

(For use in Service Facilitation Centres of South Tripura District)

To
The Sub-Divisional Magistrate,
....., South Tripura

Sub: Prayer for.....

Sir,
I would like to avail of the aforesaid Service from your Office. My personal Details are as under:
(Use Capital Letters)

1. Name of Applicant :

2. Name of father/ Guardian :

3. Relationship with his/her Guardian : Son / Daughter / Wife / Brother / Sister / Others

4. Applicant Address :

5. Date of Birth :

6. Religion : Hindu / Christian / Atheist / Muslim / Others

7. Caste : SC / ST / OBC / General / Religious Minority.

8. Community :

9. Qualification : Master Degree/Post Master Degree/Bachelor Degree/Higher Secondary/
Secondary/Class X/Class V/ Illiterate.

The list of Documents for the said service in support of my claim are as under :-

- 1 2
- 3 4
- 5 6
- 7 8

Thanking you.

Yours faithfully

Signature of the Applicant

For Office Use Only

List of Supporting Documents			
Document Name	Ref. No.	Ref. Date	Issuing Office
Birth Certificate			
School Certificate			
Parent ByBirth Citiz.			
Land Record Doc.			
Ration Card			
Panchayat ORR			
MLA Certificate			
Committee Certificate			
Blood Relation Cert.			
Voter ID Card			
Citizenship Certificate			
Tehshil Enquiry			

List of Supporting Documents			
Document Name	Ref. No.	Ref. Date	Issuing Office
DDO Certificate			
Death Certificate			
Sterilization Cert.			
Birth Certificate			
Age Proof			
Surveyor Enquire			
Police Enquire			
Fire Service Rep.			
Electricity fitness			
Construction Fit.			
Income Certificate			
Parent Res. Cert.			

Signature of the Dealing Assistant