

273

GOVERNMENT OF PONDICHERY
REVENUE DEPARTMENT

A. SURESH
DEPUTY TANSILDAR-cum-EXECUTIVE MAGISTRATE
TALUK OFFICE
PUDUCHERRY

No.6260/C2/Rev/2003

Pondicherry, the 06.10.2003

ORDER

Sub: Revenue Department - Guidelines for the issuance of Residence Certificate
in the U.T. of Pondicherry - Orders - Issued - Reg.

- Ref: (1). Circular No.16 dt.22.10.1970 of Revenue Department, Pondicherry.
(2). Memorandum No.7170/74/C dt.20.6.74 of the Revenue Department,
Pondicherry
(3). G.O.Ms.No.48 dt.12.12.2002 of the Revenue Department, Pondicherry.
(4). I.D.Note No.692/C2/Rev/2002 dt.3.1.2003 of the Revenue Department,
Pondicherry.

Attention is invited to the references cited above.

The Revenue Department, in G.O. 3rd cited under reference above has prescribed
the criteria determining the status of nativity in respect of any applicant by virtue of birth or
by virtue of continuous residence.

Instructions/Orders have already been issued vide Circulars/Orders cited above for
the issue of Nativity/Residence/Domicile certificates to prospective candidates for
production in support of their applications for educational purposes in various Schools,
Colleges, Institutions and Universities or for any other purpose including for job
opportunities.

While the need for prescribing consolidated guidelines for issuance of residence
certificate for Union territory of Pondicherry was in process, one M.P.Thaqiyya preferred
W.P.No.18615/2003 in which a direction was given by the Hon'ble High Court to the
Secretary(Revenue) for framing regulations within one month and that in view of interim
direction contained in the same order the Government of Union territory of Pondicherry
preferred WA.2879/03 in which WAMP.4539/03 the Hon'ble First Bench of High Court
has been pleased to grant stay of one month and directed "within this period of one month
guidelines have to be framed by the Government and they be submitted to this Court" and



Slack file
S. S. S. S.

275

hence the following comprehensive/consolidated directions/guidelines are issued for strict compliance for the certificate-issuing authorities:-

(1) DETERMINATION OF THE "RESIDENTS" IN THE UNION TERRITORY OF PONDICHERRY.

The following shall be the criteria prescribed for determining persons as Residents of this Union Territory:-

- (i) The candidate or whose parent (either Mother or Father or Both) or Guardian (in the case of Children who have lost both the parents) has been residing continuously in this Union Territory for at least five years preceding the date of application.
- (ii) Those who have passed SS/C/HSC or any other public examination and for that purpose had undergone academic studies continuously for 5 successive classes immediately preceding the qualifying examination (including the year of the qualifying examination) in recognized educational institution(s) located in Pondicherry UT and having their residence in Pondicherry UT for 5 years continuously during that period.
- (iii) Children of Central/State Government Servants/Defence Personnel/Central Paramilitary Forces/Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Pondicherry UT Administration posted and serving in the Pondicherry UT for at least a minimum period of one year prior to the last date of submission of application. 1 year
- (iv) Children of Defence Personnel who were killed or disabled in action and children of Central Government Servants/Pondicherry UT Government Servants/Defence Personnel/Employees of Public Sector Undertakings as referred in category (iii) who died while in service in the Pondicherry U.T.
- (v) French Nationals residing in the Pondicherry UT and covered by the terms of the Treaty of Cession shall be treated on par with the candidates who produce the prescribed Pondicherry UT residence certificate. Such French Nationals will not be required to produce residence certificate, instead they should produce a certificate of registration issued for this purpose from the French Consulate at Pondicherry. Children of these French Nationals shall not be considered for admission under the quota of non-residents.



277

- 3 -

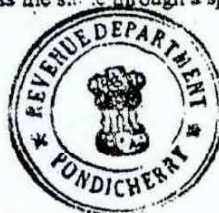
(2) Further, the certificate-issuing authorities are instructed to strictly adhere to the following instructions in deciding the resident status of the applicants, namely:-

(i.) While computing the period of actual residence, temporary absence for education, job etc. shall be ignored. In cases where the parents have gone abroad for the purpose of employment, then the residence of Grand parents in the U.T. of Pondicherry may also be taken for the issue of Residence Certificate for study purpose only to their Grand Children in exceptional and genuine cases, where the children reside with grand parents and are studying in recognized educational institutions in the U.T. of Pondicherry

(ii.) The actual and physical residence of the applicant/parent/Guardian is essential. But, mere possession of evidences like Ration Card, EPIC Card or previous certificate, etc are not the sole criteria for issuance of the Residence Certificate. At the same time, such evidences should not be totally ignored. After detailed enquiry, if it is found that such evidences are false or obtained on false representation of facts, immediate action has to be taken by the certificate-issuing authorities (Tahsildar/Dy.Tahsildar) to inform the appropriate authorities to cancel them. It shall also be brought to the knowledge of the concerned Deputy Collector(Revenue)/Joint Secretary(Revenue) for follow up action.

(3) For getting Nativity/Residence certificate, the application has to be submitted by the applicant to the concerned Tahsildar of Taluk Office or Dy.Tahsildar of Sub-Taluk Office and it will be forwarded to the Village Administrative Officer of the concerned revenue village through the Revenue Inspector for discreet enquiry and report. If the applicant or parent or guardian resides in the concerned revenue village, as per the criteria mentioned in pre-para, the Village Administrative Officer shall make a report and it shall be verified by the Revenue Inspector. After considering the reports of the VAO and RI, the Dy.Tahsildar or Tahsildar of concerned Sub-Taluk or Taluk may issue the certificate to the applicant.

(4) If the certificate is not received by the applicant within a month, the applicant may submit a petition to the concerned Deputy Collector(Revenue). The Deputy Collector(Revenue) shall within ten days from the date of receipt of the Petition from the applicant either direct the Deputy Tahsildar/Tahsildar to issue the residence certificate to the applicant on merits or to dismiss the same through a speaking order.

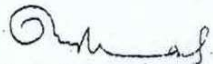


(5) A standard format of Residence certificate for the above purpose is annexed herewith.

(6) However, pre-printed formats as contained in the application forms approved by the Education Department or other Departments issued by the educational or financial Institutions/agencies, etc. can also be filled up and certified by the certificate-issuing authorities in respect of Residence certificate by following the criteria prescribed by such Institutions/Agencies or in the absence of any such prescribed criteria, by following the criteria specified above by this department. In future, if any format of Residence Certificate, other than the enclosed format and the existing formats of the above said Institutions/Agencies, is prescribed by any other Department, prior concurrence of the Revenue Department should be obtained before issue.

(7) If any doubt arises about interpretation of any of the provisions of this Order, the Head of Revenue Department cum Joint Secretary(Revenue) is the Competent Authority for clarifying the same in writing and his order is final and binding.

(8) These instructions/guidelines shall come into force at once and the existing instructions issued in the references cited shall stand modified to that extent.


(R.I. JAI PRAKASH, I.A.S.,)
SECRETARY (REVENUE)

To

The Joint Secretary(Revenue)-cum-Additional District Magistrate,
Pondicherry.

The Deputy Collector(Revenue) South/North,
Pondicherry/Villianur/Karaikal/Mahe/Yanam.

The Tahsildar/Deputy Tahsildar,
Taluk/Sub-Taluk Office,
Pondicherry/Oulgaret/ Karaikal/Thirunallar/Bahour/Villianur/Mahe/Yanam.

Copy to
All Heads of Department/Office.

ANNEXURE

1. Certified that Shri/Smt./Kumari..... has his/her parent has/have continuous residence in the Union Territory of Pondicherry for the last five years

Place
Date

Dy. Tahsildar/Tahsildar

Name of the Officer:
(Office Seal)

OR

- 2(a) Certified that Shri/Smt./Kumari..... has passed the SSLC/Matric/Brevet/Higher Secondary/any other higher public examination in the year and has for that purpose undergone academic studies continuously for five successive classes in the following recognized institution (s) in Pondicherry Union Territory.

Name of Institution	Date (s)	
	From	attended To
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Place:
Date:

Head of the Institution last attended
(Office Seal)

- 2(b) Certified that the said Shri/Smt./Kumari..... has resided in the Union Territory of Pondicherry continuously for five years during the period of study mentioned in the certificate 2(a) above.

Place:
Date:

Deputy Tahsildar/Tahsildar
Name of the Officer:
(Office Seal)

OR

3. Certified that Shri/Smt..... father/mother of Shri/Smt./Kumari..... is an employee of Central/State Government/Defence Personnel/Central Paramilitary Forces/..... (a public sector undertaking wholly or substantially run by the Central Government/Pondicherry UT Administration) and that he/she is presently posted and serving in Pondicherry UT since(please indicate the date from which he/she has been serving in Pondicherry UT.

Place:
Date:

Head of the Office.
(Office Seal)

283

OR

4. Certified that Shri/Smt. Father/mother of Shri/Smt./Kumari. was a Defence Personnel /Central Paramilitary Force and was killed/disabled in action during the year.....

Place:
Date:

Head of the Office /O.C. of Unit.
(Office Seal)

OR

5. Certified that Shri/Smt. father/mother of Shri/Smt./Kumar. was a Pondicherry Government employee/Central Government employee / Employee of which is a public sector undertaking run wholly/substantially by the Central Government / Pondicherry Administration and he/she died while in service in Pondicherry Union Territory on

Place:
Date:

Head of the Office /O.C. of Unit.
(Office Seal)

285

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

No. 5498/DRDM/C.2/2009

Pondicherry, the 21 JUL 2009

MEMORANDUM

Sub: Revenue-Nativity and Residence Certificates to Ex-Servicemen and wards of Ex-Servicemen- Clarifications- Issued.

5994
22 JUL 2009

- Ref: (i) G.O.Ms.No.48 dated 12.12.2002 of Revenue Department, Pondicherry.
(ii) Order No.6260/C2/Rev/2003 dated 06.10.2003 of Revenue Department, Pondicherry.

Instances have come to the notice of the undersigned that Ex-Servicemen of this Union Territory are facing difficulties in getting the Nativity and Residence Certificates for themselves and their children on the grounds that the period of residence in this U.T. is less than five years reckoning the period of residence from the date of discharge from service.

The term "Ordinarily residing", which is used in the G.O.dated 12.12.2002 is to be read carefully in the context of issuance of Nativity/Residence Certificates.

Section 20 (3), (6) and (8) of the Representation of the People Act, 1950 are reproduced below:

- (3) *Any person having a service qualification shall be deemed to be ordinarily resident on any date in the constituency in which, but for his having such service qualification, he would have been ordinarily resident on that date.*
- (6) *The wife of any such person as is referred to in sub-section (3) or sub-section (4) shall if she be ordinarily residing with such person be deemed to be ordinarily resident in the constituency specified by such person under sub-section (5).*
- (8) *In sub-sections (3) and (5) "Service qualification" means-*
- (a) *being a member of the armed forces of the Union ;or*
 - (b) *being a member of a force to which the provisions of the Army Act,1950(46 of 1950), have been made applicable whether with or without modifications; or*
 - (c) *being a member of an armed police force of a state, who is serving outside that State; or*
 - (d) *being a person who is employed under the Government of India, in a post outside India.*

Therefore, in view of the above sub-sections, the Ex-Servicemen of Puducherry are deemed to be ordinarily resident of Puducherry on any date, while in service. The wife of an Ex-Serviceman of Puducherry also is deemed to be ordinarily resident of Puducherry if she has been ordinarily residing with such Ex-servicemen, during his service.

287

-2:-

Hence, a person of Puducherry U.T. serving in the armed forces of the Union or the State, and his wife residing with him are deemed to be ordinarily resident of Puducherry, during his service, even if he is away from Puducherry U.T. for the purpose of serving in the Defence Services. Therefore, it is clarified that there is no impediment in the existing G.O.Ms.No.48 dated 12.12.2002, for issuing Nativity Certificate to the Service Personnel and his wife residing with him during his service (or) to an Ex-Serviceman and his wife residing with him after discharge from service, if the period of residence is not less than five years in this U.T., prior to the date of application.

For the purpose of issuing Nativity Certificates to the children of the Service Personnel and Ex-Servicemen in the existing G.O.Ms.No. 48 dated 12.12.2002, it is stated that *"The applicant or his father should have been residing continuously for five years in the Union Territory prior to the date of the application"*. Hence, if the applicant's father being a Service Personnel or Ex-Serviceman, a deemed resident of U.T. of Puducherry for a period of not less than 5 years prior to the date of application, then the children of such Service Personnel or Ex-Serviceman are eligible for Nativity certificate by virtue of continuous residence for five years.

Further, vide Order 2nd cited under reference, the following criterion was prescribed as one of the criteria:

- (i) *The candidate or whose parent (either Mother or Father or Both) or Guardian (in the case of children who have lost both the parents) has been residing continuously in this Union Territory for at least five years preceding the date application.*

Hence, if the applicant's father or mother being a Service Personnel or Ex-Serviceman of U.T. of Puducherry, then the children of such Service Personnel or Ex-Serviceman are eligible for Residence certificate.

The certificate issuing authorities are hereby directed to follow the clarifications stated above and issue certificates accordingly, to the wards of Service Personnel/Ex-Servicemen of U.T. of Puducherry.

16/6/03

(G.RAGESH CHANDRA)
COLLECTOR-cum-ADDITIONAL SECRETARY (REVENUE)
PUDUCHERRY

To

✓ The Sub-Collector(Revenue-North),Puducherry

The Sub-Collector (Revenue-South), Villianur.

The Deputy Collector (Revenue),Karaikal/Mahe/Yanam.

The Tahsildar, Taluk Office, Puducherry/Oulgaret/Villianur/Bahour/Karaikal/Thirunallar.

The Deputy Tahsildar, Sub-Taluk Office, Mahe/Yanam.

(289)

No.1-4/SS(Rev.)/DRDM/PA/2010
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

Puducherry, 07.01.2010.

NOTE

Sub: DRDM - Issue of Residence certificate to women who are married away to other states from Pondicherry - Clarification - Reg.

Ref: I.D. Note No.1/SC(R)N/PA/2009 dt.22.12.2009 received from Sub-Collector (Revenue) North, Puducherry.

-:oOo:-

With reference to the I.D. Note of Sub-Collector (Revenue) North regarding clarification required to be issued whether the Residence certificate can be issued to the married women who have settled in states outside Puducherry and not obtained residence status in other states. It is clarified that Govt. of India have issued orders that ordinarily the place of residence of the father should be treated as place of residence of the individual. In the particular case the applicant is a married person who is living with her husband outside the Union Territory limits. Therefore her right of residence status in Puducherry ceases once she shifts her residence to another house in Tamil Nadu or any other State from the date of her shifting of residence. Though Nativity certificate by birth can be issued residence certificate of having continuous residence of 5 years may not be possible to be issued to these candidates who have shifted their residence to Tamil Nadu since they are living with her husband there.

2. It is a mistake on the part of such persons not to have deleted their names from the ration cards. This is only with a purpose to retain their identity in Puducherry and try to avail all facilities that are given here. Residence certificate should be issued not based on documentary evidence alone but with proper local enquiry and satisfaction of the authority concerned of the exact place of residence of the candidate. Therefore distinguishing from Nativity certificate, Residence certificate should be treated as a separate one and issued only when the authority concerned is satisfied of the bonafide

..2/-

291

-: 2 :-

residence of the candidate. Residence certificate can be issued for any period and not necessarily for a period of 5 years. However Nativity by residence will be issued only if the candidate have resided in the Union Territory continuously for a period of 5 years preceding the application date.

3. Therefore the right of those people who have shifted from Puducherry and retaining their ration cards in Puducherry and not yet obtained their residence status in other states, is not there at all to claim residence status in our Union Territory. Accordingly issue of certificates may be regulated.

Murugan

(G. RAGESH CHANDRA)
SPECIAL SECRETARY
-cum- DISTRICT COLLECTOR

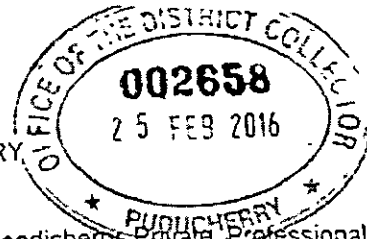
To

- 1) The Sub-Collector (Revenue) North/South, Puducherry.
- 2) The Dy. Collector, Mahe/Yanam/Karaikal.
- 3) The Tahsildar, Taluk Office (Pondicherry/Oulgaret/Villianur
Bahour/Karaikal/Thirunallar/Mahe/Yanam)

Copy to:-

The Collector, Karaikal.

GOVERNMENT OF PUDUCHERRY
Abstract



Chief Secretariat (Higher and Technical Education) - The Pondicherry Private Professional Educational Institutions (Domicile requirement in Admission of Students) Regulation, 2006 - Domicile criteria prescribed for admission of candidates under the category for Children of Central / State Government Servants / Defense Personnel / Central Paramilitary Forces / Employees of Public Sector Undertakings - Amendment orders - Issued.

CHIEF SECRETARIAT (HIGHER AND TECHNICAL EDUCATION)

G.O.Ms.No.04

Puducherry, dated : 09-02-2016

- READ :
1. Order No.6260/C2/Rev./2003 dated 06-10-2003 of the Revenue Department, Puducherry.
 2. G.O.Ms.No.64 dated 25-05-2006 of the Chief Secretariat (Education), Puducherry.
 3. G.O.Ms.No.27 dated 01-04-2015 of the Chief Secretariat (Education), Puducherry.

ORDER :

The Government of Puducherry vide G.O. second read above has prescribed the Domicile Criterion viz., "the Pondicherry Private Professional Educational Institutions (Domicile requirement in Admission of Students) Regulation, 2006, for the admission of candidates to various Professional courses by the Centralised Admission Committee admission process. The norms prescribed therein has been reiterated in the CENTAC Information Bulletin each and every academic year by way of Government Orders and the G.O. third read above being the latest issued for the admission of candidates for the academic year 2015-16.

2 The Lieutenant-Governor, Puducherry is pleased to amend the following domicile criteria to be followed in the admission of candidates to various professional courses through CENTAC to the seats in various Government sponsored Professional Colleges and to the seats allocated under Government Quota seats by the Unaided Private Professional Colleges functioning in the Union Territory of Puducherry from the academic year 2016-17 as detailed below:

AMENDMENT

Clause 2.5 of the CENTAC Information Bulletin 2015-16 (issued vide G.O.Ms.No.27 dated 01-04-2015 of the Chief Secretariat (Education), Puducherry).	
FOR	READ
2.5(c). Children of Central / State Government Servants / Defense Personnel / Central Paramilitary Forces / Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Puducherry Union Territory administration posted and serving in the Puducherry UT for at least a minimum period of one year prior to the last date of submission of application.	2.5 (c)(i) Children whose parents are Central Government Servants, State Government Servants, Defense Personnel, Central Paramilitary Forces, Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Puducherry Union Territory administration, posted and serving in the Puducherry Union Territory for at least a minimum continuous period of three years immediately prior to the last date of submission of application (ii) Children of the above said employees should have studied in the Higher Secondary Course of two years in any of the schools in the U.T of Puducherry and should have also passed the Higher Secondary Examination from the same school.

Secretary to Govt (Rev)
Puducherry

005028

- 2 -

3 Financial assistance / stipends / reimbursement of tuition fee applicable to other students under "Perunthalaivar Kamarajar Financial Assistance Scheme" will not be provided to the Candidates admitted under this category.

4 The amended clause takes effect from the ensuing academic year 2016-17 onwards.

/By Order of the Lieutenant-Governor/

F.P. Verbina Jayaraj
(F.P. VERBINA JAYARAJ) 1/2/16

UNDER SECRETARY TO GOVT. (HR. & TECH. EDN).

To

The Director of Stationery and Printing, Puducherry, with a request to publish the above amendment in the next Official Extra-Ordinary Gazette of Puducherry and to send 100 copies to this Secretariat for records and references.

Copy to

- 01 The Chief Secretary to Government, Puducherry.
- 02 All Secretaries to Government, Puducherry.
- 03 The Chairman, Admission/ Fee Committee, Puducherry.
- 04 All Secretariat Departments/Heads of Departments, Puducherry.
- 05 The Under Secretary (Hr. & Tech. Education), Puducherry.
- 06 The Director of Higher & Technical Education, Puducherry.
- 07 The Director of School Education, Puducherry.
- 08 The Director of Accounts and Treasuries, Puducherry.
- 09 The Deputy Accountant General (Civil Audit), DAT Complex, Puducherry.
- 10 The Principals/Deans/Directors of Colleges concerned.
- 11 The Registrar, Pondicherry University, Puducherry.
- 12 The Convenor, CENTAC / Joint Convenor, CENTAC, Puducherry
- 13 The Co-ordinator, (Admission), CENTAC, Puducherry.
- 14 The Central Record Branch / G O. files / Spare.