

Circular No.
Rc.No.RA 5 (3) / 22832 / 2014
Dated: 29.12.2017

Disaster Management and Mitigation
Department, Revenue Administration,
Chennai, Chennai 600 005.

CIRCULAR

Sub: Certificates – Issue of Certificate for Jain Religious Minority Residing in Tamil Nadu – Orders Issued – Circular instructions on procedures to be adopted in issue of certificate – Issued

- Ref:**
1. G.O.(Ms) No. 65, Backward Classes, Most Backward Classes & Minorities Welfare Department, dated 01.10.2014
 2. G.O.(Ms.) No.125, Revenue [RA 3 (2)] Department, dated 12.3.2015.
 3. This office letter no.RA 5 (3) / 22832 / 2014, dated 16.3.2015

In this office letter 3rd cited, a copy of the G.O. 2nd cited was communicated with a request to issue suitable instructions to the Tahsildars for issuing religious minority certificates to members of the Jain Community in the prescribed format. In continuation to the above, the following instructions are issued for adoption while issuing the religious minority certificates to the members of the Jain Community in the districts.

I. Documents to be attached with the application seeking Jain Minority Certificates

The personal details of the applicant shall be obtained in the format already prescribed.

- a) Pass port size photo of the applicant to be affixed in the application
- b) Address proof (Any one of these - Aadhaar card/ Voter ID card/ Pass port / Driving License / Bank pass book/ Pension payment order)
- c) Copy of Jain Religious Minority Certificate of Parents of the applicant
- d) Jain certificate obtained from an authorised signatory of a Jain Temple / Jain Sthanak / Jain Bhavan (mandatory, if Jain Certificate of parents is not enclosed) The Trusts/Societies should have been enrolled with District Collector.
- e) Religion of Father & Mother
- f) Self-Declaration of the Applicant.

II. Procedures to be followed by the Tahsildar

- a) Verify whether Jain certificate submitted by the applicant has been issued by a Trust/Society enrolled with District Administration.
- b) Field verification
 - i) The field verification has to be undertaken in respect of applicant who have not submitted a copy of Jain Certificate of their parents issued by a Tahsildar.
 - ii) The inspection officer should obtain a statement from at least 5 persons of repute belonging to Jain religion from the area.
 - iii) In case the applicant's parents already possess Jain Certificate issued by a Tahsildar, field verification can be dispensed with and on verification of the parent's certificate the claim of the applicant can be processed.

III. Inspection Report format.

In the statement of enquiry by the enquiring officers the following details should be captured viz.,

1. Date of inspection
2. Details of persons who were enquired.
3. Panchnama from 5 persons from Jain religion.
4. Findings of the enquiry.
5. The enquiry statements / documents must be scanned and uploaded(once the certificates are issued on line)
6. In case an applicant is not able to produce a Jain certificate issued by a Jain Temple/Trust/Sthanak in that jurisdiction, since he/she is new resident of that area, then he should apply for a Jain Certificate from Tahsildar of the place where he/she had lived continuously for more than 5 years before settling in this new place.

IV. Duration for issue of certificate:

1. Normal certificate

- a. In case the applicant's Father or Mother possess the Jain certificate issued already by a Tahsildar, the certificate for the applicant should be issued within 4 working days by the Tahsildar. (work flow will be CSC – Tahsildar (4days)).

- b. In case where the applicant's Parents do not possess a permanent certificate, the Village Administrative Officer and Revenue Inspector should conduct due field verification and the certificate should be issued within 7 working days by the Tahsildar.

(Workflow – CSC-VAO (2days) –RI (2-days)-Tahsildar (3-days)).

The above instructions should be followed scrupulously and the receipt of this circular should be acknowledged by return post.

**Sd/-Dr.Korlapati Satyagopal,
Principal Secretary/
Commissioner of Revenue Administration.**

To

1. All District Collectors,
2. The Commissioner of e-Governance,
No.5/9, Kavignar Bharathidasan Road, Alwarpet, Chennai 600 018.

Copy to:

1. The Secretary to Government, Revenue Disaster Management Department, Secretariat, Chennai 600 009.
2. The Secretary to Government, Backward Classes and Minorities Welfare, Secretariat, Chennai 600 009.
3. The Member, State Minorities Commission, Chennai 600 002.
4. The Commissioner of Backward Classes and Minorities Welfare, Chepauk, Chennai 600 005.
5. The Director (SSS), Chepauk, Chennai 600 005.
6. The Assistant Commissioner (I, II, III, IV, V & VI),
7. The Personal Secretary to PS/CRA
8. The Personal Assistant to JC (RA)
9. The Personal Assistant to Director (SSS)
10. Spare – 5

Mhb 29/12/17
Join Commissioner (RA),
for Principal Secretary/
Commissioner of Revenue Administration.

Atf
29/12/17