

FAMILY MEMBER / PROPER PERSON CERTIFICATE

DOCUMENT CHECKLIST & RECEIPT

S. No.	Item	Yes	No
1	Application Form for Family Members Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2	Notarized Affidavit (Rs.10/-)	<input type="checkbox"/>	<input type="checkbox"/>
3	Statement of Applicant with one Photograph (to be filled in by applicant)	<input type="checkbox"/>	<input type="checkbox"/>
4	VRO Enquiry Report (to be filled in by the Office)	<input type="checkbox"/>	<input type="checkbox"/>
5	RI Enquiry Report (to be filled in by the Office)	<input type="checkbox"/>	<input type="checkbox"/>
6	Family Members Certificate (2 Copies) (to be generated by the Office)	<input type="checkbox"/>	<input type="checkbox"/>
7	Documents Filed		
	a) Challan for Rs.50/-	<input type="checkbox"/>	<input type="checkbox"/>
	b) Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	c) Ration Card (Not Mandatory)	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant

Signature of Receiving Authority

Date

Date

**APPLICATION FOR FAMILY MEMBER /
PROPER PERSON CERTIFICATE**

To
The Tahsildar,
.....**Mandal.**

Sir / Madam,

It is to bring to your notice that my father / husband / son / daughter _____ son/father/husband _____ died on _____ date due to As certain dues are to be received from the Government / Other Companies / Organisations, I required a Family Member /. Proper Person Certificate. Details of my family members are furnished here under.

Sl. No.	Name of the Family Member	Age	Sex	Relationship with the Deceased
1.				
2.				
3.				
4.				
5.				

2. I am herewith enclosing the following documents in support of my application.

a)Death Certificate dated..... Issued by.....

b)Ration Card No.

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3 I am also enclsing

the following with the application form

a) Challan for Rs.50/- dt.....; Challan No.....

b) Notarized Affidavit of Family Members (Rs.10/-)

4. Hence, it is requested that after due enquiry the Family Members Certificate / Proper Person Certificate my be issued.

5. The Proper Person Certificate may kindly be issued in favour of (Sl. No..... above) to receive the dues if any from Government / any other Organisation / Company etc., due to the death of the deceased.

(To be filled in only if proper person certificate is required)

Date:

:

Place:

Signature of the Applicant

AFFIDAVIT OF FAMILY MEMBERS

I, S/o, D/o, age
years, residing at D.No.

.....
..... Nellore Mandal, Sri Potti Sriramulu Nellore District, do
hereby solemnly affirm and state as follows:-

1. I do hereby declare that my Father/Mother/Husband/Son/Daughter died on
....., atdue to
illness. He has left behind the following family members.

Sl.No.	Name of the family members	Age	Relationship with the deceased

2. I am giving this affidavit on solemn declaration consciously believing it to
be true and in faith thereof.

The above stated facts are true and correct.

Date:

Deponent.
Solemnly affirmed and executed.

Before me.

ENQUIRY REPORT SUBMITTED TO THE TAHSILDAR.....

(Proposals for issuing Family Members Certificate / Proper Person Certificate)

By Mandal /Revenue Inspector:
NAME OF THE R.I

1. Name of the applicant :
2. Address of applicant :
Door No. :
Building Name :
Street Name :
Village / Ward :
3. Name of the deceased :
4. Relationship of with deceased :
5. Date of death :
6. Place of Birth :

7. Details of family members

Sl.No.	Name of the Family Member	Age	Sex	Relationship
1.				
2.				
3.				
4.				
5.				

8. Purpose for which the certificate is :
needed
9. Whether Notary Affidavit is filed or not, :
10. Details of evidences produced : 1. Death Certificate Yes/No
2. Ration Card Yes/No

11 Challan particulars

Challan No. .	Date	Amount	Place of remittance

12. Recommendation of the enquiry officer :

Date

Signature

Place :

Name of the Revenue Inspector

1.Dis (A) /

Office of the Tahsildar,
..... Mandal
Dated

FAMILY MEMBERS CERTIFICATE

This is to certify that late _____
Son/Wife/Husband of _____,
resident of _____
village _____ Mandal, Sri Potti Sriramulu Nellore
District, Andhra Pradesh State died on _____ leaving
behind the following family members as reported by the
Mandal/Additional Revenue Inspector, _____ dated
_____.

Sl.No.	Name of the family members	Age	Sex	Relationship with the deceased

* Out of the above family members,.....(as per
Sl.No..... above) is the proper person to receive the dues if any from
Government / any other organization due to the death of
who was related to him / her as

Tahsildar
_____ Mandal.

(*To be included only if Proper Person Certificate is to be given.)