

PROCEDURE OF OBTAINING J&K STATE PERMANENT RESIDENT CERTIFICATE WHICH IS ALSO KNOWN AS STATE SUBJECT CERTIFICATE

Documents to be attached with application

Applicant has to satisfy the issuing authority that he/she is a Permanent Resident of J&K State. For the purpose one has to submit evidence from the following documents along with application:-

Current Record

1. Record of Right (Misal Hakiyat)
2. Copy of Annual Revenue record (Jamabandi)
3. Copy of Shajjra Nasab
4. Copy of Khasra Girdawari of Land & House
5. Copy of Voter List.
6. Copy of Ration Card
7. Copy of Mal Shumari
8. Affidavit of applicant or father of minor stating that he is a Permanent Resident of the J&K State and has not migrated to any other state.

Old Record

9. Form I-A (Alaf) only from the displaced person who migrated from areas of Jammu & Kashmir State occupied by Pakistan now.
10. Annual Revenue Record before settlement (Jamabandi before year 2002 Bikrami preferably from 1994 or 1995 or 1996 Bk. / from the years 1936 or 1937 or 1938 A.D.)
11. Shajjra Nasab of the same year as above in 10.

Statements

12. The Oral Statements of applicant and his father or grandfather is recorded by Naib Tehsildar Office/ Tehsildar Office on a plain paper stating that they are resident of the J&K state and is attached with Application as a supporting document.
13. Two oral statements on plain paper from any two reasonable persons preferably Numberdar & Chowkidar of the locality as witness stating that applicant is a resident of the J&K State are also attached along with application as supporting documents.

Competent Authority to Issue State Subject Certificate/Permanent Resident Certificate.

Deputy Commissioner/ Additional Deputy Commissioner/Assistant Commissioner (Revenue)/ Sub-Divisional Magistrate(SDM) are authorised by name by the Govt.(Revenue Department) to issue State Subjects in a particular area.

Procedure

An applicant desirous of obtaining State Subject Certificate has to apply before the Tehsildar of the concerned area with application on plain paper affixing Rupees three stamps as court fee per

applicant. All the necessary documents should be attached with application along with per applicant two blank Forms on which certificate is to be issued. The application is generally sent to Naib Tehsildar Office of the area for completion of the case file and his comments. The Naib Tehsildar satisfies himself about the authenticity of the documents attached with the application and also regarding the permanent resident status. After satisfying himself he submits the file back to Tehsildar of the area after putting a sign and stamp on the certificate Form. The Naib Tehsildars of far-flung areas/ independent Naibats are also empowered to accept the application directly and submit the same to Tehsildar concerned under official despatch after completing the formalities.

The Tehsildar verifies the supporting documents of the application and satisfies himself about the enquiry conducted by Naib Tehsildar. There after, he recommends the file to competent Issuing authority of the area for issuance of the certificate after putting his signature and stamp on the certificate Form. The concerned Issuing Authority after satisfying himself issues the certificate to the applicant. If there is any deficiency or doubts in the file, the file is returned to the concerned Tehsildar with specific objections on it.

The State Subject is issued to males residents once but to unmarried female, on the basis of record of her parents, is valid till marriage. After marriage female has to apply afresh with revenue documents of her husband for obtaining the State Subject Certificate again. Female getting married in J&K State from outside the state is also eligible for Permanent Resident Certificate on the basis of right of her husband.

If the concerned competent authority is satisfied that applicant is a permanent resident of the State, he or she can issue certificate directly.

Time Limit

The certificate is issued without delay if all the necessary documents are submitted with application and the concerned authority is satisfied. However the Govt. has set a limit of 30 days for issuing the certificate.