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**URGENT**  
**By Fax/E-Mail**

**GOVERNMENT OF ODISHA**  
**S.T. & S.C. DEVELOPMENT DEPARTMENT**

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No. 7797 / SSD, Bhubaneswar,  
PCR (C) 09/14 (Pt II)

Date: 21st April, 2017.

From

**Sri. Surendra Kumar, IAS**  
Commissioner-cum-Secretary to Government

To

All Collectors,

Sub: Immediate action for ensuring issuance of Permanent Caste Certificate to eligible ST, SC and SEBC students on priority basis.

Sir/ Madam,

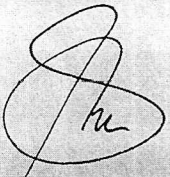
In reference to the subject cited above I am to say that State Government has decided to facilitate issuance of Permanent Caste Certificate to all eligible ST, SC and SEBC students from class V to class XII, those not having caste certificate, in a mission mode. It has been decided that the school authorities, block and district officials will take lead role in helping the parents/ students in making application for the Caste-certificate with the designated authority and facilitate issuance of the same adhering the due prescribed procedure. This task requires meticulously planned inter-department coordination among the district officials to accomplish the same in given time frame.

In this context, you are requested to take following steps on an urgent basis:

**Pre-Application Phase – 1st May to 31st May**




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1. As a first step, the District Education Officer & the District Welfare Officer of your district need to be immediately instructed to inform the parents of such ST, SC and SEBC students from class V to class XII, those not having caste certificate, through the Headmaster of the concerned schools, to submit the requisite supporting documents, as prescribed by the Revenue Department, for filing application for issuance of the Caste-certificate with the concerned authority. The request letter for parent in this regard, mentioning the list of documents to be submitted by them upon opening of the schools after the summer vacation, is at annexure A for your reference and circulation to the HMs through District Education Officer & the District Welfare Officer. This request letter to parents should be circulated among the students/ parents by the concerned HMs before the closure of the schools for summer vacation positively. Such prior intimation shall help in smooth documentation, immediately after re-opening of schools after summer vacations.
  2. Within the first week of May, a one-day training involving all Revenue Authorities up-to the level of Additional Tahsildar, All Welfare Department officials till Welfare Extension Officer level, All School & Mass Education Department officials up-to Block Education Officer level, and functionaries from Higher Education and Technical Education Department shall be organized at the District Head-quarter and shall be Chaired by the Collector personally. This training should focus on the guidelines/ procedure for issuance of Caste Certificate, filling up of the application form and the timeline of the future activities for completing this task.
  3. During the second and third week, on any fixed day as decided by the District Collector, all the Head Masters/ Principals/ Head of Institution of each educational institution (Government schools, Grant-in-Aid and Block Grant schools, Higher educational institutions) of ST & SC Dept., S & ME



Dept. and Higher education dept. shall be trained at the Block Head-quarter by the block level functionaries under the overall coordination of the Tahsildar and Addl Tahsildars. District Level Officers such as Sub Collector, PD DRDA, ADM, District Education Officer, District Welfare Officer shall personally supervise the training at their respective training centers allotted to them. The Head Masters shall be trained in filling up of application forms, the list of documents that shall be enclosed with the application and other necessary instructions shall be shared regarding the timeline for collection and submission of the application forms. While attending the above meeting, the Head Masters shall bring with them the number and category of the students reading in Class V (5) and above in their Schools. The training head of the center shall ensure issuance of the required number of prescribed application forms to the Head Masters, in coordination with Tahasildar/ Addl. Tahsildars, on the very date of the meeting.

**Application, digitization and submission Phase – within 6 weeks of the re-opening of the schools**

4. Upon re-opening of the schools/ educational institutions after summer vacation, the Head Master, class teachers shall fill up/ assist the parents in filling up the application forms for grant of caste certificate and enclose photocopies of documentary evidence submitted by the parent of the ward for submission to the Revenue Authorities. This exercise of filling up of forms shall be completed within 14 days of re-opening of schools UNFAILINGLY.
5. In case any of the students or his parent has failed to bring the supporting document, then they must be duly advised by the HM in writing, to submit any of the documentary evidences as mentioned in the letter at Annexure A within a week to complete the application process. The HMs shall submit



duly filled in application for such cases along with the requisite documents not later than 31<sup>st</sup> July.

6. In case any parent does not have any documentary evidence in support of the claim, the same must be noted on the body of the application as "Without Documentary Evidence". All such cases shall be verified for the claim by conduct of field enquiry as prescribed by the Revenue Authorities.
7. After filling up of applications within 14 days of re-opening of schools, all the applications shall be collected by the Welfare Extension Officers and Block Education Officers for the SSD schools and S & ME Schools respectively. This task shall be completed within four weeks of the re-opening of schools.
8. All the received applications shall then have to be entered in the digital form in computer and the hard copy shall be submitted to the Office of the concerned Tahsildar, immediately thereafter by the Welfare Extension Officers and Block Education Officers for their respective schools. The services of Common Service Centers may be pressed into to complete the digitization of the applications in the e-district portals. **IT MUST BE NOTED THAT ALL APPLICATIONS MUST BE ENTERED IN THE E-DISTRICT PORTAL AND HARD COPIES SUBMITTED TO THE TAHSILDAR CONCERNED WITHIN ONE AND A HALF MONTH OF OPENING OF THE SCHOOL.** In case there are any residual applications, which are made subsequently, the same may be submitted later on following the same process.

**Field enquiry and Disposal of the Applications – within 4-6 weeks of the receipt of hard copies of the applications**

9. All the received applications at Tahsil office shall be disposed off by the authorized Revenue Officers, as per the merit of the application and following the due process of enquiry, **within 4-6 weeks of the receipt of**



**the applications.** Collector shall suitably instruct the Revenue Officers concerned to complete the process in due time un-faillingly.

10. In cases, where application is rejected, the reason for the rejection must be properly documented on the application form and shall be shared with facilitating officer (WEO or BEO as the case may be) for communicating back to the applicant.

**Distribution of certificate to the students – within 2 weeks of the grant of Caste Certificate by the designated Revenue Officer**

11. Once the certificate is granted in favour of the applicant, the print out of the e-Certificate shall be handed over to the facilitating officer (WEO or BEO as the case may be) for distribution to the concerned students.

12. WEO/ BEO shall prepare the list of students to whom Certificate have been granted and handover the e-certificates of such students to their respective Headmasters with an acknowledgement of the receipt of the same from the Headmaster concerned.

13. The HMs shall distribute the Caste certificate to the student/ parent concerned and shall maintain a register to record the receipt the certificate by the student/ parent.

As the whole process is required to be completed in the given timeframe, all out efforts are needed at all levels.

This may be given TOP PRIORITY.

Yours faithfully



Commissioner-cum-Secretary

21/4/17

Memo No. 7798/SSD., dated 21-04-2017.

Copy forwarded to Principle Secretary, Revenue & Disaster Management Department/  
Principle Secretary, Higher Education Department / Commissioner-cum-Secretary, School &  
Mass Education Department for kind information.

Director, SC Welfare  
21/4/17

Memo No. 7799/SSD., dated 21-04-2017.

Copy forwarded to Office of the Revenue Divisional Commissioner, Central Division,  
Odisha Cuttack / Revenue Divisional Commissioner, South Division, Odisha Berhampur /  
Revenue Divisional Commissioner, North Division, Odisha Sambalpur for favour of kind  
information

Director, SC Welfare  
21/4/17

Memo No. 7800/SSD., dated 21-04-2017.

Copy forwarded to Director, Secondary Education, S&ME Deptt./ Director, Elementary  
Education S&ME Deptt./ SPD, OPEPA & SPD, RMSA for kind information and with a request to  
send necessary directions to their field officials.

Director, SC Welfare  
21/4/17

## Annexure A

ପ୍ରିୟ ଅଭିଭାବକ,

ରାଜ୍ୟ ସରକାରଙ୍କର ନିଷ୍ପତ୍ତି ଅନୁସାରେ, ଚଳିତ ଶିକ୍ଷା ବର୍ଷଠାରୁ ପଞ୍ଚମ ଶ୍ରେଣୀ ଓ ଛାତ୍ରୀ ଶ୍ରେଣୀ ପର୍ଯ୍ୟନ୍ତ ଅଧ୍ୟୟନରତ ଅନୁସୂଚିତ ଜାତି/ଅନୁସୂଚିତ ଜନଜାତି/ପଛୁଆ ବର୍ଗ ର ଛାତ୍ରଛାତ୍ରୀମାନଙ୍କୁ, ଯାହାଙ୍କର ଜାତିଗତ ପ୍ରମାଣ ପତ୍ର ନାହିଁ, ସେମାନଙ୍କୁ ଏହି ପ୍ରମାଣ ପତ୍ର ଅଗ୍ରାଧିକାର ଭିତ୍ତି ରେ ଯୋଗାଇଦିଆଯିବ।

ଏଣୁ ଅଭିଭାବକ ମାନଙ୍କୁ ଅନୁରୋଧ ଯେ, ଗ୍ରୀଷ୍ମ ଅବକାଶ ପରେ ସ୍କୁଲ ଖୋଲିବା ଦିନ ନିଜେ କିମ୍ବା ନିଜ ପିଲା ଓ ମାଧ୍ୟମରେ ବିଦ୍ୟାଳୟର ପ୍ରଧାନ ଶିକ୍ଷକ କୁ ନିମ୍ନଲିଖିତ ଜରୁରୀ କାଗଜ ପତ୍ର (ଅଭିଭାବକଙ୍କ ଦସ୍ତଖତ ଥାଇ) ନିଶ୍ଚିତ ରୂପେ ପ୍ରଦାନ କରିବେ।

1. ବନ୍ଦୋବସ୍ତ କିମ୍ବା ଚକବନ୍ଦୀ ଖତିଆନ/ପଞ୍ଜା ର ଅବିକଳ ନକଲ।
2. ପିତା , ମାତା, ଭାଇ ଓ ଭଉଣୀଙ୍କର ଜାତି ପ୍ରମାଣ ପତ୍ରର ନକଲ (ଯଦି ପୂର୍ବରୁ ପ୍ରାପ୍ତ ହୋଇଥିବେ)।
3. ପିତା/ମାତାଙ୍କ ଭୋଟର ପରିଚୟ ପତ୍ର ର ନକଲ/ପିଲା କିମ୍ବା ପିତା ମାତାଙ୍କ ଆଧାର ପତ୍ର।
4. ବ୍ୟାଙ୍କ ଜମା ଖାତା ରେ ସମସ୍ତ ବିବରଣୀ ଥିବା ପ୍ରଥମ ପୃଷ୍ଠା ର ଅବିକଳ ନକଲ।