

ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ
ਦਫਤਰ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਐਚ ਆਰ ਡੀ
(ਬੋਰਡ ਭਾਗ)

ਵਿਲ

462
7/3/12

- 1) ਡੀ.ਜੀ.ਪੀ/ਵੀ ਤੇ ਐਸ.ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 2) ਸਾਰੇ ਜਨਰਲ ਮੈਨੇਜਰ, ਇੰਜ.ਇੰਨ.ਚੀਫ/ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ।
- 3) ਮੁੱਖ ਪ੍ਰਬੰਧਕੀ, ਪੀ ਐਸ ਪੀ ਸੀ ਐਲ ਪਟਿਆਲਾ।
- 4) ਓ.ਐਸ.ਡੀ (ਟੀ) ਟੂ ਚੇਅਰਮੈਨ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 5) ਐਸ.ਈ.(ਟੀ) ਟੂ ਡਾਇਰੈਕਟਰਜ਼, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਪਟਿਆਲਾ।
- 6) ਸਾਰੇ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਹਾਈਡਲ ਸਮੇਤ, ਪੰ.ਸ:ਪੀ:ਸੀ:ਐਲ:ਪਟਿਆਲਾ।
- 7) ਮੁੱਖ ਆਡੀਟਰ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 8) ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਪੀ ਐਸ ਪੀ ਸੀ ਐਲ ਪਟਿਆਲਾ
- 9) ਵਿੱਤ ਸਲਾਹਕਾਰ, ਪੀ ਐਸ ਪੀ ਸੀ ਐਲ ਪਟਿਆਲਾ।
- 10) ਕਾਨੂੰਨੀ ਸਲਾਹਕਾਰ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।
- 11) ਸਾਰੇ ਸੰਪੂਰਨ ਸਕੱਤਰ/ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ।
- 12) ਡੋ ਪ੍ਰਾਪਤੀ ਕੁਲੈਕਟਰ, ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਪਟਿਆਲਾ।

15155/15455

ਮੀਸੇ ਨੰ:

ਬੀਡੀ/ਜੀ-3086

ਮਿਤੀ

6-3-12

ਵਿਸ਼ਾ: Finalization of Government orders for citizen services for issuance of residence certificates through District Project.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ਨਲ ਵਿਭਾਗ(ਪੀ ਪੀ-2 ਸ਼ਾਖਾ) ਦੰਡੀਗੜ ਦਾ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀਪੀ-2/107 ਮਿਤੀ 20.1.12 ਆਪ ਜੀ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਣਾ ਹੈ ਜੀ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ

ਅਧੀਨ ਸਕੱਤਰ/ਤਾਲਮੇਲ,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

ਸੀ ਸੀ

ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਆਈ.ਟੀ ਪੰ.ਸ:ਪ:ਕਾ:ਲਿਮ:ਪਟਿਆਲਾ ਨੂੰ ਮੁੱਖ
ਇੰਜੀਨੀਅਰ /ਐਚ.ਆਰ.ਡੀ (ਬੋਰਡ ਮੈਂਬਰ) ਦੀ ਵੈਬ ਸਾਈਟ ਤੇ ਪਾਉਣ ਹਿੱਤ।

ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ
(ਦਫ: ਮੁੱਖ/ਇੰਜ. ਐਚ.ਆਰ.ਡੀ)
(ਆਫ. ਟੀ.ਆਈ. ਸੇਲ)

ਵੱਲ

ਆਪੀ/ਪ. ਸੁਬਤੋ 319/19
ਪਟਿਆਲਾ (4/23 319)

ਗੁਰਮਿੰਦਰ
29/11
11/11

ਪੱਤਰ ਨੰਬਰ 37 ਆਫ. ਟੀ.ਆਈ-ਜੀ-18 ਵਾ.2
ਮਿਤੀ 28/2/2012

ਵਿਸ਼ਾ:-

Finalisation of Govt order for citizen services for issuance of residence certificate through district project.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਅਧੀਨ ਸਕੱਤਰ/ਪ੍ਰਸ਼ਾਸਨ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ਾਸਨ ਵਿਭਾਗ ਪੀ.ਪੀ.-2 ਸੁਖਾ ਮੀਸੋਂ ਨੰਬਰ 107 ਮਿਤੀ 20.1.2012 ਮੂਲ ਰੂਪ ਵਿੱਚ ਆਪ ਦੇ ਦਫਤਰ ਨੂੰ ਅਕਾਲੋਟੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਇਹ ਪੱਤਰ ਆਪ ਦੇ ਦਫਤਰ ਨਾਲ ਸਬੰਧਤ ਹੈ ਜੀ।

ਨਬੀ-ਉਕਤ ਅਨੁਸਾਰ।

ਨੋਟਲ ਅਫਸਰ ਕਮ ਉਪ ਸਕੱਤਰ,
ਆਫ. ਟੀ.ਆਈ ਸੇਲ,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

117/SBS
1/3/12

①

Handwritten signature

148

Order No. 79 C.E./MRD 1/3/95-3ਪੀ.ਪੀ.2/107

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸ਼ੰਨਲ ਵਿਭਾਗ
(ਪੀ.ਪੀ.-2 ਸ਼ਾਖਾ)

Signature
17/11/12
CEMRD

Date 16/12/12

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 20 ਜਨਵਰੀ, 2012

ਸੇਵਾ ਵਿਖੇ

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ,
ਪੰਜਾਬ ਸਰਕਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਭਾਈਰੀ ਨੰ: 364 ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼, ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,
ਮਿਤੀ: 17/12/12 ਉਪ ਮੈਂਬਰਲ ਅਫਸਰ (ਸਿਵਲ) ਪੰਜਾਬ।

Handwritten notes:
17/12
5/11/12
S.E. MRD
C.E. MRD

ਵਿਸ਼ਾ:-

Finalization of Government orders for citizen services for issuance of residence certificates through e-District Project

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਭਾਈਰੀ ਨੰ: 364 ਮਿਤੀ: 17/12/12
(ਅਰ.ਟੀ.ਆਈ. ਸੰ:)

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸੰਬੰਧਿਤ ਕਰਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/2043, ਮਿਤੀ 29-1-1996, ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/9619, ਮਿਤੀ 6-6-1996, ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/80, ਮਿਤੀ 1-1-1999, ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/7480, ਮਿਤੀ 24-5-2001 ਅਤੇ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/1530, ਮਿਤੀ 14 ਦਸੰਬਰ, 2011 ਰਾਹੀਂ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸੂਚਨਾ ਤੇ ਤਕਨਾਲੋਜੀ ਵਿਭਾਗ ਵਲੋਂ ਸੂਚਿਤ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਈ-ਡਿਸਟ੍ਰਿਕਟ ਪ੍ਰੋਜੈਕਟ ਰਾਹੀਂ ਇਲੈਕਟ੍ਰੋਨਿਕਲੀ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ ਗਾਈਡਲਾਈਨਾਂ ਜਾਰੀ ਕਰਨ ਦੀ ਲੋੜ ਹੈ। ਸੂਚਨਾ ਤੇ ਤਕਨਾਲੋਜੀ ਵਿਭਾਗ ਵਲੋਂ ਵਿਸ਼ੇ ਤੇ ਤਿਆਰ ਕੀਤੀਆਂ ਗਈਆਂ ਗਾਈਡਲਾਈਨਾਂ ਸਮੂਹ ਵਿਭਾਗਾਂ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਕਰਨ ਵਿੱਚ ਭੇਜੀਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਇਲੈਕਟ੍ਰੋਨਿਕਲੀ ਰੈਜ਼ੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ ਕੈਟਾਗਰੀ IV, V ਅਤੇ VI ਦੇ ਨਮੂਨੇ ਜੋ ਸੂਚਨਾ ਅਤੇ ਤਕਨਾਲੋਜੀ ਵਿਭਾਗ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਐ.ਵਿ.ਪੰ.ਨੰ:12/82/2010-1ਪੀ.ਪੀ.2/1505, ਮਿਤੀ 5-12-2011 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੇ ਸਨ, ਦੀ ਕਾਪੀ ਨਾਲ ਨੱਥੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਭਾਈਰੀ ਨੰ: 364
ਮਿਤੀ: 17/12/12

ਵਿਸ਼ਵਾਸਪਾਤਰ,
Signature
(ਕੁਲਦੀਪ ਸਿੰਘ)

ਇਸ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

Signature
ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ੰਨਲ

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

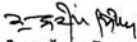
ਐ.ਵਿ.ਪੰ.ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/108

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ,

20 ਜਨਵਰੀ, 2012

ਤਲਦਾ ਪੰਨਾ.....2

ਉਪਰੋਕਤ ਦਾ ਇਕ ਉਤਾਰਾ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਸੂਚਨਾ ਤੇ ਤਕਨਾਲੋਜੀ ਵਿਭਾਗ
ਨੂੰ ਸੂਚਨਾ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।


ਅਧੀਨ ਸਕੱਤਰ ਪ੍ਰਸ਼ੈਨਲ

ਸੇਵਾ ਵਿਖੇ,

ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਸੂਚਨਾ ਤੇ ਤਕਨਾਲੋਜੀ ਵਿਭਾਗ।

ਐ.ਵਿ.ਪੰ.ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/109

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ,

20 ਜਨਵਰੀ, 2012

**GUIDELINES FOR ISSUANCE OF RESIDENCE CERTIFICATE
ELECTRONICALLY UNDER E-DISTRICT PROJECT**

Introduction

e-District project envisages integrated and seamless delivery of citizen services by district administration through automation of workflow, backend computerization and data digitization across key departments such as Revenue, Home, Food & civil supplies, Agriculture, Health, Social Security etc for providing services to the citizens. This project is of paramount importance to the State as it would help in creating an electronic workflow system for the district administration and help in providing efficient Individual departmental services through Common Service Centers (CSCs) which would be the primary front end channels as envisaged in the project.

The purpose of this Government Order is to ensure that the defined process of service delivery for issuance of residence certificate is followed. This would facilitate the electronic delivery of services through the instructions and guidelines as described in the following sections of the Government order. The important components of service delivery process is being listed below -

1. Process for Registering service request for Issuance of Residence Certificate:

The request related to issuance of residence certificate can be accepted at the Common Services Centre established under Government of India 100000 Common Service Centre (CSC) scheme under NeGP and Suwidha centers operational in the state or any other arrangement made by Government for accepting the request, without discretion of any kind. The Government Official should now onwards accept the service requests through electronic channel only. The applicant has option to submit a service request through any of the below mentioned procedures:

Application at Common Service Center/ Suwidha centers	Application through internet
<p>Request for issuance of residence certificate from citizen should be acceptable in electronic form through any of the CSC/ Suwidha center. The systematic procedure for applying at a CSC/ Suwidha will be as follows:</p> <ol style="list-style-type: none">i. The Applicant will submit his request for a Residence Certificate to the Authorized CSC/ Suwidha operator by providing him required details/ filling predefined service request form along with required supporting documents.ii. The Applicant will have to prove his identity to the Authorized Operator using any government issued ID Proof.iii. The Authorized CSC/ Suwidha Operator will login into the e-District Application using his User ID, Password and Biometric identification.iv. The Authorized CSC/ Suwidha Operator after receiving the request will fill up the form with the details provided	<p>Any citizen will be able to apply for Issuance of Residence Certificate through internet. The systematic procedure for applying through internet will be as follows:</p> <ol style="list-style-type: none">i. If the citizen is accessing the e-District Application for the first time, he/she will have to Register and provide all required details, after which he/she would be issued a User ID and Password.ii. The Applicant will login

- by the Applicant.
- v. The Authorized CSC/ Suwidha Operato should scan (from original document) any supporting document provided by the Applicant and attach the same with the form.
 - vi. The Authorized CSC/ Suwidha Operator should then take a photograph of the Applicant using a Web Camera attached with his workstation and attach it to the form.
 - vii. The Applicant will check the details in the application form & if found correct will sign the application form using an electronic pad or put his thumb impression using biometric device. Applicant will then pay the specified government fees and facilitation charges in cash to the Authorized CSC/ Suwidha Operator.
 - viii. The Authorized CSC/ Suwidha Operator should collect the specified amount of fees and enter its details in the e-District Application & accordingly will submit the request into the e-District Application.
 - ix. The Authorized CSC/ Suwidha Operator should then print the Acknowledgement Receipt, carrying unique acknowledgement number, generated automatically by the e-District Application, signs it and hand it over to the Applicant.
 - x. This unique acknowledgement number is to be quoted by the applicant for any future reference regarding his service request.
 - xi. The Authorized CSC/ Suwidha Operator should then prepare application case file, containing the supporting documents (attested copy) submitted by applicant & should dispatch or deliver, every day to the concerned office as indicated by the e-District application.
 - xii. An authorized official at the Tehsildar office will receive the Application case files on behalf of the Tehsildar.
 - xiii. These application case files should be made available to the Tehsildar as and when required and otherwise should be securely stored in the relevant record room.
- into the e-District Application using his User ID and Password & will select and open the Residence Certificate Application form available on the e-District Application and fill in the required details.
- iii. The Applicant will scan and attach supporting documents, if any and will pay the fee using payment gateway. Upon successful payment of fee his request will be submitted on the e-District application.
 - iv. Applicant will take a print of the acknowledgment receipt generated by the e-District application after submitting the service request.
 - v. The Applicant will send the copy of supporting documents, if any to the concerned office through post

Supporting Documents

The applicant needs to attach attested copy of the following documents along-with his service request.

Sr. No.	Document	Mandatory/ Optional	Sr. No.	Document	Mandatory/ Optional
1.	Ration card	Mandatory	2.	Date of Birth proof	Mandatory
3.	Voter card	Mandatory	4.	School Certificate	Optional
5.	Verification leaf	Mandatory	6.	Any Other Relevant document	Optional

Process of issuance of residence certificate

All Government officers, directly or indirectly accountable for processing of residence certificate request will have log in ID and Password for discharging their responsibility. The procedure for application and processing residence certificate service will be as follows.

- i. Once the residence certificate request has been registered the e district application would forward the application to dealing clerk of the concerned Tehsildar.
- ii. Dealing clerk will log into his/her account daily, and receives the service requests. He examines the complete application details, based on which he enter his remarks and forward it to Tehsildar.
- iii. Tehsildar will log into his/her account daily, and receives the service requests. He examines the complete application details and remarks of the dealing clerk. Based on which he can take the following three actions:
 - a. If he is satisfied with the details he will approve the request using digital signature.
 - b. If he is dissatisfied, he may reject the service request giving rejection remarks & using digital signature or
 - c. He may mark the application to concerned Patwari for carrying out physical verification of the applicant.
- iv. Patwari will log into his/her account daily, and receives the service requests. He will do the physical verification of the applicant and prepares verification report. He updates his remarks against the service request and forwards it to Tehsildar for final decision.
- v. Tehsildar based upon the remarks of the Patwari may take any action out of the two mentioned in step iii (a) & iii (b).
- vi. If Tehsildar approves the request, the e-District application will generate a Residence certificate digitally signed by Tehsildar & will store it into the e-District database.
- vii. If the Tehsildar rejects the Application he must provide a reason for the same and digitally sign his response.

***During all the steps mentioned above, the Tehsildar, Patwari & dealing clerk will have an access to various other electronic databases which they could refer to verify the credentials of the applicant.**

3. Process for delivery of Residence certificate

- i. To receive the residence certificate the applicant should visit any of the CSCs/ Suwidha center and provide the Acknowledgement receipt carrying the acknowledgement number.
- ii. The Authorized CSC/ Suwidha Operator should login in to the e-District Application, type the acknowledgement Number and retrieve the Digitally Signed certificate.
- iii. The certificate printout should be duly stamped & signed by the operator.
- iv. In case the applicant has opted for postal delivery of the certificate, the final certificate will be send to the concerned Suwidha center by the e-District application, from where it.

4. Service Level for Issuance of residence certificate

Service levels for all the intermediate process activities have been clearly defined and given below. It is preferable for all the concerned process actors to observe them. However these service levels are for internal reference of the department and can not be pursued to the court of law.

S. No.	Activities	Time required	Service Level (from date of service request)
1.	Filing of service request	1 day	Day 0
2.	Generation of acknowledgement receipt		Day 0
3.	Marking of service request to Dealing Clerk		Day 0
4.	Dealing clerk receives & update the service request	1 days	1 st day
5.	Tehsildar reviews the case file & do the following Case A: approves/Rejects the service request or Case B: mark to Patwari for physical verification	1 day	2 nd day
6.	Patwari carry out the physical verification & update the service request.	3 days	5 th day
7.	Tehsildar approves/ rejects based upon Patwari's report	1 day	6 th Day
8.	Final Approval/ Rejection Case A Case B		2 Days 6 Days

5. MIS reports formal for monitoring of Issuance of Residence Certificate

The e-District application is capable of generating MIS reports on various parameters. These computer generated reports should be referred by the concerned official for various purposes.

6. Escalation Matrix

Escalation matrix for the critical process activities has been clearly defined below and it is mandatory for all the concerned officials to take action on the computer generated escalations so as to meet the predefined service levels.

S.No	Activity	Activity Owner	Service Level	L1		L2	
				Designation	Time	Designation	Time
1.	Checking, reviewing & verifying the application details	Dealing Clerk	1 day	Tehsildar	2 day	SDM	2 day
2.	Checking, reviewing & updating the application	Patwari	3 days	Tehsildar	2 day	SDM	2 day
3.	Final approval/ rejection or updating of the service request	Tehsildar	1 day	SDM	2 day	DC	2 day

Office of the Tehsildar,, (Punjab)

Punjab Residential Certificate

Document Sr. No :



CATEGORY No. IV



Certified that

S/o, D/o, W/o, Guardian Sh

Mother's Name

Resident of

Tehsil

District

has settled in Punjab or has resided in Punjab for a period of 5 years. From to

..... He/She is working as

This issues as per Pb.Govt.Cir.No.1/3/95-3PP2/2043, dated 29-1-1996 and Cir.No. 1/3/95-3PP2/9619, dated 6-6-1996, 1/3/95-3PP2/80, dated 1-1-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose of admission to Educational Institutions (Including Technical/Medical institutions) only.

Date Of Issuance

Signature of the Approving Authority:

Digitally Signed by :

Designation :

Date :

Location :

(Stamp and Sign of certificate printing center)

Disclaimer - "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web link <http://edistrict.punjabgovt.gov.in/EDA>



एनडीए गवर्नंस प्लान
National e-Governance Plan

Public Service Delivery Centre

Office of the Tehsildar,.....(Punjab)

Punjab Residential Certificate

CATEGORY NO. IV

Document Serial Number:.....

Certified that

S/o, D/o, W/o Sh.Mother's Name.....
Guardian

Resident of

Tehsil

District

has settled in Punjab or has resided in Punjab for a period of 5 years
from:to..... He/She is working as
(Name of profession)

This issues as per Pb.Govt.Cir.No.1/3/95-3PP2/2043, dated 29-1-1996 and Cir.No. 1/3/95-3PP2/9619,
dated 6-6-1996, 1/3/95-3PP2/80, dated 1-1-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose
of admission to Educational Institutions (Including Technical/Medical Institutions) only.

Certified byDistrict, vide book leaf No.

Place:

Dated:

Signature of the Approving Authority

Digitally Signed by:.....

Date :

Location:

Designation:

(Stamp and Sign of certificate printing center)

All authorities i.e. DC, ADC (R), ADC (D), SDO (C), GA to DC, D.O.R.G., D.R.O. Commissioners of
Municipal Corporations of the State can also issue this certificate either Electronically or Manually.

Disclaimer-

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Office of the Tehsildar,.....(Punjab)

Punjab Residential Certificate

CATEGORY NO. V

Document Serial Number:

Certified that Sh./Smt.....
(Name of person)

S/o, D/o, W/o Sh./Smt.....Mother's Name.....

Father/Guardian of Miss/Master..... hold immoveable property
(Name of Child/Ward with full Address)

at in the State of Punjab for the past 5 Years from :to.....
(Place and District)

Resident of Tehsil.....District.....

This issues as per Pb.Govt.Cir.No.1/3/95-3PP2/2043, dated 29-1-1996 and Cir.No. 1/3/95-3PP2/9619, dated 6-6-1996, 1/3/95-3PP2/80, dated 1-1-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose of admission to Educational Institutions (Including Technical/Medical Institutions) only.

Certified byDistrict, vide book leaf No.....

Place:

Dated:

Signature of the Approving Authority

Digitally Signed by:.....

Date :

Location:

Designation:

(Stamp and Sign of certificate printing center)

All authorities i.e. DC, ADC (R), ADC (D), SDM, Assistant Commissioner (General), D.O.R.G., D.R.O. E.M. and Commissioners of Municipal Corporations in the State can also issue this certificate either Electronically or Manually.

Disclaimer-

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Office of the Tehsildar,.....(Punjab)

Punjab Residential Certificate

CATEGORY NO. VI

Document Serial Number:

Certified that Miss/Master.....
(Name of Child/Ward)

S/o, D/o, W/o Sh./Smt.....Mother's Name.....

**resident ofTehsil.....District.....was
born in Punjab as per Birth Certificate.**

This issues as per Ph.Govt.Cir.No.1/3/95-3PP2/2043, dated 29-1-1996 and Cir.No. 1/3/95-3PP2/9619,
dated 6-6-1996, 1/3/95-3PP2/80, dated 1-1-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose
of admission to Educational Institutions (Including Technical/Medical Institutions) only.

Certified byDistrict, vide book leaf No.....

Place:

Dated:

Signature of the Approving Authority

Digitally Signed by:.....

Date :

Location:

Designation:

(Stamp and Sign of certificate printing center)

All authorities i.e. DC, ADC (R), ADC (D), SDO (C), S.D.M., Assistant Commissioner, D.O.R.G.
D.R.O. E.M. and All Commissioners of Municipal Corporations in the State can also issue this
certificate either Electronically or Manually.

Disclaimer-

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