

**OFFICE OF SECRETARY (REV.)-cum-DIVISIONAL COMMISSIONER
DEPARTMENT OF REVENUE: GOVT. OF NCT OF DELHI
5, Sham Nath Marg, Delhi – 110054
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No: 1 (1) /SDM/PB/Presentation/2014/181

Dated: 11/11/14

CIRCULAR

Sub:- **Streamlining issuance of certificates etc.**

It is to inform that Sub-Divisional Magistrate (Punjabi Bagh) has taken number of initiatives to streamline the issuance of different kinds of certificates likes SC / ST / OBC / Domicile etc. A note received from him is enclosed herewith for ready reference.

2. All DCs are required to go through the note enclosed herewith and take all corrective actions as suggested therein.

3. Moreover some of the salient points are reiterated below for reference and strict compliance:

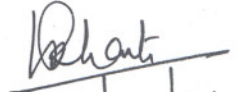
- (i) Number of window for receiving applications should be increased at least by two in every SDM Offices.
- (ii) The application should be submitted by the applicant or his blood relative only. No applicant should be able to submit more than two applications at a time.
- (iii) The dealing assistants sitting at the window before accepting the form, should ensure that all the documents, as per prescribed check list are appended, with the form. If there is any deficiency in the documents, the application should not be received at the counter itself.

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- (iv) Once application form is received, proper acknowledgement under signature of dealing hand, clearly showing the documents attached with the application, be given to the applicant.
 - (v) Mobile number of the applicant should be taken alongwith application form.
 - (vi) Automatic message generating system should be started. Status of the application at every stage should be informed to the applicant through SMS on his mobile.
 - (vii) The form should not be rejected by the Tehsildars without mandatory objection either in writing or through SMS, to the applicant citing the deficiency of documents. Only when deficiency is not removed by the applicant, it should be rejected.
 - (viii) In case of OBC Certificate, field verification should be done for the purpose of income / creamy layer. The mandatory condition of residential proof prior to 1993, can be based on the documentary proof only and the field verification in this case should be done in any genuine doubt.
 - (ix) It is to inform that UPSC recently has issued a note regarding the OBC certificate as below:-

"Note:- The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his / her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC Certificate which should have been issued to him / her based on his / her father's OBC Certificate from the State to which he (father) originally belongs."

This should be kept in mind while issuing OBC certificate.

- (x) In case of SC/ST Certificate, if the same has already been issued, in the name of father/brother/sister of the applicant, then there is no need of any kind of field verification and certificate should be issued based on that only provided there is document to prove the relationship.
- (xi) If the applicant submits any cast certificate from any other states then it should be verified from office correspondence / online, as there is no need of field verification in such case.
- (xii) To avoid any ambiguity / discretion in issuing Income Certificate, digital cameras should be provided to field staff for taking the view of residence and surrounding area and the same be kept for record.
- (xiii) In order to ensure that certificate is dispatched, once it is ready without any delay, it is mandatory to assign an Electronic Dispatch No. (ED No.) to the application from the system. As soon as the certificate is dispatched to the applicant's address, applicant should get an SMS on the registered mobile number for delivery of the certificate.


10/11/14.

(GYANESH BHARTI)
Secretary (Rev.)-cum-
Divisional Commissioner

To,

1. All DCs, ADMs, SDMs, Tehsildars of all districts.
2. ADM (HQ)/AS (Rev.)
3. All SDMs (HQ)

Copy to: Chief Secretary, GNCTD for information.