

# The Odisha Gazette

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

### NOTIFICATION

The 4th May, 2023

No.8698—PCR Cell-16/2017/SSD.— The following draft of certain rules, which the State Government proposes to make in exercise of the powers conferred by Section 18 of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Act, 2012 (Odisha Act 8 of 2014) is hereby published in supersession of the Orissa Caste Certificate ( for Scheduled Castes and Scheduled Tribes) Rule,1980 except as respects things done or omitted to be done before such supersession as required by the said section for information of all persons likely to be affected thereby and notice is hereby given that the said draft rules shall be taken into consideration on or before expiry of a period of thirty days from the date of publication of this notification in the *Odisha Gazette*;

Any objection and suggestion which may be received from any person with respect to the said draft before the expiry of the period so specified shall be considered by the State Government.

### Draft

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

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

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

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

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

(c) “District Vigilance Cell” means the District Vigilance Cell constituted by the Government;

(d) “Driving Licence” means a licence issued under the Motor Vehicles Act, 1988 (59 of 1988);

(e) “Form” means the Forms appended to these rules includes e-Form;

(f) “PAN” means Permanent Account Number issued under section 139-A of the Income Tax Act, 1961 (43 of 1961);

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

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

**3. Applicability-** A caste certificate issued by the competent authority under these rules shall be accepted by the appointing authorities in relation to a service or post in an establishment.

**4. Application for issue of caste certificate.**—(1) Application for issuance of Caste Certificate may be made to the Competent Authority by any person belonging to reserved category like SC, ST, SEBC and OBC in Form A, B, C and D respectively.

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

documents electronically, and in case of online applications, upload such documents electronically, namely:—

- (a) Copy of the finally published Settlement Record of Rights or Consolidation Record of Rights of the lands preferably of the homestead land or any old Record of Rights issued prior to the year 1950 standing in the names of grandparents or parents of the applicant specifying the name of the community therein;
- (b) Land Pass-Book issued in favour of parents or grandparents of siblings.

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

- (a) Resident Certificate issued by the competent authority;
- (b) Two recent Passport size colour photographs;
- (c) Any document in support of the claim such as copy of Caste Certificates if any, issued to his parents or siblings or paternal kins;
- (d) Self-declaration by applicant or his or her parent or parents regarding his caste and sub-caste/tribe and sub-tribe and religion duly countersigned by the Sarpanchas, Members of the Panchayat Samitis, Chairpersons of Panchayat Samitis or Local Bodies, District Welfare Officers, Additional District Welfare Officers or the Head of the Educational Institution, in case the applicant is a *bonafide* student of the concerned Institution; and
- (e) Voter identity card or Aadhaar number or Driving License or PAN Card or first page of Bank Pass Book having identity details or Birth Certificate from a competent authority.

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

(5) On receipt of the application, the Competent Authority shall provide an acknowledgement of receipt with a number and date to the applicant which shall be used as reference number for all future purposes.

(6) The applicant may also make application through online web portal notified by the Government, from time to time and in case of an application made online, the applicant shall get a system generated acknowledgement with a receipt number.

**5. Disposal of application-** (1) The Competent Authority, on receipt of an application made to him under rule 4 and after satisfying himself about the genuineness of the claim and following the due process, shall, either issue a Caste Certificate in respect of SC,ST, SEBC and OBC in Form E,F,G and H respectively or reject the claim within fifteen days of the date of receipt of the application, excluding the time taken for compliance of objections, if any.

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

(3)In case of applicants who either do not have, or have not furnished, documentary evidence with the application or later on call in support of the claims, such applications shall be disposed of by conducting field enquiry by the Competent Authority.

(4)The field enquiry report shall be prepared in the shape of a memorandum by the officers who visited the field in the presence of at least two witnesses along with the applicant or his family members or representative and such report shall be clear, specific and speak about the findings pertaining to the claim of the applicant belonging to any reserved category.

(5) The Competent Authority shall dispose of the matter within fifteen days of receipt of the application, excluding the time taken for compliances of the objections, if any, and a reasoned order of the Competent Authority shall be kept with the case record, both in case of grant of certificate or rejection of the claim, for future references.

(6) The Caste Certificate shall be handed over to the applicant or his duly authorized agent on due acknowledgement of receipt.

(7) When the application is filed electronically the Caste Certificate shall also be issued through electronic mode with digital signature of the Competent Authority.

(8)In case of failure to issue a caste certificate or to dispose of the application otherwise by passing appropriate orders within the stipulated time, the Competent Authority shall

record in the order sheet of the case record, the reasons for such non-disposal of the application within the stipulated time.

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

**7. Powers and functions of Scrutiny Committee.**—(1) The Scrutiny Committee as may be constituted under section 6 of the Act shall have the power for verification of Caste Certificates issued by the Competent Authorities working in the districts covered under the concerned Revenue Divisions, if any application is received by it.

(2) The Scrutiny Committee shall receive complaint petitions in Form -I from the authorities of the Government, Central Government, Local Bodies, Public Sector Undertakings, Educational Institutions, Cooperative Societies or any other Government aided institutions, aggrieved persons or any registered associations for verification of the genuineness of a Caste Certificate issued by the Competent Authority.

(3) The Scrutiny Committee shall also have the power to verify *suomoto* the genuineness of a Caste Certificate issued by the Competent Authority:

(4) The person whose Caste Certificate has been subjected to verification shall not be debarred from availing the benefit nor shall discontinue to avail the benefit until such Caste Certificate is cancelled by the Scrutiny Committee.

(5) The Scrutiny Committee shall, while holding an enquiry under the Act, have all the powers of a Civil Court while trying a suit under the Code of Civil Procedure, 1908 (5 of 1908).

(6) The Scrutiny Committee may take the assistance of the District Vigilance Cells as may be constituted by the Government from time to time for each district to conduct enquiry in respect of the cases referred to them.

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

- (a) the Scrutiny Committee, shall forward the petition to the concerned District Vigilance Cell for conduct of inquiry in to the case by its officer;
- (b) the Inspector of Police of the concerned area, where the candidate whose social status is to be verified originally hails or usually resides, shall go to the local place of residence and original place from where the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from and shall collect the information regarding ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned castes or tribal communities;
- (c) the Inspector of Police shall personally verify and collect all the facts of the social status claimed by the candidates or the parent or guardian, as the case may be, and examine the school records, birth registration, if any;
- (d) the Inspector of Police shall also examine the parent, guardian of the candidates in relations to their castes etc. or such other persons who have knowledge of the social status of the candidate and then submit a report to the Scrutiny Committee together with all the particulars necessary;
- (e) in particular, about the Scheduled Tribes, the Inspector of Police of the area concerned shall enquire relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriages, death ceremonies, method of burial of dead bodies etc. by the concerned tribes or tribal communities;
- (f) for conducting the enquiry, the Inspector of Police may take assistance of the local Tahasildar or Revenue Inspector and peruse the revenue records as may be necessary; and
- (g) after the completion of the enquiry, the District Vigilance Cell shall take steps to prepare a report which shall be submitted to the Scrutiny Committee having a definite logical conclusion along with supporting documents within a period of two months from the date of receipt of the petition for enquiry.
- (2) In case of failure to submit the enquiry report within the period stipulated in sub-rule (1), the officer-in-charge of the District Vigilance Cell or its concerned enquiring officer shall be summoned to appear before the Scrutiny Committee to explain the reasons of delay orally and also in writing and if the reasons are found satisfactory,

the Scrutiny Committee may grant extension of time not exceeding one month and for unsatisfactory explanations and failure to submit report by the end of extended time period, the Scrutiny Committee shall record its adverse remarks on the conduct of the enquiring officer in his report and forward the same to the concerned Superintendent of Police for necessary disciplinary action against the officer concerned and ask for conduct of enquiry and submission of report within next two weeks by engaging another officer, if so required.

- (3) While conducting enquiry, the concerned officer shall observe the principles of natural justice and shall issue notice to the person whose certificate is under verification and provide such person a reasonable opportunity to defend and to produce records, statements and witnesses in support of defence, as may be required, in all stages of enquiry.
- (4) The Scrutiny Committee shall also intimate the complainant and the alleged person to attend and cooperate in the process of enquiry and their act of non-cooperation, if so found, shall be recorded in the proceedings of enquiry and will be taken into consideration by the Scrutiny Committee while passing the final order.
- (5) After receipt of the enquiry report from the District Vigilance Cell, the Scrutiny Committee shall hold its meeting to scrutinize the report and in case it is not found to be satisfactory, the Scrutiny Committee shall record its observations in its proceedings which shall be intimated to the District Vigilance Cell with the direction to conduct re-enquiry with reference to the observations of the Scrutiny Committee and to submit the report within a period of one month failing which the procedure as per sub-rule(2) shall be followed.
- (6) The enquiry report from the District Vigilance Cell, if found satisfactory by the Scrutiny Committee, it shall proceed to the next stage of asking for show cause reply from the person whose certificate is under verification and the Member- Convener of the Scrutiny Committee shall send the notice along with the copy of the enquiry report and the copy of the complaint petition to such person asking for show cause reply, and if such person wants to avail the opportunity of personal hearing before the Scrutiny Committee, he shall appear in person or through his authorized representative within fifteen days from the date of receipt of such notice.

- (7) The period stipulated under sub-rule (6) may be extended by the Scrutiny Committee for a further period of fifteen days upon receipt of written request from him on reasonable grounds.
- (8) In case of failure of the person to submit show cause reply either by written statement or by personal appearance within the stipulated period, he shall be given the second and last chance to appear before the Scrutiny Committee on the scheduled date and time along with his show cause reply and for personal hearing, if he so desires.
- (9) After receipt of the show cause reply from the person, opportunity of personal hearing may be offered to such person and notice shall also be issued to the complainant and the witnesses on both the sides summoning them for their appearance before the Scrutiny Committee on the date and time to be fixed by the Scrutiny Committee.
- (10) The concerned field officers like the Enquiring Officer or an officer of the District Vigilance Cell, the District Welfare Officer or the Additional District Welfare Officer, the Tahasildar or the Additional Tahasildar having knowledge of the facts and findings of the case may also be summoned to appear on the date of personal hearing to appraise the Scrutiny Committee about the case by submission of relevant records and their written statements.
- (11) While conducting the personal hearing, the person whose certificate is under verification shall be offered an opportunity of hearing the depositions of the complainant and their witnesses first and an opportunity to cross examine them so that he can defend himself by submission of his written statement of defence, production of relevant records and witnesses and observing the principles of natural justice and the proceedings of the personal hearing shall be transparent providing such person full opportunity to defend himself against the allegation and the Scrutiny Committee may also ask some leading questions to the complainant and the alleged person during the hearing to ascertain the truth.
- (12) Except in extraordinary circumstances, the failure to submit the show cause reply by the stipulated time period and failure for appearance for personal hearing before the Scrutiny Committee on the scheduled date and time by the alleged person shall not ordinarily be pardoned by the Scrutiny Committee without reasonable grounds to be communicated in writing by the alleged person to the Chairperson or Member Convener of the Scrutiny Committee.



- (13) To ensure that the notice for show cause reply and the notice for personal hearing issued by the Member Convener of the Scrutiny Committee is delivered to the alleged person in the address in which he is available at that time, it shall be sent by Registered Post or Speed Post or through reliable official channels and the records of dispatch and delivery shall be kept in the concerned case record.
- (14) After conducting the personal hearing, the Scrutiny Committee shall issue proclamation through the concerned District Welfare Officer and Tahasildar in the locality of the alleged person inviting objections from persons and registered organizations within fifteen days from the date of issue of proclamation by beat of drum or any other mode and to accomplish the task, the Member Convener of the Scrutiny Committee shall send the copies of the allegation petition, the enquiry report of the District Vigilance Cell, the show cause reply of the alleged person and the statements of the alleged person, the complainant and the witnesses recorded during personal hearing to the concerned District Welfare Officer or Tahasildar translated into the local language.
- (15) Any person or organization who wants to say anything in the case, shall intimate the Chairperson of the Scrutiny Committee in writing adducing evidences either through the concerned District Welfare Officer or the Tahasildar, as the case may be, or directly within the stipulated period of fifteen days after which no petitions shall be entertained.
- (16) Within a week from the date of expiry of the period of fifteen days, the District Welfare Officer or Tahasildar, as the case may be, shall intimate the Member Convener of the Scrutiny Committee about the date of proclamation and the petitions received from any quarter.
- (17) In case the petitioner wants to be heard in person and to adduce evidences before the Scrutiny Committee he shall be allowed to do so either in person or through counsel.
- (18) The date of hearing to be fixed by the Scrutiny Committee shall be duly intimated to such petitioner and the hearing shall be conducted transparently in presence of the alleged person and his counsel, if any, providing him the opportunity to defend himself and the proceedings of the hearing shall be recorded.
- (19) After the hearing, if so required, the Scrutiny Committee may make further enquiries through the District Vigilance Cell and other concerned officers to gather evidences and ascertain the truth and thereafter the process of enquiry shall be concluded.

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

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

**10. Interpretation:-** If any question arises relating to interpretation of these rules, it shall be referred to the Government in ST&SC&M & BCW Development Department for clarification /decision.

**FORM A**

( rule 4 of the Odisha Scheduled Castes, Scheduled Tribes and Backward classes  
(Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

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

**PERSONAL DETAILS**

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

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

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

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

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

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

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

**PARENT'S DETAILS**

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

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

**CONTACT DETAILS**

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

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

**PRESENT ADDRESS**

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

Sub-division: \_\_\_\_\_

Tehsil : \_\_\_\_\_

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

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

Village Not In List

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

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

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

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

**Land Record Details**

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

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

Sub-division: \_\_\_\_\_

Tehsil : \_\_\_\_\_

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

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

Village Not In List

Recorded Tenant (Land Owner)

Relation of the Applicant with the Recorded  
Tenant

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

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

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

**Caste Details**

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

**Declaration**

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

Place \_\_\_\_\_

**FORM B**

(rule 4 of the Odisha Scheduled Castes, Scheduled Tribes and Backward classes  
(Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

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

**PERSONAL DETAILS**

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

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

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

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

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

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

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

**PARENT'S DETAILS**

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

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

**CONTACT DETAILS**

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

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

**PRESENT ADDRESS**

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

Sub-division: \_\_\_\_\_

Tehsil : \_\_\_\_\_

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

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

Village Not In List

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

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

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

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

**Submitter's Details**

Is Submitter same As Applicant

**Other Details**

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

Purpose

Browse.... No file selected.

### Permanent Address

#### Same As Present Address

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

Sub-division: \_\_\_\_\_

Tehsil : \_\_\_\_\_

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

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

Village Not In List

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

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

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

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

### Land Record Details

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

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

Sub-division: \_\_\_\_\_

Tehsil : \_\_\_\_\_

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

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

Village Not In List

Recorded Tenant (Land Owner)

Relation of the Applicant with the Recorded  
Tenant

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

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

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

### Caste Details

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

### Declaration

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

Place \_\_\_\_\_

14  
FORM- C

( rule 4 of the Odisha Scheduled Castes, Scheduled Tribes and Backward classes  
(Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

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

**PERSONAL DETAILS**

Salutation\*

Applicant's Name

Gender\*

Marital Status\*

Husband's name

DOB

Age

Father's name

Mother's Name

Mobile Number

Identity Proof

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

email ID(optional)

Religion

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

**PERMANENT ADDRESS**

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

Click here

House no/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF PERMANENT ADDRESS**

Select Area

Urban  Rural

**SUBMITTER SAME AS APPLICANT**

Is submitter same as applicant

Yes  No

**OTHER DETAILS**

Applicant's photo

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

Purpose

Browse.....

Same as Permanent Address \*

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

Click here

House no/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF THE PRESENT ADDRESS**

Select Area

Urban  Rural

**PARENTS' DETAILS**

**CREAMY LAYER EXCLUSION CRITERIA**

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

**I.CONSTITUTIONAL POSTS**

If Parent/Parents of the applicant

Select ( Father&Mother ) Father  Mother   
ForConstitutionalPostBoth

holding/held any Constitutional Post Yes  No

Designation(Father)

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

Designation(Mother)

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

**II. SERVICE CATEGORY**

If Parent/Parents of the applicant

holding/held any Central/State Yes  No

Government Services

➤ If holding or held Group-A/ Class-I or Group-B/Class-II post Yes  No

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

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

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

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

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

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

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

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

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

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

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

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

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



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

Yes  No

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

(Persons holding civil posts are not included)

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

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

Father   
Both

Designation/ Service category   
(Father)

Designation/ Service category (Mother)

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

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

Yes  No

Select (Father & Mother) for Professional Class

Father   
Mother   
Both

Drop Down:

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

Details of Occupation/Profession of Father of the applicant

Drop down

Details of Occupation/Profession of Mother of the applicant

Drop down

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

Yes  No

If yes, income for last three consecutive Financial Years

Year 1   
Year 2   
Year 3

Select (Father & Mother) For Professional Class

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

Yes  No

Father   
Mother   
Both

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

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

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

Yes  No

lastthree consecutive Financial  
Years

If yes, income for last three  
consecutive Financial  
Years

Year 1

Year 2

Year 3

## V. PROPERTY OWNERS

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

Yes  No

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

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

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

Yes  No

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

Yes  No

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

**Details of Land owned by the family**

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

**B. PLANTATIONS**

Select (Father & Mother)

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

for plantations

Persons having income from the plantation

Yes  NO

Father  
Mother  
Both

Details of plantation (Father)

Location of Plantation

Area of plantation in Acres

  


Details of plantation (Mother)

Location of Plantation

Area of plantation in Acres



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

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

Yes  No

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

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

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

Yes  No

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

Father   
Mother   
Both

Location of Property (Father)

Details of Property

Manner of use of the Property (Residential, Industrial, Commercial **Drop down**)

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

Location of Property (Mother)

Details of Property

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

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

**Year 1**

**Year 2**

**Year 3**

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

If yes, furnish details of the income

**Year 1**

**Year 2**

**Year 3**

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

**VI. INCOME / WEALTH TEST**

**(a)**

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

If yes, furnish details of the income

**Year 1**

**Year 2**

**Year 3**

Or

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

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

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

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

### CASTE DETAILS

Cast  Upload a copy of the landRecords  containing the details of the Caste

Resolution No.

Resolution Date

Serial Number of the Caste in the list of SEBCs of the State of Odisha

If originally SC but converted to Christianity

If SEBC Certificate issued earlier to self/ brother/sister/father, then pleaseuploadthe Certificate

### Self-Declaration

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

Date:

Place:

I Agree \*

Signature of applicant (to be Uploaded)

Additional Details

Apply to the Office \*

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

Date: 

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

**I. Personal Details:**Name of the Applicant Father's Name Mother's Name..... Husband's Name **(a) Presently residing at:**

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

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

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

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

Name of the Caste:

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

(a) I have verified details of the information submitted by the applicant. On the basis of the enquiry and verification of records/documents, it is found that the applicant  .....caste which comes under the list of SEBCs of the State of Odisha, notified by the ST&SC Dev., M&BC Welfare Department, Govt. of Odishavide  No.....  ..... and he/she is not coming under Creamy layer and eligible for issuance of SEBCscaste certificate.

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

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

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

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

Particulars/ Types of documents uploaded:

Drop down ↓

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

Date:- .....

Name of the Revenue Inspector

Name of the R.I. Circle

**FORM –D**

(rule 4 of the Odisha Scheduled Castes, Scheduled Tribes and Backward classes  
(Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

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

**PERSONAL DETAILS**

Salutation\*

Applicant's Name

Gender\*

Marital Status\*

Husband's name

DOB

Age

Father's name

Mother's Name

Mobile Number

Identity Proof

email ID(optional)

Religion

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

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

**PERMANENT ADDRESS**

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

 Click here

House no/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF PERMANENT ADDRESS**

Select Area

Urban  Rural 

**SUBMITTER SAME AS APPLICANT**

Is submitter same as applicant

Yes  No 

**OTHER DETAILS**



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

Purpose

**PRESENT ADDRESS**

Same as Permanent Address \*

District

Sub-Division

Tahasil

Village

RI Circle

Write name of the Village, if not in list

Click here

Houseno/Street no

Post Office

Police Station

Pin Code

**LOCATION DETAILS OF THE PRESENT ADDRESS**

Select Area

Urban  Rural

**PARENTS' DETAILS**

**CREAMY LAYER EXCLUSION CRITERIA**

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

**I.CONSTITUTIONAL POSTS**

If Parent/Parents of the applicant

Select  Father   
( Father & Mother ) Mother   
for Constitutional Post Both

holding/held any Constitutional Post Yes  No

Designation(Father)

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

Designation(Mother)

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

## II. SERVICE CATEGORY

If Parent/Parents of the applicant holding/held any Central/State Government Services

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

**B.(i)** Whether both the Parent of the applicant holding or held Central/State Govt. Post under Group-B/Class-II through Direct Recruitment

Yes  No

(ii) Parents of whom only the husband was a Class II/Group-B officer and he got into Class-I/Group-A at the age of 40 or earlier.

Yes  No

(iii) Parents, both of whom are Class II/Group-B officers and one of them died or suffered permanent incapacitation resulting in out of service and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation

Yes  No

(iv) Parents of whom the husband is a Class-I/Group-A officer (direct recruit or pre-forty promoted) and the wife was a Class-II/Group-B officer and the wife died or suffered permanent incapacitation resulting in out of service

Yes  No

(v) Parents, of whom the wife is a Class-I/Group-A officer (Direct Recruit or pre-forty promoted) and the husband was a Class-II/Group-B officer and the husband died or suffered permanent incapacitation resulting in out of service

Yes  No

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

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance

Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, Pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.

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

Yes  No

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

Yes  No

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

Yes  No

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

(Persons holding civil posts are not included)

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

Yes  No

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

Designation/ Service category

Designation/ Service category (Mother)

(Father

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

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

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

Drop Down:

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

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

Details of Occupation/Profession of Father of the applicant

Drop down

Drop down

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

Yes  No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year 3

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

Yes  No

Select (Father & Mother) for Professional Class

Father   
Mother   
Both

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

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

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

Yes  No

If yes, income for last three consecutive Financial Years

Drop down

Year 1

Year 2

Year 3

## V. PROPERTY OWNERS

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

### Details of Land owned by the family

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

**PLANTATIONS**

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

Persons having income from the plantation Yes  NO

Select (Father & Mother)

Details of plantation (Father)

Details of plantation (Mother)

Location of Plantation

Location of Plantation

Area of plantation in Acres

Area of plantation in Acres

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

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

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

Yes  No

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

Own (s) vacant land and buildings in Urban areas or Urban Agglomerations Yes  No

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

Father

Mother

Both

Location of Property (Father)

Details of Property

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

Location of Property (Mother)

Details of Property

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

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

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

**VI. INCOME / WEALTH TEST**

**(a)**

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

If yes, furnish details of the income

Year 1

Year 2

Year 3

Or

(ii) Whether parent/parents possessing wealth above

the exemption limit as prescribed in the Wealth Tax Act for last three consecutive years

Yes  No

If yes, furnish details of the income

Year 1

Year 2

Year 3

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

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

**CASTE DETAILS**

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

**Self-Declaration**

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

Date:

Place:

I Agree\*

Signature of applicant (to be Uploaded)

Additional Details

Apply to the Office \*



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

Date: 

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

**I. Personal Details:**Name of the Applicant Father's Name Mother's Name..... Husband's Name **(c) Presently residing at:**

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

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

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

Date of Birth:- Religion:- **II. CASTE DETAILS OF THE APPLICANT :-**Name of the Caste: Serial Number of the Caste in the Central list of the OBC for the State of Odisha:- Resolution No: -  . Date:-..  histry of Social Justice & Empowerment, Govt. of India**III. Whether coming under Creamy layer          Yes  No** **(i) If 'No' ( i.e. not coming under Creamy Layer), and eligible for issuance of OBC Caste Certificate**

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

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

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

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

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

Particulars/ Types of documents uploaded:

Drop down ↓

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

Date:- .....

Name of the Revenue Inspector

Name of the R.I. Circle

**FORM-E**

(rule 4 of the Odisha Scheduled Castes and Scheduled Tribes Backward classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

**FORM FOR SCHEDULED CASTE CERTIFICATE**  
**GOVERNMENT OF ODISHA**  
 OFFICE OF THE .....  
 District .....

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

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

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

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

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

Place:

Date:

Signature  
 Designation  
 (With Seal of Office)

**FORM-F**

(rule 4 of the Odisha Scheduled Castes and Scheduled Tribes Backward classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

**FORM FOR SCHEDULED TRIBE CERTIFICATE**

**GOVERNMENT OF ODISHA**

OFFICE OF THE .....

District .....

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

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

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

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

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

Place:

Date:

Signature  
Designation  
(With Seal of Office)

**FORM-G**

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

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

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

Signature

Designation

(with Seal of Office)

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\*.As amended form time to time.

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

**FORM-H**

(rule 4 of the Odisha Scheduled Castes, scheduled Tribes and Backward classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

**FORM OF CASTE CERTIFICATE FOR OTHER BACKWARD CLASSES****GOVERNMENT OF ODISHA**

OFFICE OF THE .....

District .....

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

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

District Magistrate

Deputy Commissioner etc.

Date :

Seal

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

\*\*As amended form time to time.

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

**FORM-I**

(rule 7(2) of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

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

From

To

The Chairperson of the Scrutiny Committee

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

Sir,

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

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

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

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

(iv) In Election to Public Posts as Public Representatives (details):

(v) Purchase of land from SC/ST (details):

The copies of relevant documents are attached herewith

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

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

(a) Name / Designation of the Complainant

(b) Office / Organisation

(c) Contact Address

(d) Phone / Mobile No

(e) ID Proof (Copy of Voter Identity Card / Adhaar number/ PAN Card / Passport)

Yours faithfully,

(Name & designation of the Complainant)



**FORM-J**

( rule 8(22) of the Odisha Scheduled Castes, Scheduled Tribes and Backward Classes (Regulation of Issuance and Verification of Caste Certificates) Rules, 2023)

**VALIDITY CERTIFICATE**

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

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

Place:

Date:

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

(Seal)

By Order of the Governor

ROOPA ROSHAN SAHOO

Commissioner-*cum*-Secretary to Government