose and Standard application form which is readily available is to be filled up by the applicant enclosing requisite documents as specified in the application form and submitted to the O/o Deputy Commissioner or S.D.O. (Civil) concerned in duplicate.
ii) On acknowledgement of the receipt of the application form by the O/o the Deputy Commissioner or S.D.O. (Civil), the same is endorsed to the concerned SP and

Circle Officer simultaneous for enquiry and report. SP & Circle Officer then shall furnish the report to the Deputy Commissioner / S.D.O. (Civil) and on the basis of the reports and subject to the satisfaction of the Deputy Commissioner / S.D.O. (Civil) concerned, Permanent Residential Certificate is issued to the applicant for educational purpose only.

- iii) After the application is received by the O/o the Deputy Commissioner / S.D.O. (Civil), within 3(three) working days, it will be sent to the SP and Circle Officer simultaneously who will complete the process of enquiry and shall send the same with report to the concerned Deputy Commissioner within 8 working days from receipt of the application. Deputy Commissioner shall issue the PRC (for educational purpose) to the applicant within the next 3 working days. **Total required time is 14 days.**

The certificate issued will be in prescribed computerized format as enclosed.

- iv) Documents required to be submitted along with application form:
- 1) Two copies of Passport size photographs.
 - 2) Records of Immovable Property if any, with upto date Land Revenue Paid receipt.
 - 3) Copy of Indian Passport or
 - 4) Certified copy of the NRC 1951.
 - 5) Certified copy of the voters list to check the linkage.
 - 6) Copy of the PRC of any member of the family of the applicant stating relationship, if any.
 - 7) Copy of the Birth Certificate issued by competent authority.
 - 8) Copy of HSLC Certificate/Admit Card.
 - 9) Employment Certificate issued by the employer showing joining in present place of posting, if any.
 - 10) Documents related to parents and forefathers having continuously resided in Assam for a minimum period of 50 years or
 - 11) Documents related to guardian having continuously resided in Assam for a minimum period of 20 years.

5. Application form : Application form enclosed herewith.

6. Citizen Charter : Citizen charter attached herewith.

Sd/-
Principal Secretary to the Government of Assam
Home & Political Department

Memo No.PLB. 51/2012/

Dated Dispur, the 1st April, 2013

Copy to:

1. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
2. PS to the Additional Chief Secretary, IAA Deptt.
3. PS to Director General of Police, Assam.
4. PS to Principal Secretary, Home & Political Department, Dispur, Guwahati-6.
5. PS to the Principal Secretary to the Government of Assam, Personnel, AR&T Department.
6. PS to Principal Secretary, Revenue & Disaster Management Department.
7. PS to the Commissioner & Secretary to Chief Minister, Assam, Chief Minister's Secretariat, Dispur, Guwahati-6.
8. PS to Secretary, Home & Political Department.
9. PS to LR & Deputy Secretary to the Government of Assam, Judicial Department.
9. The Commissioners of Divisions _____ Divisions _____.
10. The Deputy Commissioner _____ District.
11. The Superintendent of Police, _____ District.
12. The Director, Government Press.
13. The Sub Divisional Officer (C) _____ Sub Division _____.

By order etc.

Joint Secretary to the Government of Assam
Political (B) Department.

**GOVERNMENT OF ASSAM
POLITICAL (B) DEPARTMENT :: DISPUR :: GUWAHATI**

No.PLB.51/2012/
April, 2013

Dated Dispur, the 1st

OFFICE MEMORANDUM

To issue Residential Status Certificate for Kisan Seva Kendra Dealership under Indian Oil Corporation Ltd. through respective Deputy Commissioners of the District, within the stipulated time, the standard guideline, procedure, time line, Designated Public Servant, Appellate Authority, Reviewing Authority, Documents required to be submitted are prescribed hereunder:-

1. Notified Public Service : i Residential Status Certificate for Kisan Seva Kendra Dealership under Indian Oil Corporation Ltd.
2. Eligibility Criteria to obtain service : i Residential Status Certificate is issued to Indian Citizens only for the purpose of certificate for Kisan Seva Kendra Dealership under Indian Oil Corporation. Such Certificate are issued as per existing provisions after due examination by the Deputy Commissioners and Sub-Divisional Officers (Civil) containing a clear provision that it will be applicable only in respect of the specific requirement of Kisan Seva Kendra Dealership under Indian Oil Corporation to that specific institution and shall not be valid for any other purpose. The following categories of persons are eligible for Residential Status Certificate of the district concerned.
 - : i A person who along with his parents and forefathers or whose parents and forefathers has/have continuously resided in Assam for a minimum period of 50 years.
 - : ii A person who has continuously resided in Assam for a minimum period of 20 years.
 - iii A person who is a child of any person falling in any of the proceeding categories.
3. Fee : i Rs.2/- Court Fee Stamp for application and Rs.50/- as process fee for notified service.
4. Procedure to be followed : i Standard application form which is readily available is to be filled up by the applicant enclosing requisite documents as specified in the application form and submitted to the O/o Deputy

Commissioner / S.D.O. (Civil) concerned in duplicate.

- ii On acknowledgement of the receipt of the application form by the O/o the Deputy Commissioner / S.D.O. (Civil), the same is endorsed to the concerned SP and Circle Officer simultaneously for enquiry and report. SP & Circle Officer then shall furnish the report to the Deputy Commissioner / S.D.O. (Civil) and on the basis of the reports and subject to the satisfaction of the Deputy Commissioner / S.D.O. (Civil) concerned, Permanent Residential status Certificate is issued to the applicant for Kishan Seva Kendra Dealership purpose only.
- iii

After the application is received by the O/o the Deputy Commissioner/SDO(Civil), within 3(three) working days, it will be sent to the SP and Circle Officer simultaneously who will complete the process of enquiry and shall send the same with report to the concerned Deputy Commissioner / S.D.O. (Civil) within 8 working days from receipt of the application. Deputy Commissioner / S.D.O. (Civil) shall issue the Residential Status Certificate to the applicant within the next 3 working days. Total required time is 14 days.

The certificate issued will be in prescribed computerized format as enclosed.

Documents required to be submitted along with application form:

- 1) Two copies of Passport size photographs.
- 2) Records of Immovable Property if any, with upto date Land Revenue Paid receipt.
- 3) Copy of Indian Passport or
- 4) Certified copy of the NRC 1951.
- 5) Certified copy of the voters list to check the linkage.
- 6) Copy of the PRC of any member of the family of the applicant stating relationship, if any.
- 7) Copy of the Birth Certificate issued by competent authority.
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- 9) Employment Certificate issued by the employer showing joining in present place of posting if any.

- 10) Documents related to parents and forefathers having continuously resided in Assam for a minimum period of 50 years or
11) Documents related to guardian having continuously resided in Assam for a minimum period of 20 years.
5. Application form : Application form enclosed herewith.
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Principal Secretary to the Government of Assam
Home & Political Department.

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Dated Dispur, the 1st April, 2013

Copy to:

1. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
2. PS to the Additional Chief Secretary, IAA Deptt.
3. PS to Director General of Police, Assam.
4. PS to Principal Secretary, Home & Political Department, Dispur, Guwahati-6.
5. PS to the Principal Secretary to the Government of Assam, Personnel, AR&T Department.
6. PS to Principal Secretary, Revenue & Disaster Management Department.
7. PS to the Commissioner & Secretary to Chief Minister, Assam, Chief Minister's Secretariat, Dispur, Guwahati-6.
8. PS to Secretary, Home & Political Department.
9. PS to LR & Deputy Secretary to the Government of Assam, Judicial Department.
9. The Commissioners of Divisions _____ Divisions _____.
10. The Deputy Commissioner _____ District.
11. The Superintendent of Police, _____ District.
12. The Director, Government Press.
13. The Sub Divisional Officer (C) _____ Sub Division_____.

By order etc.

Joint Secretary to the Government of Assam
Political (B) Department.