

PERMANENT RESIDENT CERTIFICATE (PRC)

- i. Application on the prescribed format.
- ii. Affidavit of the applicant/father/guardian /Adult children (if any) declaring that they/he/she are/is permanent resident (s) of the J&K State as defined in the constitution of Jammu and Kashmir and that he/she/they has/have neither obtained a PRC from any other area of the State nor has/have applied earlier for the purpose from elsewhere and that the contents of affidavit are true and nothing has been concealed thereof and if the information provided in the application is proved contrary to what has been stated, the applicant shall be liable to penal action as per law/rules in force.
- iii. Attested photo copy of Ration card.
- iv. Birth certificate from School/Municipality/Police station/Medical Officer /Village Chowkidar.
- v. Certified/attested copy of the current voter list. Copy of the voter list of 1951/1957, if required.
- vi. Copy of PRC of father/grandfather/husband (In case of non-availability an affidavit shall be attached to this effect).
- vii. Certified copies of Misal Haqiyat Jamabandi/Shajra Nasab prior to 1944-AD.
- viii. Form "Alif"/certified copy of the cancellation Register, in case of POK displaced persons, wherever required.
- ix. Current Revenue record viz.Jamabani /Khasra Girdawari and Shajra Nasab.

Provided that in respect of a person who belongs to nomadic family of Gujjar and Bakerwal community and does not possess any immovable property in the State, the application shall be accompanied by the following documents as envisaged under notification SRO 92 dated 20th March, 2001, issued by the Revenue Department, under endorsement No. Rev (LB) 70/97 dated 20-03-

2001, namely:-

- i) Permanent Resident certificate of father or grandfather;
- ii) Copies of voter list from 1957 onwards;
- iii) Copies of revenue record by virtue of which he has obtained immovable property under Government Order No. LB-6, S-432 etc.

OR

Copies of revenue record whereunder immovable property has been acquired under Agrarian Reforms Act-1976;

- iv. Copy of Choola-Bandi; and
- v. Copy of Forest Moto of 1944

Provided further that the competent authority after satisfying itself about the genuineness of the claim, made by a person applying for grant of Permanent Resident Certificate and on production of atleast three of the aforementioned documents, may grant the certificate.

RESERVED CATEGORY CERTIFICATES

a) ALC/OSC/RBA

- i. Application on the prescribed format as provided in the Reservation Rules.
- ii. Affidavit in support of the application.
- iii. Extract of Khasra Girdawari /Misal-i-Haqiat /Jamabandi, continuously for not less than last 15yrs.
- iv. Extract of Chowkidara /Chullah Bandi, continuously for the last not less than 15 yrs.
- v. Attested copy of Ration Card
- vi. Attested copy of Voter list
- vii. Copy of PRC .
- viii. Income certificate, wherever applicable.

(b) SC/ST

- i. Application on the prescribed format as provided in the Reservation Rules.
- ii. Affidavit in support of the application.
- iii. Attested copy of Ration Card
- iv. Certified copy of Voter list

Provided that a person claiming benefit on the grounds that he/she belongs to Scheduled True Community shall produce an extract of Jamabandi in respect of members of the tribes, who own land and extract of electoral rolls or chullhabandi or Ration Card in respect of landless members of the tribes. The production of identity cards or grazing cards issued by the Forest Department or Revenue agencies in respect of the landless members of Gujjar and Bekerwal communities shall be

supplementary evidence for the said purpose.

Provide further that the residents of village Turtuk of Leh district who claim to be Scheduled Tribes may substantiate their claim by production of sufficient and satisfactory oral or documentary evidence available with them.

v. Copy of PRC

vi. Extract of Misal-i- Haqiyat /Jamabandi/ Shajra Nasab .

DEPENDENT CERTIFICATE

- I. Application within the prescribed time.
- II. Affidavit in support of the application.
- III. Income Certificate, wherever applicable (to be issued by not below the rank of Assistant Commissioner Revenue concerned)
- IV. Death Certificate
- V. Certified /attested copy of the Ration Card

INCOME CERTIFICATE

- I. Application alongwith requisite fee.
- II. Copy of Ration Card
- III. Salary Certificate, wherever applicable
- IV. Income tax certificate, wherever applicable
- V. Revenue extracts like Khasra Girdawari/Jamabandi.

EXTRACT OF FARD INTIKHAB.

Application (alongwith requisite fee), indicating Khewat / Khata / Khasra No. of the land in respect of which the Fard Intikhab is required.

EXTRACT OF GIRDAWARI
Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required.
EXTRACT OF AKS -MASAVI / LATHA
Application (alongwith requisite fee) indicating Khewat / Khata /Khasra No. of the land in respect of which the extract is required.
EXTRACT OF JAMABANDI
Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required.
ATTESTATION OF MUTATION
Application (alongwith requisite fee) indicating necessary details of the land and necessary documents required for a attestation of a particular type of mutation, like sale deed/gift deed/will deed etc.
INHERITANCE MUTATION
Application from legal heirs, alongwith requisite fee.
COPY OF MUTATION
Application (alongwith requisite fee) indicating the Mutation Number.
DEMARCATATION OF LAND
Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the demarcation is required.

EXTRACT OF TATIMA SHAJRA

Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the Tatima Shajra is required.

(Issued by the Revenue Department vide Circular No: Rev/Gen/11/2011 dated 07.12.2011 and corrigendum dated 15.12.2011).

**Documents required in respect of New Services notified
vide Notification dated 16th July,2012(SRO 229).**

REVENUE DEPARTMENT

(1) Copy of Voter List

1. Application alongwith requisite fee indicating necessary details regarding the name of elector and name and number of the Polling Station etc.

(2) Marriage Certificate under Hindu Marriage Act.

- 1.Documentary/oral evidence as prescribed under relevant norms/rules/laws in force.