

**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building of SDO, Bidhannagar**  
**DJ-4, Sector- II, Salt Lake City, Kolkata – 700091**  
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**M E M O R A N D U M**

No. 1203-BCW/MR-88/2014

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**Updated Guidelines for issuance of SC/ST Certificates**

Guidelines for issuance of SC/ST Certificates were issued vide Memo No. 1465-BCW/MR-67/10 dated 30/04/2015. Since then there have been a number of modifications/changes in the relevant Act and Rules necessitating modification of such guidelines.

Therefore, in supersession of the previous guidelines issued in this respect and in compilation and amplification of the provisions of the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Act, 1994 and the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Rules, 1995 (hereinafter referred to as the said Act and the said Rules) as amended up-to-date for issuance of Caste Certificates to the persons belonging to Scheduled Castes and Scheduled Tribes, the Governor is pleased to issue the following guidelines for receipt and disposal of applications for issuance of SC/ST Certificates.

1. **Nomenclature:** Caste Identification Certificate issued to a Scheduled Caste or a Scheduled Tribe person is popularly called as Caste Certificate. A format of Caste Certificate is appended to these guidelines.
2. **Certificate Issuing Authority:** As per Section 5 of the said Act, the Sub Divisional Officer of a Sub-Division in a District is certificate issuing authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. Accordingly, the District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.
3. **Recommending Authority:** In a Block area, Block Development Officer is the Recommending Authority in respect of issuance of certificate. In Municipal areas, a Deputy Magistrate under a Sub-Division acts as Recommending Authority. In Kolkata, Backward Classes Welfare Officer, Kolkata acts as Recommending Authority. Backward Classes Inspectors or any other Officer of the same rank acts as enquiring officer in respect of issuance of caste certificate.
4. **Entitlement:**
  - a. Any person belonging to any of the castes or tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950 pertaining to the State of West Bengal may be identified to be a member of the Scheduled Castes or Scheduled Tribes.
  - b. There is no age restriction for being eligible to apply for caste certificate. So no age proof for this purpose is necessary.
  - c. Scheduled Tribe persons may belong to any religion, but a Scheduled Caste person must belong to Hindu, Sikh or Buddhist Religion.

