## Common Application Form to be used in e-Suvidha Centres in the State of Tripura

				Dated:	/ / 2 0 0		
To The Sub-Divisional Magistrate,							
Sub: Prayer for							
Sir,							
I wo	uld like to avail o	of the aforesaid Service f	rom your Office. My person	al details are as unde	:		
1. Applicant Name							
2. Fa	ather's / Husba	and's Name					
3. Guardian Name							
4 R	elationshin wi	th Guardian: Son/ Dau	ghter/ Wife/Husband/Brothe	er/ Sister/ Other			
	ciationsinp wit	ari oddi didir. 30m bady	griter wite/Hassaria/Brothe	or dister other			
5.	Address	Village	Road/ Lane	Post Office	Police Station		
	\						
	Communication						
D	ermanent						
	Cilianciii						
6. Date of Birth:							
7. R	eligion: Hindu/	Muslim/Christian/ Others	S				
8. C	aste: General/S	ST/SC/OBC/ Religious Mir	nority 9. Commu	nity			
10.	Oualification: I	Ulliterate/CEC/ Class V/CL	ass X/Secondary/Higher Sec				
				ondary, ordadatori os	Cordudate una above.		
			of my request is as under:				
SI.	Supporting D	ocument Name	Reference		Issuing Office		
1.			No.	Date			
2.							
<ol> <li>3.</li> </ol>							
3. 4.							
<ul><li>3.</li><li>4.</li><li>5.</li></ul>							
<ul><li>3.</li><li>4.</li><li>5.</li><li>6.</li></ul>							
<ul><li>3.</li><li>4.</li><li>5.</li></ul>							
3. 4. 5. 6. 7. 8. 9.							
3. 4. 5. 6. 7. 8. 9.							
3. 4. 5. 6. 7. 8. 9. 10.							
3. 4. 5. 6. 7. 8. 9.							

Thanking you. Yours faithfully

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For Official Use Only	
Tehsildar's Remark:	
Revenue Inspector's Remark:	
DCM's Remark:	

## Applicants are requested to attend e-Subidha Centre for the purpose of Digital Photography. In case the Applicant is represented, one passport size photograph of the applicant should be brought along.

SI No	Service	Documents Required
1.	Permanent Resident Certificate (Issued by	Citizenship Certificate, Ration Card, Land Documents/AMC Documents, Tehsil
	Deputy Collector & Magistrate)	Enquiry and School Certificate.
2.	Permanent Resident Certificate – For	Citizenship Certificate, Ration Card, Tehsil Enquiry, Land Document and (School
	Entrance Exams /Interview/ Stay in other	Certificate showing 10 yrs continuation stay in Tripura/ Certificate of parents
	state or special case (Issued by Sub-	showing 10 yrs continuation stay in Tripura for NERIST Entrance Examination) /
	Divisional Magistrate)	(School Certificate from Class I to XII for Joint Entrance Examination)
3.	Income Certificate	Self Declaration of Income, CRC, Ration Card, DDO Certificate, Gazetted Officers
		Certificate, Tehsil Enquiry, Land Document
4.	ST and SC Certificate	Citizenship Certificate, Community certificate, Family Ration Card, ST Certificate
		of Father/Brother/Sister, Blood Relation Certificate, Tehsil enquiry, School
		Certificate, Land Document, Photo
5.	OBC Certificate - State	Prescribed Application Form (Annexure-2), Citizenship certificate, PRC, Income
		certificate (MLA/Commissioner/Gazetted officer), Community Certificate, Tehsil
		Enquiry, Land Document, Photo
6.	OBC Certificate - Central	Prescribed Application Form (Annexure-2), Citizenship certificate, PRC & Income
		Certificate from Deputy Collector & Magistrate, Community Certificate, Tehsil
		Enquiry, Advertisement of Central Govt. against post, Land Document, Central Document, Qualification Document, Photo
7.	Survival Certificate	Death Certificate, Family Ration Card after deleting the name of deceased,
/.	Survivar certificate	Affidavit from Judicial Magistrate by Applicant showing survivors, Land
		Documents, AMC Documents, Certificate from Gazetted officer showing
		survivors, Panchayat ROR, Tehsil enquiry, Land Document
8.	Next Kin Certificate	SP (DIB) Report, CRC, Ration Card, An Affidavit from Judicial Magistrate, Enquiry
		Report from Deputy Collector & Magistrate.
9.	Land Valuation Certificate	Certified Copy of ROR, Tehsil enquiry
10.		Documents to be sent by Political Department (Home Affairs)
11.	Living Children Certificate	PRC of Husband & Wife, Age proof of Husband & Wife, Citizenship certificate of
		Husband & Wife, Sterilization Certificate and Coupon, Birth Certificate of
		Children, Age proof of applicant, Undertaking in original, Department Cerificates
10	Deviation of Diate Contilled	(Employees), and Tehsil Enquiry.
12.	Registration of Birth Certificate	Citizenship of either of Parents, Certificate of Pradhan, Certificate of Doctor,
		Tehshil enquiry (In case delayed registration an affidavit from judicial magistrate showing date of birth and place of birth)
13.	Registration of Death Certificate	Citizenship certificates of Deceased /parents, Certificate of Pradhan, Certificate
13.	Registration of Death Certificate	of Doctor, Tehshil enquiry (In case delayed registration an affidavit from judicial
		magistrate showing date of birth and place of birth)
14.	Distance Certificate	Fee Card, School certificate, CRC, Gazetted officer/ MLA/ Pradhan Certificate,
		Ration Card, Panchayat ROR
15.	Renewal License for Cable Operators	Copy of Existing License
16.	Cinema Hall License	Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
17.		Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
18.		Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
19.		Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
20.	•	Treasury Challan for Rs. 1000
21.		Enquiry Report from Police
22.	13 3	Treasury Challan for Rs. 10, GD entry in respective PS
23.		Treasury Challan for Rs. 10, GD entry in respective PS
24.	1,4	Treasury Challan for Rs. 10, GD entry in respective PS
25.	13 3	Treasury Challan for Rs. 10, GD entry in respective PS
26.		Treasury Challan for Rs. 10, GD entry in respective PS
27.	13 3	Treasury Challan for Rs. 10, GD entry in respective PS
28.	13 3	Treasury Challan for Rs. 10, GD entry in respective PS
29. 30.		Treasury Challan for Rs. 10, GD entry in respective PS Treasury Challan for Rs. 10, GD entry in respective PS
31.		Treasury Challan for Rs. 10, GD entry in respective PS  Treasury Challan for Rs. 10, GD entry in respective PS
J1.	Commence copy of other documents	Treasury challantion its. To, dip entry in respective rs