

From of Application

To
The

Sub: RESIDENTIAL CERTIFICATE

Sir,

I hereby apply for the issue of a Residential Certificate in my favour / in favour of my son / daughter in connection with my / his / her / admission to / enrolment to -----
----- (here state the purpose).

The particulars of the candidate are given below:

1. Name of the Candidate (in block letter)
2. Father's name and Occupation
3. Date of Birth of the Candidate
4. Place of Birth
5. Home Address a) Present

: Vill. _____
P.O. _____
P.S. _____ -Pin Code
Dist. _____

b) Permanent

: Vill. _____
P.O. _____
P.S. _____ -Pin Code
Dist. _____

Schools and College attended
with years of study

- a) at the Secondary Standard
- b) at the Coolge Standard

It not now student, present occupation

8. Whether living i. in own house
 ii. rented house
 iii. official quarter-duration
 of stay with supporting
 documents
9. Whether he/she/parents possess any
immovable property like house, and etc.
in West Bengal or in any other state
10. Specific purpose for which the certificate
is required (copy of the letter issued by the
Recruiting Officer is to be enclosed)
11. Any other information

Yours faithfully,

Place:
Date:

Name:
Address:

Government of West Bengal
Office of the District Magistrate

No. -----

Dated-

This is to certify that Shri./Smt. ----- S/D/O

----- of -----

(Complete Address)

is a permanent resident of the district of -----

This is being issued as prayed for by him/her in his/her application dated -----

and shall be treated as valid for the purpose of -----

----- (Here state the purpose)

District Magistrate