



KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

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GOVERNMENT OF KERALA

Information Technology (B) Department

NOTIFICATION

G O (P) No 24/2010/TID.

Dated, Thiruvananthapuram, 4th August, 2010

S. R. O. No. 797/2010.—In exercise of the powers conferred under section 90 read with sections 6 and 6A of the Information Technology Act, 2000 (Central Act 21 of 2000), the Government of Kerala hereby makes the following rules, namely:—

1 *Short title and commencement*—(1) These rules may be called the Kerala Information Technology (Electronic Delivery of Services) Rules, 2010.

(2) They shall come into force at once

2 *Definitions*—(1) In these Rules, unless the context otherwise requires,—

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- (a) "Act" means the Information Technology Act, 2000 (Central Act 21 of 2000),
 - (b) "authorized agent" means an agent of the Government or of the service provider and includes an operator of an electronically enabled kiosk or front office who is permitted under these rules to deliver public services to the users with the help of a computer resource or any communication device, by following the procedure specified under these rules;
 - (c) "certificate" means a certificate required to be issued by a statutory authority empowered under any Act, Rule, Regulation or Order of the Government to issue a certificate to confirm the status, right or responsibility of a person, natural or artificial, in accordance with any such Act, Rule, Regulation or Order of the Government and includes a certificate in electronic form printed and issued by a service provider with electronic signature on such stationery as may be specified by the Government;
 - (d) "departmental access point" means the front office of a Government department, wherever so established and manned by the authorized agent of the Government, through which the citizen can apply for e-services,
 - (e) "electronic delivery of service" means the delivery of public services in the form of receipt of forms and applications, issue or grant of any license, permit, certificate, sanction or approval and the receipt or payment of money by electronic means or any other such public service rendered by following the procedure specified under these rules;
 - (f) "e-service" means a service as specified in rule 3,
 - (g) "government" means the Government of Kerala;
 - (h) "official gazette" means the official gazette of the Government,
 - (i) "principal office" means and includes any office, authority, body or agency owned or controlled by the Government or any institution of Local Self Government who, deliver any service to the citizens,

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- (j) "principal office's fee" means any duly authorized taxes, charges, dues or any other moneys due in respect of a service payable by any person to the principal office concerned that are otherwise payable under the relevant law when making an application to the concerned principal office,
- (k) "repository of electronically signed electronic records" means collection of all electronically signed electronic records, stored and managed in accordance with these rules;
- (l) "service charge" means amount payable to the service provider for electronic delivery of services rendered and does not include the principal office's fee;
- (m) "service provider" means any electronic delivery of services provider defined under sub-section (1) of section 6A of the Act;

(2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meanings assigned to them in the Act

3 e-Services — (1) The e-services which are available under these rules are specified in column (2) of the table below. The principal office or offices providing the service, the form of application and the format of certificate issued shall be as provided in columns (3), (4) and (5) thereof, respectively:—

<i>Sl No</i>	<i>e-services</i>	<i>Principal office</i>	<i>Application</i>	<i>Certificate</i>
(1)	(2)	(3)	(4)	(5)
1	Caste Certificate	Village/Taluk Office	Form 1A	Form 1C
2	Residence Certificate	do	do	Form 2C
3	Identification Certificate	do	do.	Form 3C
4	Relationship Certificate	do	do	Form 4C
5	Nativity Certificate	do.	do	Form 5C
6	Legal Heir Certificate	do	do	Form 6C
7	Solvency Certificate	do.	do.	Form 7C
8	Location Certificate	do.	do.	Form 8C

(1)	(2)	(3)	(4)	(5)
9	Domicile Certificate	Village/Taluk Office	Form IA	Form 9C
10	Income Certificate	do	do	Form 10C
11	Possession Certificate	do	do.	Form 12C
12	Community Certificate	do.	do.	Form 13C
13	Possession and Non-attachment Certificate	do	do	Form 14C
14	Inter-caste Marriage Certificate	do	do	Form 15C
15	Life Certificate	do	do.	Form 16C
16	Valuation Certificate	do	do.	Form 17C
17	Widow/Widower Certificate	do.	do	Form 18C
18	One and the same Certificate	do.	do	Form 19C
19	Religion/Caste Conversion Certificate	do	do.	Form 20C
20	Destitute Certificate	do	do	Form 21C
21	Family Membership Certificate	do.	do	Form 22C
22	Dependency Certificate	do	do.	Form 23C
23	Non-remarriage Certificate	do	do	Form 24C

(2) Government may notify additional services as e-services from time to time

4 *Service provider to collect service charge*—(1) The application for an e-service submitted to a service provider shall be accompanied by a service charge of Rs 20 (Twenty rupees) payable in cash to the service provider, at the time of making the application

(2) Service charges for allied e-services are the following, namely.—

- 1 Status enquiry Rs 2 (Rupees Two only)
2. All print-out related to e-services Rs. 2 (Rupees Two only) per page

- 3 All scanning of documents · Rs 2 (Rupees Two only) per page
related to e-services
- 4 Acknowledgement Receipt : Nil

(3) This service charge will not include any taxes, fees, charges, dues or other sums of money that are otherwise payable under the relevant law when making an application to the concerned Principal Office.

5 Principal Office's fee to be collected by service provider.—

(1) Principal Office's fee, if any, shall also be collected by the service provider in cash, except for those payments that are ordinarily required to be made in the form of court fee stamps or treasury chalang.

(2) The Principal Office's fee collected by the service provider shall be remitted with the concerned principal office by the service provider in its entirety. Service provider shall have no claim on the principal office's fee

6. Remittance of service charge and principal office's fee by the service provider—(1) 50% of the service charge collected by the service provider for an e-service, will be shared by the Government This will exclude the allied e-services mentioned in sub-rule (2) of rule 4.

(2) Of the total service charge collected, the share of the Government shall be remitted by the service provider to the treasury on the same day

7. Presumption with regard to service charge paid to service provider and other conditions of obtaining e-services—(1) In case of any service charge paid by any person to a service provider in respect of any specified e-service, the print-out on paper of the electronic acknowledgement generated by the computer resource in Form No. 1RF and signed and sealed by the service provider and provided to such person by the service provider shall, prima facie, be proof of such payment and it shall be presumed that the dues or claims, for which the acknowledgement is purportedly issued, have been satisfied to that extent, however, mere payment by itself shall not create any right, title, extension or condoning the delay or limitation, or relaxation in favour of such person to which he is not otherwise entitled

(2) The service charge once collected shall not be refunded

(3) Payment of service charges to the service provider by no means creates any rights or title, temporary or permanent in nature in favour of the person concerned regarding obtaining the notified e-services Mere payment does not necessarily ensure the delivery of services, rather all conditions of delivery of the service must be met fully at the time of making payment to the service provider

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(4) Additionally, in case any person impersonates, counterfeits, forges or resorts to any illegal means to obtain any of the e-services, he shall be liable to be prosecuted. The onus of proving otherwise shall solely lie with the person concerned before any authority or court of law

8 *System of Electronic Delivery of Service.*—(1) For the purpose of electronic delivery of services the Government shall on its own or through a service provider deliver public services through electronically enabled kiosks or any other electronic service delivery mechanism.

(2) Any license, permit, certificate, sanction, payment receipt or approval delivered in accordance with these Rules shall be admissible in any legal or other proceedings, without further proof or production of the original, as evidence of any contents of the original or of any facts stated therein, provide it is verifiable by one or more of the following manner as explained below.

- (a) The license, permit, certificate, sanction, payment receipt or approval or any other such public service has a unique identification number generated by the computer resource which can be used to verify its authenticity and content.
- (b) The license, permit, certificate, sanction or approval or any other such public service has a bar code which can be used to verify its authenticity and content
- (c) The license, permit, certificate, sanction or approval or any other such public service can be verified with the electronic signature of the authority which has issued it
- (d) Any other means notified by the Government.

9. *Responsibility of service provider and their authorized agents —*

(1) The Government shall notify the functions, responsibilities and liabilities of service provider and their authorized agents in respect of the electronic services delivered which may be updated from time to time

10. *Audit of service provider and authorized agents —* (1) The Government shall cause an audit to be conducted of the affairs of the service providers and their authorized agents every year by appointing audit agencies

(2) Such an audit may cover aspects such as the security, confidentiality and the privacy of information, the functionality and performance of any software application used in the electronic delivery of services and the accuracy of accounts kept by the service providers and their authorized agents

(3) It will be incumbent on the service provider and their authorized agents to provide such information and assistance to the audit agencies appointed by the Government to comply with the directions given by the audit agencies and to rectify the defects and deficiencies pointed out by the audit agencies

11. *Filing of form, application or any other document*—Any form, application or any other document referred to in clause (a) of sub-section (1) of section 6 of the Act may be filed with any office, authority, body, agency or service provider owned or controlled by the Government of Kerala using the software specified by it and such office, authority, agency or service provider shall, while generating such software, take into account the following features of the electronic record, namely—

- (a) life time,
- (b) preservability,
- (c) accessibility,
- (d) readability;
- (e) comprehensibility in respect of linked information,
- (f) evidentiary value in terms of authenticity and integrity,
- (g) controlled destructibility, and
- (h) augmentability

12 *Issue or grant of any license, permit, sanction or approval*.—Any license, permit, sanction or approval referred to in clause (b) of sub-section (1) of section 6 of the Act may be issued or granted by using the software specified under rule 11

13. *Miscellaneous*—The Government shall, by appropriate order, from time to time notify the norms on the service levels to be complied with by the principal office and other officers involved in the process flow

FORM 1A

(See rule 3)

COMMON APPLICATION FORM FOR OBTAINING VARIOUS SERVICES
FROM TALUK/VILLAGE OFFICE

Nature of Certificate applied for
 Purpose : State Central To be produced before
 Language in which the Certificate is required . English Malayalam

Part I (General Details)

1 Name of person for whom certificate is applied for

2. Gender (M/F)

3a Age 3b Date of Birth

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Details	4 Present Address	5. Permanent Address
House No.		
House Name		
Street/Place		
Post Office		
Pincode		
Village		
Taluk		
District		
Name of Local Body		

Type of Local Body Grama Panchayat Municipality Corporation

6 Name of Father 7 Name of Mother

8 Marital Status Married Unmarried Widow Widower Divorced

9 Name of Spouse

10 Name of Guardian

11. No of years residing at the present address

12 Phone (Res) CodeNumber : 13. Mobile ..

14 Email

15 Ration Card No 16 Driving License No

17. Election ID Card No 18 Passport No

19 Unique Identity No. (UID), if any

Part I A (To be filled for Caste/Community Certificate)

20 (a) to 20 (c) to be filled for the community/non creamy layer certificates
(Items 20d to 20i to be filled if caste/religion has been converted)

20a Religion . . . 20b Caste . . . 20c Category . Gen/SC/ST/OBC . . .
20d Original Religion . . . 20e Original Caste . . . 20f Original Name . . .
20g Certificate No . . . 20h. Dated . . . 20i. Religious Authority . . .

Part II B (To be filled for Income/Solvency Certificates)**21 Income Details**

	<i>Income from land</i>	<i>Salary/Pension</i>	<i>Income from Business</i>	<i>Income from Labour</i>	<i>Income of NRI Member</i>	<i>Rental Income</i>	<i>Any other Income</i>	<i>Total</i>
Self								
Spouse								
Father								
Mother								
Unmarried Family Members								
Total								
Grand Total in Words								

Part II C (To be filled for Solvency/Land Valuation/Possession/Non attachment/Income/Location Certificates)**22 Property Details**

<i>District</i>	<i>Taluk</i>	<i>Village</i>	<i>Old Survey/Sub Div No</i>	<i>Re-Survey Block</i>	<i>Re-Survey/Sub Div No</i>	<i>Thandapper No</i>	<i>Land Type (Wet/Dry)</i>	<i>Extent (in Ha)</i>	<i>*Market Value of Property</i>	<i>*Liability Amount</i>

*To be filled for Solvency and Land Valuation certificates only

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**Part II D (To be filled for Caste/Identification/Nativity/
Residential/Domicile Certificates)**

Enter Place of Birth details as follows

	<i>State</i>	<i>District</i>	<i>Taluk</i>	<i>Village</i>
23 Applicant				
24 Father				
25 Mother				

Part II E (To be filled for Identification and One and the same Certificate)

- 26 Alias name (s)
- 27 Identification Marks . (i)
- (ii)

Part II F (To be filled for Inter Caste Marriage Certificate)

- 28a Date of Marriage 28b. Spouse's Religion
- 28c Spouse's Caste

Part II G [To be filled for legal heir/widow(er) not re-married Certificates]

- 29 Name and address of deceased/deserted
- 30 Employed as: 31. Date of demise
- 32 Death Certificate No. 33 Place of Death
- (Death Certificate may be attached) 34. If deserted, how long
- 35 Details of legal Heirship Claimants.

<i>Sl No</i>	<i>Name of person</i>	<i>Gender</i>	<i>Relationship</i>	<i>Age</i>	<i>Occupation</i>

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Part II H (To be filled for dependency/relationship/family membership Certificates)

36 Name and address of person with whom related/dependent

37 Details of Relatives/dependents/family members:

Sl No	Name of person	Gender	Relationship	Age	Occupation

38. e-District Registration Number if any

39 Enclosures with the application :

DECLARATION

I do hereby certify that the particulars mentioned above are complete and true to the best of my knowledge and belief I also agree that any loss to Government due to the Incomplete or Incorrect information provided above may be recovered from my movable/immovable assets I also agree that the certificate so issued and any benefits accrued in lieu of that stands nullified on proved misrepresentation.

Signature .

Name of Applicant

Relationship with the person for whom certificate is applied for (relationship to be specified if the above declaration is signed by Parent/Guardian/Authorized Representative)

Place
Date

Instructions for filling the Application

- 1 Please enter the application particulars correctly and completely
- 2 The personal details will be stored in the citizen database as part of the e-District project
3. Filling up of e-District Registration Number is mandatory for all future correspondence
4. In order to avail services quickly, please ensure that the information given is correct and complete
- 5 Filling up of Part-I (General details) is mandatory in all applications.
- 6 Fill up only Part-I (General details) for Life Certificate and Destitute Certificate.
- 7 For additional information, please refer Kerala Information Technology (Electronic Delivery of Service) Rules, 2010

Village Officer's Verification Report

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GOVERNMENT OF KERALA
CASTE CERTIFICATE

Number Date

Certified that the person with the details mentioned below belongs to the SC under

- The constitution (Scheduled Castes) Order, 1950
- The constitution (Scheduled Tribes) Order, 1950 [as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Community/Caste	
Religion	
Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

NOTE

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FORM 2C
(See rule 3)



GOVERNMENT OF KERALA
RESIDENCE CERTIFICATE

Number

Date :

Certified that the person mentioned below and his/her family ordinarily resides at the address mentioned below of Kerala State:

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 3C
(See rule 3)

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GOVERNMENT OF KERALA
IDENTIFICATION CERTIFICATE

Number

Date

Certified that the details of the person mentioned below are correct so far as to prove the identity of the person.

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Marks of identification	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local inquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 4C
(See rule 3)



GOVERNMENT OF KERALA
RELATIONSHIP CERTIFICATE

Number :

Date :

Name of Person to whom Certificate is issued	
Gender	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	

Certified that the person mentioned above is related to the person (s) mentioned below and the nature of relationship is as stated

Name	Relationship	Age

Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 5C
(See rule 3)



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GOVERNMENT OF KERALA
NATIVITY CERTIFICATE

Number Date

Certified that the person with the details mentioned below is a native of Kerala State

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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**GOVERNMENT OF KERALA
LEGAL HEIRSHIP CERTIFICATE**

Number : Date :

Name of Deceased	
Gender	
Address with Pincode	

Certified that the person mentioned below are legal heirs of the deceased mentioned above and the nature of relationship is as stated.

Name	Relationship	Age

Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced and notification published in the Kerala Gazette No xxxxxxx, Volume xxx dated xxxxxx

Signature/Digital Signature of the Approving Authority

NOTE

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FORM 7C
(See rule 3)



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GOVERNMENT OF KERALA
SOLVENCY CERTIFICATE

Number :

Date :

Certified that the person with the details mentioned below is solvent to the extent of Rs. xxxxxx (in words***)

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

NOTE

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GOVERNMENT OF KERALA
LOCATION CERTIFICATE

Number *

Date :

Certified that the property with the particulars mentioned below is located as detailed

Name of Person to whom Certificate is issued			
Gender			
Age			
Name of Father/Mother			
House Name, House Number			
Post Office with Pincode			
Panchayat			
Village			
Taluk			
District			
Old Survey/Sub Division Number			
Re-Survey Block			
Re-Survey Number/Sub Division Number			
Description of location of Property			
Boundaries:			
South	North	East	West

Date of issue of Certificate
Designation of the issuing officer
Name of office
Purpose issued for

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the Approving Authority

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FORM 9C
(See rule 3)



GOVERNMENT OF KERALA
DOMICILE CERTIFICATE

Number :

Date :

Certified that the person with the details mentioned below is a domicile of the State of Kerala

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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**GOVERNMENT OF KERALA
INCOME CERTIFICATE**

Number :

Date :

• Certified that the Annual Family Income of the person with the details mentioned below from all source is INR xxxxxxxx (in words***).

Name of Person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the Approving Authority

NOTE

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FORM 12C
(See rule 3)



GOVERNMENT OF KERALA
POSSESSION CERTIFICATE

Number

Date

Name of Person to whom Certificate is issued	
Gender	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
District	

Certified that land shown in the schedule below are in possession and enjoyment of the person whose details are stated above

Taluk/ Village	Old Survey Number	Re-Survey Block	Re-Survey Number	Extend to Land	Thadapper Number	Class of Land

Date of issue of Certificate

Designation of the issuing officer

Name of the office

Purpose issued for

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

NOTE

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GOVERNMENT OF KERALA
COMMUNITY CERTIFICATE

Number Date

Certified that the person with the details mentioned below belongs to the community mentioned below.

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Community/Caste	
Religion	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

NOTE

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FORM 14C
(See rule 3)



GOVERNMENT OF KERALA
POSSESSION AND NON ATTACHMENT CERTIFICATE

Number ... Date :

Name of person to whom Certificate is issued	
Name of Father/Mother	
Address	
Post Office with Pin code	
District	

Certified that land shown in the schedule below are in the possession and enjoyment of the person as detailed above and it is not having any other attachments

Taluk/ Village	Old Survey Number	Re-Survey Block	Re-Survey Number	Extend to Land	Thandapper Number	Class of Land

Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

NOTE

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FORM 15C
(See rule 3)



GOVERNMENT OF KERALA
INTER CASTE MARRIAGE CERTIFICATE

Number :

Date :

Certified that the person with the particulars mentioned below is inter caste married:

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pin code	
Panchayat	
Village	
Taluk	
District	
Date of Marriage	
Name of Wife/Husband	
Religion of Wife/Husband	
Caste of Wife/Husband	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose for which the Certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

NOTE

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FORM 16C
(See rule 3)



GOVERNMENT OF KERALA
LIFE CERTIFICATE

Number

Date :

Certified that the person with the particulars mentioned below is alive:

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pin code	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose for which the Certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

NOTE

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FORM 17C
(See rule 3)



GOVERNMENT OF KERALA
VALUATION CERTIFICATE

Number

Date :

Certified that the valuation of the property is as under

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pin code	
Panchayat	
Village	
Taluk	
District	
Old Survey/Sub Division Number	
Re-survey Block	
Re-survey Number/Sub Division Number	
Extent of Land	
Title Deed Number	
SRO where the Title Deed is registered	
Market Value	
Fair Value	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

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Signature/Digital Signature of the
Approving Authority

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GOVERNMENT OF KERALA
WIDOW/WIDOWER CERTIFICATE

Number

Date

Certified that the person with the details mentioned below is a widow/
widower

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Name of Wife/Husband	
Date of Demise	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

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Form 19C
(See rule 3)



GOVERNMENT OF KERALA
ONE AND THE SAME CERTIFICATE

Number :

Date :

Certified that the particulars of the person mentioned below is correct

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Identification Marks	
Alias Names	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced:

Signature/Digital Signature of the
Approving Authority

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FORM 20C
(See rule 3)

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GOVERNMENT OF KERALA

. RELIGION/CASTE CONVERSION CERTIFICATE

Number

Date

Certified that the new caste and new religion of the person with the particulars mentioned below is as detailed below.

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Previous Caste	
Previous Religion	
Current Caste	
Current Religion	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose for which the Certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 21C
(See rule 3)



GOVERNMENT OF KERALA
DESTITUTE CERTIFICATE

Number

Date

Certified that the person with the particulars mentioned below is a destitute

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the Approving Authority

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FORM 22C
(See rule 3)

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GOVERNMENT OF KERALA
FAMILY MEMBERSHIP CERTIFICATE

Number	Date
Name of person to whom Certificate is issued	
Gender	
Name of Father/Mother	
Address	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	

Certified that the person mentioned above is related to the family members as stated below

Name	Relationship with the above mentioned person	Age

Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 23C
(See rule 3)



GOVERNMENT OF KERALA
DEPENDENCY CERTIFICATE

Number

Date

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	

Certified that the person mentioned above is a dependent of the person/ persons mentioned below and the nature of relationship is as shown

Name	Address	Relation	Age

Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced

Signature/Digital Signature of the
Approving Authority

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FORM 24C
(See rule 3)

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GOVERNMENT OF KERALA
NON-REMARriage CERTIFICATE

Number Date

Certified that the person mentioned below has not re-married

Name of person to whom Certificate is issued	
Gender	
Age	
Name of Father/Mother	
House Name, House Number	
Post Office with Pincode	
Panchayat	
Village	
Taluk	
District	
Name of Wife/Husband	
State whether Wife/Husband is dead/deserted/ divorced	
No of years since deserted/divorced/dead	
Date of issue of Certificate	
Designation of the issuing officer	
Name of the office	
Purpose issued for	

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Signature/Digital Signature of the
Approving Authority

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FORM 1RF
(See rule 7)

ACKNOWLEDGEMENT/RECEIPT

GOVERNMENT OF KERALA < Title of Akshaya/dept office > (Location of Akshaya/Office)		
<i>Date</i>	<i>Receipt No</i>	<i>Amount</i>
Name Department/Office Purpose Description of the transaction 1 Description of the transaction 2 Registration No Application No Tentative date of delivery of service		
Received the payment with thanks Amount in words		Rs

Signature and Seal of the service provider

Note

- Date Date of Submission of application
 Name Name of Applicant
 Department/Office The name of department/Office to which the application is forwarded
 Purpose Nature of service applied for The fee if any to Government and service charges if any to Akshaya will be shown in bracket The total amount will be shown in the right side column
 Please quote the application number for all future purpose regarding this application
 Please save your Registration number with you for all future purposes
 [xx xxx xx xx][AKSHAYAID][DDMMYY]HHMMSS]

By order of the Governor,

DR AJAY KUMAR,
Principal Secretary to Government

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport)

Section 90 read with section 6 and 6A of the Information Technology Act, 2000 (Central Act No 21 of 2000) empowers the Government to prescribe the electronic form in which filing, issue, grant, receipt or payment shall be effected The Government have decided to make rules accordingly

The notification is intended to achieve the above object