राजस्थान सरकार
गृह (ग्रुप–9) विभाग

क्रमांकः प.15/1(32)गृह–9/61पार्ट3 जयपुर, दिनांकः– 29 SEP 2022

परिपत्र

जैसा कि विदित है कि राज्य सरकार द्वारा वर्तमान में मूल निवास प्रमाण पत्र 1. जिला कलेक्टर 2. उपखण्ड अधिकारी 3. सहायक जिलाधीश 4. तहसीलदार के हस्ताक्षर से जारी किये जा रहे है तथा राज्य के आवेदकों द्वारा स्वंय के स्तर पर राज्य सरकार द्वारा अधिकृत ई–मित्रों के माध्यम से ऑनलाईन आवेदन पत्र सक्षम प्राधिकारियों को प्रेषित किये जाते है। इन आवेदकों में विद्यालय स्तर में अध्ययनरत कक्षा 5 से 8 तक के विद्यार्थियों द्वारा या उनके अभिभावकों के माध्यम से उक्त आवेदन पत्र प्रेषित किये जाते है, जिससे विद्यार्थियों को काफी असुविधा महसूस होती है।

कार्मिक लोक शिकायत एवं पेंशन मंत्रालय भारत सरकार के पत्रांक 36028/1/2014–संस्थापन दिनांक 06.05.2016 (प्रति संलग्न) के अनुसार राज्य के विद्यालयों में कक्षा 5 से 8 में अध्ययनरत अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग/विशेष पिछडा वर्ग के विद्यार्थियों को मूल निवास प्रमाण पत्र विद्यालय के स्तर पर जारी किये जाने है।

उक्त निर्देशों के अनुसरण में राज्य सरकार ने कक्षा 5 से 8 में अध्ययनरत विद्यार्थियों को स्कूल स्तर पर मूल निवास प्रमाण पत्र दिए जाने का निर्णय लिया है ताकि विद्यार्थियों को आरक्षण के प्रावधानों के अन्तर्गत राज्य सरकार से सुविधाऐं प्राप्त हो सके एवं विद्यार्थियों को परेशानी नहीं हो।

उक्त मूल निवास प्रमाण पत्र जारी करने की प्रकिया निम्नानुसार होगीः–

1. विद्यालय के प्राचार्यों/प्रधानाध्यापकों द्वारा कक्षा 5 में अध्ययनरत विद्यार्थियों के वर्ष में एक बार मूल निवास प्रमाण पत्र बनवाने के लिए निर्धारित आवेदन पत्र स्कूल स्तर पर ही भरवायें जायेंगे।
2. आवेदन पत्र विद्यार्थी से भरवाए जाते समय संबंधित स्कूल प्राचार्य/प्रधानाध्यापक का यह दायित्व होगा कि निर्धारित आवेदन पत्र की समस्त प्रविष्टियां सही–सही भरें ताकि विद्यार्थी को सही मूल निवास प्रमाण पत्र प्राप्त हो सकें। आवेदन पत्र में गलत प्रविष्टि अंकित कर देने से गलत प्रविष्टि के आधार पर गलत मूल निवास प्रमाण पत्र जारी हो सकता है, जिससे विद्यार्थी को भविष्य में काफी कठिनाइयों को सामना करना पड़ सकता है। विद्यार्थी के संबंध में आवेदन पत्र में वांछित जानकारियों की सत्य प्रविष्टि करवाने की जिम्मेदारी प्राचार्य/प्रधानाध्यापक की रहेगी।
3. उक्त दस्तावेजों को बनवाने के लिए सितम्बर/अक्टूबर माह में कार्यवाही की जायेगी।
4. प्रधानाध्यापक/प्राचार्य द्वारा उक्त दस्तावेजों को राज्य सरकार द्वारा अधिकृत संबंधित उपखण्ड अधिकारी के परिक्षेत्र में स्थापित ई–मित्र/सी.एस.सी केन्द्र के माध्यम से सक्षम प्राधिकारियों को अग्रिम कार्यवाही हेतु भिजवाने की व्यवस्था सुनिश्चित की जावेगी।

5. सक्षम प्राधिकारी उक्त आवेदनों की नियमानुसार जॉच कर समयावधि 30–60 दिवस में प्रमाण पत्र जारी करेगें तथा यदि किसी विद्यार्थी का आवेदन पत्र निरस्त कर दिया गया है तो उसकी सूचना कारण सहित प्रधानाध्यापक/प्राचार्य को दी जावें एवं प्रधानाध्यापक/प्राचार्य द्वारा नियमानुसार इस संबंध में सक्षम अधिकारी को अपील की जावें।
6. मूल निवास प्रमाण पत्र जारी होने के बाद प्रधानाध्यापक/प्राचार्य द्वारा विद्यार्थियों को सुरक्षित सेलोफैन कवर में उपलब्ध करवा दिया जावें तथा एक प्रति संबंधित वर्ग के छात्र–छात्राओं को लाभ/रियायतें/सुविधायें उपलब्ध कराने हेतु विद्यालय में सुरक्षित रखी जावें।
7. मूल निवास प्रमाण पत्र यथा संभव कक्षा 5 में अध्ययनरत विद्यार्थी को जारी किया जावेगा। यदि अपरिहार्य कारणों से किसी विद्यार्थी का उक्त मूल निवास प्रमाण पत्र कक्षा 5 में जारी नहीं हो पाता है तो ऐसे विद्यार्थियों को मूल निवास प्रमाण पत्र कक्षा 8 में भी जारी किया जा सकेगा।

अतः राज्य में संचालित समस्त सरकारी/गैरसरकारी विद्यालयों के प्राचार्य/प्रधानाध्यापक उक्त आदेश के अनुसरण में उपरोक्त वर्णित प्रक्रियान्तर्गत मूल निवास प्रमाण पत्र जारी करवायेंगें।

संलग्नः– उपरोक्तानुसार

भवदीय,

(सीमा कुमार)
संयुक्त शासन सचिव, गृह

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित हैः–

1. विशिष्ट सहायक, माननीय मंत्री महोदय, गृह विभाग राजस्थान जयपुर।
2. शासन सचिव, स्कूल शिक्षा, शासन सचिवालय, जयपुर।
3. निदेशक, प्राथमिक/माध्यमिक शिक्षा विभाग, बीकानेर, राजस्थान।
4. निदेशक एवं विशिष्ट शासन सचिव, सामाजिक न्याय एवं अधिकारिता विभाग, जी 3/1ए राजमहल रेजीडेन्सी ऐरिया, सिविल लाईन्स फाटक, जयपुर।
5. समस्त जिला कलेक्टर.....................................
6. रक्षित पत्रावली।

(मुकेश पारीक)
शासन उप सचिव, गृह

No. 36028/1/2014-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment – Reservation (I) Section

North Block, New Delhi
Dated: 05.5.2016

To,

The Chief Secretaries of all the States /Union Territories

Subject: Issue of SC/ST/Residence Certificate in School

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Madam/Sir,

The Residence/Domicile Certificate is generally issued by the concerned authority of the State Government/Union Territory to prove that the person bearing the Certificate is a domicile/resident of the State/Union Territory by which the certificate is being issued. Such certificate is issued as proof of residence to avail Domicile/Resident quotas in educational institutional and in the State/Central Government services, as also in the case of jobs where preference to local residents is available as per government instructions from time to time.

2. The administrative responsibility of issue of residency and caste certificate is with the State Governments/Union Territories.

3. Government of India is examining the possibility of issue of 'Caste Certificate' and the 'Residence /Domicile Certificate' of the students from SC/ST communities all over the country when they are in Class V or Class VIII.

4. A suggestion has been made that the Head Master/Principal of the School in which the student is studying can get the necessary documents/papers filled up from the students, get them collected and submit them to the relevant State Government authority for making the requisite certificates. When the certificates are made, these can be given to the students and would be kept with them for safe custody to avail the benefits/concessions and facilities available to the concerned category of students.

4. In order to facilitate a uniform procedure, as a citizen friendly initiative, an advisory as per **Annexure** has been prepared and being circulated to all the States/Union Territories for their consideration, as far as practicable.

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5. It is requested that the State Governments/UTs may consider issue of appropriate instructions either based on these guidelines or according to their own convenience, in facilitating issue of such certificates.

Yours sincerely,

G. Srinivasan

(G. Srinivasan)
Deputy Secretary to the Government of India

Copy to:

(i) Secretary, Elementary Education, All States/Union Territories
(ii) Secretary, Department of Welfare of SC/ST, All States/Union Territories

Copy to Director (NIC), DOP&T – with a request to place it on the website of this Department for information of all concerned

Annexure

Advisory to States/Union Territories on issue of Residence/Caste/Tribe Certificate to students in School

The Government is committed to ensuring citizen centric governance through citizen friendly initiative. A number of representations have been received by this department regarding difficulties faced by Scheduled Caste and Scheduled Tribe candidates and other than SC/ST students, in obtaining caste/tribe/residence certificates, while applying for admission, posts and services under the Central Government.

Issue of residence/caste/tribe certificate is under the domain of the State/UT administration. The Residence /Caste/Tribe Certificate is issued by the concerned authority of the State Government/Union Territory to prove that the person bearing the Certificate is a resident of the State/Union Territory by which the certificate is being issued.

This issue has been deliberated at various fora. The Department of School Education & literacy, Ministry of Human Resources Development has supported the initiative to prepare and distribute caste certificate to the students when they are in Class V.

This issue has also been discussed with the Principal Secretaries of various State Governments in a meeting chaired by the Minister of State for Personnel (Public Grievances & Pensions) on 22.04.2016. During this meeting, a few States have informed that they are already issuing such certificates.

Caste/Tribe/Residence Certificate to SC/ST students

- With a view to ease the difficulties faced by the SC/ST students, it is proposed that " Caste or Tribe Certificate" and also the " Residence" certificate may be issued to SC/ST students, all over the country, while studying in Class V/Class VIII, as an annual exercise.

- The concerned State/Union Territory may decide the possibility of issuing such a certificate either in class V or Class VIII.

- Once the grade of class in which the certificate will be issued is decided, it should be issued to all students in the same grade throughout the State and the same should be continued as an annual exercise.

Residence certificate

- For students of other than SC/ST communities, it is proposed that Residence (Domicile Certificate) be issued to them while studying in Class V or VIII, as the case may be.

G. Srivastava

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Proposed Procedure

- The Head Master of the School in which the student is studying would get the necessary documents/papers filled up from the students studying in Class V/VIII as an annual exercise for issue of Residence and also Caste/Tribe Certificate.

- A window of two months in September/October or any other time frame decided by the concerned State Government/Union Territory may be allocated/ decided for completing this exercise.

- The School Head/Principal will get the documents collected from all the SC and ST students and also other than SC/ST students and arrange to submit them to the relevant State Government authority/revenue authorities for making the requisite certificates.

- The concerned revenue/State Government authorities may scrutinise those documents and may issue the relevant certificates within a period of 30-60 days

- If the certificate of any student is rejected for issue of the relevant certificate, reasons will be provided and provision for one time appeal may be allowed by the State authorities.

- Once the certificate is made, it may be given to the students in cellophane cover, as far as practicable, through the School authorities and would be kept with them for safe custody for availing the benefits/concessions and facilities available to the concerned category of students.

- The possibility may also be explored to indicate the Scheduled Caste/Scheduled Tribe status in the Birth certificate.

- In States where acceptance for SC/ST/Domicile certificate is mandatorily done only through Citizen Service Centres, it will be responsibility of the Headmaster of the school for collection of the documents and ensuring that the application is digitally sent to the concerned authorities from the nearest Citizen Service Centres. If there is already a time limit prescribed by the State authorities through executive order or regulation for issuing such certificates, then such time frame may be adhered to.

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G. Srinivasan

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