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**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 1st 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 The affidavit has been replaced by a self declaration which would be a part of the application form which every applicant shall sign.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.

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(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., 2nd 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.

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(JUHI MUKHERJEE)

DEPUTY COMMISSIONER (HQ)-II

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