

## CHAPTER 13

### VERIFICATION OF THE CLAIMS OF SCHEDULED CASTES AND SCHEDULED TRIBES

Para 5(7) of MHA  
OM No. 42/21/49-  
NGS dt. 28-1-52\*  
42/34/52-NGS dt.  
17-4-53; 13/2/57-  
SCT (I) dated  
25-5-60; 13/2/61  
SCT (I) dated  
18-11-61; 8/3/63  
SCT (I) dated  
25-2-63; 13/3/63-  
SCT (I) dated  
23-7-63; 13/6/63  
SCT (I) dated  
11-11-63; 6/4/66-  
Estt. (C) dt.  
11-5-66, and  
Deptt. of Person-  
nel & A.R. O.M.  
No. 36019/7/75-  
Estt. (SCT) dated  
31-10-75 and No.  
13/2/74-Estt.  
(SCT) dated  
12-8-76 and DP &  
T O.M. No.  
36012/6/88-Estt.  
(SCT) dt. 24-4-90.

13.1. The Caste/Tribe certificate issued by the following authorities in the prescribed form in Appendix 14 will only be accepted by the appointing authorities as sufficient proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe:

- (1) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner;
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate;
- (3) Revenue Officer not below the rank of Tehsildar; and
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

[DP&T O.M. No. 36012/6/88-Estt.(SCT) dated 24-4-90]

13.2 Where a candidate belonging to a Scheduled Caste or Scheduled Tribe is unable to produce a certificate from any of the prescribed authorities, he may be appointed provisionally on the basis of whatever, *Prima facie* proof he is able to produce in support of his claim subject to his furnishing the prescribed certificate within a reasonable time or if there is genuine difficulty in his obtaining a certificate, the appointing authority should itself verify his claim through the District Magistrate concerned.

13.3 An appointing authority may, if it considers necessary for any reason, verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate's claim was false his services may be terminated in accordance with the relevant rules/orders.

13.4. As no person professing a religion different from the Hindu or Sikh religion can be deemed to be a member of Scheduled Castes, the appointing authorities should stipulate in the letter of appointment issued to Scheduled Caste candidates that they should inform about the change, if any, of their religion to their appointing/administrative authority immediately after such a change. The serving Scheduled Castes employees should be instructed to intimated change, if any, in their religion immediately to their appointing/administrative authorities.

DOP and AR  
O.M. No. 36011/  
16/80-Estt. (SCT)  
dated 27-2-81.

The appointing authorities should verify the caste status of a Scheduled Caste/Tribe officer at the time of initial appointment and promotion against a vacancy reserved for Scheduled Caste/Tribe. For this purpose, the caste and the

\*Pl. see after Chapter 2.

community to which a SC/ST person belongs, his place of residence and the name of the state, should be pasted on the top of the service book, personal file or any other relevant document covering its employee to facilitate such verification. It may be mentioned that a Scheduled Caste person, whose caste been descheduled after his initial appointment as a Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. This verification of caste-status at every important up-turn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. meant for SC/ST should go only to the rightful claimants and not those who become disintitled to them.

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### COPIES OF OFFICE MEMORANDUM ETC. ON CHAPTER 13

O.M. No. 42/21/49-NGS	28-1-52 After Chapter—2
O.M. No. 42/34/52-NGS	17-4-53
O.M. No. 13/2/57-SCT (I)	25-5-60
O.M. No. 13/2/61-SCT (I)	18-11-61
O.M. No. 8/3/63-SCT (I)	25-2-63
O.M. No. 13/3/63-SCT (I)	23-7-63
O.M. No. 13/6/63-SCT (I)	11-11-63
O.M. No. 6/4/66-Estt. (C)	11-5-66
O.M. No. 13/3/71-Estt. (SCT)	10-9-71
MHA letter No. 35/1/72-RU (SCT.V)	2-5-75
O.M. No. 36019/7/75-Estt. (SCT)	31-10-75
O.M. No. 13/2/74-Estt. (SCT)	12-8-76
MHA letter No. B.C. 12025/2/76-SCT (I)	22-3-77
D.P. & A.R. letter No. 36012/6/76-Estt. (SCT)	29-10-77
O.M. No. 36011/16/80-Estt. (SCT)	27-2-81
O.M. No. 36012/6/88-Estt. (SCT)	24-4-90

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**Ministry of Home Affairs O.M. No. 42/34/52-NGS**  
**dated 17th April, 1953 to all Ministries etc.**

*Subject* :—Verification of the claims of candidates to be treated as belonging to Scheduled Castes/Scheduled Tribes.

The undersigned is directed to say that complaints have been received from some Scheduled Caste candidates that on their selection for appointment in the offices of the Government of India, they are asked to produce certificates from the District Magistrates of their respective districts testifying that they belong to Scheduled Castes and that they are not allowed to join their appointments till they produce such certificates. As it takes quite a long time for the candidates to obtain the requisite certificates, they remain unemployed for considerable period and are thus subjected to unnecessary hardship.

2. In this connection, attention is invited to para 5(7) of the Ministry of Home Affairs Office Memorandum No. 42/21/49-NGS, dated the 28th January, 1952, as amended by Office Memorandum No. 42/22/51-NGS, dated the 9th April, 1952, from which it is clear that it is the duty of the appointing authorities to verify the claims of the candidates for employment to be treated as belonging to Scheduled Castes or Scheduled Tribes through the District Magistrate of the places where such candidates and/or their families ordinarily reside and that the certificates signed by gazetted officers and counter-signed by the District Magistrates concerned or those issued by the Sub-Divisional Officers have been prescribed only as alternatives. It is therefore, requested that where candidates claiming to belong to Scheduled Castes or Scheduled Tribes are unable to produce one of the certificates mentioned in para 5(7) of the Ministry of Home Affairs Office Memorandum No. 42/21/49-NGS, dated the 28th January 1952 and in Office Memorandum No. 42/22/51-NGS, dated the 9th April, 1952, referred to above, they should be appointed provisionally on the basis of whatever *prima facie* evidence they are able to produce in support of their claim to be belonging to Scheduled Castes or Scheduled Tribes and that such claims should then be verified through the District Magistrates of the places where they and/or their families are ordinarily resident in the prescribed manner. If in any particular case the verification reveals that the candidate's claim is false, his services should be terminated.

3. It is requested that the position stated above may be brought to the notice of all appointing authorities under the control of the Ministry of Finance etc.

**Ministry of Home Affairs OM No. 13/2/57-SCT(I)**  
**dated 25th May, 1960 to all Ministries etc.**

*Subject* :—Verification of claim of candidates belonging to Scheduled Castes/Scheduled Tribes.

In this Ministry's Office Memorandum No. 8/12/56-SCT. dated the 7th May, 1957, on the above subject, it was mentioned that the particulars of the State Government officers will be forwarded to all concerned when the requisite information was available. From the material received from State Governments a list of officers earmarked for issuing certificates to Scheduled Caste/Scheduled Tribe candidates for employment under the Central Government has been prepared and is enclosed for information. Certificate issued by one of the authorities in the list may in future be accepted as sufficient proof in support of a candidate's claim as belonging to Scheduled Caste/Scheduled Tribe in addition of the Matriculation/SLC/birth certificate mentioned in para 7(a) of this Ministry's Office Memorandum No. 42/21/49 NGS, dated the 28th January, 1952. It will however, be open to the appointing authorities to verify the claim in any case, if desired through the District Magistrate of the place where the candidate and combined family ordinarily resides.

2. In this connection attention is also invited to this Ministry's Office Memorandum No. 42/34/52-NGS, dated the 17th April, 1953 which, *inter alia*, allowed certain concession in the matter of initial appointment under Government. Where candidates belonging to Scheduled Castes/Tribes are unable to produce a certificate from one of the prescribed authorities they should be appointed provisionally on the basis of whatever *prima facie* proof they are able to produce in support of their claim.

3. The caste certificates so far produced by Scheduled Caste/Scheduled Tribe candidates were required to be submitted in the form prescribed at Appendix 'D' to this Ministry's Office Memorandum No. 42/21/49-NGS, dated the 28th January, 1952. The form has now been revised and a copy of the revised form is appended herewith for information and guidance.

The undersigned is directed to request the Ministry of Finance etc. to bring these instructions, which are in supersession of the previous instructions on the subject, to the notice of subordinate authorities.

Certificate to be produced by Scheduled Caste and Scheduled Tribe candidates applying for appointment to posts under the Government of India.

This is to certify that.....son .....  
of village.....District/Division .....  
in the.....State.....belong to the.....  
community which is recognised as a Scheduled Caste/Tribe under the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, read with the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956, the Constitution (Andaman and Nicobar) Scheduled Tribes Order, 1959, and the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956, Shri....and/or his family ordinarily reside(s) in the....District/Division of the.....State/Union Territory of.....

Place.....

Date.....

*Signature*

\*Designation with Seal of Office

.....State/Union Territory.

*N.B.*—The term ordinarily reside used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.

*List of officers authorized to issue caste certificates to Scheduled Caste/Scheduled Tribe candidates for employment under the Central Government*

(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.

\*(Not below the rank of 1st Class Stipendiary Magistrate).

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(3) Revenue Officers not below the rank of Tehsildar.

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(5) Certificates issued by Gazetted Officers of Central or of a State Government countersigned by the District Magistrate concerned.

(6) Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**Ministry of Home Affairs O.M. No. 13/2/61-SCT(I)  
dated 18th November, 1961 to all Ministries etc.**

**Subject:—Verification of claims of candidates belonging to Scheduled Castes/Tribes.**

The undersigned is directed to refer to this Ministry's Office Memorandum No 13/2/57-SCT(I), dated May 25, 1960, on the subject noted above, and to say the according to the orders contained therein, the appointing authorities may, in any case, verify the claim of a person to be a Scheduled Caste/Tribe through the District Magistrate concerned. It has been represented that many Scheduled Caste/Tribe candidates find it very difficult to secure caste certificate themselves. In order to avoid hardship, the appointing authorities should in cases where a candidate represents that he is finding difficulty in obtaining a caste certificate, themselves verify the claim through the District Magistrate concerned.

2. In the form of caste certificate appended to the Office Memorandum cited above, the words the Constitution (Andaman and Nicobar) Scheduled Tribes Order, 1959 and the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 may be added after the first sentence ending with the words the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1956.

**Ministry of Home Affairs O.M. No. 8/3/63-SCT(I)  
dated 25th February, 1963 to all Ministries etc.**

*Subject* :—Reservations in services for Scheduled Castes and Scheduled Tribes—Brochure regarding—  
Amendments to—List of authorities empowered to issue certificates of verification.

The undersigned is directed to refer to Appendix 16 of the Brochure regarding reservation in services for Scheduled Castes and Scheduled Tribes issued with the Ministry's O.M. No. 1/261-SCT.(I), dated the 27th April, 1962 and to request that the entry at item 5 thereof, which pertains to the Gazetted Officers of Central or State Government, may be deleted.

2. The entry at item 6 pertaining to the Laccadive and Minicoy Islands may be re-numbered as 5.

**Ministry of Home Affairs letter No. 13/3/63-SCT(I), dated 23rd July, 1963  
to the Administrator, Laccadive Administration and copy to all Ministries etc.**

***Subject* :—Certificates of caste/community—Officers authorised to issue—L.M. & A. Islands.**

I am directed to refer to your letter No. 6/147/63-Genl., dated 26th June, 1963 on the subject noted above and to say that this Ministry agrees to the inclusion of the name of "Development Officer" to the list of authorities empowered to issue certificates of verification to Scheduled Tribes in the Laccadive, Minicoy and Amindivi Islands for purpose of employment. Amendment to Appendix 16 of the Brochure issued with this Ministry's Office Memorandum No. 1/2/61-SCT(I), dated 27th April 1962 will be issued later.



**Ministry of Home Affairs O.M. No. 13/6/63-SCT. (I)**  
**dated 11th November, 1963 to all Ministries etc.**

**Subject :—**Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes—  
 Form of caste certificate—amendments to.

The form of caste certificate as prescribed *vide* Appendix 15 of the Brochure regarding reservation in services for Scheduled Castes and Scheduled Tribes issued with this Ministry's O.M. No. 1/2/61-SCT.(I), dated the 27th April, 1962 has since been revised. The revised form of the certificate is enclosed for information.

This is to certify that Shri\* .....  
Shrimati  
Kumari

son\* of.....ov village\* .....  
 daughter town  
 in District\* of the State\*

Division Union Territory  
 belongs to the ----- Caste\* which is  
 Tribe

recognized as a Scheduled Caste\* under the Scheduled Castes and  
Scheduled Tribes  
 Tribes (Lists) Modification Order, 1956.

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 The Constitution (Jammu and Kashmir)\* Scheduled Castes Order, 1956.

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 The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959.

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 The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

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 The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.

2. Shri.....and\* his\* family ordinarily  
Shrimati or her  
Kumari

reside(s) in village\* .....of .....District\*  
 town Division  
 of the State\*of.....  
 Union Territory

Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 (with seal of Office)

Place.....State\*  
 Date.....Union Territory

\*Please delete the words which are not applicable.

NOTE :—The term "ordinary resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**Ministry of Home Affairs O.M. No. 6/4/66-Estt. (C)**  
**dated 11th May, 1966 to all Ministries etc.**

**Subject:—Reservation in services for Scheduled Castes and Scheduled Tribes Brochure regarding—**  
**Amendments to—List of authorities empowered to issue certificates of verification.**

The undersigned is directed to refer to Appendix 16 of the Brochure regarding reservations in services for Scheduled Castes and Scheduled Tribes issued with this Ministry's Office Memorandum No. 1/2/61-SCT(I), dated 27 April, 1962, and to say that it has been decided that in entry 1 of the aforesaid Appendix, after "1st Class Stipendiary Magistrate", "City Magistrate" may be added as one of the authorities empowered to issue certificates to Scheduled Castes and Scheduled Tribes candidates.

**Department of Personnel O.M. No. 13/3/71-Estt. (SCT)  
dated 10th September, 1971 to all Ministries etc.**

**Subject :—**Employees belonging to Scheduled Castes—Intimation regarding change of religion to administrative authorities.

The undersigned is directed to say that according to para 3 of the Constitution (Scheduled Castes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956, no person who professes a religion different from the Hindu or Sikh religion can be deemed to be a member of Scheduled Castes. The rights of a person belonging to a Scheduled Tribe are however, independent of his/her religious faith. Instances have come to notice where Scheduled Caste candidates on adopting a religion other than Hinduism and Sikhism, did not intimate the change in religion to the appointing/administrative authorities and continued claiming/enjoying concessions/benefits admissible to Scheduled Castes. This necessitated withdrawal retrospectively of the concessions enjoyed by them. It has now been decided that in order to avoid such instances, Ministries/Departments etc. of Government of India may in future stipulate in the letter of appointment issued to Scheduled Castes candidates that they should inform about the change of their religion to their Appointing/Administrative authority immediately after such a change. Similarly, the serving Scheduled Caste employees should be instructed to intimate change if any, in their religion immediately, to their Appointing Administrative Authorities. Ministry of Finance etc. are requested to bring these instructions to the notice of all concerned.

**Ministry of Home Affairs letter No. 35/1/72-RU (SCT,V)**  
**dated 2nd May, 1975 to all State Governments and Union Territory Administrations.**

**Subject:—Issue of Scheduled Castes and Scheduled Tribes certificates.**

I am directed to state that complaints are often received that Scheduled Castes and Scheduled Tribes certificates are given to persons who do not in fact belong to a Scheduled Castes and Scheduled Tribes. It is necessary, therefore, that the Certificate issuing authorities should make a proper verification before they actually issue such a certificate.

2. In this connection a set of points which should be taken into account are enclosed for the guidance of those empowered to issue Scheduled Castes and Scheduled Tribes certificate. It is requested that these instructions may be circulated amongst them.

**Enclosure to Ministry of Home Affairs circular letter No. 35/1/72-RU (SCTV)  
dated the 2nd May, 1975**

**Issue of Scheduled Castes and Tribes Certificate—Points to be observed**

**1. General (Applicable in all cases):**

Where a person claims to belong to a Scheduled Castes and Scheduled Tribes by birth it could be verified :—

- (i) that the person and his parents actually belong to the community claimed;
- (ii) that this community is included in the Presidential Orders specifying the Scheduled Castes and Scheduled Tribes in relation to the concerned State;
- (iii) that the person belongs to that State and to the area within that State in respect of which the community has been scheduled;
- (iv) if the person claims to be a Scheduled Caste, he should profess either the Hindu or the Sikh religion;
- (v) if the person claims to be a Scheduled Tribe, he may profess any religion.

**2. Cases of Migration :**

(i) where a person migrates from the portion of the State in respect of which his community is scheduled to another part of the same State in respect of which his community is not scheduled, he will continue to be deemed to be a member of the Scheduled Caste or the Scheduled Tribe, as the case may be, in relation to that State;

(ii) where a person migrates from one state to another, he can claim to belong to a Scheduled Caste or a Scheduled Tribe only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

**3. Claims through marriage :**

The guiding principle is that no person who was not a Scheduled Caste or a Scheduled Tribe by birth will be deemed to be a member of Scheduled Caste or a Scheduled Tribe merely because he or she had married a person belonging to a Scheduled Caste or a Scheduled Tribe.

Similarly a person who is a member of a Scheduled Caste or a Scheduled Tribe would continue to be a member of that Scheduled Caste or Scheduled Tribe as the case may be, even after his or her marriage with a person who does not belong to a Scheduled Caste or a Scheduled Tribes.

**4. Cases of conversion and reconversion :**

(i) where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism and then reconvert himself back to Hinduism or Sikhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the member of that particular caste as one among them.

(ii) in the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste or which his forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

**5. Case of adoption :**

Great care has to be exercised in dealing with cases where a person claims to be Scheduled Caste on the ground that he has been adopted by a Scheduled Caste person. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his claim by cogent and reliable evidence :—

- (i) The requirements of valid adoption are given in sections 6 to 11 of the Hindu Adoptions Maintenance Act, 1956. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
- (ii) In deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of Law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.
- (iii) Where the case relates to an adoption of a married person or of a person of the age of 15 years and above, the certificate shall be required to be given by the Distt. Magistrate who shall after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group of family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or usage in respect of a particular family that the custom or usage has not been discontinued. In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.
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**Department of Personnel & Administrative Reforms O.M. No. 36019/7/75-Estt. (SCT)  
dated 31st October, 1975 to all Ministries etc.**

*Subject* :—Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes for purpose of appointment to posts/services.

The undersigned is directed to say that candidates belonging to Scheduled Castes and Scheduled Tribes have to produce a certificate in the prescribed form issued by one of the prescribed authorities in support of their claim of belonging to a Scheduled Caste/Scheduled Tribe vide Appendix 14 and 15 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in services, 4th edition. In this connection attention of the Ministry of Finance etc. is also invited to the content of the Ministry of Home Affairs Office Memorandum No. 13/2/57-SCT(I), dated the 25th May, 1960 and No. 13/2/61-SCT(I), dated the 18th November, 1961 which provide that where a candidate belonging to a Scheduled Caste and Scheduled Tribe is unable to produce a certificate from any of the prescribed authorities, he may be appointed provisionally on the basis of whatever prima facie proof he is able to produce in support of his claim subject to his furnishing the prescribed certificate within a reasonable time, and if there is genuine difficulty in his obtaining a certificate, the appointing authority should itself verify his claims through the District Magistrate concerned. The instructions contained in the aforementioned Office Memorandum are again brought to the notice of the Ministries, Department etc.

**Department of Personnel & A.R. O.M. No. 13/2/74-Estt. (SCT)**  
**dated the 12th August 1976, to all Ministries etc.**

*Subject* :—Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes—  
Form of caste certificate—amenment to.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 13/6/63-SCT(I) dated 11-11-1963 and to Appendix 14 of the Brouchure on Reservations for Scheduled Castes and Scheduled Tribes in Services (Fourth Edition, 1975 and to say that the form of the certificate required to be produced by candidates belonging to Scheduled Castes and Scheduled Tribes in support of their claim to belonging to the Scheduled Caste/Scheduled Tribe was found to contain some typographical/minor errors. These have been now rectified and the corrected form of the certificate is enclosed. This form has also been forwarded to the State Governments for bringing it to the notice of the authorities under them who are empowered to issue such certificates.

2. Ministry of Finance etc. may kindly bring the corrected form of caste certificate to the notice of all appointing authorities under them.



Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim

### FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati\*/Kumari\*.....Son/daughter\* of .....of village/town\*.....in District/Division\*.....of the State/Union Territory\* .....belongs to the.....

Caste/Tribe\*which is recognised as a Scheduled Caste  
Scheduled Tribe\*

under:

The Constitution (Scheduled Castes) Orders, 1950:

\*The Constitution (Scheduled Tribes) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

\*The Constitution (Scheduled Tribes (Union Territories) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) 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 Order, 1968;

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Orders; 1970.

2. Shri/Shrimati\*/Kumari\*.....and/or\* his/her\* family ordinarily reside (s) in village/town\*.....of.....District/Division\* of the State Union Territory\* of .....

Signature .....

Designation .....

(with seal of office)

State

Union Territory

Place .....

Date .....

\*Please delete the words which are not applicable.

NOTE :—The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**Ministry of Home Affairs letter No. BC 12025/2/76-SCT(I)**  
**dated 22nd March, 1977 to all State Governments/Union Territory Administrations**

**Subject :—Issue of Scheduled Caste and Scheduled Tribe certificates—Clarifications regarding.**

I am directed to say that many instances have come to the house of this Ministry wherein certificates of belonging to a particular Scheduled Caste/Tribe have not been issued strictly in accordance with the principle governing the issue of such certificates. This is presumably due to inadequate appreciation of the legal position regarding the concept of the term "residence" on the part of the authorities empowered to issue such certificates.

2. As required under Articles 341 and 342 of the Constitution, the President has, with respect to every State and Union Territory and where it is State after consultation with the Governor of the concerned State, issued orders notifying various Castes and Tribes as Scheduled Castes and Scheduled Tribes in relation to that State or Union Territory from time to time. The interstate area restrictions have been deliberately imposed so that the people belonging to the specific community residing in a specific area, which has been assessed to qualify for the Scheduled Castes or Scheduled Tribes status, only benefit from the facilities provided for them. Since the people belonging to the same caste but living in different State/Union Territories may not necessarily suffer from the same disabilities, it is possible that two persons belonging to the same caste but residing in different State/U. Ts. may not both be treated to belong to Scheduled Caste/Tribes or vice versa. Thus the residence of a particular person in a particular locality assumes a special significance. This residence has not be understood in the literal or ordinary sense of the word. On the other hand it connotes the permanent residence of a person on the date of the notification of the Presidential Order scheduling his caste/tribe in relation to that locality. Thus a person who is temporarily away from his permanent place of abode at the time of the notification of the Presidential Order applicable in his case, say for example to earn a living or seek education etc. can also be regarded as Scheduled Caste or a Scheduled Tribe, as the case may be, in his caste/tribe has been specified in that order in relation to his State/U. T. But he cannot be treated as such in relation to the place of his temporary residence notwithstanding the fact that the name of his caste/tribe has been scheduled in respect of that area in any Presidential Order.

3. It is to ensure the veracity of this permanent residence of a person and that of the caste/tribe to which he claims to belong that the Government of India has made a special provision in the proforma prescribed for the issue of such certificate. In order that the certificates are issued to the deserving persons it is necessary that proper verification based primarily on revenue records and if need be, through reliable enquiries, is made before such certificates are issued. As it is only the Revenue Authorities who, besides having access to the relevant revenue records are in a position to make reliable enquiries, Government of India insists upon the production of certificates from such authorities only. In order to be competent to issue such certificates therefore, the authorities mentioned in the Government of India (Department of Personnel and Administrative Reforms) Letter No. 13/2/74-Estt. (SCT 3), dated the 5th August, 1975, should be the one concerned with the locality in which the person applying for the certificate had his place of permanent abode at the time of the notification of the relevant Presidential Order. Thus the Revenue Authority of one District would not be competent to issue such a certificate in respect of persons belonging to another district. Nor can such an authority of one State/U.T. issue such certificates in respect of persons whose place of permanent residence at the time of the notification of a particular Presidential Order, has been in a different State/Union Territory. In the case of persons born after the date of notification of the relevant Presidential Order, the place of residence for the purpose of acquiring Scheduled Caste or Scheduled Tribe status, is the place of permanent abode of their parents at the time of the notification of the Presidential Order under which they claim to belong to such a caste/tribe.

4. It is understood that some State Governments/Union Territory Administrations have empowered all their Gazetted Officers to issue such certificates and even Revenue Authorities issue certificates on the basis of the certificates issued by Gazetted Officers, M.Ps. and M.L.As., etc. If such a practice is followed, there is a clear danger of wrong certificates being issued, because in the absence of proper means of verification such authorities can hardly assure the intrinsic correctness of the facts stated in such certificates. In order to check the issuance of false certificates, the question of verification assumes all the more importance.

5. All the State Governments/Union Territory Administrations are therefore, requested to streamline their respective procedures for issuing such certificates so as to conform to the above instructions as well as to those issued from time to time. Where Revenue Authorities have been empowered to issue certificates on the basis of a certificate issued by an M.P., M.L.A., Gazetted Officer, etc., they should do so only after having made proper verifications and after having satisfied themselves of the correctness of such certificates.

**Deptt. of Personnel & A.R. letter No. 36012/6/76-Estt. (SCT)  
dated 29-10-1977, all State Governments and Union Territories**

*Subject* :—Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes—Form of Certificate—amendment to—

I am directed to refer to this Department's letter No. 13/2/74-Estt. (SCT), dated 12th August, 1976 on the subject noted above and to say that the form of caste certificate enclosed with the aforesaid letter has been further revised consequent upon coming into force of the Scheduled Castes and Scheduled Tribes Orders [Amendments] Act, 1976. A copy of the revised form is enclosed. I am to request that the revised form of certificate may please be brought to the notice of the authorities under the State Governments/Union Territories who are empowered to issue such certificates.

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati\*/Kumari\*.....Son/daughther\* of .....of village/town\* .....in District/ Division\*.....of the State/Union Territory\* .....belongs to the.....

Caste/Tribe\*which is recognised as a Scheduled Caste Scheduled Tribe\*

under:

The Constitution (Scheduled Castes) Orders, 1950:

\*The Constitution (Scheduled Tribes) Order, 1950;

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

\*The Constitution (Scheduled Tribes (Union Territories) Order, 1951;

[As a amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976]

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) 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 Order, 1968;

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Orders; 1970.

2. Shri/Shrimati\*/Kumari\*.....and/or\* his/her\* family ordinarily reside (s) in village/ town\*.....of.....District/Division\* of the State Union Territory\* of .....

Signature .....

Designation .....

(with seal of office)

State

Union Territory

Place .....

Date .....

\*Please delete the words which are not applicable.

NOTE :-The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**Department of Personnel & A.R. No. 36011/16/80-Estt. (SCT) dated 27-2-81**

**Subject :—**Descheduling of caste of Scheduled Caste person after his initial appointment—Question of verification of caste at the time of making subsequent promotions.

With reference to the above subject, the undersigned is directed to say that instances have come to the notice of the Government where a Scheduled Caste person whose caste has been de-scheduled long ago was promoted against a reserved vacancy though he no longer was a member of the Scheduled Caste. Instances have also come to the notice of the Government where a person professing a religion other than the Hindus and Sikhs, was appointed against a Scheduled Castes vacancy though the fact of his belonging to any other religion other than the Hindus and Sikhs did not entitle him to claim the benefits of being Scheduled Castes. Obviously, these have occurred due to the appointing authorities not scrutinising the caste certificate of the person to be appointed or promoted.

It has now been decided that the appointing authorities should verify the caste status of a Scheduled Castes/Tribes officer at the time of initial appointment and promotion against a vacancy reserved for Scheduled Caste/Tribe. For this purpose, the caste and the community to which a SC/ST person belongs, his place of residence and the name of the State, should be pasted on the top of the service book, personal file or any other relevant document covering its employee to facilitate such verification. It may be mentioned that a Scheduled Caste person, whose caste been descheduled after his initial appointment as Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. This verification of caste status at every important up-turn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. meant for SC/ST should go only to the rightful claimants and not those who become dis-entitled to them.

3. M/O. Finance etc. are requested to bring the above position to the notice of all attached and subordinate offices under them.

**Department of Personnel and Training OM No. 36012/6/88-Estt (SCT)**  
**dated the 24-4-90**

**Subject:—**Verification/acceptance of castes certificates produced by candidates.

It has been brought to the notice of the government that there are cases in which candidates have produced false caste certificates as belonging to Scheduled Castes/Scheduled Tribes and secured Central Government jobs against vacancies reserved for SCs/STs. Instructions already exist which provide that the services of the candidates claiming to be belonging to SCs/STs would be terminated, if their claims are found to be false on subsequent verification through District Magistrates.

2. At present the following certificates can be accepted by the appointing authorities as sufficient proof in support of candidate's claim as belonging to SC/STs.

Matriculation or school leaving certificate or birth certificate giving the caste/community of the candidate and the place of his residence.

3. It has now been decided that henceforth the certificates as mentioned in para 2 above should not be accepted as proof of caste at the time of initial appointment. The Caste/Tribe certificates issued by the following authorities in the prescribed form in Appendix 14 of the Brochure on Reservation for Scheduled Castes/Scheduled Tribes (Seventh Edition) will only be accepted.

(1) District Magistrate/Additional District Magistrate/Collector Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(3) Revenue Officer not below the rank of Tehsildar; and

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

4. It has also been decided that henceforth the appointing authorities should, in the offer of appointment to be candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

"The appointment is provisional and is subject to the castes/tribe certificates being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates".

5. Ministries/Departments are requested to note for strict compliance.