

9 NOV 2005

Government of Orissa  
ST & SC Development Department  
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F-3-172  
CEN/GEN/7382  
19/11/05

LOCAL ADMIN NO. 385-74

PCR(C)-25/05(Pt) / SSD., Dated, Bhubaneswar, the 29.10.05



From

G. V. V. Sarma,  
Commissioner-cum-Secretary to Government.

To

All Collectors.

Sub:- Issue of Caste Certificates to the Scheduled Castes and Scheduled Tribes communities for the purpose of employment.

Sir,

I am to invite reference to this Department letter No.38403 dt.2.12.1980 on the above subject. This is to reiterate that only the following persons as mentioned in para-6 of the Orissa Caste Certificate (for Scheduled Castes and Scheduled Tribes) Rules-1980 are competent to issue caste certificates in favour of S.Ts/S.Cs communities for the purpose of employment within their respective jurisdiction.

- (1) District Magistrate/Collector
- (2) Addl. District Magistrate
- (3) Sub-divisional Magistrate/  
Sub-divisional Officer.
- (4) Executive Magistrate
- (5) Revenue Officers not below the rank of  
Tahasildar/Addl.Tahasildar.

2. As you are aware, as per the standing instructions, a register is to be maintained (in the enclosed proforma) in each District in the Office of the Collector/District Magistrate/A.D.M./S.D.C./Executive Magistrate and Revenue Officers not below the rank of Tahasildar and Addl.Tahasildar. This has to be a permanent record from which the persons to whom caste certificates are being issued from year to year can be easily known.

3. As per the standing instructions, the caste certificate in favour of S.T. persons for the purpose of securing employment has to be in the prescribed form as Annexure-I.

Receipt of these instructions may please be acknowledged.

Yours faithfully,

*[Signature]*  
20/11/2005

Commissioner-cum-Secretary to  
Government.

Encl. As stated.

contd...2.

Government of Orissa,  
General Administration Department.

-3-

Memo. No. Cards - 6\* 2005 (Part) 31282B / Gen., Dated: 26-11-03

Copy alongwith its enclosures forwarded to G.A.  
(Vig) Cuttack/O.P. S. C. Cuttack/O. S. S. C. Bhubaneswar/ G. A. A.  
Bhubaneswar/O. A. T. Bhubaneswar/ Director of Aviation, Bhubaneswar/  
G. A. (Rent) Department Bhubaneswar/ Services-I Branch/Services-II/  
U. E. - I. Branch/ U. E. - II Branch/ C. A. - II Branch and Library of  
G. A. Department for information and necessary action.

*Debat*  
25/11/03  
UNDER SECRETARY TO GOVERNMENT.

**ANNEXURE-I**  
**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Smt./Kumari  
of Village/Town  
belongs to the  
Caste/Tribe\* which is,  
Son/Daughter of  
in the District  
of the State  
Constitution (Scheduled Tribes) Order, 1950\* as amended by the Scheduled Castes and Scheduled  
Tribes (Amendment) Orders Act, 2002.

2. Shri/Smt./Kumari  
reside(s) in Village/Town\*  
and his/her\* family ordinarily  
District of the State of

Place

Date

Signature

Designation

(with seal of office)

\* Please delete the words which are not applicable

NOTE - The term "Ordinarily resides" used here will have the same meaning in Section 20  
of the representation of the peoples Act, 1950.

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Library.  
GA.

P.T.C

P R O F O R M A

Year .....	Sl. No. name of the person.	Name and father's permanent address.	Designation of the Certificate issuing authority.	Case No. and Date of issue of certificate.	Date of receipt of the copy of the certificate from the certificate issuing authority.	Remarks.
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