### Channels through which a Citizen can apply for Certificate Services:

<table>
<thead>
<tr>
<th>Certificates</th>
<th>CSC(Pragya Kendra)</th>
<th>Jan Suvidha Kendra</th>
<th>Self registered citizen</th>
<th>Tatkal Sewa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caste (ST/SC/BC-I/BC-II/OBC)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Income</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Local Resident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Birth</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Death</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Social Security Pension (Old Age/Widow/Disability)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Fee</td>
<td>INR 10/- for Caste /Income / Local Resident certificate services and INR 30/- for Death &amp; Birth Services with INR 1/- extra fine in case of delay</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>
Enclosures required for different Certificate Services:

a) Documents required for Birth Certificate:

1. Applicant Photograph (NOTE : photo is not mandatory here)
2. If birth is at hospital then Hospital certificate / oath letter from parents *
3. If birth has taken place at home then provide ward councilor letter / oath letter from parents *


1. Recommendation letter from elected member to verify the caste
2. Self declaration of Applicant * (as per Sankalp No 713 dated 28/01/2016 issued by Department of Personnel, Administrative reforms and Rajbhasa, Government of Jharkhand)
3. Applicant Photograph
4. Land related certificate *(In which description of caste has been mentioned) Note: Mandatory for O.B.C
5. Photocopy of Khatiyan
6. Other caste related documents
7. Income Certificate* ( Note: Mandatory for O.B.C )
8. Caste Certificate(BC1/BC2)* ( Note: Mandatory for O.B.C)
9. Residential Certificate* ( Note: Mandatory for O.B.C)
10. Genealogy (NOTE:Mandatory for S.C,S.T and BC1,BC2)

Tatkal Service :

For Tatkal Service Applicant has to upload the proof showing reason of Tatkal as enclosure. It must be recommended by Local Circle Officer / Block Development Officer/Executive Magistrate/Sub Divisional Magistrate/Additional Collector/Deputy Commissioner for eligibility of Tatkal.

Note : for details see the Circulars section of the website www.dopjharkhand.gov.in of Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand

c) Documents required for Death Certificate:

1. Death certificate from hospital
2. Applicant Photograph (NOTE : photo is not mandatory here)
3. Death certificate from Mortuary House
4. Postmortem certificate / FIR Copy in case of Accidental death
5. If death has taken place at home and it’s a rural area then provide ward councilor letter*
d) Documents required for Income Certificate:-

1. Applicant Photograph
2. Income related Affidavit *(MANDATORY)*
3. Salary slip
4. If applicant age is less than 18 years then affidavit from Parent *

➢ Tatkal Service :

For Tatkal Service Applicant has to upload the proof showing reason of Tatkal as enclosure. It must be recommended by Local Circle Officer / Block Development Officer /Executive Magistrate/Sub Divisional Magistrate/Additional Collector/Deputy Commissioner for eligibility of Tatkal .

Note : for details see the Circulars section of the website www.dopjharkhand.gov.in of Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand

e) Documents required Local Resident Certificate:-

1. The declaration of the applicant in support of the claim *(as per letter No. 14 /स्थानीयता नीति-14-03/2016 काफे 4650 dated 06.02.2016 by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)*

2. Filled form of Affirmation for local resident of Jharkhand *(as per letter No. 14 /स्थानीयता नीति-14-03/2016 काफे 4650 dated 06.02. by Personnel)*

3. Proof of the applicant's permanent address *(self attested copy of electricity bill, ration card, LIC, Voter ID etc.) (as per letter No. 14 /स्थानीयता नीति-14-03/2016 काफे 4650 dated 06.02.2016 by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)*

4. proof of Document related to Local resident of Jharkhand *(as per Sub-para of Para -2 of Sankalp No 3198 dated 18.04. by Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand)*

➢ Tatkal Service :

For Tatkal Service Applicant has to upload the proof showing reason of Tatkal as enclosure. It must be recommended by Local Circle Officer / Block Development Officer /Executive Magistrate/Sub Divisional Magistrate/Additional Collector/Deputy Commissioner for eligibility of Tatkal .

Note : for details see the Circulars section of the website www.dopjharkhand.gov.in of Personnel Administrative Reforms and Rajbhasa Department, government of Jharkhand
(f) Documents required for Social Security Old Age Pension:-

1. Photograph*
2. ID Proof*
3. Age Proof*
4. Copy of Aadhaar Card *
5. BPL No. Proof/Income Certificate *
6. Residence Certificate

(g) Documents required for Social Security Widow Pension:-

1. Photograph*
2. ID Proof*
3. Age Proof*
4. BPL No. Proof/Income Certificate *
5. Residence Certificate
6. Death Certificate of husband*
7. Copy of Aadhaar Card *

(h) Documents required for Social Security Disability Pension:-

1. Photograph*
2. ID Proof*
3. Age Proof*
4. BPL No. Proof/Income Certificate *
5. Residence Certificate
6. Certificate showing percentage of disability*
7. Copy of Aadhaar Card *

Note : (*) mark is mandatory for applicants