

# The Odisha Gazette

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REVENUE & DISASTER MANAGEMENT DEPARTMENT

RESOLUTION

The 15th October, 2019

In supersession of the Odisha Miscellaneous Certificates Rules, 2017 and subsequent amendments issued from time to time and circulars issued thereunder, the State Government do hereby make the following rules, namely:-

**1. Short title, extent and commencement -** (1) These rules may be called the Odisha Miscellaneous Certificates Rules, 2019.

(2) They shall come into force from the date of publication in the *Odisha Gazette*.

(3) The certificates under these Rules shall be issued only to the citizens of India.

**2. Definitions - In these rules, unless the context otherwise requires-**

(1) "Certificate" means a miscellaneous certificate specified in rule 3;

(2) "Income" means income from all sources i.e. salary, agriculture, business, profession etc.; and

(3) "Revenue Officer" means the Chief Officer in charge of revenue administration in the District, Sub-Division or Tahasil. Collector includes Additional District Magistrate, Sub-Collector includes Additional Sub-Collector and Tahasildar includes Additional Tahasildar.

**3. Categories of miscellaneous certificates and authorities competent to issue -**

Subject to the provisions hereinafter contained, a Revenue Officer shall be competent to grant following categories of miscellaneous certificates, namely:-

- |                            |                  |              |
|----------------------------|------------------|--------------|
| i. Resident Certificate    | - (Form No. I)   | - Tahasildar |
| ii. Legal heir Certificate | - (Form No. II)  | - Tahasildar |
| iii. Income Certificate    | - (Form No. III) | - Tahasildar |

- |      |   |                  |  |
|------|---|------------------|--|
| iv.  | Income and Asset Certificate<br><i>(for direct recruitment in civil posts and services and admission in educational institutions under Government of India)</i> | - (Form No. IV)  | - Tahasildar   |
| v.   | Income and Asset Certificate<br><i>(for admission to specified educational institutions under Government of Odisha)</i>   | - (Form No. V)   | - Tahasildar   |
| vi.  | Solvency Certificate  | - (Form No. VI)  | - Tahasildar<br><b>(upto Rs.10 lakh)</b><br>- Sub-Collector<br><b>(more than Rs.10 lakh)</b> |
| vii. | Guardianship Certificate  | - (Form No. VII) | - Collector  |

**4. Application for miscellaneous certificates** - (1) A person desirous of obtaining a certificate shall file before a Revenue Officer an application for issue of -

- i. Resident Certificate, in Form No. 1;
- ii. Legal Heir Certificate, in Form No. 2;
- iii. Income Certificate, in Form No. 3;
- iv. Income and Asset Certificate, in Form No. 4;  
*(for direct recruitment in civil posts and services and admission in educational institutions under Government of India),*
- v. Income and Asset Certificate, in Form No. 5;  
*(for admission to specified educational Institutions under Government of Odisha)*
- vi. Solvency Certificate, in Form No. 6; and
- vii. Guardianship Certificate, in Form No.7

by affixing court fee stamp of denomination of three rupees or such amount as may be notified by the Government, from time to time:

Provided that where application is filed electronically, the application fee may also be realized through any electronic mode:

Provided further that the Government may also exempt the application fee for some or all such certificates under such conditions as may be specified.

(2) In case of a minor or person incapable of managing his/her own affairs, the family members / guardian can file application before the Revenue Officer for issue of certificates.

(3) The applicant shall submit the documents as mentioned in the Application Form prescribed for issue of each certificate.

## **5. Criteria for issue of miscellaneous certificates -**

(1) Resident certificate for a locality in the State shall be issued to a person, who has been residing continuously for a period of at least one year within the jurisdiction of the concerned Tahasil; however, the same may be relaxed for government employees who have been transferred and women who have been married within the past one year.

### **(2) Legal heir certificate shall be granted for –**

- i. drawal of pension, gratuity, arrear salaries, provident fund;
- ii. receipt of government assistance, ex-gratia payment;
- iii. withdrawal of money from financial institutions and post offices;
- iv. registration of document relating to transfer of land and buildings;
- v. change of name in case of utility services/basic amenities like electricity connection, water connection, LPG connection etc:

Provided that in disputed cases the applicants may be advised to approach the competent Civil Court for issue of Succession Certificate.

Provided further that the Succession Certificates, which are governed under the provisions of the Indian Succession Act, 1925 shall not be granted by the Revenue Officers.

(3) While granting Income certificate, income of all members of the family living in a common mess from all sources i.e. income from salary, wage, remuneration in whatever form received from Government service/ P.S.U. or Private; income from the movable properties; income from trade or business or profession; income from agriculture etc. during the financial year prior to the year of application shall be taken into account.

(4) Income and Asset Certificate for direct recruitment in civil posts and services and admission in educational institutions under Government of India shall be issued basing on the following guidelines.

- a. Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as Economically Weaker Sections (EWSs) for benefit of reservation;
- b. "Income" shall include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application;
- c. Persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of family income;
  - I. Ac. 5.00 dec. of agricultural land and above;

- II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards or 900 sq. ft. and above in NACs, Municipalities and Municipal Corporations; and
  - IV. Residential plot of 200 sq. yards or 1800 sq. ft. and above in the areas other than the urban areas mentioned above at (III).
- d. The property held by a 'Family' in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status;
  - e. The term 'Family' for the purpose will include the person who seeks benefit or reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years;

(5) Income and Asset Certificate for admission to specified Educational Institutions under Government of Odisha, shall be issued to the Economically Weaker Sections (EWSs) candidates who do not belong to the SCs, the STs and the SEBCs (State list) categories and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only). All other criteria mentioned at clause 4 (b) to (e) shall be followed for issue of such certificate.

(6) While issuing Solvency certificate, immovable properties situated within the state of Odisha only shall be taken into account. For this purpose, the Revenue Officer shall obtain the market value of the land from the Sub-Registrar and valuation of building from the Executive Engineer / Assistant Executive Engineer / Assistant Engineer and any Department of Government.

(7) The Guardianship certificate shall be granted by the Collector for limited purposes such as receipt of pension, family pension, retirement/death gratuity and government assistance etc. to the legal guardian of the minor or person incapable of managing his/her own affairs.

**6. Institution of the case and issue of certificate** - (1) The Revenue Officer shall institute a case, verify the relevant records / documents and self declaration furnished by the applicant. Wherever necessary, he may call for a report of inquiry by a specified date from an officer subordinate in rank or may himself inquire into the matter.

(2) Before issue of Legal heir certificate, the Revenue Officer shall issue a proclamation in Form VIII inviting objections from the public regarding list of the legal heirs of the deceased within fifteen days of the proclamation. The proclamation should be signed by at least five persons of the locality.

(3) If on the basis of the documents, records, and the result of an inquiry the Revenue Officer is of the view that the certificate applied for may be granted, he shall pass necessary orders in the case record and sign the appropriate certificate.

(4) The certificate shall be handed over to the applicant or his duly authorized agent on due acknowledgement of receipt.

(5) When the application is filed electronically, the certificate shall also be issued through electronic mode with digital signature of the Revenue Officer.

(6) If the Revenue Officer is of the view that the certificate applied for may not be granted, he shall pass necessary orders in the case record, briefly recording the reasons thereof.

(7) The time limit for disposal of applications for issue of Miscellaneous Certificates shall be as follows:

i.	Resident certificate	...	fifteen days
ii.	Income certificate	...	fifteen days
iii.	Income and Asset Certificate	...	fifteen days
iv.	Legal heir certificate	...	thirty days
v.	Solvency certificate	...	thirty days
vi.	Guardianship certificate	...	thirty days

(8) The Revenue Officer may at his discretion issue Resident and Income certificates on the basis of declaration of the applicant and supporting documents furnished by him without resorting to any further inquiry.

Provided that if any person gives false information and declaration, he shall be liable for punishment under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules. In that event, the certificate shall be cancelled and the benefits accrued thereof shall be withdrawn.

Provided further that the Revenue Officer who has issued the Resident and Income certificate based on self declaration of the applicant, shall cause an inquiry by himself or through an officer subordinate in rank to him in some cases chosen at random to ascertain whether the applicant has furnished correct declaration or not. Upon such inquiry, if it is found that the applicant has furnished wrong declaration, he shall forthwith cancel the certificate and pass orders for revocation of the benefits that might have been accrued thereof after giving the person concerned a reasonable opportunity of being heard. He shall also proceed to initiate criminal action against the applicant.

**7. Rectification of clerical errors.** - Notwithstanding anything contained in these rules, if it is revealed on subsequent verification or otherwise that the contents of the certificate require modification on account of clerical errors which are apparent on the face of record,

the Revenue Officer shall be competent to rectify the errors and issue the corrected certificate.

**8. Cancellation of certificate.** - If any certificate is granted wrongly for any reason other than wrong declaration by the applicant as mentioned under Rule 6(8), the Revenue Officer shall bring it to the notice of his next higher authority, who shall then proceed to cancel the certificate and pass orders for revocation of the benefits that might have been acquired by the applicant.

Provided that no order shall be passed without giving the person concerned a reasonable opportunity of being heard.

**9. Withdrawal of benefit.**- Any person securing an appointment in any office or in an establishment or securing admission in an educational institution on the basis of a certificate issued basing upon false information / declaration shall be liable for termination from service / removal from the institution.

Provided that no order shall be passed without giving the person concerned a reasonable opportunity of being heard.

**10. Appeal.**- Any person aggrieved by an order passed by the Revenue Officer under rule 6 may prefer an appeal before -

- a) the Sub-Collector concerned, if the order was passed by a Revenue Officer, below the rank of the Sub-Collector;
- b) the Collector concerned, if the order was passed by the Sub-Collector; and
- c) the Revenue Divisional Commissioner concerned, if the order was passed by the Collector.

Provided that no appeal under these rules shall be entertained unless it is preferred within a period of thirty days from the date of the said order.

**11. Revision.**- The Revenue Divisional Commissioner (RDC), when certificate has been issued by Collector; and the Collector, when the certificate has been issued by any Revenue Officer subordinate to him, may call for the records on his own motion or on an application and set aside the said orders on merit.

Provided that no order shall be passed without giving the person concerned a reasonable opportunity of being heard.

**12. Interpretation.**- If any question arises relating to interpretation of these rules, it shall be referred to Government in Revenue and Disaster Management Department for clarification / decision.

**Form No. 1***[See Rule 4 (1)]***APPLICATION FORM FOR ISSUE OF RESIDENT CERTIFICATE****1. Personal Details:**

Name of Applicant \_\_\_\_\_  
 Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
 Age \_\_\_\_\_  
 Mother's Name \_\_\_\_\_  
 Father's Name \_\_\_\_\_  
 \*Husband's Name \_\_\_\_\_  
 (In case of married women)  
 Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_  
 e-Mail ID \_\_\_\_\_

Paste  
 Applicant's  
 Photo  
 (Passport size)

**2. Permanent Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_  
 Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_  
 State: \_\_\_\_\_

**3. Present Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_  
 Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_  
 State: \_\_\_\_\_

**4. \*Family members/Guardian details (in case of minor & person who is unable to manage his/her own affairs):**

Name: \_\_\_\_\_  
 Relation with applicant: \_\_\_\_\_

**5. Purpose:** \_\_\_\_\_

**6. Copy of documents attached:**

i) Any one of following documents

Copy of RoR / Electricity Bill / Landline Telephone Bill / Water connection bill / Holding tax receipt/ Lease agreement with house owner / Certificate from the employer/ First page of Bank Passbook / extract of latest Voter list / EPIC / Aadhaar Card / Ration Card / NREGS Job card / other (please specify)

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

Signature of the Applicant / Family member/ Guardian

*\*Strike out which is not applicable*



**Form No. 2***[See Rule 4 (1)]***APPLICATION FORM FOR ISSUE OF LEGAL HEIR CERTIFICATE****1. Personal Details**

Name of Applicant \_\_\_\_\_  
 Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
 Age \_\_\_\_\_  
 Father's Name \_\_\_\_\_  
 \*Husband's Name \_\_\_\_\_  
 (In case of married women)  
 Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_  
 e-Mail ID \_\_\_\_\_

**Paste  
 Applicant's  
 Photo  
 (Passport size)**

**2. Permanent Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_  
 Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_  
 State: \_\_\_\_\_

**3. Present Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_  
 Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_  
 State: \_\_\_\_\_

**4. \*Family members/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Name: \_\_\_\_\_

Relation with Applicant: \_\_\_\_\_

**5. Purpose:** \_\_\_\_\_

**6. Details of deceased person:**

Name of the Deceased person: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Place of Death: \_\_\_\_\_ Date of death: \_\_\_\_\_  
(on the date of death)**7. Legal heir details:**

Sl. No.	Name	Age	Marital Status	Relationship with deceased

**8. Copy of documents to be attached**

- i) EPIC / Aadhaar Card
- ii) Copy of death certificate
- iii) Copy of the first page of Service Book if deceased was a Government employee

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

Signature of the Applicant / Family member/ Guardian

*\*Strike out which is not applicable*

**Form No. 3***[See Rule 4 (1)]***APPLICATION FORM FOR ISSUE OF INCOME CERTIFICATE****1. Personal Details**

Name of Applicant \_\_\_\_\_

Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Age \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Husband's Name  
(*In case of married women*) \_\_\_\_\_

Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_

e-Mail ID \_\_\_\_\_

**Paste  
Applicant's  
Photo  
(Passport size)**

**2. Permanent Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**3. Present Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**4. \*Family members/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Name: \_\_\_\_\_

Relation with Applicant: \_\_\_\_\_

**5. Purpose:** \_\_\_\_\_

**6. Gross annual income of the family (during preceding financial year )**

Sl. No.	Source	Income (in Rs)
1.	Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.)	
2.	Salary/ Wages/ Remuneration etc.	
3.	Trade/ Business / Profession (please specify)	
4.	Other sources (please specify)	
<b>Total</b>		

**7. Total Income (in Rs)** \_\_\_\_\_**8. Documents attached**

- i) Copy of RoR
- ii) Salary certificate, if any
- iii) IT Returns, if any
- iv) Documents in support of other incomes (please specify)

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of wrong declaration and information.

Place:

Date:

**Signature of the Applicant / Family member/ Guardian*****\*Strike out which is not applicable***

**Form No. 4***[See Rule 4 (1)]*

**APPLICATION FORM FOR ISSUE OF INCOME AND ASSET CERTIFICATE**  
*(for direct recruitment in civil posts and services and admission in educational institutions under Government of India)*

**1. Personal Details**

Name of Applicant \_\_\_\_\_

Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Age \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Husband's Name \_\_\_\_\_  
(In case of married women)

Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_

e-Mail ID \_\_\_\_\_

**Paste  
Applicant's  
Photo  
(Passport size)**

**2. Family Details**

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Spouse Name \_\_\_\_\_

\*Sibling Details  
(below the age of 18 years) \_\_\_\_\_

\*Children Details  
(below the age of 18 years) \_\_\_\_\_

**3. Permanent Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**4. Present Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**5. \*Family members/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Name: \_\_\_\_\_

Relation with Applicant: \_\_\_\_\_

**6. Annual income details of the preceding financial year of family income:**

Sl. No.	Source	Income (in Rs.)
1	Salary	
2	Business	
3	Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.)	
4	Profession	
5	Other sources (Please specify)	
<b>Total</b>		

**7. Asset Details**

Sl. No.	Asset	Area (in Ac./Sq. yd./ sq.ft)	Location
1	Agricultural land		
2	Residential Flat		
3	Residential Plot in the urban area Municipal Corporation / Municipality / NAC)		
4	Residential Plot in areas other than the urban area stated above (rural area)		
<b>Total</b>			

N.B: 1 sq.yd = 9 sq.ft

**8. List of Documents attached:**

- i) Copy of RoR
- ii) EPIC / Aadhaar card
- iii) Copy of salary certificate, if any
- iv) IT returns of last financial year, if any

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

Signature of the Applicant / Family member/ Guardian

*\*Strike out which is not applicable*

**Form No. 5***[See Rule 4 (1)]***APPLICATION FORM FOR ISSUE OF INCOME AND ASSET CERTIFICATE**  
*(for admission to specified Educational Institutions under Government of Odisha)***1. Personal Details**

Name of Applicant \_\_\_\_\_

Gender \_\_\_\_\_

Marital Status \_\_\_\_\_

Age \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Husband's Name \_\_\_\_\_

*(In case of married women)*

Mobile No. \_\_\_\_\_

Aadhaar No. \_\_\_\_\_

e-Mail ID \_\_\_\_\_



Paste  
Applicant's  
Photo  
(Passport size)

**2. Family Details**

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Spouse Name \_\_\_\_\_

\*Sibling Details

(below the age of 18  
years)

\*Children Details

(below the age of 18  
years)**3. Permanent Address:**

\*Village/ Town: \_\_\_\_\_

Police Station: \_\_\_\_\_

Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_

District: \_\_\_\_\_

Pin: \_\_\_\_\_

State: \_\_\_\_\_



**4. Present Address:**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**5. \*Family members/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Name: \_\_\_\_\_

Relation with Applicant: \_\_\_\_\_

**6. Annual income details of the preceding financial year of family income:**

Sl. No.	Source	Income (in Rs.)
1	Salary	
2	Business	
3	Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.)	
4	Profession	
5	Other sources (Please specify)	
<b>Total</b>		

**7. Asset Details**

Sl. No.	Asset	Area (in Ac./Sq. yd./ sq.ft)	Location
1	Agricultural land		
2	Residential Flat		
3	Residential Plot in the urban area Municipal Corporation/ Municipality / NAC)		
4	Residential Plot in areas other than the urban area stated above (rural area)		
<b>Total</b>			

N.B: 1 sq.yd = 9 sq.ft

**8. List of Documents attached:**

- i) Copy of RoR
- ii) EPIC / Aadhaar card
- iii) Copy of salary certificate, if any
- iv) IT returns of last financial year, if any

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

**Signature of the Applicant / Family member/ Guardian**

***\*Strike out which is not applicable***

**Form No. 6**

[See Rule 4 (1)]

**APPLICATION FORM FOR ISSUE OF SOLVENCY CERTIFICATE****1. Personal Details**

Name of Applicant \_\_\_\_\_

Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Age \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Husband's Name \_\_\_\_\_  
(In case of married women)

Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_

e-Mail ID \_\_\_\_\_

Paste  
Applicant's  
Photo  
(Passport size)

**2. Permanent Address**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**3. Present Address**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**4. \*Family member/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Submitter's Name: \_\_\_\_\_  
(in case the submitter is not the applicant)

Relation With Applicant: \_\_\_\_\_

**5. Purpose:** \_\_\_\_\_

**6. List of Immovable Properties****Approximate value (in Rs.)**

- (i) Land
- (ii) Buildings
- (iii) Any other immovable properties (to be specified)

---

**Total**

7. Solvency Certificate applied for amount **(in Rs.)**: \_\_\_\_\_

**8. List of Documents attached:**

- i) EPIC / Aadhaar Card
- ii) Copy of RoR
- iii) List of immovable properties
- iv) Encumbrance Certificate for each immovable property
- v) Valuation of the land/building, if any

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

Signature of the Applicant / Family member/ Guardian

*\*Strike out which is not applicable*

**Form No. 7**

[See Rule 4 (1)]

**APPLICATION FORM FOR ISSUE OF GUARDIANSHIP CERTIFICATE****1. Personal Details**

Name of Applicant \_\_\_\_\_

Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Age \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

\*Husband's Name \_\_\_\_\_  
(In case of married women)

Mobile No. \_\_\_\_\_ Aadhaar No. \_\_\_\_\_

e-Mail ID \_\_\_\_\_

Paste  
Applicant's  
Photo  
(Passport size)

**2. Permanent Address**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**3. Present Address**

\*Village/ Town: \_\_\_\_\_ Police Station: \_\_\_\_\_ Post Office: \_\_\_\_\_

Tahasil: \_\_\_\_\_ District: \_\_\_\_\_ Pin: \_\_\_\_\_

State: \_\_\_\_\_

**4. \*Family members/Guardian details (in case of minor & person unable to manage his/her own affairs):**

Submitter's Name (in case the submitter is not the applicant) : \_\_\_\_\_

Relation With Applicant: \_\_\_\_\_

**5. Purpose:** \_\_\_\_\_

**6. Legal Guardian:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Father's Name: \_\_\_\_\_ \*Village/ Town: \_\_\_\_\_

Police Station: \_\_\_\_\_ Tahasil: \_\_\_\_\_ District: \_\_\_\_\_

Relation with the minor/person unable to manage his/her own affairs \_\_\_\_\_

**7. List of Documents**

- i) Birth certificate (If minor)
- ii) Certificate in support of disability (if applicable)
- iii) Legal heir certificate
- iv) EPIC / Aadhaar card
- v) Documentary evidence in support of receipt of pension/family pension/ retirement/death gratuity etc. of the deceased

**Declaration:**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong information.

Place:

Date:

Signature of the Applicant / Family member/ Guardian

*\*Strike out which is not applicable*

**FORM No. I**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Tahasildar .....

Miscellaneous Certificate Case No.....of 20.....

**RESIDENT CERTIFICATE**

This is to certify that \*Shri/Smt./Miss ..... son/ daughter of  
.....(Mother), and Shri .....(Father), \*W/o  
\_\_\_\_\_ (in case of married woman) is a native /  
permanent resident of the district of ..... in the state of \*Odisha / in the  
state of ..... (mention the name of the State in case s/he originally belongs  
to other State) and \*she/he or \*her/his family is presently residing at \*Village/Town  
..... P.S.....  
Tahasil..... in the district of ..... in the state of Odisha  
for \_\_\_\_\_ year(s) & \_\_\_\_\_ month(s) .

Signature of the Revenue Officer

Date .....

Designation (with seal of office)

\*Strike out which is not applicable

**FORM No. II**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Tahasildar .....

Miscellaneous Certificate Case No.....of 20.....

**LEGAL HEIR CERTIFICATE**

This is to certify that the person/persons specified below is/are the legal heir/heirs of late \*Shri/Smt./Miss ..... \*son/ daughter/wife of Shri .....of .....\*Village/Town..... P.S..... Tahasil..... in the district of ..... in the state of Odisha.

2. This certificate is being granted only for the purpose specified in the Odisha Miscellaneous Certificates Rules, 2019 ( purpose to be specified).

Name of the Legal heir(s)	Age	Marital status	Relationship with the deceased
1.			
2.			
3.			
4.			

Signature of the Revenue Officer

Date .....

Designation (with seal of office)

\*Strike out which is not applicable



**FORM No. III**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Tahasildar .....

Miscellaneous Certificate Case No.....of 20.....

**INCOME CERTIFICATE**

**(Valid for the Financial Year ..... )**

This is to certify that \*Shri/Smt./Miss ..... \*son/  
daughter of ..... (Mother) and Shri  
.....(Father), \*W/o ..... (in case of married  
women) is a native / permanent resident of the district of ..... in the state of  
\*Odisha / in the state of ..... (mention the name of the State in case he  
originally belongs to other State) and \*she/he or \*her/his family is presently residing at  
\*Village/Town.....P.S.....  
Tahasil..... in the district of ..... in the state of Odisha has an  
annual family income of Rs. ....(Rupees  
..... ) only from the sources specified below.

Sl. No.	Source	Income (in Rs)
1.	Agriculture (including plantation, horticulture, dairying, poultry, fisheries etc.)	
2.	*Salary/ Wages/ Remuneration etc.	
3.	*Trade/ Business / Profession (please specify)	
4.	Other sources (please specify)	
Total		

Signature of the Revenue Officer

Date .....

Designation (with seal of office)

\*Strike out which is not applicable

**FORM No. IV**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Collector.....

Miscellaneous Certificate Case No.....of 20.....

VALID FOR THE YEAR \_\_\_\_\_

**INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of  
..... Village / Street ..... Post  
Office.....District ....., in the State of Odisha, Pin  
Code ..... whose photograph is attested below belongs to Economically  
Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs.8.00  
lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not  
own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;

2. Shri/Smt./ Kumari ..... belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Class (Central List).



Signature of the Revenue Officer

Date .....

Designation (with seal of office)

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM No. V**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Collector.....

Miscellaneous Certificate Case No.....of 20.....

VALID FOR THE YEAR \_\_\_\_\_

**INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of  
..... Village / Street ..... Post  
Office.....District ....., in the State of Odisha, Pin  
Code ..... whose photograph is attested below belongs to Economically  
Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs.8.00  
lakh (Rupees Eight Lakh only) for the financial year\_\_\_\_\_. His/her family does not  
own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;

2. Shri/Smt./ Kumari ..... belongs to the caste which is not recognised as a Scheduled Caste, Scheduled Tribe and Socially & Educationally Backward Class (State List).

3. The certificate is being issued for the purpose of admission to specified educational institutions in the state of Odisha, notified by Government of Odisha from time to time.



Signature of the Revenue Officer

Date .....

Designation (with seal of office)

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM No. VI**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Tahasildar / Sub-Collector.....

Miscellaneous Certificate Case No.....of 20.....

**SOLVENCY CERTIFICATE**

This is to certify that \*Shri/Smt./Miss ..... \*son/ daughter  
of .....(Mother), Shri  
..... (Father), \*W/o Shri ..... (in case of  
married women) of \*Village/Town.....P.S.....  
Tahasil..... in the district of ..... in the state of Odisha is  
solvent to the extent of Rs..... (Rupees .....) only.

**Immovable Properties**

**Approximate value (in Rs.)**

- (i) Land
- (ii) Buildings
- (iii) Other immovable properties (to be specified)

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Total

Signature of the Revenue Officer

Date.....

Designation (with seal of office)

\*Strike out which is not applicable

**FORM No. VII**  
(See Rule 3)

**GOVERNMENT OF ODISHA**

Office of the Collector.....

Miscellaneous Certificate Case No.....of 20.....

**GUARDIANSHIP CERTIFICATE**

This is to certify that \*Sri/Smt./Miss ..... \*son/  
daughter / wife of .....of  
\*Village/Town.....P.S. ....Tahasil  
.....in the district of ..... in the state of Odisha is the legal  
guardian of \*Sri/Smt./Miss..... aged ..... years,  
\*son/daughter/wife of ..... of  
\*Village/Town.....P.S.....Tahasil.....in the  
district..... in the state of Odisha who is a \*minor/ person incapable of  
managing his/her own affairs.

2. This certificate is being granted only for the purpose of .....

Signature of the Revenue Officer

Date.....

Designation (with seal of office)

\*Strike out which is not applicable

**FORM No. VIII**  
[See Rule 6(3)]

**GOVERNMENT OF ODISHA**

Office of the Tahasildar .....

Miscellaneous Certificate Case No.....of 20.....

**PROCLAMATION**

It is hereby informed to the general public that \*Shri/Smt./Miss.....  
..... \*son/daughter/wife of ..... Of  
\*Village/Town..... P.S.....  
Tahasil..... in the district of ..... in the state of Odisha has  
applied for issue of legal heir certificate of Late  
.....\*son/daughter/wife of .....  
who died on .....

As enquired by the RI....., the following persons are found to be legal  
heir (s) of Late.....

Name of the Legal heir(s)	Age	Marital status	Relationship with the deceased
1.			
2.			
3.			
4.			

. Anybody having any objection to the list of legal heirs may file objection within a period of fifteen days from the date of this publication.

No objection shall be entertained after expiry of the schedule period.

Signature of the Revenue Officer

Date .....  
Designation (with seal of office)

\*Strike out which is not applicable



**ORDER**

Ordered that this Resolution be published in an Extraordinary issue of the *Odisha Gazette* and copies should be supplied to all Departments / all Heads of Departments / all R.D.Cs / all Collectors / all Sub-Collectors / all Tahasildars.

By Order of the Governor

NIKUNJA BIHARI DHAL  
Principal Secretary to Government