

Social Welfare Department

No. 13/19/89/SWD/3983

Dated: 07/08/2013

OFFICE MEMORANDUM

Whereas, in pursuance with the judgment of the Hon'ble Supreme Court in the matter **Kumari Madhuri Patil and another V/s Additional Commissioner, Tribal Development and another**; reported in 1994(6) SCC the Government has issued following Notifications/Order for the issuance of Social Status certificates and their scrutiny.

- (i) Vide Notification No. 13/19/89-SWD/709 dated 24.04.2001 Government has designated Deputy Collector and Sub- Divisional Magistrate as a Competent Authority to issue Caste Certificates (Social Status Certificate) for the Scheduled Castes/Scheduled Tribes/Other Backward Classes.
 - (ii) Vide Notification No. 13/19/89-SWD/711 dated 24.04.2001 Government has constituted the Scrutiny Committee for Verification of Castes Certificates issued by the Competent Authority to persons belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes.
 - (iii) Vide Order No. E-I/VIG-Cell/6426 dated 06.09.1999 Government has constituted a Vigilance Cell consisting of Deputy Superintendent of Police (Crime Branch) and two more Police Officers to personally verify and collect all the facts of the Social Status claimed by the Candidate or the parent or guardian, as the case may be.
2. And Whereas the Government has prescribed the following procedure in terms of directions of Supreme Court for issuance of Social Status Certificate/Caste Certificate, their scrutiny and their approval, in suppression of the Circular No. 13/19/89-SWD/722 dated 26.4.2001.
- (i) The application for grant of Social Status Certificate/Caste Certificate shall be made to the Deputy Collector and Sub Divisional Magistrate as per **Annexure I (A) & I (B)**.
 - (ii) The parent, guardian, or the candidate, as the case may be shall file an Affidavit before the Dy. Collector duly sworn and attested by a Competent Gazetted Officer with particulars of caste and sub-caste, tribe, tribal community, parts or group of tribes or tribal communities, the place from which he/she originally hails from and other particulars as **prescribed** by the Directorate concerned, as per **Annexure II (A) and II (B)**.
 - (iii) The application for Verification of Caste Certificate by the Scrutiny Committee shall be filed at least 6 months in advance before seeking admission into educational institution or an appointment to a post as per **Annexure III (A) and III (B)**.
 - (iv) The Directorate concerned shall forward the copies of Status Certificate to the Vigilance Cell for verification.
 - (a) The Vigilance Officer shall go to the local place of residence and original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from. The Vigilance Officer shall personally verify and collect all the facts of the Social Status claimed by the Candidate or the parent or guardian, as the case may be. **He shall also examine the school records, birth registration if any. He shall also examine the parents**, guardian or the candidate in relation to their caste etc. or such other persons who have knowledge of the social status of the candidate and then submit a report to the Directorate of Social Welfare or Directorate of Tribal Welfare as the case may be; together with all particulars as envisaged in the Proforma as per **Annexure IV(A) & IV (B)**, in particular, or of the Scheduled Tribes relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriage, death ceremonies, method of burial of dead bodies etc. by the Castes or Tribes.
3. **And Whereas**, the Director concerned, on receipt of the report from the Vigilance Officer if he found the claim for social status to be "not genuine" or "doubtful" or spurious or falsely or

wrongly claimed, the Director concerned shall issue Show-cause Notice supplying a copy of the report of the Vigilance Officer to the Candidate by a Registered Post with acknowledgement due or through the Head of the Educational Institution/Organization concerned in which the candidate is studying or employed. The notice shall indicate that the representation or reply, if any, would be made within two weeks from the date of the receipt of the Notice and in no case on request not more than 30 days from the date of receipt of the Notice. In case, the candidate seeks for an opportunity of hearing and claims an inquiry to be made in that behalf, the Director on receipt of such representation/reply shall convene the meeting of Scrutiny Committee and the Chairperson who shall give reasonable opportunity to the candidate/parent/guardian to adduce all evidence in support of their claim. A public notice or any other convenient mode shall be published in the village or locality and if any person or association opposes such a claim, an opportunity to adduce evidence may be given to him/her. After giving such opportunity either to the person or through Counsel, the Committee shall make such inquiry as deems expedient and consider the claims vis-à-vis the objections raised by the candidate or opponent and pass an appropriate order with brief reasons in support thereof.

4. **Whereas**, in case the report is in favour of the candidate and found to be genuine and true, **no further action needs to be taken**, the concerned Directorate shall issue a Certificate or Verification as prescribed in **Annexure V**, except where the report or the particulars given are procured or found to be false or fraudulently obtained and in later event the same procedure as in envisaged in para 3 above to be followed.
5. **And Whereas**, the findings recorded by the Scrutiny Committee holding that the certificate obtained was false, on its cancellation and confiscating simultaneously, same shall be communicated to the educational institution/organization concerned or the appointing authority by registered post with acknowledgment due with a request to cancel the admission or the appointment. The Principal of the educational institution responsible for making the admission or the appointing authority shall cancel the admission/appointment and debar the candidate from further study or continue in office in a post.
6. The Order passed by the Scrutiny Committee shall be final and conclusive only subject to the proceedings under Article 226 of the Constitution of India.
7. **Now therefore** it is enjoined upon all the Government Departments, Educational Institutions etc. to accept the provisional Status Certificates issued by competent authority till the final decision is given.

By Order and in the name of
Governor of Goa
Sd/-
V. M. Paranjape
Director of Social Welfare &
Joint Secretary (Social Welfare)

ANNEXURE-I (B)

FORM OF APPLICATION FOR OBTAINING PROVISIONAL OBC CERTIFICATE

To,

The Deputy Collector &

Sub Divisional Officer

----- Sub Division

----- Goa

Sir/Madam,

I, Shri/Smt/Kum: _____ hereby applies for the issue of OBC certificate

I am submitting the following information's along with the documentary evidences in support of my claim as: _____

1. Purpose for which certificate is required: _____

2. Name of the applicant: _____

3. Present Residential Address: _____

4. Contact No. _____

5. Date of Birth: _____

6. Present Occupation: _____

7. Hereditary Occupation: _____

8. Fathers Name: _____

9. Present Occupation: _____

10. Name of the OBC community: _____

11. Synonym/Generic name if any: _____

12. Religion Professed by applicant: _____

13. Religion Professed by applicant's father: _____

14. Name of original village with complete address in which applicant/applicants parents originally hails from prior to 19.2.1968: _____

15. Whether staying in the same village as on the date of this application: YES/NO

16. If No, kindly furnish the following details

a) Year of leaving original Village of residence: _____

b) Reason for leaving the original Village of residence: _____

17. Place of birth: _____

18. Name of the primary school in which applicant has studied: _____
_____ from _____ to _____

19. Name of the Secondary School in which applicant has studied: _____
_____ from _____ to _____

20. Annual family Income from all sources:- Rs. _____

(Excluding Salaries and Income from Agricultural land)

21. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate:- YES/NO

22. If Yes; Kindly attach a copy of the certificate

Affix passport
size photograph

Signature of the Applicant: _____

Date:- _____

Place: _____

DECLARATION

(To be signed by applicant if he/she attained the age of 18 years. In case he/she is minor it will be signed by father/guardian of the applicant)

I, _____ son/daughter/wife
of _____ do hereby declare that the facts given
in the application are correct and nothing has been concealed. I shall be liable for prosecution for
furnishing false and incorrect information/documents as per the provision of Indian Penal Code.

Signature: _____

Name in BLOCK LETTERS: _____

Date: _____

Place: _____

Documentary evidences in support of Caste Claim to be enclosed

1. Birth Certificate of the applicant
2. Birth Certificate of applicant's father or any relatives from parental side
3. Applicant's School Leaving Certificate or Bonafide Certificate issued by School Authorities
4. Document showing applicant's father or Grandfather belongs to OBC notified by Govt.
5. Documents showing that applicant/applicants father was residing in Goa prior to 19.2.1968
6. Income Certificate issued by Competent Authority
7. Affidavit in prescribed format.

ANNEXURE-II (B)

FORMAT FOR AFFIDAVIT FOR OBTAINING PROVISIONAL OBC CERTIFICATE

Affidavit to be submitted to the Deputy Collector/SDO with the Application form to obtain a OBC Certificate by the Applicant.

(To be sworn before the Executive Magistrate or Notary public of Rs. 20/- non judicial stamp paper by the Parent/Guardian or Candidate)

A F F I D A V I T

I, _____ son/daughter of _____ aged ___ years, occupation _____ residing at _____ village _____ Taluka _____ District _____ State of Goa; since _____ do hereby solemnly affirm and state on Oath as under.

• I say that, I belong to _____ OBC recognized by the Government of Goa. I further state that I belong to _____ religion.

• I say that, I originally hail from _____ village _____ Taluka _____ District _____ State.

• I say that I am/my parents/Grand parents were/are originally hail from village prior to 19th February, 1968.

• I say that, I have applied/not applied; OBC certificate to this effect in the State of Goa or any other State.

• I say that no one from my relatives from paternal side has received/been refused OBC certificate in the State of Goa or any other State.

• I say that, the status certificate received by my near relative viz. _____ (1) _____ (2) _____ from paternal side is enclosed with the application. The said person is my _____ in relation. (if available)

• I say that none of my parents (Father/Mother) is a Group "A"/Class I Officer under Central/State Government or belongs to any service in any PSU, Bank, Insurance Company, Educational Institution, or in Private employment comparable to Group A/Class I service under Central/State Government or holds any Constitutional Post.

• I say that none of my parents (Father/Mother) is a Group "B"/Class II Officer under Central/State Government or belongs to any service in any PSU, Bank, Insurance Company, Educational Institution, or in Private employment comparable to Group B/Class II service under Central/State Government or holds any Constitutional Post.

• I say that annual income of my parent's from Salaries is Rs. _____ (in words)

• I say that annual income of my parent's from other sources including business or properties is Rs. _____ (in words)

• I say I do/do not belong to Creamy layer.

• I say that the present Affidavit is sworn by me in order to produce the same in the Office of Dy. Collector and SDO _____ for obtaining my status certificate for me/my son/daughter/ward.

• I say that the content of the foregoing paras are true and nothing is false.

DEPONENT

ANNEXURE-III (B)

**Form of Application to be submitted to the OBC Scrutiny Committee for verification
of Caste Certificate**

To,
The Director,
Directorate of Social Welfare,
Panaji – Goa 403 001.

Subject: Scrutiny and verification of Other Backward Class Certificate.

Sir,

I, the undersigned _____ request to verify a OBC certificate for _____ purpose. I am submitting information and documents in support of my OBC. Two attested copies of the status certificate issued by Dy. Collector, _____ are enclosed herewith.

1. Full name of the applicant : _____

2. Present address of Village/Town/City, : _____

a. Taluka and District : _____

3. Phone number/contact number : _____

4. Full name of the applicant's father : _____

5. Permanent address of the father : _____

(In case, the father is not alive, the Permanent address of the father at the time of his death.

6. Present occupation of the applicant's : _____

Father with address and phone number

7. If father is serving, post held and : _____

address of the employer with phone number

8. Father's education : _____

9. Family traditional occupation : _____

10. a) Applicant's original Place, Post, : _____

Taluka, District : _____

If the place has been changed, when : _____

and why it was changed.

11. The name of the place : _____

(Village/Town/City, Taluka and District)

where applicant's father/grandfather was

hailing from prior to 19th February, 1968

12. The authority from whom the applicant has obtained his OBC : _____

a. Certificate and number and : _____

b. Date of the certificate : _____

13. Educational Information:

Stages of Education	Name of the Educational Institution and Address	Period of Education
Primary Education (give information from 1 st Std.)		
Secondary Education		
College Education		
Any other		

14. Whether any member of the family has verified Status Certificate before this?
 _____ YES/NO

a. If yes,

Name of the family member: _____

Relationship with the applicant: _____

Enclose a copy of Validity Certificate

15. If the OBC certificate is to be verified for the purpose service then give the details of the appointing authority with address and phone number:

16. If the OBC Certificate is to be verified for the purpose of election, then give the information of election:

17. Type of election & place, Taluka, District : _____

Date of election : _____

18. Name and number of the ward : _____

19. Annual income of Father : _____

20. Whether belongs to Creamy Layer or Non Creamy Layer: _____

21. Following documents (attested copies) to be enclosed:

i) OBC Certificate of the applicant (two copies)

ii) Applicant's Primary School Leaving Certificate or an extract of School Admission Register

iii) Attested copies of following documents in respect of applicant's father:

(a) Primary School Leaving Certificate or an extract of School Admission Certificate or Birth Certificate of father or OBC Certificate of father or any other valid document showing that father of the applicant was resident of Goa prior to 19.02.1968.

(b) Any other relevant evidence/documents, in support of claim.

I declare on oath, that the information furnished in the application form by me is true and correct to the best of my knowledge and belief.

Yours faithfully,

(Applicant's Signature)

Place: _____

Date: _____

(Signature of the applicant's father/guardian if the applicant is minor)

ANNEXURE-IV (B)

PRESCRIBED PERFORMA FOR REPORTING BY VIGILANCE CELL

OBC CERTIFICATE NO. _____ dated _____

issued by Deputy Collector/SDO: _____

1. Name of the applicant: _____

2. Present Residential Address: _____

3. Police Station: _____

4. Post Office: _____

5. Purpose for which certificate is required: _____

6. Present Occupation: _____

7. Traditional Occupation of Father/forefathers: _____

8. Fathers name: _____

9. Present Occupation: _____

10. Hereditary Occupation: _____

11. Name of the OBC: _____

12. Sub Caste: _____

13. Religion Professed by applicant: _____

14. Religion Professed by applicant's father/forefathers: _____

15. Religion Professed by applicant's mother: _____

16. Name of village in which applicant/applicants parents were residing prior to 19.02.1968:

17. Whether staying in the same village as on the date of this application: YES/NO

18. If No; kindly furnish the following details

a) Year of leaving original Village: _____

b) Reason for leaving the original Village: _____

19. Place of Birth: _____

20. Name of the Primary School in which applicant has studied: _____

_____ from _____ to _____

21. Name of Secondary School in which applicant has studied: _____

_____ from _____ to _____

22. Whether applicant's parents are working as Group A/Group B Officer of the Central/State Government: _____

23. If yes:

(i) Place of Work: _____

(ii) Designation: _____

(iii) Monthly Salary: _____

24. Annual family income from all Sources: Rs. _____

(Excluding Salaries and Income from Agricultural land)

25. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate:
YES/NO

If Yes, kindly enclose a copy of the Caste Certificate.

Certified that Shri/Smt./_____

Belongs to OBC Category notified by the Government of Goa.

Signature of the Reporting Officer

Designation: _____

Date: _____



Government of Goa
Directorate of Social Welfare
18th June Road, Panaji-Goa

CERTIFICATE OF VERIFICATION

No. _____

Date: _____

After considering the documents and associated facts, it is certified that Shri/Smt/Kum
_____ belongs to the _____ (SC/OBC/ST)

Therefore, his/her Scheduled Castes/OBC/ST Certificate bearing No. _____
dated _____ issued by the Deputy Collector/Sub Divisional Officer _____
and verified by Vigilance Cell Vide their report No. _____ dated _____ is
held VALID.

(Name _____)

Director of Social/ Tribe Welfare

ANNEXURE-I (A)

FORM OF APPLICATION FOR OBTAINING PROVISIONAL SC/ST CERTIFICATE

To,
The Deputy Collector &
Sub Divisional Officer
----- Sub Division
----- Goa
Sir/Madam,

Affix
passport size
photograph

I, Shri/Smt/Kum: _____, _____ hereby applies for
the issue of SC/ST certificate

I am submitting the following information's along with the documentary evidences in support of my
claim as: _____

1. Purpose for which certificate is required: _____

2. Name of the applicant: _____

3. Present Residential Address: _____

4. Contact No. _____

5. Date of Birth: _____

6. Present Occupation: _____

7. Hereditary Occupation: _____

8. Fathers Name: _____

9. Present Occupation: _____

10. Name of the SC/ST: _____

11. Sub Caste/ Tribe: _____

12. Religion Professed by applicant: _____

13. Religion Professed by applicant's father: _____

14. Name of original village with complete address in which applicant/applicants parents originally
hails from prior to 19.2.1968: _____

15. Whether staying in the same village as on the date of this application: YES/NO

16. If No, kindly furnish the following details

a) Year of leaving original Village of residence: _____

b) Reason for leaving the original Village of residence: _____

17. Place of birth: _____

18. Name of the primary school in which applicant has studied: _____

_____ from _____ to _____

19. Name of the Secondary School in which applicant has studied: _____

_____ from _____ to _____

20. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate:-
YES/NO

21. If Yes; Kindly attach a copy of the certificate

Signature of the Applicant: _____

Date:- _____

Place: _____

DECLARATION

(To be signed by applicant if he/she attained the age of 18 years. In case he/she is minor it will be signed by father/guardian of the applicant)

I, _____ son/daughter/wife
of _____ do hereby declare that the facts given
in the application are correct and nothing has been concealed. I shall be liable for prosecution for
furnishing false and incorrect information/documents as per the provision of Indian Penal Code.

Signature: _____

Name in BLOCK LETTERS: _____

Date: _____

Place: _____

Documentary evidences in support of Caste Claim to be enclosed

1. Birth Certificate of the applicant
2. Birth Certificate of applicant's father or any relatives from parental side
3. Applicant's School Leaving Certificate or Bonafide Certificate issued by School Authorities
4. Document showing applicant's father or Grandfather belongs to SC/ST notified by Govt.
5. Documents showing that applicant/applicants family was residing in Goa prior to 19.2.1968
6. Affidavit in prescribed format.

**FORMAT FOR AFFIDAVIT FOR OBTAINING PROVISIONAL SOCIAL STATUS
CERTIFICATE**

(SC/ST)

Affidavit to be submitted to the Deputy Collector/SDO with the Application form to obtain a Scheduled Caste/ Scheduled Tribe Certificate by the Applicant.

(To be sworn before the Executive Magistrate or Notary public of Rs. 20/- non judicial stamp paper by the Parent/Guardian or Candidate)

A F F I D A V I T

I, _____ son/daughter of _____ aged _____ years, occupation _____ residing at _____ village _____ Taluka _____ District _____ State of Goa; since _____ do hereby solemnly affirm and state on Oath as under.

• I say that, I belong to _____ Scheduled Caste/ Scheduled Tribe recognized by the Government of Goa. I further state that I belong to _____ religion.

• I say that, I originally hail from _____ village _____ Taluka _____ District _____ State.

• I say that I am/my parents/Grand parents were/are originally hailing from _____ village prior to 19th February, 1968.

• I say that, I have applied/not applied; Scheduled Caste/ Scheduled Tribe certificate to this effect in the State of Goa or any other State.

• I say that no one from my relatives from paternal side has been refused Scheduled Caste/ Scheduled Tribe certificate in the State of Goa or any other State.

• I say that, the status certificate received by my near relative viz. _____ (1) _____ (2) _____ from paternal side is enclosed with the application. The said person is my _____ in relation.

• I say that the present Affidavit is sworn by me in order to produce the same in the Office of Dy. Collector and SDO _____ for obtaining my status certificate for me/my son/daughter/ward.

• I say that the content of the foregoing paras are true and nothing is false.

DEPONENT

ANNEXURE-III (A)

Form of Application to be submitted to the SC/ST Scrutiny Committee for verification of SC/ST Certificate

To,
The Director,
Directorate of Social Welfare/Tribal Welfare,
Panaji – Goa 403 001.

Subject: Scrutiny and verification of Scheduled Caste/ Scheduled Tribe Certificate.

Sir,

I, the undersigned _____ request to verify a Scheduled Caste/ Scheduled Tribe certificate for _____ purpose. I am submitting information and documents in support of my Scheduled Caste/ ST. Two attested copies of the status certificate issued by Dy. Collector, _____ are enclosed herewith.

1. Full name of the applicant : _____

2. Present address of Village/Town/City,: _____

a. Taluka and District : _____

3. Phone number/contact number : _____

4. Full name of the applicant's father : _____

5. Permanent address of the father : _____

(In case, the father is not alive, the Permanent address of the father at the time of his death.

6. Present occupation of the applicant's : _____

Father with address and phone number

7. If father is serving, post held and : _____

address of the employer with phone number

8. Father's education : _____

9. Family traditional occupation : _____

10. a) Applicant's originally hails from : _____

Taluka, District : _____

If the place has been left, when : _____

and why it was left.

11. The name of the place : _____

(Village/Town/City, Taluka and District)

where applicant's father/grandfather was originally hailing from prior to 19th February, 1968

12. (a) Since when the applicant : _____

is staying at the present address

and the reasons for leaving original place

13. At present who is staying at the permanent : _____

place, address and phone number

a. Is there a house, land at the native place.

b. In case of land, it contains entry in

form I & XIV (enclose a copy) : _____

14. Name of the educational institution, where the applicant is presently studying : _____

address with phone

15. Educational Information:

Stages of Education	Name of the Educational Institution and Address	Period of Education
Primary Education (give information from 1 st Std.)		
Secondary Education		
College Education		
Any other		

16. (a) Whether any member has obtained Scheduled Caste/ ST Certificate :-YES/NO

If yes, kindly enclose a copy of the certificate

17. (a) Whether any member of the family has verified Scheduled Caste/ ST Certificate before this?
_____ :-YES/NO

a. If yes,

Name of the family member: _____

Relation with the applicant: _____

b. If validity certificate was obtained, : _____

kindly enclose a copy. : _____

18. If the Scheduled Caste/ ST certificate: _____

a. (claim) is to be verified for the purpose of

Service give the details of the

appointing authority of the applicant,

address and phone number:-

19. Following documents (attested copies) to be enclosed:-

i) SC/ST Certificate of the applicant. (two copies)

ii) Applicant's primary School leaving certificate or an extract of school admission register

iii) Attested copies of following documents in respect of applicant's father:-

(a) Primary School leaving certificate or an extract of School admission Certificate of Birth certificate of father or SC/ST certificate of father or any other valid document showing that father of the applicant was hailing from Goa prior to 19.2.1968

(b) Any other relevant evidence/documents, in support of claim.

vi) Any other relevant evidence/documents, in support of claim.

I declare on oath, in writing that the information furnished in the application from by me is true and correct to the best of my knowledge and belief.

Yours faithfully,

Place: _____

Date: _____

(Applicant's Signature)

(Signature of the applicant's father/guardian if the applicant is minor)

ANNEXURE-IV (A)

PRESCRIBED PERFORMA FOR REPORTING BY VIGILANCE CELL

SC/ST Certificate No. _____ dated _____ issued by Deputy Collector/SDO: _____

1. Name of the applicant: _____

2. Present Residential Address: _____

3. Police Station: _____

4. Post Office: _____

5. Purpose for which certificate is required: _____

6. Present Occupation: _____

7. Traditional Occupation of Father/forefathers: _____

8. Fathers name: _____

9. Present Occupation: _____

10. Hereditary Occupation: _____

11. Name of the SC/ST _____

12. Sub Caste/Tribe _____

13. Religion Professed by applicant: _____

14. Religion Professed by applicant's father/forefathers: _____

15. Religion professed by applicant's Mother: _____

16. Name of village in which applicant/applicants parents originally hailing from _____ village
_____ Taluka prior to 19.02.1968

17. Whether staying in the same village as on the date of this application: YES/NO

18. If No; kindly furnish the following details

a) Year of leaving original Village: _____

b) Reason for leaving the original Village: _____

19. Place of Birth: _____
