

डॉ. बी. राजेन्द्र

भा० प्र० से०
अपर मिशन निदेशक



बिहार प्रशासनिक सुधार मिशन सोसाइटी
सामान्य प्रशासन विभाग, बिहार, पटना

पत्रांक- बि0प्र0सु0मि0सो0/RTPS-08/2012 सो...317..... दिनांक...10.04.2013.

सेवा में,

सभी जिला पदाधिकारी

विषय- बिहार लोक सेवाओं का अधिकार अधिनियम के तहत आवेदनों के साथ लिए जाने वाले अनुलग्नकों के संबंध में।

महाशय,

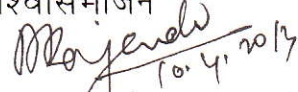
उपर्युक्त विषयक बिहार लोक सेवाओं का अधिकार अधिनियम के तहत आवेदन के साथ लिए जाने वाले अनुलग्नकों की चेक लिस्ट को सरल बनाने के उद्देश्य से संबंधित विभागों की अनुशंसा के आलोक में संशोधित किया गया है। संशोधन के अनुरूप 'अधिकार' सॉफ्टवेयर में आवश्यक सुधार कर दिया गया है एवं सॉफ्टवेयर को अद्यतन करने हेतु यहाँ से पैच भेज दिया गया है।

संशोधित चेक लिस्ट की विवरणी पत्र के साथ संलग्न कर भेजते हुए अनुरोध है कि:-

- (i) Software update करने हेतु सभी संबंधित कार्यालयों को निदेश दिया जाए।
- (ii) कार्यालयों के सूचना पट्ट पर संशोधित चेकलिस्ट का प्रकाशन तुरन्त किया जाए।
- (iii) सभी संबंधित को उक्त के संबंध में अवगत कराते हुए तदनुसूचित कार्रवाई करने का निदेश देने की कृपा की जाए।

अनु०:-यथोक्त।

विश्वासभाजन


(डा० बी० राजेन्द्र)
अपर मिशन निदेशक

Department:- Registration Department.

Sl. No	Service	Sub Service	Updated Check List	
1	Non-Encumbrance Certificate	Non-Encumbrance Certificate(Computerised Record)	1	Proof of payment of requisite fees
			2	Letter from the Lender (institution/bank) requiring Non Encumbrance Certificate stating the details of Land/property including Anchal, Mauja, Khata No, Khesra No / Plot No
			3	Duly Filled Application Form 2, Appendix E of BRR
		Non-Encumbrance Certificate(Upto 3 Years)	1	Proof of payment of requisite fees
			2	Letter from the Lender (institution/bank) requiring Non Encumbrance Certificate stating the details of Land/property including Anchal, Mauja, Khata No, Khesra No / Plot No
			3	Duly Filled Application Form 2, Appendix E of BRR
		Non-Encumbrance Certificate(More than 3 Years)	1	Proof of payment of requisite fees
			2	Letter from the Lender (institution/bank) requiring Non Encumbrance Certificate stating the details of Land/property including Anchal, Mauja, Khata No, Khesra No / Plot No
			3	Duly Filled Application Form 2, Appendix E of BRR
2	Registration of Societies / Firms	Registration of Societies	1	Duly filled Application Form
			2	2 copies of Memorandum of Association containing details such as (a) Name of the society, (b) Objects of the society and (c) Names, address, occupations of the governors / council directors / committee / other governing body
			3	A copy of Rules and Regulations of the society, certified to be a true copy duly attested by at least three members of the governing body as provided in section 2
			4	A copy of the report of the proceeding of the general meeting in which the resolution for registration of the society was passed, certified by two members of the governing body
			5	Proof of payment of requisite fees
			6	Self-signed photo of the members of the governing body and photo of the office of the society (with location)
			7	Proof of identification of president, treasurer and secretary of society, address proof of the office
			8	Self address stamp envelope (A4 size for registered post)
		Registration of Firms	1	Duly filled Application to IGR for Registration of the Firm
			2	Filled up Form 1 (under Rule 3)
			3	Proof of payment of requisite fees
			4	Attested Copy of the Registered partnership deed
			5	Self address stamp envelope (A4 size for registered post)
3	Search & Copy work related to Firms/Societies	Search & Copy work related to Firms/Societies	1	Application with details like Name of Registered Firm/Societies, Registration No, Registered Address and Date
			2	Proof of payment of requisite fees
4	Delivery of Registered Documents	Delivery of Registered Documents	2	Acknowledgment receipt(issued under section 52, clause(b) of registration act) to be produced by the presentant or his duly authorized representative

Department:- Registration Department.

Sl. No	Service	Sub Service	Updated Check List	
5	Registration/ disposal of documents presented	In case of sale, Gift or exchange	1	Declaration U/R 16 of the BLR (FCA & ASL) Act, 1961 (in case of leases also)
			2	Photo in case of transfer of buildings
			3	Photocopy of PAN/ Form 16 with address proof in case of sale with consideration value greater than 5 lakhs
			4	Photocopy of identity proof of the identifier U/R 12 of BRR
			5	Deed (original)
			6	Proof of payment of stamp duty, Registration fees and service charge in prescribed format
			7	Map of the Plot (Nazir Naksha)
			8	Form 4 U/R 4(1) of Bihar Stamp Rules 1995 (Annexure 1b)
			9	Form 13 U/R 15 of Bihar Tenancy Act 1885 (Annexure 1c)
		In case of mortgage (U mortgage), lease	1	Deed (original)
			2	Proof of payment of stamp duty, Registration fees and service charge in prescribed format
			3	Declaration U/R 16 of the BLR (FCA & ASL) Act, 1961
			4	Photocopy of identity proof of one of the identifier U/R 12 of BRR
		In case of settlement	1	Deed (original)
			2	Proof of payment of stamp duty, Registration fees and service charge in prescribed format
			3	Declaration U/R 16 of the BLR (FCA & ASL) Act, 1961 (in case of leases also)
			4	Photocopy of identity proof of one of the identifier U/R 12 of BRR
		In case of partition	1	Deed (original)
			2	Proof of payment of stamp duty, Registration fees and service charge in prescribed format
			3	Form 4 U/R 4(1) of Bihar Stamp Rules 1995 (Annexure 1b)
			4	Photocopy of identity proof of the identifier U/R 12 of BRR
		In Case of all other types of deeds	1	Photocopy of identity proof of one of the identifier U/R 12 of BRR
			2	Deed (original)
			3	Proof of payment of stamp duty, Registration fees and service charge in prescribed format
6	Search & Copy Work	Search & Copy Work	1	Proof of payment of requisite fees
			2	Filled up Form 2, Appendix E of BRR

Department:- Transport Department.

Sl. No.	Name of Service	Sub Service	Updated Check List
1	DTO Services	1 Issuance of Learner's License (DTO)	Duly filled Application (Form 2)
			Medical certificate (Form 1)
			Recent passport size photographs of the applicant (2 copies)
			Required Fee(Challan/Receipt)
			Proof of age (Photo copy of any one of the following):- (i) Birth Certificate (ii) School Certificate (iii) Passport (Copy of first two pages & last two pages) (iv) PAN Card (v) LIC Policy (vi) Age certificate issued by Civil Surgeon (vii) Electoral Photo identity card
			Proof of Residence (Photo copy of any one of the following):- (i) Electoral photo Identity Card (ii) Residential Certificate/ Caste Certificate issued by a C.O/B.D.O/ Executive officer of Municipal Bodies (iii) Electricity Bill (iv) Telephone Bill (BSNL only) (v) LIC Policy (vi) Holding tax receipt (vii) Identity Card issued by of any office of State Govt./Central Govt./Public sector undertaking (viii) Aadhar Card.
			Copy of the existing Driving Licence of the applicant (in case application is for learner license transport vehicles only)
			Proof of citizenship(Photo copy of any one of the following):- (i) Proof of Birth in India from municipality or registrar of birth & death. (ii) Passport showing place of birth/citizenship/(Copy of first two pages & last two pages) (iii) Residential certificate issued by C.O/B.D.O. (iv) Caste Certificate issued by C.O/B.D.O (v) Electoral Photo identity card
		2 (a)	Issuance of different types of Driver's License (DTO) Duly filled Application Form 4 Valid learner's license for driving vehicles Required Fee Medical Certificate in Form 1A by registered Medical Practitioner (For Transport Vechile only)
		2 (b)	Renewal of different types of Driver's License (DTO) Duly filled Application in Form 9 Required Fee Recent passport size photo of applicatn (2 copies) Original Driving License Declaration in Form-1 for physical fitness Medical Certificate by registered Medical Practitioner in case the age is above 60 years
		3(a)	Issuance of second copy of Driver's License Duly filled Application in Form LLD in Bihar Motor Vehicle Rules Required Fee In case of loss of Driving License, copy of loss reported (FIR/Sanha)
		3(b)	Endorsement of second copy of Driver's License (DTO) Duly filled Application in Form 8 Learner's license or Driving License of the applicant Driving Certificate issued by Driving Training School in Form 5(In Case of Transport Vehicles only) Required Fee
		4	Conversion of Driver's License into Smart Card Application for conversion to smart card (No Format) Original Driving License Required Fee

Department:- Transport Department.

Sl. No	Name of Service	Sub Service	Updated Check List
		5	International Driver's License - In case of valid proof of visa is not available (DTO) Duly filled Application in Form 4A Copy of valid driving license issued by licensing authority Required Fee 3 copies of Recent passport size photographs Medical certificate in Form 1 A Proof of Nationality Photo copy of any one of the following:- (i) Passport (First two and last two pages of Passport) (ii) Voter Identity Card (iii) Residential Certificate issued by C.O./B.D.O. (iv) Caste Certificate issued by C.O./B.D.O. Photo copy of first two and last two pages of Passport Photo copy of Visa, where it is required
		6	Temporary registration of vehicles (DTO) Duly filled Application in CR TEMP A Fee plus tax Vehicle sale certificate
			Duly filled Application in Form 20 Sale Certificate in Form 21 Road worthiness certificate in Form 22 Valid Insurance Certificate Proof of Address Photo copy of any one of the following:- (i) Residential Certificate issued by C.O/B.D.O. (ii) Electricity Bill (iii) Telephone Bill (BSNL only) (iv) LIC Policy (v) Holding tax receipt (vi) Identity Card issued by of any Office of State Govt./Central Govt./Executive officer of municipal body (vii) Aadhar Card. Required Fee Proof of Citizenship Photo copy of any one of the following:- (i) Proof of Birth in India from municipality or registrar of birth & death. (ii) Passport showing place of birth/citizenship/ (Copy of first two pages & last two pages) (iii) Residential certificate issued by C.O/B.D.O. (iv) Caste Certificate issued by C.O/B.D.O. Invoice (Money Receipt) issued by dealer/ agency Photo copy of PAN Card in Case the cost of Vehicle is more than 4.00 lac (If PAN Card is not available Declaration in form-60 is required) Photographs of the Applicant (2 copies) Certificate of temporary registration In case of imported vehicle- Custom clearance certificate, Licence and Bond if any. Proof of Legal Presence in India in addition to Proof of Residence in case of foreigners – Photo copy of visa
			Registration of new private vehicles / transport vehicles - For all categories of vehicles (DTO)

Department:- Transport Department.

Sl. No	Name of Service	Sub Service	Updated Check List		
			In case of vehicle purchased from outside state- Photo copy of proof of Entry tax payment to Commercial Tax Deptt.		
			In case of Omni Bus (Seating Capacity 6 to 12 persons)- Affidavit from Notary / Executive Magistrate in case vehicle is for Private use only		
		8	Second copy of Registration Certificate - No-objection	Duly filled Application in Form 26 Required Fee Copy of the loss of original, reported in the Police Station (FIR/Sanaha) Photocopy of original tax token	
			Renewal of Registration Certificate (DTO)	Duly filled Application in Form 25 Required Fee Registration Book Pollution Certificate	
			Cancellation of Registration Certificate (DTO)	Application stating reasons for cancellation (no format) Original Registration Book Photocopy of current tax token Details for parking lot for the vehicle/Photocopy of sale to junk dealer	
		11	In case of renewal of trade certificate (DTO)	Duly filled Application in Form 16 TIN No. allotted by Commercial Tax department Copy of PAN Card Copy of Lease/Sale Deed of the establishment and recent tax payment receipt 2 copies of passport size photographs of the applicant Authorisation letter issued by the manufacturer for nominating the dealership Required Fee in case of renewal -original Trade Certificate	
		12	Issuance of tax token (DTO)	Declaration in Form-B1 Tax token amount	
		13	Surrender of Vehicles	Declaration in Form-J Original Registration Book Original Fitness Certificate Original Insurance Certificate Original Valid Tax Token Undertaking Acknowledgment receipt of the permit surrendered in RTA/STA	
		14	In case of renewal of Petrol Pump license (DTO)	Duly filled Application in Form II Required Fee Dealer appointment letter Map/ Plan of petrol pump Copy of Land Records Proof of address NOC issued by District Magistrate Explosives license In case of Renewal, Original Licence & fee only	
		2	MVI Services	15	Issuance/Renewal of Fitness Certificate of transport vehicles (MVI)
				16	Verification report of vehicles met with accident
					Duly filled Application in Form CFA Required Fee Valid Tax Token Copy of valid Insurance certificate Copy of Registration Certificate Pollution control certificate
					In case of vehicles met accident - Requisition received from the concerned Police Station Xerox Copy of all original documents related to the vehicle

Department:- Transport Department.

Sl. No.	Name of Service	Sub Service	Updated Check List
		17	Issuance of second copy of Fitness Certificate (MVI)
			Duly filled Application in Form CD
			Report of loss of original in Police station or the affidavit
			Required Fee
			Copy of valid Insurance certificate
			Copy of Registration Certificate
			Pollution Certificate

In case of temporary discontinuance	Form K (Duly filled Application)
	Original Tax Token or its certified copy
	In case of temporary discontinuance Form-J along with Affidavit
In case of refund of lumpsum tax (DTO)	
	In case of refund of lumpsum tax, expected proof of circumstances described in Bihar Motor Vehicle Taxation Act, 1994.

Department:- Revenue & Land Reforms Department.

Sl. No	Name of Service	Sub Service	Updated Check List
1	Disposal of Mutation application	In Regular Quasi-judicial court/Camp Court- In cases of land received through sale/gift/exchange	Photo copy of registered sale deed/ deed of gift/deed of exchange (as applicable)
		In Regular Quasi-judicial court/Camp Court- In cases of land received through succession	Photocopy of order of succession passed by the competent court, OR Genealogy showing relation to jamabandi Raiyat attested by Mukhia/Sarpanch/Ward Councilor/ Gram Panchayat Sadasya/ Kachehri Panch
		In Regular Quasi-judicial court/Camp Court- In cases of land received through will	Photocopy of registered Will
		In Regular Quasi-judicial court/Camp Court- In cases of land received through Partition	Photocopy of partition order passed by a competent court OR Photocopy of registered deed of partition OR Photocopy of document of Mutual Partition signed by all co-sharers OR Photocopy of partition by Panchayati
		In Regular Quasi-judicial court/Camp Court- In cases of land received through a court order	Photocopy of court order passed by a competent court with regard to the Title Suit of land concerned.
2	Issuance of Land Possession Certificate	Issuance of Land Possession Certificate	Photocopy of document of Delivery of Possession by a competent court post declaration of Title by a competent Court
			Photocopy of Rent Receipt.

Department:- General Administration Department.

Sl. No	Name of Service	Sub Service	Updated Check List	
1	Issuance of Residential Certificate (CO)	IF Revenue record like Revenue receipt or,	1	Duly filled Application form
			2	Self – Declaration
		IF Revenue record like Revenue receipt or, Land related document or, Record of land allocated to landless is available	1	Duly filled Application form
			2	Revenue record like Khatiyān/Danpatra/Land related document/Record of land allocated to landless Or Ration Card Or Voter – I – Card Or Electricity Bill Or Telephone Bill or Self – Declaration
2	Issuance of Residential Certificate (SDO)	Issuance of Residential Certificate (SDO)	1	Certificate issued by Circle Officer
			2	Prescribed Format Application Form
3	Issuance of Residential Certificate (DM)	Issuance of Residential Certificate (DM)	1	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]
			2	Prescribed Format Application Form
4	Issuance of Income Certificate (CO)	Salary / Pension Slip Or Income Tax Return	1	Duly filled Application form
			2	Self – Declaration
		Salary / Pension Slip Or Income Tax Return is available	1	Duly filled Application form
			2	Self – Declaration
3	Salary / Pension Slip Or Income Tax Return			
5	Issuance of Income Certificate (SDO)	Issuance of Income Certificate (SDO)	1	Certificate issued by Circle Officer
			2	Prescribed Format Application Form
6	Issuance of Income Certificate (DM)	Issuance of Income Certificate (DM)	1	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]
			2	Prescribed Format Application Form
7	Issuance of Caste Certificate (CO)	SC/ST (CO) IF Revenue record like	1	Duly filled Application form
			2	Self – Declaration
		SC/ST (CO) IF Revenue record like Revenue receipt or, Land related document or, Record of land allocated to	1	Duly filled Application form
			2	Self – Declaration
		Issuance of Caste Certificate – OBC	3	Revenue record like Revenue receipt or, Land related document or, Record of land allocated to landless-optional
			1	Duly filled Application form
		Issuance of Caste Certificate – OBC	2	Self – Declaration
			1	Duly filled Application form
		BC/EBC (CO) IF Revenue record like	2	Self – Declaration
			1	Duly filled Application form
BC/EBC (CO) IF Revenue record like Revenue receipt or, Land related document or, Record of land allocated to	2	Self – Declaration		
	3	Revenue record like Revenue receipt or, Land related document or, Record of land allocated to landless		
		Issuance of Caste	1	Duly filled Application form

Department:- General Administration Department.

Sl. No	Name of Service	Sub Service	Updated Check List	
8	Issuance of Caste Certificate (SDO)	Certificate (SC / ST) at the SDO level	2	Certificate issued by the Circle Officer
		Issuance of Caste Certificate (OBC Creamy Layer for	1	Duly filled Application form
		Issuance of Caste Certificate (OBC Creamy Layer for	2	Certificate issued by the Circle Officer
		Issuance of Caste Certificate (OBC Creamy Layer for	1	Duly filled Application form
		Issuance of Caste Certificate (BC / EBC) at the SDO level	2	Certificate issued by the Circle Officer
		Issuance of Caste Certificate (BC / EBC) at the SDO level	1	Duly filled Application form
		Issuance of Caste Certificate (BC / EBC) at the SDO level	2	Certificate issued by the Circle Officer
		Issuance of Caste Certificate (SC / ST) at DM level	1	Duly filled Application form
9	Issuance of Caste Certificate (DM)	Issuance of Caste Certificate (OBC Creamy Layer for State Services) at DM	2	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]
		Issuance of Caste Certificate (OBC Creamy Layer for State Services) at DM	1	Duly filled Application form
		Issuance of Caste Certificate (OBC Creamy Layer for State Services) at DM	2	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]
		Issuance of Caste Certificate (OBC Creamy Layer for State Services) at DM	1	Duly filled Application form
		Issuance of Caste Certificate (OBC Creamy Layer for Central Services) at	2	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]
		Issuance of Caste Certificate (OBC Creamy Layer for Central Services) at	1	Duly filled Application form
	Issuance of Caste Certificate (DM)	Issuance of Caste Certificate (BC /EBC) at DM level	2	Certificate issued by CO, As per circular No. 11490 dated 16.08.2012[Para-2(1)]

Department:- Home Department.

SL.N o	Name of Service	Sub Service	Proposed Sub Service Name	Updated Check List	
1	Character Certificate	For Tender or Any Agency	1 FOR CONTRACTORS/ BUSINESS PURPOSE/OTHE R COMMERCIAL PURPOSE	1)	Three Copies of Application Duly filled up in the prescribed format along with two self attested Photographs and Contact Phone No./ E-
				2)	Postal Order for Rs. 10/-
				3)	Copy of any of the following: (Proof of Address) (Proof of Identity) i) Electricity Bill. i) PAN Card. ii) Bank Statement. ii) Passport iii) Aadhaar (UID) iii) Driving License No. iv) Ration Card iv) Voter ID
				4)	An Undertaking/ Affidavit that he/ She was/ is not involved in any case any where in the country.
	Character Certificate	For General	FOR ACADEMIC PURPOSE/ JOB PLACEMENT PURPOSE	1)	Three Copies of Application Duly filled up in the prescribed format along with two self attested Photographs and Contact Phone No./ E-
				2)	Postal Order for Rs. 10/-
				3)	Copy of any of the following: (Proof of Address) (Proof of Identity) i) Electricity Bill. i) Student ID card. ii) Bank Statement. ii) A letter form local Mukhiya, Ward Councillor as iii) Aadhaar (UID) Identity Proof iv) Ration Card v) A letter form local Mukhiya, Ward Councillor as Residential Proof
				4)	Undertaking by Parent/ Guardian that the applicant is not involved in any case any where in the country.
	For Passport	3 FOR PASSPORT	1)	Three Copies of Application Duly filled up in the prescribed format along with two self attested Photographs and Contact Phone No./ E- mail Id/Mobile No.	
			2)	Postal Order for Rs. 10/-	
			3)	Copy of any of the following: (Proof of Address) (Proof of Identity) i) Electricity Bill. i) PAN Card. ii) Bank Statement. ii) Passport iii) Aadhaar (UID) iii) Driving License No. iii) Driving iv) Ration Card iv) Voter ID	
			4)	Photocopy of PV. Slip.	

Department:- Social Welfare Department.

Sl. No	Name of Service	Sub Service	Updated Check List	
1	Pension Scheme	Indira Gandhi National Old Age Pension Scheme	1	2 copies of the duly filled Application Form in prescribed Format
			2	2 copies of passport size photograph
		Indira Gandhi National Widow Pension Scheme	1	2 copies of the duly filled Application Form in prescribed Format
			2	2 copies of passport size photograph
Pension Scheme	Indira Gandhi National Disability Pension Scheme	1	2 copies of the duly filled Application Form in prescribed Format	
		2	Certificate of 80% or more disability issued by Competent Authority	
		3	2 copies of passport size photograph	
	Pension under Bihar Disability Pension Scheme	1	2 copies of the duly filled Application Form in prescribed Format	
		2	Certificate of 40% disability or more issued by competent authority	
		3	2 copies of passport size photograph	
Pension Scheme	Lakshmi Bai Social Security Pension Scheme	1	2 copies of the duly filled Application Form in prescribed Format	
		2	Proof of the name being in the BPL list - Photocopy of the relevant page of the current BPL list	
		3	2 copies of passport size photograph	
Pension Scheme	Bihar Social Security Pension Scheme			
2	Mukhyamantri Kanya Vivah Yojna	Mukhyamantri Kanya Vivah Yojna	1	Income certificate issued by CO/Photo Copy of BPL List
			2	Residence or land related certificate or residence certificate issued by SDO/CO or Photo Copy of BPL List
			3	Certificate of marriage registration issued by the competent authority
			4	Affidavit for not giving dowry
3	Rashtriya Parivarik Labh Yojana	Rashtriya Parivarik Labh Yojana	1	Death certificate
			2	Self declaration about not received benefit of the scheme earliar