

GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT

RESOLUTION

No. RDM-GOEB-MISC-0039-2015- **31204** /R&DM

Dated, Bhubaneswar, 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:-

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

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|------|---|------------------|--|
| iv. | Income and Asset Certificate
<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
<i>(for admission to specified educational institutions under Government of Odisha)</i> | - (Form No. V) | - Tahasildar |
| vi. | Solvency Certificate | - (Form No. VI) | - Tahasildar
(upto Rs.10 lakh)
- Sub-Collector
(more than Rs.10 lakh) |
| 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.