

ISSUANCE OF B.C./S.C./O.B.C./RESIDENCE/RURAL AREA CERTIFICATE

1. Name of issuing authorities : - Tehsildar, Concerned Tehsil
2. Eligibility Conditions for obtaining B.C./S.C./O.B.C. Certificate.
 - i) Applicant should belong to caste i.e. B.C./S.C./O.B.C. as specified in the Govt. Gazette from Time to Time.
 - ii) Applicant should be the resident of the area falling with the Jurisdiction of Tehsil Jalandhar – II
3. Step-by-Step Procedure.
 - a) Applicant will apply for issuance of B.C./S.C./O.B.C./ Residential / Rural Area Certificate on the Prescribed forms along with two Passport Size Photographs and attested Photo-Copy of Ration – Card or Electricity Bill.
 - b) Application & Certificate forms duly filled in , must bears the identification of Prominent Person of the Area i.e. Panch / Sarpanch / Lambardar or Councillor of Municipal Corporation or Nagar Council or M.L.A. etc.

Formalities : - Report of the Halqa Patwari will be sought.

Format : - Form of Application & Requisite Certificate will be available with the Form Contractor in D.A.C on reasonable price fixed by District Administration or can be downloaded from official website of Jalandhar district

Office Procedure : After receiving the application, the same is entered in the relevant register after thorough check and then put up to the officers for favour signature.

Time Period

- (a) Two Days.
- (b) Time is fixed for receiving the Application & Issuance of Certificate:-
 - (i) Receipt of Application : - 10.00 A.M. to 12:30 P.M. Daily on Working Days.
 - (ii) Issuance of Certificate : - 03.00 P.M. to 4:00 P.M. Daily.