

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RDM-CHS-MISC-0023-2021- 12383 /R&DM Dated 09.04.2021

From

Shri Bishnupada Sethi, IAS,
Principal Secretary to Government

To

All Collectors

Sub: Issuance of Miscellaneous and Caste certificates to students of 10th standard under School Certificate Programme.

Ref: Letter No. 51915/R&DM dated 17.12.2011, Letter No. 39334/R&DM dated 29.08.2012, Letter No. 7797/SSD dated 21.04.2017, Letter No. 21845/R&DM dated 19.06.2018, Order No. 465/R&DM Dated 02.01.2020, Order No. 9618/R&DM Dated 26.02.2020

Madam/Sir,

In inviting reference to the subject and letters under reference issued by Government from time to time, I would like to reiterate that large number of miscellaneous and caste certificates are issued by the Revenue Officers under the provisions of different Acts and Rules. Most of these certificates are issued to students and are required to avail the benefits of scholarship under different Government schemes, reservation in various educational institutions for higher study or in public and private institutions for various jobs, etc.

To deliver the certificates to the students in a seamless and hassle free manner, Government have been pleased to issue the following guidelines for delivery of ST, SC, SEBC, OBC, Resident and Income certificates to 10th standard students belonging to all schools or educational institutions coming under the purview of any Administrative Department of Government of Odisha.

1. The Revenue Inspector (RI) of the locality shall make camp on a fixed date in each school before the summer vacation and distribute the application

forms to the students belonging to 10th standard in presence of Headmaster and the Class Teacher. The application forms may be printed centrally by the district administration and the expenditure towards the same shall be met from the user fees.

2. The students shall bring the filled in application forms along with requisite documents (Annexure-A) while coming to school after summer vacation which shall be counter signed by the Headmaster of the School after due diligence.
3. The Revenue Inspector shall visit the school during the month of July as per the programme and enquire into the genuineness of the particulars of the application forms in presence of Headmaster and the concerned Class Teacher.
4. The Revenue Inspector shall collect all filled in application forms from the Headmaster of the school and ensure their online filing through e-District Portal. Thereafter, the applications shall be processed as per the existing procedure.
5. The Revenue Inspector shall submit the verification / enquiry report to the Tahasildar/ Addl. Tahasildar wherever required.
6. After disposal of applications, certificates shall be issued in favour of the eligible students by the concerned Tahasildar/ Addl. Tahasildar.
7. The Revenue Inspector of the locality shall collect the certificates from Tahasils and handover the same to the students in presence of Head Master of the concerned school as per the programme.
8. The entire process starting from distribution of application forms to handing over of the certificates shall be completed by 31st August of each year.

9. The certificates can also be downloaded by the students themselves from the e-District Portal, their mailbox and DigiLocker.
10. Administrative Departments like School & Mass Education Department, ST&SC Dev & M&BCW Department and Women & Child Development Department shall issue instructions to their field officers for extending necessary support, wherever required, for timely and successful implementation of the Programme.
11. A Deputy Collector may be nominated as Nodal Officer of the district for smooth implementation of the School Certificate Programme and furnishing information regularly to Government.
12. Sub-Collectors shall monitor this programme on weekly basis. Collectors shall ensure the implementation of the programme within fixed timeline.

Yours faithfully,


Principal Secretary to Government
9.4.2021

Memo No. 12384 /R&DM Dated 09.04.2021
Copy forwarded to Additional Secretary to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.


Additional Secretary to Government
9.4.2021

Memo No. 12385 /R&DM Dated 09.04.2021
Copy forwarded to Private Secretary to Hon'ble Minister, Revenue and Disaster Management for kind information of Hon'ble Minister.



Additional Secretary to Government
9.4.2021

Memo No. 12386 /R&DM Dated 09.04.2021
Copy forwarded to the OSD to Chief Secretary for kind information of Chief Secretary.


Additional Secretary to Government
9.4.2021

Memo No. 12387 /R&DM Dated 09.04.2021

Copy forwarded P.S to Development Commissioner-cum-Addl. Chief Secretary, Odisha for kind information of Development Commissioner-cum-Addl. Chief Secretary.


Additional Secretary to Government


Memo No. 12388 /R&DM Dated 09.04.2021

Copy forwarded to Principal Secretary to Government, School & Mass Education Department / Principal Secretary to Government, Women & Child Development Department / Principal Secretary to Government, ST&SC Dev & M&BCW Department for kind information and necessary action.


Additional Secretary to Government


Memo No. 12389 /R&DM Dated 09.04.2021

Copy forwarded to the Secretary, Board of Revenue, Odisha, Cuttack for information and necessary action.


Additional Secretary to Government

Memo No. 12390 /R&DM Dated 09.04.2021

Copy forwarded to all RDCs / DLR&S, Odisha, Cuttack for information and necessary action.


Additional Secretary to Government


Memo No. 12391 /R&DM Dated 09.04.2021

Copy forwarded to all ADMs / all Sub-Collectors / all Tahasildars for information and necessary action.


Additional Secretary to Government

Memo No. 12392 /R&DM Dated 09.04.2021

Copy forwarded to e-Governance Branch, Revenue & DM Department for uploading of the guidelines in the Department website.


Additional Secretary to Government

1. Resident Certificate

Any one of the following documents:

- Copy of ROR
- Electricity Bill
- Voter ID / Aadhaar card
- Landline Telephone Bill
- Water connection bill
- Ration Card
- Holding Tax Receipt
- Lease agreement with house owner
- Certificate from the Employer
- First page of bank passbook
- Extract of latest voter list
- NREGS job card
- Others (Any other documents)

2. Income Certificate

- Copy of RORs
- Salary certificate, if any
- IT returns, if any
- Documents in Support of other incomes
- Others (Any other documents)

3. SC Certificate

Any one of the following documents:

- Copy of finally published settlement ROR / Consolidation ROR
- Self-Declaration
- Land Pass Book

- Recommendation from people's Representative
- Copy of certificate issued in favour of parents/sibling if any
- Others (Any other documents)

4. ST Certificate

Any one of the following documents:

- Copy of finally published settlement ROR/ Consolidation ROR
- Self-Declaration
- Land Pass Book
- Recommendation from people's Representative
- Copy of certificate issued in favour of parents/ sibling if any
- Others (Any other documents)

5. SEBC Certificate

Identity Proof (Aadhaar Card / Voter ID / PAN Card / Driving Licence)

Any one of the following documents:

- Self-Declaration
- Copy of ROR
- Land Pass Book
- Others (Any other documents)

6. OBC Certificate:

Identity Proof (Aadhaar Card / Voter ID / PAN Card / Driving Licence)

Any one of the following documents:

- Self-Declaration
- Copy of ROR
- Land Pass Book
- Others (Any other documents)