

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

No. IIIE-Misc(C)-45/11- 51915 dtd. 17.12.2011

From

Sri R. K. Sharma, IAS,
Commissioner-cum-Secretary to Govt.,
Revenue and D.M. Department

To

All Collectors.

**Sub: School Certificate Programme (SCP) Guidelines for
implementation.**

Madam/Sir,

I am directed to say that Government have been pleased to launch a 'School Certificate Programme' with the objective of providing various miscellaneous certificates i.e. Resident, Caste (SC & ST), Income, SEBC/OBC etc. to the students reading in Class- IX & X in all the Government (both School & Mass Education and SC & ST Development Department), Grant-in-Aid and Block Grant Schools of the State. The programme will be taken up on mission mode. It will provide Tahasil services at the door step at the Schools by providing miscellaneous certificates required by the students, prevent inconvenience and problems in getting such certificates and avoid bunching up of miscellaneous certificate applications in Tahasil offices. For the current year, the programme should be implemented forthwith and certificates may be made available to all the interested students at the School premises latest by 31.03.2012 during the current year. The schedule for next academic year onwards will be communicated separately.

Procedure to be followed:

- I. The Tahasildar will conduct a meeting of the Head Masters of the area, Revenue Inspectors of the Tahasil and Welfare Extension Officer of the Block and train them regarding the programme. In this meeting the modalities of documentation of application forms under Miscellaneous Certificate Rules and procedure involved in issue of certificate will be thoroughly discussed.
- II. While attending the above meeting, the Head Masters of High Schools will bring with them the number and category of the students reading in Class- IX & X of their Schools.
- III. The Tahasildar will issue required number of application forms to the Head Masters on the very date of the meeting.
- IV. The Head Master and the staff of the High School will fill up the application forms in respect of the certificates to be issued to the students.
- V. After the applications are filled up for each student of the School in all respect, a date of inquiry of the Revenue Inspector shall be fixed. In the memorandum of inquiry to be conducted by the Revenue Inspector, the Welfare Extension Officer of the Block, Head Master and staff of the School, President and Members of School Management Committee and Panchayati Raj Institution representatives of the area shall remain present.
- VI. Court fee is exempted in respect of students belonging to SC/ST and woman categories. However court fee amounting Rs. 5/- is being exempted to all other

students covered under the programme and orders are being issued separately.

- VII. In some of the certificates like Income, SC/ST, SEBC etc generally affidavits are being demanded before issue of the certificates by the Tahasildars. In this programme, the parents of the students will provide all information and sign a declaration certifying the information to be true.
- VIII. Once the inquiry of the R.I. is completed, the application forms along with the inquiry report of the R.I. will be sent to the Tahasil office by the R.I. for registering miscellaneous cases and fixing up date of camp court by the Tahasildar.
- IX. The Tahasildar after receipt of filled in application forms and inquiry reports will register cases and in advance will intimate the Head Master, School Management Committee, Welfare Extension Officer and local PRI members regarding the date of camp court in the School.
- X. School Management Committee (SMC), the Head Master and Teachers of the School, WEO, R.I., and PRI members will play vital role in ascertaining the correctness of the enquiry to be conducted.
- XI. An amount of Rs. 5.00/- (Five) only will be provided to the Tahasildar for each certificate issued out of the funds to be sanctioned from Rastriya Madhyamik Sikhya Avijan (RMSA) or from other sources towards printing of application forms, certificates, case records and other logistic support required for implementation of the programme.

- XII. At end of the day, a small meeting may be held in the School in presence of the SMC and PRI members and the certificates may be handed over to the students.
- XIII. The activities for the current year should be started in December, 2011 and certificates should be distributed latest by 31 March, 2012. Time schedule for the next academic year will be intimated separately.


Commissioner-cum-Secretary to Govt.


Memo No. 51916 /R&DM dtd. 17.12.2011

Copy forwarded to all the Revenue Divisional Commissioners (RDCs) for information. They are requested to monitor the programme and ensure that the time limit provided is adhered to.


Commissioner-cum-Secretary to Govt.


Memo No. 51917 /R&DM dtd. 17.12.2011

Copy forwarded to the Commissioner-cum-Secretary to Govt., School and Mass Education Department / SC & ST Development Department / Higher Education Department for information and necessary action.


Commissioner-cum-Secretary to Govt.

Memo No. 51918 /R&DM dtd. 17.12.2011

Copy forwarded to all the Sub-Collectors and Tahasildars of the State with an instruction to take up the programme immediately and adhere to the time frame fixed.


Commissioner-cum-Secretary to Govt.