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File No. TCN/CN/LST/07-08/ 470
**OFFICE OF THE DEPUTY COMMISSIONER
ANDAMAN & NICOBAR ADMINISTRATION
NICOBAR DISTRICT**

Car Nicobar dated the 07th May 2008

To, The Assistant Commissioner (TW)
Directorate of Tribal Welfare
Andaman & Nicobar Administration,
Port Blair.

Sub: Issuance and verification of the community certificates in respect of ST/SC candidates – reg:

Sir,

Kindly refer to your letter No. 9-7/2006-TW/270, dated 05th May 2008 on the above cited subject I am directed to furnish the required informations regarding procedure adopted for the purpose of verification of claim of a person to belong to a Schedule Caste Community which is as below.

1. First the applicant submits one application Form for obtaining ST Certificate duly signed by him in this Office of the Deputy Commissioner.
2. This application, in support of the claim of the applicant, bears the signature of Head of his Tuhet, First Head Man of Village & Signature of authorized signatory of the Tribal Council.
3. After the receipt of application, in the Office, field inquiry and verification of the contents of the application is carried out by Revenue Official who verify the contents and authentication of signatures of the applicant.
4. Revenue Official submits the report with his comments before the Designated Officer viz Tehsildar authorized to issue such Certificate.
5. After going through the material on record, Designated Officer (Tehsildar, Assistant Commissioner etc.) record observation after his satisfaction about the facts and orders to issue Certificate to applicant under the provisions of letter No. 10-1400/1(s)-14 ANI, dated 12.02.1984-85 issued by Govt. of India.
6. Finally the Certificate duly prepared along with all relevant entries required is put up before the Designated Officer for his signature on it as well as one Register maintained for keeping the details of such Certificates issued for the signatures of the Designated Officer.

The additional informations as sought by the National Commission for Schedule Tribes are submitted as below:

1. The Certificates are being issued in the format prescribed by the Govt. of India & printed book of Certificates for issue ST/SC Certificate are available with the District Administration, Nicobar.
2. Nicobar District has been made available copies of the orders issued by Govt. of India time to time for this purpose.
3. The detailed procedure is already mentioned in above Paras bearing Sl. NO. 1 to 6
4. Generally 07 days period is taken for issuing Community Certificates but some times it is more than 07 days but not exceeding 15 days in cases of candidates residing at very distinctly located Islands as verification report consumes more time in such cases of the distinctly situated Islands.
5. In case of ST/SC persons belonging to another States settled in the Islands under Nicobar District, issuing of Community Certificates does not arise as one of the requisite condition is attaching local Certificate. However if any such type of cases come forefront Community Certificates are issued as per procedure & guidelines laid down by the Andaman & Nicobar Administration.
6. In case of the Certificate received for verification in respect of any SC Candidate, verification is made from the Register maintained to keep the record of Community Certificates issued by this Office.

This is the general procedure adopted by each and every Officer of the Revenue Sub-Division under this District.

Submitted for information.

Yours faithfully

Assistant Commissioner (HCO)