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**1. Purpose:** To receive application for issuing of error free and timely Scheduled Caste, Scheduled Tribe and Other Backward Class Certificate.

**2. Scope:** This procedure is applicable in processing application for issuance of caste certificate for people belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes in the district of Birbhum.

**3. Responsibility:** The O/c shall be overall responsible for implementation of the procedure.


Overall responsibility lies with Unit Head.

Individual responsibility as mentioned in the procedure.

**4. Abbreviation:** O/c : Officer-in-charge  
MR : Management Representative.

**5. Reference:** 1. West Bengal Scheduled Castes and Tribes (Identification) Act, 1994  
2. West Bengal Scheduled Castes and Tribes (Identification) Rules, 1995  
3. West Bengal Scheduled Castes and Tribes (Identification) Amendment Rules, 1999  
4. Notification No. 347-TW/EC/MR-103/04 dt. 27.07.1994 regarding issue of certificate of Other Backward Classes  
5. Notification No. 48-TW/EC/MR-11/96 dt. 11.01.1996 regarding issue of certificate to Other Backward Classes.

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Management Representative	DM, Birbhum

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6. Compendium on Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes, Backward Classes Welfare Department, Government of West Bengal, 2002.

7. Quality Manual Section: 7.5

### 6. Procedure:

- 6.1. The applicant shall apply in prescribed format for Scheduled Caste and Scheduled Tribe certificate and for Other Backward Classes certificate in prescribed format available in department's website along with copy of documents such as citizenship, residence proof, land deed before 1950, if any showing caste status, if available; Genealogical chart duly verified and certificate establishing relationship i.e. ration card, EPIC etc; three black and white passport size photograph, certificates from local authority i.e. Pradhan of Gram Panchayat / Chairman of Municipality, wherever necessary, income proof certificate (for other backward classes certificate only) to be enclosed.
- 6.2. Both for rural and urban areas, such application form shall be available from the Office of the Block Development Officer/Sub Divisional Officer free of cost.
- 6.3. The complete application shall be received by an authorized officer in the Offices of the Block Development Officer, who on receiving such application shall enter in register to be maintained and issue an acknowledgement of the application so received indicating serial number

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as entered in register, date of receipt of such application under official seal.

6.4. The recommending authority i.e. Block Development Officer, once in fortnight after causing such enquiry as may be required by the Inspector Backward Class Welfare or hearing, upon satisfaction shall recommend the case to the Certificate Issuing Authority. The Inspector Backward Class Welfare shall submit the inspection report within two weeks to the recommending authority.

6.5. The concerned DA shall enter the details in the receipt register (WB FR-16) on receipt of inspection report. Upon the consideration of recommendation and such other further report as may be required, the Certificate Issuing Authority i.e. Sub-Divisional Officer shall either issue Caste Certificate in Form II [u/r 7(2)] for Scheduled Caste and Scheduled Tribe and in Prescribed form available in departmental website for OBC or reject it provided, that in the case of rejection, the certificate issuing authority shall give a hearing to the applicant before passing final order. The certificate issuing authority shall maintain certificate issue register (QSF SC/ST/OBC 01) indicating the date, certificate number so issued, name and address of the applicant, name of caste/sub-caste. The original application form along with enclosures and counterfoil of certificate so issued shall be preserved as permanent record.

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6.6. After issue of the certificate, such certificate shall be sent to the Office of the Block Development Officer for distribution. The issue register shall be updated.

6.7. An application for certificate shall ordinarily be disposed of within a period of eight weeks from the date of receipt of application. In case of any delay beyond the said period, the reasons of such delay shall be recorded in each individual case.

#### 7.0 Records:

Sl. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1	Receipt Register	WB FR 16	3 Years	SDO	Inspector, BCW
2	Certificate issue register	QSF SC/ST/OBC 01/1	Permanent	SDO	1.BDO 2.Directly to candidate ( in special circumstances) Inspector BCW
3	Issue Register	WB FR 19	Permanent	SDO	BDO
4.	Form of application for scheduled caste/scheduled tribe certificate	As per department prescribed format	Permanent	SDO	SDO
5.	Form of application for OBC certificate	As per prescribed format	Permanent	SDO	SDO
6.	Form of Caste Certificate	Form II [u/r 7(2)]	Permanent	SDO	Original – Applicant Counterfoil - Office copy
7.	Certificate for other Backward Classes	As per prescribed format	Permanent		Original – applicant 2 <sup>nd</sup> copy I- Office copy

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Receive Register Format:

WB FR 16

SI No.	Date	Name of Applicant	Address	Memo No. & Date of Block

Certificate Issue Register Format:

QSF SC/ST/OBC 01/1

SI No.	Date	Name of Applicant	Son/Daughter of	Address	Sub-Caste	Form SI No.	Certificate Page No.

Letter Issue Register Format

(WB FR -19)

Consecutive No.	Date	To whom addressed	Short Subject	Where the draft is placed				Reminder		Value of stamp Rs P	Remark
				File NO & SI No. of letter in file	No. & Title of the collection	No. of File within collection	No. & Date of Reply received	No.	Date		

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