



# PROSPECTUS

## PUNJAB LAW ADMISSIONS (2022-23)

*Centralized Online Counselling for Admission to Law Courses in  
Sri Guru Teg Bahadur State University of Law, Tarntaran  
and Institutions/Colleges Affiliated to  
Guru Nanak Dev University, Amritsar,  
Panjab University, Chandigarh,  
Punjabi University, Patiala and  
(Situated in the State of Punjab)*



By

**GURU NANAK DEV UNIVERSITY AMRITSAR**  
(Established by the State Legislature Act No. 21 of 1969)

Accredited by National Assessment and Accreditation Council (NAAC) at A++ grade  
(Highest level as per modified criteria notified on 27.07.2017)

University with Potential for Excellence (University Grants Commission)

"Category-1" University (University Grants Commission F. No. 1.8.2017 (CPP-II) dated  
12.02.2018)

Websites: <http://punjablawadmissions.gndu.ac.in>  
<http://www.gnduadmissions.org>

## **Guru Nanak Dev University**

**Guru Nanak Dev University** was established on November 24, 1969 to mark the birth Quincentenary of Sri Guru Nanak Dev Ji, the founder of Sikhism. The University upholds the teachings and values of the Guru, the apostle of universal brotherhood, truthfulness, non-violence, compassion, tolerance, harmony, humanity, who strictly observed moral and ethical values in daily life.

Ever since its foundation the endeavour of the University has always been to meet the objectives enshrined in the Guru Nanak Dev University Act 1969, which emphasize that the new University would make provisions for imparting education and promoting research in the humanities, learned professions, Sciences, especially of applied nature and technology. Hence, it has been promoting education in such fields as Basic and Applied Sciences, Arts, Management, Information Technology, Media, Industrial Technology, Environment, Planning and Architecture Studies. In addition, research on the life and teachings of Guru Nanak Dev ji, promotion of Punjabi language and spreading education among educationally backward classes and communities are its other commitments.

The UGC conferred this University with status of “University with Potential for Excellence” in 2012. The National Assessment and Accreditation Council (NAAC), Bangalore in November 2014 re-accredited the University in 3rd cycle with CGPA of 3.51 out of 4 point scale at “A” grade (“A++”, highest level, as per the revised accreditation framework of NAAC dated 27th July, 2017). Earlier, it had been accredited at “A” grade level in 2000 and then reaccredited in 2007 with CGPA of 3.50/4.00. The current H index of the university is 102 indicating the quality of research publications at national and international level.

Guru Nanak Dev University, Amritsar has become the only University of Punjab to get the elite "Category-1" status by the University Grants Commission (UGC), giving autonomy to open new Departments, schools, off-campus facilities and starts new schools and distance learning programmes, besides the freedom to hire foreign faculty without the UGC's approval.

With the motto of the University as engraved on its emblem ‘Guru's wisdom illumines all’, the University has been leaving no stone unturned to meet the aspirations and expectations of the society. Spread over area of 500 acres towards the west of the city, Guru Nanak Dev University presents a picture of lush green landscape, modern architecture and sustainable environment.. The University today boasts of 43 teaching Departments at the Campus, three regional campuses and 165 affiliated, University and constituent colleges, many of which are located in the rural areas so as to make quality Higher Education accessible to the rural masses.

More than twenty thousand students, an overwhelming majority of them being women, are enrolled in various Departments at University Campus, Regional Campuses and Constituent Colleges. Online admission, online Counselling, online re-evaluation, introduction of Credit Based Evaluation & Grading System etc. are a few hallmarks of the University. All the results have been computerized and OMR (Optical Magnetic Recognition) system is being used to bring in more efficiency and transparency. It is the first University in the region to have computerized its examination and registration system. The students now have an all time access to their results

through SMS service.

Academically also, the University has carved a niche for itself in the field of Higher Education in the country. Our University is recognized as one of the leading institutions in North India in the domain of Arts, Humanities, Science and Technology. Many coveted projects from the apex bodies like MHRD, DST, CSIR, BARC and other organizations worth crores of rupees have been awarded to our faculty members. One of the four Nodal Calibration Centres established by Bhabha Atomic Research Centre is set up at our campus. The Centre of Emerging Life Sciences equipped with the state-of-the-art scientific instruments worth crores of rupees, a well-maintained Botanical Garden, Department of Sports Medicine & Physiotherapy are a few to mention. A well equipped modern computer lab with the help of TCS has been established to strengthen the University infrastructure and to prepare students for employment. Presently, a Centre with Potential for Excellence in Life Sciences and a Centre for Advanced Study in Chemistry granted by UGC are working successfully in the University. A Centre for Entrepreneurship and Innovation is being set up in the university under the aegis of Rashtriya Uchatar Shiksha Abhiyan to provide skill oriented training and incubation facilities.

In the field of culture and Sports the achievements of the University are also noteworthy. The University has been National Champion for 10 times and the winner of the North-Zone-Inter-Varsity Cultural Championship for 13 times. The fact that the University has been the winner of the coveted Maulana Abdul Kalam Azad Trophy, the highest Sports award for a University in the country, for a record number of 23 times, speaks volumes about its supremacy in the field of Sports. An Astro Turf for hockey, a swimming pool of International standards, a velodrome, a gymnasium hall, a shooting range and many other state-of-the art Sports facilities are the prized possessions of the University. The Lifelong Learning Department of the University is successfully catering to the female folk of the region to make them self-dependent by offering various skill development programmes.

The track record of employment of our students by big business houses and multinational companies has been very satisfactory. Our students of engineering, planning, architecture, management and commerce field are employed by government sector and companies in India and abroad. They are all contributing to the credit worthiness of the University by their hard work and diligence. All these achievements and successes are due to the heart and soul put in by the students, faculty members, and administration of the University.

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## **IMPORTANT NOTES**

### **Admission/ Counselling Schedule**

Details regarding online Counselling Schedule will be uploaded on University Website, in the due course of time. All the interested candidates are requested to check the website:

<http://punjablawadmissions.gndu.ac.in>

<http://www.gnduadmissions.org>

- (i) Candidate should check the eligibility conditions mentioned in the prospectus for the desired course before submitting the fee and admission form.
- (ii) Any dispute arising from this document or connected therewith are subject to the territorial jurisdiction of courts situated at Amritsar only and to the exclusion of all other courts.

### **Coordinator:**

- i) Prof. T.S. Banipal  
Dean, College Development Council  
Guru Nanak Dev University, Amritsar.  
Mobile No.: 98887-05996

### **Co-Coordinator:**

- ii) Prof. Pawan Kumar  
Department of Law  
Guru Nanak Dev University, Amritsar.  
Mobile No.: 98149-99930

**IMPORTANT INSTRUCTIONS FOR ONLINE COUNSELLING****A) GENERAL INSTRUCTIONS**

- The Candidates seeking admission to B.A. LL.B. (Hons) Five Years/ B.A. LL.B Five Years/ LL.B Three Years/ LL.B (Hons) Three Years/ B.Com. LL.B. Five Years/ B.Com. LL.B. (Hons) Five Years and B.B.A. LL.B Five Years Courses in the Departments/Colleges/Regional Centres of Sri Guru Teg Bahadur State University of Law, Tarntaran, Guru Nanak Dev University, Amritsar, Punjabi University, Patiala and the Colleges affiliated to Guru Nanak Dev University, Amritsar, Punjab University, Chandigarh and Punjabi University, Patiala and situated in the State of Punjab shall submit online application for centralized counselling. On the basis of Notification of the Government of Punjab and after verification from the respective Universities, the actual number of seats available in each department/affiliated college for each course is as under:

**The Institutes/Colleges and the number of seats available:-**

Sr. No.	Name of the Institution	B.A., LL.B. (Hons) 5 Years	B.A., LL.B. 5 Years	LL.B. 3 Years	LL.B. (Hons) 3 Years	B.Com LL.B. 5 Years	B.Com LL.B (Hons) 5 Years	B.B.A. LL.B 5 Years
1	Guru Nanak Dev University, Amritsar (Campus)	-	120	120	-	-	-	-
2	Guru Nanak Dev University, Regional Centre Jalandhar	-	60	100	-	-	-	-
3	Guru Nanak Dev University, Regional Centre Gurdaspur	-	80	-	-	-	-	-
4	V.M.S. College of Law, Batala (Gurdaspur)	-	80	80	-	-	-	-
5	St. Soldier College of Law, Lidhran, Jalandhar.	-	120	120	-	60	-	60
6	K.C.L. Institute of Laws, Jalandhar	-	120	120	-	-	-	-
7	Bathinda College of Law, Bathinda	-	60	60	-	-	-	-
8	Lincoln College of Law, Sirhind.	-	80	100	-	-	-	-
9	Bhai Gurdas College of Law, Sangrur	-	180	120	-	-	-	-
10	Baba Farid College of Law, Faridkot	-	180	120	-	-	-	-
11	Punjabi University, Patiala Campus (Morning)	-	-	112	-	-	-	-
12	Punjabi University, Patiala (Evening Shift)	-	-	60	-	-	-	-
13	Punjab School of Law, Punjabi University, Patiala Campus	-	120	-	-	-	-	-

Sr. No.	Name of the Institution	B.A., LL.B. (Hons) 5 Years	B.A., LL.B. 5 Years	LL.B. 3 Years	LL.B. (Hons) 3 Years	B.Com LL.B. 5 Years	B.Com LL.B (Hons) 5 Years	B.B.A. LL.B 5 Years
14	Punjabi University, Regional Centre, Bathinda	-	-	60	-	-	-	-
15	Rayat College of Law VPO Railmajra, Tehsil Balachaur, Distt. Shaheed Bhagat Singh Nagar	120	-	60	-	-	60	-
16	Baba Kundan Singh Memorial Law College Jalalabad (E) Tehsil Dharmkot Distt. Moga	60	-	60	-	-	-	-
17	Guru Hargobind Institute of Law, Sidhawan Khurd, (Ludhiana)	60	-	60	-	-	-	-
18	Khalsa College of Law, Ram Tirath Road, Amritsar	-	120	120	-	60	-	-
19	Sardar Amarjit Singh Memorial Institute of Law Dhainthal Samana	-	-	120	-	-	-	-
20	Punjab College of Law, Vill. Usma, Distt. Tarn Taran	-	120	-	-	120	-	-
21	Bahra College of Law, Village Bhedpura, Patiala	-	120	-	-	-	-	-
22	Aryans College of Law, Vill. Thuha, Napra, Tehsil Rajpura, Distt. Patiala	-	120	120	-	-	-	-
23	Universal College of Law, Vill. Bolpur, Tehsil Dera Bassi, Distt. SAS Nagar Mohali	-	120	120	-	-	-	-
24	C.T. Institute of Law Shahpur, Jalandhar	-	60	-	-	60	-	-
25	Rayat Bahra College of Law, Bohan, Hoshiarpur	120	-	-	-	-	-	-
26	Punjab College of Law, Vill. Sarkapra, P.O. Chunni, Fatehgarh Sahib	-	120	120	-	-	-	-
27	Nancy College of Law Samana, Distt. Patiala	-	120	120	-	-	-	-
28	Amritsar Law College, Amritsar	-	120	60	-	-	-	-
29*	Army Institute of Law, Mohali	-	20	-	-	-	-	-
30	Government Mohindera College, Patiala	-	120	-	-	-	-	-
31	Sri Guru Teg Bahadur State University of Law, Tarntaran	-	30	30	-	30	-	30

Sr. No.	Name of the Institution	B.A., LL.B. (Hons) 5 Years	B.A., LL.B. 5 Years	LL.B. 3 Years	LL.B. (Hons) 3 Years	B.Com LL.B. 5 Years	B.Com LL.B (Hons) 5 Years	B.B.A. LL.B 5 Years
32	Chandigarh Law College, Jhanjeri, Mohali	-	120	60	-	60	-	-
33	Sri Sukhmani College of Law, Derabassi, Mohali	-	60	60	-	-	-	-

\* Seats of Punjab Residents of Civil Category only.

**Note: The information of above colleges/departments is subject to approval/final approval of Bar Council of India.**

- 85 % seats would be reserved for the candidates from within the State as per the eligibility criteria of the Government of Punjab and 15 % will be open to candidates of other States/UTs on All India basis.



## B) ONLINE SUBMISSION OF APPLICATION FORM

1. The application form shall be submitted by the candidates online at University website: <http://www.gnduadmissions.org>  
**Direct link for choice filling:** <http://PunjabLawAdmissions.gndu.ac.in>
2. Each candidate can deposit counselling fee through online mode Netbanking/ Credit/ Debit card or through HDFC Bank Pay-In-Slip in any branch as per the details below:
  - (i) Scheduled Castes and Scheduled Tribes Candidates: **Rs. 1000/- each.**
  - (ii) Other Candidates (Other than SC/ST): **Rs. 2000/- each.**
3. No application form submitted by post/by hand will be accepted and the candidature of such candidates for centralized counselling will stand automatically rejected. Such candidates will have no claim whatsoever.
4. The candidates shall fill up online application form very carefully. They are required to fill up all the applicable columns with utmost care. They are advised to remember their **User Id and Password** as the same may be needed at the time of counselling.

## C) EDUCATIONAL QUALIFICATIONS

1. The candidates are advised to check their eligibility and read the eligibility requirements, general conditions etc. as provided in the notification issued by the Government of Punjab (vide no. 13/10/2010(2022-23)3EDU.1/69 Dated. 10.01.2022) and appended herewith. Every candidate claiming reserved category must indicate the reserved category claimed.
2. **The candidates are advised to check the eligibility norms of the Bar Council of India and those prescribed by the respective Universities very carefully before applying for admission and take a well considered and informed decision as to under which they want to pursue their chosen law courses. The candidates shall be solely responsible for their choice.**
3. The eligibility norms as prescribed by the Bar Council of India and the educational qualifications as prescribed by the respective Universities for B.A. LL.B. (Hons) Five Years/B.A. LL.B. Five Years/LL.B. Three Years/LL.B. (Hons) Three Years/B.Com. LL.B. Five Years, B.Com. LL.B. (Hons) Five Years and B.B.A. LL.B. Five Years Courses are as under:

### **BAR COUNCIL OF INDIA:**

#### **Eligibility for Admission:-**

Eligibility for admission shall be as per the regulation of Bar Council of India.  
(Annexure-A)

- (a) **Three Year Law Degree Course:** An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State legislature or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for a three years' degree program in law leading to conferment of LL.B. degree on successful completion of the regular program conducted by a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.
- (b) **Integrated Degree Program:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School



Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment.

Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years Course or three years' LL.B. course, as the case may be.

**Explanation:** The applicants who have obtained 10 + 2 or graduation/post graduation through open Universities system directly without having any basic qualification for pursuing such studies are not eligible for admission in the law courses.

### **Prohibition to register for two regular courses of study**

No student shall be allowed to simultaneously register for a law degree program with any other graduate or postgraduate or certificate course run by the same or any other University or an Institute for academic or professional learning excepting in the integrated degree program of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an Institute or any course run by a Centre for Distance Learning of a University, however, shall be excepted.

### **Minimum marks in qualifying examination for admission**

Bar Council of India may from time to time, stipulate the minimum percentage of marks not below 45% of the total marks in case of general category applicants and 40% of the total marks in case of SC and ST applicants, to be obtained for the qualifying examination, such as +2 Examination in case of Integrated Five Years' Course or Degree Course in any discipline for Three years' LL.B. course, for the purpose of applying for and getting admitted into a Law Degree Program of any recognized University in either of the streams.

Provided that such a minimum qualifying marks shall not automatically entitle a person to get admission into an institution but only shall entitle the person concerned to fulfill other institutional criteria notified by the institution concerned or by the government concerned from time to time to apply for admission.

**Age on admission:** There is no Age Bar as per the order of Hon'ble Supreme Court of India

**Educational Qualifications for Admission to B.A. LL.B. (Hons) Five Years/B.A. LL.B. Five Years/ LL.B. Three Years/LL.B. (Hons) Three Years/B.Com. LL.B. Five Years and B.Com. LL.B. (Hons) Five Years/ B.B.A. LL.B Five Years as prescribed by Universities**

<b>Guru Nanak Dev University, Amritsar. and Sri Guru Teg Bahadur State University of Law, Tarntaran.</b>	<b>Punjabi University, Patiala &amp; Army Institute of Law, Mohali.</b>	<b>Panjab University, Chandigarh.</b>
<b>Educational Qualifications for Admission to B.A.LL.B/B.B.A.LL.B Five-Years</b>		
(i) Passed 10+2 examination of Punjab School Education Board or any other equivalent examination (such as 11+1, 'A' level in Senior School leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent institution from a foreign country recognized by the government of that country securing not less than 45% marks in case of General category applicants, not less than 42% marks in case of OBC applicants and not less than 40% marks in case of SC and ST applicants.	(i) 10+2 examination of Punjab School Education Board or any other equivalent examination recognized as such by the Punjabi University, Patiala with at least 45% marks and in case of SC/ST and physically handicapped candidates with at least 40% marks.	Not Applicable
<b>Educational Qualifications for Admission to B.A./B.Com.LL.B. (Hons) Five-Years</b>		
Not Applicable	Not Applicable	(i) 10+2 examination of Punjab or Haryana Board of School Education/CBSE/ ICSE or any other Board/University recognized as equivalent to it with at least 50% marks (45% in case of SC/ST).

Guru Nanak Dev University, Amritsar. and Sri Guru Teg Bahadur State University of Law, Tarntaran	Punjabi University, Patiala & Army Institute of Law, Mohali.	Panjab University, Chandigarh.
Educational Qualifications for Admission to B.Com. LL.B. Five-Years		
<p>Passed 10+2 examination with Commerce/Mathematics/Economics background from Punjab School Education Board or any other equivalent examination (such as 11+1, 'A' level in Senior School leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, securing not less than 45% marks in case of General category applicants, not less than 42% marks in case of OBC applicants and not less than 40% marks in case of SC and ST applicants.</p>	<p>10+2 examination of Punjab School Education Board or any other equivalent examination recognized as such by the Punjabi University, Patiala with at least 45% marks and in case of SC/ST and physically handicapped candidates with at least 40% marks.</p>	<p>Not Applicable</p>

Guru Nanak Dev University, Amritsar. and Sri Guru Teg Bahadur State University of Law, Tarntaran	Punjabi University, Patiala & Army Institute of Law, Mohali.	Panjab University, Chandigarh.
Educational Qualifications for Admission to LL.B. Three-Years		
<p>(i) Graduate in any Faculty of this University or any other recognized University or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalences, with not less than 45% marks in case of general category applicants, not less than 42% marks in case of OBC and 40% in case of SC/ST applicants.</p> <p>(ii) Who holds a post-graduate degree in any Faculty/ Stream of this University or any other recognised University or an equivalent National Institution recognised as a Deemed University or Foreign University recognised as equivalent to the status of an Indian University by an authority competent to declare equivalence with not less than 45% marks in case of General category applicants, not less than 42% marks in case of OBC applicants and not less than 40% marks in case of SC and ST applicants.</p>	<p>Graduation/Post Graduation in any faculty from Punjabi University, Patiala or any equivalent examination from any other statutory University by securing at least 45% marks and in case of Scheduled Castes/Scheduled Tribes and Physically handicapped candidates with at least 40% marks.</p>	<p>(i) Those candidates who have passed Bachelor's degree in any faculty of the Panjab University with at least 45% of the aggregate marks (40% for SC/ST candidates).</p> <p style="text-align: center;"><b>Or</b></p> <p>(ii) A Bachelor's degree in any faculty of any Other University recognized as equivalent to the corresponding degree of the Panjab University with at least 45% of the aggregate marks (40% for SC/ST candidates)</p> <p style="text-align: center;"><b>Or</b></p> <p>(iii) Master's Degree in any subject from the Panjab University.</p> <p style="text-align: center;"><b>Or</b></p> <p>(iv) A Master's degree from any other University recognized as equivalent to the corresponding post-graduate degree of the Panjab University.</p>

**Note: The candidates are advised to check the eligibility norms of the Bar Council of India and the above Universities very carefully before applying for admission. The eligibility criteria is subject to change as per latest notification from the Bar Council of India/State Govt. and the concerned University.**

## **DIVISION OF SEATS**

- a. 85% of the seats will be reserved for the candidates from within the State of Punjab and 15% seats will be open to candidates of other States/U.Ts on the basis of merit of CET prepared on all India basis excluding Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-II Br) letter No. 1/3/95-3PP-II/96 19, dated 6<sup>th</sup> June, 1996 and letter No. 1/3/95-3PP-11/80 date 1st January, 1999. The notifications are annexed at Annexure B and C respectively.
- b. If sufficient number of candidates belonging to reserved category (i.e.) is not available, the vacant seats will be offered to candidates in open category. Likewise, if seats under 15% categories remain vacant, these would be transferred to 85% category and vice-versa. Further if suitable candidates are not available in any one of the sub-categories of reserved categories, the seats so available will be filled up by the candidates from the other sub categories and if they are not available in any sub-category, then seats shall be filled up from general/open category candidates.
- c. The admission to NRI seats shall be as per direction of the Hon'ble Supreme Court.
- d. Supernumerary seats exclusively for the Kashmiri migrant students who are temporarily residing in the Punjab State will be created for the year 2012-13, in terms of Letter D.O. No. F.10-1/2002 Destk (U) dated 13.03.2003 of the Ministry of Human Resource Development, Government of India, New Delhi subject to condition that they will have to submit proof of their being Kashmiri migrant, and further:
  - i. Increase in intake capacity upto 5%
  - ii. Reservation of at least one seat in merit quota in the institution: and
  - iii. Waiving of domicile (residence) requirement.

## **D) RESERVATION OF SEATS**

The admission for the academic session 2022-23 will be done as per the reservation policy of Govt. of Punjab circulated by Department of Higher Education vide No. **DPIHE-COLGOMISc/217/2022-COLLEGE EDUCATION-DPI-HIGHER EDUCATION/I/383753/2022** dated 27.06.2022 as under:

File No: DPIHE-COLGOMISc/217/2022-COLLEGE EDUCATION-DPI-HIGHER EDUCATION  
I/383753/2022

ਪੰਜਾਬ ਸਰਕਾਰ  
ਉਚੇਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ  
(ਸਿੱਖਿਆ - I ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਵਾਈਸ ਚਾਂਸਲਰ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ (ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ 62 ਮਿਤੀ 09.06.2022 ਦੇ ਹਵਾਲੇ ਵਿੱਚ)।
2. ਵਾਈਸ ਚਾਂਸਲਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਵਾਈਸ ਚਾਂਸਲਰ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।
4. ਵਾਈਸ ਚਾਂਸਲਰ, ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
5. ਵਾਈਸ ਚਾਂਸਲਰ, ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਸਟੇਟ ਯੂਨੀਵਰਸਿਟੀ ਆਫ ਲਾਹ, ਪਟਿਆਲਾ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:- 27/06/2022

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਰਾਜ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀਆਂ ਵਿੱਚ ਦਾਖਲਾ ਲਈ Reservation and Commom weightage Policy ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।

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ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲੇ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਦੀਆਂ ਯੂਨੀਵਰਸਿਟੀਆਂ ਵਿੱਖੇ ਦਾਖਲਾ Reservation and Commom weightage Policy 2021 ਨਟੀਫਿਕੇਸ਼ਨ ਨੰ HED-EDU10M.L/16/2021-3edu-Part(1)/1824 ਮਿਤੀ 17.08.2021 ਦੇ ਤਹਿਤ ਹੀ ਕੀਤੀ ਜਾਵੇ।

ਉਪ ਸਕੱਤਰ, ਉਚੇਰੀ ਸਿੱਖਿਆ 27/6/22

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:- 27/06/2022

ਉਕਤ ਦਾ ਉਤਾਰਾ ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ(ਕਾ) ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਉਪ ਸਕੱਤਰ, ਉਚੇਰੀ ਸਿੱਖਿਆ 27/6/22

ਅੰਦਰੂਨੀ ਵੰਡ

(4ਸਿ1) HED-EDU10M.L/16/2021-3edu-Part(1)/1824 ਵਿੱਚ ਅਟੈਚ ਕਰਨ ਲਈ।



HED-EDU10M.L/16/2021-3edu-Part(1)/1824  
Dated: Chandigarh : 17.08.21

Government of Punjab  
Department of Higher Education  
(Education I Branch)

**NOTIFICATION**  
**RESERVATION & COMMON WEIGHTAGE POLICY-2021**

The Governor of Punjab is pleased to issue the Reservation Policy & Common Weightage Policy for Admission in Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) of the State of Punjab under Higher Education Department in the Reservation Policy & Common Weightage Policy shall be as under :-

This Notification shall come into force with immediate effect.

A. Reservation Policy for Admission in Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) of the State of Punjab is as under:-

Category	Percentage	
General	52	General 52
SC	20	SC 20
BC	08	BC 08
Ex-Serviceman / Ex-Serviceman (Dependent)	13	Ex-Serviceman / Ex-Serviceman (Dependent) General 07
		Ex-Serviceman / Ex-Serviceman (Dependent) SC 04
		Ex-Serviceman / Ex-Serviceman (Dependent) BC 02
Freedom Fighters	1	Freedom Fighters General 01
PWD	3	PWD 03
Sports	3	Sports General 02
		Sports SC 01
Total	100	100

**Note:-**

1. The Inter-se priority for reservation to the wards of Armed Forces personnel for admission in education institutions will be as provided by the letter no. 6(1)/2017D (Res.II) dated 21.05.2018.
2. In case of persons with disability seeking admission in educational institutions there will be a relaxation of 5 years in the upper age limit where ever applicable.



3. All the Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) affiliated with 3 State Universities and located within Punjab i.e. GNDU Amritsar, Punjabi University Patiala, Panjab University, Chandigarh will come under the purview of Common State reservation policy, Punjab. i.e. State Reservation policy will be applicable to all type of colleges for admissions in UG and PG Courses.
4. 3% reservation is for the PWD only and it will not be further bifurcated into General, SC and BC. i.e. an eligible PWD candidate (as per State disability norms) will be allotted the seat on the basis of the merit irrespective of its Category (Gen, SC or BC)
  - a. In the event of quota reserved for suitable category of Handicapped Candidates remains unutilized (i.e. 1% for Blindness or low vision, 1% hearing impairment & 1% for locomotor disability or cerebral palsy), the unutilized seats benefit may be given to other suitable categories of PWD on merit basis i.e. seat share for blindness will be transferred to hearing or locomotor disability and vice versa.
  - b. In the event of quota reserved (3%) for Physically Handicapped remain unutilized, the conversion of seats may be done from PWD to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
5. Further, 13% reservation is provided to Ex-servicemen and their dependants by providing reservation within reservation of:
  - 7% to General Category Ex-Serviceman,
  - 4% to Scheduled Caste Ex-Serviceman and
  - 2% to Backward Class Ex-Serviceman

**This Horizontal reservation is applicable for admission to the various educational institutions of the Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) located in Punjab.**

- a. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 22-10-2009, if Ex serviceman is not available from SC category, then the seats will be filled from amongst SC (General) Category only.
  - b. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 03-01-2017, if Ex-serviceman is not available in Backward Category, then the seats will be filled from amongst Backward Category (General) only.
  - c. Further, if the seats still remain vacant which are reserved for Ex-Serviceman, the conversion of seats may be done from Ex-servicemen to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
6. Further, 3% reservation is provided to Sports category candidates which is further bifurcated horizontally into 2% reservation for Sports General and 1% for Sports SC.

- a. As per instructions of Department of Social Justice, Empowerment & Minorities vide letter dated 22-10-2009, if Sports person is not available in SC category, then the seats will be filled from amongst SC Category (General) only.
  - b. However,
    - i. in the event of quota (2%) for General Category in the Sports Category remains unutilized, then the conversion of seats may be done from Sports Category(2%) to General Category at the time of physical counseling.
    - ii. in the event of quota (1%) for SC Category in the Sports Category remains unutilized, then the conversion of seats may be done from Sports SC Category(1%) to General SC Category at the time of physical counseling.
7. Further, 1% reservation is provided to wards of Freedom fighters
- a. However, in the event of quota reserved (1%) for Freedom fighters category remains unutilized, the conversion of seats may be done from Freedom fighters category to General at the time of physical counseling. (i.e. vacant seats will be filled up on merit basis by the colleges)
8. While working out the percentage of seats in the Reserved Categories as per State reservation policy, if the number arrived at, contains a fraction, this shall be resolved as follows :-
- a. If the fraction is 0.5 or more, it shall be rounded off to 1; if it is less than 0.5, it shall be ignored. *For instance: 2.4 seats would rounded off to 2; similarly 2.6 would be rounded off to 3*
  - b. After rounding up or down -if the total number of seats after making this adjustment exceeds the prescribed number fixed for the course, the necessary additional seats shall be created and considered as part of the total number of sanctioned seats. This shall, however, not affect the total number of seats in the General Category.
9. A roster register for reservation of seats for ex-servicemen/PWD/FF shall be maintained and carry forward all fractions through different fractions over the years till the accumulation of fraction is 0.5 or greater. As and when the total sum value of fractions exceeds to 0.5 or greater, a seat will be provided in that particular category. The carry forward, accumulation and rounding off cycle will go on and on.

**B. Common Weightage Admission Policy in Govt. Colleges and Govt. Aided Colleges (including Self-Financing Courses in that Colleges) of the Punjab State is as under:-**

Weightage (UG only)						
NCC	A	B		C		
	1%	2%		3%		
NSS	Grade			Position		
	O	A	B	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
	1%	1%	NA	1%	1%	NA
Youth Activities (Maximum 4% Weightage)						
Advance Youth Leadership Training Camp youth				1%		
Youth leadership training camp				1%		
Advanced mountaineering				1%		
Hiking Training				1%		
Mountaineering				1%		
Cultural Activities (Maximum 3% Weightage)						
Zonal Youth festival				1%		
University level Youth Festival				1%		
Inter University National Youth festival				1%		

Date: 17.08.2021

(G Ramesh Kumar)  
Principal Secretary to Govt. of Punjab  
Department of Higher Education.

Endt No.HED-EDU10M.L/16/2021-3edu-Part(1)/ 1825-1834

Dated: Chandigarh: 17.08.2021

A copy is forwarded to following for information and necessary action:-

1. Vice Chancellor, Guru Nanak Dev University
2. Vice Chancellor, Punjab University Chandigarh
3. Vice Chancellor, Punjabi University Patiala
4. Secretary, Department of Freedom Fighter.
5. Principal Secretary, Department of welfare Punjab
6. Principal Secretary, Department of Social Security & Women & Child Development Punjab.
7. Principal Secretary, Department of Defence Services Welfare, Punjab.
8. Principal Secretary, Sports and Youth Services, Punjab.
9. Director, Governance Reforms and Public Grievances, Punjab.
10. Director of Public Instruction (Colleges) Punjab in reference to your letter no. 17/7-2021 Coll.Edu. (4)/741, dated 07.07.2021 with a request to inform the Principals of All Govt. colleges in this regard.

Special Secretary, Higher Education

**\*For admission against seats reserved for Sports Persons eligibility conditions shall be as under:**

- I. Gradation Certificate issued by the Director, Department of Sports, Punjab is compulsory.
- II. The candidate must be eligible to participate in the Inter University Competitions for which eligibility is as under :
  1. Must not be more than 28 years of age on July 1<sup>st</sup> of the year of admission;
  2. Must not have completed 9 years (5 years in Graduation Courses and 4 years in Post-Graduation Courses) after passing 10+2 or an equivalent examination;
  3. Must not be an employee.

The admission against seats reserved for Sports Persons shall be based on the achievements of a candidate in sports as mentioned below:

**a. For Three-Year LL.B. course (with graduation as the basic qualifications)**

A candidate having secured a position or having represented India in regular and officially recognised International competition shall be rated higher as compared to the performance at National level. Preference amongst International competitions shall be given according to the importance of the competition and considering the position achieved.

1. Olympic Games
  2. World Championship
  3. World Cup
  4. Asian Games
  5. Asian Championship
  6. Asia Cup
  7. Commonwealth Games
  8. Commonwealth Championship
  9. Davis Cup
  10. Test/One Day Cricket Matches
  11. World University Games/World University Championships/Indian University team in recognized International Competition.
  12. S.A.F. Games
- |  |  |
|--|--|
| 1. Ist position in Senior National Team/Individual or Ist position in Women National;  | 8. Secured 1 <sup>st</sup> position in University in Team/Individual events or 2 <sup>nd</sup> in Senior State Championship; |
| 2. Ist position in All India Inter University (Teams/Individual) or 2 <sup>nd</sup> position in Senior National (Team/Individual) or 2 <sup>nd</sup> Position in Women National; | 9. Secured 2 <sup>nd</sup> place in Inter College or 3 <sup>rd</sup> in Senior State Championships (Team/Individual);        |
| 3. 2 <sup>nd</sup> position in All India Inter University or 3 <sup>rd</sup> position in Senior National (Teams/Individual) or 3 <sup>rd</sup> position in Women National;       | 10. 3 <sup>rd</sup> place in Inter College Championship (Team/Individual);   |
| 4. 3 <sup>rd</sup> position in All India Inter University (Teams/Individual);  | 11. Secured 1 <sup>st</sup> place in Senior District Tournament;   |



- |   |  |
|---|--|
| 5. Represented State in Senior National/Represented Combined University Team (Teams/Individual) in the Senior National; | 12. Secured 2 <sup>nd</sup> place in Senior District Tournament;   |
| 6. Secured 1 <sup>st</sup> position in Team/Individual in Senior State Championship;                                    | 13. Secured 3 <sup>rd</sup> place in Senior District Tournament;   |
| 7. Having participated University in All India Inter University Tournament (Team/Individual);                           | <b>Note:</b> Only 'A' Division Inter College Tournament will be considered for this course (after graduation) and the performance in Junior Category tournaments will not be considered. |

**b. For Five-Year B.A., LL.B./ B.A.,LL.B. (Hons)/ B.Com., LL.B./ B.Com., LL.B. (Hons)/ B.B.A., LL.B Course (with basic qualification 10+2)** Having secured position or having represented India in a Team/Individual duly sponsored by Govt. of India in any International Tournament shall be considered higher than the performance at the National level. Further merit amongst International competitions referred to above shall be determined keeping in view the importance of the competition and position achieved (As given in Category A from serial No. 1 to 12).

- |  |  |
|--|--|
| 1. 1 <sup>st</sup> position in Senior National Team/Individual/Women National Tournaments; | 16. 2 <sup>nd</sup> position in Senior State Championship;                       |
| 2. 1 <sup>st</sup> position in All India Inter University Championships;                   | 17. Represented State in Junior National/School National;                        |
| 3. 1 <sup>st</sup> position in Junior National;  | 18. 1 <sup>st</sup> position in University Championship;                         |
| 4. 1 <sup>st</sup> position in National School Games;                                      | 19. 3 <sup>rd</sup> position in Senior State Championship;                       |
| 5. 2 <sup>nd</sup> position in Senior National/Women National Tournaments;                 | 20. 1 <sup>st</sup> position in Junior State/State School Championship;          |
| 6. 2 <sup>nd</sup> position in All India Inter/University;                                 | 21. 2 <sup>nd</sup> position in Junior State/State School Championship;          |
| 7. 2 <sup>nd</sup> position in Junior National;  | 22. 2 <sup>nd</sup> position in University Championship                          |
| 8. 2 <sup>nd</sup> position in National School Games;                                      | 23. 3 <sup>rd</sup> position in Junior State/State School Championship;          |
| 9. 3 <sup>rd</sup> position in Senior National/Women National Tournaments;                 | 24. 3 <sup>rd</sup> position in Inter College;                                   |
| 10. 3 <sup>rd</sup> position in All India Inter University;                                | 25. Secured 1 <sup>st</sup> place in Senior District/District School Tournament; |
| 11. 3 <sup>rd</sup> position in Junior National;   | 26. Secured 2 <sup>nd</sup> place in Senior District/District School Tournament; |
| 12. 3 <sup>rd</sup> position in National School Games;                                     | 27. Secured 3 <sup>rd</sup> place in Senior District/District School Tournament; |
| 13. Represented State in Senior National/Women National Tournaments;                       | 28. Secured 1 <sup>st</sup> place in Junior District/District School Tournament; |
| 14. 1 <sup>st</sup> position in Senior State Championship                                  | 29. Secured 2 <sup>nd</sup> place in Junior District/District School Tournament; |
| 15. Having participated University in All India University Tournament (Team/Individual)    | 30. Secured 3 <sup>rd</sup> place in Junior District/District School Tournament; |

**Note: In admission against sports quota seats, sports gradation policy of Government of Punjab shall be followed.**

**E) Weightage In The Merit For Rural Area Candidates:**

While calculating merit, credit of 1% maximum marks will be given to candidates seeking admission under 85% category, who have passed their 10<sup>th</sup> and 12<sup>th</sup> class examination from schools situated in the rural areas of Punjab. For this, they will have to submit a certificate issued by the Head/Principal of the school stating that the student has passed 10<sup>th</sup> and 12<sup>th</sup> class from his school and that the school falls in the rural area. The certificate should be counter signed by the Sarpanch of the Village.

**F) SHIFTING OF SEATS:**

There shall be three counselling for admission. The shifting of seats will be allowed as per the following:

Candidate who has got the seat according to his/her 1st preference in any round of counselling he/she will not be part of next round of counselling. Any such candidates, if interested to participate in next round of counselling has to pay Rs 1000/- (Rs 500/- for SC/ST Candidates). In that case he/she will not have any claim to the previous allocated seat. All other candidates will be automatically the part of the next round of counselling and can change their preferences without payment of any fees. If any candidate, who is allocated 1<sup>st</sup> preference College/ Institute in the first and second round of counselling, will not be considered for the third round of counselling.

**G) GENERAL CONDITIONS:**

1. The eligibility of the candidate and his/her original documents will be checked by the institution in which the candidate is allocated seat at the time of admission. Thus, allocation of seat does not entitle automatically the candidate to get admission to the course. This will be subject to checking of his/her original documents and his/her eligibility at the institution level in which he/she is allocated the seat.
2. The candidate will be solely responsible for wrong supply of information on-line or otherwise. He/She should check his/her eligibility carefully and should supply all the information correctly; else his/her application form for allocation of seat will stand automatically rejected. Also, incomplete application forms will be rejected.
3. Candidates applying for the reserved category shall carefully indicate the claim for only one category in the online admission form to be submitted to the University in the first instance before the start of counselling. No change of category will be entertained / permitted at the later stage in the application form.
4. The candidate must read the notification very carefully and he/she shall be solely responsible for any lapses.
5. In case a student shifts from one institution to the other during second/third Centralized Counselling his/her fee shall be refunded by the previous institution after deduction of Rs. 1000/- (Rupees one thousand only) as the processing fee.

6. Candidates will be admitted in the respective institutions on the basis of the seats that will be allocated through centralized counselling by the University. There will be no Entrance Test.

#### **H) NORMALIZATION OF MARKS**

1. The qualifying marks obtained by each candidate will be normalized using a set formula. After normalization of marks for each university of the Punjab State, a combined merit list will be prepared. Normalization of marks will not be applicable to the candidates taking admission under the all India quota.
2. While calculating merit, credit of 1% maximum marks will be given to candidates seeking admission under 85% category, who have passed their 10<sup>th</sup> and 12<sup>th</sup> class examination from schools situated in the rural areas of Punjab. For this, they will have to submit a certificate issued by the Head/Principal of the school stating that the student has passed 10<sup>th</sup> and 12<sup>th</sup> class from his school and that the school falls in the rural area. The certificate should be counter signed by the Sarpanch of the Village.
3. The following normalization procedure will be adopted for determining the merit of the candidates for allocation of seats for admission in the affiliated colleges/institutions.

**Note: If a candidate has passed qualifying examination in a year before 2022, the marks obtained by the topper of 2022 will be taken for normalization.**

#### **For Five-Year B.A., LL.B./B.A., LL.B. (Hons)/B.Com., LL.B./B.Com., LL.B. (Hons)/B.B.A.LL.B.:**

Normalization of marks will be done on the basis of marks obtained by a candidate in Senior Secondary (+2) examination conducted by C.B.S.E., I.S.C.E., and P.S.E.B. in the state of Punjab. There will be no normalization of marks for students from other States or Boards.

For normalization of marks for centralized counselling for admission to five-year B.A., LL.B./ B.A., LL.B. (Hons)/ B.Com., LL.B./ B.Com., LL.B. (Hons)/ B.B.A., LL.B. Courses, the stream of the candidate who passed class XII examination from the CBSE/ISCE/PSEB as the case may be will be determined as below:

#### **(i) Central Board of Secondary Education (CBSE):**

Total marks secured by the candidate in five subjects including English Core (out of Maximum of 500 Marks) in Medical/ Non-Medical/ Commerce/ Humanities stream.

#### **(ii) Council for the Indian School Certificate Examinations (ISCE):**

Total marks secured in four subjects, i.e., English and three other subjects with the highest marks (out of Maximum of 400 Marks). Streams: Medical/ Non- Medical/ Commerce/ Humanities.

#### **(iii) Punjab School Education Board (PSEB):**

Total marks secured by the candidate in Humanities/ Science/ Commerce/ Vocational stream (out of Maximum of 450 Marks).



**For Three Years LL.B. Course:**

Normalization of marks will be done on the basis of marks obtained by the candidate in the qualifying examination for students graduating from universities in the state of Punjab who are candidates for the Punjab quota seats. There will be no normalization of marks for students graduating from other state universities or Institutes.

**Normalization of marks in case of both B.A. LL.B. (Hons) Five Years/B.A. LL.B Five Years/ LL.B Three Years/L.L.B (Hons) Three Years/B.Com. LL.B. Five Years and B.Com. LL.B. (Hons) Five Years/ B.B.A.LL.B. Five Years courses will be carried out as follows:**

$$\text{Normalized marks} = \frac{\text{Marks obtained by the candidate} \times 100}{\text{Marks obtained by the topper in the qualifying examination in the stream in which the candidate qualified}}$$

4. When two or more candidates have secured equal marks in the combined on line counselling, their inter-se merit for admission will be decided on the following criteria in the order of performance: -
- i) Candidate with higher percentage of marks in Master's degree.
  - ii) Candidate with higher percentage of marks in the qualifying examination:
  - iii) Candidate older in age.

**I) ARMY INSTITUTE OF LAW:**

1. Out of 100 seats of B.A.,LL.B. (5 Years) in Army Institute of Law, Mohali, 20 seats of Punjab Residents of Civil Category will be filled up through centralized online counselling by the **Guru Nanak Dev University, Amritsar**. There will be no Entrance Test for these seats. The remaining 75 seats of wards of Army Personnel and 5 seats of All India General Category will be filled up on the basis of merit of the candidates in the Written Entrance Test conducted by the Army Institute of Law, Mohali by conducting Online written test.
2. The reservation policy of the Punjab Government shall not be applicable to 20 seats of Punjab Residents of Civil Category.

**J) MANAGEMENT QUOTA SEATS:**

1. 15% of the seats out of 85% state quota seats in un-aided Private Self-Financing institutions shall be treated as management quota and shall be brought out of the purview of centralized counselling to be conducted by the University.
2. The management of the institute shall fill up management quota seats as per the procedure prescribed in the said notification.

3. The management quota seats will be filled up only after the third counselling is over as per the notified schedule.

**In case of any dispute, the decision of the Guru Nanak Dev University, Amritsar shall be final.**

Provided that admission to such a course of study for a degree in law is obtained from a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

- (b) A double degree integrated course combining Bachelors' Degree course as designed by the University concerned in any discipline of study together with the Bachelors' degree course in law, which shall be of not less than five years' duration leading to the integrated degree in the respective discipline of knowledge and Law together.

Provided that such an integrated degree program in law of the University is recognized by the Bar Council of India for the purpose of enrolment.

Provided further that in the case of integrated double degree course the entire double degree course can be completed in one year less than the total time for regularly completing the two courses one after the other in regular and immediate succession, meaning thereby, that if the degree course in the basic discipline, such as in Arts, Science, Social Science, Commerce, Management, Fine Arts, Engineering, Technology or medicine etc. is of three years' duration of studies, integrated course in law with the basic degree in the discipline could be completed in five years' time but where the degree course in basic discipline takes four or five years, the integrated degree in law with such degree course in the discipline would take one year less for completing in regular time than the total time taken for the two degrees taken separately if completed back to back.

**Explanation 1:** Double degree integrated course such as BA., LL.B. can be completed within (3+3 -1) i.e. 5 years. But if one intends to do B.Tech., LL.B. it can be done in (4+3-1) i.e., 6 years.

**Explanation 2:** Suppose in a University one can have a two years' graduation in any social science leading to BA degree, in that case also the composite double degree integrated course leading to BA, LL.B. would be of five years duration because double degree integrated course cannot be of less than five years' duration.

#### 5. Eligibility for admission:

(a) **Three Year Law Degree Course:** An applicant who has graduated in any discipline of knowledge from a University established by an Act of Parliament or by a State legislature or an equivalent national institution recognized as a Deemed to be University or foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, may apply for a three years' degree program in law leading to conferment of LL.B. degree on successful completion of the regular program conducted by a University whose degree in law is recognized by the Bar Council of India for the purpose of enrolment.

(b) **Integrated Degree Program:** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or

recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the Centres of Legal Education to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment.

Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.

**Explanation:** The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

#### **6. Prohibition to register for two regular courses of study**

No student shall be allowed to simultaneously register for a law degree program with any other graduate or postgraduate or certificate course run by the same or any other University or an Institute for academic or professional learning excepting in the integrated degree program of the same institution.

Provided that any short period part time certificate course on language, computer science or computer application of an Institute or any course run by a Centre for Distance Learning of a University however, shall be excepted.

#### **7. Minimum marks in qualifying examination for admission**

Bar Council of India may from time to time, stipulate the minimum percentage of marks not below 45% of the total marks in case of general category applicants and 40% of the total marks in case of SC and ST applicants, to be obtained for the qualifying examination, such as +2 Examination in case of Integrated Five Years' course or Degree course in any discipline for Three years' LL.B. course, for the purpose of applying for and getting admitted into a Law Degree Program of any recognized University in either of the streams.

Provided that such a minimum qualifying marks shall not automatically entitle a person to get admission into an institution but only shall entitle the person concerned to fulfill other institutional criteria notified by the institution concerned or by the government concerned from time to time to apply for admission.

#### **8. Standard of courses**

Whereas all Universities and its constituent and affiliated Centres of Legal Education conducting either the three year law degree program or the integrated double degree program for not less than five years of study or both would follow the outline of the minimum number of law courses both theoretical and practical,



Consequently, the appeal is allowed and the impugned judgement of the High Court is set aside.

No costs.

New Delhi :  
November, 9, 1994.

Sd/-  
J.S. Verma  
Sd/-  
S.P. Dharucha

ਪ੍ਰਸ਼ਨ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 1/7/88-5ਪੀ.ਪੀ.1/8578  
ਮਿਤੀ 22-5-1996 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਤ ਹੈ।

ਵਿਸ਼ਾ :- ਰਾਜ ਸੇਵਾਵਾਂ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਆਮ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ 'ਤੇ ਆਪਣੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਰਾਜ ਵਿੱਚ ਅਣਸੁਖਾਵੇਂ ਮਾਹੌਲ ਨੂੰ ਵੇਖਦੇ ਹੋਏ ਤਕਨੀਕੀ ਅਤੇ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਸਿੱਧੀ ਭਰਤੀ ਕਰਨ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ 'ਤੇ ਸਰਕਾਰ ਵਲੋਂ 1986 ਤੋਂ ਵਾਧਾ ਕੀਤਾ ਜਾਂਦਾ ਰਿਹਾ ਹੈ। ਸਰਕਾਰ ਦੇ ਗਏ ਪੱਤਰ ਨੰ: 1/7/88-5ਪੀ.ਪੀ.1/20487, ਮਿਤੀ 9.11.1993 ਰਾਹੀਂ ਆਖਰੀ ਵਾਰ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਵਿੱਚ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਸੀ, ਜਿਸਦਾ ਸਮਾਂ ਮਿਤੀ 24.8.1995 ਨੂੰ ਖਤਮ ਹੋ ਗਿਆ। ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ) ਨਿਯਮ, 1994 ਦੇ ਨਿਯਮ-5 ਵਿੱਚ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਸੀਮਾ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ, ਜਿਸ ਅਨੁਸਾਰ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ 30 ਸਾਲ ਹੈ ਅਤੇ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਇਹ 33 ਸਾਲ ਹੈ। ਇਸ ਨਿਯਮ ਅਧੀਨ ਸਰਕਾਰ ਵਲੋਂ ਉਮਰ ਦੀ ਆਮ ਸੀਮਾ ਨੂੰ ਸਮੇਂ-ਸਮੇਂ 'ਤੇ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

2. ਉਪਰੋਕਤ ਦੱਸੀ ਉਮਰ ਦੀ ਪੱਕੇ ਤੌਰ 'ਤੇ ਸਿੱਧੀ ਸੀਮਾ ਨੂੰ ਵਧਾਉਣ ਬਾਰੇ ਸਰਕਾਰ ਵਲੋਂ ਵਿਚਾਰ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਨੂੰ ਗੈਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਅਤੇ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਵਾਸਤੇ 35 ਸਾਲ ਕਰ ਦਿੱਤਾ ਜਾਵੇ।

3. ਉਪਰੋਕਤ ਦੱਸੇ ਆਮ ਅਤੇ ਸਾਂਝੀਆਂ ਸੇਵਾ ਸ਼ਰਤਾਂ ਨਿਯਮਾਂ ਦੇ ਨਿਯਮ-5 ਵਿੱਚ ਬਾਕੀ ਦੇ ਉਪਬੰਧਾਂ ਨੂੰ ਇਨ-ਬਿਨ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇ। ਜਿੱਥੋਂ ਤੱਕ ਦਰਜਾ-4 ਕਰਮਚਾਰੀਆਂ ਦੀ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਉਮਰ ਦੀ ਸੀਮਾ ਦਾ ਪ੍ਰਸ਼ਨ ਹੈ ਇਸ ਬਾਰੇ ਪੰਜਾਬ ਰਾਜ (ਕਲਾਸ-4), ਨਿਯਮ, 1963 ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇ, ਜਿਸ ਅਨੁਸਾਰ ਉਮਰ ਦੀ ਉਪਰਲੀ ਸੀਮਾ ਪਹਿਲਾਂ ਹੀ 35 ਸਾਲ ਹੈ।

4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

Copy of Punjab Government circular letter/ID No. 1/3/95-3PPH/9619, dated 6th June, 1996 from the Department of Personnel and Administrative Reforms, addressed to all the Heads of Department etc. in the State of Punjab.

Subject :- *Bona fide resident of Punjab—Guidelines for grant of Residence Certificate.*

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular letter No. 1/3/95-3PPH/2043, dated 29-1-1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of domicile for the purposes of admission to educational institutions (including technical/medical institutions). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain Vs. Union of India and others reported as AIR 1984-SC-1421 wherein it was held that instead of the word 'Domicile' the word 'Residence' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to

revise the Government instructions referred to above as under :-

	<b>Affidavit/Certificate and the authorities competent to issue the same.</b>
a) Citizens of India.	
b) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of residence in any other State.	Affidavit of the parent/Guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public.
<b>Categories</b>	
i) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	Certificate to be issued by Head Master/Principal of the Govt. and recognised school/College concerned.
ii) Children/Wards of	
(a) the employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service;	Certificate to be issued by the respective Head of the Department
(b) the employees of government of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years;	- do -
(c) the employees of State Government institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years	- do -
(d) the employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares;	- do -
(iii) Children/wards of the pensioners of Punjab Government irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab.	PPO issued by the Accountant General, Punjab
(iv) Children/Wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date	Certificate to be issued by the DC, ADC(R), ADC(D), SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal

of the submission of the application either in pursuit of a profession or holding of a job.

Corporations of Amritsar, Jalandhar & Ludhiana.

- (v) Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.

D.C., ADC(R), ADC(D), SDO (Civil) GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction to the D.C.

- (vi) Persons who were born in Punjab and produced a certificate to that effect.

As per category (iv) above.

2. For the purposes of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the Competent Authorities, Proforma have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the DTO included among the certifying authorities against category (iv) & (vi) of the policy instructions dated 29-01-1996.

3. The receipt of this letter may please be acknowledged.

**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE  
MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF CATEGORY (a) (b)**

I \_\_\_\_\_ father/mother/guardian of Miss/Mr. \_\_\_\_\_  
resident of \_\_\_\_\_ do, hereby, solemnly State and affirm as  
under :- (full address to be given)

1. That I am a citizen of India.

2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of Residence in any other state.

DATED \_\_\_\_\_

DEPONENT

*Verification*

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DATED \_\_\_\_\_

DEPONENT

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/  
RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**

It is certified that Miss/Mr. \_\_\_\_\_ D/O, S/O Sh. \_\_\_\_\_  
has been a student of this school/College for a period of \_\_\_\_\_ years,  
from \_\_\_\_\_ to \_\_\_\_\_. He left the School/College on \_\_\_\_\_

Dated :

Signature of Principal/Head Master of  
the School/College. (with seal)



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CERTIFICATE TO BE ISSUED BY THE HEAD OF DEPARTMENT IN CASE OF  
CATEGORY (b) (ii) (a)

a) Certified that Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of the \_\_\_\_\_  
(Name of Child/wards)  
\_\_\_\_\_ of Punjab Government. He working as \_\_\_\_\_ (Name of Office)  
and is posted at \_\_\_\_\_. He has more than three years service at his credit.

OR

Certified that Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_  
is father of Miss/Mr. \_\_\_\_\_ an employee of the \_\_\_\_\_  
of Punjab Government. He is working as \_\_\_\_\_ on deputation with the \_\_\_\_\_  
and is posted at \_\_\_\_\_. He has more than three years service at his credit.

Place : \_\_\_\_\_ Head of the Department.  
Dated : \_\_\_\_\_ (with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (a) (ii) (v)

Certified that Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of Govt. of India and his  
working as \_\_\_\_\_. He has been posted at Chandigarh/Punjab in connection with the affairs of  
Punjab Government for the past three years.

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (c)

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(State Govt. Institutions/Undertaking).  
of the Government of Punjab and is working as \_\_\_\_\_. He is posted at Chandigarh/Punjab in  
connection with the affairs of the Punjab Government for period of past three years.

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (d)

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
father of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(name of autonomous bodies/company)  
in which the Punjab Government has 20% or more share. He is working as \_\_\_\_\_ and is posted  
at \_\_\_\_\_. It is also certified that he has three years service in the above said autonomous  
bodies/company.

Dated : \_\_\_\_\_ Head of Department.  
(with seal)

RESIDENCE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDO(C), GA TO DC, D.O.R.G.,  
D.R.O. E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATION OF AMRITSAR,  
JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-IV

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
father/guardian of Mr./Miss \_\_\_\_\_ has settled \*in Punjab or  
(Name of the Child/ward with full Address)  
has resided\* in Punjab for a period of 5 years from \_\_\_\_\_ to \_\_\_\_\_. He is  
working as \_\_\_\_\_  
(Name of profession Designation and job)

\*Strike whichever is not applicable.

Signature of DC/ADC(R), ADC(D), SDO(C),  
GA to DC, DORG, DRO, EM, Tehsildar,  
Commissioners of Municipal Corporations of  
ASR, JAL and Ludhiana

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDO(C), GA TO DC,  
DORG, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF  
AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-V

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
(Name of persons)  
father/guardian of Mr./Miss \_\_\_\_\_ hold immovable property  
(Name of the Child/ward with full Address)  
at \_\_\_\_\_ in the Sate of Punjab for the past \_\_\_\_\_ years.  
(Place and District)

\*Strike whichever is not applicable.

Signature of DC, ADC(R), ADC(D), SDO(C),  
GA to DC, EM, DORE, Tehsildar, based on copies of  
Jamabandi, Revenue Record, Municipal Record,  
Registered deeds or any other document to  
full satisfaction of the DC.

RESIDENCE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDO(C), GA TO DC, DORG, DRO,  
EM TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATION OF AMRITSAR,  
JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-V

Certified that Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_  
resident of \_\_\_\_\_ was born in Punjab as per Birth certificate.

Signature of DC, ADC(R), ADC(D), SDO(C),  
GA to DC, DORG, DRO, EM, Tehsildar,  
Commissioners of Municipal Corporations,  
Amritsar, Jalandhar and Ludhiana.

Court to formulate a policy to regularise the services of part time workers who are serving in the Government Departments on the analogy of Police Department, Government considered this matter and keeping in view the facts that the work load in Government offices on the basis of which these part time workers are appointed, is generally only for a few hours in a day and no regularisation of part time employees has been done in the Police Department, it was not in public interest to formulate a policy under which the part time workers could be regularised.

2. As advised by the advocate General, Punjab, SLPs are to be filed against the Judgement of Hon'ble High Court in all such cases. I am, therefore, to request you to immediately file SLP in the Hon'ble Supreme Court of India against the Judgement of Hon'ble High Court relating to petitioners working in your Departments in consultation with Advocate General, Punjab and Shri R.S. Sodhi, Advocate -on- Record, New Delhi.

ਪ੍ਰਸ਼ਨਲ ਵਿਭਾਗ, ਪੰਜਾਬ ਵੱਲੋਂ ਜਾਰੀ ਗਏ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.2/80 ਮਿਤੀ 1 ਜਨਵਰੀ, 1999 ਦੀ ਕਾਪੀ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਨੂੰ ਸੰਬੰਧਤ ਹੈ।

ਵਿਸ਼ਾ :- ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਅਗਵਾਈ ਲੀਹਾਂ

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਦਾ ਧਿਆਨ ਇਸ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 1/3/95-3ਪੀ.ਪੀ.-2/9619, ਮਿਤੀ 6 ਜੂਨ, 1996 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਹਲਾਵਾ-ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੇ ਪੱਤਰਾਂ ਨੂੰ ਹੋਰ ਸਰਲ ਬਣਾਉਣ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਰਦੇਸ਼ ਲਏ ਗਏ ਹਨ :-

- 1) ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਵਿਧੀ ਸਾਰੇ ਸਬ ਡਵੀਜ਼ਨਲ ਮੈਜਿਸਟਰੇਟਾਂ ਦੇ ਦਫਤਰਾਂ ਦੇ ਬਾਹਰ ਨੋਟਿਸ ਬੋਰਡ ਤੇ ਆਮ ਜਨਤਾ ਦੀ ਸੂਚਨਾ ਹਿੱਤ ਲਗਾਈ ਜਾਵੇ। (ਵਿਸ਼ੇਸ਼ ਸਬੰਧ ਵਿਚ ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: 14045/6/97-ਯੂ.ਟੀ.ਐਸ./ਪਬਲਿਕ ਮਿਤੀ 8 ਜਨਵਰੀ, 1998 ਦੀ ਕਾਪੀ ਦੀ ਟੁਕ, ਜਿਸ ਵਿਚ ਇਹ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ ਗਈ ਹੈ, ਸੂਚਨਾ ਹਿੱਤ ਨਾਂਬੀ ਹੈ।)
- 2) ਵੱਖ-ਵੱਖ ਕੋਟਾਗਰੀਆਂ ਦੇ ਕੇਸਾਂ ਵਿਚ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਰੈਜੀਡੈਂਸ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧੀ ਸੋਧੇ ਹੋਏ ਪ੍ਰੋਗਰਾਮੇ ਨਾਲ ਨਾਂਬੀ ਹਨ। ਅਗਾਂਹ ਤੋਂ ਲੋੜੀਂਦਾ ਸਰਟੀਫਿਕੇਟ ਇਨਾ ਪ੍ਰੋਗਰਾਮਿਆਂ ਵਿਚ ਹੀ ਜਾਰੀ ਕੀਤਾ ਜਾਵੇ।

2. ਇਸ ਤੋਂ ਇਲਾਵਾ ਸਰਕਾਰ ਵੱਲੋਂ ਇਹ ਵੈਸਲਾ ਵੀ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਜੋ ਪੁਨਰਗਠਿਤ ਪੰਜਾਬ ਦੇ ਵਸਨੀਕ ਭਾਰਤ ਸਰਕਾਰ ਜਾਂ ਦੂਜੇ ਰਾਜ ਵਿਚ ਸੇਵਾ ਕਰਦੇ ਹਨ, ਉਨ੍ਹਾਂ ਨੂੰ ਵੀ ਅਜਿਹਾ ਸਰਟੀਫਿਕੇਟ, ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਜਾਣ ਦਾ ਉਪਬੰਧ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਸ ਸਬੰਧੀ ਇਸ ਵਿਭਾਗ ਦੇ ਹਵਾਲਾ-ਅਧੀਨ ਪੱਤਰ ਵਿਚ ਦਰਸਾਏ ਪੈਰਾ-1 ਵਿਚ ਕੋਟਾਗਰੀਜ਼ ਦੀ ਸੂਚੀ ਵਿਚ ਕੋਟਾਗਰੀ (ਡੀ) ਤੋਂ ਬਾਅਦ ਕੋਟਾਗਰੀ 'ਈ' ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸ਼ਾਮਲ ਕੀਤੀ ਗਈ ਹੈ :-

- iii) "The residents of Punjab who are residing out-side Punjab on account of their service either with the GOI or with any other State Govt., are to be treated on par with the employees of the Govt. of Punjab in the matter of issue of 'Residence Certificate' provided the permanent address of such employees fall in the reorganised Punjab i.e. on or after 1.11.66, as per their service books".

3. ਇਸ ਪੱਤਰ ਨੂੰ ਸਾਰੇ ਸਬੰਧਤਾਂ ਦੇ ਧਿਆਨ ਵਿਚ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਲਿਆ ਦਿੱਤਾ ਜਾਵੇ।
4. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

**EXTRACT OF THE D.O. LETTER NO. 14046/6/97-UTS/PUBLIC, DATED THE  
8TH JANUARY, 1998 OF THE GOVERNMENT OF INDIA TO THE ADDRESS OF  
SHRI R.S. MANN CHIEF SECRETARY TO THE GOVERNMENT OF PUNJAB.**

xxx                      xxx                      xxx                      xxx                      xxx

**6. CONCLUSION & RECOMMENDATION**

6.1                      xxx                      xxx                      xxx                      xxx

6.2. A notice Board should be put up at the entrance of every office of the S.D.M. outlining the procedure for the issue of the Domicile Certificate as well as the names and designation of persons responsible for every stage of the procedure.

6.3                      xxx                      xxx                      xxx                      xxx

6.4                      xxx                      xxx                      xxx                      xxx

**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE MAGIS-  
TRATE/OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF CATEGORY (a) (b)**

I \_\_\_\_\_ father/mother/guardian of Miss/Mr. \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_ do, hereby, solemnly State and affirm as  
under :- (full address to be given)

1. That I am a citizen of India.
2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of Residence in any other state.

DATED \_\_\_\_\_

DEPONENT

*Verification*

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DATED \_\_\_\_\_

DEPONENT

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTERS OF THE GOVERNMENT/  
RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**

It is certified that Miss/Mr. \_\_\_\_\_ D/o, S/o Sh. \_\_\_\_\_  
\_\_\_\_\_ has been a student of this School/College for a period of \_\_\_\_\_ years.  
from \_\_\_\_\_ to \_\_\_\_\_. He/She left the School/College on \_\_\_\_\_

Dated :

Signature of Principal/Head Master of  
the School/College. (with seal)



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CERTIFICATE TO BE ISSUED BY THE HEAD OF DEPARTMENT IN CASE OF  
CATEGORY (b) (ii) (a)

a) Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of the \_\_\_\_\_  
(Name of the Child/wards) (Name of Office)  
\_\_\_\_\_ of Punjab Government. He/She working as \_\_\_\_\_ and is posted  
at \_\_\_\_\_. He/She has more than three years service at his/her credit.

OR

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
is father/mother of Miss/Mr. \_\_\_\_\_ an employee of the \_\_\_\_\_  
of Punjab Government. He/She is working as \_\_\_\_\_ on deputation with the \_\_\_\_\_  
and is posted at \_\_\_\_\_. He/She has more than three years service at his/her credit.

Place :

Head of the Department.

Dated :

(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (a) (ii) (v)

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of Govt. of India and  
is working as \_\_\_\_\_. He/She has been posted at Chandigarh/Punjab in connection with the  
affairs of Punjab Government for the past three years.

Dated :

Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (c)

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(Institution/Undertaking)  
of the Government of Punjab and is working as \_\_\_\_\_. He/She is posted at Chandigarh/Punjab  
in connection with the affairs of the Punjab Government for period of past three years.

Dated :

Head of Department.  
(with seal)

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEADS OF THE DEPARTMENT IN THE  
CASE OF CATEGORY (b) (ii) (d)

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
father/mother of Miss/Mr. \_\_\_\_\_ is an employee of \_\_\_\_\_  
(name of autonomous bodies/company)  
in which the Punjab Government has 20% or more share. He/She is working as \_\_\_\_\_ and is  
posted at \_\_\_\_\_. It is also certified that He/She has three years service in the above said  
autonomous bodies/company.

Dated :

Head of Department.  
(with seal)

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RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-IV

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
 father/mother/guardian of Mr./Miss \_\_\_\_\_ has settled \*in Punjab or  
 (Name of the Child/ward with full Address)  
 has resided\* in Punjab for a period of 5 years from \_\_\_\_\_ to \_\_\_\_\_. He/She is  
 working as \_\_\_\_\_  
 (Name of profession Designation and job)

\*Strike out whichever is not applicable.

Signature of DC/ADC(R), ADC(D), SDM,  
 Assistant Commissioner General, DORG, DRO, EM, Tehsildar,  
 Commissioners of Municipal Corporations  
 of Amritsar, Ludhiana and Jalandhar

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY-V

Certified that Sh./Smt. \_\_\_\_\_ S/o, W/o Sh. \_\_\_\_\_  
 father/guardian of Mr./Miss \_\_\_\_\_ hold immovable property  
 (Name of the Child/ward with full Address)  
 at \_\_\_\_\_ in the State of Punjab for the past \_\_\_\_\_ years.  
 (Place and District)

Signature of DC, ADC(R), ADC(D), SDM,  
 Assistant Commissioner General, EM, DORG, Tehsildar,  
 based on copies of Jamabandi, Revenue Record,  
 Municipal Record, Registered deed or any other  
 document to full satisfaction of the DC.

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSISTANT COMMISSIONER GENERAL, DORG/D.R.O., EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, LUDHIANA AND JALANDHAR IN CASE OF CATEGORY-VI

Certified that Miss/Mr. \_\_\_\_\_ D/o, S/o Sh. \_\_\_\_\_  
 resident of \_\_\_\_\_ was born in Punjab as per Birth certificate.

Signature of DC, ADC(R), ADC(D), SDM,  
 Assistant Commissioner General, DORG, DRO, EM,  
 Tehsildar, Commissioners of Municipal Corporations,  
 Amritsar, Jalandhar and Ludhiana.

**Punjab Rural Area Certificate (Format)**

**(Required only from those candidates claiming benefit of weightage under rural area)**

Certified that \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_  
an applicant for admission to various courses (2022-23) in Law Institutes in the State of Punjab  
has passed 10<sup>th</sup> and 12<sup>th</sup> Class examination from (Name of School)  
\_\_\_\_\_ Village \_\_\_\_\_  
District \_\_\_\_\_ which was situated in rural area i.e. an area that falls  
neither under a Corporation/Municipal Committee nor under a Notified Area Committee.

Place:

Date:

Signature of the Principal/  
Headmaster of School  
with Office Stamp

Signature of Sarpanch of the Village  
with clear Office Stamp

Dispatch No \_\_\_\_\_  
Dated: \_\_\_\_\_



No1/3/95-3PPII/9619

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL POLICIES ii BRANCH)  
Dated, Chandigarh the 6/6/1996

To,

- (I) All the Financial Commissioners to the Government of Punjab.
- (II) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (III) All Heads of Department, Commissioners of Divisions, Registrar, Punjab and Haryana High Court, District and Session Judges, Deputy Commissioners, Sub-Divisional Officers(Civil) in the Punjab State.

**Subject:** Bonafide resident of Punjab- Guidelines for grant of Resident Certificate.

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3PPII/2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/Medical institutions). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of **Dr. Pardeep Jain Vs. Union of India and others**(reported as AIR 1984-SP-1421) wherein it was held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above, as under:

Categories	Affidavit certificate and the authorities competent to issued the same
(A) Citizen of India	
(B) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of Residence in any other state.	Affidavit of the parent/guardian to be attested by an Executive Magistrate/Oath Commissioner/ Notary Public.
(I) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission.	Certificate to be issued by the Head/Principal of the Govt. And recognized Schools/Colleges concerned.
(II) Children/wards of:	
(a) The employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service.	Certificate to be issued by respective Head of the Department.
(b) The employees of Govt. Of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. For a period of 3 years	Certificate to be issued by the respective Head of the Department.
(c) The employees of State Govt. Institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. For a period of 3 years.	----do----
(d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Govt. Has 20% or more	----do---

shares	
(III) Children/wards of the pensioners of Punjab Govt. Irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab	PPO issued by the Accountant General, Punjab.
(IV) Children/wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of application either in pursuit of a profession or holding a job.	Certificate to be issued by the DC, ADC(R), ADC(D), SDO(Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana.
(V) Children/wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself.	DC, ADC(R), ADC(D), SDO(Civil), GA to DC, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of D.C.
(VI) Persons who were born in Punjab and produce a certificate to the effect.	As per Category (IV) above.

2. For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the competent authorities, proformas have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O., included among the certifying authorities against category (IV) & (VI) of the policy instruction dated 29/10/1996.

**SPECIMEN FORMATS OF RESIDENT CERTIFICATE**

**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN EXECUTIVE  
MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC IN  
CASE OF CATEGORY A (Appendix A)**

I ..... father/mother/guardian of  
Miss/Mr..... resident of .....

(full address to be given)

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Do hereby solemnly state and affirm as under:

- That I am a citizen of India.
- That neither the deponent nor the child/ward of deponent have obtained the benefit of Residence in any other State.

Dated.....

DEPONENT

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**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE  
GOVERNMENT/RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF  
CATEGORY (B)(I) (Appendix A)**

It is certified that Miss/Mr .....D/o/S/o  
Sh..... has been a student of this School/College for a period  
of ..... years from ..... to ..... He left the  
School/College on .....,

Dated.....

Signature of Principal/Headmaster  
Of the College/School  
(with Seal)



GOVERNMENT of PUNJAB

Office of the Tehsildar, (\_\_\_\_\_)

Name of District

**Punjab Residential Certificate**

Document Sr. No.

CATEGORY No. IV

Certified that Shri/Smt. \_\_\_\_\_

Son/Daughter of Sh. \_\_\_\_\_

Mother's Name, Smt. \_\_\_\_\_

Resident of \_\_\_\_\_

Tehsil \_\_\_\_\_

District \_\_\_\_\_

Has settled in Punjab or has resided in Punjab for a period of \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_ . He is working as \_\_\_\_\_ .

This issues as per Pb. Govt.Cir.No. 1/3/95-3PP2/2043, dated 29-01-1996 and Cir.No. 1/3/95-3PP2/9619, dated 06-06-1996, 1/3/95-3PP2/80, dated 01-01-1999 and 1/3/95-3PP2/7480, dated 24-5-2001 for the purpose of admission to educational Institutions (Including Technical/Medical institutions) only.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and Sign of certificate printing center)

Place:

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web link  
<http://edistrict.punjab.gov.in/EDA>

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

### *Notifications*

GOVERNMENT OF PUNJAB, DEPARTMENT OF PERSONNEL  
(PERSONNEL POLICIES II BRANCH)  
Nos. 1/3/95-3PPII/7332 & 1/3/95-3PPII/10377  
Dated, Chandigarh, the 14/6/1999 & 18/8/2000

To

All the Heads of the Departments,  
Commissioners of Divisions,  
Deputy Commissioners, Registrar  
Punjab and Haryana High Court,  
District and Session Judges and  
Sub-Divisional Magistrates (Civil)  
in the state of Punjab.

**Subject:** Issuance of Certificates for the purpose of seeking admission to various educational/technical/professional institutions in the State and also for employment.

Sir,

It has been brought to the notice of Government that educational authorities and institutions prescribe various certificates regarding residence, SC/BC category and backward area etc. to be furnished by the students/candidates with the application forms for entrance examination or employment in the formats and by the authorities different from those prescribed by the government departments. Cases have also been reported where the authorities concerned insist on retaining original certificates and refuse to accept the attested photo copies of the certificates. All this results in harassment and panic among the students/candidates and their parents/guardian, since they have to apply with such certificates to more than one authorities simultaneously and within a limited period. The list of certificates required at the time of applying for CET/JET/PMT and PSU are enclosed by way of illustration.

2. In order to overcome the difficulty mentioned above, it has been decided by the Government that the following procedure shall be followed meticulously by all the educational and other authorities concerned:

- (1) Certificates issued in the format and by the authorities prescribed by Government Departments shall be accepted as valid by all educational institutions and other authorities.
- (2) Where a number of authorities have been authorised to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.
- (3) (a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidates seeking admission or



### NOTIFICATIONS AND FORMAT OF CERTIFICATES

other facility to indicate in the application form whether he/she belongs to any particular category entitling him/her to certain concessions or facility. Requisite certificates may be obtained only from the selected/wait listed candidates.

- (b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.
- 4. Parents/guardian or candidates can also obtain Scheduled Caste Certificate for the purpose of seeking admission as per proforma given below from the Head of Institution where the candidate has studied if the proof i.e. an attested copy of Scheduled Caste Certificate issued by a competent authority in favour of the candidate or the father of the candidate is available in the school records.
- 5.
  - (i) If parents/guardians are employed with Punjab Govt. they can obtain S.C. Certificate from the Head of Dept. or the Head of Office in the proforma given below provided relevant S.C. Certificate exists on the in service record.
  - (ii) If the residents of Punjab who are employed in Govt. of India or any other State Govt. the S.C. Certificate in such cases will also issued by the respective H.O.D. or Head of Office in the proforma given below provided S.C. Certificate exists in their service record.
- 6. In case of freedom fighters; political sufferers, terrorists/riot victims and migrants where the registers are maintained by D.C. Office the certificate may be issued by Deputy Commissioner/ G.A. to D.C./A.D.C.

These instructions shall come into force with immediate effect and shall be affective even where admission prospectus have already been printed following earlier instructions but entrance examination is yet to be held or deadline for submission of forms is not yet over.

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਨੰ : 1/8/07-ਰਸ1/853

ਪੰਜਾਬ ਸਰਕਾਰ  
ਭਲਾਈ ਵਿਭਾਗ  
(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਸਮੂਹ ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,  
ਸਮੂਹ ਉਪ ਮੈਡਲ ਮੈਜਿਸਟਰੇਟ (ਸਿਵਲ) ਅਤੇ  
ਤਹਿਸੀਲਦਾਰ

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ : 29.06.2009

**ਵਿਸ਼ਾ : ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਜਾਤੀ  
ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ**

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ:1/8/07-ਰਸ1/815-10.07.2008 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਉਣ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਹਿਲਾਂ ਅਧਿਕਾਰਤ ਕੀਤੇ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਦੇ ਅਭਿਆਸ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ:

ਲੜੀ ਨੰਬਰ	ਕੋਟਾਗਰੀ	ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਮੱਰਥ ਅਧਿਕਾਰੀ
1	2	3
1.	ਪੇਂਡੂ ਖੇਤਰਾਂ ਲਈ	ਸਬੰਧਤ ਬਲਾਕ ਵਿਕਾਸ ਤੇ ਪੰਚਾਇਤ ਅਫਸਰ
2.	ਮਿਊਂਸਪਲ ਕਰਪੋਰੇਸ਼ਨਾਂ ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਮਿਊਂਸਪਲ ਕਮਿਸ਼ਨਰ/ਵਧੀਕ ਕਮਿਸ਼ਨਰ
3.	ਮਿਊਂਸਪਲ ਕੌਂਸਲਾਂ/ ਐਨ.ਏ.ਸੀ. ਦੀ ਹਦੂਦ ਦੇ ਵਸਨੀਕਾਂ ਲਈ	ਸਬੰਧਤ ਕਾਰਜ ਸਾਧਕ ਅਫਸਰ

1. ਇਹ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਦਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸੰਵਿਧਾਨਕ ਹੁਕਮ (ਅਨੁਸੂਚਿਤ ਜਾਤੀ), ਪੰਜਾਬ ਲਿਸਟ (ਕਾਪੀ ਨੱਥੀ ਹੈ) ਵਿੱਚ ਦਰਜ ਹਿੰਦੂ, ਸਿੱਖ ਅਤੇ ਬੁੱਧ ਧਰਮ ਦੇ ਅਨੁਯਾਈਆਂ ਨੂੰ ਹੀ ਅਨੁਸੂਚਿਤ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਲਿਸਟ ਤੋਂ ਬਾਹਰ ਕਿਸੇ ਵੀ ਜਾਤੀ/ਉਪ ਜਾਤੀ ਨੂੰ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਗੈਰ-ਕਾਨੂੰਨੀ

### NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਹੋਵੇਗਾ। ਇਸ ਲਈ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਕੇਵਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੀ ਸੂਚੀ ਵਿੱਚ ਦਰਜ ਜਾਤੀਆਂ ਨੂੰ ਹੀ ਜਾਰੀ ਕੀਤੀ ਜਾਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ:1/41/93-ਰਸ1/209-211, ਮਿਤੀ 24.02.2009 (ਕਾਪੀ ਨੰਬਰੀ ਹੋ) ਰਾਹੀਂ ਸਲਾਨਾ ਆਮਦਨ ਸੀਮਾ ਦੀ ਹੱਦ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ, ਪੰਜਾਬ ਰਾਜ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੂਚੀ ਨਾਲ ਨੰਬਰੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ। ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਅਤੇ ਹੋਰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਸਮਾਜਿਕ ਤੌਰ ਤੇ ਪਦ-ਉਨਤ (ਕਰੀਮੀਲੇਅਰ) ਵਿਅਕਤੀਆਂ ਨੂੰ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਾਖਵੇਕਰਨ ਦੇ ਦਾਇਰੇ ਤੋਂ ਬਾਹਰ ਰੱਖਣ ਲਈ ਸਰਕਾਰ ਵੱਲ ਨੀਤੀ ਹਦਾਇਤਾਂ ਮਿਤੀ 24.02.2009 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹੋਰ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖ ਕੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਪਛੜੀ ਸ਼੍ਰੇਣੀ/ਓ.ਬੀ.ਸੀ. ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਇਹ ਹਦਾਇਤਾਂ ਕੇਵਲ ਮਿਤੀ 01.07.2009 ਤੋਂ ਮਿਤੀ 30.09.2009 ਤੱਕ ਹੀ ਲਾਗੂ ਰਹਿਣਗੀਆਂ।

ਸਹੀ/-  
ਅਧੀਨ ਸਕੱਤਰ ਭਲਾਈ

## FORMAT OF CERTIFICATE



GOVERNMENT of PUNJAB

Office of the Tehsildar, (\_\_\_\_\_)

Name of District

### Certificate of Scheduled Caste

Document Sr. No.

It is Certified that \_\_\_\_\_ Shri/Smt. \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ Shri \_\_\_\_\_ of  
Village/Town \_\_\_\_\_ of  
District/Division \_\_\_\_\_  
State of Punjab belongs to \_\_\_\_\_ Caste which  
has been recongnized as Scheduled Caste as per "The Constitution (Scheduled Castes), Order 1950".

Shri \_\_\_\_\_ and his family lives in village/Town of \_\_\_\_\_ of  
District/Division \_\_\_\_\_ of Punjab State.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The responsibility of verification of this document, before accepting the same for any legal purpose, would rest with the Institution or Organization or Company or any other entity where this document is produced."

The Content of this document could be verified using the document serial number at the following web link  
<http://edistrict.punjab.gov.in/EDA>

ਨੰ: 1/02/2016-ਰਸ1/786587/1

ਪੰਜਾਬ ਸਰਕਾਰ

ਭਲਾਈ ਵਿਭਾਗ

(ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈੱਲ)

ਸੇਵਾ ਵਿਖੇ

1. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖੀ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,  
ਰਾਜ ਦੇ ਸਮੂਹ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,  
ਰਾਜ ਦੇ ਸਮੂਹ ਉਪ ਮੇਡਲ ਮੈਜਿਸਟਰੇਟ।
2. ਰਜਿਸਟਰਾਰ,  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ;  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।  
ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।  
ਪੰਜਾਬ ਐਗਰੀਕਲਚਰ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ।  
ਬਾਬਾ ਫਰੀਦ ਯੂਨੀਵਰਸਿਟੀ ਆਫ ਟੈਲਬ ਸਾਇੰਸਜ਼, ਫਰੀਦਕੋਟ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 30-06-2016

ਵਿਸਾ - ਪੇਂਡੂਤੀ ਸ਼੍ਰੇਣੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੇ ਫਾਰਮੇਟ ਅਤੇ ਪੇਂਡੂਤੀ ਸ਼੍ਰੇਣੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੀ ਵੇਖਤਾ ਸਬੰਧੀ।

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ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 1/41/96-ਰਸ1/992-1002 ਮਿਤੀ 18.08.2004 ਰਾਹੀਂ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਪੇਂਡੂਤੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਸਰਟੀਫਿਕੇਟ ਦੇ ਪਰਫਾਰਮੇ ਤੇ ਜਾਰੀ ਪੇਂਡੂਤੀ ਸ਼੍ਰੇਣੀ ਸਰਟੀਫਿਕੇਟ ਸਮੂਹ ਸਬੰਧਤ ਅਥਾਰਟੀਜ਼ ਵੱਲੋਂ ਸਵੀਕਾਰ ਕੀਤਾ ਜਾਵੇਗਾ। ਸਬੰਧਤ ਅਥਾਰਟੀਜ਼ ਵੱਲੋਂ ਆਪਣੇ ਪੱਧਰ ਤੇ ਸਰਟੀਫਿਕੇਟਾਂ ਦੇ ਪਰਫਾਰਮੇ ਤਿਆਰ ਨਹੀਂ ਕੀਤੇ ਜਾਣਗੇ ਅਤੇ ਸਬੰਧਤ ਅਥਾਰਟੀਜ਼ ਸਰਟੀਫਿਕੇਟ ਦੀ ਦੇ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਵੈਰੀਫਿਕੇਸ਼ਨ ਕਰਵਾਉਣਗੇ।

2. ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: 10/9/2009-ਰਸ1/62 ਮਿਤੀ 8.1.2010 ਰਾਹੀਂ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਹੈ ਕਿ ਪੇਂਡੂਤੀ ਸ਼੍ਰੇਣੀ ਦੇ ਵਿਅਕਤੀ ਨੂੰ ਜਾਰੀ ਹੋਇਆ ਸਰਟੀਫਿਕੇਟ ਉਦੋਂ ਤੱਕ ਵੈਲਿਡ ਮੰਨਿਆ ਜਾਵੇਗਾ ਜਦੋਂ ਤੱਕ ਪ੍ਰਾਰਥੀ ਕਰੀਮੀ ਲੇਅਰ ਦੇ ਦਾਇਰੇ ਵਿੱਚ ਨਹੀਂ ਆ ਜਾਂਦਾ ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਪ੍ਰਾਰਥੀ ਕੋਲੋਂ ਇਕ ਘੋਸ਼ਣਾ ਪੱਤਰ (ਡੈਕਲੇਰੇਸ਼ਨ) ਉਸ ਵੱਲੋਂ ਪ੍ਰਤੀਬੇਨਤੀ ਅਪਲਾਈ ਕਰਨ ਸਮੇਂ ਪ੍ਰਤੀਬੇਨਤੀ ਦੇ ਨਾਲ ਪ੍ਰਾਪਤ ਕੀਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿੱਚ ਇਹ ਸਪਸ਼ਟ ਤੌਰ ਤੇ ਲਿਖਿਆ ਗਿਆ ਹੋਵੇਗਾ ਕਿ ਉਸ ਦੇ ਸਟੇਟਸ ਵਿੱਚ ਕੋਈ ਤਬਦੀਲੀ ਨਹੀਂ ਆਈ ਅਤੇ ਉਹ ਕਰੀਮੀਲੇਅਰ ਦੇ ਦਾਇਰੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦਾ।



3. ਪਰੰਤੂ ਵੱਖ-ਵੱਖ ਡੈਡਲਾਈਨਾਂ ਵੱਲੋਂ ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਭਲਾਈ ਵਿਭਾਗ ਦੀਆਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਪ੍ਰਾਰਥੀਆਂ ਨੂੰ ਕੇਵਲ ਛੇ ਮਹੀਨੇ/ਇੱਕ ਸਾਲ ਪਹਿਲਾਂ ਬਣੇ ਸਰਟੀਫਿਕੇਟ ਲਿਆਉਣ ਲਈ ਕਿਹਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਕੁਝ ਵਿਭਾਗ/ਯੂਨੀਵਰਸਿਟੀਆਂ ਵੱਲੋਂ ਪੇਂਡੂ ਸ਼੍ਰੇਣੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੇ ਪਰਵਾਰਾਂ ਦੇ ਵੀ ਆਪਣੇ ਪੱਧਰ ਤੇ ਬਦਲ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ। ਅਜਿਹਾ ਨਾ ਕੀਤਾ ਜਾਵੇ।

4. ਭਲਾਈ ਵਿਭਾਗ ਵੱਲੋਂ ਨਵਾਂ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਪੇਂਡੂ ਸ਼੍ਰੇਣੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦਾ ਪਰਵਾਰਾਂ ਇਸ ਪੱਤਰ ਨਾਲ ਭੇਜਦੇ ਹੋਏ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੇਂਡੂ ਸ਼੍ਰੇਣੀ ਦਾ ਸਰਟੀਫਿਕੇਟ ਦੇ ਭਾਗ ਵਿੱਚ ਵੰਡਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਪਹਿਲਾਂ ਭਾਗ ਕਿਸੇ ਵਿਅਕਤੀ ਦੀ ਜਾਤੀ ਤਸਦੀਕ ਕਰਦਾ ਹੈ ਅਤੇ ਦੂਸਰਾ ਭਾਗ ਇਹ ਤਸਦੀਕ ਕਰਦਾ ਹੈ ਕਿ ਪ੍ਰਾਰਥੀ ਕਰੀਮੀ ਲੇਅਰ ਦੇ ਦਾਇਰੇ ਵਿੱਚ ਨਹੀਂ ਆਉਂਦਾ। ਕਿਸੇ ਵਿਅਕਤੀ ਦੇ ਕਰੀਮੀ ਲੇਅਰ ਸਟੇਟਸ ਵਿੱਚ ਕਿਸੇ ਵੀ ਸਮੇਂ ਬਦਲਾਵ ਆ ਸਕਦਾ ਹੈ, ਇਸ ਲਈ ਕਰੀਮੀ ਲੇਅਰ ਸਬੰਧੀ ਕੋਈ ਨਿਸਚਿਤ ਸਮਾਂ ਨਿਰਧਾਰਿਤ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

5. ਇਸ ਲਈ ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਪ੍ਰਾਰਥੀ ਤੋਂ ਇਹ ਘੋਸ਼ਣਾ-ਪੱਤਰ(ਡੈਕਲੇਰੇਸ਼ਨ) ਲਈ ਜਾਂਦੇ ਕਿ ਉਹ ਨਿਰਣਾਇਕ ਮਿਤੀ(Crucial Date) ਨੂੰ ਕਰੀਮੀ ਲੇਅਰ ਦੇ ਦਾਇਰੇ ਵਿੱਚ ਨਹੀਂ ਆਉਂਦਾ। ਜੇਕਰ ਵੱਖਰੇ ਤੌਰ ਤੇ ਵਿਭਾਗ ਯੂਨੀਵਰਸਿਟੀ ਵੱਲੋਂ ਕੋਈ ਨਿਰਣਾਇਕ ਮਿਤੀ(Crucial Date) ਨਿਰਧਾਰਿਤ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਤਾਂ ਅਰਜ਼ੀਆਂ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਆਖਰੀ ਹੀ ਮਿਤੀ ਨਿਰਣਾਇਕ ਮਿਤੀ(Crucial Date) ਮੰਨੀ ਜਾਂਦੀ। ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਪ੍ਰਾਰਥੀ ਵੱਲੋਂ ਲਏ ਜਾਣ ਵਾਲੇ ਘੋਸ਼ਣਾ ਪੱਤਰ ਦਾ ਪਰਵਾਰਾਂ ਇਸ ਪੱਤਰ ਨਾਲ ਨਵੀਂ ਕੀਤਾ ਗਿਆ ਹੈ। ਜੇਕਰ ਪ੍ਰਾਰਥੀ ਨਾਬਾਲਿਗ ਹੋਵੇ ਤਾਂ ਪ੍ਰਾਰਥੀ ਦੀ ਜਾਤੀ ਅਤੇ ਕਰੀਮੀ ਲੇਅਰ ਸਟੇਟਸ ਸਬੰਧੀ ਘੋਸ਼ਣਾ-ਪੱਤਰ ਪ੍ਰਾਰਥੀ ਦੇ ਪਿਤਾ ਮਾਤਾ ਜਾਂ ਕਾਨੂੰਨੀ ਗਾਰਡੀਅਨ ਤੋਂ ਲਿਆ ਜਾਵੇ। ਪ੍ਰਾਰਥੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਅਤੇ ਘੋਸ਼ਣਾ-ਪੱਤਰ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਤਾ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਤਸਦੀਕ ਕਰਵਾਇਆ ਜਾਵੇ ਅਤੇ ਪ੍ਰਾਰਥੀ ਦੇ ਸਰਟੀਫਿਕੇਟ ਅਤੇ ਘੋਸ਼ਣਾ ਪੱਤਰ ਦੇ ਅਧਾਰ ਤੇ ਪ੍ਰਾਰਥੀ ਦੀ ਅਸਥਾਈ ਤੌਰ(Provisional basis) ਤੇ ਭਰਤੀ/ਦਾਖਲਾ ਕੀਤਾ ਜਾਂਦਾ।

6. ਭਲਾਈ ਵਿਭਾਗ ਦੀਆਂ ਇਹ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਆਪਣੇ ਅਧੀਨ ਸਮੂਹ ਕਾਲਜਾਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਂਦਾ ਜਾਵੇ। ਇਹ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿੱਚ ਹੋਏ ਕਿਸੇ ਵੀ ਕਾਨੂੰਨੀ ਮਸਲੇ ਦਾ ਸਬੰਧਤ ਵਿਭਾਗ/ਯੂਨੀਵਰਸਿਟੀ/ਕਾਲਜ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗਾ।

ਸਕੱਤਰ ਭਲਾਈ

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਤਾਰਾ ਨਿਮਨਲਿਖਿਤ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

ਸਕੱਤਰ ਭਲਾਈ

29/6/2016

1. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼

2. ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ

3. ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ।

ਅੰ ਵਿ ਪੰ ਨੰ: 1/02/2016-ਰਸਮ/786587/2

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ 30-06-2016

ਭਰਤੀ/ਦਾਖਲੇ ਸਮੇਂ ਲਏ ਜਾਣ ਵਾਲੇ ਪੱਛਤੀ ਸ਼੍ਰੇਣੀ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀ ਤੋਂ ਲਏ ਜਾਣ ਵਾਲੇ ਸਵੇ-

ਘੋਸ਼ਣਾ ਪੱਤਰ ਦਾ ਪਰਫਾਰਮਾ

1. ਮੈਂ..... ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ਼੍ਰੀ..... ਵਸੰਥੇ.....  
ਪਿੰਡ/ਕਸਬਾ/ਸ਼ਹਿਰ..... ਜਿਲ੍ਹਾ..... ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ.....  
ਜਾਤੀ ਨਾਲ ਸਬੰਧ ਰੱਖਦਾ/ਰੱਖਦੀ ਹਾਂ ਤੇ ਇਹ ਜਾਤੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ:..... ਮਿਤੀ  
..... ਰਾਹੀਂ ਪੱਛਤੀ ਸ਼੍ਰੇਣੀ ਕਰਾਰ ਦਿੱਤੀ ਗਈ ਹੈ।

2. ਮੈਂ ਇਹ ਵੀ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਮੈਂ ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹੋਈਆਂ ਨੰ  
1/41/93-ਰਸਮ/459, ਮਿਤੀ 17.01.1994, ਜਿਸ ਨੂੰ ਬਾਅਦ ਵਿੱਚ ਪੱਤਰ ਮਿਤੀ 1/41/93  
ਰਸਮ/1597 ਮਿਤੀ 17.08.2005, ਮਿਤੀ 1/41/93-ਰਸਮ/209, ਮਿਤੀ 4.02.2009 ਅਤੇ ਪੱਤਰ  
ਨੰ: 1/41/93 ਰਸਮ/609 ਮਿਤੀ 24.10.2013 ਨਾਲ ਸੋਧਿਆ ਗਿਆ ਹੈ, ਦੀ ਅਨੁਸੂਚਿਤ ਵਿੱਚ ਦਰਜ  
ਕਾਲਮ 3 ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦਾ।

ਸਥਾਨ:

ਘੋਸ਼ਣਾ ਕਰਤਾ

ਮਿਤੀ:

ਵੈਰੀਫਿਕੇਸ਼ਨ:-

ਮੈਂ ਇੱਥੇ ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਮੇਰੀ ਸਹਾਇਤਾ  
ਅਨੁਸਾਰ ਸਹੀ ਵਾ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿੱਚ ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ ਹੈ। ਮੈਂ ਇਨ੍ਹਾਂ ਤੱਥਾਂ ਤੋਂ ਜਾਣੂ  
ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੀ ਕੋਈ ਵੀ ਦਿੱਤੀ ਸੂਚਨਾ ਗਲਤ ਨਿਕਲਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਵਿੱਚ ਦਰਜ ਸਜ਼ਾ ਦਾ  
ਹੱਕਦਾਰ ਹੋਵਾਂਗਾ ਅਤੇ ਪੁਰਖੀ ਨੂੰ ਇਸ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਦਿੱਤੇ ਗਏ ਲਾਭ ਵਾਪਿਸ ਲੈ ਲਏ ਜਾਣਗੇ।

ਸਥਾਨ:

ਘੋਸ਼ਣਾ ਕਰਤਾ

ਮਿਤੀ:

**Government of Punjab**

Office of the \_\_\_\_\_ District \_\_\_\_\_

**Certificate of Backward Class**

Certificate No. \_\_\_\_\_

This is to certify that      Shri/Smt./Kumari \_\_\_\_\_  
 Son/Daughter of \_\_\_\_\_  
 Village \_\_\_\_\_  
 District/Division \_\_\_\_\_  
 in the State of Punjab belongs to the \_\_\_\_\_ community which is recognized  
 as a backward class under the Government of Punjab, Department of Welfare of SCs  
 and BCs vide Notification No. \_\_\_\_\_ dated \_\_\_\_\_.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily resides in the  
 \_\_\_\_\_ District/Division of the State of Punjab.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of Punjab Department of Welfare of SCs and BCs Notification No. 1/41/93-RC1/ dated 17.01.1994, as amended vide Notification No. 1/41/93-RC1/1597 dated 17.08.2005, Notification No. 1/41/93-RC1/209 dated 24.02.2009 and Notification No. 1/41/93-RC1/609 dated 24.10.2013.

Date of Issuance:

Space for  
photograph

Signature of issuing Authority

Designation:

Date:

Place:

Note:- The term "Ordinarily" used here will have same meaning as in Section 20 of Representation of People Act, 1950.



GOVERNMENT of PUNJAB

Office of the Tehsildar, (\_\_\_\_\_)

Name of District

**Certificate of Other Backward Class**

Document Sr. No.

This is to Certified that Shri/Smt. \_\_\_\_\_  
Son/Daughter of Shri \_\_\_\_\_ of \_\_\_\_\_  
Village/Town of \_\_\_\_\_  
District/Division \_\_\_\_\_  
State of Punjab belongs to the \_\_\_\_\_ Caste which has been  
recognized as a backward class in terms of Punjab Government Letter No. 11096-WG55/53380 dated  
03/09/1955.

This is also to certify that he/she does not belong to any category of persons/sections mentioned in column  
3 of the schedule to the Punjab Government, Department of welfare letter No. 1/41/93-RC1/209 dated 24-  
02-2009 and Notification No. 1/41/93-RC1/209 dated 24-02-2009

Shri/Smt. \_\_\_\_\_ and his/her family ordinarily resides in  
Village/Town \_\_\_\_\_ District/Division of \_\_\_\_\_ the state of Punjab.

Date of Issuance:

Signature of the Issuing Authority:

Digitally Signed by:

Designation:

Date:

(Stamp and sign of certificate printing center)

Place:

Disclaimer- "This is a digitally Signed Certificate and does not require hand written signatures. The  
responsibility of verification of this document, before accepting the same for any legal  
purpose, would rest with the Institution or Organization or Company or any other entity  
where this document is produced."

The Content of this document could be verified using the document serial number at the following web link  
<http://edistrict.punjab.gov.in/EDA>



## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਪੰਜਾਬ ਸਰਕਾਰ  
ਪ੍ਰਸ਼ਨਨ ਵਿਭਾਗ  
(ਟਰੇਨਿੰਗ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,  
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,  
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈਕੋਰਟ,  
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)

ਮੀਮੋ ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1007  
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10 ਮਾਰਚ, 2010

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।

ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧ (ਗਵਰਨੈਂਸ) ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀ ਸਥਾਪਨਾ ਸਰਕਾਰੀ ਹੁਕਮਾਂ ਰਾਹੀਂ ਮਿਤੀ 3 ਜਨਵਰੀ, 2009 ਨੂੰ ਹੋਈ ਸੀ। ਇਹ ਪਹਿਲਾਂ ਸਰਕਾਰ ਨੂੰ ਦੋ ਰਿਪੋਰਟਾਂ ਸੌਂਪ ਚੁੱਕਾ ਹੈ। ਕਮਿਸ਼ਨ ਦੁਆਰਾ ਪ੍ਰਸਤਾਵਿਤ ਸੁਝਾਵਾਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਦੇ ਮੁੱਦੇ ਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਗਿਆ ਕਿ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਮੁੱਖ ਸਕੱਤਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਬਣੀ ਉੱਚ ਪੱਧਰੀ ਕਮੇਟੀ ਵਿਚ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪ੍ਰਸ਼ਨਨ ਵਿਭਾਗ ਸਬੰਧਤ ਸਕੱਤਰਾਂ ਨਾਲ ਸਲਾਹ ਮਸ਼ਵਰੇ ਨਾਲ ਸਰਕਾਰੀ ਫੈਸਲਿਆਂ ਨੂੰ ਜਾਰੀ ਕਰਨ ਲਈ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗਾ।

ਕਮਿਸ਼ਨ ਦੇ ਸੁਝਾਵਾਂ ਤੇ ਇਸ ਅਨੁਸਾਰ ਧਿਆਨਪੂਰਵਕ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਅਤੇ ਹਲਫੀਆ ਬਿਆਨਾਂ ਅਤੇ ਤਸਦੀਕ ਸਬੰਧੀ ਵਿਸ਼ੇਸ਼ ਸੁਝਾਵਾਂ ਦੇ ਸਬੰਧ ਵਿਚ ਹੇਠ ਲਿਖੇ ਹੁਕਮ ਜਾਰੀ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।

ਸਾਰੇ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਨੂੰ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਅਤੇ ਸੰਸ਼ੋਧਿਤ ਵਿਧੀ ਨੂੰ ਦਰਸਾਏ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਅਪਨਾਉਣ ਲਈ ਤੁਰੰਤ ਕਾਰਵਾਈ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

1. ਲੋੜ ਆਧਾਰਿਤ ਸੇਵਾਵਾਂ ਹਿੱਤ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਪ੍ਰਣਾਲੀ (System):-

1.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਬਿਨਕਾਰਾਂ/ਸਰਪ੍ਰਸਤਾਂ ਦੇ ਵੱਖ-ਵੱਖ ਲੋੜ ਆਧਾਰਿਤ ਸਰਟੀਫਿਕੇਟਾਂ ਜਿਵੇਂ ਕਿ ਰਿਹਾਇਸ਼/ਅਧਿਵਾਸ/ਕੰਢੀ ਖੇਤਰ/ਅਨੁਸੂਚਿਤ ਜਾਤੀ/ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਆਦਿ ਲਈ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆ ਬਿਆਨ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਤੇ ਅਧਿਨਿਯਮਾਂ ਅਧੀਨ ਮੁਕੱਰਰ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ, ਪਬਲਿਕ ਨੋਟਰੀ ਇਨ੍ਹਾਂ ਨੂੰ ਤਸਦੀਕ ਕਰ ਸਕਦੇ ਹਨ ਜਦੋਂ ਕਿ ਹੋਰਵੇਂ ਮਾਮਲਿਆਂ ਵਿਚ ਇਸ ਦੇ ਅਖਤਿਆਰ ਕੇਵਲ ਕਾਰਜਕਾਰੀ ਮੇਜਿਸਟ੍ਰੇਟਾਂ ਕੋਲ ਹੀ ਹਨ।

1.2 ਸਰਕਾਰ ਦਾ ਵਿਚਾਰ ਹੈ ਕਿ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਮੰਗ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਨਾਗਰਿਕਾਂ ਨੂੰ ਬੇਲੋੜੀ ਪ੍ਰਸ਼ਾਨੀ ਹੁੰਦਾ ਹੈ ਅਤੇ ਜ਼ਿਆਦਾਤਰ ਮਾਮਲਿਆਂ ਵਿਚ ਹਲਫੀਆ ਬਿਆਨਾਂ ਨੂੰ ਸਵੈ-ਘੋਸ਼ਣਾ ਨਾਲ ਬਦਲਿਆ ਜਾ ਸਕਦਾ ਹੈ ਕਿਉਂਕਿ ਕਾਨੂੰਨ ਅਧੀਨ ਗਲਤ ਬਿਆਨੀ ਕਰਨ ਤੇ ਸਖਤ ਦੰਡ ਰੱਖੇ ਗਏ ਹਨ। ਇਸ ਲਈ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਕੋਈ ਵੀ ਸਰਕਾਰੀ ਵਿਭਾਗ ਜਾਂ ਸੰਸਥਾ ਕਿਸੇ ਵੀ ਪ੍ਰਕਾਰ ਦੀ ਸੇਵਾ ਮੁਹੱਈਆ ਕਰਵਾਉਣ ਲਈ ਬਿਨਕਾਰ ਤੋਂ ਹਲਫੀਆ ਬਿਆਨ ਨਹੀਂ ਮੰਗੇਗਾ। ਸਿਵਾਏ ਉਨ੍ਹਾਂ ਮਾਮਲਿਆਂ ਦੇ ਜਿਨ੍ਹਾਂ ਵਿਚ ਕਾਨੂੰਨ ਜਾਂ ਕਾਨੂੰਨੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਲੋੜ ਹੋਵੇ। ਹਲਫੀਆ ਬਿਆਨ ਦੀ ਥਾਂ ਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਸਵੀਕਾਰ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਹ ਪ੍ਰਣਾਲੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਲਾਗੂ ਹੋਵੇਗੀ। ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਵੈ-ਘੋਸ਼ਣਾਵਾਂ ਦੇ ਸੰਸ਼ੋਧਿਤ ਖਾਕੇ (ਫਾਰਮ) ਸਾਰੇ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਤੇ ਉਪਲਬਧ ਹੋਣ, ਹਾਲਾਂਕਿ ਸਵੈ-ਘੋਸ਼ਣਾ ਉੱਤੇ ਬਿਨਕਾਰਾਂ ਦੀ ਫੋਟੋ ਲੱਗੇਗੀ।



## NOTIFICATIONS AND FORMAT OF CERTIFICATES

- 1.3 ਸਮੂਹ ਸਕੱਤਰ, ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਸਿੱਖਿਆ, ਸਿਹਤ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ, ਸਿੱਚਾਈ ਅਤੇ ਬਿਜਲੀ ਵਿਭਾਗਾਂ ਆਦਿ ਜ਼ਿੰਬੇਬਵੇਆ ਬਿਆਨਾਂ ਦੀ ਲੋੜ ਦਾਖਲੇ/ਰੋਜ਼ਗਾਰ ਦੀ ਯੋਗਤਾ ਦੇਖਣ ਲਈ ਹੁੰਦੀ ਹੈ, ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨਗੇ ਕਿ ਸਮੂਹ ਸੰਸਥਾਵਾਂ/ਏਜੰਸੀਆਂ ਹਲਫੀਆ ਬਿਆਨ ਫਾਈਲ ਕਰਨ ਦੀ ਮੌਜੂਦਾ ਪ੍ਰਣਾਲੀ ਨੂੰ ਬਦਲਣ ਅਤੇ ਸਿੱਧੇ ਸਮੇਂ ਵਿਚ ਇਸ ਨੂੰ ਲਾਗੂ ਕਰਨ।
- 1.4 ਸਮੂਹ ਵਿਭਾਗਾਂ ਨੂੰ ਪ੍ਰਸ਼ਨਨਾਮ ਵਿਭਾਗਾਂ ਦੇ ਪੀ.ਜੀ.ਆਰ.ਸੀ. ਸੈਲ ਵਿਖੇ ਉਨ੍ਹਾਂ ਹਲਫੀਆ ਬਿਆਨਾਂ ਦੀ ਇਕ ਸੂਚੀ ਦਰਸਾਉਣੀ ਚਾਹੀਦੀ ਹੈ ਜਿਨ੍ਹਾਂ ਨੂੰ ਹੁਣ ਤੱਕ ਸਵੈ-ਘੋਸ਼ਣਾ ਵਿਚ ਤਬਦੀਲ ਕਰ ਦਿੱਤਾ ਗਿਆ ਅਤੇ ਇਕ ਹੋਰ ਸੂਚੀ ਜਿਸ ਵਿਚ ਵਿਸ਼ੇ/ਖੇਤਰ ਦਰਸਾਏ ਹੋਣ ਜਿਥੇ ਕੁਝ ਕਾਨੂੰਨੀ/ਹੋਰ ਕਾਰਨਾਂ ਕਰਕੇ ਹਲਫੀਆ ਬਿਆਨ ਪ੍ਰਣਾਲੀ ਜਾਰੀ ਰੱਖਣ ਦਾ ਸੁਝਾਅ ਹੋਵੇ। ਇਹ ਸੂਚੀ 30 ਅਪ੍ਰੈਲ, 2010 ਤੱਕ ਲਈ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।
2. ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਤਸਦੀਕ
  - 2.1 ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਸਰਕਾਰੀ ਨੌਕਰੀਆਂ ਲਈ ਬਿਨਕਾਰ ਆਪਣੀ ਯੋਗਤਾ ਸਾਬਤ ਕਰਨ ਲਈ ਆਪਣੇ ਸਰਟੀਫਿਕੇਟਾਂ/ਨੰਬਰ ਸ਼ੀਟਾਂ ਦੀ ਤਸਦੀਕਸੂਦਾ ਕਾਪੀ ਦੇਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ। ਕੁਝ ਮਾਮਲਿਆਂ ਵਿਚ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਬਿਨ ਪੱਤਰ ਵਿਚ ਦਿੱਤੇ ਵੇਰਵਿਆਂ ਨੂੰ ਮੇਜਿਸਟ੍ਰੇਟ ਤਸਦੀਕ ਕਰਵਾਉਣ ਦੀ ਲੋੜ ਪੈਂਦੀ ਹੈ।
  - 2.2 ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਲਿਆ ਹੈ ਕਿ ਮਿਤੀ 1 ਅਪ੍ਰੈਲ, 2010 ਤੋਂ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਸਬੰਧੀ ਬਿਨਪੱਤਰਾਂ ਹਿੱਤ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਸਵੈ-ਤਸਦੀਕ ਦੀ ਇਜਾਜ਼ਤ ਦੇ ਦਿੱਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ।
  - 2.3 ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਦਾਖਲੇ ਅਤੇ ਰੋਜ਼ਗਾਰ ਨਾਲ ਸਬੰਧਤ ਏਜੰਸੀਆਂ ਨੂੰ ਸਵੈ-ਤਸਦੀਕ ਕਾਪੀਆਂ ਸਵੀਕਾਰ ਕਰਨੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ ਅਤੇ ਅੰਤਿਮ ਸੂਚੀ/ਅੰਤਿਮ ਤੌਰ ਤੇ ਚੁਣੇ ਗਏ ਉਮੀਦਵਾਰ ਦੇ ਮੁੱਲ ਦਸਤਾਵੇਜ਼ ਹੀ ਮੰਗਵਾਉਣੇ ਚਾਹੀਦੇ ਹਨ।
3. ਅਥਾਰਟੀਆਂ ਵੱਲੋਂ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਕਾਰਵਾਈ
  - 3.1 ਸਿੱਖਿਆ, ਉਚੇਰੀ ਸਿੱਖਿਆ, ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਅਤੇ ਖੋਜ ਅਤੇ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਹ ਫੈਸਲੇ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਦਿਅਕ ਅਦਾਰਿਆਂ ਵਿਚ ਲਾਗੂ ਕੀਤੇ ਜਾਣ ਅਤੇ ਦਾਖਲੇ ਲਈ ਬਿਨ ਪੱਤਰ ਫਾਰਮ ਦਾ ਫਾਰਮੈਟ 2010-2011 ਦੇ ਅਕਾਦਮਿਕ ਸੈਸ਼ਨ ਵਿਚ ਦਾਖਲੇ ਲਈ ਬਿਨਪੱਤਰ ਮੰਗਵਾਉਣ ਤੋਂ ਪਹਿਲਾਂ ਉਚਿਤ ਰੂਪ ਵਿਚ ਸੋਧਿਆ ਹੋਵੇ।
  - 3.2 ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ ਅਤੇ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ ਦੇ ਚੇਅਰਮੈਨ ਸਾਹਿਬਾਨ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਉਨ੍ਹਾਂ ਦੁਆਰਾ ਸੰਚਾਲਿਤ ਭਰਤੀਆਂ ਦੇ ਸਬੰਧ ਵਿਚ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਨੂੰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਜਿਹੜੀਆਂ ਭਰਤੀਆਂ ਉਕਤ ਦੋਨੋਂ ਅਥਾਰਟੀਆਂ ਦੇ ਅਧੀਨ ਨਹੀਂ ਆਉਂਦੀਆਂ ਉਨ੍ਹਾਂ ਵਿਚ ਵਿਭਾਗਾਂ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਅਤੇ ਮੁੱਖੀ ਇਹ ਸੁਨਿਸ਼ਚਿਤ ਕਰਨ ਕਿ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਲਾਗੂ ਕਰਨ ਹਿੱਤ ਚੋਣ ਕਮੇਟੀਆਂ ਉਚਿਤ ਕਦਮ ਉਠਾਉਣ।
  - 3.3 ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਸੁਵਿਧਾ ਸੁਵਿਧਾ ਕੇਂਦਰਾਂ ਵਿਖੇ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਨੂੰ ਪ੍ਰਦਰਸ਼ਿਤ ਕਰਦੇ ਇਸ ਦਾ ਮੁਨਾਸਬ ਪ੍ਰਚਾਰ ਸੁਨਿਸ਼ਚਿਤ ਬਣਾਉਣ। ਅਜਿਹਾ ਕਰਦੇ ਸਮੇਂ ਭਾਰਤੀ ਦੰਡ ਸੰਘਤਾ ਦੀ ਅੰਤਿਕਾ-1 ਵਿਚ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾ ਵਿਚੋਂ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਕੱਢ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈਂ ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਆਧਾਰ ਤੇ ਦਾਖਲਾ ਲਿਆ ਹੈ।
  - 3.4 ਅੰਤਿਕਾ-2 ਵਿਚ ਦਿੱਤੇ ਸਵੈ-ਘੋਸ਼ਣਾ ਦੇ ਫਾਰਮੈਟ ਨੂੰ ਸੇਵਾਵਾਂ ਦੇ ਨਾਲ-ਨਾਲ ਵੱਖ-ਵੱਖ ਸੰਸਥਾਵਾਂ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਦੇ ਨਿਯੰਤਰਣ ਅਧੀਨ ਰੋਜ਼ਗਾਰ ਦੇ ਬਿਨਪੱਤਰਾਂ ਵਿਚ ਉਚਿਤ ਤਰੀਕੇ ਨਾਲ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਵੇ।

## NOTIFICATIONS AND FORMAT OF CERTIFICATES

ਐਸ.ਸੀ. ਅਗਰਵਾਲ  
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

ਪਿੰ:ਅੰ:ਨੰ:3/7/2010-ਟਰੇਨਿੰਗ (3)/1008

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 10  
ਮਾਰਚ, 2010

ਅੰਤਿਕਾ-1

### **Section 177. Furnishing false information**

Whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has reason to believe to be false, shall be punished with simple imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment of either description for a term which may extend to two years, or with fine, or with both.

### **Section 193. Punishment for false evidence**

Whoever intentionally gives false evidence in any stage of a judicial proceeding, or fabricates false evidence for the purpose of being used in any stage of a judicial proceeding, shall be punished with imprisonment of either description for a term which may extend to seven years and shall also be liable to fine;

and whoever intentionally gives or fabricates false evidence in any other case, shall be punished with imprisonment of either description or a term which may extend in three years, and shall also be liable to fine.

### **Section 197. Issuing or signing false certificate**

Whoever issues or signs any certificate required by law to be given or signed, or relating to any fact of which such certificate is by law admissible in evidence, knowing or believing that such certificate is false in any material point, shall be punished in the same manner as if he gave false evidence.

### **Section 198. Using as true a certificate known to be false**

Whoever corruptly uses or attempts to use any such certificate as a true certificate, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

### **Section 299. False statement made in declaration which is by law receivable as evidence**

Whoever, in any declaration made or subscribes by him, which declaration any Court of Justice, or any public servant or other person, is bound or authorized by law to receive as evidence of any fact, makes any statement which is false and which he either knows or believes to be false or does not believe to be true. Touching any material to the object for which the declaration is made or used, shall be punished in the same manner as if he gave false evidence.

**Section 200. Using as true such declaration knowing is to be false.**

Whoever corruptly uses or attempts to use as true any such declaration, knowing the same to be false in any material point, shall be punished in the same manner as if he gave false evidence.

Explanation- A declaration which is inadmissible merely upon the ground of some formality, is a declaration within the meaning of sections 199 to 200

**ਨਮੂਨਾ ਫਾਰਮ ਸਵੈ-ਘੋਸ਼ਣਾ**

**ਅੰਤਿਕਾ-2**

ਰਾਜ ਸਰਕਾਰ ਜਾਂ ਇਸ ਦੇ ਅਧੀਨ ਆਉਂਦੀਆਂ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦਾਖਲੇ ਹਿੱਤ ਬਿਨੈਕਾਰ ਵਲੋਂ ਦਿੱਤੇ ਜਾਣ ਵਾਲੀ ਸਵੈ-ਘੋਸ਼ਣਾ।

ਦਾਖਲਾ ਲੈਣ ਲਈ ਬਿਨੈਪੱਤਰ ਫਾਰਮ ਦੇ ਅੰਤ ਵਿਚ ਹੇਠ ਲਿਖੀ ਸਵੈ-ਘੋਸ਼ਣਾ ਸ਼ਾਮਲ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ:

ਮੈਂ ..... ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ ..... ਉਮਰ  
..... ਸਾਲ ..... ਵਾਸੀ ..... ਜਿਲ੍ਹਾ  
..... ਪੰਜਾਬ, ਇਹ ਘੋਸ਼ਣਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਉਪਰੋਕਤ ਅਤੇ ਨੱਥੀ  
ਦਸਤਾਵੇਜ਼ਾਂ ਵਿਚ ਦਿੱਤੀ ਸੂਚਨਾ ਮੇਰੀ ਜਾਣਕਾਰੀ ਅਤੇ ਵਿਸ਼ਵਾਸ ਅਨੁਸਾਰ ਦਰੁਸਤ ਹੈ ਅਤੇ ਇਸ ਵਿਚ  
ਕੁਝ ਵੀ ਛੁਪਾਇਆ ਨਹੀਂ ਗਿਆ। ਮੈਂ ਇਸ ਗੱਲ ਤੋਂ ਜਾਣੂ ਹਾਂ ਕਿ ਜੇਕਰ ਮੇਰੇ ਦੁਆਰਾ ਦਿੱਤੀ ਗਈ  
ਸੂਚਨਾ ਝੂਠੀ ਸਾਬਤ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮੈਂ ਕਾਨੂੰਨ ਅਧੀਨ ਸਜ਼ਾ ਦਾ ਭਾਗੀਦਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ ਅਤੇ ਮੈਨੂੰ  
ਉਸ ਵਿਦਿਅਕ ਸੰਸਥਾ ਵਿਚੋਂ ਸਰਸਰੀ ਤੌਰ ਤੇ (summarily) ਕੱਢ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜਿਸ ਵਿਚ ਮੈਂ  
ਅਜਿਹੀ ਝੂਠੀ ਸੂਚਨਾ ਦੇ ਅਧਾਰ ਤੇ ਦਾਖਲਾ ਲਿਆ ਹੈ।

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

**CERTIFICATE FOR BEING CHILDREN/GRANDCHILDREN OF POLITICAL SUFFERERS  
(GRAND CHILDREN WOULD MEAN SON'S SONS/DAUGHTERS OR DAUGHTER'S  
SONS/DAUGHTERS)**

Despatch No. \_\_\_\_\_

Date: \_\_\_\_\_

Certified that \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ of  
village \_\_\_\_\_ P.O. \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ and father/mother of Shri/Kumari \_\_\_\_\_

(Name of the Candidate)

bonafide political sufferer and has been granted freedom fighter's pension by the Punjab Government or  
has been awarded Tamra Patra for his political sufferings.

Place:

\*Deputy Commissioner

Date:

(with Seal of the Court)

\*Certificate from no other authority will be accepted.

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**DEFENCE/PARA-MILITARY/PUNJAB POLICE/P.A.P./PUNJAB HOME GUARDS  
PERSONNEL CERTIFICATE**

To be obtained from the appropriate authority with dispatch number and date of the issue  
alongwith seal of the officer issuing the certificate mentioned in the Reservation Policy in the Prospectus  
for this category. Certificate must indicate the name of the candidate.

**FORMAT OF CERTIFICATE**

**DISTRICT SAINIK WELFARE OFFICER**

(\_\_\_\_\_)

**Name of District**

**Admission Certificate**

(As per Pb. Govt. Notification No. GSR 9/Const/Art 309, 234 and 318/and (5)/2003 dated 6<sup>th</sup> Nov, 2002 and letter No. 15/7/92-4DW/Part11/2056 dated 30<sup>th</sup> Apr, 2003)

Certified that \_\_\_\_\_ is a Lineal Descendant of No \_\_\_\_\_ Rank  
Ex \_\_\_\_\_ Name \_\_\_\_\_ Who is an Ex-  
Servicemen as per Identity Card No \_\_\_\_\_ issued by District Defense  
Services Welfare Officer, \_\_\_\_\_ and residing at  
\_\_\_\_\_

District-

This certificate is issued to \_\_\_\_\_ whose date of birth is  
\_\_\_\_\_ strictly for the purpose of Admission for (Name of the  
class/course) \_\_\_\_\_

No. \_\_\_\_\_

District Defense Services Welfare Officer,

Dated: \_\_\_\_\_

(\_\_\_\_\_)

Name of District