

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER: _____ DISTRICT
APPLICATION FORM FOR PERMANENT RESIDENTIAL CERTIFICATE FOR
HIGHER EDUCATION & TRAINING ONLY
(Please use **CAPITAL** letters to fill in the application form)

A. Applicant's Details:-

1. Applicant's Name in full*: Shri/Smti/Kumari

--	--	--

(First Name)

(Middle Name)

(Last Name)

2. Date of Birth*(Enclose copy of Birth Certificate): _____(dd-mm-yyyy)

3. Permanent Postal Address* : _____

4. Present Postal Address* : _____

5. Police Station/ Outpost* : _____

6. Name of the institution presently studying in: _____

7. Class presently studying in (Enclose copy of certificate): _____

8. Name of the Institution(s) studied for the last 12 years (Enclose copy of certificates)*: _____

9. How did you acquire Indian Citizenship? (Birth/Naturalisation)

B. Father's Details:-

10. Father's Name and Surname (in full)* : _____

11. Occupation and Address : _____

12. Place of Birth (Full Address)* : _____

13. EPIC No (Enclose Copy) : _____

14. How did he acquire Indian Citizenship? (Birth/Naturalisation) _____

C. Mother's Details:-

15. Mother's Name and Surname(in full)*: _____

16. Occupation and Address _____

17. Place of Birth(full address)* _____

18. EPIC No.(enclose copy) _____

19. How did she acquire Indian citizenship? (Birth/Naturalisation) _____

D. For both Parents:-

20. Location and address of landed property(ies) owned in the District(if any)

21. Location of landed property(ies)owned outside the District/State(if any)

22. Proof of address (copies enclosed)

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

This is to certify that the information furnished as above are true to the best of my knowledge and belief and I am liable for prosecution if found otherwise.

Date:

Place:

Signature of the Applicant.

Note: - Police verification is not required for the Children of regular Employees of the State Government/Government or Semi-Government Corporations and Autonomous bodies of the State of Meghalaya. However, Certificate from the Appointing/Controlling Officer along with attested copy of identity card to be enclosed.

Important Note:

- All columns marked with * are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

FORMAT OF CERTIFICATE FROM THE APPOINTING/CONTROLLING OFFICER.

To Whom it may concern.

This is to certify that Shri/Mrs _____ aged _____ years son/daughter of _____ is a regular employee of this Department/Directorate/Office since _____ He/She is working as _____ which is a sanctioned post.

Dated _____

Name _____

Place _____

Designation _____

Seal

Phone No _____

Mobile No. _____

For Office Use:

Verification checks before accepting the application:

1. All mandatory fields are filled in properly
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents are to be submitted along with the application
 - (i) Two Passport Size Photographs
 - (ii) Birth Certificate/School Certificate
 - (iii) **Any one** of Residential Proof (Ration Card/Patta/EPIC/ Electricity Bill/ Telephone Bills/Headman Certificate)
 - (iv) Certificates of all institutions in Meghalaya where studied in
 - (v) Supporting Documents why Permanent Residential Certificate is required

Verified & Accepted by:

Signature of Receiving Assistant & Date