

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 Deputy Collector & Magistrate)	Citizenship Certificate, Ration Card, Land Documents/AMC Documents, Tehsil Enquiry and School Certificate.
2.	Permanent Resident Certificate – For Entrance Exams /Interview/ Stay in other state or special case (Issued by Sub-Divisional Magistrate)	Citizenship Certificate, Ration Card, Tehsil Enquiry, Land Document and (School Certificate showing 10 yrs continuation stay in Tripura/ Certificate of parents showing 10 yrs continuation stay in Tripura for NERIST Entrance Examination) / (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, 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.	CRC Verification for Passport/ Renewal	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 Certificates (Employees), and Tehsil Enquiry.
12.	Registration of Birth Certificate	Citizenship of either of Parents, Certificate of Pradhan, Certificate of Doctor, Tehsil 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 of Doctor, Tehsil 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.	Renewal Cinema Hall License	Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
18.	License for Video Show	Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
19.	Renewal License for Video Show	Police enquiry report, Fire Service Report, Electricity fitness, Construction Fitness
20.	License for Cable Operators	Treasury Challan for Rs. 1000
21.	Permission for Miking	Enquiry Report from Police
22.	Certified Copy By Birth Citizenship	Treasury Challan for Rs. 10, GD entry in respective PS
23.	Certified Copy of SC Certificate	Treasury Challan for Rs. 10, GD entry in respective PS
24.	Certified Copy of ST Certificate	Treasury Challan for Rs. 10, GD entry in respective PS
25.	Certified Copy By Form Citizenship	Treasury Challan for Rs. 10, GD entry in respective PS
26.	Certified Copy OBC State	Treasury Challan for Rs. 10, GD entry in respective PS
27.	Certified Copy Registration of Birth	Treasury Challan for Rs. 10, GD entry in respective PS
28.	Certified Copy Registration of Death	Treasury Challan for Rs. 10, GD entry in respective PS
29.	Certified Copy Survival Certificate	Treasury Challan for Rs. 10, GD entry in respective PS
30.	Certified copy of ROR	Treasury Challan for Rs. 10, GD entry in respective PS
31.	Certified Copy of other documents	Treasury Challan for Rs. 10, GD entry in respective PS