

NO:MAM/DMN/Res.Certi/20/2015/ 3986
UT Administration of Daman & Diu,
Revenue Department/Collectorate,
Daman.
Dated: 30/11/2015

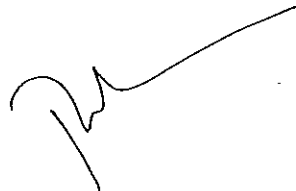
CIRCULAR

SUB: Replacement of Residence Certificate, with documents indicating Proof of Address and Self-certified Declaration.

Various departments/offices in the UT of Daman & Diu and Dadra & Nagar Haveli such as Directorate of Education, Employment Exchange, Sub Registrar, Department of Agriculture, Animal Husbandry, Fisheries, Health etc. ask for Residence Certificate issued by Mamlatdar/BDO to assess the eligibility of an applicant for grant of benefit under various beneficiary oriented schemes of the respective UT Administration. Large number of these certificates are required to be issued by the Mamlatdar/BDO, putting undue stress on the limited staff and the administrative machinery available with these authorities.

2. The process of issuance of these certificates has been examined by the Administration. In the interest of providing a citizen friendly administration and to ease the process of availing benefit from the UT Administration, the Administrator of Daman and Diu and Dadra & Nagar Haveli is pleased to order that the following documents shall be treated as a **Proof of Address** in the UT Administration.

- a) Electricity Bill (Not more than six months old)
- b) House Tax Receipt (Not more than six months old)
- c) Landline Telephone Bill (Not more than six months old)
- d) Salary Slip indicating residential address (Not more than six months old)
- e) Bank Account Statement/Passbook (Statement not more than six months old)
- f) Latest Income Tax Statement
- g) Passport
- h) Election Card



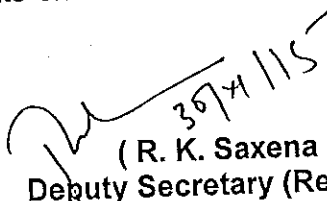
- i) Credit Card Statement (Not more than six months old)
- j) Aadhar Card
- k) Driving License
- l) LPG Connection Book

3. In addition, the applicants will also be required to furnish a **Self-certified Declaration** in the format annexed herewith.

4. The above documents indicating the **Proof of Address** and the **Self-certified Declaration** as per the format enclosed herewith shall be treated as a **Residence Proof** for availing benefits from the UT Administration. The Departments in the UT Administration shall accept the documents with the Self-certified Declaration as Residence Proof.

5. In case the applicant does not have any of the above documents as listed out in Para 2 above, he has the choice to apply to the Mamlatdar/BDO for issuance of Residence Certificate as per the procedure being followed hitherto. The applicant can also get a Residence Certificate issued as per the practice prevailing hitherto in case he needs the same for submission to any authority outside the UT Administration.

6. The procedure for issue of Domicile Certificate shall continue to remain the same as of now.


(R. K. Saxena)
Deputy Secretary (Revenue)

To,
All Head of Offices,
Daman & Diu and Dadra & Nagar Haveli.

Copy to:

1. The Staff Officer to Administrator, Daman & Diu for information.
2. The PS to Development Commissioner, Daman & Diu for information.
3. The Finance Secretary, Daman & Diu.

4. The Secretary (Education), Daman & Diu .
5. The Collector, Daman.
6. The Collector, DNH with a request to circulate the same to all Heads of Office in DNH.
7. The Collector, Diu with a request to circulate the same to all Heads of Office in Diu District.
8. The SIO, NIC, Daman to upload the same in the website.

A handwritten signature or set of initials, possibly 'R', written in black ink. It consists of a large, stylized letter 'R' with a long, sweeping tail that extends upwards and to the right.

DECLARATION

I _____ Son / Daughter of _____ age about _____ years, resident of _____, District Daman/Diu/Dadra & Nagar Haveli, hereby declare that the above/following information is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false / not true, I will have to face the punishment as per the law and that the benefits availed by me shall be summarily withdrawn.

2. That I and my family are continuously resident of Daman/Diu/Dadra & Nagar Haveli since _____.

3. In support of my claim in para 2 above, I enclose herewith a self attested copy of _____ <Indicate here Name of the Document> having number _____ <Indicate here the Number of the document, if any> issued on _____ <Indicate here the date of issue> by _____ <Indicate here the Designation of the Document Issuing Authority >.

4. The said certificate is required for _____ purpose.

5. This is to certify that I have read and understood the provision of Section 199 and 200 of the Indian Penal Code which state as follows:

Section 199. False statement made in declaration which is by law receivable as evidence:- *Whoever, in any declaration made or subscribed by him, which declaration any Court of Justice, or any Public Servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, touching any point material to the object for which the declaration is made or used, shall be punished in the same manner as if he gave false evidence.*

Section 200. Using as true such declaration knowing it to be false:- *Whoever corruptly uses or attempts to use as true any such declaration, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.*

Explanation: A declaration which is inadmissible merely upon the ground of some informality, is a declaration within the meaning of Section 199 and 200.

Place : DAMAN/DIU/DADRA & NAGAR HAVELI.

DATE :

DEPONENT.