



KERALA GAZETTEE
കേരള ഗസറ്റ്
EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

Vol. LV	}	Thiruvananthapuram,	10 th August, 2010		1858
വാല്യം 55		Tuesday	2010 ആഗസ്റ്റ് 10	No.	}
		തിരുവനന്തപുരം,	19 th Sravana 1932	നമ്പർ	
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GOVERNMENT OF KERALA

Information Technology (B) Department

NOTIFICATION

G.O (P) No.24/2010/ITD.

Dated, Thiruvananthapuram 4th August, 2010

S.R.O. No. 797/2010.- In exercise of the powers conferred under section 90 read with sections 6 and 6A of the Information Technology Act, 2000 (Central Act No.21 of 2000), the Government of Kerala hereby makes the following rules, namely:-

1. *Short Title and Commencement*- (1) These rules may be called the Kerala Information Technology (Electronic Delivery of Services) Rules, 2010.

(2) They shall come into force at once.

2. *Definitions.*- (1) In these Rules, unless the context otherwise requires,-

1. “**Act**” means the Information Technology Act, 2000 (Central Act 21 of 2000);
2. “**authorized agent**” means an agent of the Government or of the service provider and includes an operator of an electronically enabled kiosk or front office who is permitted under these rules to deliver public services to the users with the help of a computer resource or any communication device, by following the procedure specified under these rules;
3. “**certificate**” means a certificate required to be issued by a statutory authority empowered under any Act, rule, regulation or order of the Government to issue a certificate to confirm the status, right or responsibility of a person, natural or artificial, in accordance with any such Act, rule, regulation or Order of the Government and includes a certificate in electronic form printed and issued by a service provider with electronic signature on such stationery as may be specified by the Government;
4. “**departmental access point**” means the front-office of a Government department, wherever-so established and manned by the authorized agent of the Government, through which the citizen can apply for e-services;
5. “**electronic delivery of service**” means the delivery of public services in the form of receipt of forms and applications, issue or grant of any license, permit, certificate, sanction or approval and the receipt or payment of money by electronic means or any other such public service rendered by following the procedure specified under these rules;
6. ‘**e- service**’, means a service as specified in rule 3;
7. “**government**” means the Government of Kerala;
8. “**official gazette**” means the official gazette of the Government;
9. “**principal office**” means and includes any office, authority, body or agency owned or controlled by the Government or any institution of local self-government who, deliver any service to the citizens ;
10. “**principal office’s fee**” means any duly authorized taxes, charges, dues or any other moneys due in respect of a service payable by any person to the principal office concerned that are otherwise payable under the relevant law when making an application to the concerned principal office;
11. “**repository of electronically signed electronic records**” means collection of all electronically signed electronic records, stored and managed in accordance with these rules;

12. "service charge" means amount payable to the service provider for electronic delivery of services rendered and does not include the principal office's fee;

13. "service provider" means any electronic delivery of services provider defined under sub-section (1) of section 6A of the Act;

2. Words and expressions used and not defined in these rules but defined in the Act shall have the same meanings assigned to them in the Act.

3. e - Services - (1) The e-services which are available under these rules are specified in column (2) of the table below. The principal office or offices providing the service, the form of application and the format of certificate issued shall be as provided in columns (3), (4) and (5) thereof, respectively;

Sl. No	e- Services	Principal office	Application	Certificate
(1)	(2)	(3)	(4)	(5)
1	Caste Certificate	Village/Taluk Office	Form 1A	Form 1C
2.	Residence Certificate	Village/Taluk Office	-do-	Form 2C
3.	Identification Certificate	Village/Taluk Office	-do-	Form 3C
4.	Relationship Certificate	Village/Taluk Office	-do-	Form 4C
5.	Nativity Certificate	Village/Taluk Office	-do-	Form 5C
6.	Legal Heir Certificate	Village/Taluk Office	-do-	Form 6C
7.	Solvency Certificate	Village/Taluk Office	-do-	Form 7C
8.	Location Certificate	Village/Taluk Office	-do-	Form 8C
9.	Domicile Certificate	Village/Taluk Office	-do-	Form 9C

10.	Income Certificate	Village/Taluk Office	-do-	Form 10C
(1)	(2)	(3)	(4)	(5)
11.	Possession certificate	Village/Taluk Office	-do-	Form 12C
12.	Community Certificate	Village/Taluk Office	-do-	Form 13C
13.	Possession and Non- Attachment Certificate	Village/Taluk Office	-do-	Form 14C
14.	Inter-Caste Marriage Certificate	Village/Taluk Office	-do-	Form 15C
15.	Life Certificate	Village/Taluk Office	-do-	Form 16C
16.	Valuation Certificate	Village/Taluk Office	-do-	Form 17C
17.	Widow/Widower Certificate	Village/Taluk Office	-do-	Form 18C
18.	One and the Same Religion/Caste Certificate	Village/Taluk Office	-do-	Form 19C
19.	Conversion Certificate	Village/Taluk Office	-do-	Form 20C
20.	Destitute Certificate	Village/Taluk Office	-do-	Form 21C
21.	Family Membership Certificate	Village/Taluk Office	-do-	Form 22C
22.	Dependency Certificate	Village/Taluk Office	-do-	Form 23C

23. Non-Remarriage Certificate Village/Taluk Office -do- Form 24C

(2) Government may notify additional services as e-services from time to time:-

4. service provider to collect service charge - (1) The application for an e-service submitted to an service provider shall be accompanied by a service charge of Rs 20/- (twenty rupees) payable in cash to the service provider, at the time of making the application.

(2) Service charges for allied e-services are the following, namely:-

1	Status enquiry	Rs. 2/- (Rupees Two only)
2	All print-out related to e-services	Rs. 2/- (Rupees Two Only) per page
3	All scanning of documents related to e-services	Rs. 2/- (Rupees Two Only) per page
4	Acknowledgement Receipt	Nil

(3) This service charge will not include any taxes, fees, charges, dues or other sums of money that are otherwise payable under the relevant law when making an application to the concerned Principal Office.

5. Principal Office's fee to be collected by service provider - (1) Principal Office's fee, if any, shall also be collected by the service provider in cash, except for those payments that are ordinarily required to be made in the form of court fee stamps or treasury chalans.

(2) The Principal Office's fee collected by the service provider shall be remitted with the concerned principal office by the service provider in its entirety. Service provider shall have no claim on the principal office's fee.

6. Remittance of service charge and principal office's fee by the service provider - (1) 50 % of the service charge collected by the service provider for an e-service, will be shared by the Government. This will exclude the allied e-services mentioned in sub-rule (2) of rule 4.

(2) Of the total service charge collected, the share of the Government shall be remitted by the service provider to the treasury on the same day.

7. Presumption with regard to service charge paid to service provider and

other conditions of obtaining e- services - (1) In case of any service charge paid by any person to a service provider in respect of any specified e- service, the print-out on paper of the electronic acknowledgement generated by the computer resource in Form No 1RF and signed and sealed by the service provider and provided to such person by the service provider shall, prima facie, be proof of such payment and it shall be presumed that the dues or claims, for which the acknowledgement is purportedly issued, have been satisfied to that extent; however, mere payment by itself shall not create any right, title, extension or condoning the delay or limitation, or relaxation in favour of such person to which he is not otherwise entitled.

(2) The service charge once collected shall not be refunded.

(3) Payment of service charges to the service provider by no means creates any rights or title, temporary or permanent in nature in favour of the person concerned regarding obtaining the notified e-services. Mere payment does not necessarily ensure the delivery of services, rather all conditions of delivery of the service must be met fully at the time of making payment to the service provider.

(4) Additionally, in case any person impersonates, counterfeits, forges or resorts to any illegal means to obtain any of the e- services, he shall be liable to be prosecuted. The onus of proving otherwise shall solely lie with the person concerned before any authority or court of law.

8. System of Electronic Delivery of Service - (1) For the purpose of electronic delivery of services the Government shall on its own or through a service provider deliver public services through electronically enabled kiosks or any other electronic service delivery mechanism.

(2) Any license, permit, certificate, sanction, payment receipt or approval delivered in accordance with these Rules shall be admissible in any legal or other proceedings, without further proof or production of the original, as evidence of any contents of the original or of any facts stated therein, provide it is verifiable by one or more of the following manner as explained below:

2. The license, permit, certificate, sanction, payment receipt or approval or any other such public service has a unique identification number generated by the computer resource which can be used to verify its authenticity and content.

3. The license, permit, certificate, sanction or approval or any other such public service has a bar code which can be used to verify its authenticity and content.
4. The license, permit, certificate, sanction or approval or any other such public service can be verified with the electronic signature of the authority which has issued it.
5. Any other means notified by the Government.

9. Responsibility of Service Provider and their authorized agents -(1) The Government shall notify the functions, responsibilities and liabilities of service provider and their authorized agents in respect of the electronic services delivered which may be updated from time to time.

10. Audit of Service Provider and authorized agents - (1) The Government shall cause an audit to be conducted of the affairs of the service providers and their authorized agents every year by appointing audit agencies.

(2) Such an audit may cover aspects such as the security, confidentiality and the privacy of information, the functionality and performance of any software application used in the electronic delivery of services and the accuracy of accounts kept by the service providers and their authorized agents.

(3) It will be incumbent on the service provider and their authorized agents to provide such information and assistance to the audit agencies appointed by the Government to comply with the directions given by the audit agencies and to rectify the defects and deficiencies pointed out by the audit agencies.

11. Filing of form, application or any other document - Any form, application or any other document referred to in clause (a) of sub-section (1) of section 6 of the Act may be filed with any office, authority, body, agency or service provider owned or controlled by the Government of Kerala using the software specified by it and such office, authority, agency or service provider shall, while generating such software, take into account the following features of the electronic record, namely:-

2. life time;
3. preservability;

4. accessibility;
5. readability;
6. comprehensibility in respect of linked information;
7. evidentiary value in terms of authenticity and integrity;
8. controlled destructibility; and
9. augmentability.

12. Issue or grant of any license, permit, sanction or approval - Any license, permit, sanction or approval referred to in clause (b) of sub-section (1) of section 6 of the Act may be issued or granted by using the software specified under rule 11.

13. Miscellaneous - The Government shall, by appropriate order, from time to time notify the norms on the service levels to be complied with by the principal office and other officers involved in the process flow.

Affix Court fee
Stamp for ₹ 5/-

Form 1A

(see rule 3)

**COMMON APPLICATION FORM FOR OBTAINING VARIOUS SERVICES FROM TALUK /
VILLAGE OFFICE**

Nature of Certificate applied for

Purpose : State Central To be produced beforeLanguage in which the Certificate is required : English Malayalam**Part I (General Details)**

1. Name of person for whom certificate is applied for

2. Gender (M/F)

3a. Age : 3b. Date of Birth

Details	4. Present Address	5. Permanent Address
House No:		
House Name		
Street / Place		
Post Office		
PIN code		
Village		
Taluk		
District		
Name of Local Body		
Type of Local Body <input type="checkbox"/> Grama Panchayat <input type="checkbox"/> Municipality <input type="checkbox"/> Corporation		

6. Name of Father: 7. Name of Mother

8. Marital Status : Married Unmarried Widow Widower Divorced

9. Name of Spouse :

10. Name of Gaudian :

11. No. of years residing at the present address:

12. Phone (Res.): Code : Number : 13. Mobile:

14. Email:

15. Ration Card No: 16. Driving License No:

17. Election ID Card No 18. Passport No:

19. Unique Identity No (UID), if any:

Part II A (To be filled for Caste/Community/ Conversion/Inter-Caste Marriage Certificate)

(Items 20d to 20i to be filled if caste / religion has been converted)

20a. Religion: 20b. Caste: 20c. Category: Gen/SC/ST/OBC

20d. Religion before conversion :20e. Caste before conversion:.....
 20f. Name before conversion: 20g. Certificate No (issued by the religious authority):
 20h. Dated..... 20i. Religious Authority:

Part II B (To be filled for Income Certificate)

21. Income Details

	Income from Land	Salary/Pension	Income from Business	Income from Labour	Income of NRI Member	Rental Income	Any other Income	Total
Self								
Spouse								
Father								
Mother								
Unmarried Family Members								
Total								

Grand Total in words :

Part II C (To be filled for Solvency / Land Valuation / Possession/ Non attachment / Location /Income certificates)

22. Property Details

District	Taluk	Village	Old Survey /sub Div. No	Re-Survey Block	Re-Survey /Sub Div No	Thandapper No.	Land Type (Wet/Dry)	Extent (in Ha)	*Market Value of property	* Liability Amount

* To be filled for Solvency & Land Valuation certificates only

Part II D (To be filled for Caste/Identification/Nativity /Residential/Domicile Certificates)

Enter Place of Birth details as follows :

	State	District	Taluk	Village
23.Applicant				
24.Father				
25.Mother				

Part II E (To be filled for Identification & One and the same Certificate)

26. Alias name(s):

27. Identification Marks: (i)
 (ii)

Part II F (To be filled for inter-caste marriage certificate)

28a. Date of Marriage: 28b. Spouse's Religion:
 28c. Spouse's caste

Part II G (To be filled for legal heir/widow(er)/ not remarried certificates)

29. Name and address of deceased /deserted/divorced :
 30. Date of demise.....31. Employed as :
 32. Death Certificate No..... 33. Place of Death:
 (Death certificate may be attached) 34. No.of years since deserted/divorced/dead

35. Details of legal Heirship Claimants

Sl	Name of person	Gender	Relationship	Age	Occupation	Address

Part II H (To be filled for dependency / relationship / family membership certificates)

36. Name and address of person with whom related/dependent:

 37. Details of Relatives /dependents / family members of the person mentioned above

Sl	Name of person	Gender	Relationship	Age	Occupation

38. e-District Registration Number if any :
 39. Enclosures with the application:

DECLARATION

I do hereby certify that the particulars mentioned above are complete and true to the best of my knowledge and belief. I also agree that any loss to Government due to the Incomplete or Incorrect information provided above may be recovered from my movable/ immovable assets. I also agree that the certificate so issued and any benefits accrued in lieu of that stands nullified on proved mis-representation.

Place : Signature :
 Date: Name of Applicant :

Relationship with the person for whom certificate is applied for
 :
 (Relationship to be specified if the above declaration is signed by
 Parent / Guardian / Authorized Representative)

Instructions for filling the Application

1. Please enter the application particulars correctly and completely.
3. The personal details will be stored in the citizen database as part of the e-District project.
4. Filling up of e-District Registration Number is mandatory for all future correspondence.
5. In order to avail services quickly, please ensure that the information given is correct and complete.
6. Filling up of Part – I (General details) is mandatory in all applications.
7. Fill up only Part – I (General details) for Life Certificate and Destitute Certificate.
8. For additional information, please refer Kerala Information Technology (Electronic Delivery of Service) Rules, 2010.

Village officer's verification report

FORM 1C
(see rule 3)



GOVERNMENT OF KERALA
CASTE CERTIFICATE

Number :Date:

Certified that the person with the details mentioned below belongs to the SC/ST under:

The constitution (Scheduled Castes) Order,1950

The Constitution (Scheduled Tribes) Order,1950 [as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Community/Caste	
Religion	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE

1. This digitally signed document is legally valid as per the Information Technology (IT) Act, 2000.
2. Authenticity of this document can be verified from <http://edistrict.kerala.gov.in/>

FORM 2C
(see rule 3)



GOVERNMENT OF KERALA
RESIDENCE CERTIFICATE

Number :Date:

Certified that the person mentioned below and his/her family ordinarily resides at the address mentioned below of Kerala State.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

NOTE:

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FORM 3C
(see rule 3)



GOVERNMENT OF KERALA
IDENTIFICATION CERTIFICATE

Number :Date:

Certified that the details of the person mentioned below are correct so far as to prove the identity of the person

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Mark of identifications	
Name of Local Body	
Village	
Taluk	
District	
Signature of the person to whom certificate is issued	
Signature of person to whom certificate is issued	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local inquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

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FORM 4C
(see rule 3)



GOVERNMENT OF KERALA
RELATIONSHIP CERTIFICATE

Number :Date:

Name of Person to whom certificate is issued	
Gender	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	

Certified that
is related to the person(s) mentioned below and the nature of relationship is as stated.

Name	Relationship	Age

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

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FORM 5C
(see rule 3)



GOVERNMENT OF KERALA

NATIVITY CERTIFICATE

Number :Date:

Certified that the person with the details mentioned below is a native of Kerala State.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

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FORM 7C
(see rule 3)



**GOVERNMENT OF KERALA
SOLVENCY CERTIFICATE**

Number :Date:

Certified that the Person with the details mentioned below is solvent to the extent of Rs xxxxxx
(in words ***)

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	

Assets considered for computing the solvency

District, Taluk, Village	Old survey/Sub division number	Re survey block	Re survey/Sub division number	Thanda pper number	Class of land	Extent of land (Hector)	Market value	Fair valu e	Liabilit y amoun t

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM 8C
(see rule 3)



GOVERNMENT OF KERALA
LOCATION CERTIFICATE

Number:Date:

Certified that the property with the particulars mentioned below is located as detailed.

Name of Person to whom certificate is issued	
Gender	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Old Survey / Sub Division Number	
Re-Survey Block	
Re-Survey Number/ Sub Division Number	
Extent of Land	
Description of location of Property	

Boundaries

South	North	East	West

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the Approving Authority

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FORM 6C
(see rule 3)



GOVERNMENT OF KERALA
LEGAL HEIRSHIP CERTIFICATE

Number :Date:

Name of Deceased	
Gender	
Date of Death	
Address with Pin Code	

Certified that the person(s) mentioned below is/are legal- heir(s) of the deceased mentioned above and the nature of relationship is as stated.

Name	Relationship with the deceased	Age

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced and notification published in the Kerala Gazette No. xxxxxxxx, Volume xxx dated xxxxxx.

Signature / Digital Signature of the Approving Authority

NOTE:

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FORM 9C
(see rule 3)



GOVERNMENT OF KERALA

DOMICILE CERTIFICATE

Number :Date:

Certified that the person with the details mentioned below is a domicile of the State of Kerala.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the Approving Authority

NOTE:

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FORM 10C
(see rule 3)



GOVERNMENT OF KERALA
INCOME CERTIFICATE

Number :Date:

Certified that the Annual Family Income of the person with the details mentioned below from all source is ₹ XXXXXXXX (in words ***)

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM 12C
(see rule 3)



GOVERNMENT OF KERALA
POSSESSION CERTIFICATE

Number :Date:

Name of Person(s) to whom certificate is issued	
Name of Father / Mother	
Address	
Post Office with Pin code	
District	

Certified that land shown in the schedule below is in possession and enjoyment of the person whose details are stated above.

Taluk, Village	Old Survey Number	Re-survey Block	Re-Survey Number	Extend to Land	Thandapper Number	Class of Land

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 13C
(see rule 3)



GOVERNMENT OF KERALA
COMMUNITY CERTIFICATE

Number :Date:

Certified that the person with the details mentioned below belongs to the community mentioned below.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Community/Caste	
Religion	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 14C
(see rule 3)



GOVERNMENT OF KERALA

POSSESSION & NON-ATTACHMENT CERTIFICATE

Number :Date:

Name of Person to whom certificate is issued	
Name of Father / Mother	
Address	
Post Office with Pin code	
District	

Certified that the land shown in the schedule below is in the possession and enjoyment of the person as detailed above and it is not under any other attachments.

Taluk,Village	Old Survey Number	Re-survey Block	Re-Survey Number	Extend to Land	Thandapper Number	Class of Land

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the Approving Authority

NOTE:

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2. Authenticity of this document can be verified from <http://e-district.kerala.gov.in/>

FORM 15C
(see rule 3)



GOVERNMENT OF KERALA
INTER-CASTE MARRIAGE CERTIFICATE

Number:Date:

Certified that the person with the particulars mentioned below is inter-caste married:

Name of Person to whom certificate is issued	
Gender	
Caste	
Religion	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of Marriage	
Name of Spouse	
Religion of Spouse	
Caste of Spouse	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose for which the certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

1. This digitally signed document is legally valid as per the Information Technology (IT) Act, 2000.
2. Authenticity of this document can be verified from <http://edistrict.kerala.gov.in/>

FORM 16C
(see rule 3)



GOVERNMENT OF KERALA
LIFE CERTIFICATE

Number:Date:

Certified that the person with the particulars mentioned below is alive:

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose for which the certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM 17C
(see rule 3)



GOVERNMENT OF KERALA
VALUATION CERTIFICATE

Number:Date:

Certified that the valuation of the property detailed below is as under:

Name of Person to whom certificate is issued	
Gender	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Old Survey / Sub Division Number	
Re-Survey Block	
Re-Survey Number/ Sub Division Number	
Extent of Land	
Market Value	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM 18C
(see rule 3)



GOVERNMENT OF KERALA
WIDOW/WIDOWER CERTIFICATE

Number:Date:

Certified that the person with the details mentioned below is a widow/widower:

Name of Person to whom certificate is issued	
Gender	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Name of Spouse	
Date of Demise	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 19C
(See Rule 3)



GOVERNMENT OF KERALA
ONE AND THE SAME CERTIFICATE

Number:Date:

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Identification Marks	
Name of Local Body	
Village	
Taluk	
District	

Certified that the above person is also known in the following names and that the person is one and the same.

Alias Name	

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 20 C
(see rule 3)



GOVERNMENT OF KERALA

RELIGION/CASTE CONVERSION CERTIFICATE

Number:Date:

Certified that the present caste and religion of the person mentioned below is as stated below

Name of Person to whom certificate is issued	
Gender	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Caste before conversion	
Religion before conversion	
Present Caste	
Present Religion	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose for which the certificate is issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM 21C
(see rule 3)



GOVERNMENT OF KERALA
DESTITUTE CERTIFICATE

Number:Date:

Certified that the person with the particulars mentioned below is a destitute:

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 22C
(see rule 3)



GOVERNMENT OF KERALA
FAMILY MEMBERSHIP CERTIFICATE

Number :Date:

Name of Person to whom certificate is issued	
Gender	
Name of Father/Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	

Certified that
is related to the family members as stated below.

Name	Relationship with the above mentioned person	Age

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature/Digital Signature of the
Approving Authority

NOTE:

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FORM 23 C
(see rule 3)



GOVERNMENT OF KERALA
DEPENDENCY CERTIFICATE

Number:Date:

Name of Person to whom certificate is issued	
Gender	
Address	
Post Office with Pin code	
Name of Father / Mother	
Name of Local Body	
Village	
Taluk	
District	

Certified that the person(s) mentioned below is/are dependent(s) of
and the nature of relationship is as shown:

Name	Address	Relation	Age

Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

NOTE:

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FORM 24C
(see rule 3)



GOVERNMENT OF KERALA
NON-REMARRIAGE CERTIFICATE

Number:Date:

Certified that the person mentioned below has not re-married:

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father / Mother	
Address	
Post Office with Pin code	
Name of Local Body	
Village	
Taluk	
District	
Name of Spouse	
State whether Spouse is deserted/ divorced/ dead	
No of years since deserted/ divorced/ dead	
Date of issue of certificate	
Designation of the issuing officer	
Name of office	
Purpose issued for	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced.

Signature / Digital Signature of the
Approving Authority

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FORM – 1RF
(see rule 7)

Acknowledgement / Receipt

Government of Kerala < Title of Akshaya / dept. Office > (location of Akshaya / Office)		
Date :	Receipt No:	Amount
Name: Department / Office: Purpose: <Description of the transaction1> <Description of the transaction2> Registration No: Application No: Tentative date of delivery of service		
RECEIVED THE PAYMENT WITH THANKS Amount in words:..... Rs.		

Signature and Seal of the service provider

Note:

Date: Date of Submission of application

Name: Name of Applicant

Department / Office: The name of department / Office to which the application is forwarded

Purpose: Nature of service applied for. The fee if any to Govt. and service charges if any to Akshaya will be shown in bracket. The total amount will be shown in the right side column.

Please quote the application number for all future purpose regarding this application

Please save your Registration number with you for all future purposes.

[xx.xxx.xx.xx][AKSHAYAID][DDMMYY][HHMMSS]

By order of the Governor,
Dr. Ajay Kumar,
Principal Secretary to the Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Section 90 read with sections 6 and 6A of the Information Technology Act, 2000 (Central Act No.21 of 2000) empowers the Government to prescribe the electronic form in which filing, issue, grant, receipt or payment shall be effected. The Government have decided to make rules accordingly.

The notification is intended to achieve the above object.