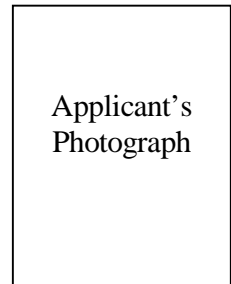


FORM I
[See Rule 7B (1)]

FORM OF APPLICATION FOR SCHEDULED CASTE / SCHEDULED TRIBE CERTIFICATE.

To
The Sub-divisional Officer/Additional District Magistrate,
.....
.....



Sir,

I am to state that I am a person belonging to Scheduled Caste/Scheduled Tribe. I hereby apply for a Scheduled Caste/Scheduled Tribe identification certificate.

I submit herewith necessary particulars and declaration in prescribed formats (Annexure I and Annexure II) duly signed by me.

I request you to issue the certificate in my favour as early as possible.

Date

Yours faithfully,

Full Signature/Left Thumb Impression of the Applicant

For Office use

Sl. No. of the application

Date of receipt.....

Next date and time of hearing.....

Place of hearing

Brief particulars of subsequent action towards disposal.....

Receipt

Received an ^application for Scheduled Caste/Scheduled Tribe certificate from the following person—

Shri/Shrimati..... Full address: Village

..... House No. and name of Road, if any.....

Post Office District.....

Serial No. of the application date and time of hearing

.....Place of hearing

Dated :

Seal and Signature of receiving official.

ANNEXURE I

1. Regarding the applicant:
 - (a) Full name of the applicant
(in Bengali or in Block letters in English)
 - (b) Present address—
Name of road/lane and house No., if any
Corporation/Municipality/Block
Ward No./Borough No./Gram Panchayat
Post Office Police Station
Sub-division District State.....
 - (c) How long have you been residing at this address
 - (d) Permanent address of the applicant—
Name of the road/lane and house No., if any.....
Corporation/Municipality /Block
Borough No./Ward No./Gram Panchayat
Post Office Police Station
Sub-division District
 - (e) To which community amongst Scheduled Caste/Scheduled Tribe does the applicant belong
 - (f) Religion
 - (g) Date of birth (as per British calendar)
Full address of place of birth

Name of State
 - (h) Does any of the applicant's paternal blood relations has Scheduled Caste / Scheduled Tribe certificate
 - (i) If answer to (h) is "yes",—
 - (a) the name of the particular caste/Tribe to which such relation belongs
 - (b) exact relationship between such paternal blood relations and the applicant
 - (c) Whether attested copy of the certificate of such paternal blood relations along with a certificate of relationship between the applicant and his paternal blood relation submitted
2. Particulars of father :
 - (a) Name of applicant's father (in Bengali or in Block letter in English)
 - (b) Name of particular Caste/Tribe to which father belongs

- (c) Present address of father—
 Name of the road/lane and house No., if any
 Municipal Corporation/Municipality/Block.....
 Borough No./Ward No./Gram Panchayat.....
 Post Office Police Station.....
 Sub-division.....District
- (d) Duration of father's living at the present address
- (e) Permanent address of the applicant's father-
 Name of the road/lane and house No., if any
 Municipal Corporation/Municipality /Block.....
 Borough No./Ward No./Gram Panchayat.....
 Post Office Police Station
- (f) Father's religion
3. If the applicant or his family has migrated to West Bengal from any other State/Country, then specify the name of that State/Country complete address there, and the date and manner of migration.....
4. Particulars of two referees (preferably from amongst paternal blood relations whose declarations are to be furnished in Annexure II to these forms)—
- (a) First referee:
 Full name (in Block letters)
 ProfessionCaste/Tribe to which belongs
- (b) Second referee:
 Full name (in Bengali or in Block letters in English)
 Profession Caste/Tribe to which belongs.....
 Complete address

Declaration by the applicant

I do solemnly declare that I am a citizen of India and that the particulars furnished in this application are true to the best of my knowledge and belief. I shall be liable to such penal action as provided for in law if any of these particulars is proved to be false.

Signature/Left Thumb Impression of the applicant.

ANNEXURE II

Declaration by 1st Referee

To
The Sub-divisional Officer/Additional District Magistrate,

Sub: Scheduled Caste/Scheduled Tribe certificate.

Sir,

I hereby declare that Shri/Shrimati.....
son/daughter/wife of
of (address) is personally known
to me.

Shri/Shrimati belongs
to (Name of Caste/Tribe) which is recognized as Scheduled
Caste/Scheduled Tribe for the State of West Bengal.

The applicant is my (relationship).

I have Scheduled caste/Scheduled Tribe certificate, an attested copy of which I submit
herewith/I do not have any Scheduled Caste/Scheduled Tribe certificate in my favour.

I accept the full legal responsibility in giving this declaration.

Date :.....

Yours faithfully,

Full Signature of the declarant.

Declaration by 2nd Referee

To
The Sub-divisional Officer/Additional District Magistrate,

Sub: Scheduled Caste/Scheduled Tribe certificate.

Sir,

I hereby declare that Shri/Shrimati.....
son/daughter/wife of
of (address) is personally known
to me.

Shri/Shrimati belongs
to (Name of Caste/Tribe) which is recognized as Scheduled
Caste/Scheduled Tribe for the State of West Bengal.

The applicant is my (relationship).

I have Scheduled caste/Scheduled Tribe certificate, an attested copy of which I submit herewith/I
do not have any Scheduled Caste/Scheduled Tribe certificate in my favour.

I accept the full legal responsibility in giving this declaration.

Date :

Yours faithfully,

Full Signature of the declarant.

INSTRUCTIONS TO THE APPLICANT

1. In the case of a minor, the declarant shall be the father or if father is not alive, the mother and if neither of the parents are alive the legal guardian of such minor.
2. Three copies of recent passport size black and white photographs are to be submitted with application. One copy of these photographs shall be pasted on the application form and the other two copies separately attached.
3. An attested copy of Scheduled Caste/Scheduled Tribe certificate of paternal blood relation, if any, along with a certificate of relationship of the applicant with such paternal blood relation, where necessary, shall be submitted with the application.
4. Certificate of caste/tribe and permanent residence status of the applicant from the *Pradhan* of the concerned *Grain Panchayat*, *Chairman of the Municipality/notified area authority* and *Councillor of the Municipal Corporation*, as the case may be, are to be submitted with the application.

Note—Applicants are requested to obtain receipt of the application submitted by them.

FORM II
[See rule 7(2)]

Form of Caste Certificate

This is to certify that Shri/Shrimati/Kumari*
.....: son/daughter* of of
village/town*in district/division*
of the Statebelongs to the
Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under the Constitution
(Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as amended by
the scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956.

2. Shri/Shrimati/Kumari* and his/her*
family ordinarily reside(s) in village/town*of
district/division* of the State

Place:

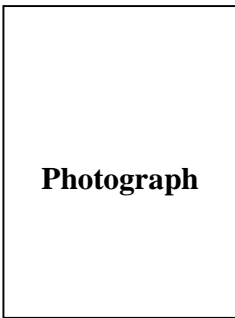
Signature.....

Date:

Designation.....

(with seal of office)

State



* Delete the words, which are not applicable.

Note: The expression "ordinarily resident" used here shall have the same meaning as in section 20 of the Representation of the People Act 1950 (43 of 1950).

FORM III

[See rule 7C (2)]

Form of Register of application for Scheduled Caste/Scheduled Tribe Certificate

SI. No.	Date of receipt	Name of the applicant, Father's/husband's name	Address	Gram Panchayat/Ward/Borough to which belongs.	Documents/Certificates of representatives of local authority submitted with application.	Date of disposal	Whether allowed/rejected	REMARKS
1	2	3	4	5	6	7	8	9

FORM IV

[See Rule 7D (7) (a)]

Form of Report of Enquiry

(To be addressed to the recommending authority)

To

Sub: Enquiry into the application of Sri.....
..... son /daughter/wife of
.....of(village)
..... Post office.....
..... Police station
District for Scheduled Caste/Scheduled
Tribe/Other Backward Class certificate.

Sir,

I am to report that I have enquired into the above application. During enquiry, I have examined the persons named below and the documents listed hereunder.

(1) Persons examined—

Sl. No.	Name	Father's/Husband's name	Address
---------	------	-------------------------	---------

(2) Documents examined—

Sl. No.	Particulars of document	Points ascertained
---------	-------------------------	--------------------

(3) There was *no objection to the application/*objections raised by following persons :—

Particulars of persons raising objection

Sl. No.	Name	Father's/Husband's name	Address
---------	------	-------------------------	---------

Objection(s) was *held valid/*rejected for the following reasons. (*For cases where there is objection*).

*On completion of enquiry, I find that the applicant belongs to.....
.....(name of caste/sub-caste/tribe/sub-tribe) and is eligible to have Scheduled Caste/Scheduled Tribe/ other Backward Class Certificate as prayed for.

Or,

On completion of enquiry, I find that the applicant does not belong to Scheduled Caste/Scheduled Tribe/Other Backward Class Category and, as such, is not eligible to have caste certificate as prayed for.

The enquiry was completed on.....

Place :

*Signature and designation of
Enquiring*

Officer Date:

* Strike out whichever is not applicable.

By order of the Governor,
Sd/- **K. Jhala**
Principal Secy, to the Govt. of West Bengal.

B. Amendment—2000

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
Writers' Buildings

No. 2883-B.CW.

Calcutta, the 7th July, 2000.

NOTIFICATION

In exercise of the power conferred by section 12 of the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 (West Ben. Act XXXVIII of 1994), the Governor is pleased hereby to make, with immediate effect, the following amendment in the West Bengal Scheduled Castes and Scheduled Tribes (Identification) Rules, 1995 published under this Department Notification No. 532-TW/EC/MR-177/96, dated the 14th October, 1996 in Part-I of the Calcutta Gazette, Extraordinary, dated the 14th October, 1996 as subsequently amended hereinafter referred to as the said rules :

Amendments

In rule 7D of the said rules,—

- (1) to sub-rule (5), add the following, proviso :

"Provided that where an adequate number of Inspectors of Backward Classes Welfare Department or other field level State Government Officials of equivalent rank is not available the recommending authority shall have the power to appoint Gram Sevaks or other Block level officials of equivalent rank to enquire into an application as aforesaid."

- (2) for sub-rule (10), substitute the following sub-rule :

"[(10) (a) If a person or, in the case of a minor, either of the parents of the minor is enrolled as a Voter in the Electoral Roll of Parliamentary/ Assembly Elections such person or minor, as the case may be, shall be deemed to be a citizen of India.

Provided that for such purpose, such persons or minor as the case may be, may be required to submit a certified copy of an extract of the part of the Electoral Roll in which the name of such person or the name of either of the parents of such minor, as the case may be appears along with a relationship certificate, wherever necessary.

- (b) In the case of a minor, neither of whose parents is enrolled as a Voter in the Electoral Roll of Parliamentary/Assembly Elections an opportunity shall be given to such minor for providing his citizenship with the help of such documents as may be considered sufficient for the purpose of the enquiry.
- (c) No application shall be rejected merely on the ground that the applicant does not possess a formal citizenship certificate."

By order of the Governor,
Sd/- **K. Jhala**,
Principal Secretary to the Govt. of West Bengal
Backward Classes Welfare Department.