

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**REVENUE DEPARTMENT**  
**C.C. SECTION, ROOM NO-206, B-BLOCK**  
**5- SHAM NATH MARG, DELHI-54**

F.No. 87(195)/DC/CCS/HQ/MINUTES/2021/1326-32

Dated: 27.9.2022

**CIRCULAR**

In the meeting dated 04/05/2022 held at 12.30 P.M. chaired by the Hon'ble Minister SC/ST/OBC Welfare, SW, RCS at MLA Lounge 2<sup>nd</sup> Level, Delhi Secretariat, New Delhi-110002, it was pointed out that the Tehsildars in the Sub-Divisions are not adhering to the instructions issued vide circular no. F.No. 87(195)/DC/CCS/HQ/MINUTES/2021/ 1271-1275 dated 11/10/2021 and rejecting the applications of SC caste certificates on account of non-verification of the SC caste certificate of the relative from the paternal side because of non-availability of record. The Hon'ble Minister has expressed displeasure over the matter and desired to issue reminder in this regard to all concerned. The content of said circular dated 11/10/2021 are reproduced here below:-

*"It has been observed that a large number of applications of SC Certificates are being rejected by the Tehsildars due to non-verification of the caste certificate of paternal relatives because of non-availability of records. Therefore, all Tehsildars of Revenue Department, GNCTD are hereby directed that such type of applications of SC certificate shall not be cancelled. In these matters, for consideration of respective application, verification of old SC certificate may be done by the Tehsildar on the basis of '**field verification**' conducted by an officer not below the rank of Naib Tehsildar."*

In view of the above, it is once again reiterated to comply the instructions/directions scrupulously issued vide circular no. F.No. 87(195)/DC/CCS/HQ/MINUTES/2021/ 1271-1275 dated 11/10/2021 for conducting field verification. The procedure for field verification is to be followed in-accordance with the instructions contained in the order issued vide no. F.1(41)/Comp/DCO/2011/3319 dated 07/03/2017 regarding issuance of SC certificate.

Non-compliance will be viewed seriously and disciplinary action as deemed fit will be taken.

This issues with the prior approval of Hon'ble Minister (Revenue), GNCT of Delhi.

1877/ITD  
27.9.2022

*[Handwritten Signature]*

SDM-IV (HQ)

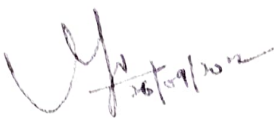
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F.No. 87(195)/DC/CCS/HQ/MINUTES/2021/1826-32

Dated:- 26/09/2022

**Copy to:**

1. OSD to Minister, Camp Office of the Minister, GNCTD (Social Welfare, Women and Child Development, RCS, SC/ST/OBC Welfare & Gurudwara Election) Bungalow No. 4, Plot No. 8, Raj Niwas Marg, New Delhi-110054.
2. PS to Div. Com., Revenue Department, Delhi.
3. PA to DC-III., Revenue Department, Delhi.
4. All Deputy Commissioners, Revenue Department, Delhi.
5. All SDMs, Revenue Department, Delhi.
6. All Tehsildars/Executive Magistrates, Revenue Department, Delhi.
7. The Senior System Analyst, Revenue Department, 5, Sham Nath Marg, Delhi with the direction to upload the circular on the website of Revenue Department, GNCTD.

  
26/09/2022

**SDM-IV (HQ)**