

**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building of SDO, Bidhannagar**  
**DJ-4, Sector- II, Salt Lake City, Kolkata – 700091**  
*Website : [www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)*

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**M E M O R A N D U M**

**Updated Guidelines for issuance of OBC Certificates**

Guidelines for issuance of Other Backward Classes Certificates were issued vide Memo No. 1464-BCW/MR-59/10 dated 30.04.2010. Since then there have been a number of modifications / changes in the orders and notifications necessitating modification of such guidelines.

Therefore, in supersession of the previous guidelines issued in this respect and in compilation and amplification of the provisions already altered the Governor is pleased to issue the following guidelines for receipt and disposal of applications for issuance of OBC Certificates.

1. **Provision for Identification**-There is no Act regulating identification of persons belonging to Other Backward Classes (OBC). The relevant procedures and provisions applicable for identification of SC & ST as entailed in The SC&ST (Identification) Act 1994 and rules framed there under will be applicable for identification of OBC persons *mutatis mutandis* with appropriate modifications.
2. **Nomenclature**: Caste Identification Certificate issued to OBC person is popularly called as Caste Certificate. A format of Caste Certificate to be issued to OBC person is appended to these guidelines. The certificate format is enclosed.
3. **Certificate Issuing Authority**: As per Notification no-374 (71) –TW/EC/MR-103/94 dated 27/7/1994, 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.
4. **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.
5. **Entitlement**:
  - a. Any person belonging to any of the category of communities as entailed in orders in the State of West Bengal may be identified to be a member of the OBC provided the incumbent does not belong to the 'creamy layer' i.e. his family income does not exceed the prescribed limit of Rs 6 Lakh subject to provision from time to time.
  - b. There is no age restriction for being eligible to apply for caste certificate. So no age proof for this purpose is necessary.
6. **Application**: Application for issuance of Caste Certificate can be filed online in the website address at [www.castcertificatewb.gov.in](http://www.castcertificatewb.gov.in). When an application is made online, the applicant gets an acknowledgement with a receipt number and with information as to the steps to be

taken by him to obtain the certificate. After filing the application, the applicant will have to download a copy of the filled in application along with the acknowledgement and then submit the filled in application duly signed along with the documents, if any, in support of his claim on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of a month within **60 days** from the date of filing of his online application. The applicant will have to upload his current passport size photograph at the time of filing the application. On the date of his appearance at the concerned Block/Sub-Division Office he will have to bring originals as well as copies of his documents for verification by the officials. Self attested copies of all the documents, excepting attested copies proving his non-creamy layer status for each application as required will be accepted subject to verification with the originals. In addition to these documents, proof of residing in West Bengal prior to the cut-off date (15/03/93) is also required.

7. **Intimation under Right to Public Services Act:** As issuance of Caste Certificate has been brought under the purview of the West Bengal Right to Public Services Act, 2013, (WBRTPSA 2013) a receipt in Form 1 will also be given to the applicant on submission of the physical copy of the application along with all the documents. (Form 1 will be issued subject to Rule 5, WB RTPS Rules, 2013)
8. **Requirements for obtaining a Caste Certificate:** In order to obtain a Caste Certificate for OBC an applicant has to fulfill the following criteria:
  - a) The applicant must be a citizen of India.
  - b) He has to be a permanent resident of West Bengal since 15/3/1993.
  - c) He is an ordinary resident at the address currently residing.
  - d) He belongs to the said category he/she claims to belong to.
  - e) His identity.
  - f) That the applicant does not fall under 'creamy layer'.

The online application covers all such points and allows the applicant to submit documents / evidence in support of his claim.

9. **Eligibility Criteria (Criteria in details ):**

- a) For Citizenship : Citizenship of an applicant may be ascertained from any of the following documents:
  - i) Citizenship Certificate
  - ii) Voter Identity Card of self or parent(s) (EPIC)
  - iii) Authenticated Voter List of self or parent(s)
  - iv) Permanent Account Number (PAN) Card of self or parent(s)
  - v) Birth Certificate from Competent Authority
  - vi) Caste Certificate of father/ Caste Certificates of persons having direct blood relations with the applicant from paternal side
  - vii) Any Govt. Document proving citizenship

*Note: Validity and veracity of any of these documents can only be questioned only when there is valid reason to believe that such document might have been procured through misrepresentation of facts.*

- b) Permanent residence : Permanent residence of an applicant may be ascertained from any of the following documents:
  - i) Land deed or land tax receipt
  - ii) Voter List proving residence since 15/03/1993
  - iii) Birth Certificate proving residence since 15/03/1993
  - iv) Ration Card proving residence since 15/03/1993

- v) Caste Certificate of parent(s)
- vi) Any Govt. Document proving permanent residence since 15/03/1993.

*Note: Normally a person with authentic documents can be accepted as a permanent resident of West Bengal if no contrary evidence is available.*

- c) For local residence : One of the following documents may be accepted
  - i) Land deed or land tax receipt
  - ii) Voter Identity Card of self or parent(s)
  - iii) Certificate from Competent Authority
  - iv) Caste Certificate of parent(s).
  - v) Birth Certificate
  - vi) Ration Card
  - vii) Rent receipt
  - viii) Pass Book of a Nationalized Bank, Gramin Bank, Post office or Co-operative Bank
  - ix) BPL Card
  - x) Any Govt. Document proving local residence.
- d) Caste identity : One of the following documents may be accepted:-
  - i) Caste certificate of any relatives having blood relation with the applicant from paternal side and proof of such relation ( genealogical tree/ chart)
  - ii) Copy of old land deed (prior to 1950) specifying community name in that document
  - iii) Any Govt. Document proving Caste identity.
- e) For identity : One of the following documents may be accepted:-
  - i) Admit Card
  - ii) EPIC of the applicant.
  - iii) PAN Card
  - iv) Birth Certificate from Competent Authority
  - v) Identity Card by Employer /Educational Institution
  - vi) Pass Book of Bank Account
  - vii) BPL Card.
  - viii) Any Govt. Document proving identity

**Note 1:** *In the lists above, certificate from Proadhan, Chairman of Municipality or Councilor of Municipal Corporation, MLA, MP etc. has not been included. In case of non-availability of certificates/documents as mentioned at 8 (a) to (e) , any of these certificates together with reports of enquiry and hearing are to be taken into consideration for determination of eligibility.*

**Note 2:** *It is to be mentioned here that the applicant has the right to apply even without any documentary proof in support of his claim and no application shall be rejected merely on the ground of non-availability of documentary evidences about caste identity, residence or citizenship. In such cases, certificates from the Proadhan of the local Gram Panchayat, Chairman of the local Municipality or the local Councilor of the Municipal Corporation along the findings of the enquiry shall be considered to be sufficient. Proper accent, in these instances should be given to the local enquiry and hearing of the applicant.*

**Note 3:** *One document like EPIC can be a proof of a number of items like identity, address, citizenship etc.*

#### 10. Procedure for disposal :

- A. An application filed online is received in Block offices in respect of the applicants living in Block areas and in Sub-Division offices for applicants living in Municipal areas within the

