

Annexure 'A'

SLOTS FOR THE YEAR 2021-22														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOTAL
MUMBAI (MMCT) DIVISION														
MECH. DEPARTMENT														
1	Fitter	153	63	23	11	41	15	153	5	2	2	2	0	6
2	Welder (G & E)	3	2	0	0	1	0	3	0	0	0	0	0	0
4	Carpenter	23	10	3	2	6	2	23	1	0	0	0	1	1
5	Painter (General)	5	2	1	0	1	1	5	0	0	0	0	0	0
6	DSL Mechanic	25	9	4	2	7	3	25	1	1	0	0	0	1
7	Mechanic Motor Vehicle	4	2	1	0	1	0	4	0	0	0	0	0	0
TOTAL		213	88	32	15	57	21	213	7	3	2	2	1	8
ELECT. DEPARTMENT														
1	Fitter	15	6	2	1	4	2	15	0	0	0	0	1	1
2	Welder (G & E)	6	2	1	0	2	1	6	0	0	0	0	0	0
3	DSL Mechanic	28	11	4	2	8	3	28	1	0	1	0	0	1
4	Mechanic Motor Vehicle	2	1	0	0	1	0	2	0	0	0	0	0	0
6	Electrician	167	67	25	13	45	17	167	6	2	2	1	2	7
7	Electronic Mechanic	46	19	7	3	12	5	46	1	1	1	0	0	2
8	Wireman	6	2	1	0	2	1	6	0	0	0	0	0	0
9	Refridgerator / AC - Mechanic	34	14	5	3	9	3	34	1	0	0	1	0	1
TOTAL		304	122	45	22	83	32	304	9	3	4	2	3	12
ENGG. DEPARTMENT														
1	Carpenter	40	16	6	3	11	4	40	1	1	0	1	1	3
2	Painter (General)	40	16	6	3	11	4	40	1	1	1	0	0	2
3	Pipe Fitter	60	24	9	5	16	6	60	2	0	0	0	0	0
4	Plumber	40	16	6	3	11	4	40	1	0	1	1	1	3
5	Draftsman (Civil)	15	6	2	1	4	2	15	0	0	1	0	0	1
TOTAL		195	78	29	15	53	20	195	5	2	3	2	2	9
PERSONNEL DEPARTMENT														
1	PASSA	16	7	2	1	4	2	16	1	0	0	1	0	1
2	Stenographer(English)	1	1	0	0	0	0	1	0	0	0	0	0	0
TOTAL		17	8	2	1	4	2	17	1	0	0	1	0	1
Bridge – Mech														
1	Fitter	3	1	0	0	1	1	3	0	0	0	0	0	0
2	Welder	2	1	1	0	0	0	2	0	0	0	0	0	0
Bridge – Engg														
3	Draftsman (Civil)	4	2	1	0	1	0	4	0	0	0	0	0	0
Total		9	4	2	0	2	1	9	0	0	0	0	0	0
GRAND TOTAL MMCT		738	300	110	53	199	76	738	22	8	9	7	6	30

VADODARA (BRC) DIVISION														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOTAL
MECH. DEPARTMENT														
1	Fitter	60	24	9	5	16	6	60	2	0	0	1	1	2
2	Welder (G & E)	8	3	1	1	2	1	8	0	0	0	0	0	0
3	Carpenter	2	1	0	0	1	0	2	0	0	0	0	0	0
4	Painter	2	1	0	0	1	0	2	0	0	0	0	0	0
5	DSL. Mechanic	20	8	3	2	5	2	20	1	0	1	0	0	1
TOTAL		92	37	13	8	25	9	92	3	0	1	1	1	3
ELECT. DEPARTMENT														
1	Fitter	37	14	6	3	10	4	37	1	0	0	0	1	1
2	Welder (G&E)	8	3	1	1	2	1	8	0	0	0	0	0	0
3	Machinist	4	2	1	0	1	0	4	0	0	0	0	0	0
4	Mechanic (Motor Vehicle)	5	2	1	0	1	1	5	0	0	0	0	0	0
5	Electrician	109	45	16	8	29	11	109	3	1	2	0	1	4
6	Electronic Mechanic	23	10	3	2	6	2	23	1	1	0	0	0	1
7	Wireman	8	3	1	1	2	1	8	0	0	0	0	0	0
8	Refridgerator AC Mechanic	14	6	2	1	4	1	14	0	0	0	1	0	1
TOTAL		208	85	31	16	55	21	208	5	2	2	1	2	7
ENGG. DEPARTMENT														
1	Carpenter	35	14	5	3	9	4	35	1	0	0	1	1	2
2	Painter	35	14	5	3	9	4	35	1	0	1	0	1	2
3	Pipe Fitter	50	19	8	4	14	5	50	2	0	0	0	0	0
4	Plumber	35	14	5	3	9	4	35	1	1	0	0	1	2
5	Draftsman (Civil)	10	3	2	1	3	1	10	0	1	0	0	0	1
TOTAL		165	64	25	14	44	18	165	5	2	1	1	3	7
PERSONNEL DEPARTMENT														
1	PASSA	18	7	3	1	5	2	18	2	1	0	0	0	1
2	Stenographer(English)	1	1	0	0	0	0	1	0	0	0	0	0	0
TOTAL		19	8	3	1	5	2	19	2	1	0	0	0	1
Bridge – Mech														
1	Fitter	3	1	1	0	1	0	3	0	0	0	0	0	0
2	Welder	2	1	0	0	1	0	2	0	0	0	0	0	0
Total		5	2	1	0	2	0	5	0	0	0	0	0	0
GRAND TOTAL BRC		489	196	73	39	131	50	489	15	5	4	3	6	18
AHMEDABAD (ADI) DIVISION														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOTAL
MECH. DEPARTMENT														
1	Fitter	97	39	15	7	26	10	97	3	1	1	1	1	4
2	Welder (G & E)	14	6	2	1	4	1	14	0	0	1	0	0	1
3	Turner	1	1	0	0	0	0	1	0	0	0	0	0	0
4	Carpenter	6	2	1	0	2	1	6	0	0	0	0	0	0
5	Painter	3	2	0	0	1	0	3	0	0	0	0	0	0
6	DSL. Mechanic	7	2	1	1	2	1	7	0	0	0	0	0	0
TOTAL		128	52	19	9	35	13	128	3	1	2	1	1	5

ELECT. DEPARTMENT														
1	Fitter	2	1	0	0	1	0	2	0	0	0	0	0	0
2	Welder (G & E)	8	3	1	1	2	1	8	0	0	0	0	0	0
3	Diesel Mechanic	86	35	13	6	23	9	86	3	0	0	3	0	3
4	Turner	7	2	1	1	2	1	7	0	0	0	0	0	0
5	Electrician	116	47	17	9	31	12	116	4	1	2	0	2	5
6	Electronic Mechanic	24	10	4	2	6	2	24	1	1	0	0	0	1
7	Refridgerator AC Mechanic	15	6	2	1	4	2	15	0	1	0	0	0	1
TOTAL		258	104	38	20	69	27	258	8	3	2	3	2	10
ENGG. DEPARTMENT														
1	Carpenter	40	16	6	3	11	4	40	1	1	1	1	0	3
2	Painter	40	16	6	3	11	4	40	1	1	1	0	1	3
3	Pipe Fitter	55	22	8	4	15	6	55	2	0	0	0	0	0
4	Plumber	40	16	6	3	11	4	40	1	0	0	1	1	2
5	Draftsman (Civil)	15	6	2	1	4	2	15	0	1	0	0	0	1
TOTAL		190	76	28	14	52	20	190	5	3	2	2	2	9
PERSONNEL DEPARTMENT														
1	PASSA	28	11	4	2	8	3	28	2	1	0	0	0	1
2	Stenographer(English)	1	1	0	0	0	0	1	0	0	0	0	0	0
TOTAL		29	12	4	2	8	3	29	2	1	0	0	0	1
Bridge – Mech														
1	Fitter	3	2	0	1	0	0	3	0	0	0	0	0	0
2	Welder	3	0	0	1	1	1	3	0	0	0	0	0	0
Total Bridge		6	2	0	2	1	1	6	0	0	0	0	0	0
GRAND TOTAL ADI		611	246	89	47	165	64	611	18	8	6	6	5	25
RATLAM (RTM) DIVISION														
Sr. No.	Trades	Slots allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	90	36	14	7	24	9	90	3	1	1	1	1	4
2	Welder (G & E)	28	11	4	2	8	3	28	1	0	1	0	0	1
3	Machinist	4	2	1	0	1	0	4	0	0	0	0	0	0
TOTAL		122	49	19	9	33	12	122	4	1	2	1	1	5
ELECT. DEPARTMENT														
1	Fitter	6	2	1	0	2	1	6	0	0	0	0	0	0
2	Welder (G & E)	9	4	1	1	2	1	9	0	0	0	0	0	0
3	Diesel Mechanic	40	16	6	3	11	4	40	1	0	1	1	0	2
4	Mechanic (Motor Vehicle)	5	2	1	0	1	1	5	0	0	0	0	0	0
5	Electrician	74	30	11	6	20	7	74	2	0	2	0	1	3
6	Electronic Mechanic	3	2	0	0	1	0	3	0	0	0	0	0	0
7	Refridgerator AC Mechanic	7	2	1	1	2	1	7	0	0	0	0	0	0
TOTAL		144	58	21	11	39	15	144	3	0	3	1	1	5
ENGG. DEPARTMENT														
1	Carpenter	30	12	5	2	8	3	30	2	0	0	1	1	2
2	Painter	30	12	5	2	8	3	30	1	0	0	1	1	2
3	Pipe Fitter	45	18	7	3	12	5	45	1	0	0	0	0	0
4	Plumber	30	12	5	2	8	3	30	1	1	0	0	1	2

5	Draftsman(Civil)	10	3	2	1	3	1	10	0	0	0	0	0	0
TOTAL		145	57	24	10	39	15	145	5	1	0	2	3	6
PERSONNEL DEPARTMENT														
1	PASSA	22	9	3	2	6	2	22	1	0	0	0	1	1
2	Stenographer(English)	1	1	0	0	0	0	1	0	0	0	0	0	0
TOTAL		23	10	3	2	6	2	23	1	0	0	0	1	1
GRAND TOTAL RTM		434	174	67	32	117	44	434	13	2	5	4	6	17
RAJKOT (RJT) DIVISION														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	45	18	7	3	12	5	45	2	0	0	2	0	2
2	Welder (G & E)	8	3	1	1	2	1	8	0	0	0	0	0	0
Total		53	21	8	4	14	6	53	2	0	0	2	0	2
ELECT. DEPARTMENT														
1	Electrician	9	4	1	1	2	1	9	0	0	0	0	0	0
2	Electronic Mechanic	4	2	1	0	1	0	4	0	0	0	0	0	0
3	Refridgerator AC Mechanic	7	2	1	1	2	1	7	0	0	0	0	0	0
Total		20	8	3	2	5	2	20	0	0	0	0	0	0
ENGG. DEPARTMENT														
1	Carpenter	17	6	3	1	5	2	17	2	0	0	1	0	1
2	Painter	15	6	2	1	4	2	15	0	1	1	0	0	2
3	Pipe Fitter	26	10	4	2	7	3	26	1	0	0	0	0	0
4	Plumber	15	6	2	1	4	2	15	0	0	0	0	1	1
5	Draftsman (Civil)	15	6	2	1	4	2	15	0	0	0	0	1	1
Total		88	34	13	6	24	11	88	3	1	1	1	2	5
PERSONNEL DEPARTMENT														
1	PASSA	15	6	2	1	4	2	15	1	1	0	0	0	1
Total		15	6	2	1	4	2	15	1	1	0	0	0	1
GRAND TOTAL RJT		176	69	26	13	47	21	176	6	2	1	3	2	8
BHAVNAGAR (BVP) DIVISION														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	28	11	4	2	8	3	28	1	0	0	1	0	1
2	Welder (G & E)	12	5	2	1	3	1	12	0	0	0	0	0	0
3	Carpenter	13	5	2	1	4	1	13	0	0	0	0	1	1
4	Painter	7	2	1	1	2	1	7	0	0	0	0	0	0
Total		60	23	9	5	17	6	60	1	0	0	1	1	2
ELECT. DEPARTMENT														
1	Electrician	25	9	4	2	7	3	25	2	0	0	0	1	1
2	Electronic Mechanic	12	5	2	1	3	1	12	0	0	0	0	0	0
3	Refridgerator AC Mechanic	11	4	2	1	3	1	11	0	0	0	0	0	0
Total		48	18	8	4	13	5	48	2	0	0	0	1	1
ENGG. DEPARTMENT														
1	Carpenter	16	7	2	1	4	2	16	1	0	1	0	0	1
2	Painter	16	7	2	1	4	2	16	0	1	1	0	0	2
3	Pipe Fitter	25	9	4	2	7	3	25	1	0	0	0	0	0

4	Plumber	16	7	2	1	4	2	16	0	0	0	0	1	1
5	Draftsman (Civil)	13	5	2	1	4	1	13	0	1	0	0	0	1
Total		86	35	12	6	23	10	86	2	2	2	0	1	5
PERSONNEL DEPARTMENT														
1	PASSA	16	7	2	1	4	2	16	1	0	0	1	0	1
Total		16	7	2	1	4	2	16	1	0	0	1	0	1
GRAND TOTAL BVP		210	83	31	16	57	23	210	6	2	2	2	3	9
LOWER PAREL (PL) W/SHOP														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	190	77	29	14	51	19	190	5	1	2	2	2	7
2	Welder (G & E)	124	51	19	9	33	12	124	4	3	2	0	0	5
Total		314	128	48	23	84	31	314	9	4	4	2	2	12
ELECT. DEPARTMENT														
1	Electrician	29	12	4	2	8	3	29	1	0	0	0	1	1
2	Refridgerator AC Mechanic	45	18	7	3	12	5	45	2	1	0	2	0	3
TOTAL		74	30	11	5	20	8	74	3	1	0	2	1	4
PERSONNEL DEPARTMENT														
1	PASSA	8	3	1	1	2	1	8	0	0	0	0	0	0
Total		8	3	1	1	2	1	8	0	0	0	0	0	0
GRAND TOTAL PL		396	161	60	29	106	40	396	12	5	4	4	3	16
MAHALAXMI (MX) W/SHOP														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
ELECT. DEPARTMENT														
1	Welder (G & E)	1	1	0	0	0	0	1	0	0	0	0	0	0
2	Turner	3	2	0	0	1	0	3	0	0	0	0	0	0
3	Electrician	60	24	9	5	16	6	60	2	0	0	0	0	0
Grand TOTAL MX		64	27	9	5	17	6	64	2	0	0	0	0	0
BHAVNAGAR (BVP) W/SHOP														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	42	18	6	3	11	4	42	2	0	1	1	1	3
2	Welder (G & E)	18	7	3	1	5	2	18	1	0	1	0	0	1
3	Turner	4	2	1	0	1	0	4	0	0	0	0	0	0
Total		64	27	10	4	17	6	64	3	0	2	1	1	4
PERSONNEL DEPARTMENT														
1	PASSA	9	4	1	1	2	1	9	0	0	0	0	0	0
Total		9	4	1	1	2	1	9	0	0	0	0	0	0
Grand TOTAL BVP w/shop		73	31	11	5	19	7	73	3	0	2	1	1	4
DAHOD (DHD) W/SHOP														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Fitter	114	46	17	9	31	11	114	4	1	1	2	1	5
2	Welder (G & E)	34	14	5	3	9	3	34	1	0	1	0	0	1
3	Turner	1	1	0	0	0	0	1	0	0	0	0	1	1
4	Machinist	11	4	2	1	3	1	11	0	0	0	0	0	0

Total	160	65	24	13	43	15	160	5	1	2	2	2	7	
ELECTRICAL DEPARTMENT														
1	Electrician	17	6	3	1	5	2	17	1	1	0	0	0	1
TOTAL		17	6	3	1	5	2	17	1	1	0	0	0	1
PERSONNEL DEPARTMENT														
1	PASSA	10	3	2	1	3	1	10	0	0	0	0	0	0
TOTAL		10	3	2	1	3	1	10	0	0	0	0	0	0
Grand TOTAL DHD W/shop		187	74	29	15	51	18	187	6	2	2	2	2	8
PRATAP NAGAR (PRTN) W/SHOP, VADODARA														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
MECH. DEPARTMENT														
1	Mech Fitter	33	14	5	2	9	3	33	1	0	0	1	0	1
2	Welder (G & E)	9	4	1	1	2	1	9	0	0	0	0	0	0
3	Machinist	3	2	0	0	1	0	3	0	0	1	0	0	1
TOTAL		45	20	6	3	12	4	45	1	0	1	1	0	2
Grand TOTAL PRTN		45	20	6	3	12	4	45	1	0	1	1	0	2
SABARMATI (SBI) ENGG W/SHOP, AHMEDABAD														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
ENGG. DEPARTMENT														
1	Mech Fitter	30	12	5	2	8	3	30	1	0	0	1	0	1
2	Welder (G & E)	20	8	3	2	5	2	20	1	1	0	0	0	1
3	Diesel Mechanic	10	3	2	1	3	1	10	0	0	0	0	0	0
Total		60	23	10	5	16	6	60	2	1	0	1	0	2
Grand TOTAL SBI Engg		60	23	10	5	16	6	60	2	1	0	1	0	2
SABARMATI (SBI) SIGNAL W/SHOP, AHMEDABAD														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
S&T DEPARTMENT														
1	Mech Fitter	13	5	2	1	4	1	13	0	0	0	0	1	1
2	Turner	12	5	2	1	3	1	12	0	0	0	1	0	1
Total		25	10	4	2	7	2	25	0	0	0	1	1	2
Grand TOTAL SBI Signal		25	10	4	2	7	2	25	0	0	0	1	1	2
HEADQUARTER OFFICE														
Sr. No.	Trades	Slots Allotted	UR	SC	ST	OBC	EWS	TOTAL	EX. SM	LD	HI	VI	MD	TOT AL
TM (HQ CONTROLLED)														
1	Mech Fitter	15	6	2	1	4	2	15	0	0	0	1	0	1
2	Welder (G & E)	10	3	2	1	3	1	10	0	0	0	0	0	0
3	Diesel Mechanic	9	4	1	1	2	1	9	0	0	0	0	0	0
4	Electrician	15	6	2	1	4	2	15	1	1	0	0	0	1
5	Electronic Mechanic	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		49	19	7	4	13	6	49	1	1	0	1	0	2
PERSONNEL DEPARTMENT														
1	PASSA	30	12	5	2	8	3	30	1	0	0	0	1	1
2	Stenographer(English)	4	2	1	0	1	0	4	0	0	0	0	0	0
Total HQ		34	14	6	2	9	3	34	1	0	0	0	1	1
GRAND TOTAL		3591	1447	538	270	966	370	3591	108	36	36	36	36	144

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST APPLICANTS

(Format of certificate to be produced by a Applicants belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of _____ of village / town* _____ District / Division* _____ of State / Union Territory* _____ belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* under :

- The Constitution (Scheduled Caste) / (Scheduled Tribes) Order, 1950.
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- The Constitution (Scheduled Tribes) (Union Territories) order, 1951 (as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956. The Bombay Re-Organisation Act 1960, The Punjab Re-Organisation Act, 1966, The State of Himachal Pradesh Act, 1970, The North Eastern Areas Re-Organisation Act, 1971, and the Scheduled Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Castes / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 1991.
- The Constitution (ST) Orders (Second Amendment) Act, 1991.
- The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Application in the case of Scheduled Caste / Scheduled Tribe Persons who have migrated from One State / Union Territory Administration.

This certificate is issued on the basis of Scheduled Caste / Scheduled Tribe certificate issued to Shri / Smt. / Kum* _____ Father / Mother of Shri / Smt. / Kum _____ of Village / town in District / Division* _____ of State / Union Territory _____ who belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe * in State / Union Territory * _____ issued by the _____ (Name of prescribed authority) vide their No. _____ dated _____.

3. Shri / Smt. / Kum.* _____ and or his / her* family ordinarily reside(s) in village / town* _____ of _____ District / Division of State / Union Territory of _____ Place _____ State / Union Territory of _____

Signature _____

Designation _____

—
(with seal of office) _____

(* Please delete the words which are not applicable (*) Please quote specific presidential offer (*). Delete the Paragraph which is not applicable. (*)

Please Note: The term *Ordinarily resides* used will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of Authorities empowered to issue caste / tribe certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the Applicants and / or his family normally resides.