

ANNEXURE-I

Name of the School/College _____ Session _____

CHARACTER CERTIFICATE

Certified that Sh./Km./Smt _____

son/daughter of Sh. _____ has been a Bonafide student of this
School/College during the period _____.

He/She appeared in the _____ Examination of the _____

(University/Board) held in _____ under Roll No.
_____ and *passed obtaining _____ marks out of
_____ marks or *failed/*placed under compartment in the subject of
_____.

1. Academic Distinction, if any _____
2. Co-curricular activities, if any _____
3. Brief particulars of disciplinary action by School / Board / University (including punishments such as expulsion, warning, fined for violation of School / Board / University / Hostel Rules, UMC/disqualification etc., if any _____.
4. General Conduct during stay in the Institution : Good/Satisfactory/Unsatisfactory
5. He/she bears good/bad character.

No. _____

Date : _____

Signature
Principal
(with office seal)

*Strike out whichever is not applicable.

HARYANA RESIDENT CERTIFICATE
(For bonafide Residents of Haryana only)

Certified that Sh./Km./Smt. _____ son/daughter of
Sh. _____ R/o _____
_____ (complete
address) since _____ and applicant for admission to various
Engineering/Technical Courses in Haryana, is a bonafide resident of Haryana State in terms of
Chief Secretary, Haryana letter No. 62/17/95-6 GS1 dated 3.10.96, letter No. 62/32/2000-6GSI dated
23-5-2003, letter No. 62/27/2003/6 GS1 dated 29.7.2003, letter No. 22/28/2003-3GS-III dated 30-1-
2004 under clause _____.

No. _____

(Signature of the attesting authority)

Date : _____

Name

Place : _____

Designation

(With legible office seal)

NOTE :

- i) The competent authorities to issue Haryana Resident Certificate will be as per State Govt. letter No. 22/28/2003-3 G.S.III dated 30.01.2004.
- ii) The candidates, who have passed their qualifying examinations from the Universities/Board/Institutes located in Haryana are not required to produce Certificate of Haryana Resident.
- iii) The certificate must have been issued on or after 31-1-2005.

ANNEXURE-III

**CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES
OF
GOVT. OF HARYANA, MEMBERS OF ALL INDIA SERVICES BORNE ON
HARYANA CADRE, EMPLOYEES OF STATUTORY BODIES /
CORPORATION**

Certified that Sh./Km./Smt. _____
son/daughter/wife of Sh. _____ is serving as a Regular employee of
Govt. of Haryana / Members of All India Services borne on Haryana Cadre/Regular Employees
of Statutory Body/Corporation established by or under an Act of State of Haryana.

Presently, he/she is posted as _____ in the
Department of _____ at _____
(place of posting). Sh./Km./Smt. _____ is
his/her son/ daughter/dependent (if parents are not living), seeking admission in various technical
courses in Haryana for the session 2010-11.

No. _____

Signature of Employer

Dated : _____

Designation _____

Place : _____

(legible Seal)

*Strike out whichever is not applicable.

SCHEDULED CASTE CERTIFICATE

Certified that Sh./Km./Smt. _____ son/
daughter of Sh. _____ resident
of _____
(Complete Address) belongs to _____ Caste which has been notified as
Scheduled Caste by the Haryana Government .

This certificate is being issued to him/her according to the Haryana Govt. circular Letter No.
333(1)-97, dated 25-2-97, No. 22/28/2003-3 GS III dated 30.01.2004 and letter dated 21-6-2004.

No. _____

Signature of the issuing authority

Date: _____

Name

Place : _____

Designation
(with legible seal)

BACKWARD CLASS CERTIFICATE
BLOCK 'A' OR 'B'

Certified that Sh./Km./Smt _____
son/daughter of Shri _____
resident of _____
(Complete Address) belongs to _____ caste, which has
been notified as Backward Class by the Haryana Govt. and is placed in Block
_____ (mention Block 'A' or 'B').

Further certified that he/she is not covered in Creamy Layer (Reference from the Chief Secretary, Haryana letter No. 1170-SWL1-95 dated 07.06.95 & No. 62/17/95-6 GSI dated 3rd October, 1996 and No.22/36/2000 3GSIII dated 9.8.2000).

This Certificate is being issued to him/her in terms of notification issued by Chief Secretary, Haryana vide memo No. 22/28/2003-3 GS III dated 30.01.2004.

No. : _____

Signature of the issuing authority

Dated : _____

Name

Place : _____

Designation
(with legible seal)

AFFIDAVIT

(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)

I, _____ Father/Mother of _____
Resident of _____ Tehsil
_____ District _____ seeking
admission to Engineering degree course in Haryana do hereby solemnly affirm & declare that I
belong to _____ Caste, which is included in the list of Backward Classes Block 'A'/
'B' approved by the Haryana Govt. I further declare and affirm that, I and my wife / husband are not
covered under the criteria fixed by Haryana Govt. (Refer Chief Secretary, Haryana letter No. 1170-
SWL1-95 dated 07.06.95 & No. 62/17/95-6 GSI dated 3rd October, 1996 and No.22/36/2000 3GSIII
dated 9.8.2000) for excluding socially advanced persons/sections (Creamy Layer) from Backward
Classes.

I further undertake that in case the information contained in the above para is found false at
any stage, the Competent Authority will be entitled to cancel the admission.

Dated : _____

DEPONENT

Place : _____

VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and belief and
nothing has been concealed therein.

Dated : _____

DEPONENT

Place : _____

The affidavit should be of the month of April, 2005 or later.

MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED

OFFICE OF THE CHIEF MEDICAL OFFICER _____

No. _____

Dated _____

Certified that Sh./Km./Smt. _____
son/daughter/wife of Sh. _____
resident of _____ District _____
appeared before the Medical Board for medical check-up. On his/her Medical Examination, it is found
that the nature of handicap/disability is _____% and (as applicable), is as under :

1. Blind or Low vision _____
2. Hearing impairment _____
3. Locomotor disability/cerebral palsy _____

Thus the candidate is physically handicapped as per standard norms of Haryana.

(Signature of the Applicant)

Dated : _____

Place : _____

Chief Medical Officer

_____ Haryana

(Seal of the above authority)

*The handicap disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/ Technician etc.

ANNEXURE-VIII

**CERTIFICATE REQUIRED TO BE FURNISHED BY
CHILDREN/GRANDCHILDREN OF FREEDOM FIGHTERS**

Certified that Sh./Km./Smt. _____
Son/Daughter of Sh. _____, resident
of _____
(complete address), Freedom Fighter of Haryana (Identity No. _____) is
father/grandfather of Sh./Km./Smt. _____
(Name of candidate) of Village/Town _____ Police Station _____
Tehsil _____ District _____,
State _____

No. _____

Date : _____

Place : _____

Deputy Commissioner of
District concerned of Haryana
(SEAL OF OFFICE)

ANNEXURE-IX

**CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED
MILITARY/PARA-MILITARY PERSONNEL, EX-SERVICEMEN OR
EX-PERSONNEL OF PARA-MILITARY FORCES**

Certified that Number _____ Rank _____
Name _____ Son of _____
Father of _____ Resident of Village _____
Post Office _____ Tehsil _____
Distt. _____ belonging to the State of Haryana, has served in the Army /
Air Force / Navy / _____ Name of the Para-Military Force) from
_____ to _____ and subsequently invalided out of service as
under :

- 1) Medical Category
 - i) for JCO's _____
 - ii) for ORS : Shape-I,II,III etc. _____
 - iii) for Rank/Designation (in case of Para Military Forces) _____
- 2) Reason of discharge/retirement _____
- 3) Death
whether killed in action _____
or any other reason _____
- 4) If killed in action _____
name of the war/operation _____
- 5) Disabled: Whether disabled during the war/operation(name) _____
- 6) Nature of disability
 - i) whether permanent i.e. for life _____
 - ii) whether temporary up to what extent) _____Next RSMB IS DUE _____
Name of Records _____

Case No. _____

Signature of the issuing authority
with designation and official
seal and stamp

Date _____

Note: Only the certificate issued by the Officer duly authorized by the Army / Navy / Air Force / Concerned Para-Military Force Headquarters, as the case may be, shall be entertained.

**CERTIFICATE FOR THE EX-EMPLOYEES OF
INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES**

Certified that Number _____ Rank _____
Name _____ S/o or D/o _____
Father/ Mother of _____ Resident of Village _____
Post Office _____ Tehsil _____
Distt. _____ belonging to the State of Haryana, as per his/her service record
at the time of entry into service, had served in the Army / Air Force / Navy/ _____
(Name of the Para-Military Force) from _____ to _____ and
subsequently discharged/retired from the service on _____ as per his/her service
record. At the time of entry into service the home address given is
_____ (Distt. _____) Haryana.

Place _____

Date _____

Signature
Officer Commanding/
Zila Sainik Board/
Competent Authority
(with Official Seal)

(Strike out whichever is not applicable)

CERTIFICATE OF MEDICAL FITNESS
(For admission to Engineering Degree Courses in Haryana)

To be obtained only from gazetted Government Medical Officer/Medical Officer of a Government Undertaking. Please note that this certificate in no other form will be accepted. Medical Certificates issued by private medical practitioners will not be accepted.
(Please refer to prescribed standards given overleaf)

Name
(in Block Letters)

Father's Name : Sh.

Height : Weight

Chest :

Heart & Lungs :

Vision : L : R :

Colour Vision :

Hearing :

Hernia/Hydrocele/Piles :

Remarks :

I certify that I have carefully examined Sh./Km./Smt. son/daughter
of Shri who has signed in my presence.

He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station :

Signature of the Medical Officer
with legible seal.

Date :

(FOR PRESCRIBED MEDICAL STANDARDS FOR ADMISSION SEE NEXT PAGE)

PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

An Engineering profession demands good physique and stamina. An applicant who suffers from any organic defect or does not have sound health so as to bear the strain of the course which must be heightened in his/her professional life would be well advised not to take up the Engineering Profession. He/she must fulfil the following medical standards :

- HEIGHT : Not less than 1.5 metre for male candidates, and not less than 1.2 metre for female candidates.
- WEIGHT : 41 kg. approximately for male candidates and 37 Kg. approximately for female candidates.
- CHEST MEASUREMENT : Not less than 69 cms. with satisfactory limit of expansion and contraction for male candidates only.
- HEART & LUNGS : No abnormality.
- HERNIA, HYDROCELE : Presence of these is a temporary disqualification to be & rectified before joining the course of study.
- VISION : Normal, where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other disease. In case of admission to **Mining Engg., Textile Technology & Textile Chem.**, the candidates must also be free from colour blindness (inability to distinguish between principal colours).
- HEARING : Normal, where defective, it must be corrected.

APPENDIX – A

NO. 22/2/27/2004-2GSIII

From

The Chief Secretary to Govt. Haryana.

To

- 1 All Heads of Departments in the Haryana State.
- 2 The Registrar, Punjab and Haryana High Court, Chandigarh.
- 3 All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.

Dated Chandigarh, the October 20, 2005.

**Subject: Reservation for admission in educational/professional and colleges/
institutions.**

Sir/Madam,

I am directed to invite your attention to Govt. Haryana institutions issued vide letter No. 22/34/98-3GSIII, dated 19.3.99, followed by letters of even number dated 5.5.99 and letter No. 22/89/97-3GSIII, dated 7.8.2000 on the subject noted above, wherein provision for reservation of seats in the educational, technical and professional institutions for the candidates of various categories was made as under:-

1	Scheduled Castes	20%	*
2	Backward Classes	16%	A Block
		11%	B Block
3	Physically-Handicapped	3%	In the event of quota reserved for physically-handicapped remain unutilized due to non-availability for suitable category of handicapped candidates, it may be offered to the Ex-servicemen and their wards (1%) and the dependents of Freedom Fighters (1%)

On further consideration of the matter, it has been decided to allow 3% horizontal reservation to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of Scheduled Castes and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided/self-financing colleges/institutes located in Haryana. As far as block allocation in Block-A and Block-B of Scheduled Castes and Backward Classes categories is

concerned, year-wise rotational system will be adopted. For example, if Block-A of Scheduled Castes and Backward Classes are given seats in the academic year 2006, the next block i.e. B Block of categories of Scheduled Castes and Backward Classes will be given seats in the next academic year i.e. 2007 and so on.

These instructions should be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary, General Administration
For Chief Secretary to Govt. Haryana,

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/
Commissioners and Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Deputy Secretary, General Administration
For Chief Secretary to Govt. Haryana.

To

All the Financial Commissioners & Principal Secretaries/
Commissioners and Secretary to Govt. Haryana.

U.O. No. 22/27/2004-2GSIII

Dated, Chandigarh, the October 20, 2005

* The Block A & B in Schedule Caste Category has been done away by the Hon'ble Punjab & Haryana High Court.

APPENDIX-B

LIST OF BACKWARD CLASSES IN HARYANA STATE

BLOCK-A

- | | |
|---|---|
| 1. Aheria, Aheri, Heri, Naik, Thori or Turi, Hari | 2. Barra |
| 3. Beta, Hensi or Hesi | 4. Bagria |
| 5. Barwar | 6. Barai, Tamboli |
| 7. Baragi, Bairagi, Swami Sadh | 8. Battera/ Battora |
| 9. Bharbhunja, Bharbhuja | 10. Bhat, Bhatra, Darpi, Ramiya |
| 11. Bhuhalia Lohar | 12. Changar |
| 13. Chirimar | 14. Chang |
| 15. Chimba, Chhipi, Chimpa, Darzi, Rohilla | 16. Daiya |
| 17. Dhobis | 18. Dakaut |
| 19. Dhimar, Mallah, Kashyap- Rajpoot, Kahar, Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi | 20. Dhosali, Dosali |
| 21. Faquir | 22. Gwaria, Gauria or Gwar |
| 23. Ghirath | 24. Ghasi, Ghasiara or Ghosi |
| 25. Gorkhas | 26. Gawala, Gowala |
| 27. Gadaria, Pal | 28. Garhi Lohar |
| 29. Hajjam, Nai, Nais, Sain | 30. Jhangra- Brahman, Khati, Suthar, Dhiman, Tarkhan, Barhai, Baddi |
| 31. Joginath, Jogi, Nath, Jangam-Jogi, Yogi | 32. Kanjar or Kanchan |
| 33. Kurmi | 34. Kumhars, Prajapati |
| 35. Kamboj | 36. Khanghera |
| 37. Kuchband | 38. Labana |
| 39. Lakhera, Manihar, Kachera | 40. Lohar, Panchal |
| 41. Madari | 42. Mochi |
| 43. Mirasi | 44. Nar |
| 45. Noongar | 46. Nalband |
| 47. Pinja, Penja | 48. Rehar, Rehara or Re |
| 49. Raigar | 50. Rai Sikhs |
| 51. Rechband | 52. Shorgir, Shergir |
| 53. Soi | 54. Singhikant, Singiwala |
| 55. Sunar, Zargar, Soni | 56. Thathera, Tamera |
| 57. Teli | 58. Banzara, Banjara |
| 59. Weaver (Jullaha) | 60. Badi/Baddon |
| 61. Bhattu/ Chattu | 62. Mina |
| 63. Rahbari | 64. Charan |
| 65. Chaaraj (Mahabrahman) | 66. Udasin |
| 67. Ramgarhia | 68. Rangrez, Lilgar, Nilgar, Lallari |
| 69. Dawala, Soni-Dawala, Nyaaria | 70. Bhar, Rajbhar |
| 71. Nat (Muslim) | |

BLOCK-B

- | | | | | |
|---------------|-----------|---------------|----------|--------|
| 1. Ahir/Yadav | 2. Gujjar | 3. Lodh/Lodha | 4. Saini | 5. Meo |
|---------------|-----------|---------------|----------|--------|

APPENDIX-C

LIST OF SCHEDULED CASTES IN HARYANA STATE

S. No. NAME OF THE CASTE	S.No. NAME OF THE CASTE
1. Ad Dharmi	27. Khatik
2. Balmiki, Chura, Bhangi	28. Kori, Koli
3. Bangali	29. Marija, Marecha
4. Barar, Burar, Berar	30. Mazhabi, Mazhibi Sikh
5. Batwal, Barwala	31. Megh, Meghwal
6. Bauria, Bawaria	32. Nat, Badi
7. Bazigar	33. Od
8. Bhanjra	34. Pasi
9. Chanal	35. Perna
10. Dagi	36. Pherera
11. Darain	37. Sanhai
12. Deha, Dhea, Dhaya	38. Sanhal
13. Dhanak	39. Sansi, Bhedkut Manesh
14. Dhogri, Dhangri, Siggri	40. Sansoi
15. Dumna, Mahasha, Doom	41. Sapela, Spera
16. Gagra	42. Sarera
17. Gandhila, Gandil, Gondola	43. Sikligar, Bariya
18. Kabirpanthi, Julaha	44. Sirikiband
19. Chamar	45. Balahi
20. Jatia Chamar	46. Batoi
21. Rehgar	47. Bhatoi
22. Raigar	48. Bhambi
23. Ramdasi	49. Chamar-Rohidas
24. Ravidasi.	50. Jatav
25. Jatava	51. Mochi
26. Ramdasia	

Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3rd October, 1996

From

The Chief Secretary to Government Haryana

To

- i) All Heads of Departments, Commissioners
Ambala, Rohtak, Gurgaon and Hisar Divisions.
- ii) All Deputy Commissioners and all Sub Divisional
Officers (Civil) in Haryana.
- iii) The Registrar, Punjab and Haryana High Court and
all District and Session Judges in Haryana.

Subject : **“Bonafide residents of Haryana - Guidelines regarding”.**

I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate : -

- i) Candidates, who have passed the examination qualifying them for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents : -
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the employees of the statutory bodies/corporations established by or under an Act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana;
 - (c) of the employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government.
- iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana.
- v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana.
- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage.
- vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :
 - a) Citizen of India;

- b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children /Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Dependents of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
 3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
 4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
 5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
 6. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to: -

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana.

Sd/-

Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana,

To

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana..

U.O. No. 62/17/95-6GSI

Dated Chandigarh, the 31.10.96

APPENDIX-D-1

No. 62/32/2000 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 23.05.2003

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.1996 on the subject noted above vide which the powers of issuing Haryana Resident Certificate was vested with District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil) of the District/Sub-Divisions.

The matter has been reconsidered by the State Government in view of the problems being faced by the public in general and the students' community in particular in obtaining a Resident Certificate from the concerned authorities. With a view to improve the existing system in public interest, it has been decided by the Government to delegate powers of District Magistrates/City Magistrates/Sub-Divisional Officers (Civil) to Tehsildars to issue Haryana Resident Certificate to the claimant(s). Henceforth, the Tehsildars of Revenue Department are authorized to issue Residents Certificates besides the aforesaid functionaries.

These instructions may be observed by all concerned meticulously.

Yours faithfully,
Sd/-

Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/Commissioners and Secretaries to Government Haryana.

U.O. No. 62/32/2000- 6 GSI

Dated, Chandigarh the 23.05.2003

APPENDIX - D-2

No. 62/27/2003 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 and No. 62/32/2000 - GSI, dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of resident for purpose of admission to educational institutions (including technical/medical institutions)

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalists residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.
3. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General
Administration

for Chief Secretary to Government Haryana

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana for information and necessary action.

Under Secretary General
Administration

for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana

U.O. No. 62/27/2003- 6 GSI

Dated, Chandigarh the July 29, 2003

Copy of letter No. 22/28/2003 – 3G.S.III Dated, the 30th January, 2004.

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 30th January, 2004.

Sub : **“Streamlining the procedure in the offices regarding issuing of Resident/Income Certificates and the caste certificate to Scheduled Castes and Backward Classes”.**

Sir,

I am directed to invite your attention to Haryana Government letter Nos. 62/17/95-2G.S.III, dated 03.10.1996, No. 22/51/93-3G.S.III, dated 12.08.93 and even No. dated 14.10.97 on the subject noted above wherein instructions regarding the caste certificates (SC/BC/OBC), and Resident certificates have been issued.

The policy has been reviewed keeping in view the various courts judgements and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation. The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories.

2. The matter has been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after getting the verification done through the subordinate revenue staff in case of applicants residing in the rural area and through the Executive Officer/Secretary of the concerned Municipal Committee/Municipal Council/Municipal Corporation concerned in case of applicants residing in urban areas. It has further been decided that in case of Haryana Government employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchkula, the Resident Certificates and Caste Certificates to SC/BC employees and for their children, may be issued by their respective Heads of Departments also.

3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.

4. SC certificate once issued be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid/non-est and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresenting the facts as well as against the guilty

officers/officials, if any. In addition, Social Justice & Empowerment Department, Haryana is being directed to finalize the modalities and procedure to constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proformae of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/Institutions demand such certificates in proformae which are at variance with the proformae in which these certificates are being issued by the competent authorities (Tehsildar/Naib Tehsildar/HODs). It is, therefore, decided that the Departments/Institutions shall accept these certificates only in the proformae in which these are being issued by the competent authorities which have been prescribed by the Govt. itself.

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :- To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :-

- i. Filling of application form by the parents/students. 1st Nov. to 10th Nov. every year.
- ii. Verification by
 - (a) Sarpanch/ Nambardar in case of rural areas and Municipal Councillors in case of Urban areas. Upto 15th November every year.
 - (b) Verification by Patwari in case of rural areas /EO/Secy.(MC) any other officer/official authorized by the local body for the purpose in case of urban areas. 30th November
 - (c) Head Teacher/Head Master Upto 15th Dec.
- iii. Forwarding of application to CRO by Head Teacher/Head Master 31st Dec.
- iv. Verification & issue of certificate by CRO Upto 31st January every year.

6. All application forms of a particular School may be sent to the Tehsildar/Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Headmasters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Headmaster shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VIII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/Nambardar/MC and a caste certificate issued by the CRO (Tehsildar/Naib Tehsildar) may not be demanded for this purpose by the School authorities.

8. The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purpose will be issued by the CRO (Tehsildar/Naib Tehsildar concerned) and income certificate for other purposes by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through the Executive Officers/Secretary of the concerned Municipal Committee/Council/Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/Haryana Staff Selection Commission/Department demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problems for the unemployed youths but also increases the workload in the offices. Similar is the position in case of admission to educational/professional Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc. self-attested photo-copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/selection, original papers including castes and Resident certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/institutions and attested copies thereof be kept in record. The fact may also be cross-checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/mark-sheets/other certificates of academic qualifications. Necessary action to amend/revise the application form in this regard shall be taken by Haryana Public Service Commission/Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

Yours faithfully,
Sd/-
Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana.

Copy of letter No. 62/17/95-6GS1 dated 17.7.98 from the Chief Secretary to Govt. Haryana addressed to all the Head of Deptt. & Org.

Subject: Bonafide residents of Haryana- guidelines regarding

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 regarding the subject mentioned above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Bonafide residents of Haryana for the purpose of admission to educational institutions (Including technical/ medical institutions).

2 Several departments have sought clarification from the State Govt. whether ad hoc/contract/daily-wages employees are also covered under these instructions.

3 The matter has been examined by the Government. It is clarified that only regular employees of the State Govt./Statutory bodies/corporations and Govt. of India mentioned in the above instructions and not ad hoc/contract/daily-wages of these State Govt. / Statutory bodies/ corporations fall within the ambit of these instructions. Accordingly, in the sub-Clause (a), (b) and (c) of Clause (ii) in para 1 of the instructions in question, for the word "employee" the word 'regular employees' is substituted and should be read as such.

These instructions may be noted carefully for compliance.

APPENDIX-E

List of self-styled Institutions/ Universities which have been declared fake by the University Grants Commission and other Government bodies

1. All India Board of Secondary Education, Delhi, Bhawan No. 700, Gali No. 17, Gopalpur Village (Timarpur) P.O Azadpur, Delhi- 110009
2. Board of Adult Education and Training Office, 1 Aliganj (Kasturba Nagar) Kotla Mubarakpur, New Delhi – 110003
3. Central Board of Higher Education East Patel Nagar, New Delhi.
4. Central Board of Higher Education, Uttam Nagar, New Delhi
5. Bombay Hindi Vidyapeeth, Bombay
6. Maharshi Valmiki National University, Delhi
7. Maithill University/ Vishwavidyalaya Darbhanga, Bihar
8. Takshila Kendriya Vishwavidyalaya, Uttam Nagar (New Delhi)
9. Mahila Gram Vidyapith/ Vishwavidyalaya (Women's University) Paryag, Allahabad (U.P.)
10. Varanaseya Sanskrit Vishwavidyalaya Varanasi (Uttar Pradesh)
11. Commercial University Ltd. Darya Ganj, Delhi
12. Testator Research University Bodihaya Ranur (Tamil Nadu)
13. Sree Narayan Open University Quilon (Kerala)
14. Gandhi Hindi Vidyapeeth Prayag, Allahabad (U.P.)
15. National University of Electro Complex Homeopathy Kanpur (U.P.)
16. University New Jerusalem Kathuparamba Cannore (Kerala)
17. World Social Work University Perunguzhi (Kerala)
18. Netaji Subhash Chandra Bose University (Open University) Aligarh (U.P.)
19. Shrimati Mahadevi Verma Open University Mughal Sarai (U.P.)
20. D.D.S. Sanskrit University Putur, Trichi, Tamil Nadu
21. Amritsar University, Amritsar (Punjab)
22. Arya University Srinagar (Jammu Kashmir)
23. Bible University Ambur (North Arcot)
24. Estern Orthoddox University Ambur (North Arcot)
25. Blobe University of Science, Kumbaranam
26. St. John's University Kizhanattam, Kerala
27. National University, Nagpur
28. Self Culture University, Kizhanattam
29. United Nations University, Delhi
30. Vocational University, Delhi
31. Western University of Kapurthala
32. Uttar Pradesh Vishwavidyalaya Rosi Kalan, Mathura (U.P.)
33. Maharana Pratap Shiksha Niketan Vishwavidyalaya Pratapgarh (U.P.)
34. India Education Council of U.P. Lucknow (U.P.)
35. *Bhartiya Shiksha Parishad (U.P.) Open Vishwavidyalaya Lucknow (U.P.)
36. Raja Arabia University, Nagpur
37. Urdu University, Moti Park, Bhopal
38. Vocational University Amritsar and DE
39. Uttar Pradesh Vishwavidyapeeth Kushikalan
40. Kesarwani Vidyapith, Jabalpur (MP)
41. Delhi Vishwa Vidyapeeth, 233, Tagore Park, Model Town, Delhi
42. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum
43. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, Delhi

* (It is not recognized by the U.G.C. However, stay has been granted by Civil Judge Hawalee (J.D.), Lucknow. The issue regarding Fake University is in Court).

Note: The names of fake Universities/ Boards will be considered as published by the concerned apex bodies on the day of counseling.