

SC/ST Certificate & Verification

4.1 SC/ST Certificate

For any person to be entitled to the benefits/privileges as an SC/ST, he has to obtain a certificate in the prescribed form from the prescribed authority to show that he belongs to SC/ST. This certificate is a merit for appointment in Govt./PSUs etc. against reserved posts.

The certificate is to be obtained in the form given in Annexure 4.1.

4.2 Competent Authorities

(i) The authorities competent to issue the certificate are:

- District Magistrate
- Additional District Magistrate
- Collector
- Deputy Commissioner
- Additional Deputy Commissioner
- Deputy Collector
- I Class Subordinate Magistrate
- City Magistrate
- Sub Divisional Magistrate not below the rank of I Class Subordinate Magistrate
- Taluka Magistrate
- Executive Magistrate
- Extra-Assst. Commissioner
- Chief Presidency Magistrate
- Additional Chief Presidency Magistrate
- Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub Divisional Officer of the area where the person and his family normally resides
- Development Officer

(ii) Certifying authority should be one concerned with the locality in which the person applying for a certificate has his permanent place of abode.

(iii) Revenue Authorities have been empowered to issue certificates on the basis of a certificate issued by an MP, M.L.A. Gazetted officer etc. but they should do so only after having made proper verification and after having satisfied themselves of the correctness of that certificate.

4.3 Issue of Caste Certificate

(i) Certificate issuing authorities should make a proper verification before they issue such a certificate keeping in mind the trends such as

- MHA O.M. No. 13241-SCT dt. 18.11.1961 (Annexure 4.5)
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ANNEXURE 'D'

birth, marriage, adoption etc. would affect the SC/ST status. Guidelines for the Authorities empowered to issue SC/ST Certificate are given in Annexure 4.2.

(2) A SC/ST person on migration from the State of his own origin to another state will not lose his status as SC/ST, but will be entitled to the concessions/benefits admissible to the SC/ST persons under Central Government.

4.4 Verification of Caste Status by Appointing Authority

(1) The appointing authority must verify the caste status of a SC/ST officer at the time of initial appointment and promotion to a post reserved for SC/ST and at every important event of employee's career.

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

(3) If in any particular case the verification reveals that the candidate's claim is false, his services should be terminated.

(4) Where a Scheduled Caste/Tribes candidate finds it very difficult to secure caste certificate, the appointing authorities should themselves verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate's claim was false his services may be terminated in accordance with the relevant rules/orders. The appointing authority should make a clause in the offer of appointment to SC/ST candidates to that effect.

(5) Matriculation or School Leaving Certificate or birth certificate giving caste/community of a person and the place of his residence should not be accepted as proof of caste at the time of initial appointment.

(6) It is necessary that proper verification is based on primary revenue records and if need be, through reliable enquiries.

(7) Concerned officers should take all steps for proper verification of caste/community certificates and take suitable action against false cases.

1. Dept. of Telecom. L. No. 1-1392-SCT dt. 1983, 8 1992 (Annexure 4.12).
2. MHA O.M. No. 423452-NGS dt. 17.4.1953 (Annexure 4.3) and DPAR O.M. No. 3692-775 dt. 10.75 (Annexure 4.5).
3. MHA O.M. No. 423452-NGS dt. 17.4.53 (Annexure 4.3) and DOP, O.M. No. 167-98-Ext. (Rev.) dt. 16.3.99 (Annexure 4.14).
4. MHA O.M. No. 13241-SCT dt. 18.11.1961 (Annexure 4.5). Also refer to *Revenue Officer's Guide to form M.O. No. 269 of 1985 and O.A. No. 914 of 1991*, decided by the Government of India.
5. MHA O.M. No. 13241-SCT dt. 18.11.1961 (Annexure 4.5).