

# The Odisha Gazette

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## SCHEDULED TRIBES AND SCHEDULED CASTES DEVELOPMENT MINORITIES & BACKWARD CLASSES WELFARE DEPARTMENT

### NOTIFICATION

The 6th January 2024

No. 618—PCR Cell-16/2017-SSD—Whereas, the draft of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023 was published as required by section 18 of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 (Odisha Act 8 of 2014) in the Extraordinary issue of the Odisha Gazette No.1037 dated the 8<sup>th</sup> May, 2023 under the notification of the Government of Odisha in the Scheduled Tribes and Scheduled Castes Development Minorities and Backward Classes Welfare Department No.8698-PCR Cell-16/2017/SSD dated the 4<sup>th</sup> May, 2023 inviting objections and suggestions from all persons likely to be affected thereby, before the expiry of the period of thirty days from the date of publication of the said notification in the Odisha Gazette:

And whereas, the objections and suggestions received in respect of the said draft rules within the specified period have been duly considered by the State Government;

Now, therefore, in exercise of the powers conferred by section 18 of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 and in supersession of the Odisha Caste Certificate (for Scheduled Castes and Scheduled Tribes) Rules, 1980 except as respects things done or omitted to be done before such supersession, the State Government do hereby make the following rules to carry out the purposes of the said Act, namely:-

1. **Short title and commencement.**—(1) These rules may be called the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023.

(2) They shall come into force on the date of their publication in the Odisha Gazette.

2. **Definitions.**—(1) In these rules, unless the context otherwise requires,—

(a) “Act” means the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 (Odisha Act 8 of 2014);

(b) "Aadhaar number" means a 12 digit Unique Identity Number issued to an individual under sub-section (3) of section 3 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016);

(c) "Appellate Authority" means the Authority as mentioned in rule 5;

(d) "Backward Classes" means any Socially and Educationally Backward Classes as Defined

in clause (e) of section 2 of the Odisha Reservation of Posts and Services (for Socially

and Educationally Backward Classes) Act, 2008 and includes Other Backward Classes declared by Government of India in relation to the State of Odisha;

(e) "Caste Certificate" means the certificate issued by the Competent Authority to an applicant indicating therein the Scheduled Caste, Scheduled Tribe or Backward Class, as the case may be, to which such applicant belongs;

(f) "Competent Authority" means an Officer or authority authorized by the Government, by notification, to issue Caste Certificate, for such area or for such purposes as may be specified in the said notification and shall include all the Competent Authorities already designated by the Government before the commencement of this Act, having jurisdiction over the area or place to which the applicant originally belongs, unless specified otherwise. Such Authorities are:

- (1) District Magistrate or Collector;
- (2) Additional District Magistrate;
- (3) Sub-divisional Magistrate or Sub-divisional Officer;
- (4) Executive Magistrate;
- (5) Revenue Officer not below the rank of Tahasildar or Additional Tahasildar;

(g) "Creamy Layer" means members of Backward Class who are highly advanced socially as well as economically and educationally. The people falling in the Creamy Layer category (Described in Appendix A) are not eligible for reservations in the services and posts under Government of India or Government of Odisha and Government educational and professional benefit;

(h) "District Vigilance Cell" means the District Vigilance Cell constituted by the Government;

(i) "Driving Licence" means a licence issued under the Motor Vehicles Act, 1988 (59 of 1988);

(j) "Form" means the Forms appended to these rules includes e-Form;

(k) "Family" means the purpose of this Rules will include the person who seeks benefit of

reservation, his or her parents and siblings below the age of 18 years as also his or her spouse and children below the age of 18 years;

(l) "Government" means the Government of Odisha;

(m) "Landless Person" means a person as defined in clause (a-1) of the section 3 of the Odisha Prevention of land Encroachment Act, 1972, (Odisha Act 6 of 1972);

(n) "Local Authority" means Gram Panchayat, Panchayat Samitis, Zilla Parishad and also includes a Municipality or Municipal Corporation or such other body legally entitled to function as local authority by the Government;

(o) "PAN Card" means Permanent Account Number issued under section 139-A of the Income Tax Act, 1961 (43 of 1961);

(p) "Public Sector Undertaking" means a Government Company as defined in section 2(45) of the Companies Act, 2013(18 of 2013) or any Corporation established by or under any Central or State Act;

(q) "reserved category" means category of persons either belonging to Scheduled Caste, Scheduled Tribe or Backward Class;

(r) "Revenue Division" means division constituted as mentioned in the section 2 of the Odisha Revenue Divisional Commissioners Act, 1957 and

(s) "Scheduled Castes" and "Scheduled Tribes" shall have the meanings, respectively, assigned to them in clause (24) and clause (25) of article 366 of the Constitution of India;

(t) "Scrutiny Committee" means the Committee or Committees constituted under sub-section (1) of section 6 for verification of the Caste Certificate and to perform other functions as entrusted to the Scrutiny Committee;

(u) "Socially and Educationally Backward Classes" means Backward Classes as defined in clause (a) of section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(v) "Voter Identity Card" means an identity card issued in favour of any elector under rule 28 of the Registration of Electors Rules, 1960, made under the Representation of People Act, 1950(43 of 1950);

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them, respectively, in the Act.

**3. Application for issue of Caste Certificate.**—(1) Application for issuance of Caste Certificate may be made to the Competent Authority by any person belonging to reserved category such as Scheduled Caste, Scheduled Tribe, Socially and Educationally Backward Classes, Other Backward Classes (respectively herein after refer to as SC, ST, SEBC and OBC) in SC, ST, SEBC and OBC Form A, B, C and D respectively.

(2) The application shall be duly signed by the applicant or his or her parent or legal guardian and in case, applicant is a minor or person incapable of managing his or her own affairs and be accompanied by self-attested copy of one or more of the following documents, as may be required, in support of the claim and in case of online application, upload such documents electronically, namely:—

(a) Copy of the finally published Settlement Record of Rights of the lands preferably of the homestead land or any old Record of Rights issued prior to year 1950 or other revenue records or land documents standing in the names of grandparent or parent of the applicant specifying the name of the community therein;

(b) Land Pass-Book issued in favour of parent or grandparent of siblings;

(3) In addition to the documents mentioned in sub-rule (2), the application shall also accompany the following documents, namely:—

(a) Resident Certificate issued by the authority competent under law;

(b) Two recent Passport size colour photographs;

(c) Any document in support of the claim such as copy of Caste Certificate, if any, issued to his parents or siblings or paternal kins;

(d) Self-declaration by applicant or his or her parent or legal guardian as the case may be regarding his or her caste and sub-caste/tribe and sub-tribe and religion duly countersigned by the Sarpancha or Member of the Panchayat Samiti or Chairman of Panchayat Samiti or Member of Zilla Parishad or President of Zilla Parishad or Counsellor or Chair Person of Municipality or Corporator or

Mayor of Municipal Corporation or Local or such Other Bodies Legally entitled to function as local authority by the Government or District Welfare Officer, Additional District Welfare Officer or the Head of the Educational Institution, in case the applicant is a bonafide student of the concerned Institution and this shall not be construed to be a "Caste Certificate" and the details of such self-declaration shall be subject to proper verification;

- (e) Voter identity card or Aadhaar number or Driving License or PAN Card or first page of Bank Pass Book having identity details or Birth Certificate from a authority competent under law;
- (f) The applicant belonging to OBC or SEBC applying for caste certificate or as the case may be shall produce the following document or information as applicable to him or her in support of status of his or her parent or husband apart from the document mention in sub-rules (2) and (3);
  - (i) Holding in a constitutional post (Refer Appendix A);
  - (ii) Government Service (Central or State);
  - (iii) Scale of pay including classification;
  - (iv) Date of appointment to the post;
  - (v) Age at the time of promotion to Class-1 post;
  - (vi) Employment in International organization;
  - (vii) Death or permanent incapacitation;
  - (viii) Employment in public sector organization;
  - (ix) Armed Forces including Paramilitary Forces;
  - (x) Professional class (Other than items (ii), (vi), (viii) and (ix));
  - (xi) Occupation or Profession;
  - (xii) Agricultural land holding classifying irrigated and unirrigated;
  - (xiii) Annual farming income;
  - (xiv) Whether Taxpayer; and
  - (xv) Whether covered in wealth Tax Act.

(4) The applicant may apply for Caste Certificate even without any documentary proof in support of the claim, if such documents are not available with him or her and no application shall be rejected merely on the ground of non-availability of the supporting documents.

- (5) On receipt of the application, the Competent Authority shall provide an acknowledgement of receipt with a number and date to the applicant which shall be used as reference number for all future purposes.
- (6) The applicant may also make application through online web portal notified by the Government, from time to time and in case of an application made online, the applicant shall get a system generated acknowledgement with a receipt number.

**4. Disposal of application.**-(1) The Competent Authority, on receipt of an application made to him under rule 3 and after satisfying himself about the genuineness of the claim and following the due process, shall, either issue a Caste Certificate to the applicant belonging to SC, ST, SEBC and OBC in Form E, F, G and H respectively or reject the claim within fifteen days of the date of receipt of the application, excluding the time taken for compliance of objections, if any. A reasoned order of the Competent authority shall be kept with the case recored, both in case of grant of certificate or rejection of the claim, for future references.

- (2) The verification shall be made basing upon revenue records and other relevant documents furnished by the applicant and if required, supported through reliable field enquiries and the Caste Certificate shall not be denied to a deserving landless person if otherwise, through such inquiry, it is found that the applicant belongs to any reserved category and in such case, the applicant shall be given a date for

personal appearance by the Competent Authority for recording his or her statement. While verifying revenue records, RoR issued at different time periods may be examined and compared and the one that has been recorded earliest shall be taken as determinant document.

- (3) (i) In case of applicants belonging to ST and SC category applied for Caste Certificate who either do not have, or have not furnished, documentary evidence with the application or later on call in support of the claims, such applications shall be disposed of by conducting field enquiry by the Competent Authority.
- (ii) In case of applicant belonging to OBC or SEBC category applied for caste Certificate, the Competent Authority shall check relevant documents as specified in clause (f) of sub-rule (3) of rule 3 in the perspective of Creamy Layer criteria. If applicant is found to have Creamy Layer status as specified in Appendix A the application shall be outrightly rejected by the Competent Authority.
- (4) (i) The field enquiry report shall be prepared in the shape of a memorandum by the officers who visited the field in the presence of at least two witnesses along with the applicant or his or her family members or representative and such report shall be clear, specific and speak about the findings pertaining to the claim of the applicant belonging to any reserved category.

**Note: The witness may be a permanent resident/ native in that particular locality/village of the locality, preferably an aged person having sound/long societal knowledge about the locality and its culture and tradition.**

- (ii) The field enquiry officer shall prefer the procedure given in clause (b), (c),(d) and (e) of sub-rule (1) of rule 7 for proper verification of caste or community status of the applicant as per requirement.
- (5) The Caste Certificate shall be handed over to the applicant or his or her duly authorized agent on due acknowledgement of receipt.
- (6) When the application is filed electronically the Caste Certificate shall also be issued through electronic mode with digital signature of the Competent Authority.
- (7) In case of failure to issue a Caste Certificate or to dispose of the application otherwise by passing appropriate orders within the stipulated time, the Competent Authority shall record in the order sheet of the case record, the reasons for such non-disposal of the application within the stipulated time.
- (8) If by any means, a wrong Caste Certificate is issued by a competent authority and it is established with evidences, he may have the option to amend or cancel such Certificate with intimation to the State Level Scrutiny Committee.

**5. Appeal.-** Any person aggrieved by an order of rejection of application passed by a Competent Authority subordinate to that of Collector and District Magistrate may make an appeal before the Collector and District Magistrate concerned and to the Revenue Divisional Commissioner of the concerned Revenue Division where the Competent Authority is the Collector and District Magistrate, within a period of thirty days from the date of receipt of such order.

- 6. Powers and functions of Scrutiny Committee.-**(1) The Scrutiny Committee as may be constituted under section 6 of the Act shall have the power for verification of Caste Certificates issued by the Competent Authorities working in the districts covered under the concerned Revenue Divisions, if any application is received by it.
- (2) The Scrutiny Committee shall receive complaint petitions in Form I from the authorities of the Government, Central Government, Local Authority, Public Sector Undertakings, Educational Institutions, Cooperative Societies or any other Government aided institutions, aggrieved persons or any registered associations for

verification of the genuineness of a Caste Certificate issued by the Competent Authority.

- (3) The Scrutiny Committee shall also have the power to verify suo-motuthe genuineness of a Caste Certificate issued by the Competent Authority.
- (4) The person whose Caste Certificate has been subjected to verification shall not be debarred from availing the benefit nor shall discontinue to avail the benefit until such Caste Certificate is cancelled by the Scrutiny Committee.
- (5) The Scrutiny Committee shall, while holding an enquiry under the Act, have all the powers of a Civil Court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908) in respect of the following matters, namely:-
  - (i) Summoning and enforcing the attendance of any person from any part of the State and examining him on oath;
  - (ii) Requiring the discovery and production of any document;
  - (iii) Receiving evidence on affidavits;
  - (iv) Requisitioning any public record or copy thereof from any Court or office;
  - (v) Issuing commissions for the examination of witnesses or documents; and
  - (vi) Any other matter which may be specified by the Government by notification in the official Gazette.
- (6) The Scrutiny Committee may take the assistance of the District Vigilance Cells as may be constituted by the Government from time to time for each district to conduct enquiry in respect of the cases referred to them.
- (7) The State level Scrutiny Committee shall pass its order after following the procedure given in rule 7.
- (8) The State level Scrutiny Committee shall have power to review its own order due to procedural defects and proper implication or for analysis of evidences.

**7. Procedure for verification of the genuineness of the caste certificate .-** (1) Where the Scrutiny Committee, after receipt of the complaint, feels it appropriate to take assistance of the District Vigilance Cell and initiates the proceedings for verification of genuineness of a Caste Certificate issued by the Competent Authority, it shall proceed in the following manner, namely: -

- (a) The Scrutiny Committee, shall forward the petition to the concerned District Vigilance Cell for conduct of inquiry into the case by its officer;
- (b) The Inspector of Police of the concerned area, where the candidate whose social status is to be verified originally hails or usually resides, shall go to the local place of residence and original place from where the candidate hails and usually resides or in case of migration to the town or city, the place from which he or she originally hailed from and shall collect the information regarding ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned castes or tribal communities;
- (c) The Inspector of Police shall personally verify and collect all the facts of the social status claimed by the candidates or the parent or legal guardian, as the case may be, and examine the school records, birth registration, if any;
- (d) The Inspector of Police shall also examine the parent, legal guardian of the candidates in relations to their castes etc. or such other persons who have

knowledge of the social status of the candidate and then submit a report to the Scrutiny Committee together with all the particulars necessary;

- (e) In particular, about the Scheduled Tribes, the Inspector of Police of the area concerned shall enquire relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned tribes or tribal communities;
- (f) For conducting the enquiry, the Inspector of Police may take assistance of the local Tahasildar or Revenue Inspector and peruse the revenue records as may be necessary;

**Note: While verifying revenue records, RoR issued at different time period shall be examined and compared and the one that has been recorded earliest shall be taken as determinant Document.**

- (g) The Inspector of Police (Inquiring Officer) shall submit the Checklist 1, Checklist 2 and Geneological Chart of the alleged person given at Appendix B with the enquiry report before its submission to the competent authority.
- (h) After the completion of the enquiry, the District Vigilance Cell shall take steps to prepare a report which shall be submitted to the Scrutiny Committee having a definite logical conclusion along with supporting documents within a period of two months from the date of receipt of the petition for enquiry.
- (2) In case of failure to submit the enquiry report within the period stipulated in clause (h) of sub-rule (1), the officer-in-charge of the District Vigilance Cell or its concerned enquiring officer shall be summoned to appear before the Scrutiny Committee to explain the reasons of delay orally and also in writing and if the reasons are found satisfactory, the Scrutiny Committee may grant extension of time not exceeding one month and for unsatisfactory explanations and failure to submit report by the end of extended time period, the Scrutiny Committee shall record its adverse remarks on the conduct of the enquiring officer in his report and forward the same to the concerned Superintendent of Police for necessary disciplinary action against the officer concerned and ask for conduct of enquiry and submission of report within next two weeks by engaging another officer, if so required.
- (3) While conducting enquiry, the concerned officer shall observe the principles of natural justice and shall issue notice to the person whose certificate is under verification and provide such person a reasonable opportunity to defend and to produce records, statements and witnesses in support of defence, as may be required, in all stages of enquiry.
- (4) The Scrutiny Committee shall also intimate the complainant and the alleged person to attend and cooperate in the process of enquiry and their act of non-cooperation, if so found, shall be recorded in the proceedings of enquiry and will be taken into consideration by the Scrutiny Committee while passing the final order.

- (5) After receipt of the enquiry report from the District Vigilance Cell, the Scrutiny Committee shall hold its meeting to scrutinize the report and in case it is not found to be satisfactory, the Scrutiny Committee shall record its observations in its proceedings which shall be intimated to the District Vigilance Cell with the direction to conduct re-enquiry with reference to the observations of the Scrutiny Committee and to submit the report within a period of one month failing which the procedure as per sub-rule(2) shall be followed.
- (6) The enquiry report from the District Vigilance Cell, if found satisfactory by the Scrutiny Committee, it shall proceed to the next stage of asking for show cause reply from the person whose certificate is under verification and the Member-Convener of the Scrutiny Committee shall send the notice along with the copy of the enquiry report and the copy of the complaint petition to such person asking for show cause reply, and if such person wants to avail the opportunity of personal hearing before the Scrutiny Committee, he or she shall appear in person or through his or her authorized representative within fifteen days from the date of receipt of such notice.
- (7) The period stipulated under sub-rule (6) may be extended by the Scrutiny Committee for a further period of fifteen days upon receipt of written request from him or her on reasonable grounds.
- (8) In case of failure of the person to submit show cause reply either by written statement or by personal appearance within the stipulated period, he or she shall be given the second and last chance to appear before the Scrutiny Committee on the scheduled date and time along with his or her show cause reply and for personal hearing, if he or she so desires.
- (9) After receipt of the show cause reply from the person, opportunity of personal hearing may be offered to such person and notice shall also be issued to the complainant and the witnesses on both the sides summoning them for their appearance before the Scrutiny Committee on the date and time to be fixed by the Scrutiny Committee.
- (10) The concerned field officers like the Enquiring Officer or an officer of the District Vigilance Cell, the District Welfare Officer or the Additional District Welfare Officer, the Tahasildar or the Additional Tahasildar having knowledge of the facts and findings of the case may also be summoned to appear on the date of personal hearing to appraise the Scrutiny Committee about the case by submission of relevant records and their written statements.
- (11) While conducting the personal hearing, the person whose certificate is under verification shall be offered an opportunity of hearing the depositions of the complainant and their witnesses first and an opportunity to cross examine them so that he or she can defend himself or herself by submission of his or her written statement of defence, production of relevant records and witnesses and observing the principles of natural justice and the proceedings of the personal hearing shall be transparent providing such person full opportunity to defend himself or herself against the allegation and the Scrutiny Committee may also ask some leading questions to the complainant and the alleged person during the hearing to ascertain the truth.



- (12) Except in extraordinary circumstances, the failure to submit the show cause reply by the stipulated time period and failure for appearance for personal hearing before the Scrutiny Committee on the scheduled date and time by the alleged person shall not ordinarily be pardoned by the Scrutiny Committee without reasonable grounds to be communicated in writing by the alleged person to the Chairperson or Member Convener of the Scrutiny Committee.
- (13) To ensure that the notice for show cause reply and the notice for personal hearing issued by the Member Convener of the Scrutiny Committee is delivered to the alleged person in the address in which he or she is available at that time, it shall be sent by Registered Post or Speed Post or through reliable official channels and the records of dispatch and delivery shall be kept in the concerned case record.
- (14) After conducting the personal hearing, the Scrutiny Committee shall issue proclamation through the concerned District Welfare Officer and Tahasildar in the locality of the alleged person inviting objections from persons and registered organizations within fifteen days from the date of issue of proclamation by beat of drum or any other mode and to accomplish the task, the Member Convener of the Scrutiny Committee shall send the copies of the allegation petition, the enquiry report of the District Vigilance Cell, the show cause reply of the alleged person and the statements of the alleged person, the complainant and the witnesses recorded during personal hearing to the concerned District Welfare Officer or Tahasildar translated into the local language.
- (15) Any person or organization who wants to say anything in the case, shall intimate the Chairperson of the Scrutiny Committee in writing adducing evidences either through the concerned District Welfare Officer or the Tahasildar, as the case may be, or directly within the stipulated period of fifteen days after which no petitions shall be entertained.
- (16) Within a week from the date of expiry of the period of fifteen days, the District Welfare Officer or Tahasildar, as the case may be, shall intimate the Member Convener of the Scrutiny Committee about the date of proclamation and the petitions received from any quarter.
- (17) In case the petitioner wants to be heard in person and to adduce evidences before the Scrutiny Committee he or she shall be allowed to do so either in person or through counsel.
- (18) The date of hearing to be fixed by the Scrutiny Committee shall be duly intimated to such petitioner and the hearing shall be conducted transparently in presence of the alleged person and his or her counsel, if any, providing him or her opportunity to defend himself or herself and the proceedings of the hearing shall be recorded.
- (19) After the hearing, if so required, the Scrutiny Committee may make further enquiries through the District Vigilance Cell and other concerned officers to gather evidences and ascertain the truth and thereafter the process of enquiry shall be concluded.

- (20) After conclusion of the process of enquiry, the Chairperson of the Scrutiny Committee shall fix up a date for consideration of the facts and findings of the case and pass the final speaking order and if any new facts come to notice, the Scrutiny Committee shall decide to address the same in the manner as it may like and then pass the final order.
- (21) The final order of the Scrutiny Committee shall be intimated for necessary action to the alleged person, the Collector and District Magistrate, Superintendent of Police, District Vigilance Cell, District Welfare Officer and Tahasildar of the district, to the concerned authorities through whom the alleged person has availed the benefits of reservation including the appointing authority, the authority of the educational institution where he or she has taken admission, the authority under whom he or she is an elected peoples' representative or the authority under whom he or she has made land transactions, whichever is applicable with the direction to report compliance within a month.
- (22) In case the Caste Certificate is found to be valid after verification by the Scrutiny Committee, a Validity Certificate shall be granted by the Scrutiny Committee in **Form J**.

**8. Meeting of the Scrutiny Committee.**-For holding the meetings of the Scrutiny Committee, the Member Convener shall issue notice to all the members along with the Agenda Note containing in brief the reason for such meeting and findings of the case(s) to be discussed at least a week before the scheduled date and time of the meeting and the place where the meeting will be held.

**9. Interpretation.**- If any question arises relating to interpretation of these rules, it shall be referred to the Government in ST and SC Development, Minority and Backward Classes Welfare Department for clarification or decision.

**FORM A**  
**( see rule 3(1))**  
**APPLICATION FORM FOR ISSUANCE OF SCHEDULED**  
**CASTE CERTIFICATE IN THE STATE OF ODISHA**

**PERSONAL DETAILS**

Salutation : \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Gender : \_\_\_\_\_

Marital Status : \_\_\_\_\_

Age : \_\_\_\_\_

Religion : \_\_\_\_\_

Aadhaar No: \_\_\_\_\_

**PARENT'S DETAILS**

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

**CONTACT DETAILS**

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PRESENT ADDRESS**

District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tahasil : \_\_\_\_\_

Village : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Village Not In List

House No./Street Name: \_\_\_\_\_

Post Office : \_\_\_\_\_

Police Station: \_\_\_\_\_

Pin : \_\_\_\_\_

**Submitter's Details**

Is Submitter same As Applicant

Yes **Other Details**

Applicant

Photo (Image size should be greater than

20KB and less than 250 KB)

**Permanent Address****Same As Present Address**

District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tahasil : \_\_\_\_\_

Village : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Village Not In List

House No./Street Name: \_\_\_\_\_

Post Office : \_\_\_\_\_

Police Station: \_\_\_\_\_

Pin : \_\_\_\_\_

**Land Record Details**

Is RoR Produced: \_\_\_\_\_

District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tahasil : \_\_\_\_\_

Village : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Village Not In List

Recorded Tenant (Land Owner)

Relation of the Applicant with the Recorded  
Tenant

Khata No: \_\_\_\_\_

Regd. Sale Deed No : \_\_\_\_\_

Regd. Sale Deed Date: \_\_\_\_\_

**Caste Details**

Name of Scheduled Caste \_\_\_\_\_

**Declaration**

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed/ misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of India Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Place \_\_\_\_\_

Signature of the applicant

**Additional Details****Apply to the office**

**FORM B**  
( see rule 3(1))

**APPLICATION FORM FOR ISSUANCE OF SCHEDULED TRIBE  
CERTIFICATE IN THE STATE OF ODISHA**

**PERSONAL DETAILS**

Salutation : \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Gender : \_\_\_\_\_

Marital Status : \_\_\_\_\_

Age : \_\_\_\_\_

Religion : \_\_\_\_\_

Aadhaar No: \_\_\_\_\_

**PARENT'S DETAILS**

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

**CONTACT DETAILS**

Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PRESENT ADDRESS**

District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tahasil : \_\_\_\_\_

Village : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Village Not In List

House No./Street Name: \_\_\_\_\_

Post Office : \_\_\_\_\_

Police Station: \_\_\_\_\_

Pin : \_\_\_\_\_

**Submitter's Details**

Is Submitter same As Applicant

**Other Details**

Applicant

Purpose

Photo (Image size should be greater than 20KB  
and less than 250 KB)

Browse....

No file selected.

**Permanent Address****Same As Present Address**

District: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Tahasil : \_\_\_\_\_

Village : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Village Not In List  
 House No./Street Name: \_\_\_\_\_  
 Police Station: \_\_\_\_\_

Post Office : \_\_\_\_\_  
 Pin : \_\_\_\_\_

### Land Record Details

Is RoR Produced: \_\_\_\_\_

District: \_\_\_\_\_

Tahasil : \_\_\_\_\_

RI Circle: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Village : \_\_\_\_\_

Village Not In List  
 Recorded Tenant (Land Owner)

Khata No: \_\_\_\_\_

Relation of the Applicant with the Recorded  
 Tenant

Regd. Sale Deed No : \_\_\_\_\_

Regd. Sale Deed Date: \_\_\_\_\_

### Caste Details

Name of Scheduled Tribe \_\_\_\_\_

### Declaration

**I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed/ misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of India Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.**

Place \_\_\_\_\_

Signature of the applicant

### Additional Details

Apply to the office

**FORM C**

(see rule 3(1))

**APPLICATION FORM FOR ISSUANCE OF CASTE CERTIFICATE FOR SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC) IN THE STATE OF ODISHA****PERSONAL DETAILS**

Salutation\*

Applicant's Name

Gender\*

Marital Status\*

Husband's name

DOB

Age

Father's name

Mother's Name

Mobile Number

Identity Proof

Aadhaar/ Voter  
Identity Card  
/PAN/Passport/DL/  
Any other Govt.  
recognised document

email ID(optional)

Religion

Hindu/  
Muslim/Christian/  
Sikh/Buddhist/Jain  
/Parsi/others

**PERMANENT ADDRESS**

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

 Click here

Houseno/Street no

Post Office

Police Station

Pin

**LOCATION DETAILS OF PERMANENT ADDRESS**

Select Area

Urban  Rural **SUBMITTER SAME AS APPLICANT**

Is submitter same as applicant

Yes  No **OTHER DETAILS**

Applicant's photo

(Image size should be greater than 20KB and less than 250KB)

Browse.....

Purpose

Same as Permanent Address \*

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

 Click here

House no/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF THE PRESENT ADDRESS**

Select Area

Urban  Rural **PARENTS' DETAILS****CREAMY LAYER EXCLUSION CRITERIA**

(As specified in Description of the Categories under the Schedule of the O.M.No.36012/22/93-Esst.(SCT), Dated the 8<sup>th</sup> September, 1993 of Ministry of Personnel, PG & Pensions (DoPT) of GoI )

**I. CONSTITUTIONAL POSTS****If Parent/Parents of the applicant**Select  Father   
( Father & Mother )  Mother   
For Constitutional Post Both **holding/held any Constitutional Post** Yes  No 

Designation (Father)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s) ; Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please

Designation (Mother)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please

**II. SERVICE CATEGORY****If Parent/Parents of the applicant****holding/held any Central/State Government Services** Yes  No **> If holding or held Group-A/ Class-I or Group-B/Class-II post**Yes  No 

A. (i) Whether either or both the Parent of the applicant holding or held any Central/State Govt. Post under Group-A/Class-I through Direct Recruitment

Yes  No 

(ii) Parents, both of whom are /were Class-I/Group -A officers but one of them dies or suffers permanent incapacitation resulting in out of service

Yes  No 

(iii) Parents, either of whom was a Class-I/Group-A officer and such parent died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

Yes  No



(iv) Parents, both of whom were Class-I/Group-A officers, died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes  No

**B.(i)** Whether both the Parent of the applicant holding or held Central/State Govt. Post under Group-B/Class-II through Direct Recruitment Yes No

(ii) Parents of whom only the husband was a Class II/Group-B officer and he got into Class-I/Group-A at the age of 40 or earlier. Yes  No

(iii) Parents, both of whom are Class II/Group-B officers and one of them died or suffered permanent incapacitation resulting in out of service and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation Yes  No

(iv) Parents of whom the husband is a Class-I/Group-A officer (direct recruit or pre-forty promoted) and the wife was a Class-II/Group-B officer and the wife died or suffered permanent incapacitation resulting in out of service Yes  No

(v) Parents, of whom the wife is a Class-I/Group-A officer (Direct Recruit or pre-forty promoted) and the husband was a Class-II/Group-B officer and the husband died or suffered permanent incapacitation resulting in out of service Yes  No

**C. Employment in Public Sector Undertakings etc.**

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.

(i) (Holding/Held executive level posts in Central Public Sector Enterprises i.e. Board level executives and below Board level which are managerial level posts Yes  No

(ii) Holding/Held Junior Management Scale-I & above post in Public Sector Banks, Public Financial Institutions, Public Sector Insurance Companies /Organizations, Universities etc. Yes No

(iii) Equivalent Posts/Positions as mentioned above at (i) & (ii) under Private Employment. Yes  No

**III. ARMED ORCES INCLUDING PARA MILITARY FORCES**

(Persons holding civil posts are not included)

Parents, either or both, of whom holding/held Post/Rank of Colonel & above in Army and to equivalent Post/Rank in the Navy,Air Force & Para-Military Forces.

Select (Father & Mother) for Professional Class & those engaged in Trade & Industry  
 Father   
 Both

Designation/ Service category

Designation/ Service category (Mother)

(Father)

**IV. PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE & INDUSTRY**

Please indicate whether Parent(s) engaged in Professions as a Doctor, Lawyer, Chartered Accountant, Income Tax Consultant, Financial or Management Consultant, Dental Surgeon, Engineer, Architect, Computer Specialist, Film artists & other Film professional, Author, Playwright, Sports Professional, Media Professional or any other vocations of like status. (Criteria specified against **Category VI** will apply)

Yes  No

Select (Father & Mother) for Professional Class  
 Father   
 Mother   
 Both

Drop Down:

- 1. Doctor
- 2. Lawyer
- 3. Chartered Accountant
- 4. Income Tax Consultant
- 5. Financial or Management Consultant
- 6. Dental Surgeon
- 7. Engineer
- 8. Architect
- 9. Computer Specialist
- 10. Film artists & other Film Professional
- 11. Author
- 12. Playwright
- 13. Sports Professional
- 14. Media Professional
- 15. Any other vocations of like status (please specify)

Details of Occupation/Profession of Father of the applicant

Details of Occupation/Profession of Mother of the applicant

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, income for last three consecutive Financial Years

Select (Father & Mother) For Professional Class

Year 1

Year 2

Year 3

(ii) Persons engaged in Trade, Business and Industry. (Criteria specified against **Category VI** will apply)

Yes  No

Father   
 Mother   
 Both

Details of engagement in Trade, Business & Industry of Father of the applicant

Details of engagement in Trade, Business & Industry of Mother of the applicant

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for lastthree consecutive Financial Years

Yes  No

If yes, income for last three consecutive Financial Years

Year 1   
Year 2   
Year 3

## V. PROPERTY OWNERS

### A. Agricultural land holding of the family

(owned by Father, Mother & Minor Children)

Yes  No

(a). If owning, only irrigated land which is equal to or more than 85% of the Statutory Ceiling areas.

**(Explanation:** Statutory ceiling area is defined as: 10Standard Acres in respect of a family up to five members and additional 2 standard Acres for each additional member in excess of five members with maximum ceiling limit of 18 Standard Acres).

(b). If owning both irrigated and un-irrigated land.

Yes  No

(i)The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the un-irrigated portion). If this pre-condition of not less than 40% exists, then only the area of un-irrigated land will be taken into account. This will be done by converting un-irrigated land on the basis of the conversion formula existing,into the irrigated type. The irrigated area so computed from un-irrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

Yes  No

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively un-irrigated.

### Details of Land owned by the family

Sl No	District	Tahasil	Village	Khata No.	Total irrigated land ( in Acres)	Total non-irrigated land (in Acres)	Total land(in Acres)
1	2	3	4	5	6	7	8 (6 + 7)
1							
2							
3							
4							
..... Cont...							
<b>Grand Total</b>							

## B. PLANTATIONS

Select (Father & Mother)

### (i) Coffee, Tea, Rubber etc.

for plantations

Persons having income from the plantation

Yes  NO

Father

Details of plantation (Father)

Location of Plantation

Area of plantation in Acres


Details of plantation (Mother)

Location of Plantation

Area of plantation in Acres

Mother

Both


Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

### (ii) Mango, Citrus, Apple plantations etc.

Yes  No

Deemed as Agricultural holding and hence criteria at 'A' above under this Category will apply.

## C. Vacant land and/or building in urban areas or urban agglomerations:

Own(s) vacant land and buildings in Urban areas or Urban Agglomerations

Yes  No

Select (Father & Mother) for vacant land and buildings in Urban areas or Urban Agglomerations

Father

Mother

Both

Location of Property (Father)

Location of Property (Mother)

Details of Property

Details of Property

Manner of use of the Property (Residential,

Manner of use of the Property (Residential, Industrial, Commercial purpose & the like, two or more such Purposes: to be specified)

**Industrial, Commercial purpose & the like, two or more such purposes: to be specified)**  
 Drop down

Drop Down

Whether gross annual Income of the Parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years Yes  No   
 If yes, furnish details of the income

**Year 1**   
**Year 2**   
**Year 3**

Whether parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years Yes  No

If yes, furnish details of the income

**Year 1**   
**Year 2**   
**Year 3**

**N:B While calculating income, income from Salaries or Agricultural land shall not be clubbed together**

**VI. INCOME / WEALTH TEST**

**(a)**

(i) Parent/parents having gross annual income of Rs. 8.00 lakhs or above from the **Sources other than Salaries or Agricultural land** Yes  No

If yes, furnish details of the income

**Year 1**   
**Year 2**   
**Year 3**

Or

(ii) Whether parent/parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years Yes  No

If yes, furnish details of the income

**Year 1**   
**Year 2**   
**Year 3**

**(b) Persons in Categories I, II, III & VA** who are not disentitled to the benefit of reservation but have income from other sources of wealth

which will bring them within the income/ Wealth criteria mentioned in (a) above.

**Explanation: (i). Income from salaries or agricultural land shall not be clubbed together**

### CASTE DETAILS

Caste	<input type="text" value="Please Select"/>	Upload a copy of the landRecords containing the details of the Caste	<input type="text"/>
Resolution No.	<input type="text" value="Please Select"/>		
Resolution Date	<input type="text" value="Please Select"/>		
Serial Number of the Caste in the list of SEBCs of the State of Odisha	<input type="text" value="Please Select"/>		
If originally SC but converted to Christianity	<input type="text" value="Yes/No if yes drop down"/>		
If SEBC Certificate issued earlier to self/ brother/sister/father, then please upload the Certificate	<input type="text" value="Yes/ No If yes upload"/>		

### Self-Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of Indian Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Date:

Place:



I Agree\*

Signature of applicant (to be Uploaded)

#### Additional Details

Apply to the Office \*

**ENQUIRY/VERIFICATION REPORT OF REVENUE INSPECTOR FOR ISSUANCE OF  
SEBC CERTIFICATE**

Date: 

Conducted enquiry into the above case and it is revealed from the enquiry that:

**I. Personal Details:**

Name of the Applicant

Father's Name

Mother's Name.....

Husband's Name

**(a) Presently residing at:**

House No. /Street No: - ..... , Village:- .....,, P.O. :- ..... ,  
ULB/Town:- ..... ,R.I. Circle:-.....,Tahasil.....,P.S.:-  
.....  
Sub-Division:- ..... ,District:- ..... , State-.....Pin Code .....

**(b) Permanent/Nativity Details of the Applicant: - Urban  Rural** 

House No. /Street No: - ..... , Village:- .....,, P.O. :- ..... ,  
ULB/Town:- ..... ,R.I. Circle:-.....,Tahasil.....,P.S.:-  
.....  
Sub-Division:- ..... ,District:- ..... , State-.....Pin Code .....

Date of Birth:- Religion:- **II. CASTE DETAILS OF THE APPLICANT :-**

Name of the Caste:

Serial Number of the Caste in the list of the SEBCs of the State of Odisha:- Resolution No:  Date:  of ST&SC Dev.,M&BC Welfare Department,  
Govt. of Odisha.**III. Whether coming under Creamy layer** Yes  No **(i) If 'No' ( i.e. not coming under Creamy Layer), and eligible for issuance of SEBC Caste Certificate**

(a) I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant  .....caste which comes under the list of SEBCs of the State of Odisha, notified by the ST&SC Dev.,M&BC Welfare Department, Govt. of Odisha  Resolu  dated ..... and he/she is not coming under Creamy layer and eligible for issuance of SEBCscaste certificate.

**(ii) If 'No' ( i.e. not coming under Creamy Layer), but the caste does not come under list of SEBCs of the State of Odisha and hence not eligible for issuance of SEBC Caste Certificate**

I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant belongs to [redacted] h does not comes under the list of SEBCs of the State of Odisha, notified by the ST&SC Dev.,M&BC Welfare Department, Govt. of Odisha and he/she is not eligible for issuance of SEBC caste certificate.

**(iii) If 'Yes' (i.e. coming under Creamy Layer), the grounds/reasons for coming under Creamy Layer & not eligible for issuance of SEBC Caste Certificate**

- Either or both of his/her Parent/Parents holding Constitutional Post.
- Either or both of his/her Parent/Parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-A/Class-I post.
- Either or both of his/her parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-B/Class-II post.
- His/her Father appointed to Class-II/Group-B in Central/State Govt. and has been promoted to Group-A/Class-I Post at the age of 40 years or earlier.
- Either or both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-A/Class-I post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-B/Class-II post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Either or both of his/her Parent/Parents holding/held Executive level/Managerial level /Junior Management Scale-I and above posts in Central Public Sector Enterprises, Public Sector Undertakings, Banks, Public Financial Institutions, Public Sector Insurance Companies/ Organisations, Universities etc. and also holding equivalent or comparable posts and positions under Private Employment, **being treated equivalent to Group-A/ Class-I Post of the Govt..**
- Either or both of his/her Parent/Parents working/worked in Army and holding/held the Post/Rank of Colonel and above , or holding /held equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.
- Gross annual Income of his/her Parent/Parents from **sources other than Salaries and Agricultural land** i.e. Profession, Trade, Business & Industry is more than statutory limit (Rs.8.00 Lakhs or above per annum) for the last three consecutive Financial Years.
- Agricultural land holdings/ Plantations of the family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Vacant Land and /or Buildings in Urban Areas or Urban Agglomerations owned by the Family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Gross annual income of the Parents is Rs.8.00 Lakh or above from **sources other than Salaries and Agricultural land** for the last three consecutive Financial Years.
- Parents possessing wealth and paying Wealth Tax above the exemption limit as prescribed in Wealth Tax Act for a period of last three consecutive Financial Years.
- Others, if any, specify  
Remarks of R.I. if any

Particulars/ Types of documents uploaded:

Drop down ↓

1. Field Inquiry Report
2. Copy of RoR
3. Others, if any (specify and to be uploaded)

Date:- .....

Name of the Revenue Inspector

Name of the R.I. Circle



**FORM D**  
(see rule 3(1))

**APPLICATION FORM FOR ISSUANCE OF CASTE CERTIFICATE FOR  
OTHER BACKWARD CLASSES (OBC) IN THE STATE OF ODISHA**

**PERSONAL DETAILS**

Salutation*	Applicant's Name	Gender*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Marital Status*	Husband's name	DOB	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's name	Mother's Name		
<input type="text"/>	<input type="text"/>		
Mobile Number	Identity Proof	email ID(optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Religion	Aadhaar/ Voter Identity Card /PAN/Passport/DL/ Any other Govt. recognised document		
<input type="text"/>			

**PERMANENT ADDRESS**

District	Sub-Division	Tahasil
<input type="text"/>	<input type="text"/>	<input type="text"/>
Village	RI Circle	
<input type="text"/>	<input type="text"/>	
Write name of the Village, if not in list		
<input type="checkbox"/> Click here	<input type="text"/>	
Houseno/Street no	Post Office	Police Station
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pin Code		
<input type="text"/>		

**LOCATION DETAILS OF PERMANENT ADDRESS**

Select Area                      Urban  Rural

**SUBMITTER SAME AS APPLICANT**

Is submitter same as applicant    Yes  No

**OTHER DETAILS**

Applicant's photo  
(Image size should be greater than 20KB and less than 250KB)

Purpose

**PRESENT ADDRESS**

Same as Permanent Address \*

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

 Click here

Houseno/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF THE PRESENT ADDRESS**

Select Area

Urban  Rural **PARENTS' DETAILS****CREAMY LAYER EXCLUSION CRITERIA**

(As specified in Description of the Categories under the Schedule of the O.M.No.36012/22/93-Esst.(SCT), Dated the 8<sup>th</sup> September, 1993 of Ministry of Personnel, PG & Pensions (DoPT) of GoI)

**I.CONSTITUTIONAL POSTS**

If Parent/Parents of the applicant

Select  Father   
( Father & Mother ) Mother   
for Constitutional Post Both holding/held any Constitutional Post Yes  No 

Designation(Father)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please Specify)

Designation(Mother)

(a) President of India (b) Vice-President of India (c) Judges of the Supreme Court & High Courts (d) Chairman & Members of UPSC & State PSC(s); Chief Election Commissioner, Comptroller & Auditor General of India (e) Persons holding Constitutional positions of like nature (Please Specify)

**II. SERVICE CA**

If Parent/Parents of

holding/held any Ce

Government Services

➤ If holding or held Group-A/ Class-I or Group-B/Class-II post

Yes  No 

A (i) Whether either or both the Parent of the applicant holding or held any Central/State Govt. Yes No  
Post under Group-A/Class-I through Direct Recruitment

(ii) Parents, both of whom are /were Class-I/Group -A officers but one of them dies or suffers permanent incapacitation resulting in out of service Yes  No

(iii) ) Parents, either of whom was a Class-I/Group-A officer and such parent died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes  No

(iv) Parents, both of whom were Class-I/Group-A officers, died or suffered permanent incapacitation resulting in out of service and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years. Yes  No

**B.(i)** Whether both the Parent of the applicant holding or held Central/State Govt. Post under Group-B/Class-II through Direct Recruitment Yes  No

(ii) Parents of whom only the husband was a Class II/Group-B officer and he got into Class-I/Group-A at the age of 40 or earlier. Yes  No

(iii) Parents, both of whom are Class II/Group-B officers and one of them died or suffered permanent incapacitation resulting in out of service and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation Yes  No

(iv) Parents of whom the husband is a Class-I/Group-A officer (direct recruit or pre-forty promoted) and the wife was a Class-II/Group-B officer and the wife died or suffered permanent incapacitation resulting in out of service Yes  No

(v) Parents, of whom the wife is a Class-I/Group-A officer (Direct Recruit or pre-forty promoted) and the husband was a Class-II/Group-B officer and the husband died or suffered permanent incapacitation resulting in out of service Yes  No

**C. Employment in Public Sector Undertakings etc.**

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.

(i) Holding/Held executive level posts in Central Public Sector Enterprises. i.e. Board level executives and below Board level which are managerial level posts

Yes  No

(ii) Holding/Held Junior Management Scale-I & above post in Public Sector Banks, Public Financial Institutions, Public Sector Insurance Companies /Organizations, Universities etc.

Yes  No

(iii) Equivalent Posts/Positions as mentioned above at (i) & (ii) under Private Employment.

Yes  No

**III. ARMED FORCES INCLUDING PARA MILITARY FORCES**

(Persons holding civil posts are not included)

Parents, either or both, of whom holding/held Post/Rank of Colonel & above in Army and to equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.

Yes  No

Select Mother

Father

Both

for Professional Class & those engaged in Trade & Industry

Designation/ Service category

Designation/ Service category (Mother)

(Father)

**IV. PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE & INDUSTRY**

(i). Please indicate whether Parent(s) engaged in Professions as a Doctor, Lawyer, Chartered Accountant, Income Tax Consultant, Financial or Management Consultant, Dental Surgeon, Engineer, Architect, Computer Specialist, Film artists & other Film professional, Author, Playwright, Sports Professional, Media Professional or any other vocations of like status. (Criteria specified against Category VI will apply)

Select (Father & Mother) for Professional Class

Father

Mother

Both

Drop Down:

1. Doctor
2. Lawyer
3. Chartered Accountant
4. Income Tax Consultant
5. Financial or Management Consultant
6. Dental Surgeon
7. Engineer
8. Architect
9. Computer Specialist
10. Film artists & other Film Professional
11. Author
12. Playwright
13. Sports Professional
14. Media Professional
15. Any other vocations of like status (please specify)

← Details of Occupation/Profession of Mother of the applicant →

Details of Occupation/Profession of Father of the applicant

Drop down

Drop down

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year 3

(ii) Persons engaged in Trade, Business and Industry. (Criteria specified against Category VI will apply)

Select (Father & Mother) for Professional Class

Yes  No

Father   
Mother   
Both

Details of engagement in Trade, Business & Industry of Mother of the applicant

Details of engagement in Trade, Business & Industry of Father of the applicant

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year

## V. PROPERTY OWNERS

### A. Agricultural land holding of the family (owned by Father, Mother & Minor Children)

Yes  No

(a). If owning, only irrigated land which is equal to or more than 85% of the Statutory Ceiling areas.

**(Explanation:** Statutory ceiling area is defined as: 10 Standard Acres in respect of a family up to five members and additional 2 Standard Acres for each additional member in excess of five members with maximum ceiling limit of 18 Standard Acres).

Yes  No

(b). If owning both irrigated and un-irrigated land.

(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the un-irrigated portion). If this pre-condition of not less than 40% exists, then only the area of un-irrigated land will be taken into account. This will be done by converting un-irrigated land on the basis of the conversion formula existing, into the irrigated type. The irrigated area so computed from un-irrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

Yes  No

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively un-irrigated.

### Details of Land owned by the family

Sl No	District	Tahasil	Village	Khata No.	Total irrigated land (in Acres)	Total non-irrigated land (in Acres)	Total land (in Acres)
1	2	3	4	5	6	7	8 (6 + 7)
1							
2							
3							
4							
... Cont...							
<b>Grand Total</b>							

### . PLANTATIONS

#### (i) Coffee, Tea, Rubber etc.

Persons having income from the plantation Yes  NO

Details of plantation (Father)

Location of Plantation

Area of plantation in Acres

Details of plantation (Mother)

Location of Plantation

Area of plantation in Acres

Whether gross annual Income of the parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

**(ii)Mango, Citrus, Apple plantations etc.**

Deemed as Agricultural holding and hence criteria at 'A' above under this Category will apply.

Yes  No

**C. Vacant land and/or building in urban areas or urban agglomerations:**

Own(s) vacant land and buildings in Urban areas or Urban Agglomerations

Yes  No

Select (Father & Mother) for vacant land and buildings in Urban areas or Urban Agglomerations

Father

Mother

Location of Property

(Father)

Location of Property (Mother)

Details of Property

Details of Property

Manner of use of the Property (Residential, Industrial, Commercial purpose & the like, two or more such purposes:

Manner of use of the Property (Residential, Industrial,

to be specified)

Commercial purpose & the like, two or more such Purposes: to be specified)

Whether gross annual Income of the Parent/parents out of that is Rs.8.00Lakhs or above for last three consecutive Financial Years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

Whether parents possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

**N:B While calculating income, income from Salaries or Agricultural land shall not be clubbed together**

**VI. INCOME / WEALTH TEST****(a)**

(i) Parent/parents having gross annual income of Rs. 8.00 lakhs or above from the Sources other than Salaries or Agricultural land Yes No

If yes, furnish details of the income

Year 1

Year 2

Year 3

Or

(ii) Whether parent/parents possessing wealth above

the exemption limit as prescribed in the

Wealth Tax Act for last three consecutive years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

**(b) Persons in Categories I, II, III & VA** who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/ Wealth criteria mentioned in (a) above.

**Explanation: (i). Income from salaries or agricultural land shall not be clubbed together**

### CASTE DETAILS

Caste	Please Select	Upload a copy of the landRecords containing the details of the Caste	
Resolution No.	Please Select		
Resolution Date	Please Select		
Serial Number of the Caste in the Central list of OBCs for the State of Odisha	Please Select		
If originally SC but converted to Christianity	Yes/No if yes drop down		
If OBC Certificate issued earlier to self/ brother/sister/father, then please upload the Certificate	Yes/ No If yes upload		



## Self-Declaration

I do hereby declare that the information given by me in this application form is true to the best of my knowledge and I have not suppressed / misrepresented any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and shall be liable for action under section 199, 200 and 420 of India Penal Code and other relevant laws/ rules in case of furnishing wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of furnishing wrong declaration and information.

Date:

Place:

I Agree \*

Signature of applicant (to be Uploaded)

**Additional Details**

Apply to the Office

**ENQUIRY/VERIFICATION REPORT OF REVENUE INSPECTOR FOR ISSUANCE OF OBC CERTIFICATE**

Date:

Conducted enquiry into the above case and it is revealed from the enquiry that:

**I. Personal Details:**

Name of the Applicant

Father's Name

Mother's Name.....

Husband's Name

**(c) Presently residing at:**

House No. /Street No: - ..... , Village:- ..... , P.O. :- ..... , ULB/Town:-  
....., R.I. Circle:-....., Tahasil....., P.S.:-  
.....

Sub-Division:- ..... , District:- ..... , State:-..... Pin Code .....

**(d) Permanent/Nativity Details of the Applicant: - Urban  Rural**

House No. /Street No: - ..... , Village:- ..... , P.O. :- ..... , ULB/Town:-  
....., R.I. Circle:-....., Tahasil....., P.S.:-  
.....

Sub-Division:- ..... , District:- ..... , State:-..... Pin Code .....

Date of Birth:-

Religion:-

**II. CASTE DETAILS OF THE APPLICANT :-**

Name of the Caste:

Serial Number of the Caste in the Central list of the OBC for the State of Odisha:-

Resolution No: - . Date:-...  Ministry of Social Justice & Empowerment, Govt. of India

**III. Whether coming under Creamy layer Yes  No**

**(i) If 'No' ( i.e. not coming under Creamy Layer), and eligible for issuance of OBC Caste Certificate**

(a) I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant belongs to.....caste which comes under Central list of OBCs for the State of Odisha, notified by the Ministry of Social Justice & Empowerment, Govt. of India vide Resolution No dated and he/she is not coming under Creamy layer and eligible for issuance of OBC caste certificate.

**(ii) If 'No' ( i.e. not coming under Creamy Layer), but the caste does not come under Central list of OBCs for the State of Odisha and hence not eligible for issuance of OBC Caste Certificate**

I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found [redacted] belongs to...caste, which does not come under Central list of OBCs for the State of Odisha, notified by the Ministry of Social Justice & Empowerment, Govt. of India and he/she is not eligible for issuance of OBC caste certificate.

**(iii) If 'Yes' (i.e. coming under Creamy Layer), the grounds/reasons for coming under Creamy Layer & not eligible for issuance of OBC Caste Certificate**



- Either or both of his/her Parent/Parents holding Constitutional Post.
- Either or both of his/her Parent/Parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-A/Class-I post.
- Either or both of his/her parents are directly recruited and working/worked in Central/State Govt. and holding/held Group-B/Class-II post.
- His/her Father appointed to Class-II/Group-B in Central/State Govt. and has been promoted to Group-A/Class-I Post at the age of 40 years or earlier.
- Either or both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-A/Class-I post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Both of his/her Parent/Parents working/worked in Central/State Govt. and holding/held Group-B/Class-II post and has/had the benefit of Employment in any International Organisations like UN, IMF, World Bank etc. for a period of not less than 5 years.
- Either or both of his/her Parent/Parents holding/held Executive level/Managerial level /Junior Management Scale-I and above posts in Central Public Sector Enterprises, Public Sector Undertakings, Banks, Public Financial Institutions, Public Sector Insurance Companies/ Organisations, Universities etc. and also holding equivalent or comparable posts and positions under Private Employment, **being treated equivalent to Group-A/ Class-I Post of the Govt..**
- Either or both of his/her Parent/Parents working/worked in Army and holding/held the Post/Rank of Colonel and above, or holding/held equivalent Post/Rank in the Navy, Air Force & Para-Military Forces.
- Gross annual Income of his/her Parent/Parents from **sources other than Salaries and Agricultural land** i.e. Profession, Trade, Business & Industry is more than statutory limit (Rs.8.00 Lakhs or above per annum) for the last three consecutive Financial Years.
- Agricultural land holdings/ Plantations of the family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Vacant Land and /or Buildings in Urban Areas or Urban Agglomerations owned by the Family (Father, Mother & Minor Children) is coming under the Creamy Layer Category as per Category-V of the Schedule of O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 of Govt. of India
- Gross annual income of the Parents is Rs.8.00 Lakh or above from **sources other than Salaries and Agricultural land** for the last three consecutive Financial Years.  
Parents possessing wealth and paying Wealth Tax above the exemption limit as prescribed in Wealth Tax Act for a period of last three consecutive Financial Years.

- Others, if any, specify  
Remarks of R.I. if any

Particulars/ Types of documents uploaded:

Drop down ↓

4. Field Inquiry Report
5. Copy of RoR
6. Others, if any(specify and to be uploaded)

Date:- .....

Name of the Revenue Inspector

Name of the R.I. Circle

**FORM E**  
**(see rule 4(1))**  
**FORM FOR SCHEDULED CASTE CERTIFICATE**  
**GOVERNMENT OF ODISHA**  
 OFFICE OF THE .....

District .....

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari. ....  
 Son/Daughter of ..... of Village /  
 Town ....., P.O ....., P.S  
 ....., Tahasil ..... in the District of  
 ..... of the State of Odisha belongs to ..... Caste  
 which is recognized as Scheduled Castes and Scheduled Tribes .....  
 under the Constitution (Scheduled Caste) Order, 1950.

2. Application in the case of Schedule Castes who have migrated from one  
 State/ Union Territory Administration.

This Certificate is issued on the basis of the Schedule Caste Certificates  
 issued to Sri/Smt.....Father/ Mother of  
 ..... Sri/Smt./  
 Kumari..... of Village/ Town  
 ..... in ..... District / Division  
 ..... Of the State/ Union Territory ..... Who  
 belongs to the.....Caste. ....  
 Which is recognized as a Scheduled Castes in the State/ Union  
 Territory..... issued by the .....(..name  
 Prescribed authority ) vide their  
 No.....dated.....

3.Sri/Smt. /Kumari ..... and/ or his/her family  
 ordinarily reside(s) in the Village / Town ....., P.S ....., Tahasil  
 ..... of the ..... District/ Division of the State/ Union  
 Territoryof .....

Place:

Date:

Signature  
 Designation

(With Seal of Office)

**FORM F**  
**(see rule 4(1))**  
**FORM FOR SCHEDULED TRIBE CERTIFICATE**  
**GOVERNMENT OF ODISHA**  
 OFFICE OF THE .....

District .....

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari. ....  
 Son/Daughter of ..... of Village /  
 Town ....., P.O ....., P.S  
 ....., Tahasil ..... in the District of  
 ..... of the State of Odisha belongs to ..... Tribe  
 which is recognized as Scheduled Castes and Scheduled Tribes .....  
 under the Constitution (Scheduled Tribes) order 1950.

2. Application in the case of Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This Certificate is issued on the basis of the Scheduled Tribes Certificates issued to Sri/Smt.....Father/ Mother of ..... Sri/Smt./Kumari..... of Village/ Town ..... in ..... District / Division ..... Of the State/ Union Territory ..... Who belongs to the.....Tribe. .... Which is recognized as a Scheduled Tribes in the State/ Union Territory..... issued by the ..... (.name Prescribed authority ) vide their No.....dated.....

3.Sri/Smt. /Kumari ..... and/ or his/her family ordinarily reside(s) in the Village / Town ....., P.S ....., Tahasil ..... of the ..... District/ Division of the State/ Union Territory of .....

Place:

Date:

Signature  
 Designation

(With Seal of Office)

**FORM G**  
**(see rule 4(1))**

**FORM OF CASTE CERTIFICATE FOR THE SOCIALLY  
EDUCATIONALLY BACKWARD CLASSES  
GOVERNMENT OF ODISHA**

This is to certify that.....Son/Daughter  
of..... of Village.....District/Division..... in  
the State of Orissa belongs to the .....community which if recognized as a  
Socially and Educationally Backward Class under the Government of Orissa, Department of  
Tribal Welfare Resolution No. 25455-Emp. (vii) M-23/93 Dated 10-09-93 published in the  
Orissa Gazette (Supplement) No. 40 Dated 1-10-93 \*.Shri/ Smt.  
.....and/or his family ordinarily reside (s) in the  
..... District/ Division of the State.

This is to certify that he/she does not belong to the Persons/ Sections (Creamy Layer)  
mentioned in column 3 of the Schedule appended to the Government of Odisha Tribal Welfare  
Department Office Memorandum No. 4030/TW, Dated, Bhubaneswar, the Emp, (vii)-M-  
32/93 Date 29-1-94\* and as specified in Description of the Categories under the Schedule of  
the O.M.No.36012/22/93-Esst.(SCT), Dated the 8<sup>th</sup> September, 1993 of Ministry of Personnel,  
PG & Pensions (DoPT) of GoI.

Signature

Designation  
(with Seal of Office)

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\*.As amended form time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

**FORM H**  
**(see rule 4(1))**  
**FORM OF CASTE CERTIFICATE FOR OTHER BACKWARD CLASSES**  
**GOVERNMENT OF ODISHA**  
OFFICE OF THE .....

District .....

Certificate Case No.....Date.....

This is to certify that Sri/ Smt./Kumari.....  
Son/Daughter of ..... of Village /  
Town ....., P.O ....., P.S  
....., Tahasil ..... in the District/Division  
..... in the State/ Union Territory ..... of  
Odisha belongs to the..... Community which is recognized as  
backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No.....dated.....\*. Sri/  
Smt./Kumari .....and/ or his/her family ordinarily resides(s) in the  
.....District/ Division of the ..... State/ Union  
Territory. This is also to certify that he/she does not belongs to the persons/ sections  
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India  
Department of Personnel and Training O.M No. 36012/22/93-Estt. (SCT) dated  
08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Date :

Seal

---

\*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidates as mentioned as OBC.

\*\*As amended form time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



**FORM I**  
**(see rule 6(2))**

**FORM OF COMPLAINT PETITION FOR VERIFICATION OF  
GENUINENESS OF THE CASTE CERTIFICATE**

From

To

The Chairperson of the Scrutiny Committee

Sub: Verification of Caste Certificate of Sri/Smt./Miss  
.....

Sir,

In inviting a reference to the subject noted above, I am to state the following regarding the Caste Certificate of Sri/Smt./ Miss .....

1. That Sri/Smt./Miss....., is the son/daughter of ..... ,Vill ....., P.O....., P.S ..... , Tahasil .....,Dist ..... and (in case of married woman) She is the wife of ..... Vill ..... , P.O ..... , Tahasil ..... P.S ..... , Dist .....
2. That though he/she belongs to ..... caste / community / tribe as evident from ..... records (copies of records enclosed)his/her Caste/Community has been mentioned as ..... in his/her Caste Certificates.
3. That, the Caste Certificate(s) have been issued by the Authority / Authorities as detailed below

Designation of the issuing Authority / Authorities (Tahsildar / Sub Collector / ADM / Collector)	Certificate No. & Date	The Address in which issued (Son / Daughter / Wife of..., Vill....., PO....., Tahsil....., PS....., Dist....)	Purpose for which issued as mentioned in the certificate (Education / Service)	Name of the caste / community / tribe & category (ST /SC / OBC/ SEBC) mentioned in the certificate	If the certificate is valid or cancelled
(i)	(ii)	(iii)	(iv)	(v)	(vi)

4. That, on the basis of the Caste Certificate he/she has availed reservation benefits as a ST/SC/OBC/SEBC candidate as detailed below:-
- (i) Educational benefits (details):
  - (ii) In appointment to Public Service (details):
  - (iii) In promotion in Public Service (details):
  - (iv) In Election to Public Posts as Public Representatives (details):
  - (v) Purchase of land from SC/ST (details):

The copies of relevant documents are attached herewith

Taking into consideration the above facts, you are requested to make an enquiry for verification of the genuineness of the caste certificate produced by the applicant

\_\_\_\_\_.

I / We assure you, we will cooperate with the process of enquiry as and when called for by the Scrutiny Committee in this case for which my / our contact details are furnished below: -

- (a) Name / Designation of the Complainant
- (b) Office / Organisation
- (c) Contact Address
- (d) Phone / Mobile No
- (e) ID Proof (Copy of Voter Identity Card / Adhaar number/ PAN Card / Passport)

Yours faithfully,

(Name & designation of the Complainant)

**FORM J**  
**(see rule 7(22))**  
**VALIDITY CERTIFICATE**

No.FCC-...../..... Date.....

This is to certify that the Caste/ Tribe/Community Certificate issued to  
 .....Son/Daughter of  
 .....of Village / Town .....  
 P.O ..... , P.S ..... , Tahasil  
 ..... in the District of ..... of the State of Odisha by  
 the Tahasildar/ Additional Tahasildar..... in the District  
 of..... as belonging to .....(ST/SC/SEBC/OBC)  
 community vide Misc Case No. ....dt.....of  
 .....Tahasil, after due enquiry vide SLSC (FCC) Case No.  
 ...../..... is found to be valid one.

Place:

Date:

Member Convener, SLSC, .....  
 O/O. the RDC,(CD/ND/SD),.....

(Seal)

By order of the Governor

R. R. SAHOO

Commissioner-*cum*-Secretary to Government

## Appendix A (see rule 4(3))

	Description of category	To whom rule of Creamy Layer(exclusion)will apply
1	2	3
I.	Constitutional posts	Son(s) daughter(s) of (a)President of India; (b)Vice President of India; (c) Judges of the Supreme Court and of the High Courts; (d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India; (e)persons holding Constitutional positions of like nature.
II.	Service category A.Group-A/Class-I officers of the All India Central and State Services(Direct Recruits)	Son(s) daughter(s) of (a) Parents both of whom are Class-II officers. (b) parents of whom only the husband is a Class-II officer and he gets into Class-I at the age of 40 or earlier. (c) (c) parents, either of whom are Class-I officers, but one of them dies or suffers permanent incapacitation. (d) parents, either of whom is a Class-I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any international Organisation like UN,IMF,World Bank, etc. for a period of not less than 5 years. (e) parents, both of whom are class- I officers die or suffer permanent incapacitation and before such death of such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank etc. for a period of not less than 5 years. Provided that the rule of exclusion shall not apply in the following cases: (a)Sons and daughters of parents either of whom of both of whom are Class-I officers and such parent (s) dies/die or suffer permanent incapacitation. (b)A lady belonging to OBC category has got married to a Class-I officer,and may herself like to apply for a job.

	<p>B. Group-B/Class-OO officers of the central &amp; State Services(Direct Recruitment)</p>	<p>Son(s) daughter(s) of  (a) Parents both of whom are Class-II officers.  (b) parents of whom only the husband is a Class-II officer and he gets into Class-I at the age of 40 or earlier.  (c ) parents, either of whom are Class-II officers, but one of them dies or suffers permanent incapacitaaion and either one of them has had the benefit of employment in any International Organisation like UN,IMF,World Banketc. for a period of not less than 5 years.  (d)parents of whom the husband is a Class-I officer(direct recruit or pre-forty promoted)and the wife is a Class-II officer and the wife dies; or suffers permanent incapacitation; and  (e) parents, of whom the wife is a Class-I officer(direct recruit of pre-forty promoted) and the husband is a Class-II officer and the husband dies or suffers permanent incapacitation.  Provided that the rule of exclusion shall not apply in the following cases;  <b>Sons and daughter of</b> (a) Parents both of whom are Class-II officers and one of them dies or suffers permanent incapacitation  (b)Parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation,even though either of them has had the benefit of employment in any International Organisation like UN,IMF,World Bank etc. for a period of not less than 5 years before their death or permanent incapacitation.</p>
	<p>C. Employees in Public Sector Undertaking etc.</p>	<p>(i) The criteria enumerated in A and B above in this Category will apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, Banks Insurance Organisation, Universities etc.and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutios.  (ii) All the Executive Level Posts in Central Public Sector Enterprises (CPSEs) which are managerial level posts will be considered as "Creamy Layer" if the annual income of these Executives for a period of three consecutive years is 8 Lakh or above.The Executive whose annual income is less than 8 Lakh per annum will not fall under the "Creamy Layer" criteria.</p>

III.	Armed forces including paramilitary forces (Persons holding civil posts are not included)	Sons and daughters of parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces. Provided that:- (i) if the wife of an Armed Forces Officers is herself in the Armed Forces(i.e. the category under consideration) the rule of exclusion will apply only when she reached the rank of Colonel; (ii)the service ranks below Colonel of husband and wife shall not be clubbed together; (iii) If the wife an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.
IV.	Professional class and those engaged in trade and industry (i) persons engaged in profession as a doctor,lawer, chartered accountant,IncomeTax consultant, financial or management consultant, dental surgeon,engineer, architech, computer specialist, film artists and other film professional, author, playwright, sports person, sports professional, media professional or any other vacations of like status.	Criteria specifed against Category VI will apply:

	(ii) Persons engaged in trade, business and industry	<p>Criteria specified against Category VI will apply: Explanation:-</p> <p>(i) Where the husband is in some profession and the wife is in a Class-II or lower grade employment, the income /wealth test will apply only on the basis of the husband's income.</p> <p>(ii) If the wife is in any profession and the husband is in employment in a Class-II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.</p>
V.	<p>Property owners</p> <p>A. Agricultural holdings</p>	<p>Sons and daughters of persons belonging to a family (father, mother and minor children) which owns.</p> <p>(a) only irrigated land which is equal to or more than 85% of the statutory area of</p> <p>(b) both irrigated and unirrigated land, as follows;</p> <p>(i) The rule of exclusion will apply where the pre condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land on the basis of the conversion formula existing into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.</p> <p>(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.</p>
	<p>B. Plantations</p> <p>(i) Coffee, tea, rubber, etc.</p> <p>(ii) Mango, citrus, apply plantations etc.</p>	<p>Criteria of income/wealth specified in category VI will apply.</p> <p>Deemed as agricultural holding and hence criteria at A above under this Category will apply.</p>

	C. Vacant land and/or buildings in urban agglomerations	Criteria specified in Category VI below will apply. Explanation: Building may be used for residential, industrial or commercial purpose and the like two of more such purposes.
VI.	Income/wealth test	Son(s) and daughter (s) of (a) Persons having gross annual income of Rs. 8 lakhs or above or possession wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years or subject to change as per the Executive Instructions issued by the Government from time to time. (b) Persons in categories I,II,III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above. Explanation:- (i) Income from salaries or agricultural land shall not be clubbed; (ii)The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.

Explanation:-Where the expression "permanent incapacitation" occur in this Appendix,it shall mean incapacitation which results in putting on officer out of service.



**APPENDIX B**  
**(See rule 7 (1)(g))**  
**CHECK LIST (1)**

**For Verification of Caste Certificates**

<b>I. IDENTITY</b>	<b>Person Concerned</b>	<b>Father</b>	<b>Mother</b>	<b>Data Source</b>	<b>Remarks</b>
Name					
First Name					
Sur Name					
Second Name (if any)					

<b>Residence Status (Address)</b>					
Present					
Permanent					
If more than one Permanent Residence(Details & reason)					
If migration from some place(details &reason)					

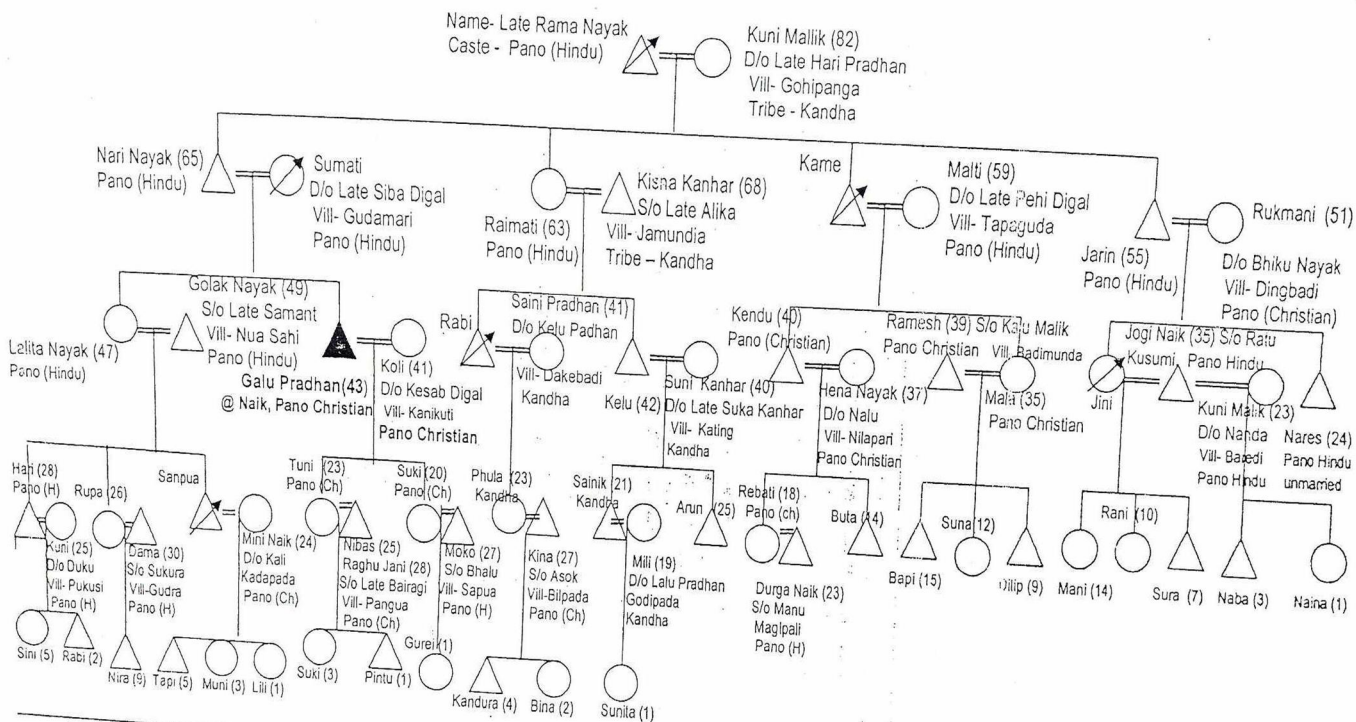
<b>Descent Status</b>					
Whether naturally born of parents or by Adoption					
If adoption made by the decree of Court of Law					

<b>Religion (Hindu/Boudhist/Sikh/Tribal/Christian/Any other(specify))</b>					
As stated by person concerned					
As mentioned in relavant records					
As stated by other					
<b>Marriage</b>					

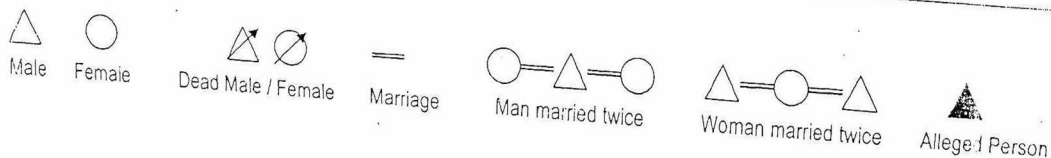
<p><u>CUSTOMS</u>  Within/Outside(inte  r) community  Within/ Outside  own village  Within/Outside  own Gotra<u>Mode of</u>  <u>Acquisition of</u>  <u>Spouse</u>  By  negotiation/captur  e/trial elopement/  intrusion/service/ex  change women /  Any other (specify)  <u>Bride price</u>  (kaniamula)/<u>Dowry</u>  <u>Marrige Place and</u>  <u>Rites</u> Who  conduct the rites  <u>History of</u>  <u>MarrigeName,Addr</u>  <u>ess,community</u>  name and religion  of the spouse</p>					
---	--	--	--	--	--

<b>Community Name</b>					
As recorded in Land Records Caste certificate School/ College Records Birth Register Any other relevant Records					
As other identify the person concerned					
If any community is notified as ST/SC Orissa					

### A MODEL GENEALOGY CHART



#### LEGENDS



## CHECK LIST (2)

### II. ETHNOLOGICAL TRAITS

Language/Dialect	Data	Data Source	Remarks
Mother tongue			
Proficiency in Oriya and other language			
Dress and its Speciality (Traditional, Ceremonial, ordinary)(both of men and women)			

Ornaments- and its Speciality (used by men and women)			
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Pratice of tattooing, if any and its Speciality (both men and women )			
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### SETTLEMENT PATTERN

<p>If live in multi-caste Villages,            -Mixed with other communites -In separate wards or hamlets            -Their wards are within or hamlets            -Their wards are within main village or physically detached any away from it</p>			
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### BIRTH CUSTOMS

Birth Pollution (No of Days) Associated Rituals Name giving ceremony Puberty Rites			
<b>MARRIAGE CUSTOMS</b>			
Common type			
Uncommon types			
Monogamy/Polygamy			
Divorce			
Remarriage			
Residence of children after divorce/remarriage			

### DEATH CUSTOMS

<u>Mode of disposal of dead</u> Burial/cremation,etc,			
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<u>Observance of death pollution and Rites</u> No of day Customary Rites Priest and Other service providers like Barber and Washerman			
<u>Annual Sradha</u> or any such rites/rituals observed in honour of the dead			
Any <u>secondary ritual</u> conducted in later years and monument constructed/ erected in honour of the dead			

<b>OCCUPATION</b>			
<u>Traditional</u> (community specific) Primary Secondary			
<u>Present.</u> Primary Secondary			
<u>Ownership of land and Assertion of customary right on the land and forests of their habitat</u>			
<u>Type of domesticated animal and birds reared by the community member.</u>			
<u>Food</u> routine diet, ceremonial food, veg items non-veg. items Food taboos			
<u>Drink</u> Types of drinks (alcohol) if taken by men / women liquor prepared at home and/or purchased specify			
<b><u>SOCIO-POLITICAL LIFE</u></b>			
<u>Traditional Community Council (Jati Sabha)</u> Composition, Office Bearers, jurisdiction, power and function, Status in the past and present			
<u>Traditional Regional Communication Council (JatiMahasabha)</u> Compositions, Office Bearers, Jurisdiction, power and functions, Status in the past and present			

<b>RELIGIOUS LIFE</b>			
<u>Pantheon</u> Supreme deity Deities of nature Ghosts and Spirits (Specify name)			
<u>Household deities</u> name of the deities, where installed, who worship: (male/female)in which occasion			
<u>Village Deities</u> Name of the deities, where installed, who worshop:in which occasion			
<u>Deities worshipped at the community level:</u> Name of the deities where is installed, who worships:in which occasion			
<u>Animal sacrifice:</u> (If animal sacrifice is part of the worship mention the type of animals sacrificed, occasions of sacrifice, who sacrifices)			
<u>Religious functionaries</u> (Their designation, functions Remuneration received for service)			
<u>Festivals:</u> Important community specific festivals, Deities worshipped, Otherwise festive activities			
<u>Change in religion</u> History			

<b>INTER-COMMUNITY RELATIONSHIP/SOCIAL INEQUALITIES</b>			
<b>Social distance</b>			
Whether the community <u>treated as physically untouchable</u> by higher castes/ communities communities who treat them as untouchables communities who do not treat them as untouchables			
<u>Exchange of water</u> Communities who accept The communities who do not accept			
<u>Acceptance of katcha (uncooked) food</u> The communities who accept The communities who do not accept			

<u>Acceptance of pucca(cooked)food</u> communities who accept communities who do not accept			
<u>House entry</u> Communities who allow The communities who do not allow			
<u>Inter dining</u> communities who allow The communities who do not allowed			
<b>Sharing of Common resource with Communities</b>			
<u>Water Sources</u> (Allowed/not allowed/how manage)			
<u>Bathing ghat of pond/river.</u> (Allowed/not allowed/how manage)			
<u>Entry to village temple</u> (Allowed/not allowed)			
<u>Entry to tea stall</u> (Allowed/not allowed)			
<u>Sharing common platform in the village meeting</u> (Allowed/not allowed)			
<u>Sharing common crematorial</u> Commonly with other communities Separate crematoria			
<b>Participation with Other communities in village</b>			
<u>Village festival and function</u> (Allowed/not allowed/how to participate)			
<u>Village feasts and meeting</u> Allowed/not allowed/ how to participate where they sit With other higher or lower caste or separately at a distance.			
<b>Entitlement for availing traditional service</b>			
<u>Service of Brahmans Priests</u> Get/do not get/How manage			
Services of Barber (Barik) Get/do not get/How manage			
Services of Washermen (Dhoba) Get/do not get /How to manage			
Service of milkman/Cowherd(Gouda) Get/do not get/ How to manage			

<b>POSITION IN CASTE HIERARCHY</b>				
		As stated by the members of other neighbouring communities		
In descending order	As stated by the community concerned			
Any other important information not covered above with regard to determination of the ethnic (social)status of the community				

**CONCLUSION**