

**APPLICATION FORM FOR CERTIFICATE OF IDENTIFICATION**  
*(To be submitted in Triplicate)*

Passport size  
photograph  
of the  
applicant

BANK RECEIPT NO. \_\_\_\_\_

DATE \_\_\_\_\_

MOBILE NO. \_\_\_\_\_

Passport size  
photograph  
of the  
guardian

To

**The District Collector**  
**East Sikkim**  
**Gangtok**

Sir,

I, \_\_\_\_\_(Name of the applicant)

Son/Daughter/Wife of Shri/Smt \_\_\_\_\_ request you to kindly issue me a Certificate of Identification ( COI) on the basis of the details given below:

**A. Personal Details of the applicant**

- i. Name in Block Letters: \_\_\_\_\_
- ii. Sex : (Male/female): \_\_\_\_\_
- iii. Name of the Father/Husband: \_\_\_\_\_
- iv. Marital Status ( Married/Unmarried): \_\_\_\_\_
- v. Date of Birth & Age: \_\_\_\_\_
- vi. Complete Postal Address:
  - a. House no: \_\_\_\_\_
  - b. Block: \_\_\_\_\_
  - c. Panchayat Unit &Ward: \_\_\_\_\_
  - d. Municipal ward (if Urban): \_\_\_\_\_

**B. If the applicant applies for COI on the basis of SSC, fill up the following details:**

- i. Name of the person holding the SSC: \_\_\_\_\_
- ii. Serial No. \_\_\_\_\_ Volume No \_\_\_\_\_
- iii. Block : \_\_\_\_\_
- iv. Relationship of the applicant with the holder of SSC \_\_\_\_\_

**C. If the applicant applies for COI on the basis of agricultural land in rural area, fill up the following details:**

- i. Name of the land owner: \_\_\_\_\_
- ii. Khatiyani No. \_\_\_\_\_ Plot Nos. \_\_\_\_\_
- iii. Revenue Circle \_\_\_\_\_ Revenue Block \_\_\_\_\_
- iv. Relationship of the applicant with the land owner: \_\_\_\_\_

**D. If the applicant applies for COI on the basis of Indian Citizenship Certificate, fill up the following details:**

- i. Name of the person holding the ICC: \_\_\_\_\_
- ii. Serial No: \_\_\_\_\_ Volume No \_\_\_\_\_
- iii. Block : \_\_\_\_\_
- iv. Relationship of the applicant with the holder of ICC: \_\_\_\_\_

**E. If the applicant applies for COI on the basis of regular Government Employment on or before 31<sup>st</sup> December 1969, fill up the following details:**

- i. Name of the Government Servant: \_\_\_\_\_
- ii. Department: \_\_\_\_\_
- iii. Designation: \_\_\_\_\_
- iv. Relationship of the applicant with the Govt.Servant: \_\_\_\_\_

**Declaration:**

I hereby solemnly affirm and declare that to the best of my knowledge and belief

- i. I am a citizen of India
- ii. I have not concealed or suppressed any information, the disclosure of which would make me disentitled for this Certificate.
- iii. I shall be held responsible for any misrepresentation or false information given by me while applying for this Certificate

**Signature & Name of the Guardian**

**Date:**

**Signature & Name of the Applicant**

**Date:**

## Panchayat/ Councilor Verification

( To be submitted along with the application)

1. This is to certify that the applicant Shri/Smt/Kum \_\_\_\_\_ is the S/O,D/O,W/O of Shri. \_\_\_\_\_ and is a resident of \_\_\_\_\_ Ward Of \_\_\_\_\_ GPU and his photograph is pasted below.
  
2. This is also to certify the following:
  - i. That the name of Shri. \_\_\_\_\_  
S/O, D/O Shri. \_\_\_\_\_ is recorded in the Sikkim Subject Register at Vol. No. \_\_\_\_\_, Serial No. \_\_\_\_\_ at Block \_\_\_\_\_
  
  - ii. That Shri. \_\_\_\_\_ S/O \_\_\_\_\_  
has agricultural landed property in Rural area vide Khatiyon No. \_\_\_\_\_  
Plot Nos. \_\_\_\_\_ at Block \_\_\_\_\_
  
  - iii. That Shri. \_\_\_\_\_  
S/O, D/O Shri. \_\_\_\_\_ is a ICC holder  
Vide Vol. No. \_\_\_\_\_ Serial No. \_\_\_\_\_ at Block \_\_\_\_\_
  
  - iv. That Shri. \_\_\_\_\_ S/O, D/O Shri. \_\_\_\_\_  
was a regular Government Employee of the Government of Sikkim on or before 31<sup>st</sup>  
December 1969.

*(Strike out from above points whichever is not applicable)*

3. This is also to certify that the relationship of the applicant with the above mentioned person is \_\_\_\_\_ (son/ Daughter/ Wife/Grandson/Great Grandson/ Brother from the same father/Paternal Nephew/Niece).

I also hereby declare whatever I have certified above is true to the best of my Knowledge and belief and I have not suppressed or misrepresented any facts. I agree to take the responsibility and suffer the legal consequences of giving any false information.

Date:

Passport size  
photograph of the  
applicant along  
with seal of Ward  
Panchayat

Signature of Ward Member:

Name of Ward Member:

Ward No. & Name:

GPU No. & Name:

### **Instruction for filling the Application Form**

1. The following enclosures shall be submitted by the applicant along with the application
    - a. Attested copy of SSC (If applying on the basis of SSC)
    - b. Attested copy of Parcha (If applying on the basis of landed property)
    - c. Attested copy of ICC (If applying on the basis of ICC)
    - d. Attested copy of Appointment Order/ Pension Book (If applying on the basis of Regular Government Employment)
    - e. Proof of relationship (COI/Birth Certificate/Transfer Certificate / any other official document)
  2. Married Women applying for COI should enclose SSC/COI/ICC/EPIC of either of her parents along with proof of marriage.
  3. Two Passport size photographs should be submitted on the day of obtaining the COI in addition to the photos pasted on the application. Preferably all the photographs should be identical
  - 4.
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### **Process Sheet (For Office use)**

#### **1. Revenue Section:**

The Land Records have been verified and the following details have been found out:

**Revenue Officer**

#### **2. Confidential Section:**

The applications along with all the supporting documents have been thoroughly scrutinized. The Panchayat Verification and Reports from SP/SB has been received and found to have been in consonance with the claims of the applicant.

Any Other Comments:

**Confidential Assistant**

#### **3. Order: (Approved/Not Approved)**

**District Collector/Addl.District Collector, East**