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Pl. issue  
JP 19-7-14

FAX

**Government of Odisha  
Revenue & D.M. Department**

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No. 20444 /R&DM, Bhubaneswar, dated the 14<sup>th</sup> July, 2014.  
III-E-MISC.-(C) 5/14 15th

From

Dr. Taradatt., IAS,  
Additional Chief Secretary to Government.

To

All Collectors,

**Sub: Issue of Guardianship Certificate under the Odisha Miscellaneous Certificate Rules, 1984 for payment of pension/family pension and death/retirement gratuity through the guardian.**

Sir,

I am directed to invite reference to the aforementioned subject and to say that Finance Department in their Resolution No.3969-Pen-25/93-F, dated 1.2.1994 have authorised the District Collectors to issue Guardianship Certificates in case the pensioner is a minor or incapable of managing his/her own affairs. It reveals that the said resolution does not prescribe any procedure or format resulting which the Collectors are issuing Guardianship Certificates in different formats without following a definite procedure.

In order to bring uniformity and to facilitate processing of pension cases relating to minors or other persons whose affairs are required to be managed by legal guardians, it is felt necessary to include Guardianship Certificate under the category "other certificates of miscellaneous nature" provided in clause (vi) of Rule 3 of the Odisha Miscellaneous Rules, 1984.

After careful consideration, Government have been pleased to issue the following guidelines for grant of Guardianship Certificates by the District Collectors under the Odisha Miscellaneous Certificate Rules, 1984.

1. The Guardianship Certificate shall be granted for limited purposes such as receipt of pension/family pension and death/retirement gratuity etc. to the legal guardian of the minor or person incapable of managing his/her own affairs.
2. The applicant shall file application before the Collector in Form No.I affixing court fee stamps of such denomination as required in an application for a miscellaneous case specifying the particulars as envisaged in Rule 4(1) of the Odisha Miscellaneous Certificate Rules, 1984.

3. The Collector shall institute a case and shall pass necessary orders after following the procedures prescribed under Rules 5 & 6 of the Odisha Miscellaneous Certificate Rules, 1984.
4. The certificate shall be granted to the eligible applicant in Form No.VII appended herewith and shall be handed over to the applicant or his duly authorised agent on due acknowledgement of receipt.
5. The Collector, if necessary, may revoke or modify the contents of the certificate so issued either suo motu or on an application by the rightful aggrieved claimant(s) on being satisfied that sufficient grounds exist for such revocation or modification of the certificate.

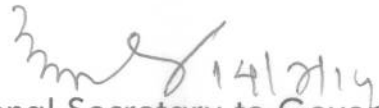
Yours faithfully,

  
14.7.14

Additional Chief Secretary to Government

Memo No. 20445 /R&DM, Date <sup>15</sup>14.07.2014

Copy to all Revenue Divisional Commissioners/ Secretary, Board of Revenue/all Sub-Collectors/all Tahasildars for information and necessary action.

  
14/7/14

Additional Secretary to Government

Memo No. 20446 /R&DM, Date <sup>15</sup>14.07.2014.

Copy to P.S. to Hon'ble Minister, R&DM/ P.S. to Chief Secretary, Odisha for kind information of Hon'ble Minister and Chief Secretary.

  
14/7/14

Additional Secretary to Government

Memo No. 20447 /R&DM, Date <sup>15</sup>14.07.2014.

Copy to the Under Secretary, IMU Cell for uploading the same in the Website of the R&DM Department/ five spare copies to GOE (B) Branch for information and necessary action.

  
14/7/14

Additional Secretary to Government

FORM No. VII  
[(See Rule-3 (vi))]

**OFFICE OF THE COLLECTOR.....**

No. .... / Gen. Dated.....

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 .....  
is the legal guardian of Sri/ Smt./Miss. ....  
aged.....years, son/daughter/wife of.....  
village.....P.S.....Tahasil.....  
District.....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 Collector  
Date.....  
(with seal)

Name of the Applicant

FORM No. I

[ See Rule 4 (1) ]

APPLICATION FOR ISSUE OF MISCELLANEOUS CERTIFICATE

1. Name of the applicant

2. Father's name

3. Address —

(a) Permanent

(b) Present

4. Age

5. Type of Certificate required

(Identity/Resident/Nativity/Legal heir/Income/Solvency/Any other certificate)

6. Purpose for which the certificate is required

7. Particulars on the basis of which the certificate is required

8. List of documents and affidavit (wherever necessary) enclosed with this application

9. Declaration

I, Shri ..... son of/daughter of/wife of .....  
..... resident of village ..... P.-S. ...., District ..... do hereby declare  
that the information and particulars stated above are true to the best of my knowledge and belief and that  
they are exhaustive and I have not suppressed any fact. In case it is detected later on that any of the facts  
stated here is wrong or that I have suppressed some material facts, I shall be liable for prosecution under the  
relevant law.

Signature of the applicant