

**GOVERNMENT OF ASSAM**  
**WELFARE OF PLAIN TRIBES AND BACKWARD CLASSES DEPARTMENT**  
**DISPUR::: ASSAM**

No. TAD/BC/150/2012/

Dated, Dispur the 15<sup>th</sup> March / 2013.

**OFFICE MEMORANDUM**

**Subject :** **Guidelines on the standard procedures for issuance of Scheduled Caste Certificate under Welfare of Plain Tribes & Backward Classes Deptt., Assam**

With a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by WPT & BC Department, Govt. of Assam

1. Name of Service : Scheduled Caste Certificate.
2. Eligibility Criteria :
  1. Applicant should be a Citizen of India
  2. He /She must be a Permanent Resident of Assam
  3. He /She must belong to community recognised as Scheduled Caste in the State of Assam
3. Procedure to obtain the service : Place to obtain the Application :  
Applicant can procure the application form from the Office of the Deputy Commissioner ,SDO© and concerned Circle Officer
4. Step by step procedure (pertaining to time line) :

All applications forms shall be received in the Office of the Deputy Commissioner. The application form and documents enclosed shall be scrutinized in detail at the time receipt. Every application form shall be issued an acknowledgement receipt wherein the applicant shall have to be informed of the date of collecting the certificate. All applications received by Caste certificate shall be issued to the applicant within (15) days of receipt of the application Any objection /reasons rejecting the application shall be furnished in writing to the applicant within (15) days of receipt of the application.

However, if the Designated Officer is of opinion that further enquiry is required on the application, then the application shall be forwarded to the concerned Circle Officer for enquiry and report. The Circle Officer shall complete his enquiry and submit his report on the body of the application form within fifteen (15) days of receipt of the same. Certificate shall be issued after receipt of application after receipt of report from the concerned Circle officer. The whole shall be completed within thirty (30) days of receipt of the application form.
4. Standard Application Form : Annexure "A"
5. List of documents required to be attached with the Standard Application Form :
  - a) Two copies of passport size photograph of the applicant,
  - b) Permanent resident certificate or any other proof of residency
  - c) Caste certificate of parents or any supporting proof of caste status
  - d) Affidavit by the applicant or parents in lieu of (c)

- e) Report of Gaonburah in case of rural areas/ Ward Commissioner in case of urban areas. (Recommendation of the Gaonburah / Ward Commissioner may be skipped if the parents of the applicant has already been issued SC Caste certificate).
- f) Recommendation of President/Secretary of District President of Anuhushit Jati Parishad / Chairman of Scheduled Caste Development Board / President / Secretary of the Apex body of caste organizations authorized by Govt as the case may be.

6. User Charges : The amount of fees of Rs. 10/- has to paid by through Treasury Challan.
7. Citizen Charter : Annexure "B"
8. Standard Certificate to be granted : Annexure "C"

**Sd/- (R.K. Das, IAS)**

Commissioner & Secretary to the Govt. of Assam  
Welfare of Plain Tribes & Backward Classes Deptt.  
Dispur, Assam

Memo No. TAD/BC/150/2012/ -A

Dated, Dispur the 15<sup>th</sup> March / 2013

Copy forwarded for information and necessary action to :

1. The Commissioner & Secretary to Chief Minister, Assam.
2. The Commissioner & Secretary to the Governor of Assam, Guwahati-1
3. The Principal Secretary, Assam Legislative Assembly, Dispur.
4. All P.S. to Ministers, Assam, Dispur, Guwahati-6
5. All P.S. to Parliamentary Secretaries, Assam, Dispur, Guwahati-6.
6. S.O. to Chief Secretary, Assam
7. All P.S. to Addl. Chief Secretaries, Assam.
8. All Principal Secretaries / Commissioner & Secretaries / Secretaries, Assam, Dispur.
9. Press Adviser to Chief Minister, Assam
10. Director General of Police, Assam, Ulubari, Guwahati-7
11. Registrar General, Gauhati High Court, Guwahati-1
12. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
13. The Agriculture Production Commissioner, Assam, Guwahati-6
14. The Chairman, Assam Administrative Tribunal, Guwahati.
15. The Chairman, Assam Board of Revenue, Guwahati
16. The Secretary, O/O the Upa-Lokayukta, Assam, Shaktigarh Road, Bhangagarh (Opposite Sohun Emporio)
17. The Secretary, State Information Commission, Housefed Complex, Dispur.
18. The Secretary, State Election Commission, Dispur, Guwahati-6
19. The Secretary, SEBA, Bamunimaidam, Guwahati-21
20. The Secretary, AHSEC, Bamunimaidam, Guwahati-21
21. All Departments of Assam Secretariat, Dispur, Guwahati-6
22. All Heads of Department, Guwahati
23. All Principal Secretaries of Autonomous Councils.
24. Director, Information & Public Relations, Assam, Dispur.

By order etc....

Deputy Secretary to the Govt. of Assam  
Welfare of Plain Tribes & Backward Classes Deptt.

**GOVERNMENT OF ASSAM**  
**WELFARE OF PLAIN TRIBES AND BACKWARD CLASSES DEPARTMENT**  
**DISPUR::: ASSAM**

No. TAD/BC/150/2012/

Dated, Dispur the

**OFFICE MEMORANDUM**

**Subject :** **Guidelines on the standard procedures for issuance of Non Creamy Layer Certificate under Welfare of Plain Tribes & Backward Classes Deptt., Assam**

With a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by WPT & BC Department, Govt. of Assam

1. Name of Service : Non Creamy Layer Certificate.
2. Eligibility Criteria :
  1. Applicant should be a Citizen of India
  2. He /She must be a Permanent Resident of Assam
  3. He /She must belong to community recognised as OBC/MOBC in the State of Assam
  4. He/ She must fulfill conditions laid down in the OM No. 36012/22/93- Esst (SCT) dtd. 08.09.1993 and OM No. 1-1/2008-UIA dtd. 13.10.2008 issued by Govt. of India.
3. Procedure to obtain the service : Place to obtain the Application :  
Applicant can procure the application form from the Office of the Deputy Commissioner ,SDO© and concerned Circle Officer
4. Step by step procedure (pertaining to time line):

All applications forms shall be received in the Office of the Deputy Commissioner. The application form and documents enclosed shall be scrutinized in detail at the time of receipt. Acknowledgement receipt shall be given against every form received wherein the applicant shall have to be informed of the date of collecting the certificate. Creamy Layer Certificate shall be issued to the applicant within fifteen days (15) days of receipt of the application. Any objection /reasons rejecting the application shall be furnished in writing to the applicant within fifteen (15) days of receipt of the application.

However, if the Designated Officer is of opinion that further enquiry is required on the application, then the application shall be forwarded to the concerned Circle Officer for enquiry and report. The Circle Officer shall complete his enquiry and submit his report on the body of the application form within fifteen (15) days of receipt of the same. The whole process shall be completed within thirty (30) days of receipt of the application.
4. Standard Application Form: Annexure "A"
5. List of documents required to be attached with the

Standard Application Form : a) Permanent resident certificate or any other proof of residency  
b) OBC/MOBC certificate issued by competent authority  
c) Income certificate of parents of the Circle Officer if they are agriculturists/ Income certificate from controlling authority/ Treasury Officer if retired salaried parents.

6. User Charges : The amount of fees of Rs. 10/- has to be paid by applicant through Treasury Challan.

7. Citizen Charter : Annexure "B"

8. Standard Certificate to be granted : Annexure "C"

**Sd/- (R.K. Das, IAS)**  
Commissioner & Secretary to the Govt. of Assam  
Welfare of Plain Tribes & Backward Classes  
Deptt. Dispur, Assam