

GOVERNMENT OF PONDICHERRY
REVENUE DEPARTMENT

No.6260/C2/Rev/2003

Pondicherry, the 06.10.2003

ORDER

Sub: Revenue Department – Guidelines for the issuance of Residence Certificate in the U.T. of Pondicherry – Orders – Issued – Reg.

Ref: (1). Circular No.16 dt.22.10.1970 of Revenue Department, Pondicherry.
(2). Memorandum No.7170/71/C dt.20.6.74 of the Revenue Department, Pondicherry
(3). G.O.Ms.No.48 dt.12.12.2002 of the Revenue Department, Pondicherry.
(4). I.D.Note No.692/C2/Rev/2002 dt.3.1.2003 of the Revenue Department, Pondicherry.

Attention is invited to the references cited above.

The Revenue Department. in G.O. 3rd cited under reference above has prescribed the criteria determining the status of nativity in respect of any applicant by virtue of birth or by virtue of continuous residence.

Instructions/Orders have already been issued vide Circulars/Orders cited above for the issue of Nativity/Residence/Domicile certificates to prospective candidates for production in support of their applications for educational purposes in various Schools, Colleges, Institutions and Universities or for any other purpose including for job opportunities.

While the need for prescribing consolidated guidelines for issuance of residence certificate for Union territory of Pondicherry was in process, one M.P.Thaquiya preferred W.P.No.18615/2003 in which a direction was given by the Hon'ble High Court to the Secretary(Revenue) for framing regulations within one month and that in view of interim direction contained in the same order the Government of Union territory of Pondicherry preferred WA.2879/03 in which WAMP.4539/03 the Hon'ble First Bench of High Court has been pleased to grant stay of one month and directed "within this period of one month guidelines have to be framed by the Government and they be submitted to this Court" and

...2/-



hence the following comprehensive/consolidated directions/guidelines are issued for strict compliance for the certificate-issuing authorities:-

(1). DETERMINATION OF THE "RESIDENTS" IN THE UNION TERRITORY OF PONDICHERRY.

The following shall be the criteria prescribed for determining persons as Residents of this Union Territory:-

- (i) The candidate or whose parent(either Mother or Father or Both) or Guardian (in the case of Children who have lost both the parents) has been residing continuously in this Union Territory for atleast five years preceding the date of application.
- (ii) Those who have passed SSLC/HSC or any other public examination and for that purpose had undergone academic studies continuously for 5 successive classes immediately preceding the qualifying examination (including the year of the qualifying examination) in recognized educational institutio~~n~~(s) located in Pondicherry UT and having their residence in Pondicherry UT for 5 years continuously during that period.
- (iii) Children of Central/State Government Servants/Defence Personnel/Central Paramilitary Forces/Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Pondicherry UT Administration posted and serving in the Pondicherry UT for atleast a minimum period of one year prior to the last date of submission of application.
- (iv) Children of Defence Personnel who were killed or disabled in action and children of Central Government Servants/Pondicherry UT Government Servants/Defence Personnel/Employees of Public Sector Undertakings as referred in category (iii) who died while in service in the Pondicherry U.T.
- (v) French Nationals residing in the Pondicherry UT and covered by the terms of the Treaty of Cession shall be treated on par with the candidates who produce the prescribed Pondicherry UT residence certificate. Such French Nationals will not be required to produce residence certificate, instead they should produce a certificate of registration issued for this purpose from the French Consulate at Pondicherry. Children of these French Nationals shall not be considered for admission under the quota of non-residents.



(2) Further, the certificate-issuing authorities are instructed to strictly adhere to the following instructions in deciding the resident status of the applicants, namely:-

(i.) While computing the period of actual residence, temporary absence for education, job etc. shall be ignored. In cases where the parents have gone abroad for the purpose of employment, then the residence of Grand parents in the U.T. of Pondicherry may also be taken for the issue of Residence Certificate for study purpose only to their Grand Children in exceptional and genuine cases, where the children reside with grand parents and are studying in recognized educational institutions in the U.T. of Pondicherry

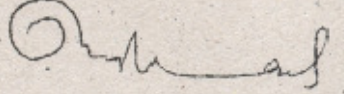
(ii.) The actual and physical residence of the applicant/parent/Guardian is essential. But, mere possession of evidences like Ration Card, EPIC Card or previous certificate, etc are not the sole criteria for issuance of the Residence Certificate. At the same time, such evidences should not be totally ignored. After detailed enquiry, if it is found that such evidences are false or obtained on false representation of facts, immediate action has to be taken by the certificate-issuing authorities (Tahsildar/Dy.Tahsildar) to inform the appropriate authorities to cancel them. It shall also be brought to the knowledge of the concerned Deputy Collector(Revenue)/Joint Secretary(Revenue) for follow up action.

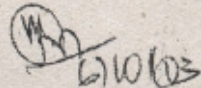
(3) For getting Nativity/Residence certificate, the application has to be submitted by the applicant to the concerned Tahsildar of Taluk Office or Dy.Tahsildar of Sub-Taluk Office and it will be forwarded to the Village Administrative Officer of the concerned revenue village through the Revenue Inspector for discreet enquiry and report. If the applicant or parent or guardian resides in the concerned revenue village, as per the criteria mentioned in pre-paras, the Village Administrative Officer shall make a report and it shall be verified by the Revenue Inspector. After considering the reports of the VAO and RI, the Dy.Tahsildar or Tahsildar of concerned Sub-Taluk or Taluk may issue the certificate to the applicant.

(4) If the certificate is not received by the applicant within a month, the applicant may submit a petition to the concerned Deputy Collector(Revenue). The Deputy Collector(Revenue) shall within ten days from the date of receipt of the Petition from the applicant either direct the Deputy Tahsildar/Tahsildar to issue the residence certificate to the applicant on merits or to dismiss the same through a speaking order.



- (5) A standard format of Residence certificate for the above purpose is annexed herewith.
- (6) However, pre-printed formats as contained in the application forms approved by the Education Department or other Departments issued by the educational or financial Institutions/agencies, etc. can also be filled up and certified by the certificate-issuing authorities in respect of Residence certificate by following the criteria prescribed by such Institutions/Agencies or in the absence of any such prescribed criteria, by following the criteria specified above by this department. In future, if any format of Residence Certificate, other than the enclosed format and the existing formats of the above said Institutions/Agencies, is prescribed by any other Department, prior concurrence of the Revenue Department should be obtained before issue.
- (7) If any doubt arises about interpretation of any of the provisions of this Order, the Head of Revenue Department cum Joint Secretary(Revenue) is the Competent Authority for clarifying the same in writing and his order is final and binding.
- (8) These instructions/guidelines shall come into force at once and the existing instructions issued in the references cited shall stand modified to that extent.


(R.I. JAI PRAKASH, I.A.S.)
SECRETARY (REVENUE)



To

The Joint Secretary(Revenue)-cum-Additional District Magistrate,
Pondicherry.

The Deputy Collector(Revenue) South/North,
Pondicherry/Villianur/Karaikal/Mahe/Yanam.

The Tahsildar/Deputy Tahsildar,
Taluk/Sub-Taluk Office,
Pondicherry/Oulgaret/ Karaikal/Thirunallar/Bahour/Villianur/Mahe/Yanam.

Copy to
All Heads of Department/Office.

ANNEXURE

1. Certified that Shri/Smt./Kumari..... has his/her parent has/have continuous residence in the Union Territory of Pondicherry for the last five years

Place
Date

Dy. Tahsildar/Tahsildar

Name of the Officer:
(Office Seal)

OR

- 2(a) Certified that Shri/Smt./Kumari..... has passed the SSLC/Matric/Brevet/Higher Secondary/any other higher public examination in the year and has for that purpose undergone academic studies continuously for five successive classes in the following recognized institution (s) in Pondicherry Union Territory.

<u>Name of Institution</u>	<u>Date (s)</u>	
	<u>From</u>	<u>attended To</u>
1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----
5.	-----	-----

Place:
Date:

Head of the Institution last attended
(Office Seal)

- 2(b) Certified that the said Shri/Smt./Kumari..... has resided in the Union Territory of Pondicherry continuously for five years during the period of study mentioned in the certificate 2(a) above.

Place:
Date:

Deputy Tahsildar/Tahsildar
Name of the Officer:
(Office Seal)

OR

3. Certified that Shri/Smt..... father/mother of Shri/Smt./Kumari..... is an employee of Central/State Government/Defence Personnel/Central Paramilitary Forces/..... (a public sector undertaking wholly or substantially run by the Central Government/Pondicherry UT Administration) and that he/she is presently posted and serving in Pondicherry UT since (please indicate the date from which he/she has been serving in Pondicherry UT).

Place:
Date:

Head of the Office.
(Office Seal)

OR

4. Certified that Shri/Smt. Father/mother of Shri./Smt./Kumari. was a Defence Personnel /Central Paramilitary Force and was killed/disabled in action during the year.....

Place:

Date:

Head of the Office /O.C. of Unit.
(Office Seal)

OR

5. Certified that Shri./Smt. father/mother of Shri./Smt./Kumar. was a Pondicherry Government employee/Central Government employee / Employee of which is a public sector undertaking run wholly/substantially by the Central Government / Pondicherry Administration and he/she died while in service in Pondicherry Union Territory on

Place:

Date:

Head of the Office /O.C. of Unit.
(Office Seal)