

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 67 –Edn (U)/1U-89/13

Date: 16.01.2014

From: Smt. M. Ray, IAS
Additional Secretary to the Govt. of West Bengal

To: The Vice Chancellor,
_____ University

Subject: Competent authority for issuing Residential/Domiciled Certificate and relevant Proforma of certificate.

Sir,

In reference to the above mentioned subject, I am directed to enclose Proforma A-I, A-II, and Proforma-B for issuing Residential/Domicile Certificate and also to state that in respect of Certificate issued under Proforma A-I and Proforma-B, the following authorities of the Central/State Government having local jurisdiction over the place of permanent residence of the candidate or his/her parent, as the case may be, are the competent authority for issuing Residential/Domicile Certificate, viz. (i) District Magistrate, (ii) Additional District Magistrate, (iii) Deputy Magistrate & Deputy Collector, (iv) Sub-Divisional Officer, (v) Block Development Officer, (vi) Superintendent of Police, (vii) Additional Superintendent of Police, (viii) sub-divisional Police Officer or Deputy Superintendent of Police, (ix) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner or Police Commissionerate, (x) Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Judge/Judicial Officers of the Hon'ble Calcutta High Court or the Hon'ble Supreme Court of India, (xi) Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation, (xii) Executive Officer of Municipality, (xiii) Assistant Secretary/equivalent or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government, (xiv) Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

Every official certifying the Domicile Status of the candidate or his/her parents must provide his Full Name, Designation, Place of Posting with address, Landline and Mobile Number along with employee's Identity Card Number. No elected representative like Municipal Commissioner, Councilor of Municipal Corporation, any elected member of three-tier Panchayat System or GTA, MLA or MP is entitled to issue Residential/Domicile Certificate.

Domicile/Residential Certificate in Proforma A-II may also be issued by the Head of the Institution from which the candidate has passed his/her 10+2 examination or 10+2+3 Examination. Such certificate may be issued based on verification of the school/college education record of the candidate.

Yours faithfully,

Additional Secretary

Copy forwarded for information and necessary action to:

1. The Secretary, Agriculture Department,
2. The Secretary, Animal Resource Development Department,
3. The Principal Secretary, Health & Family Welfare Department,
4. The Secretary, Backward Class Welfare Department,
5. The Director of Public Instruction with request to circulate this order to all Government and Govt. aided College for taking necessary action by them,
6. The Director of Technical Education with request to circulate this order to all Government and Govt. aided College for taking necessary action by them,
7. The Chairman, West Bengal Joint Entrance Examination Board,
8. The Vice Chairman, West Bengal State Council of Higher Education,
9. The Registrar, _____ University.

Additional Secretary

Proforma for Residential/Domicile Certificate

PROFORMA - A-I

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by authorized persons other than Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate : Type-A-I

Certified that _____ son / daughter
of _____ is a resident/permanent resident of West
Bengal at Village/House No. _____
Street _____
Post Office _____ Police Station _____
in the district of _____ under Assembly Constituency _____
_____ and has been living in the State of West Bengal continuously /
uninterruptedly at least for the last ten (10) years as on 15-12-2013.

Paste passport
size
photograph of
applicant in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Certifying Authority _____
Designation with Official Seal _____
Full Name of Certifying Authority _____
Address _____
Phone No. _____ Mobile No. _____
ID No. _____

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Proforma for Residential / Domicile Certificate

PROFORMA - A-II

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by the Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate : Type - A-II

Certified that _____ son / daughter
of _____ has passed the '10+2' Examination in the year _____
/ will appear in the Final '10+2' Examination in 2014 from this Institution.

It is also certified that the student is a resident/permanent resident of West Bengal at Village / House
No. _____ Street _____
Post Office _____ Police Station _____
in the District of _____ under Assembly Constituency _____
_____ and has been living in the State of West Bengal continuously /
uninterruptedly at least for the last ten (10) years as on 15-12-2013.

Paste passport
size
photograph of
applicant in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Head of the Institution _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Address _____

Phone No. _____ Mobile No. _____

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Proforma for Residential/Domicile Certificate

PROFORMA - B

Applicable for candidates not residing in the State of West Bengal but whose parent(s) is/are permanent resident(s) of West Bengal having their permanent home address within the State.

To be issued by authorized persons other than Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate : Type-B

Certified that _____ Father / Mother of
_____ (the applicant) is permanent resident
of West Bengal at Village / House No. _____ Street _____
_____ Post Office _____ Police Station _____
_____ in the District of _____ under Assembly
Constituency _____

Paste passport
size
photograph of
applicant in this
box

Paste passport
size
photograph of
Father/Mother
of applicant

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Address _____

Phone No. _____ Mobile No. _____

ID No. _____

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.