

## SOCIAL JUSTICE AND SPECIAL ASSISTANCE DEPARTMENT

Madam Cama Marg, Hutatma Rajguru Chowk,  
Mantralaya, Mumbai 400 032, dated the 31st August 2012.

### NOTIFICATION

MAHARASHTRA SCHEDULED CASTES, SCHEDULED TRIBES, DE-NOTIFIED TRIBES (VIMUKTA JATIS), NOMADIC TRIBES, OTHER BACKWARD CLASSES AND SPECIAL BACKWARD CATEGORY (REGULATION OF ISSUANCE AND VERIFICATION OF) CASTE CERTIFICATE ACT, 2000.

No.CBC10/2012/C.R.165/B.C.W.—In exercise of the powers conferred by sub-section (1) of section 18 of the Maharashtra Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah.XXIII of 2001), and of all other powers enabling it in that behalf, the Government of Maharashtra hereby makes the following rules, the same having been previously published as required by sub-section (1) of the said section 18, namely :—

1. *Short title* :—These rules may be called the Maharashtra Scheduled Castes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Rules, 2012.

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

(a) “**Act**” means the Maharashtra Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah. XXIII of 2001);

(b) “**Appellate Authority**” means an officer or an Authority specified by the Government, by notification in the *Official Gazette*, issued under sub-section (1) of section 5 of the Act, to hear and decide appeals against the order of the Competent Authority on an application for issuance of Caste Certificate;

(c) “**applicant**” means a person who makes an application for obtaining a Caste Certificate or for verification of such Caste Certificate;

(d) “**decision of Scrutiny Committee**” means a reasoned order passed by the Scrutiny Committee, by following due procedure and upon appreciating necessary, basic and requisite evidence placed on record ;

(e) "**deemed date**" means the **10th August 1950**, that is the date of Presidential Order for Scheduled Castes; and the **21st November 1961** for De-notified Tribes (*Vimukta Jatis*) and Nomadic Tribe; and the **13th October 1967** for Other Backward Classes and Special Backward Category;

(f) "**Form**" means a Form appended to these rules;

(g) "**Presidential Order**" means the Order issued by the President of India under **Article 341** of the Constitution of India and as amended by the Parliament, from time to time, notifying the list of the Scheduled Castes in respect of the State of Maharashtra;

(h) "**relative**" means a blood relative from paternal side of the applicant as per the geneology, except any particular tribe which has been notified by the Government from Nomadic Tribes and any particular caste or tribes as notified by the Government, from time to time;

(i) "**section**" means a section of the Act;

(j) "**Validity Certificate**" means a Certificate issued by the Scrutiny Committee validating the Caste Certificate issued by the Competent Authority;

(k) "**well in time**" means atleast six months prior to availing benefits or as notified by the Government in the *Official Gazette*.

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

3. *Conditions of residence for issuance of Caste Certificate* .—(1) The Competent Authority may issue a Caste Certificate to the applicant, who is a permanent resident of the concerned area on deemed date, for which the Competent Authority is designated or appointed, by the Government, by notification published under clause (b) of section 2 of the Act, in the *Official Gazette*.

(2) In case of the applicant, who is born after deemed date, the place of ordinary residence for the purpose of issuance of Caste Certificate shall be the place of permanent residence of his father or grandfather or great grandfather on deemed date.

(3) In case of migration within the State of Maharashtra, the applicant shall apply for Caste Certificate to the concerned Competent Authority, within whose jurisdiction their fore-fathers or relative were residing.

4. *Procedure for obtaining Caste Certificate from Competent Authority.*—(1) A person who claims to belong to any of the Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribe (*Vimukta Jatis*), Nomadic Tribe, Other Backward Classes or Special Backward Category and accordingly desires to have such Caste Certificate, shall submit his application in **FORM-1** accompanied, by two affidavit(s), in **FORM-2** and **FORM-3** duly sworn before **Competent Authority or Court or Notary** or any authority authorised by the Government, from time to time, to be made by the applicant or parent of the applicant to the Competent Authority.

(2) The applicant shall furnish the attested copies of the following documents with his application in **FORM-1** for obtaining the Caste Certificate and shall produce the originals thereof, on demand by the Competent Authority, —

(a) (i) extract of the birth register in respect of the applicant, his father or relative;

(ii) extract of the Primary School Admission Register of the applicant, his father or relative, if available;

(iii) Primary School Leaving Certificate of the applicant, his father or relative;

(b) documentary evidence in regard to the Scheduled Castes or Scheduled Caste convert to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribe or Other Backward Classes or Special Backward Category to which the applicant belongs and ordinary place of his residence prior to the date of notification of such Scheduled Caste, Scheduled Caste convert to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribe, Other Backward Classes or Special Backward Category, as the case may be;

(c) an extract of service record (book) mentioning the Scheduled Caste, Scheduled Caste convert to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribe, Other Backward Classes or as the case may be, Special Backward Category of the applicant's father or relative who are in Government or any other services;

(d) validity certificate, if any, of the father or real uncle or any other relative of the applicant, granted by the Scrutiny Committee;

(e) revenue record or village panchayat record, if any;

(f) other relevant documentary evidence, if any.

(3) If the applicant is unable to produce any document mentioned in sub-rule (2) above, in such cases, the applicant shall state reason therefore in his affidavit, and the Competent Authority may consider the same and after conducting inquiry as it deems fit, shall decide the claim on merit.

(4) Every objection raised in respect of an application for Caste Certificate shall be affixed on the Notice Board in **FORM- 4**.

5. *Procedure to be followed by Competent Authority for issuance or rejection of Caste Certificate .—*

(1) The Competent Authority may issue Caste Certificate to an applicant who himself or whose father or grand father or great grand father or relative was ordinarily residing within the area of territorial jurisdiction of that Competent Authority on deemed date.

(2) In case the applicant or his father or grand father or great grand father or relative was not ordinary resident of any place within the area of jurisdiction of that Competent Authority, temporary residence of applicant for the purpose of service, employment, education or confinement in jail etc. within such area shall not confer jurisdiction on that Competent Authority to issue the Caste Certificate.

(3) On receipt of the application in **FORM-1**, the Competent Authority shall ensure that the applicant has furnished complete information in all respects and shall give the acknowledgement with the date of receipt of the application along with the list of documents furnished by the applicant with such application.

(4) The Competent Authority shall maintain a register of such applications in **FORM- 5**.

(5) The Competent Authority shall scrutinise the claim of the applicant and shall satisfy himself about the genuineness of the claim.

(6) The Competent Authority shall verify the documents with the original documents, if necessary and if satisfied about the correctness of the information, documents and evidence furnished by the applicant he shall issue the Caste Certificate to the applicant belonging to Scheduled Caste in **FORM-6**; to Scheduled Caste converts to Buddhism in **FORM-7**; to De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category in **FORM-8**; and to the applicant belonging to Other Backward Class or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Special Backward Category, which have been included in the list



of Other Backward Class by the Government of India for this State shall be issued in **FORM-9**, within forty-five days from the date of receipt of the duly completed application.

(7) The Caste Certificates issued in any other FORM, than in sub-rule (6) above shall be treated as null and void.

(8) The lists of the applicants to whom the Caste Certificates have been issued or, as the case may be, rejected, during a month, shall be displayed on the notice board of the office of the Competent Authority by the 5th day of the next succeeding month and certificate to that effect shall be recorded in the register.

(9) Each such Caste Certificate shall bear,—

(a) Serial number of the Scheduled Caste as mentioned in the Presidential Order or in case of De-notified Tribe (*Vimukta Jatis*), Nomadic Tribe, Other Backward Classes or Special Backward Category serial number as mentioned in the relevant Government Resolution, as amended from time to time;

(b) name, designation, signature and official seal of the Competent Authority.

(c) Serial number, date and place of issuance of such Caste Certificate.

(10) The claim of caste certificate shall be decided by Competent Authority within forty-five days.

(11) After considering the evidence produced by the applicant or any other person on his behalf, and the statement of the applicant and after taking into account the material gathered by the Competent Authority, if the Competent Authority is satisfied about the genuineness of the claim, he shall issue the Caste Certificate to the applicant within a period of forty-five days from the date of the application after recording reason therefor.

(12) After considering the evidence produced by the applicant or any other person on his behalf, and the statement of the applicant and after taking into account the material gathered by the Competent Authority, if the Competent Authority is not satisfied about the genuineness of the claim, he may reject the claim of Caste Certificate of the applicant by stating reasons in his order. The Competent Authority shall give a copy of such order, free of cost, immediately, after passing of the order, to the applicant and obtain an acknowledgement thereof. The Competent Authority shall specifically state, below the operative part of the order, that the applicant has a right to appeal and shall also mention about the Appellate Authority and the period of limitation for appeal.

6. *Issuance of Caste Certificate to migrated persons.*—(1) In case of persons migrated from other State or Union Territories to Maharashtra State,-

(a) The Competent Authority, if satisfied, may issue Caste Certificate to the applicants belonging to, Scheduled Caste in **FORM-6** and in case of Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category in **FORM-10**, to an applicant who has migrated to Maharashtra State from any other State or Union Territory, on production of the respective Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category Certificate issued to his father or grand-father or relative by the concerned Competent Authority of that State;

(b) If the Competent Authority is of the opinion that before issuing such Caste Certificate in **FORM-10** to a migrated person, a detailed inquiry is necessary, then he may do so through the applicant's State of origin;

(c) A Caste Certificate holder who has migrated to the State of Maharashtra from the State of his origin for the purpose of seeking education, employment, etc., may be deemed to be the person belonging to Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribe (*Vimukta Jati*) or Nomadic Tribe or Other Backward Class or Special Backward Category, as the case may be, of the State of his origin and may be entitled to derive benefits from the State of his origin and Union Government, but he shall not derive any benefits from the State of Maharashtra.

Explanation.— For the purpose of sub-rule (1), "migrant from other State" means,-

(i) a person who has migrated to Maharashtra State from any other State or Union Territory on or after the **deemed date**;

(ii) a person whose Caste is Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribe (*Vimukta Jatis*) or Nomadic Tribe or Other Backward Class or Special Backward Category in his original State, but not in Maharashtra State; and the person whose Caste is Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribe (*Vimukta Jati*) or Nomadic Tribe or Other Backward Class or Special Backward Category in the Maharashtra State as well as in his original State having his ordinary residence on **deemed date** in any State or Union Territory other than the Maharashtra State shall both be treated as migrants.

(2) The provisions of sub-rule (10), (11) and (12) of rule 5 shall *mutatis mutandis* apply in respect of the rejection of application of a migrated person.

7. *Appellate Authority.*—(1) If the application for issuance of Caste Certificate is rejected by the Competent Authority, the applicant may prefer an appeal in **FORM-11** against the order of rejection to the respective Appellate Authority within a period of thirty days from the date of the rejection order.

(2) The Appellate Authority shall examine the grounds on which the appeal is filed and also receive or call for further documents and call for further record of the Competent Authority, if considered necessary, and pass such order within a period of three months as the Appellate Authority may consider fit and proper in the matter.

(3) The Appellate Authority shall pass an order as deemed fit after giving the applicant reasonable opportunity of being heard.

(4) A copy of the order so passed by the Appellate Authority shall be communicated to the applicant and to the concerned Competent Authority with a direction to take action as per the order.

8. *Duties of Competent Authority while issuing Caste Certificate.*—

The Competent Authority shall,—

(a) maintain an updated list of Scheduled Caste, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category and all Categories, as notified by the Government, from time to time;

(b) maintain, in duplicate, List of applications in **FORM-5** and a list of objections in **FORM-4**;

(c) keep such copies of lists specified in clause (b) on notice board in its office;

(d) maintain a register regarding disposal of applications and objections in **FORM-12** and **FORM-13** respectively;

(e) objection, if any to be raised shall be in writing with requisite details and the proof thereof, within one week, from the date of publication of **FORM-4**;

(f) upon receipt of objection, if any, before taking final decision, common hearing of the concerned parties be fixed, by the Competent Authority. Notice of such hearing with date and time be affixed on notice Board, which will be presumed as sufficient Notice to parties. Notice for hearing claim of application for issue of Caste Certificate shall be issued in **FORM-14** and Notice for hearing objections to Caste Certificate shall be issued in **FORM-15**.

9. *Maintenance of record by Competent Authority.*—(1) Register maintained by the Competent Authority in **FORM-5**, in respect of application received, and in **FORM-12** in respect of Caste or Tribe Certificate issued to the persons belonging to the Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category shall be a permanent record.

(2) The Competent Authority shall forward an extract of the registers of the Caste Certificates issued for each calendar month, to the following authorities before the 5th day of the next succeeding month, namely :—

(a) The Commissioner, Social Welfare ;

(b) Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Maharashtra State, Pune;

(c) The concerned Scrutiny Committee;

(d) Collector of the concerned District;

(e) Office of the concerned Tahasildar.

(3) The Competent Authority shall make endorsement on the register of the Caste Certificates that the extracts have been sent to the authorities mentioned in sub-rule (2) above.

10. *Preservation of records by Competent Authority.*—(1) The Competent Authority, who issues Caste Certificates shall preserve the record of Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category as mentioned below,—

(i) Register of issuance of Caste- - Permanent record.  
Certificate (FORM-12)

(ii) Office copy of the Caste Certificates - 30 Years record.  
and copy of reasoned order

(iii) Individual case records - 10 Years record.

(2) After expiry of the period as stipulated in sub-rule (1) above, the concerned records shall be destroyed by the Competent Authority in accordance with prevailing instructions issued by the Government from time to time:

Provided that, before destroying the concerned records, the Competent Authority shall maintain its copies in digital or electronics format and, as and in such form, as may be notified by the Government in the *Official Gazette*.

11. *Constitution of Scrutiny Committee*.—The Scrutiny Committee shall consist of the following members, namely:-

- |   |                          |
|---|--------------------------|
| (a) Divisional Commissioner or<br>Additional Divisional Commissioner (Revenue)<br>or Collector or Additional Collector (I.A.S) or<br>Additional Collector (Selection Grade) or<br>Joint Secretary of the State Government or any<br>officer not below the rank of Joint Secretary to<br>State Government. | <b>Chairman.</b>         |
| (b) Deputy Commissioner (Social Welfare) or<br>Regional Deputy Commissioner (Social Welfare)<br>or Divisional Social Welfare Officer.   | <b>Member.</b>           |
| (c) Research Officer or<br>Assistant Commissioner (Social Welfare) or<br>Special District Social Welfare Officer.   | <b>Member-Secretary.</b> |

12. *Constitution of Vigilance Cell*.—(1) There shall be a Vigilance Cell to assist each Scrutiny Committee in conducting the field inquiry under rule 17. The Vigilance Cell shall consist of,—

- (a) Deputy Superintendent of Police or equivalent;
- (b) Police Inspectors ;
- (c) Police Constables to assist the Police Inspectors.

(2) Jurisdiction of the Vigilance Cell shall be subject to territorial jurisdiction of concerned Scrutiny Committee, for all purposes, including domestic inquiry and verification of authenticity of documents :

Provided that, in appropriate case, if Scrutiny Committee feels, it may solicit a report of Vigilance Inquiry, from any other concerned Scrutiny Committee.

(3) Vigilance Cell shall work under the control and supervision of concerned Caste Scrutiny Committee.

13. *Report of Vigilance Cell and Issues to be dealt with*.—(1) Vigilance Cell Officer(s) shall submit report upon investigating into the Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*) , Nomadic Tribes, Other Backward Classes or Special Backward Category claim, referred to it,—

- (a) by visiting permanent place of residence and conducting domestic inquiry; or

(b) by recording statements of respected and responsible persons from concerned area, including representatives of Local Self Government, Police Patil, etc.; or

(c) by collecting information, as part of recording statement, as regards to name, age, educational qualification, occupation, existing place of residence and information regarding properties (existing and disposed) of family members of applicant or claimant; or

(d) by collecting information including the sociological, anthropological and ethnological (anthropological moorings and ethnological kinship), genetical traits of the Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category, if any; or

(e) by personally visiting Office of the Competent Authority or revenue or school or other concerned offices.

(2) Notwithstanding anything contained in any provision of these rules,-

(a) the Vigilance Cell shall not record concluding remark or opinion, since vigilance inquiry is meant for internal assistance to the Scrutiny Committee and adjudication of Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category status is exclusive domain of the Scrutiny Committee;

(b) finding recorded and opinion expressed, if any, by the Vigilance Officer shall not be binding on Scrutiny Committee nor could be used as evidence, in support of Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Category claim.

14. *Verification of Caste Certificate.*—Any person desirous of availing of the benefits and concessions provided to the Scheduled Caste, Scheduled Caste converts to Buddhism, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes or Special Backward Categories for any of the purposes as mentioned in section 3 of the Act shall, invariably submit an application in **FORM-16** with an affidavit in **FORM 3** and **FORM-17** for students; **FORM-18** with an affidavit in **FORM 3** and **FORM-19** for employees or service purpose; **FORM-20** with an affidavit in **FORM 3** and **FORM-21** for election purpose; or **FORM-22** with an affidavit in **FORM 3** and **FORM-23** for other purpose, as per his requirement, to the concerned Scrutiny Committee for verification of his caste claim and issue of Caste Validity Certificate, well in time :

Provided that, the Caste Certificate issued to migrant from other State and Caste or Community Certificates issued by Authorities of the States other than the State of Maharashtra, shall not be verified by such Caste Scrutiny Committee.



15. *Manner of filing or submitting application for verification of Caste Certificate claim.*— The application for verification of Caste Certificate, under rule 14 shall be filed or submitted well in time in such form and in such manner as is prescribed, in rule 17 :

Provided that , the Government may permit, by issuing notification in the *Official Gazette*, certain classes of persons, to submit their application for verification of Caste Certificate claim, through appropriate School or College or University or any Administrative Authority, to the concerned Scrutiny Committee, subject to the adherence of time-limit specified therein.

16. *Information to be supplied by applicant.*—The applicant shall make an application, with affidavit(s) duly sworn and attested copies of supporting documents, thereby providing particulars of religion, sect, caste, sub-caste, permanent place of residence, etc. If the applicant is female, then application shall be in her maiden name (pre-marriage) and documents of relatives shall be submitted. To enable the Scrutiny Committee to decide the application expeditiously, preferably, the following documents shall be produced or following information be supplied as preliminary information and evidence, namely :—

(a) original copy of Caste Certificate alongwith attested copy of Caste Certificate;

(b) attested copy of Primary School Leaving Certificate or other School or College Leaving Certificate(s);

(c) attested copy of Primary School Leaving Certificate or other School or College Leaving Certificate(s) of relatives;

(d) in case of an illiterate person, illiterate parents or relative, extract of birth register (village register No.14/ kotwar book or nationality register) issued by the Competent Authority, wherein his caste is mentioned, relating to family members as per genealogy, i.e. great-grand father or grandfather or father or real uncle, etc.;

(e) certified copies of old revenue document(s), wherein caste is mentioned, if any;

(f) other relevant evidence, if any, subject to admissibility;

(g) proof of permanent residence in the State of Maharashtra with regard to the deemed date as prescribed in clause (e) of rule 2;

(h) attested copy of decision of Scrutiny Committee and or Validity Certificate of applicant's relative, if any.

*Explanation.*—(1) Mere production of above referred documents doesn't mean that applicant had discharged burden of proof.

(2) Applicant shall undertake production of original documents as and when required by the Scrutiny Committee.

17. *Procedure of Scrutiny Committee*. —(1) On receipt of application, the Scrutiny Committee shall ensure that the application and the information supplied therewith is complete in all respects and to carry out scrutiny of the application.

(2) Notwithstanding anything contained in these rules, the claimant or applicant or complainant shall be personally responsible for removal of objections raised by Scrutiny Committee, if any, within two weeks or within such extended period, which shall not be more than six weeks, failing which the claim or application or complaint shall be disposed of, by appreciating available records and such decision may be communicated to the applicant by the Scrutiny Committee.

(3) The incomplete application may be rejected by recording reasons.

(4) Notwithstanding anything contained in these rules, it will be the sole responsibility of the claimant or applicant to attend the dates of hearing, either personally or through duly authorised representative.

(5) The roznama of the Scrutiny committee shall be self evident as to what transpired on a particular day and it shall be signed by all the members of the Scrutiny Committee.

(6) If the Scrutiny Committee, upon appreciating the statement of applicant or claimant submitted in the form of Affidavit filed in consonance with Order 18 Rule 4 of the Code of Civil Procedure, 1908, as well as other evidence and documents furnished along with any application or proposal is satisfied, about the genuineness of Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category claim the scrutiny committee shall forthwith issue Validity Certificate in **FORM-20** without enquiry by vigilance cell.

(7) If the Scrutiny Committee, upon appreciating the statement of applicant or claimant submitted in the form of Affidavit filed in consonance with Order 18 Rule 4 of the Code of Civil Procedure, 1908, as well as other evidence and documents furnished along with any application or proposal, is of the opinion that the documents do not satisfy or conclusively prove the Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category claim, the Scrutiny Committee by mentioning the same in the roznama, shall refer such case to the Vigilance Cell for carrying out suitable inquiry, as is deemed fit, by the Scrutiny Committee:

Provided that, findings recorded by the Vigilance Cell shall not be binding on the Scrutiny Committee, as the vigilance inquiry is meant for internal assistance to the Scrutiny Committee. The Scrutiny Committee shall record its reasons for discarding the report of Vigilance Cell.

(8) The Vigilance Cell shall complete the inquiry within six weeks, thereby making suitable inquiry, on all the issues or as specifically directed by the Scrutiny Committee.

(9) Vigilance Inquiry shall be made for respective territorial area of jurisdiction of concerned Scrutiny Committee.

(10) In case of those cases which are referred to Vigilance Cell, upon considering the report submitted by Vigilance Cell, if the Scrutiny Committee is satisfied about the genuineness of Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category claim of claimant or applicant, it shall be lawful to decide the matter finally by its written decision, and forward the copy of decision and Validity Certificate in **FORM-24**, to the concerned parties or authority, by preserving its scanned copy (in electronic form ).

(11) (i) In case of those cases which are referred to Vigilance Cell, upon considering the report of Vigilance Cell, if the Scrutiny Committee is not satisfied about the claim of the applicant, it shall call upon the applicant to prove his Caste claim, by discharging his burden, as contemplated under section 8 of the Act, by issuing a notice in **FORM-25** coupled with copy of report of Vigilance Inquiry;

(ii) After issuance of notice, if applicant requests, by way of written application, for copies of vigilance inquiry report or any other document or prays for adjournment, reasonable time for final hearing or for submitting written submission, it may be granted;

(iii) After affording an opportunity of hearing, Scrutiny Committee shall,-

(a) being satisfied regarding the genuineness of the Caste claim, decide the matter finally, upon appreciation of evidence, by its reasoned decision, i.e. decision of committee and issue Certificate of Validity, in **FORM-24**; and forward the same to concerned authorities within thirty days, by preserving its scanned copy (in electronic form );

(b) being not satisfied about the genuineness of the claim and veracity of the Caste Certificate, it shall pass its decision, thereby cancelling and confiscating the original Caste Certificate and invalidating the Caste or Tribe claim of the applicant or claimant;

(c) upon invalidation of Caste or Tribe claim, the Caste Certificate under inquiry shall be stamped as "cancelled and confiscated", and forward the same along with copy of decision, to the Competent Authority and concerned parties, by preserving its scanned copy (in electronic form);

(d) after conclusion of the hearing of the case, the work of writing of the decision shall be assigned to one of its member by the Scrutiny Committee;

(e) in case of difference of opinion amongst the members of Committee, on the main order of majority, the dissenting member shall write his separate order;

(f) The name of member of Committee to whom work of writing final order was assigned, shall be mentioned in the roznama. Moreover, front page of final order shall disclose the date of the order.

(12) Notwithstanding anything contained in these rules, it is incumbent on the applicant to disclose all the true and correct information, including disclosure of adverse entries or material, failing which, it shall be lawful for the Scrutiny Committee to draw adverse inference.

(13) If the Scrutiny Committee finds and concludes that the report of Vigilance Cell is false or unrealistic, it shall record the reason in decision and direct appropriate action as contemplated under section 14, read with section 11 and 12 of the Act and also recommend Departmental inquiry against such Vigilance Officer:

Provided that, an opportunity of being heard be granted to the concerned Vigilance Cell officer prior to any direction for appropriate action. This hearing shall be independent to adjudication of Caste or Tribe claim.

18. *Hearing of Scrutiny Committee.*—(1) The Scrutiny Committee shall hold hearing at least once a week.

(2) All the three members shall be present at the hearing of the Scrutiny Committee:

Provided that, in absence of other members of Scrutiny Committee, any other member shall give next date of hearing.

(3) The decision of Committee shall be by majority:

Provided that, majority decision shall be communicated as decision of Scrutiny Committee, with judgement of all the assenting members along with separate judgement by dissenting member.

(4) The Certificate of Validity shall be signed by the Member-Secretary .

(5) The Scrutiny committee shall take its decision about the validity of Caste Certificate within a period of three months and in exceptional circumstances additional period of two months may be taken by the Scrutiny Committee.

19. *Complaints.*—(1) Any complaint or allegation that a person to whom a Caste Certificate has been issued, is not belonging to the Caste or Tribe mentioned in the Certificate shall be inquired into by the concerned Scrutiny Committee.

(2) The concerned Scrutiny Committee shall decide all such complaints within a period of six months from the date of receipt of the complaints. If the Scrutiny Committee comes to the conclusion that the Caste Certificate has been wrongly issued, it shall record its decision and such decision of the Scrutiny Committee shall be communicated to the Competent Authority who has issued such Caste Certificate for taking suitable action against the applicant.

(3) The Scrutiny Committee shall also communicate its decision to the State Government about the wrongful issuance of the Caste Certificates for initiating necessary action against the issuing officer under section 13 of the Act and also as per relevant disciplinary rules.

**20. Issuance of duplicate copy of Validity Certificate.** - If the original Validity Certificate issued to the applicant is lost, destroyed or mutilated, the Scrutiny Committee may issue duplicate copy of Validity Certificate if the request in writing is made by the applicant along with an affidavit duly sworn in, with copy of the police complaint lodged for the loss of Validity Certificate by charging fees as specified by Government, from time to time.

**21. Certified Copies.** - Certified copies of the validity Certificate and the decision of the Scrutiny Committee may be supplied on application to the concerned person subject to due satisfaction of the Scrutiny Committee, by charging reasonable fees as specified by the Government, from time to time.

**22. Maintenance of record by Scrutiny Committee.**—(1) The Scrutiny Committee shall maintain registers in **FORM-26** in respect of each category of applicants.

(2) The Scrutiny Committee shall forward monthly report on receipts of application and issue of Validity Certificates to the Commissioner, Social Welfare, Maharashtra State, Pune and the Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Pune, and the Government.

**23. Preservation of records by Scrutiny Committee.**—(1) The Scrutiny Committee shall preserve the record of Validity Certificate as mentioned below,—

(i) Case Register

- **Permanent record.**

(ii) Office copy of the Validity Certificate  
and orders of invalid cases.

- **Permanent record.**

(iii) Individual case record

- **30 Years record.**

(2) After expiry of the period as stipulated in sub-rule (1) above, the concerned records shall be destroyed by the Scrutiny Committee in accordance with the instructions issued by the Government, however, before destroying, its digital or electronic copies shall be maintained as and in such form, specified by Government.

24. *Training, Co-ordination of Scrutiny Committees.*—The Commissioner, Social Welfare and the Director General, Dr. Babasaheb Ambedkar Research and Training Institute shall work as Co-ordinator between the Competent Authority and Scrutiny Committee working in the State and shall hold training and workshops for Competent Authority, Scrutiny Committee and staff working under them, at least once in a year.

25. *Supervisory, disciplinary and controlling powers.*—(1) Without prejudice to the generality of these rules and subject to the provisions of the Act, it shall be lawful for the Government to exercise administrative powers for making available the infrastructure, financial provisions, availability of staff, powers to issue posting and transfer of Chairman, Member and Member-Secretary as well as other staff with Scrutiny Committee and the Competent Authority.

(2) In addition to the powers referred to in sub-rule (1), for the purposes of efficiency and transparency in the functioning of the Competent Authority and the Scrutiny Committee, the Government may exercise administrative, supervisory and controlling powers.

(3) Notwithstanding anything contained in these rules, the Government may look into and deal with, the complaints and grievances made against the Chairman, Member and Member-Secretary, officers of Vigilance Cell as well as other staff assigned to the Scrutiny Committee and Competent Authority and may cause an independent inquiry and take action, which includes withdrawal of work, withholding retirement and other financial benefits including prosecution as per the provisions of the Act, to maintain purity of justice.

(4) Decision of the Government, in such cases shall be final and conclusive.

Provided that, the inquiry and requisite actions contemplated under these rules shall be in addition to the administrative inquiry and action contemplated under the relevant service rules:

Provided further that, the inquiry shall be made by an officer not below the rank of Deputy Secretary to the State Government, and observance of reasonableness and due compliance of principles of natural justice shall be mandatory.



**FORM - 1**

[ rule 4 (1) ]

**Application Form for obtaining Scheduled Caste or Scheduled Caste converts to Buddhism or De-notified Tribes (*Vimukt Jati*) or Nomadic Tribes or Other Backward Classes or Special Backward Category Caste Certificate.**

Affix passportsize  
photo

To,  
The Competent Authority/Collector

Subject :- Application for issue of a Scheduled Caste/  
Scheduled Caste converts to Buddhism/  
De-notified Tribes (*Vimukt Jati*) Nomadic  
Tribes/ Other Backward Classes/ Special  
Backward Category, Certificate. (strike  
out which is not applicable)

Sir,

I, the undersigned ..... request  
for issue of a Caste Certificate of Scheduled Caste/ Scheduled Caste converts  
to Buddhism/ De-notified Tribes (*Vimukt Jati*)/ Nomadic Tribes/ Other  
Backward Classes/ Special Backward Category (strike out which is not  
applicable) for myself, my son/ daughter. I am submitting following  
information and documents in support of my claim—

1. (a) Full name of the applicant : .....
- (b) Present Address : .....
- (c) Name of the Village/Town : .....
- (d) Tahsil & District : .....
- (e) Name of the Post office : .....
- (f) Present Occupation : .....
- (g) Hereditary Occupation : .....
2. (a) Full name of the father and full : .....  
address (if not alive, address of .....  
his last residence) .....

- (b) Present Occupation : .....
- (c) Hereditary Occupation : .....
3. (a) Name of the Scheduled Caste, : .....  
De-notified Tribes (*Vimukt Jati*), .....  
Nomadic Tribes, Other Backward .....  
Classes or Special Backward Category .....
- (b) Sub Caste : .....
- (c) Mother tongue : .....
- (d) Dialect. : .....
4. Information of the person for whom the : .....  
certificate is required — .....
- (a) Full Name : .....
- (b) Original Village/Town (Place)/ Tahsil / : .....  
District of the person : .....
- (c) Name of the Village/Town, if a person : .....  
is residing in the Village/Town other .....  
than his original Village/Town .....  
(ordinary place of residence) : .....
- (d) Year of leaving the original : .....  
Village/Town : .....
- (e) Reasons for leaving the original : .....  
Village/Town (*i.e.* education, .....  
employment etc.) : .....
- (f) Reasons for residing in present : .....  
Village/Town (*i.e.* education, .....  
employment etc.) : .....
- (g) Place of birth : .....
- (h) Name of the primary school -Village/ : .....  
Town, Tahsil, District where .....  
he/she studied : .....
- (i) Name of the secondary school / : .....  
college-Village/Town, Tahsil, District .....  
where he/ she studied : .....
5. Evidence in support of his Scheduled : .....  
Caste, Scheduled Caste converts to .....  
Buddhism, De-notified Tribes .....  
(*Vimukt Jati*), Nomadic Tribes, Other .....  
Backward Classes or Special Backward .....  
Category claim : .....

- 6 (1). Primary Information : .....
  - (a) (i) Extract of the birth register in respect: .....  
of applicant, his father or relatives .....
  - (ii) Extract of the Primary School : .....  
Admission Register of the applicant, .....  
his father or grandfather, if available. ....
  - (iii) Primary School Leaving Certificate : .....  
of the applicant or his father .....
  - (b) Documentary evidence in regard to : .....  
the Scheduled Caste/De-notified Tribes .....  
(*Vimukt Jati*)/Nomadic Tribes/Other .....  
Backward Classes/Special Backward .....  
Category .....  
(strike out which is not applicable) and .....  
ordinary place of residence prior to the .....  
date of notification of such Scheduled .....  
Caste/De-notified Tribes (*Vimukt Jati*)/ .....  
Nomadic Tribes/Other Backward .....  
Classes/Special Backward Category. ....  
(strike out which is not applicable) : .....
  - (c) An extract of service record (book) : .....  
mentioning Scheduled Caste/Scheduled .....  
Caste converts to Buddhism/De-notified .....  
Tribes (*Vimukt Jati*)/Nomadic Tribes/ .....  
Other Backward Classes/Special .....  
Backward Category of the applicant's .....  
father or relatives who are in .....  
Government or any other services .....  
if any, .....  
(strike out which is not applicable) : .....
  - (d) True copy of Validity Certificate, if : .....  
any of the father or relatives which .....  
issued by the Scrutiny Committee. ....
  - (e) Copy of Revenue record or village, : .....  
panchayat record, if any. ....
  - (f) Other relevant documentary : .....  
evidence, if any. ....
- (2). Additional information — : .....
  - (a) Names of five villages where : .....  
applicant's relatives reside. ....
  - (b) Names of the deities or gods/ goddess : .....  
of the Scheduled Caste/De-notified .....  
Tribes (*Vimukt Jati*)/Nomadic Tribes/ .....  
Other Backward Classes/Special .....  
Backward Category. ....

- (c) In case of a person converted to another religion, the names of Gods and Goddesses worshiped by him prior to conversion. : .....
- 7 The applicant's father's/ grand father's original village/town, tahasil and district. : .....
- 8 The evidence of the applicant's original village/town, if any. : .....
- 9 (a) Whether the father or relatives obtained the Scheduled Caste/ Scheduled Caste converts to Buddhism/ De-notified Tribes (*Vimukt Jati*)/ Nomadic Tribes/Other Backward Classes/ Special Backward Category certificate or avail the Government facilities on the basis of caste or Tribe claim (strike out which is not applicable) : .....
- (b) The affidavit to be attached herewith in: Form-2 and Form - 3. : .....
- 10 (a) Whether the applicant has applied to the Competent Authority in Maharashtra State or Competent Authority of other State previously for issuance of Scheduled Caste/ Scheduled Caste converts to Buddhism/ De-notified Tribes (*Vimukt Jati*)/ Nomadic Tribes/Other Backward Classes/Special Backward Category Certificate (strike out which is not applicable) : .....
- If so, to whom and when : .....
- (b) Whether a Validity Certificate is granted to the father or any relatives of the applicant by the Scrutiny Committee If so, to whom and when (Enclose a true copy.) : .....

I declare on oath that the information furnished by me in this application is correct and I am aware that if later on, it is found to be incorrect, I will be prosecuted under the provisions of sections 193 (2), 199 and 200 of the Indian Penal Code and shall be punished accordingly.

Yours faithfully,

Place .....  
Date .....

(Signature of the Applicant)

**FORM - 2**

[rule 4 (1)]

**An Affidavit to be submitted to the Competent Authority with the Application FORM-1 to issue a Scheduled Caste / Scheduled Caste converts to Buddhism/ De-notified Tribes (*Vimukt Jati*) / Nomadic Tribes / Other Backward Classes or Special Backward Category, Caste Certificate by the Applicant.**

I, .....  
son/ daughter of ..... aged  
..... years, occupation ....., residing  
at ....., village town .....,  
Tahsil ....., District .....,  
State of Maharashtra. hereby solemnly affirm as under :-

I belong to ..... Caste / Tribe which is recognised as  
Scheduled Caste/Scheduled Caste converts to Buddhism/De-notified Tribes  
(*Vimukt Jati*)/Nomadic Tribes/ Other Backward Classes/Special Backward  
Category.

I belong to ..... religion.

My original place of residence is .....  
village/town, ..... Tahsil, ..... District,  
..... State.

I have applied / not applied; granted/ not granted Scheduled Caste/  
Scheduled Caste converts to Buddhism/ De-notified Tribes (*Vimukt Jati*) /  
Nomadic Tribes/ Other Backward Classes/Special Backward Category,  
Certificate to this effect in the State of Maharashtra or any other State.

\* No one from my relatives have been refused Scheduled Caste/ Scheduled  
Caste converts to Buddhism/De-notified Tribes (*Vimukt Jati*)/Nomadic  
Tribes/Other Backward Classes/Special Backward Category, Certificate in  
the State of Maharashtra or any other State.

\* The true copy of Validity Certificate received by my relative, viz.

(1) ....., 2) .....  
is enclosed with the application. The said person is my ..... in  
relation.

To the best of my knowledge and belief the information given in the  
Application FORM-1 and in this affidavit is based on facts and is correct.

Place

Signature.....

Date

.....

(Name of the applicant).

.....  
\* Strike out which is not applicable

**FORM - 3**

[rule 4(1)]

**AFFIDAVIT OF CLAIMANT/PARENT(S)**  
**(Rule 4, order 18 of the Code of Civil Procedure, 1908)**

I, ..... son/daughter of  
Shri/Smt. ...., aged .....years,  
occupation....., residing at ....., village/  
Town,.....,Tahsil.....,  
District ....., State hereby solemnly affirm as  
under :—

2. I hereby give the genealogy tree of my family and relatives, which is  
as under :—

3. Other relevant submissions to be made or any essential explanation  
to be made, in support of Caste/Tribe claim, including the sociological,  
anthropological and ethnological (anthropological moorings and ethnological  
kinship), genetical traits, of the Caste/Tribes, if any ;

To the best of my knowledge and belief the information given in the  
application FORM-1 and in this affidavit is based on facts and is correct.

Place :

Date :

Signature.....

(Name of the applicant/ claimant)





९८ महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, सप्टेंबर ३, २०१२/भाद्र १२, शके १९३४

**FORM - 5**

*[rule 5(4), 8(b) and 9 (1)]*

**List of applications received for issue of Caste Certificates**

Sr. No.	Name of the applicant	Address	Caste and category	Date of receipt of application
(1)	(2)	(3)	(4)	(5)

FORM-6

[ See Rule No.5(6) and 6(1)(a)]

**Form Of Caste Certificate For Person Belonging To S.c. And S.T.**

This is to certify that Shri/Shrimati/Kumari\* .....  
son/daughter\* of Shri/Shrimati. ....  
of village/ town\* ..... in District/ Division\* ..... of  
the State/Union Territory\* ..... belongs to the  
..... Caste/ Tribe at Sr. No....., which is recognized  
as a Scheduled Caste/ Scheduled Tribe under :

# The Constitution (Scheduled Castes) Order, 1950.

# The Constitution (Scheduled Tribes) Order, 1950.

# The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

# The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[ As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956 the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1976, the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ].

# The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.

# The Constitution, (Andman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.

# The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

# The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

# The Constitution (Pondicherry) Scheduled Castes Order, 1964.

# The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967.

# The Constitution (Goa, Daman, Diu) Scheduled Castes Order, 1968.

# The Constitution (Goa, Daman, Diu) Scheduled Tribes Order, 1968.

# The Constitution (Nagaland) Scheduled Tribes Order, 1970.

# The Constitution (Sikkim) Scheduled Castes Order, 1978.

# The Constitution (Sikkim) Scheduled Tribes Order, 1978.

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

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This certificate is issued on the basis of the Scheduled Caste/ Scheduled  
Tribe Certificate issued to Shri/Shrimati\* .....  
Father/ Mother of Shri/ Shrimati/Kumari\* .....  
of Village/ Town\* ....., in District/ Division\* .....  
Of the State /Union Territory\* ..... who  
belongs to the ..... Caste/ Tribe which is recognised  
as a Scheduled Caste/ Scheduled Tribes in the State/ Union  
Territory\* ....., issued by the .....  
(name of prescribed authority) *vide* their, No. ....  
dated.....

! 3. Shri/Shrimati/Kumari \* .....  
and /or his/her\* family ordinarily reside(s) in Village /Town\* .....  
of ..... District/Division\* of the State/Union Territory\*  
of .....

Name & Signature .....

Certificate Sr. No.

Designation .....

(with seal of office)

Place : .....

Date : .....

\* Please delete the words which are not applicable.

# Please quote specific Presidential Order.

! Delete the Paragraph which is not applicable.

FORM-7

[Rule No. 5(6)]

**Form of Caste Certificate for persons belonging to a Scheduled Caste converts to Buddhism**

**CASTE CERTIFICATE**

This is to certify that Shri/Shrimati/Kumari\* .....  
..... son/daughter\* of Shri/Shrimati .....  
village / town \* ....., in District / Division\* .....,  
the State/ Union Territory ....., belonged, before conversion  
to the Buddhism to the Scheduled Caste Community at Sr. No. .... which  
is recognized as Scheduled Caste in relation to the State of Maharashtra  
under —

The Constitution (Scheduled Castes) Order, 1950 as amended by the  
Scheduled Caste and Scheduled Tribes lists (Modification) Order, 1956, the  
Bombay Reorganization Act, 1960, the Scheduled Caste and Scheduled  
Tribes Order (Amendment) Act, 1976, and belongs to Scheduled Castes  
converted to Buddhist Faith which is declared as Scheduled Cast under the  
Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

2. Shri/Shrimati/Kumari\* .....  
and or his/her\* family ordinarily reside(s) in village/ town\* .....  
of ..... District/ Division\* of the State of Maharashtra.

Name & Signature .....

Certificate Sr. No.

Designation .....

(with seal of office)

Place : .....

Date : .....

\* Please delete the words which are not applicable.

FORM-8

[Rule No. 5(6)]

**Form of Caste Certificate for De-Notified Tribe  
(Vimukta Jati), Nomadic Tribe/Other Backward Class/  
Special Backward Category person belonging  
to the State of Maharashtra.**

Documents Verified (1)

(2)

(3)

(4)

**CASTE CERTIFICATE**

This is to certify that Shri/Shrimati/Kumari\* .....  
..... son/daughter \* of Shri/Shrimati .....  
of village/ town\* ..... in District/ Division\* .....  
....., of the State of Maharashtra belongs to the .....  
..... Caste/Tribe which is recognized as De-notified tribe  
(Vimukta Jati)/ Nomadic Tribe/Other Backward Class/Special Backward  
Category at Sr. No. .... under #Government Resolution No. ....  
Department of ..... dated .....  
as amended from time to time.

2. Shri/Shrimati/Kumari\* .....  
and /or his/ her\* family ordinarily reside(s) in village/ town .....  
..... of ..... District/  
Division of the State of Maharashtra.

Name & Signature .....

Certificate Sr. No.

Designation .....

(with seal of office)

Place : .....

Date : .....

\* Please delete the words which are not applicable.

# Please quote name of Department and specific number and date of Resolution under which the caste/tribe has been recognized as De-Notified Tribe (Vimukta Jatis) or Nomadic Tribe or other Backward Class or Special Backward Category by the Government of Maharashtra.



FORM-9

[Rule No. 5(6)]

**Form of Caste Certificate for Other Backward Class person  
applying for Appointment to post under the Government of  
India or for the purpose of education under  
the Government of India.**

**CASTE CERTIFICATE**

This is to certify that Shri/Shrimati/Kumari\* .....  
son/daughter\* of Shri/Shrimati ..... village/  
town\* ..... District/ Division\* .....  
in the State of ..... belongs to the .....  
Caste/ Community at Sr. No. .... which is recognized as a backward  
class under the Government of India Resolution No. 12012/68/93-BCC (C),  
dated the 10th September 1993 published in the *Gazette of India*,  
Extraordinary, Part-I, Section -I, No. 186, dated the 13th September 1993.

(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/  
94-BCC, dated 19th October 1994 published in *Gazette of India*,  
Extraordinary, Part-I, Section-I, No.163 dated 20th October 1994.

(iii) Resolution No. 12011/7/95-BCC, dated the 24 th May 1995 published  
in the *Gazette of India*, Extraordinary, Part-I, Section-I, No.88, dated 25th  
May 1995.

Shri/Shrimati/Kumari\* .....  
and/or his/her\* family ordinarily reside(s) in the .....  
District/ Division\* of the ..... State.

This is also to certify that he/she does not belongs to the persons/ sections  
(Creamy Layer ) mentioned in column 3 of the Scheduled to the Government  
of India, Department of Personal and Training O.M. No. 36012/22/93-  
Estt(Set), dated 8th September 1993. Name & Signature .....  
Certificate Sr No.

Name & Signature .....

Certificate Sr No.

Designation .....

(with seal of office)

Place : .....

Date : .....

\* Please delete the words which are not applicable.

FORM-10

[ Rule No.6 (1)(a)]

**Form of Caste Certificate for Scheduled Caste Converts to Buddhism/De-Notified Tribe (*Vimukta Jati*)/ Nomadic Tribe/ Other Backward Class/Special Backward Category person belonging to the States other than the State of Maharashtra.**

**CASTE CERTIFICATE**

This is to certify that,

Shri/Shrimati/Kumari\* .....  
son/daughter\* of Shri/Shrimati ..... of village/  
town.\* ..... in District/ Division\* ..... of the State/  
Union Territory\* ..... belongs to the  
..... Caste/Tribe which is recognized as a Scheduled  
Caste before conversion to Buddhism/De-Notified Tribe/ Nomadic Tribe/  
Other Backward Class/Special Backward Category in their State/Union  
Territory\*.

This certificate is issued on the basis of the Scheduled Caste converts  
to Buddhism/ De-Notified Tribe/ Nomadic Tribe/ Other Backward  
Class or Special Backward Category Certificate issue to  
Shri/Shrimati\* .....  
Father/ Mother of Shri/ Shrimati/ Kumari\* .....  
of Village/ Town\* ..... in District/ Division\* .....  
of the State /Union Territory\* ..... who belongs to  
the ..... Caste/ Tribe which is recognised as a  
Scheduled Caste before conversion to Buddhism/De-Notified Tribe/ Nomadic  
Tribe/Other Backward Class/ Special Backward Category in the State/ Union  
Territory\* ..... issued by the ..... (name of  
prescribed authority) vide their, No. .... dated .....

Name & Signature .....

Certificate Sr No.

Designation .....

(with seal of office)

Place : .....

Date : .....

\* Please delete the words which are not applicable.

**FORM -11**

[ Rule 7(1) ]

Before Caste Certificate Scrutiny Committee No. ....

Division..... at

Appeal No.....

(for office use only)

Applicant/Appellant's Name .....

Vs

..... Respondent  
(Competent Authority who rejected Caste Certificate)

*Reference* — Decision of competent Authority,  
dated.....

Respected Sir,

Being aggrieved by the decision of Competent Authority .....  
Division ..... dated .....the Applicant hereby  
prefer an appeal on the following grounds :—

**GROUND**

- 1.
- 2.
- 3.

Prayer

It is, therefore most respectfully submitted that.....

.....  
.....

Place :

Signature of Appellant

Date :



FORM - 14

[rule 8(f)]

**Notice for hearing of the Applicant or Claimant for issue of Caste Certificate by Registered Post A.D. / Hand Delivery**

To,

---

---

---

---

*Sub.* - Issue of Caste Certificate.

*Ref.* - Your application, dated

Whereas, you have submitted application for issue of Caste Certificate, you are hereby called upon to attend the office of the undersigned on ....., at ..... alongwith all original documents in support of your caste claim.

Competent Authority

Signature.

Seal

Date :.....

Place :.....

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FORM-15

[rule 8(f)]

**Notice for hearing of Objection to issue of Caste Certificate by Registered  
Post A.D. / Hand Delivery**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sub.- Issue of Caste Certificate.*

*Ref.- Your objection, dated*

Whereas, you have lodged objection to issue of Caste Certificate to Shri/  
Smt. ...., you are hereby called upon to attend the office of  
the undersigned on ....., at ..... alongwith all documents in  
support of your objection. In the event of your failure to attend this office on the  
above date, your objection will be finally disposed off *ex-parte*.

Competent Authority

Signature.

Seal

Date : .....

Place : .....

FORM-16

[rule 14]

**FOR STUDENTS**

**EDUCATION**

**EDUCATION**

**Application Form for verification of Scheduled Caste/  
Scheduled Caste convert to Buddhism/De -Notified Tribe  
(Vimukta Jati)/ Nomadic Tribe/Other Backward Class/Special  
Backward Category Certificate to be submitted to Divisional  
Caste Certificate Scrutiny Committee.**

Affix  
Passport  
size  
Colour  
Photo

To,

Member Secretary and Research Officer,  
Divisional Caste Scrutiny Committee, No. ....

Sub. : **Verification of Scheduled Caste/Scheduled Caste  
converts to Buddhism/De-Notified Tribe (Vimukta  
Jati)/ NomadicTribe/Other Backward Class/  
Special Backward Category Caste Certificate**  
(Strike out whichever is not applicable)

Sir,

I, the undersigned Shri/Smt./Kum .....  
hereby request to verify my Caste Certificate of Scheduled Caste/Scheduled  
Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/Nomadic  
Tribe/Other Backward Class/Special Backward Category. Following  
information and documents are submitted herewith in support of my caste  
claim:—

1. (a) Full name of the Applicant (as .....  
mentioned in Caste Certificate)and .....  
present address ..... Pin Code.....  
(b) Mobile No. ....  
(c) E-Mail .....
2. Caste/Sub-Caste claimed by applicant .....
3. Applicant's (a) Birth date .....  
(b) Birth place .....

4. Full Name of applicant's Father and Permanent Address .....  
 (If Father is not alive please mention full address of his last Residence.) .....  
 Village/Town .....  
 Taluka .....  
 District .....  
 Pin Code .....
5. Full Name of applicant's Grand Father .....  
 (Father's Father) .....
6. Present occupation/service of applicant's Father with telephone number and address. ....
7. Father's Education .....
8. Inherited Profession of Family .....
9. Applicant's (a) Mother Tongue .....  
 (b) Regional Dialect .....  
 (c) God/Godess .....  
 (d) Five Surnames of applicant's Relative/ persons from caste. ....
10. Applicant's (a) Native Place .....  
 Village/Town .....  
 Post .....  
 Taluka .....  
 District.....Pin Code.....  
 (b) If applicant has left Native place Please specify when and who left the place and reason for leaving. ....  
 (c) Since when applicant is residing at present address. ....  
 (d) At present who is residing at native place. ....  
 Please give address and Telephone No. ....  
 (e) Whether applicant is holding house, land at native place? .....
11. Name of the competent authority from whom caste certificate is obtained and Certificate No. and Date. ....
12. Name of the document on which basis caste certificate is obtained from competent authority. ....



13. Details of institution where applicant studied/studying

Stage of Education	Name of Educational Institute and Address	Duration of Education (Year)	Caste mentioned in educational institute's record
(a) Primary Education (i.e. give sufficient details from Std.I)			
(b) Secondary Education			
(c) College Education			

14. If applicant's father is literate following information to be furnished :—

Stage of Education	Name of Educational Institute and Address	Duration of Education (Year)	Caste mentioned in educational institute's record
(a) Primary Education (i.e. give sufficient details from Std.I)			
(b) Secondary Education			
(c) College Education			

15. If applicant/applicant's family is migrated in Maharashtra from other State, following information is to be furnished:-

Is applicant's family is migrated to .....  
Maharashtra State? If yes, from which .....  
State and when (Year)? .....

16. (a) Whether scrutiny of the caste certificate of any member of the family has done earlier? If yes, name of family member, his relation with applicant and why and when scrutinized? .....  
(b) If Validity Certificate is received give its Number and Date (enclose attested copy) .....  
(c) If rejected, give its details .....

17. (a) If applicant has applied for Caste Certificate before any committee in the State. Yes/No  
 If yes, (b) which committee .....  
 (c) For which Caste .....  
 (d) Date of application .....  
 (e) Committee's decision Valid/Invalid
18. Purpose of scrutiny For professional education after Std. XII,  
 To avail benefits under Government of India Scholarship/Tuition Fee/ Examination Fee, Admission in reserve category  
 (Strike out which is not applicable)

**Documents to be attached with application**

19 Following documents are attached only as per the sequence.

- (A) Important Primary Documentary Evidence (Strike out whichever is not applicable)
- (a-1) Original Caste Certificate of Applicant Attachment Compulsory
- (a-2) Certified Copy of Caste Certificate of Applicant Attachment Compulsory
- (a-3) Certified Copy of Applicant's Birth Date Attached Yes/No
- (a-4) Certified Copy of Applicant's Primary School Leaving Certificate/ School Register's Extract. Attached Yes/No
- (a-5) Certified Copy of Applicant's Father Primary School Leaving Certificate/ School Register's Extract. Attached Yes/No
- (a-6) Certified Copy of School Leaving Certificate/ School Register's Extract of Grand Father/ Real Elder Uncle/Real Aunt (From Paternal side). Attached Yes/No
- (a-7) Original Affidavit (in Specimen Form-3 and Form-15A to be obtained from College/Caste Scrutiny Committee Office). Attached Yes/No
- (B) Important Secondary Documentary Evidence  
 \* (If above Primary Documentary Evidence are not available).

(b-1) If relatives from Paternal side are illiterate, Attached Yes/No  
then Birth/Death extracts of Father/ Real  
Elder Uncle/ Real Aunt/ Grand Father (From  
Paternal side) issued by Competent Authority  
(Village Extract No.14 / Kotwar Book /  
Nationality Register)

OR

If Caste is not mentioned in above documents,  
then, Revenue Record / old purchase/sale  
deed in which caste is mentioned

(b-2) Any other documents supporting caste claim Attached Yes/No

(b-3) If any of the above documents are not .....  
available, then attach other relevent .....  
documents. (mention).

I am producing certified copy of above documents with my application. I  
declare on oath that the information furnished by me in this application is  
true and correct. I am aware that incomplete application will be rejected  
and responsibility of making fresh application will be of mine.

Place :

Your's

Date

Applicant's Signature.

(Singature of the Applicant's  
Father/Guardian)

**Certificate to be given by Principal of the School/College**

This is to Certifiy that Shri/Kum. ....  
..... is a Student of this School/College in Year 20 -20  
and he/she is studying in Std. 11th / 12 th Science/Engineering/Medical/  
Management ..... faculty. His /Her name and other information is  
as per mentioned at number ..... in general register. And the Caste  
stated as per our general register is .....  
(strike out if not applicable)

Place :-

Date:-

Seal and Signature of the Principal / Head Master

**Important Instructions :**

(a) If Claim for Schedule Caste, Caste evidences should be prior to 10th August 1950.

(b) If Claim for De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Caste evidences should be prior to 21st November 1961.

(c) If claim for Other Backward Class and Special Backward Category, Caste evidences should be prior to 13th October 1967.

(d) In addition evidences of residents of above mentioned period is essential for applicant who has migrated in Maharashtra from other State.

(e) Migrants from other State to Maharashtra after above mentioned period whose Caste Certificate is in "Migrants" format should not apply to committee.

**FORM-17**

[rule 14]

**FOR STUDENTS**

**FOR STUDENTS**

**Affidavit to be produced along with Caste Scrutiny  
application Form**

I Shri / Smt. / \_\_\_\_\_  
age \_\_\_\_\_ year, Occupation \_\_\_\_\_,  
residing at \_\_\_\_\_,  
hereby solemnly affirm today dated \_\_\_\_\_ that caste certificate  
of my son /doughter Number \_\_\_\_\_ dated \_\_\_\_\_  
given by Tahasildar and Executive Magistrate/Deputy Collector/Sub-  
Divisional Officer \_\_\_\_\_, District is submitted for the Scrutiny.

The documents and proofs attached with the application Form are  
obtained by me from Competent Authority. These documents are true  
and correct and obtained by following proper procedure. No alteration /  
correction / change are made in these documents. I affirm hereby that  
these documents are not duplicate or bogus.

\*Caste Certificate of any relative was not invalidate by the Scrutiny  
Committee.

\*And it is not a case that I applied before any Caste Certificate Scrutiny  
Committee in Maharashtra and my caste certificate is invalidated.

I will be responsible, If the documents and proofs attached with the  
application form are found incorrect or bogus, and I am aware that I will be  
liable for punishment under provision of Indian Penal Code.

I declare that the above mention information is true and correct, hence  
this affidavit.

Place :

**Signature of the Declarant**

Date :

(\*Delete which is not applicable)

**FORM-18**

[rule 14]

**FOR GOVERNMENT/SEMI GOVERNMENT EMPLOYEES  
SERVICE SERVICE  
APPOINTMENT/PROMOTION APPOINTMENT/PROMOTION**

**Application Form for verification of Scheduled Caste/  
Scheduled Caste convert to Buddhism/De-Notified Tribe  
(Vimukta Jati)/ Nomadic Tribe/Other Backward Class/Special  
Backward Category certificate to be submitted to Divisional  
Caste Certificate Scrutiny Committee.**

Affix  
Passport  
size  
Colour  
Photo

To,  
Member Seceretary and Research Officer,  
Divisional Caste Scrutiny Committee,  
No.....

Sub : **Verification of Scheduled Caste/Scheduled Caste  
converts to Buddhism/De-Notified Tribe (Vimukta  
Jati)/ NomadicTribe/Other Backward Class/  
Special Backward Category Caste certificate.**  
(Strike out whichever is not applicable)

Sir,

I, the undersigned Shri/Smt./Kum. ....  
presently working/ have been appointed/to be promoted as .....  
at ..... Department from Date ..... under reserve  
Category of Scheduled Caste/Scheduled Caste converts to Buddhism/De-  
Notified Tribe (Vimukta Jati)/Nomadic Tribe/Other Backward Class/Special  
Backward Category. I hereby request to verify my caste certificate. Following  
information and documents are submitted herewith in support of my caste  
claim.

- 1 (a) Full name of the Applicant (as .....  
mentioned in caste certificate)and .....  
present address ..... Pin Code.....
- (b) In case of married female applicant, .....  
name prior to marriage.
- (c) Mobile No. ....
- (d) E-Mail .....
- 2 Caste/Sub Caste claimed by applicant .....
- 3 Applicant's (a) Birth date .....
- (b) Birth place .....

- 4 Full Name of applicant's Father and Permanent Address. Village/Town .....  
Taluka .....  
(If Father is not alive please mention full address of his last Residence.) District .....  
Pin Code .....
- 5 Full Name of applicant's Grand Father (Father's Father) .....
- 6 Present occupation/service of applicant's father with telephone number and address. ....
- 7 Father's Education .....
- 8 Inherited Profession of Family .....
- 9 (a) Mother Tongue of Applicant .....  
(b) Regional Dialect .....  
(c) God/Godess .....  
(d) Five Surnames of applicant's Relative/persons from caste. ....
- 10 Applicant's (a) Native Place Village/Town.....  
Post .....  
Taluka .....  
District.....  
(b) If applicant has left Native place Please specify when and who left the place and reason for leaving. ....  
(c) Since when applicant is residing at present address. ....  
(d) At present who is residing at native place please give address and Telephone No. ....  
(e) Whether in possession of House/ land at native place ? .....
- 11 Name of the competent authority from whom caste certificate is obtained .....  
And Certificate No. and Date .....
- 12 Name of the document on which basis caste certificate is obtained from competent authority. ....

13. Details of institution where applicant studied

Stage of Education	Name of Educational Institute and Address	Duration of Education (Year)	Caste mentioned in educational institute's record
(a) Primary Education (i.e. give sufficient details from Std.I)			
(b) Secondary Education			
(c) College Education			

14. If applicant's father is literate following information to be furnished

Stage of Education	Name of Educational Institute and Address	Duration of Education (Year)	Caste mentioned in educational institute's record
(a) Primary Education (i.e. give sufficient details from Std.I)			
(b) Secondary Education			
(c) College Education			

15. If applicant/applicant's family is migrated in Maharashtra from other State, following information is to be furnished :—

Is applicant's family is migrated to .....  
 Maharashtra State ? If yes, from .....  
 which State and when (Year) ? .....



- 16 (a) Whether scrutiny of the caste certificate of any member of the family has done earlier ? If yes Name of family member, his relation with applicant and why and when scrutinized ? .....  
 (b) If Validity Certificate is received give its Number and Date (enclose attested copy). .....  
 (c) If rejected give its details. ....
- 17 (a) If applicant has applied for caste certificate before any committee in the state. Yes/No  
 If yes, (b) which committee .....  
 (c) For which Caste .....  
 (d) Date of application .....  
 (e) Committee's decision. Valid/Invalid
- 18 Applicant's present employment details  
 (a) Name and address of the office .....  
 (b) Date of appointment, if appointed .....  
 (c) Purpose of scrutiny. For promotion/new appointment in reserved category  
 (Strike out which is not applicable).

### Documents to be attached with application

19 Following documents are attached only as per the sequence.

- (A) Important Primary Documentary Evidence (Strike out whichever is not applicable)  
 (a-1) Original Caste Certificate of Applicant Attachement  
 Compulsary  
 (a-2) Certified copy of Caste Certificate of Applicant Attachement  
 Compulsary  
 (a-3) Certified Copy of Applicant's Birth Date Attached Yes/No  
 (a-4) Certified Copy of Applicant's Primary School Leaving Certificate/ School Register's Extract Attached Yes/No

- (a-5) Certified Copy of Applicant's Father Primary School Leaving Certificate/ School Register's Extract. Attached Yes/No
- (a-6) Certified Copy of School Leaving Certificate/ School Register's Extract of Grand Father/ Real Elder Uncle/Real Aunt (From Paternal side). Attached Yes/No
- (a-7) Original Affidavit (in Specimen Form-3 and Form-15A to be obtained from College/Caste Scrutiny Committee Office). Attached Yes/No
- (B) Important Secondary Documentary Evidence  
\* (If above Primary Documentary Evidence are not available).
- (b-1) If relatives from Paternal side are illiterate, then Birth/Death extracts of Father/ Real Elder Uncle/ Real Aunt/ Grand Father (From Paternal side) issued by Competent Authority (Village Extract No.14 / Kotwar Book / Nationality Register). Attached Yes/No

OR

If Caste is not mentioned in above documents, then, Revenue Record / old purchase/sale deed in which caste is mentioned

- (b-2) Any other documents supporting caste claim Attached Yes/No
- (b-3) If any of the above documents are not available, ..... then attach other relevent documents. (mention) .....

I am producing certified copy of above documents with my application. I declare on oath that the information furnished by me in this application is true and correct. I am aware that incomplete application will be rejected and responsibility of making fresh application will be of mine.

Yours

Place :

Date :

Applicant's signature.

### **CERTIFICATE OF APPOINTING AUTHORITY**

This is to certify that Shri/Smt. ....  
is working/under consideration for appointment/promotion for the post of  
....., since this post is reserved for Scheduled Caste/De-Notified Tribe  
(Vimukta Jati)/Nomadic Tribe/Other Backward Class/Special Backward  
Category, the validity of his /her caste certificate is necessary. So it is  
requested to verify his /her caste certificate. (Strike out whichever is not  
applicable).

Place :

Sign and Stamp of the

Date :

Appointing Authority.

#### **Important Instructions :**

- (a) If Claim for Schedule Caste, Caste evidences should be prior to 10th August 1950.
- (b) If Claim for De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Caste evidences should be prior to 21st November 1961.
- (c) If claim for Other Backward Class and Special Backward Category, Caste evidences should be prior to 13th October 1967.
- (d) In addition evidences of residents of above mentioned period is essential for applicant who has migrated in Maharashtra from other State.
- (e) Migrants from other State to Maharashtra after above mentioned period whose Caste Certificate is in "Migrants" format should not apply to committee.

**FORM-19**

[rule 14]

**For Government / Semi Government Employee  
Affidavit to be submitted with application of Caste  
Certificate Verification**

I, Shri / Smt. \_\_\_\_\_  
—age \_\_\_\_\_ year, Occupation \_\_\_\_\_, residing  
at \_\_\_\_\_, hereby  
solemnly affirm today dated \_\_\_\_\_ that caste certificate  
Number \_\_\_\_\_ dated \_\_\_\_\_ given by  
Tahasildar and Executive Magistrate/Deputy Collector/Sub Divisional  
Officer \_\_\_\_\_ District is submitted for the Scrutiny.

Validity Certificate is required for my Appointment/Promotion in  
reserved category.

The documents and proofs attached with the application Form are  
obtained by me from Competent Authority. These documents are true and  
correct and obtained by following proper procedure. No alteration /  
correction / change are made in these documents. I affirm hereby that  
these documents are not duplicate or bogus.

\*Caste Certificate of any relative from my paternal side was not invalidate  
by the Scrutiny Committee.

\*And it is not a case that I applied before any Caste Certificate Scrutiny  
Committee in Maharashtra and my caste certificate is invalidated.

I will be responsible, if the documents and proofs attached with the  
application form are found to be incorrect or bogus, and I am aware that I  
will be liable for punishment under provision of Indian Penal Code.

I declare that the above mention information is true and correct, hence  
this affidavit.

Place :

Signature of the Declarant

Date :

(\*Delete which is not applicable)

**FORM-20**

[rule 14]

**FOR ELECTION**

**ELECTION**

**ELECTION**

Application Form for verification of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/ Nomadic Tribe/Other Backward Class/Special Backward Category certificate to be submitted to Divisional Caste Certificate Scrutiny Committee.

Affix  
Passport  
size  
Colour  
Photo

To,

Member Seceretary and Research Officer,  
Divisional Caste Scrutiny Committee, No.....

.....

Sub :- **Verification of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/ Nomadic Tribe/Other Backward Class/ Special Backward Category Caste certificate**  
(Strike out whichever is not applicable).

Sir,

I, the undersigned Shri/Smt./Kum .....hereby request to verify my Caste Certificate of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/Nomadic Tribe/ Other Backward Class/Special Backward Category. Following information and documents are submitted herewith in support of my caste claim.

1. (a) Full name of the Applicant (as mentioned in caste certificate)and present address. .... Pin Code.....
- (b) In case of Married female applicant name prior to marriage. ....
- (c) Mobile No. ....
- (d) E-Mail .....
2. Caste/Sub Caste claimed by applicant .....
3. Applicant's (a) Birth date .....
- (b) Birth place .....

13. Details of institution where applicant studied

Stage of Education	Name of Educational Institute and Address	Duration of Education (Year)	Caste mentioned in educational institute's record
(a) Primary Education (i.e. give sufficient details from Std.1).			
(b) Secondary Education.			
(c) College Education.			

14. If applicant's father is literate following information to be furnished

Stage of Education	Name of Educational	Duration of Education (Year)	Caste mentioned in educational institute's
(a) Primary Education (i.e. give sufficient details from Std.1)			
(b) Secondary Education			
(c) College Education			

15. If applicant/applicant's family is migrated in Maharashtra from other State, following information is to be furnished:-

Is applicant's family is migrated to .....  
 Maharashtra State? If yes, from .....  
 which State and when (Year)? .....

- (a-6) Certified Copy of School Leaving Certificate/ Attached Yes/No  
School Register's Extract of Grand Father/  
Real Elder Uncle/Real Aunt (From Paternal side.)
- (a-7) Original Affidavit (in Specimen Form-3 and Attached Yes/No  
Form-15A to be obtained from College/Caste  
Scrutiny Committee Office)

(B) Important Secondary Documentary Evidence

\* (If above Primary Documentary Evidence are  
not available.)

- (b-1) If relatives from Paternal side are illiterate, Attached Yes/No  
then Birth/Death extracts of Father/ Real  
Elder Uncle/ Real Aunt/ Grand Father (From  
Paternal side) issued by Competent Authority  
(Village Extract No.14 / Kotwar Book /  
Nationality Register.)

OR

If Caste is not mentioned in above documents,  
then, Revenue Record / old purchase/sale deed  
in which caste is mentioned.

- (b-2) Any other documents supporting caste claim Attached Yes/No
- (b-3) If any of the above documents are not available, .....  
then attach other relevent documents. (mention) .....

I am producing certified copy of above documents with my application. I  
declare on oath that the information furnished by me in this application is  
true and correct. I am aware that incomplete application will be rejected  
and responsibility of making fresh application will be of mine.

Place :

Yours,

Date

Applicant's signature.

4. Full Name of applicant's Father and Permanent Address .....  
 Village/Town .....  
 Taluka .....  
 (If Father is not alive please mention full address of his last Residence). District .....  
 Pin Code .....
5. Full Name of applicant's Grand Father (Father's Father) .....
6. Present occupation/service of applicant's father with telephone number and address. ....
7. Father's Education .....
8. Inherited Profession of Family .....
9. (a) Mother Tongue of Applicant .....  
 (b) Regional Dialect .....  
 (c) God/Godess .....  
 (d) Five Surnames of applicant's Relative/persons from caste. ....
10. Applicant's (a) Native Place Village/Town.....  
 Post .....  
 Taluka .....  
 District.....Pin Code.....  
 (b) If applicant has left Native place .....  
 Please specify when and who left the place and reason for leaving .....  
 (c) Since when applicant is residing at present address. ....  
 (d) At present who is residing at native place .....  
 Please give address and Telephone No. ....  
 (e) Whether in possession of House/land at native place? .....
11. Name of the competent authority from whom caste certificate is obtained. ....  
 And Certificate No. and Date .....
12. Name of the document on which basis caste certificate is obtained from competent authority. ....



16. (a) Whether scrutiny of the caste certificate of any member of the family has done earlier? If yes  
Name of family member, his relation with applicant and why and when scrutinized?  
(b) If Validity Certificate is received give its Number and Date (enclose attested copy).  
(c) If rejected, give its details.
17. (a) If applicant has applied for caste certificate before any committee in the state. Yes/No  
If yes, (b) which committee  
(c) For which Caste  
(d) Date of application  
(e) Committee's decision Valid/Invalid.
18. (a) Purpose of scrutiny To contest election from Ward Number.....reserved for Scheduled Caste/ Backward Class of Citizen. (Strike which is not applicable)  
(b) Proposed Election date

**Documents to be attached with application**

19 Following documents are attached only as per the sequence.

- (A) Important Primary Documentary Evidence (Strike out whichever is not applicable).
- (a-1) Original Caste Certificate of Applicant Attachment Compulsory.
- (a-2) Certified copy of Caste Certificate of Applicant Attachment Compulsory.
- (a-3) Certified Copy of Applicant's Birth Date Attached Yes/No
- (a-4) Certified Copy of Applicant's Primary School Leaving Certificate/ School Register's Extract Attached Yes/No
- (a-5) Certified Copy of Applicant's Father Primary School Leaving Certificate/ School Register's Extract Attached Yes/No

**CERTIFICATE TO BE ISSUED BY COLLECTOR / ELECTION OFFICER**

This is to Certify that

(a) Proposed Election for Grampanchayat/Municipal council/ Municipality /Municipal Corporation/Panchayat Samiti/Zilha Parishad / \_\_\_\_\_ Organization will be held on date \_\_\_\_\_ (strike out if not applicable)

(b) Notice is published in this regard, in Local News Paper date \_\_\_\_\_

(c) Certified that original residence of the willing Contestant Shri/ Smt. \_\_\_\_\_ for the said is in the State of Maharashtra.

(d) Shri/Smt. \_\_\_\_\_ is contesting election of Grampanchayat/Municipal council/ Municipality / Municipal Corporation/Panchayat Samiti/Zilha Parishad / \_\_\_\_\_ Organization in Ward No./Group No./Gan/Prabhag No. \_\_\_\_\_ Reserve for Scheduled Caste / Backward Class of Citizen on basis of certificate of caste \_\_\_\_\_ (strike out which is not applicable)

It is requested to scrutinize the Caste Claims of the Candidate and communicate within a period of 6 months.

Place :

Date :

Signature & Seal of the Collector/Election Officer.

**Important Instructions :**

- If Claim for Schedule Caste, Caste evidences should be prior to 10th August, 1950.
- If Claim for De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Caste evidences should be prior to 21st November, 1961.
- If claim for Other Backward Class and Special Backward Category, Caste evidences should be prior to 13th October, 1967.
- In addition evidences of residents of above mentioned period is essential for applicant who has migrated in Maharashtra from other State.
- Migrants from other state to Maharashtra after above mentioned period whose Caste Certificate is in "Migrants" format should not apply to committee.

**FORM 21**

[rule 14]

**FOR ELECTION PURPOSE**

Affidavit to be submitted with application for Caste Certificate Verification.

I Shri / Smt. \_\_\_\_\_  
age \_\_\_\_\_ year, Occupation \_\_\_\_\_,  
residing at \_\_\_\_\_,  
hereby solemnly affirm today dated \_\_\_\_\_ that I am contesting  
election of Grampanchayat/Panchayat Samiti/Municipal council/ Municipality/  
Municipal Corporation/Zilha Parishad / \_\_\_\_\_  
Organization from Ward/Group No. \_\_\_\_\_ Reserve for Scheduled  
Caste / Backward Class of Citizen on basis of certificate of caste \_\_\_\_\_  
\_\_\_\_\_ Number \_\_\_\_\_ dated \_\_\_\_\_ issued by  
Tahasildar and Executive Magistrate/Deputy Collector/Sub-Divisional  
Officer \_\_\_\_\_, District \_\_\_\_\_ is submitted for the Scrutiny.

The documents and proofs attached with the application Form are obtained by me from Competent Authority. These documents are true and correct and obtained by followig proper procedure. No alteration / correction / change are made in these documents. I affirm hereby that these documents are not duplicate or bogus.

\*Caste Certificate of any relative from my paternal side was not invalidate by the Scrutiny Committee.

\*And it is not a case that I applied before any Caste Certificate Scrutiny Committee in Maharashtra and my caste certificate is invalidated.

I will be responsible, If the documents and proofs attached with the application form are found to be incorrect or bogus, and I am aware that I will be liable for punishment under provision of Indian Penal Code.

I declare that the above mention information is true and correct, hence this affidavit.

Place :

Signature of the Declarant.

Date :

(\*Delete which is not applicable)

**FORM-22**

[rule 14]

**FOR PURPOSES OTHER THAN EDUCATION, SERVICE AND ELECTION.**

Application Form for verification of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/ Nomadic Tribe/ Other Backward Class/Special Backward Category certificate to be submitted to Divisional Caste Certificate Scrutiny Committee.

Affix  
Passport  
size  
Colour  
Photo

To,  
Member Seceretary and Research Officer,  
Divisional Caste Scrutiny Committee,  
No.....

Sub :- **Verification of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/ NomadicTribe/Other Backward Class/ Special Backward Category Caste certificate**  
(Strike out whichever is not applicable).

Sir,

I, the undersigned Shri/Smt. Kum.....hereby request to verify my Caste Certificate of Scheduled Caste/Scheduled Caste converts to Buddhism/De-Notified Tribe (Vimukta Jati)/Nomadic Tribe/ Other Backward Class/Special Backward Category. Following documents and information are submitted herewith in support of my caste claim.

1. (a) Full name of the Applicant (as mentioned in caste certificate)and .....  
present address. .... Pin Code.....  
(b) In case of Married female applicant .....  
name prior to marriage.  
(c) Mobile No. ....  
(d) E-Mail .....
2. Caste/Sub Caste claimed by applicant .....
3. Applicant's (a) Birth date .....  
(b) Birth place .....

- 4 Full Name of applicant's Father and Permanent Address. Village/Town .....  
Taluka .....  
(If Father is not alive please mention District .....  
full address of his last Residence.) Pin Code .....
- 5 Full Name of applicant's Grandfather (Father's Father) .....
- 6 Present occupation/service of applicant's father with telephone number and address. ....
- 7 Father's Education .....
- 8 Inherited Profession of Family .....
- 9 (a) Mother Tongue of Applicant .....  
(b) Regional Dialect .....  
(c) God/Godess .....  
(d) Five Surnames of applicant's Relative/persons from caste. ....
- 10 Applicant's (a) Native Place Village/Town.....  
Post .....  
Taluka .....  
District.....  
Pin Code.....  
(b) If applicant has left Native place .....  
Please specify when and who left the place and reason for leaving .....  
(c) Since when applicant is residing at present address. ....  
(d) At present who is residing at native place Please give address and Telephone No. ....  
(e) Whether applicant is holding House/land at native place? .....
- 11 Name of the competent authority from whom caste certificate is obtained .....  
And Certificate No. and Date .....
- 12 Name of the document on which basis caste certificate is obtained from competent authority .....

13. Details of institution where applicant studied :—

Stage of Education (1)	Name of Educational Institute and Address (2)	Duration of Education (Year) (3)	Caste mentioned in educational Institute's record (4)
(a) Primary Education (i.e. give sufficient details from Std.1.)			
(b) Secondary Education.			
(c) College Education.			

14. If applicant's father is literate following information to be furnished :—

Stage of Education (1)	Name of Educational Institute and Address (2)	Duration of Education (Year) (3)	Caste mentioned in educational institute's record (4)
(a) Primary Education (i.e. give sufficient details from Std.1.)			
(b) Secondary Education.			
(c) College Education.			

15. If applicant/applicant's family is migrated in Maharashtra from other State, following information is to be furnished:-

Is applicant's family is migrated to .....  
 Maharashtra State? If yes, from .....  
 which State and when (Year)? .....

- 16 (a) Whether scrutiny of the caste certificate of any member of the family has done earlier? If yes Name of family member, his relation with applicant and why and when scrutinized? .....  
 (b) If Validity Certificate is received give its Number and Date (enclose attested copy). .....  
 (c) If rejected give its details .....  
 17 (a) If applicant has applied for caste certificate before any committee in the State. Yes/No  
 If yes, (b) which committee .....  
 (c) For which Caste .....  
 (d) Date of application .....  
 (e) Committee's decision Valid/Invalid.  
 18 (a) Purpose of scrutiny (Mention the purpose for which Validity Certificate is required) .....

### Documents to be attached with application

- 19 Following documents are attached only as per the sequence.  
 (A) Important Primary Documentary Evidence : (Strike out whichever is not applicable)  
 (a-1) Original Caste Certificate of Applicant : Attachment Compulsory.  
 (a-2) Certified copy of Caste Certificate of Applicant : Attachment Compulsory.  
 (a-3) Certified copy of Applicant's Birth Date : Attached Yes/No  
 (a-4) Certified copy of Applicant's Primary School Leaving certificate/ School Register's Extract : Attached Yes/No  
 (a-5) Certified copy of Applicant's Father Primary School Leaving Certificate/ School Register's Extract. : Attached Yes/No

१३४ महाराष्ट्र शासन राजपत्र असाधारण भाग चार-ब, सप्टेंबर ३, २०१२/भाद्र १२, शके १९३४

(a-6) Certified copy of School Leaving Certificate/ : Attached Yes/No  
School Register's Extract of Grandfather/  
Real Elder Uncle/Real Aunt  
(From Paternal side).

(a-7) Original Affidavit (in Specimen Form-3 and : Attached Yes/No  
Form-15A to be obtained from College/Caste  
Scrutiny Committee Office).

(B) Important Secondary Documentary Evidence :  
\* (If above Primary Documentary Evidence  
are not available).

(b-1) If relatives from Paternal side are illiterate, : Attached Yes/No  
then Birth/Death extracts of Father/ Real  
Elder Uncle/ Real Aunt/ Grandfather (From  
Paternal side) issued by Competent Authority  
(Village Extract No.14 / Kotwar Book /  
Nationality Register).

OR

If Caste is not mentioned in above documents,  
then, Revenue Record / old purchase/sale-deed  
in which caste is mentioned.

(b-2) Any other documents supporting caste claim : Attached Yes/No

(b-3) If any of the above documents are not available, .....  
then attach other relevent documents. (mention) .....

I am producing certified copy of above documents with my application.  
I declare on oath that the information furnished by me in this application  
is true and correct. I am aware that incomplete application will be rejected  
and responsibility of making fresh application will be of mine.

Place :

Yours

Date

Applicant's signature.



**CERTIFICATE TO BE ISSUED BY HEAD OF ESTABLISHMENT /  
INSTITUTION FROM WHOM BENEFIT IS TO BE GIVEN**

This is to certify that, Shri/Shrimati .....  
has been selected for ..... benefit under .....  
caste/tribe. For providing ..... benefit under Scheduled  
Caste/De-Notified Tribes (Vimukta Jati) /Nomadic Tribe/Other Backward  
Class/Special Backward Category, Caste Validity Certificate is essential as  
per Government Notification No....., dated  
..... (Strike out, whichever is not applicable).

It is requested to scrutinize the Caste Claim of the Candidate and  
communicate within a period of 6 months, enabling us to provide the said  
benefit.

Place :

Date :

Sign. and Stamp of the

Head of the Department.

**Important Instructions:**

- (a) If claim for Schedule Caste, Caste evidences should be prior to 10th August 1950.
- (b) If claim for De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Caste evidences should be prior to 21st November 1961.
- (c) If claim for Other Backward Class and Special Backward Category, Caste evidences should be prior to 13th October 1967.
- (d) In addition evidences of residents of above mentioned period is essential for applicant, who has migrated in Maharashtra from other State.
- (e) Migrants from other state to Maharashtra after above mentioned period, whose Caste Certificate is in "Migrants" format should not apply to Committee.

**FORM 23**

[rule 14]

**FOR PURPOSES OTHER THAN EDUCATION, SERVICE AND  
ELECTION**

**Affidavit to be submitted with application of Caste Certificate  
Verification**

I, Shri / Smt. \_\_\_\_\_ age \_\_\_\_\_  
year, Occupation \_\_\_\_\_, residing at \_\_\_\_\_  
\_\_\_\_\_, hereby solemnly affirm today, dated  
\_\_\_\_\_ that Caste Certificate Number \_\_\_\_\_  
\_\_\_\_\_, dated \_\_\_\_\_ given by Tahasildar and Executive Magistrate/  
Deputy Collector/Sub-Divisional Officer \_\_\_\_\_, District \_\_\_\_\_  
\_\_\_\_\_ is submitted for the Scrutiny.

I have been selected by ..... organization for the benefit  
of ..... under ..... category and for this benefit  
validity certificate is essential.

The documents and proofs attached with the application Form are  
obtained by me from Competent Authority. These documents are true and  
correct and obtained by following proper procedure. No alteration /  
correction / change are made in these documents. I affirm hereby that  
these documents are not duplicate or bogus.

\*Caste Certificate of any relative from my paternal side was not invalidate  
by the Scrutiny Committee.

\*And it is not a case that, I applied before any Caste Certificate Scrutiny  
Committee in Maharashtra and my caste certificate is invalidated.

I will be responsible, if the documents and proofs attached with the  
application form are found to be incorrect or bogus and I am aware that,  
I will be liable for punishment under provision of Indian Penal Code.

I declare that, the above mention information is true and correct, hence  
this affidavit.

Place :

Signature of the Declarant

Date :

(\*Delete out which is not applicable)

**FORM - 24**

[rules 17 (6), 17(10) and 17(11)(iii)(a)]

**CERTIFICATE OF VALIDITY**

CASTE CERTIFICATE SCRUTINY COMMITTEE .....No. ....

Committee decision No. \_\_\_\_\_, dated \_\_\_\_\_

WHEREAS, an application of Shri/Smt/Kumari \_\_\_\_\_  
dated \_\_\_\_\_ along with the documents  
was received by the Scrutiny Committee for verification of Caste Certificate  
of Scheduled Castes/Scheduled Castes converts to Buddhism/De-Notified  
Tribe (Vimukta Jatis)/Nomadic Tribes/ Other Backward Class/ Special  
Backward Class and the same was placed before the said Committee in the  
meeting held on \_\_\_\_\_

AND WHEREAS in accordance with the powers conferred on it under  
Maharashtra Scheduled Caste, Scheduled Tribes, De-Notified Tribes  
(Vimukta Jatis), Nomadic Tribes, Other Backward Class and Special  
Backward Category (Regulation of Issuance and Verification of) Castes  
Certificate Act, 2000 (Mah. XXIII of 2001); Maharashtra Scheduled Caste,  
De-Notified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Class  
and Special Backward Category (Regulation of Issuance and Verification  
of) Caste Certificate Rules, 2012, the Committee on the basis of the  
documents and evidence produced before it verified and scrutinised the  
said Caste Certificate/Claim.

NOW, THEREFORE, the Committee hereby certifies that caste claim  
is found to be correct and the caste certificate bearing No. ....  
dated ..... issued by the Tahsildar and Executive Magistrate/  
Sub- Divisional Officer/Deputy Collector \_\_\_\_\_,  
District \_\_\_\_\_ certifying that Shri/Smt/Kumari \_\_\_\_\_  
belongs to \_\_\_\_\_ Caste/Tribe is found  
to be VALID.

Signature.

Seal

Member Secretary and Research Officer,  
Caste Certificate Scrutiny  
Committee.....No. ....

**FORM - 25**

*[rule 17(11)(i)]*

CASTE SCRUTINY COMMITTEE..... No. ....

REGION :

Outward No.

Address :

Phone No.

*Notice of Hearing*

(Notice by Post, E-mail, FAX)

To .....

.....

**Sub :** Inquiry into Caste/Tribe Claim.

**Ref :** Your application/claim....., dated .....

Whereas, this Committee had considered your application/proposal, Affidavits and accompanying annexures, Committee had also considered the report of Vigilance Cell, which is annexed herewith.

Following are the findings of the Committee :—

(a) .....

(b) .....

(c) .....

Till this stage this Committee is not satisfied about your Caste/Claim, therefore, you are hereby informed accordingly.

As per section 8 of Maharashtra Scheduled Castes, Scheduled Tribes, De-Notified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah. XXIII of 2011), it is your responsibility to prove your caste claim.

If you desire, present your case personally or through Legal Representative. You are at liberty to produce documents/evidence in support of your Caste/Tribe Claim, in accordance with Law.

Next date of hearing is scheduled at the Office of this Scrutiny Committee,  
on Date : ..... at ..... A.M. / P.M.

Failing to appear, matter will be finally decided on the basis of material  
available on record.

Hence this "Notice" of hearing, on the address provided by you.

Signature

Encl : Report of Vigilance  
Cell-Page No. ....

Member-Secretary and Research Officer,  
Caste Certificate Scrutiny  
Committee ..... No. ....

VERIFICATION

I, the undersigned Shri/Smt. \_\_\_\_\_, age \_\_\_\_\_  
Occupation \_\_\_\_\_ residing at \_\_\_\_\_  
, do hereby state on solemnly affirm that whatever stated in the above  
paragraph is true and correct to the best of my knowledge and belief.

Place:

Deponent.

Date :

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List of documents attached :-

1.

2.

..

**FORM - 26**

[rule 22]

Register of applications received by Scrutiny Committee

Category :.....

Sr. No.	Name of the Applicant.	Date of Submitting the Proposal.	Cast claim	Cast Certificate No. and date.	Valid or Invalid.	If Validity Certificate Issued its No. and date	If Invalid, No. and date of Order.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

By order and in the name of the Governor of Maharashtra,

R. D. SHINDE,

Secretary to Government.