

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BCW DEPARTMENT

No. 16357 / SSD., Bhubaneswar, Dated 15/07/2025
STSCD-PCRC-COMMT-0001-2024

From.

Mrs. Hemabanti Patra. OAS (SB)
Deputy Secretary to Govt.

To

Sri Sujeet Mukherjee, ✓
Special Officer (Statistics),
ST & SC Development, M & BCW Department

Sub: Display details of Competent Authorities for issuance of Caste Certificates on the official website of this Department- regarding.

Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of *the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023*, published in the Extraordinary Odisha Gazette for general information vide ST & SC Development, M & BCW Department Notification No.618-PCR Cell-16/2017-SSD, dated 06.01.2024 and to say that the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India has requested for display of the authorities competent to issue caste certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS candidates on the official website to help the concerned appointing authorities to promptly get the certificates verified from the issuing authorities.

The section 2 of the aforesaid Rules states that, "Competent Authority" means an Officer or authority authorized by the Government, by notification, to issue Caste Certificate, for such area or for such purposes as may be specified in the said notification and shall include all the Competent Authorities already designated by the Government before the commencement of this Act, having jurisdiction over the area or place to which the applicant originally belongs, unless specified otherwise. Such Authorities are:

- (1) District Magistrate or Collector;
- (2) Additional District Magistrate;
- (3) Sub-divisional Magistrate or Sub-divisional Officer;
- (4) Executive Magistrate;
- (5) Revenue Officer not below the rank of Tahasildar or Additional Tahasildar;

The Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023 under section 3 says that, application for issuance of caste certificate may be made to the Competent Authority by any person belonging to reserved category such as Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward Classes, Other Backward Classes.

P.T.O.

①

S.O (Statistics)

In view of the above, it is requested that steps may be taken to display the
aforementioned information on the official website of this Department for general
information.

Enclosure: As above.

Yours faithfully,

W. 15/07/2025
Deputy Secretary to Govt.

The Odisha Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 114 CUTTACK, FRIDAY, JANUARY 12, 2024/PAUSA 22, 1945

SCHEDULED TRIBES AND SCHEDULED CASTES DEVELOPMENT MINORITIES & BACKWARD CLASSES WELFARE DEPARTMENT

NOTIFICATION

The 6th January 2024

No. 618—PCR Cell-16/2017-SSD—Whereas, the draft of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023 was published as required by section 18 of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 (Odisha Act 8 of 2014) in the Extraordinary issue of the Odisha Gazette No.1037 dated the 8th May, 2023 under the notification of the Government of Odisha in the Scheduled Tribes and Scheduled Castes Development Minorities and Backward Classes Welfare Department No.8698-PCR Cell-16/2017/SSD dated the 4th May, 2023 inviting objections and suggestions from all persons likely to be affected thereby, before the expiry of the period of thirty days from the date of publication of the said notification in the Odisha Gazette:

And whereas, the objections and suggestions received in respect of the said draft rules within the specified period have been duly considered by the State Government;

Now, therefore, in exercise of the powers conferred by section 18 of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 and in supersession of the Odisha Caste Certificate (for Scheduled Castes and Scheduled Tribes) Rules, 1980 except as respects things done or omitted to be done before such supersession, the State Government do hereby make the following rules to carry out the purposes of the said Act, namely:-

1. **Short title and commencement.**—(1) These rules may be called the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023.

(2) They shall come into force on the date of their publication in the Odisha Gazette.

2. **Definitions.**—(1) In these rules, unless the context otherwise requires,—

(a) “Act” means the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 (Odisha Act 8 of 2014);

(b) "Aadhaar number" means a 12 digit Unique Identity Number issued to an individual under sub-section (3) of section 3 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016);

(c) "Appellate Authority" means the Authority as mentioned in rule 5;

(d) "Backward Classes" means any Socially and Educationally Backward Classes as Defined

in clause(e) of section 2 of the Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008 and includes Other Backward Classes declared by Government of India in relation to the State of Odisha;

(e) "Caste Certificate" means the certificate issued by the Competent Authority to an applicant indicating therein the Scheduled Caste, Scheduled Tribe or Backward Class, as the case may be, to which such applicant belongs;

(f) "Competent Authority" means an Officer or authority authorized by the Government, by notification, to issue Caste Certificate, for such area or for such purposes as may be specified in the said notification and shall include all the Competent Authorities already designated by the Government before the commencement of this Act, having jurisdiction over the area or place to which the applicant originally belongs, unless specified otherwise. Such Authorities are:

- (1) District Magistrate or Collector;
- (2) Additional District Magistrate;
- (3) Sub-divisional Magistrate or Sub-divisional Officer;
- (4) Executive Magistrate;
- (5) Revenue Officer not below the rank of Tahasildar or Additional Tahasildar;

(g) "Creamy Layer" means members of Backward Class who are highly advanced socially as well as economically and educationally. The people falling in the Creamy Layer category (Described in Appendix A) are not eligible for reservations in the services and posts under Government of India or Government of Odisha and Government educational and professional benefit;

(h) "District Vigilance Cell" means the District Vigilance Cell constituted by the Government;

(i) "Driving Licence" means a licence issued under the Motor Vehicles Act, 1988 (59 of 1988);

(j) "Form" means the Forms appended to these rules includes e-Form;

(k) "Family" means the purpose of this Rules will include the person who seeks benefit of

reservation, his or her parents and siblings below the age of 18 years as also his or her spouse and children below the age of 18 years;

(l) "Government" means the Government of Odisha;

(m) "Landless Person" means a person as defined in clause(a-1) of the section 3 of the Odisha Prevention of land Encroachment Act, 1972, (Odisha Act 6 of 1972);

(n) "Local Authority" means Gram Panchayat, Panchayat Samitis, Zilla Parishad and also includes a Municipality or Municipal Corporation or such other body legally entitled to function as local authority by the Government;

(o) "PAN Card" means Permanent Account Number issued under section 139-A of the Income Tax Act, 1961 (43 of 1961);

- (p) "Public Sector Undertaking" means a Government Company as defined in section 2(45) of the Companies Act, 2013(18 of 2013) or any Corporation established by or under any Central or State Act;
- (q) "reserved category" means category of persons either belonging to Scheduled Caste, Scheduled Tribe or Backward Class;
- (r) "Revenue Division" means division constituted as mentioned in the section 2 of the Odisha Revenue Divisional Commissioners Act, 1957 and
- (s) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings, respectively, assigned to them in clause (24) and clause (25) of article 366 of the Constitution of India;
- (t) "Scrutiny Committee" means the Committee or Committees constituted under sub-section (1) of section 6 for verification of the Caste Certificate and to perform other functions as entrusted to the Scrutiny Committee;
- (u) "Socially and Educationally Backward Classes" means Backward Classes as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;
- (v) "Voter Identity Card" means an identity card issued in favour of any elector under rule 28 of the Registration of Electors Rules, 1960, made under the Representation of People Act, 1950(43 of 1950);
- (2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them, respectively, in the Act.

3. Application for issue of Caste Certificate.—(1) Application for issuance of Caste Certificate may be made to the Competent Authority by any person belonging to reserved category such as Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward Classes, Other Backward Classes (respectively herein after refer to as SC, ST, SEBC and OBC) in SC, ST, SEBC and OBC Form A, B, C and D respectively.

- (2) The application shall be duly signed by the applicant or his or her parent or legal guardian and in case, applicant is a minor or person incapable of managing his or her own affairs and be accompanied by self-attested copy of one or more of the following documents, as may be required, in support of the claim and in case of online application, upload such documents electronically, namely:—
- (a) Copy of the finally published Settlement Record of Rights of the lands preferably of the homestead land or any old Record of Rights issued prior to year 1950 or other revenue records or land documents standing in the names of grandparent or parent of the applicant specifying the name of the community therein;
- (b) Land Pass-Book issued in favour of parent or grandparent of siblings;
- (3) In addition to the documents mentioned in sub-rule (2), the application shall also accompany the following documents, namely:—
- (a) Resident Certificate issued by the authority competent under law;
- (b) Two recent Passport size colour photographs;
- (c) Any document in support of the claim such as copy of Caste Certificate, if any, issued to his parents or siblings or paternal kins;
- (d) Self-declaration by applicant or his or her parent or legal guardian as the case may be regarding his or her caste and sub-caste/tribe and sub-tribe and religion duly countersigned by the Sarpancha or Member of the Panchayat Samiti or Chairman of Panchayat Samiti or Member of Zilla Parishad or President of Zilla Parishad or Counsellor or Chair Person of Municipality or Corporator or

Mayor of Municipal Corporation or Local or such Other Bodies Legally entitled to function as local authority by the Government or District Welfare Officer, Additional District Welfare Officer or the Head of the Educational Institution, in case the applicant is a bonafide student of the concerned Institution and this shall not be construed to be a "Caste Certificate" and the details of such self-declaration shall be subject to proper verification;

(e) Voter identity card or Aadhaar number or Driving License or PAN Card or first page of Bank Pass Book having identity details or Birth Certificate from a authority competent under law;

(f) The applicant belonging to OBC or SEBC applying for caste certificate or as the case may be shall produce the following document or information as applicable to him or her in support of status of his or her parent or husband apart from the document mention in sub-rules (2) and (3);

(i) Holding in a constitutional post (Refer Appendix A);

(ii) Government Service (Central or State);

(iii) Scale of pay including classification;

(iv) Date of appointment to the post;

(v) Age at the time of promotion to Class-1 post;

(vi) Employment in International organization;

(vii) Death or permanent incapacitation;

(viii) Employment in public sector organization;

(ix) Armed Forces including Paramilitary Forces;

(x) Professional class (Other than items (ii), (vi), (viii) and (ix));

(xi) Occupation or Profession;

(xii) Agricultural land holding classifying irrigated and unirrigated;

(xiii) Annual farming income;

(xiv) Whether Taxpayer; and

(xv) Whether covered in wealth Tax Act.

(4) The applicant may apply for Caste Certificate even without any documentary proof in support of the claim, if such documents are not available with him or her and no application shall be rejected merely on the ground of non-availability of the supporting documents.

(5) On receipt of the application, the Competent Authority shall provide an acknowledgement of receipt with a number and date to the applicant which shall be used as reference number for all future purposes.

(6) The applicant may also make application through online web portal notified by the Government, from time to time and in case of an application made online, the applicant shall get a system generated acknowledgement with a receipt number.

4. Disposal of application.-(1) The Competent Authority, on receipt of an application made to him under rule 3 and after satisfying himself about the genuineness of the claim and following the due process, shall, either issue a Caste Certificate to the applicant belonging to SC, ST, SEBC and OBC in Form E, F, G and H respectively or reject the claim within fifteen days of the date of receipt of the application, excluding the time taken for compliance of objections, if any. A reasoned order of the Competent authority shall be kept with the case recored, both in case of grant of certificate or rejection of the claim, for future references.

(2) The verification shall be made basing upon revenue records and other relevant documents furnished by the applicant and if required, supported through reliable field enquiries and the Caste Certificate shall not be denied to a deserving landless person if otherwise, through such inquiry, it is found that the applicant belongs to any reserved category and in such case, the applicant shall be given a date for

personal appearance by the Competent Authority for recording his or her statement. While verifying revenue records, RoR issued at different time periods may be examined and compared and the one that has been recorded earliest shall be taken as determinant document.

- (3) (i) In case of applicants belonging to ST and SC category applied for Caste Certificate who either do not have, or have not furnished, documentary evidence with the application or later on call in support of the claims, such applications shall be disposed of by conducting field enquiry by the Competent Authority.
- (ii) In case of applicant belonging to OBC or SEBC category applied for caste Certificate, the Competent Authority shall check relevant documents as specified in clause (f) of sub-rule (3) of rule 3 in the perspective of Creamy Layer criteria. If applicant is found to have Creamy Layer status as specified in Appendix A the application shall be outrightly rejected by the Competent Authority.
- (4) (i) The field enquiry report shall be prepared in the shape of a memorandum by the officers who visited the field in the presence of at least two witnesses along with the applicant or his or her family members or representative and such report shall be clear, specific and speak about the findings pertaining to the claim of the applicant belonging to any reserved category.

Note: The witness may be a permanent resident/ native in that particular locality/village of the locality, preferably an aged person having sound/long societal knowledge about the locality and its culture and tradition.

- (ii) The field enquiry officer shall prefer the procedure given in clause (b), (c),(d) and (e) of sub-rule (1) of rule 7 for proper verification of caste or community status of the applicant as per requirement.
- (5) The Caste Certificate shall be handed over to the applicant or his or her duly authorized agent on due acknowledgement of receipt.
- (6) When the application is filed electronically the Caste Certificate shall also be issued through electronic mode with digital signature of the Competent Authority.
- (7) In case of failure to issue a Caste Certificate or to dispose of the application otherwise by passing appropriate orders within the stipulated time, the Competent Authority shall record in the order sheet of the case record, the reasons for such non-disposal of the application within the stipulated time.
- (8) If by any means, a wrong Caste Certificate is issued by a competent authority and it is established with evidences, he may have the option to amend or cancel such Certificate with intimation to the State Level Scrutiny Committee.

5. Appeal.- Any person aggrieved by an order of rejection of application passed by a Competent Authority subordinate to that of Collector and District Magistrate may make an appeal before the Collector and District Magistrate concerned and to the Revenue Divisional Commissioner of the concerned Revenue Division where the Competent Authority is the Collector and District Magistrate, within a period of thirty days from the date of receipt of such order.

- 6. Powers and functions of Scrutiny Committee.-**(1) The Scrutiny Committee as may be constituted under section 6 of the Act shall have the power for verification of Caste Certificates issued by the Competent Authorities working in the districts covered under the concerned Revenue Divisions, if any application is received by it.
- (2) The Scrutiny Committee shall receive complaint petitions in Form I from the authorities of the Government, Central Government, Local Authority, Public Sector Undertakings, Educational Institutions, Cooperative Societies or any other Government aided institutions, aggrieved persons or any registered associations for

verification of the genuineness of a Caste Certificate issued by the Competent Authority.

- (3) The Scrutiny Committee shall also have the power to verify suo-motuo the genuineness of a Caste Certificate issued by the Competent Authority.
- (4) The person whose Caste Certificate has been subjected to verification shall not be debarred from availing the benefit nor shall discontinue to avail the benefit until such Caste Certificate is cancelled by the Scrutiny Committee.
- (5) The Scrutiny Committee shall, while holding an enquiry under the Act, have all the powers of a Civil Court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908) in respect of the following matters, namely:-
 - (i) Summoning and enforcing the attendance of any person from any part of the State and examining him on oath;
 - (ii) Requiring the discovery and production of any document;
 - (iii) Receiving evidence on affidavits;
 - (iv) Requisitioning any public record or copy thereof from any Court or office;
 - (v) Issuing commissions for the examination of witnesses or documents; and
 - (vi) Any other matter which may be specified by the Government by notification in the official Gazette.
- (6) The Scrutiny Committee may take the assistance of the District Vigilance Cells as may be constituted by the Government from time to time for each district to conduct enquiry in respect of the cases referred to them.
- (7) The State level Scrutiny Committee shall pass its order after following the procedure given in rule 7.
- (8) The State level Scrutiny Committee shall have power to review its own order due to procedural defects and proper implication or for analysis of evidences.

7. Procedure for verification of the genuineness of the caste certificate .- (1) Where the Scrutiny Committee, after receipt of the complaint, feels it appropriate to take assistance of the District Vigilance Cell and initiates the proceedings for verification of genuineness of a Caste Certificate issued by the Competent Authority, it shall proceed in the following manner, namely: -

- (a) The Scrutiny Committee, shall forward the petition to the concerned District Vigilance Cell for conduct of inquiry into the case by its officer;
- (b) The Inspector of Police of the concerned area, where the candidate whose social status is to be verified originally hails or usually resides, shall go to the local place of residence and original place from where the candidate hails and usually resides or in case of migration to the town or city, the place from which he or she originally hailed from and shall collect the information regarding ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned castes or tribal communities;
- (c) The Inspector of Police shall personally verify and collect all the facts of the social status claimed by the candidates or the parent or legal guardian, as the case may be, and examine the school records, birth registration, if any;
- (d) The Inspector of Police shall also examine the parent, legal guardian of the candidates in relations to their castes etc. or such other persons who have

knowledge of the social status of the candidate and then submit a report to the Scrutiny Committee together with all the particulars necessary;

- (e) In particular, about the Scheduled Tribes, the Inspector of Police of the area concerned shall enquire relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned tribes or tribal communities;
- (f) For conducting the enquiry, the Inspector of Police may take assistance of the local Tahasildar or Revenue Inspector and peruse the revenue records as may be necessary;

Note: While verifying revenue records, RoR issued at different time period shall be examined and compared and the one that has been recorded earliest shall be taken as determinant Document.

- (g) The Inspector of Police (Inquiring Officer) shall submit the Checklist 1, Checklist 2 and Geneological Chart of the alleged person given at Appendix B with the enquiry report before its submission to the competent authority.
- (h) After the completion of the enquiry, the District Vigilance Cell shall take steps to prepare a report which shall be submitted to the Scrutiny Committee having a definite logical conclusion along with supporting documents within a period of two months from the date of receipt of the petition for enquiry.
- (2) In case of failure to submit the enquiry report within the period stipulated in clause (h) of sub-rule (1), the officer-in-charge of the District Vigilance Cell or its concerned enquiring officer shall be summoned to appear before the Scrutiny Committee to explain the reasons of delay orally and also in writing and if the reasons are found satisfactory, the Scrutiny Committee may grant extension of time not exceeding one month and for unsatisfactory explanations and failure to submit report by the end of extended time period, the Scrutiny Committee shall record its adverse remarks on the conduct of the enquiring officer in his report and forward the same to the concerned Superintendent of Police for necessary disciplinary action against the officer concerned and ask for conduct of enquiry and submission of report within next two weeks by engaging another officer, if so required.
- (3) While conducting enquiry, the concerned officer shall observe the principles of natural justice and shall issue notice to the person whose certificate is under verification and provide such person a reasonable opportunity to defend and to produce records, statements and witnesses in support of defence, as may be required, in all stages of enquiry.
- (4) The Scrutiny Committee shall also intimate the complainant and the alleged person to attend and cooperate in the process of enquiry and their act of non-cooperation, if so found, shall be recorded in the proceedings of enquiry and will be taken into consideration by the Scrutiny Committee while passing the final order.

- (5) After receipt of the enquiry report from the District Vigilance Cell, the Scrutiny Committee shall hold its meeting to scrutinize the report and in case it is not found to be satisfactory, the Scrutiny Committee shall record its observations in its proceedings which shall be intimated to the District Vigilance Cell with the direction to conduct re-enquiry with reference to the observations of the Scrutiny Committee and to submit the report within a period of one month failing which the procedure as per sub-rule(2) shall be followed.
- (6) The enquiry report from the District Vigilance Cell, if found satisfactory by the Scrutiny Committee, it shall proceed to the next stage of asking for show cause reply from the person whose certificate is under verification and the Member-Convener of the Scrutiny Committee shall send the notice along with the copy of the enquiry report and the copy of the complaint petition to such person asking for show cause reply, and if such person wants to avail the opportunity of personal hearing before the Scrutiny Committee, he or she shall appear in person or through his or her authorized representative within fifteen days from the date of receipt of such notice.
- (7) The period stipulated under sub-rule (6) may be extended by the Scrutiny Committee for a further period of fifteen days upon receipt of written request from him or her on reasonable grounds.
- (8) In case of failure of the person to submit show cause reply either by written statement or by personal appearance within the stipulated period, he or she shall be given the second and last chance to appear before the Scrutiny Committee on the scheduled date and time along with his or her show cause reply and for personal hearing, if he or she so desires.
- (9) After receipt of the show cause reply from the person, opportunity of personal hearing may be offered to such person and notice shall also be issued to the complainant and the witnesses on both the sides summoning them for their appearance before the Scrutiny Committee on the date and time to be fixed by the Scrutiny Committee.
- (10) The concerned field officers like the Enquiring Officer or an officer of the District Vigilance Cell, the District Welfare Officer or the Additional District Welfare Officer, the Tahasildar or the Additional Tahasildar having knowledge of the facts and findings of the case may also be summoned to appear on the date of personal hearing to appraise the Scrutiny Committee about the case by submission of relevant records and their written statements.
- (11) While conducting the personal hearing, the person whose certificate is under verification shall be offered an opportunity of hearing the depositions of the complainant and their witnesses first and an opportunity to cross examine them so that he or she can defend himself or herself by submission of his or her written statement of defence, production of relevant records and witnesses and observing the principles of natural justice and the proceedings of the personal hearing shall be transparent providing such person full opportunity to defend himself or herself against the allegation and the Scrutiny Committee may also ask some leading questions to the complainant and the alleged person during the hearing to ascertain the truth.

- (12) Except in extraordinary circumstances, the failure to submit the show cause reply by the stipulated time period and failure for appearance for personal hearing before the Scrutiny Committee on the scheduled date and time by the alleged person shall not ordinarily be pardoned by the Scrutiny Committee without reasonable grounds to be communicated in writing by the alleged person to the Chairperson or Member Convener of the Scrutiny Committee.
- (13) To ensure that the notice for show cause reply and the notice for personal hearing issued by the Member Convener of the Scrutiny Committee is delivered to the alleged person in the address in which he or she is available at that time, it shall be sent by Registered Post or Speed Post or through reliable official channels and the records of dispatch and delivery shall be kept in the concerned case record.
- (14) After conducting the personal hearing, the Scrutiny Committee shall issue proclamation through the concerned District Welfare Officer and Tahasildar in the locality of the alleged person inviting objections from persons and registered organizations within fifteen days from the date of issue of proclamation by beat of drum or any other mode and to accomplish the task, the Member Convener of the Scrutiny Committee shall send the copies of the allegation petition, the enquiry report of the District Vigilance Cell, the show cause reply of the alleged person and the statements of the alleged person, the complainant and the witnesses recorded during personal hearing to the concerned District Welfare Officer or Tahasildar translated into the local language.
- (15) Any person or organization who wants to say anything in the case, shall intimate the Chairperson of the Scrutiny Committee in writing adducing evidences either through the concerned District Welfare Officer or the Tahasildar, as the case may be, or directly within the stipulated period of fifteen days after which no petitions shall be entertained.
- (16) Within a week from the date of expiry of the period of fifteen days, the District Welfare Officer or Tahasildar, as the case may be, shall intimate the Member Convener of the Scrutiny Committee about the date of proclamation and the petitions received from any quarter.
- (17) In case the petitioner wants to be heard in person and to adduce evidences before the Scrutiny Committee he or she shall be allowed to do so either in person or through counsel.
- (18) The date of hearing to be fixed by the Scrutiny Committee shall be duly intimated to such petitioner and the hearing shall be conducted transparently in presence of the alleged person and his or her counsel, if any, providing him or her opportunity to defend himself or herself and the proceedings of the hearing shall be recorded.
- (19) After the hearing, if so required, the Scrutiny Committee may make further enquiries through the District Vigilance Cell and other concerned officers to gather evidences and ascertain the truth and thereafter the process of enquiry shall be concluded.

- (20) After conclusion of the process of enquiry, the Chairperson of the Scrutiny Committee shall fix up a date for consideration of the facts and findings of the case and pass the final speaking order and if any new facts come to notice, the Scrutiny Committee shall decide to address the same in the manner as it may like and then pass the final order.
- (21) The final order of the Scrutiny Committee shall be intimated for necessary action to the alleged person, the Collector and District Magistrate, Superintendent of Police, District Vigilance Cell, District Welfare Officer and Tahasildar of the district, to the concerned authorities through whom the alleged person has availed the benefits of reservation including the appointing authority, the authority of the educational institution where he or she has taken admission, the authority under whom he or she is an elected peoples' representative or the authority under whom he or she has made land transactions, whichever is applicable with the direction to report compliance within a month.
- (22) In case the Caste Certificate is found to be valid after verification by the Scrutiny Committee, a Validity Certificate shall be granted by the Scrutiny Committee in **Form J**.

8. Meeting of the Scrutiny Committee.-For holding the meetings of the Scrutiny Committee, the Member Convener shall issue notice to all the members along with the Agenda Note containing in brief the reason for such meeting and findings of the case(s) to be discussed at least a week before the scheduled date and time of the meeting and the place where the meeting will be held.

9. Interpretation.- If any question arises relating to interpretation of these rules, it shall be referred to the Government in ST and SC Development, Minority and Backward Classes Welfare Department for clarification or decision.

FORM A
(see rule 3(1))
**APPLICATION FORM FOR ISSUANCE OF SCHEDULED
CASTE CERTIFICATE IN THE STATE OF ODISHA**

PERSONAL DETAILS

Salutation : _____

Applicant's Name: _____

Gender : _____

Marital Status : _____

Age : _____

Religion : _____

Aadhaar No: _____

PARENT'S DETAILS

Father's Name: _____

Mother's Name: _____

CONTACT DETAILS

Mobile Number: _____

E-Mail: _____

PRESENT ADDRESS

District: _____

Subdivision: _____

Tahasil : _____

Village : _____

RI Circle: _____

Village Not In List

House No./Street Name: _____

Post Office : _____

Police Station: _____

Pin : _____

Submitter's Details

Is Submitter same As Applicant

Yes **Other Details**

Applicant

Photo (Image size should be greater than

20KB and less than 250 KB)

Permanent Address**Same As Present Address**

District: _____

Subdivision: _____

Tahasil : _____

Village : _____

RI Circle: _____

Village Not In List

House No./Street Name: _____

Post Office : _____

Police Station: _____

Pin : _____

Land Record Details

Is RoR Produced: _____

District: _____

Subdivision: _____

Tahasil : _____

Village : _____

RI Circle: _____

Village Not In List

Recorded Tenant (Land Owner)

Khata No: _____

Relation of the Applicant with the Recorded
Tenant

Regd. Sale Deed No : _____

Regd. Sale Deed Date: _____

Caste Details

Name of Scheduled Caste _____

Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed/ misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of India Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Place _____

Signature of the applicant

Additional Details

Apply to the office

FORM B
(see rule 3(1))

**APPLICATION FORM FOR ISSUANCE OF SCHEDULED TRIBE
CERTIFICATE IN THE STATE OF ODISHA**

PERSONAL DETAILS

Salutation : _____

Applicant's Name: _____

Gender : _____

Marital Status : _____

Age : _____

Religion : _____

Aadhaar No: _____

PARENT'S DETAILS

Father's Name: _____

Mother's Name: _____

CONTACT DETAILS

Mobile Number: _____

E-Mail: _____

PRESENT ADDRESS

District: _____

Subdivision: _____

Tahasil : _____

Village : _____

RI Circle: _____

Village Not In List

House No./Street Name: _____

Post Office : _____

Police Station: _____

Pin : _____

Submitter's Details

Is Submitter same As Applicant

Other Details

Applicant

Purpose

Photo (Image size should be greater than 20KB
and less than 250 KB)
 No file selected.
Permanent Address**Same As Present Address**

District: _____

Subdivision: _____

Tahasil : _____

Village : _____

RI Circle: _____

Village Not In List
 House No./Street Name: _____
 Police Station: _____

Post Office : _____
 Pin : _____

Land Record Details

Is RoR Produced: _____

District: _____

Tahasil : _____

RI Circle: _____

Subdivision: _____

Village : _____

Village Not In List
 Recorded Tenant (Land Owner)

Khata No: _____

Relation of the Applicant with the Recorded
 Tenant

Regd. Sale Deed No : _____

Regd. Sale Deed Date: _____

Caste Details

Name of Scheduled Tribe _____

Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed/ misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of India Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Place _____

Signature of the applicant

Additional Details

Apply to the office

FORM C

(see rule 3(1))

APPLICATION FORM FOR ISSUANCE OF CASTE CERTIFICATE FOR SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC) IN THE STATE OF ODISHA**PERSONAL DETAILS**

Salutation*	Applicant's Name	Gender*
Marital Status*	Husband's name	DOB Age
Father's name	Mother's Name	
Mobile Number	Identity Proof	email ID(optional)
Religion	Aadhaar/ Voter Identity Card /PAN/Passport/DL/ Any other Govt. recognised document	
Hindu/ Muslim/Christian/ Sikh/Buddhist/Jain /Parsi/others		

PERMANENT ADDRESS

District	Sub-Division	Tahasil
Village	RI Circle	
Write name of the Village, if not in list		
Click here		
Houseno/Street no	Post Office	Police Station Pin

LOCATION DETAILS OF PERMANENT ADDRESS

Select Area Urban Rural

SUBMITTER SAME AS APPLICANT

Is submitter same as applicant Yes No

OTHER DETAILS

Applicant's photo Purpose
(Image size should be greater than 20KB and less than 250KB)

Browse.....

Same as Permanent Address *

District Sub-Division Tahasil

Village RI Circle

Write name of the Village, if not in list

Click here

Houseno/Street no

Post Office

Police Station

Pin Code

LOCATION DETAILS OF THE PRESENT ADDRESS

Select Area

Urban Rural

PARENTS' DETAILS

CREAMY LAYER EXCLUSION CRITERIA

(As specified in Description of the Categories under the Schedule of the O.M.No.36012/22/93-Esst.(SCT), Dated the 8th September, 1993 of Ministry of Personnel, PG & Pensions (DoPT) of GoI)

I. CONSTITUTIONAL POSTS

If Parent/Parents of the applicant

Select
(Father & Mother)
For Constitutional Post Both

Father
Mother

holding/held any Constitutional Post Yes No

Designation (Father)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s) ; Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please

Designation (Mother)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please

II. SERVICE CATEGORY

If Parent/Parents of the applicant

holding/held any Central/State Yes No

Government Services

➤ If holding or held Group-A/ Class-I or Group-B/Class-II post

Yes No

A. (i) Whether either or both the Parent of the applicant holding or held any Central/State Govt. Post under Group-A/Class-I through Direct Recruitment

Yes No

(ii) Parents, both of whom are /were Class-I/Group -A officers but one of them dies or suffers permanent incapacitation resulting in out of service

Yes No

(iii) Parents, either of whom was a Class-I/Group-A officer and such parent died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

Yes No

(iv) Parents, both of whom were Class-I/Group-A officers, died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes No

B.(i) Whether both the Parent of the applicant holding or held Central/State Govt. Post under Group-B/Class-II through Direct Recruitment Yes No

(ii) Parents of whom only the husband was a Class II/Group-B officer and he got into Class-I/Group-A at the age of 40 or earlier. Yes No

(iii) Parents, both of whom are Class II/Group-B officers and one of them died or suffered permanent incapacitation resulting in out of service and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation Yes No

(iv) Parents of whom the husband is a Class-I/Group-A officer (direct recruit or pre-forty promoted) and the wife was a Class-II/Group-B officer and the wife died or suffered permanent incapacitation resulting in out of service Yes No

(v) Parents, of whom the wife is a Class-I/Group-A officer (Direct Recruit or pre-forty promoted) and the husband was a Class-II/Group-B officer and the husband died or suffered permanent incapacitation resulting in out of service Yes No

C. Employment in Public Sector Undertakings etc.

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.

(i) Holding/Held executive level posts in Central Public Sector Enterprises i.e. Board level executives and below Board level which are managerial level posts Yes No

(ii) Holding/Held Junior Management Scale-I & above post in Public Sector Banks, Public Financial Institutions, Public Sector Insurance Companies /Organizations, Universities etc. Yes No

(iii) Equivalent Posts/Positions as mentioned above at (i) & (ii) under Private Employment. Yes No

III. ARMED FORCES INCLUDING PARA MILITARY FORCES

(Persons holding civil posts are not included)

Parents, either or both, of whom holding/held Post/Rank of Colonel & above in Army and to equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.

Select (Father & Mother) for Professional Class & those engaged in Trade & Industry

Father

Both

Designation/ Service category

Designation/ Service category (Mother)

(Father)

IV. PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE & INDUSTRY

Please indicate whether Parent(s) engaged in Professions as a Doctor, Lawyer, Chartered Accountant, Income Tax Consultant, Financial or Management Consultant, Dental Surgeon, Engineer, Architect, Computer Specialist, Film artists & other Film professional, Author, Playwright, Sports Professional, Media Professional or any other vocations of like status. (Criteria specified against **Category VI** will apply)

Yes No

Select (Father & Mother) for Professional Class

Father
Mother
Both

Drop Down:

- 1. Doctor
- 2. Lawyer
- 3. Chartered Accountant
- 4. Income Tax Consultant
- 5. Financial or Management Consultant
- 6. Dental Surgeon
- 7. Engineer
- 8. Architect
- 9. Computer Specialist
- 10. Film artists & other Film Professional
- 11. Author
- 12. Playwright
- 13. Sports Professional
- 14. Media Professional
- 15. Any other vocations of like status (please specify)

Details of Occupation/Profession of Father of the applicant

Drop down

Details of Occupation/Profession of Mother of the applicant

Drop down

Whether gross annual Income of the parent/parents out of that is Rs.8.00 Lakhs or above for last three consecutive Financial Years

Yes No

If yes, income for last three consecutive Financial Years

Select (Father & Mother) For Professional Class

Year 1

Year 2

Year 3

(ii) Persons engaged in Trade, Business and Industry. (Criteria specified against **Category VI** will apply)

Yes No

Father
Mother
Both

Details of engagement in Trade, Business & Industry of Father of the applicant

Details of engagement in Trade, Business & Industry of Mother of the applicant

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for lastthree consecutive Financial Years

Yes No

If yes, income for last three consecutive Financial Years

Year 1

Year 2

Year 3

V. PROPERTY OWNERS

A. Agricultural land holding of the family

(owned by Father, Mother & Minor Children)

Yes No

(a). If owning, only irrigated land which is equal to or more than 85% of the Statutory Ceiling areas.

(Explanation: Statutory ceiling area is defined as: 10Standard Acres in respect of a family up to five members and additional 2 standard Acres for each additional member in excess of five members with maximum ceiling limit of 18 Standard Acres).

(b). If owning both irrigated and un-irrigated land.

Yes No

(i)The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the un-irrigated portion). If this pre-condition of not less than 40% exists, then only the area of un-irrigated land will be taken into account. This will be done by converting un-irrigated land on the basis of the conversion formula existing,into the irrigated type. The irrigated area so computed from un-irrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

Yes No

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively un-irrigated.

Details of Land owned by the family

Sl No	District	Tahasil	Village	Khata No.	Total irrigated land (in Acres)	Total non-irrigated land (in Acres)	Total land (in Acres)
1	2	3	4	5	6	7	8 (6 + 7)
1							
2							
3							
4							
.....							
Cont...							
Grand Total							

B. PLANTATIONS

Select (Father & Mother)

(i) Coffee, Tea, Rubber etc.

for plantations

Persons having income from the plantation

Yes NO

Father

Details of plantation (Father)

Details of plantation (Mother)

Mother

Location of Plantation

Location of Plantation

Both

Area of plantation in Acres

Area of plantation in Acres

Whether gross annual Income of the parent/parents out of that is Rs. 8.00 Lakhs or above for last three consecutive Financial Years

Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

(ii) Mango, Citrus, Apple plantations etc.

Yes No

Deemed as Agricultural holding and hence criteria at 'A' above under this Category will apply.

C. Vacant land and/or building in urban areas or urban agglomerations:

Own(s) vacant land and buildings in Urban areas or Urban Agglomerations

Yes No

Select (Father & Mother) for vacant land and buildings in Urban areas or Urban Agglomerations

Father

Mother

Both

Location of Property (Father)

Details of Property

Manner of use of the Property (Residential, Industrial, Commercial **Drop down**)

purpose & the like, two or more such purposes: to be specified)

Location of Property (Mother)

Details of Property

Manner of use of the Property (Residential, Industrial, Commercial purpose & the like, two or more such Purposes: to be specified) **Drop Down**

Whether gross annual income of the Parent/parents out of that is Rs.8.00 Lakhs or above for last three consecutive Financial Years Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

Whether parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

N:B While calculating income, income from Salaries or Agricultural land shall not be clubbed together

VI. INCOME / WEALTH TEST

(a)

(i) Parent/parents having gross annual income of Rs. 8.00 lakhs or above from the Sources other than Salaries or Agricultural land Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

Or

(ii) Whether parent/parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

(b) Persons in Categories I, II, III & VA who are not disentitled to the benefit of reservation but have income from other sources of wealth

which will bring them within the income/ Wealth criteria mentioned in (a) above.

Explanation: (i). Income from salaries or agricultural land shall not be clubbed together

CASTE DETAILS

Caste	Please Select	Upload a copy of the landRecords containing the details of the Caste
Resolution No.	Please Select	
Resolution Date	Please Select	
Serial Number of the Caste in the list of SEBCs of the State of Odisha	Please Select	
If originally SC but converted to Christianity	Yes/No if yes drop down	
If SEBC Certificate issued earlier to self/ brother/sister/father, then please upload the Certificate	Yes/ No If yes upload	

Self-Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Date:

Place:

I Agree

Signature of applicant (to be Uploaded)

Additional Details

Apply to the Office *

**ENQUIRY/VERIFICATION REPORT OF REVENUE INSPECTOR FOR ISSUANCE OF
SEBC CERTIFICATE**

Date:

Conducted enquiry into the above case and it is revealed from the enquiry that:

I. Personal Details:

Name of the Applicant

Father's Name

Mother's Name.....

Husband's Name

(a) Presently residing at:

House No. /Street No: - , Village:- , P.O. :-,
 ULB/Town:- ,R.I. Circle:-.....,Tahasil.....,P.S.:-

Sub-Division:- ,District:- , State-..... Pin Code

(b) Permanent/Nativity Details of the Applicant: - Urban Rural

House No. /Street No: - , Village:- , P.O. :-,
 ULB/Town:- ,R.I. Circle:-.....,Tahasil.....,P.S.:-

Sub-Division:- ,District:- , State-..... Pin Code

Date of Birth:- Religion:- **II. CASTE DETAILS OF THE APPLICANT :-**

Name of the Caste:

Serial Number of the Caste in the list of the SEBCs of the State of Odisha:- Resolution No: Date: of ST&SC Dev.,M&BC Welfare Department,
Govt. of Odisha.III. Whether coming under Creamy layer Yes No

(i) If 'No' (i.e. not coming under Creamy Layer), and eligible for issuance of SEBC Caste Certificate

(a) I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant: caste which comes under the list of SEBCs of the State of Odisha, notified by the ST&SC Dev.,M&BC Welfare Department, Govt. of Odisha Resolu dated and he/she is not coming under Creamy layer and eligible for issuance of SEBCscaste certificate.

(ii) If 'No' (i.e. not coming under Creamy Layer), but the caste does not come under list of SEBCs of the State of Odisha and hence not eligible for issuance of SEBC Caste Certificate

I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant belongs to _____ h does not comes under the list of SEBCs of the State of Odisha, notified by the ST&SC Dev.,M&BC Welfare Department, Govt. of Odishaand he/she is not eligible for issuance of SEBCcaste certificate.

(iii)If 'Yes'(i.e. coming under Creamy Layer), the grounds/reasons for coming under Creamy Layer& not eligible for issuance of SEBC Caste Certificate

- Either or both of his/her Parent/Parents holding Constitutional Post.
- Either or both of his/her Parent/Parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-A/Class-I post.
- Either or both of his/her parentsare directly recruited and working/worked in Central/State Govt. and holding/held Group-B/Class-II post.
- His/her Father appointed to Class-II/Group-B in Central/State Govt. and has been promoted to Group-A/Class-I Post at the age of 40 years or earlier.
- Either or both of his/her Parent/Parentsworking/worked in Central/State Govt. and holding/held Group-A/Class-I post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Both of his/her Parent/Parentsworking/worked in Central/State Govt. and holding/held Group-B/Class-II post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Either or both of his/her Parent/Parents holding/held Executive level/Managerial level /Junior Management Scale-I and above posts in Central Public Sector Enterprises, Public Sector Undertakings, Banks, Public Financial Institutions, Public Sector Insurance Companies/ Organisations, Universities etc. and also holding equivalent or comparable posts and positions under Private Employment, **being treated equivalent to Group-A/ Class-I Post of the Govt..**
- Either or both of his/her Parent/Parents working/worked in Army and holding/held the Post/Rank of Colonel and above , or holding /held equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.
- Gross annual Income of his/her Parent/Parents from **sources other than Salaries and Agricultural land** i.e. Profession, Trade, Business & Industry is more than statutory limit (Rs.8.00 Lakhs or above per annum) for the last three consecutive Financial Years.
- Agricultural land holdings/ Plantations of the family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Vacant Land and /or Buildings in Urban Areas or Urban Agglomerations owned by the Family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Gross annual income of the Parents is Rs.8.00 Lakh or above from **sources other than Salaries and Agricultural land** for the last three consecutive Financial Years.
- Parents possessing wealth and paying Wealth Tax above the exemption limit as prescribed in Wealth Tax Act for a period of last three consecutive FinancialYears.
- Others, if any, specify
Remarks of R.I. if any

Particulars/ Types of documents uploaded:

Drop down ↓

1. Field Inquiry Report
2. Copy of RoR
3. Others, if any(specify and to be uploaded)

Date:-

Name of the Revenue Inspector

Name of the R.I. Circle

FORM D
(see rule 3(1))

**APPLICATION FORM FOR ISSUANCE OF CASTE CERTIFICATE FOR
OTHER BACKWARD CLASSES (OBC) IN THE STATE OF ODISHA**

PERSONAL DETAILS

Salutation*	Applicant's Name	Gender*	
Marital Status*	Husband's name	DOB	Age
Father's name	Mother's Name		
Mobile Number	Identity Proof	email ID(optional)	
Religion	<div style="border: 1px solid black; padding: 5px;"> Aadhaar/ Voter Identity Card /PAN/Passport/DL/ Any other Govt. recognised document </div>		
<div style="border: 1px solid black; padding: 5px;"> Hindu/ Muslim/Christian/ Sikh/Buddhist/Jain /Parsi/others </div>			

PERMANENT ADDRESS

District	Sub-Division	Tahasil
Village	RI Circle	
Write name of the Village, if not in list Click here		
Houseno/Street no	Post Office	Police Station
Pin Code		

LOCATION DETAILS OF PERMANENT ADDRESS

Select Area Urban Rural

SUBMITTER SAME AS APPLICANT

Is submitter same as applicant Yes No

OTHER DETAILS

Applicant's photo (Image size should be greater than 20KB and less than 250KB)	Purpose
---	---------

PRESENT ADDRESS

Same as Permanent Address *

District Sub-Division Tahasil

Village RI Circle

Write name of the Village, if not in list

Click here

Houseno/Street no Post Office Police Station

Pin Code

LOCATION DETAILS OF THE PRESENT ADDRESS

Select Area Urban Rural

PARENTS' DETAILS

CREAMY LAYER EXCLUSION CRITERIA

(As specified in Description of the Categories under the Schedule of the O.M.No.36012/22/93-Esst.(SCT), Dated the 8th September, 1993 of Ministry of Personnel, PG & Pensions (DoPT) of GoI)

I. CONSTITUTIONAL POSTS

If Parent/Parents of the applicant

holding/held any Constitutional Post Yes No

Select (Father & Mother) Mother for Constitutional Post Both

Designation(Father)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please Specify)

Designation(Mother)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please Specify)

II. SERVICE CA

If Parent/Parents of holding/held any Central Government Services

➤ If holding or held Group-A/ Class-I or Group-B/Class-II post

Yes No

A (i) Whether either or both the Parent of the applicant holding or held any Central/State Govt. Yes No Post under Group-A/Class-I through Direct Recruitment

- (ii) Parents, both of whom are /were Class-I/Group -A officers but one of them dies or suffers permanent incapacitation resulting in out of service Yes No
- (iii)) Parents, either of whom was a Class-I/Group-A officer and such parent died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes No
- (iv) Parents, both of whom were Class-I/Group-A officers, died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes No
- B.(i)** Whether both the Parent of the applicant holding or held Central/State Govt. Post under Group-B/Class-II through Direct Recruitment Yes No
- (ii) Parents of whom only the husband was a Class II/Group-B officer and he got into Class-I/Group-A at the age of 40 or earlier. Yes No
- (iii) Parents, both of whom are Class II/Group-B officers and one of them died or suffered permanent incapacitation resulting in out of service and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation Yes No
- (iv) Parents of whom the husband is a Class-I/Group-A officer (direct recruit or pre-forty promoted) and the wife was a Class-II/Group-B officer and the wife died or suffered permanent incapacitation resulting in out of service Yes No
- (v) Parents, of whom the wife is a Class-I/Group-A officer (Direct Recruit or pre-forty promoted) and the husband was a Class-II/Group-B officer and the husband died or suffered permanent incapacitation resulting in out of service Yes No

C. Employment in Public Sector Undertakings etc.

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment. Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.

(i) Holding/Held executive level posts in Central Public Sector Enterprises i.e. Board level executives and below Board level which are managerial level posts

Yes No

(ii) Holding/Held Junior Management Scale-I & above post in Public Sector Banks, Public Financial Institutions, Public Sector Insurance Companies / Organizations, Universities etc.

Yes No

(iii) Equivalent Posts/Positions as mentioned above at (i) & (ii) under Private Employment.

Yes No

III. ARMED FORCES INCLUDING PARA MILITARY FORCES

(Persons holding civil posts are not included)

Parents, either or both, of whom holding/held Post/Rank of Colonel & above in Army and to equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.

Yes No

Select Mother

Father

Both

for Professional Class & those engaged in Trade & Industry

Designation/ Service category

Designation/ Service category (Mother)

(Father)

IV. PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE & INDUSTRY

(i). Please indicate whether Parent(s) engaged in Professions as a Doctor, Lawyer, Chartered Accountant, Income Tax Consultant, Financial or Management Consultant, Dental Surgeon, Engineer, Architect, Computer Specialist, Film artists & other Film professional, Author, Playwright, Sports Professional, Media Professional or any other vocations of like status. (Criteria specified against **Category VI** will apply)

Select (Father & Mother) for Professional Class

Father
Mother
Both

Drop Down:

- 1. Doctor
- 2. Lawyer
- 3. Chartered Accountant
- 4. Income Tax Consultant
- 5. Financial or Management Consultant
- 6. Dental Surgeon
- 7. Engineer
- 8. Architect
- 9. Computer Specialist
- 10. Film artists & other Film Professional
- 11. Author
- 12. Playwright
- 13. Sports Professional
- 14. Media Professional
- 15. Any other vocations of like status (please specify)

← Details of Occupation/Profession of Mother of the applicant →

Details of Occupation/Profession of Father of the applicant

Drop down

Drop down

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes, No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year 3

(ii) Persons engaged in Trade, Business and Industry. (Criteria specified against Category VI will apply)

Yes No

Select (Father & Mother) for Professional Class

Father
Mother
Both

Details of engagement in Trade, Business & Industry of Mother of the applicant

Details of engagement in Trade, Business & Industry of Father of the applicant

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year

V. PROPERTY OWNERS

A. Agricultural land holding of the family (owned by Father, Mother & Minor Children)

Yes No

(a). If owning, only irrigated land which is equal to or more than 85% of the Statutory Ceiling areas.

(Explanation: Statutory ceiling area is defined as: 10 Standard Acres in respect of a family up to five members and additional 2 Standard Acres for each additional member in excess of five members with maximum ceiling limit of 18 Standard Acres).

Yes No

(b). If owning both irrigated and un-irrigated land.

(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the un-irrigated portion). If this pre-condition of not less than 40% exists, then only the area of un-irrigated land will be taken into account. This will be done by converting un-irrigated land on the basis of the conversion formula existing into the irrigated type. The irrigated area so computed from un-irrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

Yes No

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively un-irrigated.

Details of Land owned by the family

Sl No	District	Tahasil	Village	Khata No.	Total irrigated land (in Acres)	Total non-irrigated land (in Acres)	Total land (in Acres)
1	2	3	4	5	6	7	8 (6 + 7)
1							
2							
3							
4							
... Cont...							
Grand Total							

. PLANTATIONS

(i) Coffee, Tea, Rubber etc.

Persons having income from the plantation Yes NO

Details of plantation (Father)

Location of Plantation

Area of plantation in Acres

Details of plantation (Mother)

Location of Plantation

Area of plantation in Acres

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

(ii)Mango, Citrus, Apple plantations etc.

Deemed as Agricultural holding and hence criteria at 'A' above under this Category will apply.

Yes No

C. Vacant land and/or building in urban areas or urban agglomerations:

Own(s) vacant land and buildings in Urban areas or Urban Agglomerations

Yes No

Select (Father & Mother) for vacant land and buildings in Urban areas or Urban Agglomerations

Father

Mother

[Empty box for selection]

Location of Property

[Empty box for location]

(Father)

Location of Property (Mother)

Details of Property

[Empty box for details]

Details of Property

[Empty box for details]

Manner of use of the Property (Residential, Industrial, Commercial purpose & the like, two or more such purposes:

[Empty box for manner of use]

Manner of use of the Property (Residential, Industrial,

[Empty box for manner of use]

to be specified)

Drop Down

Commercial purpose & the like, two or more such Purposes: to be specified)

Drop Down

Whether gross annual Income of the Parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes No

If yes, furnish details of the income

Year 1 [Empty box]
Year 2 [Empty box]
Year 3 [Empty box]

Whether parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years

Yes No

If yes, furnish details of the income

Year 1 [Empty box]
Year 2 [Empty box]
Year 3 [Empty box]

N:B While calculating income, income from Salaries or Agricultural land shall not be clubbed together

VI. INCOME / WEALTH TEST**(a)**

(i) Parent/parents having gross annual income of Rs. 8.00 lakhs or above from the Sources other than Salaries or Agricultural land Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

Or

(ii) Whether parent/parents possessing wealth above

the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years

Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

(b) Persons in Categories I, II, III & VA who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/ Wealth criteria mentioned in (a) above.

Explanation: (i) Income from salaries or agricultural land shall not be clubbed together

CASTE DETAILS

Caste

Please Select

Upload a copy of the land Records containing the details of the Caste

Resolution No.

Please Select

Resolution Date

Please Select

Serial Number of the Caste in the Central list of OBCs for the State of Odisha

Please Select

If originally SC but converted to Christianity

Yes/No if yes drop down

If OBC Certificate issued earlier to self/ brother/sister/father, then please upload the Certificate

Yes/ No If yes upload

Self-Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Date:

Place:

I Agree *

Additional Details

Apply to the Office

Signature of applicant (to be Uploaded)

ENQUIRY/VERIFICATION REPORT OF REVENUE INSPECTOR FOR ISSUANCE OF OBC CERTIFICATE

Date:

Conducted enquiry into the above case and it is revealed from the enquiry that:

I. Personal Details:

Name of the Applicant
Father's Name
Mother's Name.....
Husband's Name

(c) Presently residing at:

House No. /Street No: - , Village:- , P.O. :- , ULB/Town:- , R.I. Circle:- , Tahasil..... , P.S.:-
Sub-Division:- , District:- , State- Pin Code

(d) Permanent/Nativity Details of the Applicant: - Urban Rural

House No. /Street No: - , Village:- , P.O. :- , ULB/Town:- , R.I. Circle:- , Tahasil..... , P.S.:-
Sub-Division:- , District:- , State- Pin Code

Date of Birth:-

Religion:-

II. CASTE DETAILS OF THE APPLICANT :-

Name of the Caste:

Serial Number of the Caste in the Central list of the OBC for the State of Odisha:-

Resolution No: - . Date:-.. Ministry of Social Justice & Empowerment, Govt. of India

III. Whether coming under Creamy layer Yes No

(i) If 'No' (i.e. not coming under Creamy Layer), and eligible for issuance of OBC Caste Certificate

(a) I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant belongs to.....caste which comes under Central list of OBCs for the State of Odisha, notified by the Ministry of Social Justice & Empowerment, Govt. of India vide Resolution No dated and he/she is not coming under Creamy layer and eligible for issuance of OBC caste certificate.

(ii) If 'No' (i.e. not coming under Creamy Layer), but the caste does not come under Central list of OBCs for the State of Odisha and hence not eligible for issuance of OBC Caste Certificate

I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found _____ belongs to...caste, which does not come under Central list of OBCs for the State of Odisha, notified by the Ministry of Social Justice & Empowerment, Govt. of India and he/she is not eligible for issuance of OBC caste certificate.

(iii) If 'Yes' (i.e. coming under Creamy Layer), the grounds/reasons for coming under Creamy Layer & not eligible for issuance of OBC Caste Certificate

- Either or both of his/her Parent/Parents holding Constitutional Post.
 - Either or both of his/her Parent/Parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-A/Class-I post.
 - Either or both of his/her parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-B/Class-II post.
 - His/her Father appointed to Class-II/Group-B in Central/State Govt. and has been promoted to Group-A/Class-I Post at the age of 40 years or earlier.
 - Either or both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-A/Class-I post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
 - Both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-B/Class-II post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
 - Either or both of his/her Parent/Parents holding/held Executive level/Managerial level /Junior Management Scale-I and above posts in Central Public Sector Enterprises, Public Sector Undertakings, Banks, Public Financial Institutions, Public Sector Insurance Companies/ Organisations, Universities etc. and also holding equivalent or comparable posts and positions under Private Employment, **being treated equivalent to Group-A/ Class-I Post of the Govt..**
 - Either or both of his/her Parent/Parents working/worked in Army and holding/held the Post/Rank of Colonel and above , or holding /held equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.
 - Gross annual income of his/her Parent/Parents from **sources other than Salaries and Agricultural land** i.e. Profession, Trade, Business & Industry is more than statutory limit (Rs.8.00 Lakhs or above per annum) for the last three consecutive Financial Years.
 - Agricultural land holdings/ Plantations of the family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
 - Vacant Land and /or Buildings in Urban Areas or Urban Agglomerations owned by the Family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
 - Gross annual income of the Parents is Rs.8.00 Lakh or above from **sources other than Salaries and Agricultural land** for the last three consecutive Financial Years.
- Parents possessing wealth and paying Wealth Tax above the exemption limit as prescribed in Wealth Tax Act for a period of last three consecutive Financial Years.

- Others, if any, specify
Remarks of R.I. if any

Particulars/ Types of documents uploaded:

Drop down ↓

4. Field Inquiry Report
5. Copy of RoR
6. Others, if any(specify and to be uploaded)

Date:-

Name of the Revenue Inspector

Name of the R.I. Circle

FORM E
(see rule 4(1))
FORM FOR SCHEDULED CASTE CERTIFICATE
GOVERNMENT OF ODISHA
OFFICE OF THE
District

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari
Son/Daughter of of Village /
Town, P.O, P.S
....., Tahasil in the District of
..... of the State of Odisha belongs to Caste
which is recognized as Scheduled Castes and Scheduled Tribes
under the Constitution (Scheduled Caste) Order, 1950.

2. Application in the case of Schedule Castes who have migrated from one
State/ Union Territory Administration.

This Certificate is issued on the basis of the Schedule Caste Certificates
issued to Sri/Smt.....Father/ Mother of
..... Sri/Smt./
Kumari..... of Village/ Town
..... in District / Division
..... Of the State/ Union Territory Who
belongs to the.....Caste.
Which is recognized as a Scheduled Castes in the State/ Union
Territory..... issued by the(..name
Prescribed authority) vide their
No.....dated.....

3.Sri/Smt. /Kumari and/ or his/her family
ordinarily reside(s) in the Village / Town, P.S, Tahasil
..... of the District/ Division of the State/ Union
Territoryof

Place:

Date:

Signature
Designation

(With Seal of Office)

FORM F
(see rule 4(1))
FORM FOR SCHEDULED TRIBE CERTIFICATE
GOVERNMENT OF ODISHA
OFFICE OF THE
District

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari.
Son/Daughter of of Village /
Town P.O P.S
....., Tahasil in the District of
..... of the State of Odisha belongs to Tribe
which is recognized as Scheduled Castes and Scheduled Tribes
under the Constitution (Scheduled Tribes) order 1950.

2. Application in the case of Scheduled Tribes persons who have migrated from
one State/ Union Territory Administration.

This Certificate is issued on the basis of the Scheduled Tribes
Certificates issued to Sri/Smt.....Father/ Mother
of Sri/Smt/
Kumari..... of Village/ Town
..... in District / Division
..... Of the State/ Union Territory Who
belongs to the.....Tribe.
Which is recognized as aScheduled Tribes in the State/ Union
Territory..... issued by the(..name
Prescribed authority) vide their
No.....dated.....

3.Sri/Smt. /Kumari and/ or his/her family
ordinarily reside(s) in the Village / Town P.S Tahasil
..... of the District/ Division of the State/ Union
Territoryof

Place:

Date:

Signature
Designation

(With Seal of Office)

FORM G
(see rule 4(1))

**FORM OF CASTE CERTIFICATE FOR THE SOCIALLY
EDUCATIONALLY BACKWARD CLASSES
GOVERNMENT OF ODISHA**

This is to certify that.....Son/Daughter
of..... of Village.....District/Division..... in
the State of Orissa belongs to thecommunity which if recognized as a
Socially and Educationally Backward Class under the Government of Orissa, Department of
Tribal Welfare Resolution No. 25455-Emp. (vii) M-23/93 Dated 10-09-93 published in the
Orissa Gazette (Supplement) No. 40 Dated 1-10-93 *.Shri/ Smt.
.....and/or his family ordinarily reside (s) in the
..... District/ Division of the State.

This is to certify that he/she does not belong to the Persons/ Sections (Creamy Layer)
mentioned in column 3 of the Schedule appended to the Government of Odisha Tribal Welfare
Department Office Memorandum No. 4030/TW, Dated, Bhubaneswar, the Emp, (vii)-M-
32/93 Date 29-1-94* and as specified in Description of the Categories under the Schedule of
the O.M.No.36012/22/93-Esst.(SCT), Dated the 8th September, 1993 of Ministry of Personnel,
PG & Pensions (DoPT) of GoI.

Signature

Designation
(with Seal of Office)

*.As amended form time to time.

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

FORM H
(see rule 4(1))
FORM OF CASTE CERTIFICATE FOR OTHER BACKWARD CLASSES
GOVERNMENT OF ODISHA

OFFICE OF THE
District

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari.....
Son/Daughter of of Village /
Town, P.O, P.S
....., Tahasil in the District/Division
..... in the State/ Union Territory of
Odisha belongs to the..... Community which is recognized as
backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No.....dated.....*. Sri/
Smt./Kumariand/ or his/her family ordinarily resides(s) in the
.....District/ Division of the State/ Union
Territory. This is also to certify that he/she does not belongs to the persons/ sections
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India
Department of Personnel and Training O.M No. 36012/22/93-Estt. (SCT) dated
08.09.1993**.

District Magistrate
Deputy Commissioner etc.

Date :

Seal

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidates as mentioned as OBC.

**As amended form time to time.

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

FORM I
(see rule 6(2))

**FORM OF COMPLAINT PETITION FOR VERIFICATION OF
GENUINENESS OF THE CASTE CERTIFICATE**

From

To

The Chairperson of the Scrutiny Committee

Sub: Verification of Caste Certificate of Sri/Smt./Miss
.....

Sir,

In inviting a reference to the subject noted above, I am to state the following regarding the Caste Certificate of Sri/Smt./ Miss

1. That Sri/Smt./Miss....., is the son/daughter of Vill P.O....., P.S Tahasil Dist and (in case of married woman) She is the wife of Vill P.O Tahasil P.S Dist
2. That though he/she belongs to caste / community / tribe as evident from records (copies of records enclosed) his/her Caste/Community has been mentioned as in his/her Caste Certificates.
3. That, the Caste Certificate(s) have been issued by the Authority / Authorities as detailed below

Designation of the issuing Authority / Authorities (Tahsildar / Sub Collector / ADM / Collector)	Certificate No. & Date	The Address in which issued (Son / Daughter / Wife of..., Vill....., PO....., Tahsil....., PS....., Dist....)	Purpose for which issued as mentioned in the certificate (Education / Service)	Name of the caste / community / tribe & category (ST / SC / OBC / SEBC) mentioned in the certificate	If the certificate is valid or cancelled
(i)	(ii)	(iii)	(iv)	(v)	(vi)

4. That, on the basis of the Caste Certificate he/she has availed reservation benefits as a ST/SC/OBC/SEBC candidate as detailed below:-

- (i) Educational benefits (details):
- (ii) In appointment to Public Service (details):
- (iii) In promotion in Public Service (details):
- (iv) In Election to Public Posts as Public Representatives (details):
- (v) Purchase of land from SC/ST (details):

The copies of relevant documents are attached herewith

Taking into consideration the above facts, you are requested to make an enquiry for verification of the genuineness of the caste certificate produced by the applicant

I / We assure you, we will cooperate with the process of enquiry as and when called for by the Scrutiny Committee in this case for which my / our contact details are furnished below: -

- (a) Name / Designation of the Complainant
- (b) Office / Organisation
- (c) Contact Address
- (d) Phone / Mobile No
- (e) ID Proof (Copy of Voter Identity Card / Adhaar number / PAN Card / Passport)

Yours faithfully,

(Name & designation of the Complainant)

FORM J
(see rule 7(22))
VALIDITY CERTIFICATE

No.FCC-...../..... Date.....

This is to certify that the Caste/ Tribe/Community Certificate issued to
.....Son/Daughter of
.....of Village / Town,
P.O, P.S, Tahasil
..... in the District of of the State of Odisha by
the Tahasildar/ Additional Tahasildar..... in the District
of..... as belonging to(ST/SC/SEBC/OBC)
community vide Misc Case No.dt.....of
.....Tahasil, after due enquiry vide SLSC (FCC) Case No.
...../..... is found to be valid one.

Place:

Date:

Member Convener, SLSC,
O/O. the RDC,(CD/ND/SD),.....

(Seal)

By order of the Governor

R. R. SAHOO

Commissioner-*cum*-Secretary to Government

Appendix A (see rule 4(3))

	Description of category	To whom rule of Creamy Layer(exclusion)will apply
1	2	3
i.	Constitutional posts	<p>Son(s) daughter(s) of</p> <p>(a)President of India;</p> <p>(b)Vice President of India;</p> <p>(c) Judges of the Supreme Court and of the High Courts;</p> <p>(d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India;</p> <p>(e)persons holding Constitutional positions of like nature.</p>
ii.	<p>Service category</p> <p>A.Group-A/Class-I officers of the All India Central and State Services(Direct Recruits)</p>	<p>Son(s) daughter(s) of</p> <p>(a) Parents both of whom are Class-II officers.</p> <p>(b) parents of whom only the husband is a Class-II officer and he gets into Class-I at the age of 40 or earlier.</p> <p>(c) parents, either of whom are Class-I officers, but one of them dies or suffers permanent incapacitation.</p> <p>(d) parents, either of whom is a Class-I officer and such parent dies or suffers permanent incapacitation and before such death or such icapacitation has had the benefit of employment in any international Organisation like UN,IMF,World Bank, etc. for a period of not less that 5 years.</p> <p>(e) parents, both of whom are class- I officers die or suffer permanent incapacitation and before such death of such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank etc. for a period of not less than 5 years.</p> <p>Provided that the rule of exclusion shall not apply in the following cases:</p> <p>(a)Sons and daughters of parents either of whom of both of whom are Class-I officers and such parent (s) dies/die or suffer permanent incapacitation.</p> <p>(b)A lady belonging to OBC category has got married to a Class-I officer,and may herself like to apply for a job.</p>

<p>B. Group-B/Class-OO officers of the central & State Services(Direct Recruitment)</p>	<p>Son(s) daughter(s) of (a) Parents both of whom are Class-II officers. (b) parents of whom only the husband is a Class-II officer and he gets into Class-I at the age of 40 or earlier. (c) parents, either of whom are Class-II officers, but one of them dies or suffers permanent incapacitaaion and either one of them has had the benefit of employment in any International Organisation like UN,IMF,World Banketc. for a period of not less than 5 years. (d)parents of whom the husband is a Class-I officer(direct recruit or pre-forty promoted)and the wife is a Class-II officer and the wife dies; or suffers permanent incapacitation; and (e) parents, of whom the wife is a Class-I officer(direct recruit of pre-forty promoted) and the husband is a Class-II officer and the husband dies or suffers permanent incapacitation. Provided that the rule of exclusion shall not apply in the following cases; Sons and daughter of (a) Parents both of whom are Class-II officers and one of them dies or suffers permanent incapacitation (b)Parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation,even though either of them has had the benefit of employment in any International Organisation like UN,IMF,World Bank etc. for a period of not less than 5 years before their death or permanent incapacitation.</p>
<p>C. Employees in Public Sector Undertaking etc.</p>	<p>(i) The criteria enumerated in A and B above in this Category will apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, Banks Insurance Organisation, Universities etc.and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutios. (ii) All the Executive Level Posts in Central Public Sector Enterprises (CPSEs) which are managerial level posts will be considered as "Creamy Layer" if the annual income of these Executives for a period of three consecutive years is 8 Lakh or above.The Executive whose annual income is less than 8 Lakh per annum will not fall under the "Creamy Layer" criteria.</p>

III.	<p>Armed forces including paramilitary forces (Persons holding civil posts are not included)</p>	<p>Sons and daughters of parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces. Provided that:- (i) if the wife of an Armed Forces Officers is herself in the Armed Forces(i.e. the category under consideration) the rule of exclusion will apply only when she reached the rank of Colonel; (ii)the service ranks below Colonel of husband and wife shall not be clubbed together; (iii) If the wife an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.</p>
IV.	<p>Professional class and those engaged in trade and industry (i) persons engaged in profession as a doctor,lawer, chartered accountant,IncomeTax consultant, financial or management consultant, dental surgeon,engineer, architech, computer specialist, film artists and other film professional, author, playwright, sports person, sports professional, media professional or any other vacations of like status.</p>	<p>Criteria specifed against Category VI will apply:</p>

	(ii) Persons engaged in trade, business and industry	<p>Criteria specified against Category VI will apply: Explanation:- (i) Where the husband is in some profession and the wife is in a Class-II or lower grade employment, the income /wealth test will apply only on the basis of the husband's income. (ii) If the wife is in any profession and the husband is in employment in a Class-II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.</p>
V.	Property owners A. Agricultural holdings	Sons and daughters of persons belonging to a family (father, mother and minor children) which owns. (a) only irrigated land which is equal to or more than 85% of the statutory area of (b) both irrigated and unirrigated land, as follows; (i) The rule of exclusion will apply where the pre condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land on the basis of the conversion formula existing into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur. (ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.
	B. Plantations (i) Coffee, tea, rubber, etc. (ii) Mango, citrus, apple plantations etc.	Criteria of income/wealth specified in category VI below will apply. Deemed as agricultural holding and hence criteria at A above under this Category will apply.

	C. Vacant land and/or buildings in urban agglomerations	Criteria specified in Category VI below will apply. Explanation: Building may be used for residential, industrial or commercial purpose and the like two of more such purposes.
VI.	Income/wealth test	Son(s) and daughter (s) of (a) Persons having gross annual income of Rs. 8 lakhs or above or possession wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years or subject to change as per the Executive Instructions issued by the Government from time to time. (b) Persons in categories I,II,III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above. Explanation:- (i) Income from salaries or agricultural land shall not be clubbed; (ii)The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.

Explanation:-Where the expression "permanent incapacitation" occur in this Appendix,it shall mean incapacitation which results in putting on officer out of service.

APPENDIX B
(See rule 7 (1)(g))
CHECK LIST (1)

For Verification of Caste Certificates

I. IDENTITY	Person Concerned	Father	Mother	Data Source	Remarks
Name					
First Name					
Sur Name					
Second Name (if any)					

Residence Status (Address)					
Present					
Permanent					
If more than one Permanent Residence (Details & reason)					
If migration from some place (details & reason)					

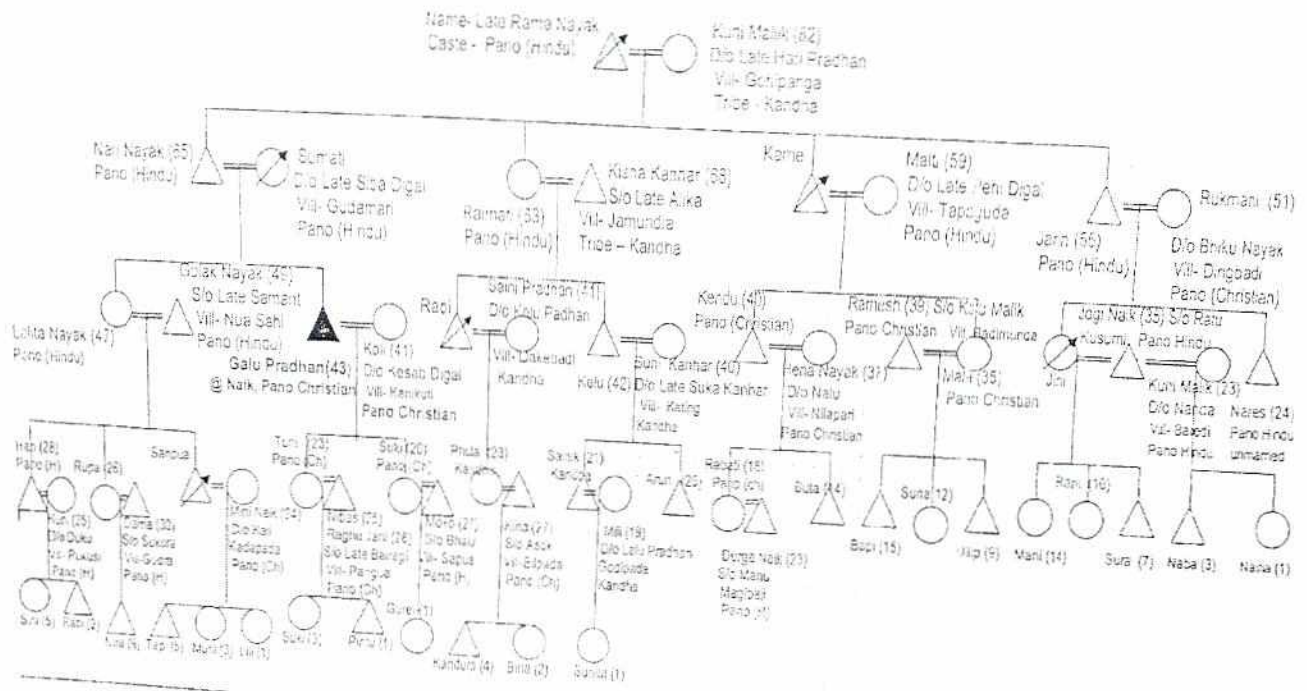
Descent Status					
Whether naturally born of parents or by Adoption					
If adoption made by the decree of Court of Law					

Religion (Hindu/Boudhist/Sikh/Tribal/Christian/Any other(specify))					
As stated by person concerned					
As mentioned in relavant records					
As stated by other					
Marriage					

<p><u>CUSTOMS</u> Within/Outside(inte r) community Within/ Outside own village Within/Outside own Gotra <u>Mode of</u> <u>Acquisition of</u> <u>Spouse</u> By negotiation/captur e/trial elopement/ intrusion/service/ex change women / Any other (specify) <u>Bride price</u> (kaniamula)/Dowry <u>Marrige Place and</u> <u>Rites</u> Who conduct the rites <u>History of</u> <u>MarrigeName,Addr</u> ess,community name and religion of the spouse</p>					
--	--	--	--	--	--

Community Name					
As recorded in Land Records Caste certificate School/ College Records Birth Register Any other relevant Records					
As other identify the person concerned					
If any community is notified as ST/SC Orissa					

A MODEL GENEALOGY CHART



LEGENDS



CHECK LIST (2)

II. ETHNOLOGICAL TRAITS

Language/Dialect	Data	Data Source	Remarks
Mother tongue			
Proficiency in Oriya and other language			
Dress and its Speciality (Traditional, Ceremonial, ordinary)(both of men and women)			

Ornaments- and its Speciality (used by men and women)			
---	--	--	--

Pratice of tattooing, if any and its Speciality (both men and women)			
---	--	--	--

SETTLEMENT PATTERN

<p>If live in multi-caste Villages, -Mixed with other communites -In separate wards or hamlets -Their wards are within or hamlets -Their wards are within main village or physically detached any away from it</p>			
--	--	--	--

BIRTH CUSTOMS			
Birth Pollution (No of Days) Associated Rituals Name giving ceremony Puberty Rites			
MARRIAGE CUSTOMS			
Common type			
Uncommon types			
Monogamy/Polygamy			
Divorce			
Remarriage			
Residence of children after divorce/remarriage			

DEATH CUSTOMS			
<u>Mode of disposal of dead</u> Burial/cremation,etc,			

<u>Observance of death pollution and Rites</u> No of day Customary Rites Priest and Other service providers like Barber and Washerman			
<u>Annual Sradha</u> or any such rites/rituals observed in honour of the dead			
Any <u>secondary ritual</u> conducted in later years and monument constructed/ erected in honour of the dead			

OCCUPATION			
<u>Traditional</u> (community specific) Primary Secondary			
<u>Present.</u> Primary Secondary			
<u>Ownership of land and Assertion of customary right on the land and forests of their habitat</u>			
<u>Type of domesticated animal and birds reared by the community member.</u>			
<u>Food</u> routine diet, ceremonial food, veg items non-veg. items Food taboos			
<u>Drink</u> Types of drinks (alcohol) if taken by men / women liquor prepared at home and/or purchased specify			
<u>SOCIO-POLITICAL LIFE</u>			
<u>Traditional Community Council (Jati Sabha)</u> Composition, Office Bearers, jurisdiction, power and function, Status in the past and present			
<u>Traditional Regional Communication Council (JatiMahasabha)</u> Compositions, Office Bearers, Jurisdiction, power and functions, Status in the past and present			

RELIGIOUS LIFE			
<u>Pantheon</u> deity Deities of nature Ghosts and Spirits (Specify name)	Supreme		
<u>Household deities</u> deities, where installed, who worship: (male/female)in which occasion	name of the		
<u>Village Deities</u> the deities, where installed, who worshop:in which occasion	Name of		
<u>Deities worshipped at the community level:</u> the deities where is installed, who worships:in which occasion	Name of		
<u>Animal sacrifice:</u> (If animal sacrifice is part of the worship mention the type of animals sacrificed, occasions of sacrifice, who sacrifices)			
<u>Religious functionaries</u> (Their designation, functions Remuneration received for service)			
<u>Festivals:</u> community specific festivals, Deities worshipped, Otherwise festive activities	Important		
<u>Change in religion</u>	History		

INTER-COMMUNITY RELATIONSHIP/SOCIAL INEQUALITIES			
Social distance			
Whether the community <u>treated as physically untouchable</u> by higher castes/ communities communities who treat them as untouchables communities who do not treat them as untouchables			
<u>Exchange of water</u> Communities who accept The communities who do not accept			
<u>Acceptance of katcha (uncooked) food</u> The communities who accept The communities who do not accept			

Acceptance of pucca(cooked)food communities who accept communities who do not accept			
House entry Communities who allow The communities who do not allow			
Inter dining communities who allow The communities who do not allowed			
Sharing of Common resource with Communities			
Water Sources (Allowed/not allowed/how manage)			
Bathing ghat of pond/river. (Allowed/not allowed/how manage)			
Entry to village temple (Allowed/not allowed)			
Entry to tea stall (Allowed/not allowed)			
Sharing common platform in the village meeting. (Allowed/not allowed)			
Sharing common crematorial Commonly with other communities Separate crematoria			
Participation with Other communities in village			
Village festival and function (Allowed/not allowed/how to participate)			
Village feasts and meeting Allowed/not allowed/ how to participate where they sit With other higher or lower caste or separately at a distance.			
Entitlement for availing traditional service			
Service of Brahmans Priests Get/do not get/How manage			
Services of Barber (Barik) Get/do not get/How manage			
Services of Washermen (Dhoba) Get/do not get /How to manage			
Service of milkman/Cowherd(Gouda) Get/do not get/ How to manage			

POSITION IN CASTE HIERARCHY				
In descending order	As stated by the community concerned	As stated by the members of other neighbouring communities		
Any other important information not covered above with regard to determination of the ethnic (social)status of the community				

CONCLUSION

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BCW DEPARTMENT

No. 16081 / SSD., Bhubaneswar, Dated 10/07/2025
STSCD-PCRC-COMMT-0001-2024

From,

Mrs. Hemabanti Patra, OAS (SB)
Deputy Secretary to Govt.

To

The Additional Secretary to Govt.,
Revenue & Disaster Management Department

Sub: Forwarding of General Administration & Public Grievance Department Letter No. 14494/Gen., Dated 30.04.2025, regarding Issuance of Income and Asset Certificates to Economically Weaker Sections (EWS)-regarding.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith letter No.14494/Gen., dated 30.04.2025 of the General Administration & Public Grievance Department along with its enclosures and to say that, as the matter relating to the issuance of Income and Asset Certificates to candidates belonging to the Economically Weaker Sections (EWS) falls under the purview of the Revenue & Disaster Management Department, it is requested that necessary steps may kindly be taken at the earliest to communicate the details regarding the Competent Authorities designated for issuing such certificates to this Department to enable us to take further necessary action in the matter.

As per the provisions contained in Rule 2 of the *Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023*, the term "Competent Authority" means an Officer or authority authorized by the Government, by notification, to issue Caste Certificate, for such area or for such purposes as may be specified in the said notification and shall include all the Competent Authorities already designated by the Government before the commencement of this Act, having jurisdiction over the area or place to which the applicant originally belongs, unless specified otherwise. Such Authorities are:

- (1) District Magistrate or Collector;
- (2) Additional District Magistrate;
- (3) Sub-divisional Magistrate or Sub-divisional Officer;
- (4) Executive Magistrate;
- (5) Revenue Officer not below the rank of Tahasildar or Additional Tahasildar;

For the benefit of all concerned, this information has been made available on the official website of this Department. It is requested that your Department may also take necessary steps to display information related to the Competent Authorities for issuance of caste certificates, as stated above, along with details of the Competent Authorities for issuance of Income and Asset Certificates to EWS candidates, on the official website of the Revenue & Disaster Management Department. This will aid in public awareness and assist the concerned authorities.

P.T.O.

Furthermore, it is requested that the information regarding the Competent Authorities for issuance of Income and Asset Certificates to EWS candidates be provided to this Department at the earliest, to facilitate the display of the same on our official website and onward submission of the same to the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India.

Yours faithfully,

10/07/2025
Deputy Secretary to Govt.

Memo No. 16082 /SSD, Dated. 10/07/2025

Copy forwarded to the Additional Secretary to Govt., General Administration & Public Grievance Department for kind information and necessary action with reference to their Department letter No.14494/Gen., dated 30.10.2025.

10/07/2025
Deputy Secretary to Govt.

Government of Odisha

General Administration & Public Grievance Department

No. 14494 (e) /Gen., Bhubaneswar, Dated the 30th April, 2025

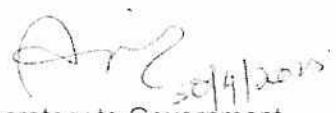
GAD-SC-MISC-0050-2025

To

✓ ST & SC Development, Minorities & Backward Classes Welfare Department.

Sub:- D.O. No. 36039/1/2019-Estt. (Res.-II), dated 15.04.2025 along with previous communications dated 15.03.2024 and 11.02.2025, issued by the Ministry of Personnel, Public Grievances, and Pensions, Department of Personnel & Training, Establishment (Res) Section, Government of India.

The undersigned is directed to send herewith the copies of the D.O. No. 36039/1/2019-Estt. (Res.-II), dated 15.04.2025 along with previous communications dated 15.03.2024 and 11.02.2025, issued by the Ministry of Personnel, Public Grievances, and Pensions, Department of Personnel & Training, Establishment (Res) Section, Government of India, for taking appropriate actions in the matter.


Additional Secretary to Government.



GAD-SC-MISC-0050-2025/1/2025

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राचना शाह, भा.प्र.से.
सचिव
Rachna Shah, IAS
Secretary



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Government of India
Department of Personnel & Training
Ministry of Personnel, Public
Grievances and Pensions

D.O. No. 36039/1/2019-Estt.(Res.-II)

15th April, 2025

ACS, GAOB

Dear Chief Secretary,

Chief Secretary
Odisha

I would like to draw your kind attention to this Department's D.O. letter of even number dated 15.03.2024 (copy enclosed) regarding delegation of power to the States/UTs to designate authorities competent to issue Caste/ Tribe/Community certificates, in respect of SC/ST/OBC and EWS categories in respect of candidates belonging to EWS categories. The State Governments were also requested to prominently display the details of such authorities on their websites. In this regard, a reminder was also sent on 11.02.2025 (copy enclosed). However, this Department is yet to receive a response from your State/UT in the matter.

2. You may kindly appreciate that providing details of such authorities and prominently displaying the same on the website of the States/UTs significantly helps the concerned appointing authorities to promptly get the certificates verified from the issuing authorities, thereby ensuring that only deserving and genuine candidates avail the benefit of reservation in Central Government appointments.
3. In view of the above, it is requested that the requisite details of such authorities may be furnished to this Department on priority. It would further help if a digital/online mechanism for prompt verification of certificates issued is also set up by the State for Central Government appointments.
4. I shall be grateful for your personal intervention in the matter.

Best regards,

Yours sincerely,

(Rachna Shah)

To

All the Chief Secretaries, as per list attached.

name
we show
ensure
compliance

REMINDER

36039/1/2019-Estt.(Res-II)

भारतसरकार /Government of India

कार्मिक लोक शिकायत एवं पेंशन मंत्रालय /Ministry of Personnel, Public Grievances & Pensions

कार्मिक एवं प्रशिक्षण विभाग/ Department of Personnel and Training

North Block, New Delhi
Dated the 11 February, 2025To
Chief Secretary,
As per list

Subject: Issue of Instructions regarding authorities competent to issue Caste/Tribe/Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS -reg.

Sir/ Madam

I am directed to refer to the DO letter of even number dated 24.1.2025 from Joint Secretary(AT&A), DoPT, seeking details of such authorities in your State/UT, who are competent to issue Caste/Tribe/Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS. It was requested to provide the requisite details to this Department within a month.

2. However, no response in the matter has been received in respect of your State/UT. I am to request that the requisite details of such authorities may kindly be furnished to this Department urgently. Necessary directions to prominently display such details on the website of the States/ UTs may also kindly be issued to all concerned. A copy of orders issued in this regard may also be provided to this Department at the earliest.

3. This issues with the approval of competent authority.

Encl: As above.

Yours faithfully

(Sandeep Saxena)

Deputy Secretary to the Govt. of India

Tel.No.2309 2036

कार्मिक एवं पेंशन
Dept. of Personnel &
Public Grievances &
Pensions
Receipt & Issue

12 FEB 2025

o/c

जारी किया गया

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No. 36039/1/2019-Estt.(Res.-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment (Res) Section

North Block, New Delhi,
Dated, the 15th March, 2024.

To

The Chief Secretaries
(All States/Union Territories)

Subject: Modification/Revision in instructions regarding authorities competent to issue Caste/Tribe/Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS -reg.

Sir/Madam,

I am directed to state that this Department has issued instructions to the State Government/U.T Administration from time to time prescribing the authorities of the State Governments /U.T. Administrations, who are competent to issue Caste/Tribe/Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS. However, it has come to the notice of this Department that in some States, such Certificates have not been issued by the authorities prescribed by this Department, leading to avoidable hardship for the candidates.

2. In this regard, it is stated that the responsibility for issue and verification of caste/community certificate lies with the concerned State Government/UT Administration. The Hon'ble Supreme Court, vide its judgement in the matter of '*Kumari Madhuri Patil vs Addl. Commissioner*', has already laid down detailed guidelines to be followed by the State Government to streamline the procedure for the issuance of social status certificates, their scrutiny and their approval. The State Governments/UT Administrations are required to streamline the procedure for issuance and verification of Caste/ Tribe/Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS keeping in view the directions of the Hon'ble Supreme Court, vide its order in '*Kumari Madhuri Patil vs Addl. Commissioner*'.

3. In view of the aforesaid judgement of the Hon'ble Supreme Court, it has been decided to delegate the powers to the State Governments/UT Administrations to decide the authorities competent to issue the Caste/ Tribe /Community certificates in respect of SC/ST/OBC and Income and Asset Certificates in respect of EWS candidates. The State Governments/UT Administrations shall upload on their website the details of the authorities competent to issue such Caste/Tribe/Community/Income & Asset certificate. The earlier instructions issued vide OM No. 36012/6/88-Estt (SCT) dated

P.2/-

24.4.1990 and letter No. 36012/22/93-Estt (SCT) dated 15.11.1993 (copies enclosed) with regard to the authorities prescribed for issuance of Caste/Tribe/Community certificates in respect of SC/ST/OBC and OM No. No.36039/1/2019-Estt (Res) dated 31.01.2019 (copies enclosed), with regard to the authorities prescribed for issuance of Income and Asset Certificates in respect of EWS are modified to that extent.

Encl. As above.

Yours faithfully,



(Debabrata Das)

Under Secretary to the Government of India
Ph. 23040279

Copy to:

1. The Secretaries of all the Ministries/Departments of the Govt. of India for ensuring strict compliance of the above instructions.
2. The Secretary, Department of Financial Services, New Delhi.
3. The Secretary, Department of Public Enterprises, New Delhi.
4. The Secretary, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
5. The Secretary, Union Public Service Commission, New Delhi
6. The Secretary, Staff Selection Commission (HQ), CGO complex, New Delhi.
7. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
8. Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Central Vigilance Commission/NITI Aayog
9. Cabinet Secretariat/President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office
10. National Commission for Scheduled Castes, Lok Nayak Bhawan, New Delhi
11. National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi
12. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R. K. Puram, New Delhi.
13. The Director, ISTM.