

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT

C.C. SECTION, ROOM NO 206, B BLOCK
SHAM NATH MARG, DELHI 54

F. No 87 (198)/DC/CCS/HQ/OBC/2021 2328 - 2336

Dated: 22/11/2022

CIRCULAR

Sub: Timely verification of Caste/Community Certificates regarding.

Please find enclosed herewith a copy of letter F No 41034/2/2022-Estt (Res-I) dated 21.10.2022 issued by the Under Secretary, Ministry of Personnel, PG & Pensions, Department of Personnel and Training, Govt of India on the subject cited above to ensure the adherence of instructions issued by the Government of India from time to time with regard to timely completion of the process of Caste Verification of the employees.

Further, all the District Magistrates, Revenue Department, GNCTD shall ensure that SDMs/Tehsildars are required to complete timely verification of the caste certificate of the employees. The respective authorities are required to ensure at their own level that veracity of the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt or request from such authority.

All the District Magistrate are also required to initiate disciplinary proceedings against the officers of the Sub-Divisional/Tehsildars who default in timely verification of Caste Status. In this regard, copies of the DoPT letter No.36022/1/2007- Estt (Res) dated 20.03.2007; DoPT letter No.41037/3/2012-Estt (Res) dated 11.04.2012; DoPT letter No. 36011/1/2012-Estt (SCT) dated 14.03.2016 and DoPT letter No.41034/4/2020-Estt. (Res-I), dated 19.03.2021 are also enclosed.

This issues with the prior approval of the Principal Secretary (Revenue) - cum-Divisional Commissioner, GNCTD.

Encl: As above.

(Sonika Singh)

Deputy Commissioner-II (HQ)

Copy for action:-

1. All District Magistrates, Revenue Department, GNCTD.
2. All SDMs/Tehsildars, Revenue Department, GNCTD.

F. No.87 (198)/DC/CCS/HQ/OBC/2021 2328 - 2336

Dated: 22/11/2022

Copy for information:-

1. The PS to Divisional Commissioner, Revenue Department, GNCTD, 5, Sham Nath Marg Civil Lines, Delhi-110054.
2. The PS to DC-IV (HQ), Revenue Department, GNCTD, 5, Sham Nath Marg, Civil Lines, Delhi-110054.
3. The PS to DC-II (HQ), Revenue Department, GNCTD.
4. The Under Secretary, Ministry of Personnel, PG & Pensions, DoPT, Government of India, North Block, New Delhi-110001.
5. The SDM-III (HQ), General Administration Branch, Revenue Department, GNCTD, 5, Sham Nath Marg, Civil Lines, Delhi-110054.
6. The SDM-VII (HQ), Vigilance Branch, Revenue Department, GNCTD
7. SNA (II) with the request to upload the Circular alongwith all annexure on the website of the Revenue Department.

(Sonika Singh)

Deputy Commissioner-II (HQ)

3174
29/11/22

F.No 41034/2, 2022-F.stt.(Res-I)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training

1718
3/11/2022

To,

The Secretary
General Administrative Department
(All States & Union Territories)

Delhi Sachivalaya
GAD/RSI Branch
Govt. of NCT of Delhi

New Delhi-110001
Dated the 21st October, 2022

3100

8/11/2022/35528

Diary No.

01 NOV 2022
23028

- Subject:- Timely verification of Caste/Community Certificates - regarding.

Sir,

I am directed to say that Government of India has been issuing instructions from time to time to all the State/UT Governments for streamlining the process of verification of caste/community certificate and ensuring its timely completion.

2. In this regard, it is stated that Akhil Bhartiya Adivasi Vikas Parishad (ABAVP), a Society registered under the Societies Registration Act, had submitted a representation to the Parliamentary Committee on the Welfare of SC and ST and brought to their notice that pensionary benefits of some of the employees belonging to ST category in the Central Government offices in Tamil Nadu were withheld on the ground of pendency of their caste verification. The Parliamentary Committee has taken serious view of it and has emphasized upon timely verification of caste certificate of the employees. The Committee has also made recommendations in the matter in its Ninth Report on the subject "Study of atrocity cases against Scheduled Castes and Scheduled Tribes with respect to implementation of the Prevention of Atrocities Act, 1989". In view of the concern shown by the Parliamentary Committee, a letter dated 19.03.2021 was issued to all the States/UTs vide which their attention was invited towards this Department's various instructions issued from time to time requesting the States/UTs to ensure timely verification of caste certificate of the employees. However, a reference dated 14.06.2022 has again been received from Akhil Bhartiya Adivasi Vikas Parishad (ABAVP) in which the Parishad has stated that the pensionary dues of some of the employees belonging to ST category have still not been released by the Central Government offices on the ground that their caste verification is still pending.

3. In this regard, it is reiterated that the responsibility for the issue and verification of Caste Certificate lies with the concerned State/UT Government. The Hon'ble Supreme Court, vide its order dated 02.09.1994 in the matter of *Kumari Madhuri Patil vs Addl. Commissioner*, has laid down the detailed guidelines for effective verification of the Caste Certificates of the employees by the State Government, so that no person, on the basis of fake caste certificate, may secure employment wrongfully in the Government.

CCS (HQ)
5 Sham Nath Marg, Delhi-54
Diary No. 3855
Date 10/11/22

4. It is reiterated that States/UTs are required to complete timely verification of the caste/ community certificates of the employees. The respective State Government authorities are required to ensure at their own level that veracity of the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. The State/UT Governments are also required to initiate disciplinary proceedings against the officers of the State who default in timely verification of Caste Status. In this regard, copies of the DoPT letter No. 36022/1/2007 – Estt (Res) dated 20.3.2007; DoPT letter No. 41034/3/2012 – Estt (Res) dated 11.4.2012; DoPT letter No. 36011/1/2012-Estt (SCT) dated 14.3.2016 and DoPT letter No. 41034/4/2020-Estt (Res-I) dated 19.3.2021 are **enclosed**. During the conference of the Secretaries of the State/UTs organized by this Department on 28.09.2022 at CSOI, KG Marg, New Delhi the attention of the officers of the State/UT Governments were invited towards the aforesaid instructions and they were requested to ensure timely verification of the caste/ community certificate of the employees.

5. In view of the above, all the State/UT Governments are once again requested to ensure adherence to the instructions issued by this Department from time to time with regard to timely completion of the process of caste verification of the employees.

Yours faithfully, .

Encl.: As above


(Abhay Kumar)
Under Secretary
Tel: 011-2309 2459

To.

- 1) The Secretaries of all the Ministries/Departments of the Govt. of India.
- 2) Department of Financial Services, New Delhi.
- 3) Department of Public Enterprises, New Delhi,
- 4) Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
- 5) The Secretary, National Commission For Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
- 6) The Secretary, National Commission for Scheduled Tribes, 6th Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003.
- 7) The Secretary, National Commission for Backward Classes, Trikot - 1, Bhikaji Cama Place New Delhi - 110 066.
- 8) Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
- 9) NIC, DoPT with the request to upload the same on the website of the Department.

No.36022/1/2007-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated: the 26th March, 2007

To

The Chief Secretaries of all
States/Union Territories

Subject: Verification of claims of candidates to belong to
Scheduled Castes, Scheduled Tribes and Other
Backward Classes.

Sir,

It has been brought to the notice of this Department that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs on the basis of false/forged caste/ community certificates. It is a serious matter which can only be tackled with the cooperation of the State Governments.

2. Instructions issued by this Department require the appointing authorities to verify the caste status of SC/ST/OBC candidates at the time of initial appointment. Accordingly, the concerned appointing authorities, at the time of initial appointment of SC/ST/OBC candidates against vacancies reserved for them, make a request to the concerned district authorities to certify the veracity of caste/community certificate produced by the candidate. Many a time, the district authorities take unduly long time to respond. Where verification is not completed in time, the candidates are given appointment on provisional basis pending verification of their caste status. Some candidates continue to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities. Chances of collusion of the candidate with some unscrupulous employee(s) at the district level cannot also be ruled out.

3. I am directed to request you to streamline the system so that the unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. It would be appreciated if you could issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that veracity of the caste/community certificate referred to the district authorities, as stated above, is verified and reported to the appointing authority within one month of receipt of request from such authority. In order to rule out collusion between candidates holding false/forged certificate and employees at the district level or sub-district level, disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates.

Yours faithfully,



(R. Ramanujam)
Joint Secretary

No.36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation – I Section

North Block, New Delhi-110 001
Dated the 8th October, 2015.

OFFICE MEMORANDUM

Subject: Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services.

The undersigned is directed to say that as per extant instructions where a candidate belonging to a Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes (OBC) is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time. Instructions have been issued vide DoPT's letter No.36022/1/2007-Estt.(Res.) dated 20.3.2007 to the Chief Secretaries of all States/UTs for streamlining the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. Timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.

2. In this regard, attention is invited to the instructions contained in the following Office Memoranda/Orders issued by this Department from time to time. A copy each of the Office Memoranda is enclosed:-


- (i) OM No. 36019/7/75-Estt. (SCT) dated 31.10.1975
- (ii) OM No. 36011/16/80 – Estt. (SCT) dated 27.02.1981
- (iii) OM No. 36011/3/2005-Estt. (Res.) dated 09.09.2005
- (iv) OM No. 36012/6/88-Estt.(SCT) dated 24.4.1990

3. Instances have been brought to the notice of this Department that despite the aforesaid instructions, the appointments of the candidates belonging to SC/ST/OBC communities are with-held/delayed due to pending caste certificates verification.

contd/-

4. It is, therefore, reiterated that in the situation where a candidate belonging to a Scheduled Caste, Scheduled Tribe and Other Backward Classes is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

5. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.



(G. Srinivasan)

Deputy Secretary to the Government of India

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
- ✓ 13. NIC, DoPT - to upload the same on DoPT Website.

No.41034/3 2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001

Dated the 11th April, 2012

To

The Chief Secretaries of all the States/
Union Territories.

Subject: - Verification of caste certificates by District authorities.

Sir,

Attention is drawn to Department of Personnel and Training's letter No.36022/1/2007-Estt. (Res.) dated 20th March, 2007 whereby the Chief Secretaries of all States/ Union Territories were requested to streamline the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificate. They were also advised to issue instructions in this regard to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts to ensure at their own level that veracity of the caste/ community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. They were further requested that disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates to rule out collusion between candidates holding false/ forged certificate and employees at the district level or sub-district level.

2. Recently the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway in its 28th Report (14th Lok Sabha) on the subject of false-caste certificates had, inter-alia, observed as under:-

"The Ministry of Railways to take up the matter of pending caste certificate cases along with District Collector with the Ministry of Personnel, Public Grievances and Pensions, a cadre controlling Ministry over the Collectors and to ensure that all the State Governments constitute appropriate District Level Committee (DLC) in every district urgently and to instruct them to hold regular meetings so that cases of investigation of false caste certificates are not held up for want of proper DLC or non holding of meetings by such Committee."

3. Keeping in view of the direction given by the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railways, it is requested that instructions may be issued to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts etc. to verify the details of the candidate (s) before issuing the caste certificates so that the benefits of reservation and other schemes of concessions, etc. meant for SCs/STs/OBCs go only to the rightful claimants. As desired by the Parliamentary Committee a District Level Committee may also be constituted in each District. The Committee be instructed to hold regular meetings to ensure timely verification of caste certificates.

Yours faithfully,



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110

Copy to: -

1. All Ministries/Departments of Government of India.
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001.
3. Department of Economic Affairs, Ministry of Finance, New Delhi.