

No. 22/38/2019-3HRIII

From

Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Registrar General of Punjab & Haryana High Court, Chandigarh.
4. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurugram/ Karnal/Faridabad Division.
5. All the Deputy Commissioners in the State of Haryana.
6. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 6th December, 2022.

Subject: Timely verification of Caste/Community Certificates regarding.

Sir/Madam,

I am directed to invite your kind attention to the subject noted above and to say that vide letter No. 41034/4/2020-Estt (Res-I), Dated 21.10.2022 copy enclosed with its enclosures Government of India, Ministry of Personnel, PG & Pensions Department of Personnel and Training, New Delhi has requested all the State/UT Governments to ensure adherence to the instructions issued by this Department from time to time with regard to timely completion of the process of caste verification of the employees.

2. Accordingly, you are requested to bring these instructions to the notice of all concerned for strict compliance.

Lewie Ballo
Superintendent Human Resources-III,
for Chief Secretary to Government, Haryana 

SSHRD

Diary No. (FR)

Date

F.No.41034/2/2022-Estt.(Res-I)

Government of India

Ministry of Personnel, PG & Pensions

Department of Personnel and Training



North Block, New Delhi-110001

Dated the 21st October, 2022

To,

The Secretary
General Administrative Department
(All States & Union Territories)

Subject:- Timely verification of Caste/Community Certificates - regarding.

Sir,

I am directed to say that Government of India has been issuing instructions from time to time to all the State/UT Governments for streamlining the process of verification of caste community certificate and ensuring its timely completion.

2. In this regard, it is stated that Akhil Bhartiya Adivasi Vikas Parishad (ABAVP), a Society registered under the Societies Registration Act, had submitted a representation to the Parliamentary Committee on the Welfare of SC and ST and brought to their notice that pensionary benefits of some of the employees belonging to ST category in the Central Government offices in Tamil Nadu were withheld on the ground of pendency of their caste verification. The Parliamentary Committee has taken serious view of it and has emphasized upon timely verification of caste certificate of the employees. The Committee has also made recommendations in the matter in its Ninth Report on the subject "Study of atrocity cases against Scheduled Castes and Scheduled Tribes with respect to implementation of the Prevention of Atrocities Act, 1989". In view of the concern shown by the Parliamentary Committee, a letter dated 19.03.2021 was issued to all the States/UTs vide which their attention was invited towards this Department's various instructions issued from time to time requesting the States/UTs to ensure timely verification of caste certificate of the employees. However, a reference dated 14.06.2022 has again been received from Akhil Bhartiya Adivasi Vikas Parishad (ABAVP) in which the Parishad has stated that the pensionary dues of some of the employees belonging to ST category have still not been released by the Central Government offices on the ground that their caste verification is still pending.

3. In this regard, it is reiterated that the responsibility for the issue and verification of Caste Certificate lies with the concerned State/UT Government. The Hon'ble Supreme Court, vide its order dated 02.09.1994 in the matter of *Kumari Madhuri Patil vs Addl. Commissioner*, has laid down the detailed guidelines for effective verification of the Caste Certificates of the employees by the State Government, so that no person, on the basis of fake caste certificate, may secure employment wrongfully in the Government.

Human Resources-III Branch

Diary No. 121668

Dated 17/11/2022

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this regard, copies of the DoPT letter No. 36022/1/2007 - Estt (Res) dated 20.3.2007; DoPT letter No. 41034/3/2012 - Estt (Res) dated 11.4.2012; DoPT letter No. 36011/1/2012-Estt (SET) dated 14.3.2016 and DoPT letter No. 41034/4/2020-Estt (Res-I) dated 19.3.2021 are enclosed. During the conference of the Secretaries of the State/UTs organized by this Department on 28.09.2022 at CSOI, KG Marg, New Delhi the attention of the officers of the State/UT Governments were invited towards the aforesaid instructions and they were requested to ensure timely verification of the caste/ community certificate of the employees.

5. In view of the above, all the State/UT Governments are once again requested to ensure adherence to the instructions issued by this Department from time to time with regard to timely completion of the process of caste verification of the employees.

Yours faithfully,

Encl.: As above



(Abhay Kumar)

Under Secretary

Tel: 011-2309 2459

To,

- 1) The Secretaries of all the Ministries/Departments of the Govt. of India.
- 2) Department of Financial Services, New Delhi.
- 3) Department of Public Enterprises, New Delhi.
- 4) Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
- 5) The Secretary, National Commission For Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
- 6) The Secretary, National Commission for Scheduled Tribes, 6th Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003.
- 7) The Secretary, National Commission for Backward Classes, Trikot - 1, Bhikaji Cama Place New Delhi - 110 066.
- 8) Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
- 9) NIC, DoPT with the request to upload the same on the website of the Department.

No.36022/1/2007-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

--- New Delhi, dated: the 26th March, 2007 ---

To

The Chief Secretaries of all
States/Union Territories

Subject: Verification of claims of candidates to belong to
Scheduled Castes, Scheduled Tribes and Other
Backward Classes.

Sir,

It has been brought to the notice of this Department that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs on the basis of false/forged caste/ community certificates. It is a serious matter which can only be tackled with the cooperation of the State Governments.

2. Instructions issued by this Department require the appointing authorities to verify the caste status of SC/ST/OBC candidates at the time of initial appointment. Accordingly, the concerned appointing authorities, at the time of initial appointment of SC/ST/OBC candidates against vacancies reserved for them, make a request to the concerned district authorities to certify the veracity of caste/community certificate produced by the candidate. Many a time, the district authorities take unduly long time to respond. Where verification is not completed in time, the candidates are given appointment on provisional basis pending verification of their caste status. Some candidates continue to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities. Chances of collusion of the candidate with some unscrupulous employee(s) at the district level cannot also be ruled out.

I am directed to request you to streamline the system so that the suspicious non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. It would be appreciated if you could issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that veracity of the caste/community certificate referred to the district authorities, as stated above, is verified and reported to the appointing authority within one month of receipt of request from such authority. In order to rule out collusion between candidates holding false/forged certificate and employees at the district level or sub-district level, disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates.

Yours Faithfully



(R. Ramanyam)
Joint Secretary

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No.36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation - I Section

North Block, New Delhi-110 001

Dated the 8th October, 2015.

OFFICE MEMORANDUM

Subject: Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services.

The undersigned is directed to say that as per extant instructions where a candidate belonging to a Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes (OBC) is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time. Instructions have been issued vide DoPT's letter No.36022/1/2007-Estt.(Res.) dated 20.3.2007 to the Chief Secretaries of all States/UTs for streamlining the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. Timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.

2. In this regard, attention is invited to the instructions contained in the following Office Memoranda/Orders issued by this Department from time to time. A copy each of the Office Memoranda is enclosed:-

- (i) OM No. 36019/7/75-Estt. (SCT) dated 31.10.1975
- (ii) OM No. 36011/16/80 - Estt. (SCT) dated 27.02.1981
- (iii) OM No. 36011/3/2005-Estt. (Res.) dated 09.09.2005
- (iv) OM No. 36012/6/88-Estt.(SCT) dated 24.4.1990

3. Instances have been brought to the notice of this Department that despite the aforesaid instructions, the appointments of the candidates belonging to SC/ST/OBC communities are with-held/delayed due to pending caste certificates verification.

contd/-

certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

5. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
- ✓ 13. NIC, DoPT - to upload the same on DoPT Website.

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No.41034 3/2012-Estt.(Res.)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001

Dated the 11th April, 2012

To

The Chief Secretaries of all the States/
Union Territories.

Subject: - Verification of caste certificates by District authorities.

Sir,

Attention is drawn to Department of Personnel and Training's letter No.36022/1/2007-Estt. (Res.) dated 20th March, 2007 whereby the Chief Secretaries of all States/ Union Territories were requested to streamline the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificate. They were also advised to issue instructions in this regard to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts to ensure at their own level that veracity of the caste/ community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. They were further requested that disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates to rule out collusion between candidates holding false/ forged certificate and employees at the district level or sub-district level.

2. Recently the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway in its 28th Report (14th Lok Sabha) on the subject of false caste certificates had, inter-alia, observed as under:-

Ministry of Personnel, Public Grievances and Pensions who are the cadre controlling Ministry over the Collectors and to ensure that all the State Governments constitute appropriate District Level Committee (DLC) in every district urgently and to instruct them to hold regular meetings so that cases or investigation of false caste certificates are not held up for want of proper DLC or non holding of meetings by such Committee."

3. Keeping in view of the direction given by the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway, it is requested that instructions may be issued to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts etc. to verify the details of the candidate (s) before issuing the caste certificates so that the benefits of reservation and other schemes of concessions, etc. meant for SCs/STs/OBCs go only to the rightful claimants. As desired by the Parliamentary Committee a District Level Committee may also be constituted in each District. The Committee be instructed to hold regular meetings to ensure timely verification of caste certificates.

Yours faithfully,



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110.

Copy to: -

1. All Ministries/Departments of Government of India.
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001.
3. Department of Economic Affairs, Ministry of Finance, New Delhi.

No. 36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation - I Section

North Block, New Delhi-110 001
Dated March 14, 2016

To,
The Chief Secretaries of all States/UTs

Subject: Reiteration of the instructions on streamlining the procedure for verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services - regarding

Madam/Sir,

I am directed to refer to this Department's letter no. 36022/1/2007-Estt. (Res.) dated 20.03.2007 addressed to Chief Secretaries of all States/UTs (copy enclosed) regarding streamlining of the process for verification of claims of candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs). It was also requested to issue instructions to District Magistrates/District Collectors/ Deputy Commissioners to ensure at their own level the veracity of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates.

2. Owing to difficulties faced by candidates belonging to these reserved communities in various states in securing employment due to delays in obtaining caste certificates, this Department, vide an Office Memorandum of even number dated 08.10.2015, has re-iterated the instructions on providing provisional appointment to such reserved category candidates who are unable to obtain an appropriate caste certificate in time. It has been reiterated therein that where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Other Backward Class is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim, subject to his/her furnishing the prescribed certificate within a reasonable time. If there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned. A copy of the OM is enclosed for reference and perusal.

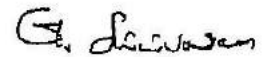
concerned.

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4. It is also advised that in order to discourage unscrupulous activities, State Governments/UTs may consider issue of appropriate instructions for initiating disciplinary proceedings against the errant officers who default in timely verification of caste certificates or who issue false certificates.

Encl: as above

Yours faithfully,



(G. Srinivasan)

Deputy Secretary to the Government of India

Copy to:

✓ Dir, NIC, DOPT - for placing it on the website of this Department for information of all concerned.

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**Ministry of Welfare Letter No.12011/11/94-BCC(C),
dated the 8th April, 1994, to the Chief Secretaries of all States/UTs**

Subject: Issuing of Other Backward Class Certificates to migrants from other States/UTs.

In continuation of the DOPT's letter No.36012/22/93-Estt.(SCT) dated 15th November, 1993, I am directed to say that it has been represented to this Department that persons belonging to OBCs who have migrated from one State to another for the purpose of employment, education, etc. experience great difficulty in obtaining caste certificates from the State from which they have migrated. In order to remove this difficulty, it has been decided that the prescribed authority of a State/U.T. Administration in terms of the DOPT letter No.36012/22/93-Estt.(SCT) dated 15th November, 1993 may issue the OBC Certificate to a person who has migrated from another State on the production of a genuine certificate issued to his father by the prescribed authority of the State of his father's origin except where the prescribed authority feels that a detailed enquiry is necessary through the State of origin before the issue of the Certificate.

2. The Certificate will be issued irrespective of whether the OBC candidate in question is included in the list of OBC pertaining to the State/U.T. to which the person has migrated. The facility does not alter the OBC status of the person in relation to the one or the other State/U.T. The OBC person on migration from the State/U.T. of his origin to another State/U.T. where his caste is not in the OBC list is entitled to the concessions/benefits admissible to the OBCs from the State of his origin and Union Government but not from the State where he has migrated.

3. It is requested that all competent authorities may be advised to issue the OBC Certificate after satisfying themselves of the correctness of the Certificate. The Lists of the Competent Authorities empowered as per DOPT's circular of 15th November, 1993 may be followed strictly. No other authorities may be allowed to issue the OBC Certificates.

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No. 41034/+ / 2020-Estt (Res-I)
Government of India
Ministry of Personnel, Public Grievance & Pensions
Department of Personnel and Training

North Block, New Delhi
Dated the 19th March, 2021

To

The Chief Secretaries of all States & Union Territories

Subject: Timely verification of Caste/Community Certificates - regarding.

Sir,

I am directed to say that instances have come to the notice where the pensionary benefits of employees belonging to ST category, who were working in various offices and organizations under Central Government in the State of Tamil Nadu, have been withheld on the ground that their caste verification is pending from the State Government. The Parliamentary Standing Committee on the Welfare of the Scheduled Castes & Scheduled Tribes (SC&ST) have taken a serious view of this, and has directed this Department to issue necessary guidelines to all the concerned for ensuring timely verification of the Caste Certificate of the employees belonging to the reserved category.

2. It is stated that the responsibility for the issue and verification of Caste Certificate lies with the concerned State/UT Government. The Hon'ble Supreme Court, vide its Order dated 2.9.1994 in the matter of in the matter of *Kumari Madhuri Patil vs Addl. Commissioner*, has laid down the detailed guidelines for effective verification of the Caste Certificates of the employees, so that no person, on the basis of fake caste certificate, may secure employment wrongfully in the Government.

3. DoP&T has issued various guidelines from time to time for streamlining the process of verification of Caste Certificate of the employees, and has requested the State/UT Governments for timely verification of the same. However, as mentioned above, instances have come to notice that the appointing authority has taken an unduly long time in getting the caste status of an employee verified through the concerned State authorities which is totally in contravention of the existing instructions. In this regard, attention is invited towards the following instructions of DoPT in the matter:

- (i) DoPT OM No. 36019/7/1975-Estt (SCT) dated 31.10.1975 (copy at Annexure-I) provides that the candidates belonging to the SC/ST category have to produce a Certificate in the prescribed form issued by

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one of the prescribed authorities in support of their claim of belonging to a SC/ST. Where such a candidate 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.

- (ii) DoPT OM No. 36011/16/80-Estt (SCT) dated 27.2.1981 (copy at Annexure-II) provides that the verification of caste status at every important upturn of employee's career is necessary, as an SC candidate may lose his status of SC if he embraces a religion other than Hinduism and Sikhism (DoPT OM No. 36011/3/2005-Estt (Res) dated 9.9.2005 provides that an SC candidate loses his SC status if he embraces a religion other than Hinduism, Sikhism or Buddhism).
- (iii) DoPT, vide letter No. 36022/1/2007 - Estt (Res) dated 20.3.2007 (copy at Annexure-III), have requested the State/UT Governments to issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that veracity of the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. The State/UT Governments were also requested to initiate disciplinary proceedings against the officers who default in timely verification of Caste Status.
- (iv) DoPT, vide letter No. 41034/3/2012 - Estt (Res) dated 11.4.2012 (copy at Annexure-IV), have reiterated the above instructions dated 20.3.2007 requesting the State/UT Governments to issue instructions to the concerned district authorities to ensure veracity of the Caste/Community Certificate referred to them and report the same to the appointing authority within one month of receipt of request from such authority. This letter also conveys the directions of the Parliamentary Committee at that time on the Welfare of SCs and STs that the State/UT Governments may constitute a District-Level Committee in each District which may hold regular meetings to ensure timely verification of Caste Certificates.
- (v) DoPT OM No. 36011/1/2012-Estt (SCT) dated 8.10.2015 (copy at Annexure-V) reiterates the earlier instructions on timely and effective verification of the Caste Certificate so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.
- (vi) DoPT letter No. 36011/1/2012-Estt (SCT) dated 14.3.2016 (copy at Annexure-VI) addressed to all State/UT Government again reiterates the earlier instructions on verification of Caste Certificate within a reasonable time.

4. In view of the above, all State/UT Governments are again requested that the above-mentioned instructions may be brought to the notice of all

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the concerned officers, and it may be ensured that the process of caste verification is completed within a reasonable time, and the concerned appointing authorities are informed about the veracity of the Caste Certificate of the candidates/employees within one month of the receipt of such request from the concerned appointing authority.

5. This issues with the approval of Secretary (P).

Yours faithfully,

Sd/- 19/3/2021

(Sandeep Saxena)
Deputy Secretary

To

1. The Secretaries of all the Ministries/Departments of the Govt. of India for ensuring strict compliance of the existing instructions on timely verification of Caste/Community Certificate.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
5. The Secretary, National Commission For Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
6. The Secretary, National Commission for Scheduled Tribes, 6th Floor, B-Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
7. The Secretary, National Commission for Backward Classes, Trikot - 1, Bhikaji Cama Place New Delhi - 110 066.
8. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
9. NIC, DoPT with the request to upload the same on the website of the Department.

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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(D), dated the 25th May, 1960 and No. 13/2/61-SCT(D), 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. 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 his 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 upturn of employee's career is necessary so that the benefit of reservation and other scheme of concessions 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.

To

The Chief Secretaries of all
States/Union Territories

Subject: Verification of claims of candidates to belong to
Scheduled Castes, Scheduled Tribes and Other
Backward Classes.

Sir,

It has been brought to the notice of this Department that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs on the basis of false/forged caste/ community certificates. It is a serious matter which can only be tackled with the cooperation of the State Governments.

2. Instructions issued by this Department require the appointing authorities to verify the caste status of SC/ST/OBC candidates at the time of initial appointment. Accordingly, the concerned appointing authorities, at the time of initial appointment of SC/ST/OBC candidates against vacancies reserved for them, make a request to the concerned district authorities to certify the veracity of caste/community certificate produced by the candidate. Many a time, the district authorities take unduly long time to respond. Where verification is not completed in time, the candidates are given appointment on provisional basis pending verification of their caste status. Some candidates continue to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities. Chances of collusion of the candidate with some unscrupulous employec(s) at the district level cannot also be ruled out.

3. I am directed to request you to streamline the system so that the unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. It would be appreciated if you could issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that veracity of the caste/community certificate referred to the district authorities, as stated above, is verified and reported to the appointing authority within one month of receipt of request from such authority. In order to rule out collusion between candidates holding false/forged certificate and employees at the district level or sub-district level, disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates.

Yours faithfully



(R. Ramanujam)
Joint Secretary

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001
Dated the 11th April, 2012

To

The Chief Secretaries of all the States/
Union Territories.

Subject: - Verification of caste certificates by District authorities.

Sir,

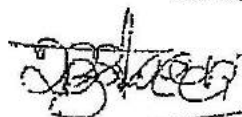
Attention is drawn to Department of Personnel and Training's letter No.36022/1/2007-Estt. (Res.) dated 20th March, 2007 whereby the Chief Secretaries of all States/ Union Territories were requested to streamline the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificate. They were also advised to issue instructions in this regard to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts to ensure at their own level that veracity of the caste/ community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. They were further requested that disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates to rule out collusion between candidates holding false/ forged certificate and employees at the district level or sub-district level.

2. Recently the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway in its 28th Report (14th Lok Sabha) on the subject of false caste certificates had, inter-alia, observed as under:-

"The Ministry of Railways to take up the matter of pending caste certificate cases lying with District Collectors with the Ministry of Personnel, Public Grievances and Pensions who are the cadre controlling Ministry over the Collectors and to ensure that all the State Governments constitute appropriate District Level Committee (DLC) in every district urgently and to instruct them to hold regular meetings so that cases or investigation of false caste certificates are not held up for want of proper DLC or non holding of meetings by such Committee."

3. Keeping in view of the direction given by the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway, it is requested that instructions may be issued to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts etc. to verify the details of the candidate (s) before issuing the caste certificates so that the benefits of reservation and other schemes of concessions, etc. meant for SCs/STs/OBCs go only to the rightful claimants. As desired by the Parliamentary Committee a District Level Committee may also be constituted in each District. The Committee be instructed to hold regular meetings to ensure timely verification of caste certificates.

Yours faithfully,



(Sharad Kumar Srivastava)
Under Secretary to the Government of India
Tele. No. 23092110

Copy to:-

1. All Ministries/Departments of Government of India.
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001.
3. Department of Economic Affairs, Ministry of Finance, New Delhi.

OFFICE MEMORANDUM

Subject: Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services.

The undersigned is directed to say that as per extant instructions where a candidate belonging to a Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes (OBC) is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time. Instructions have been issued vide DoPT's letter No.36022/1/2007-Estt.(Res.) dated 20.3.2007 to the Chief Secretaries of all States/UTs for streamlining the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. Timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.

2. In this regard, attention is invited to the instructions contained in the following Office Memoranda/Orders issued by this Department from time to time. A copy each of the Office Memoranda is enclosed:-

- (i) OM No. 36019/7/75-Estt. (SCT) dated 31.10.1975
- (ii) OM No. 36011/16/80 - Estt. (SCT) dated 27.02.1981
- (iii) OM No. 36011/3/2005-Estt. (Res.) dated 09.09.2005
- (iv) OM No. 36012/6/88-Estt.(SCT) dated 24.4.1990

3. Instances have been brought to the notice of this Department that despite the aforesaid instructions, the appointments of the candidates belonging to SC/ST/OBC communities are with-held/delayed due to pending caste certificates verification.

contd/-

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4. It is, therefore, reiterated that in the situation where a candidate belonging to a Scheduled Caste, Scheduled Tribe and Other Backward Classes is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

5. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
13. NIC, DoPT - to upload the same on DoPT Website.

To,

The Chief Secretaries of all States/UTs

Subject: Reiteration of the instructions on streamlining the procedure for verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services – regarding

Madam/Sir,

I am directed to refer to this Department's letter no. 36022/1/2007-Estt. (Res.) dated 20.03.2007 addressed to Chief Secretaries of all States/UTs (copy enclosed) regarding streamlining of the process for verification of claims of candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs). It was also requested to issue instructions to District Magistrates/District Collectors/ Deputy Commissioners to ensure at their own level the veracity of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates.

2. Owing to difficulties faced by candidates belonging to these reserved communities in various states in securing employment due to delays in obtaining caste certificates, this Department, vide an Office Memorandum of even number dated 08.10.2015, has re-iterated the instructions on providing provisional appointment to such reserved category candidates who are unable to obtain an appropriate caste certificate in time. It has been reiterated therein that where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Other Backward Class is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim, subject to his/her furnishing the prescribed certificate within a reasonable time. If there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned. A copy of the OM is enclosed for reference and perusal.

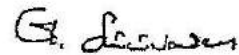
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3. In order to ensure that the candidates belonging to reserved categories do not face unnecessary problems in obtaining caste certificates, It is requested that instructions issued to the concerned authorities in the light of the aforementioned letter dated 20.03.2007 may be reiterated for information/compliance of all concerned.

4. It is also advised that in order to discourage unscrupulous activities, State Governments/UTs may consider issue of appropriate instructions for initiating disciplinary proceedings against the errant officers who default in timely verification of caste certificates or who issue false certificates.

Encl: as above

Yours faithfully,



(G. Srinivasan)

Deputy Secretary to the Government of India

Copy to:

✓ Dir, NIC, DOPT - for placing it on the website of this Department for information of all concerned.