



GOVERNMENT OF ASSAM  
DEPARTMENT OF TRIBAL AFFAIRS (PLAIN)  
DISPUR :::: GUWAHATI-6

Block-D, 3<sup>rd</sup> Floor, Janata Bhawan, wptbc.assam.gov.in

No.TAD/BC/321/2022/20

Dated Dispur the 8<sup>th</sup> August, 2022

OFFICE MEMORANDUM

Subject: Guidelines on the standard procedures for issuance of Scheduled Castes, Scheduled Tribe and Other Backward Classes / More Other Backward Classes Certificate.

In supersession of all earlier guidelines issued in this regard and with a view to provide the delivery of public service to the eligible citizens, the Governor of Assam is pleased to notify the following guidelines for the issue of Scheduled Caste, Scheduled Tribe and Other Backward Classes/More Other Backward Classes Certificate:

1. Name of the service : Scheduled Castes, Scheduled Tribe and Other Backward Classes / More Other Backward Classes Certificate.
2. Eligibility Criteria :
  1. Applicant should be a citizen of India.
  2. Applicant must be a resident of Assam.
  3. Applicant must belong to the caste/tribe/ community recognized as Scheduled Caste, Scheduled Tribe and Other Backward Classes/More Backward Classes in the State of Assam.
3. Standard Forms : Annexure A for Application.  
Annexure B for Certificate.
4. Service charge : Rs.30.00 per application.
5. Procedure to apply for the Certificate : Application shall be submitted online.
6. Timeline : Timeline for issue of caste certificate would be ordinarily 30 days which may be extended by another 15 days. In case of any extension, the reasons of such delay need to be recorded in writing.
7. Procedure for granting certificate : Applications are to be submitted by filling up the online Application Form and attaching either (1) the Caste/Tribe Certificate of the father of the applicant or (2) an Identification Certificate issued by the authorized caste/tribe organization. The Deputy Commissioner of the concerned district where the applicant is a resident shall scrutinize the application and when the caste certificate of the father of the applicant, if enclosed, is found to be genuine and bonafide, the Deputy Commissioner concerned may issue the caste certificate to such applicant. In case of any doubt on the authenticity of the caste certificate of the applicant's father, the Deputy Commissioner shall cause an enquiry of the caste certificate through the authorized Caste or Tribe organizations. In case of any doubt on an Identification Certificate issued by Caste/Tribe organization, the Deputy Commissioner will cause an enquiry through the Circle Officer. However, the inquiry

is to be limited to ascertaining the caste identity and not for production of data/documents such as NRC papers etc.

8. Mode of issue of Caste Certificate : All certificates will be issued in online mode, digitally signed and stored in DigiLocker. Deputy Commissioner shall share the list of Caste Certificate with different Caste Associations on monthly basis. Person having physical certificate may also apply for digitally signed certificate by uploading the original certificate together with other document as required.
9. Penal provision : Applicants who shall apply for Caste Certificate on false caste/tribe/community status would invite penal provisions. Deputy Commissioner may file FIR if there is detection of such false/fraudulent documents.

Sd/- Binita Pegu, IAS  
Secretary to the Government of Assam,  
Department of Tribal Affairs (Plain)

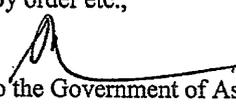
Memo No. TAD/BC/321/2022/20-A

Dated Dispur the 8<sup>th</sup> August, 2022

Copy forwarded for information and necessary action to:

1. All Addl. Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/ Secretaries to the Government of Assam, Dispur.
2. The Commissioner & Secretary to the Governor of Assam, Guwahati.
3. The Principal Secretary, Assam Legislative Assembly, Dispur.
4. All Deputy Commissioners / SDO(C) of Assam.
5. All PS to Hon'ble Ministers, Assam, Dispur, Guwahati-6.
6. SO to Chief Secretary, Assam.
7. All Principal Secretaries of BTC/ KAAC/ NCHAC / other Autonomous Councils.
8. Director, Tribal Affairs (Plain), Assam, Rukmininagar, Guwahati-06.
9. Director, Welfare of SC, Assam, Guwahati.
10. Director, Welfare of Social Justice & Empowerment, Assam, Guwahati.
11. The Director, Information & Public Relations, Assam, Dispur.
12. The SIO NIC, Assam State Unit.
13. Managing Director, AMTRON.
14. All SC/ST/OBC/MOBC Caste Associations/ Organizations concerned.
15. The Director, Govt. Press, Assam, Bamunimaidam, Guwahati-21. He is requested to publish the guideline in the next Assam Gazette.

By order etc.,

  
Joint Secretary to the Government of Assam,  
Department of Tribal Affairs (Plain)

**Application for Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/  
More Other Backward Classes Certificate**

1. Certificate applied for (SC/ST(P)/ST(H)/OBC/MOBC):
2. Name of Applicant:
3. Date of Birth of the Applicant:
4. Sex of Applicant (Male/Female/Other):
5. Name of Father:
6. Name of Mother:
7. Mobile No:
8. Address:
  - (i) Address Line 1:
  - (ii) Address Line 2:
  - (iii) State:
  - (iv) District:
  - (v) Sub-division:
  - (vi) Circle Office:
  - (vii) Mouza:
  - (viii) Village:
  - (ix) Police Station:
  - (x) Post Office:
  - (xi) PIN:
9. Other details (optional)
  - (i) Email:
  - (ii) Aadhaar:
  - (iii) PAN:
  - (iv) EPIC:
10. Name of Caste/Tribe/Community as per Notified List:
11. Documents to be attached:
  - (i) Passport size photograph of applicant:
  - (ii) Proof of Date of Birth of applicant (one of Birth Certificate/ Aadhaar Card/ PAN/ Admit Card issued by any recognized Board of applicant):
  - (iii) Proof of Residence (one of Permanent Resident Certificate/ Aadhaar Card/ EPIC/ Land document/ Electricity Bill, Ration Card of applicant or Parent):
  - (iv) Caste Certificate of applicant's Father OR Recommendation of authorized Caste/ Tribe/ Community/ Organization notified by the State Government:
  - (v) Any other document:

I hereby declare that the information given above are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect my Caste Certificate will be liable to be cancelled.

Place

Date

Signature of Applicant

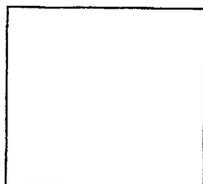
**FORM OF SCHEDULED CASTE CERTIFICATE**

This is to certify that **Shri/Srimati\*/\*Kumari\***  
..... son/daughter of .....  
village/town\* ..... in District/Subdivision .....  
of the State ..... belongs to the .....  
Caste which is recognised as a Scheduled Castes under Constitution (Scheduled Castes)  
Order, 1950 as amended from time to time.

**Shri/Srimati\*/\*Kumari\***..... and his/her  
family ordinarily reside(s) in **Village/Town\*** ..... of  
..... **District/Subdivision\*** in the state of .....

Place :

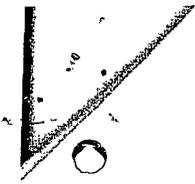
Date :



**Photograph**  
(with signature across the photo)

**Signature**

**Designation**  
(with seal of office)  
**State**



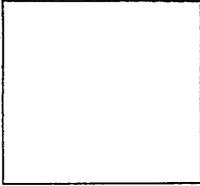
**FORM OF SCHEDULED TRIBE CERTIFICATE**

This is to certify that Shri/Srimati\*/\*Kumari\* .....  
son/daughter of ..... village/town\*  
..... in District/Sub-division  
..... of the State .....  
belongs to the ..... tribe which is recognised as a Scheduled  
Tribe in relation to ..... (area) in Assam State under the Constitution  
(Scheduled Tribe) Order, 1950 as amended from time to time.

Shri/Srimati\*/\*Kumari\*..... and his/her  
family ordinarily reside(s) in Village/Town\* ..... of  
..... District/Sub-division\* in the state of .....

Place :

Date :



Photograph  
(with signature across the photo)

Signature

Designation  
(with seal of office)  
State

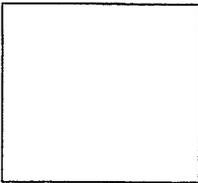
**FORM OF OTHER BACKWARD CLASSES CERTIFICATE**

This is to certify that Shri/Srimati\*/\*Kumari\* .....  
son/daughter of ..... village/town\* .....  
in District/Subdivison ..... of the State ..... belongs  
to the ..... Caste/Community which is recognised as Other  
Backward Class/More Other Backward Class by the Govt. of Assam.

Shri/Srimati\*/\*Kumari\*..... and his/her  
family ordinarily reside(s) in Village/Town\*/TE ..... of  
..... District/Subdivision\* in the state of Assam.

Place :

Date :



Signature

Designation  
(with seal of office)  
State

Photograph

(with signature across the photo)