



No.12017/01/2020-SCD(R.L.Cell)

Government of India

Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment  
[Revision of Lists (of Scheduled Castes) Cell

\*\*\*\*\*  
Shastri Bhawan, New Delhi  
Dated: 19.01.2026

**OFFICE MEMORANDUM**

Subject: Acceptance of caste/community certificates produced by Scheduled Caste candidates.

The undersigned is directed to say that it has come to the notice of this Department that some authorities related to Central Government and State Governments are not accepting Scheduled Caste certificates issued by the State authorities to members of Scheduled Castes rather they insist social status certificate in different format, which is causing difficulties to members of Scheduled Castes in obtaining the due benefits.

2. Owing to difficulties faced by candidates belonging to SC/ST categories due to insistence by certain authorities to produce the Caste Certificate in their proper format, the Ministry of Welfare (Now Social Justice and Empowerment), vide its O.M. No. 12025/18/94-SCD (R.L.Cell) dated 10.08.1994 (copy enclosed) had requested all the Ministries/ Departments to accept the Caste Certificate issued in the prescribed proforma only. The instructions contained in OM No.12025/18/94-SCD (R.L.Cell) dated 10.08.1994 were again reiterated to all the Central Ministries and Departments and State Governments and U.T. Administrations, vide this Ministry's OM No.12017/01/2020 dated 18.03.2020 (copy enclosed).

3. In view of the above, it is once again **reiterated** that the Scheduled Caste certificate issued by all designated authorities in **the prescribed format** (enclosure to O.M. dated 10.08.1994) should be accepted for all consequential benefits to the SC candidates. Further, all Ministries/ Departments are again requested to bring the contents of this O.M. to the notice of all the relevant authorities under their control.

4. This issues with the approval of the Competent Authority.

Encl: as above.

Digitally signed by

RAJEEV KUMAR

Date: 19-01-2026

11:14:18

(Rajeev Kumar) *19/1/26*

Under Secretary to the Government of India

e-mail: rajeev.swati@nic.in

Phone: 011-23385171

To

1. All the Ministries/Departments of Government of India.
2. The Secretary, Union Public Service Commission, Dholpur House, New Delhi-110069.
3. The Chairperson, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi.
4. The Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
5. Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
6. The Secretary, National Commission for Scheduled Castes, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.

Copy to:-

All Chief Secretaries of States and Union Territories with the request to bring the contents of this O.M. to the notice of all the authorities responsible for appointments, admission to educational institutions, disbursement of scholarships etc. under their control and they may be advised not to ask the SC candidates to submit caste certificate in some other format.

*19/1/26*  
(Rajeev Kumar)

Under Secretary to the Government of India



No. 12017/01/2020-SCD (R.L. Cell)  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment  
Shastri Bhawan, New Delhi  
New Delhi, dated: 18.03.2020

### OFFICE MEMORANDUM

Subject: Acceptance of caste/community certificates produced by Scheduled Caste candidates.

The undersigned is directed to refer to the subject mentioned above and to say that Government of West Bengal vide their letter No. 628-BCW/MR-208/13 dated 25.02.2020 has brought to the notice of this Department that though their format of caste certificate is in conformity with the format prescribed by the Government of India yet some recruitment authorities of Central Government are not accepting that and has prescribed a different format of caste certificate to be submitted by the candidates for obtaining benefit of reservation in recruitment under Government of India, which is causing harassment to Scheduled Caste (SC) candidates in addition to the burden of issuing of such duplicates often at very short intervals.

2. Owing to difficulties faced by candidates belonging to SC/ST categories in securing admission to professional colleges and employment in Public Sector Undertakings (PSUs) due to insistence by certain authorities to produce caste certificate in their format, the Ministry of Welfare's (Now Social Justice and Empowerment) vide O.M. No. 12025/18/94-SCD (R.L.Cell) dated 10.08.1994 has requested all the Ministries/ Departments to accept the caste certificate issued in the prescribed proforma by one of the authorities empowered to issue such certificate and not to ask SC/ST candidates to submit social status certificates in some other format. A copy of the O.M. dated 10.08.1994 is enclosed for ready reference.

3. It is therefore, re-iterated that the Scheduled Caste certificate issued by the following authorities in the prescribed format (enclosure to O.M. dated 10.08.1994) may be accepted by the appointing authorities as sufficient proof in support of a candidate's claim to belong to Scheduled Caste:-

- (i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendary Magistrate/City Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner ( not below the rank of 1st Class Stipendary Magistrate);
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;
- (iii) Revenue Officer not below the rank of Tehsildar;
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides; and
- (v) Administrator/ Secretary to Administrator/Development Officer (Lakshdweep Islands).

Contd. on 2/-

4. All the Ministries/ Departments are again requested to bring the contents of this O.M. to the notice of all the recruiting authorities under their control and they may be advised not to ask the SC candidates to submit caste certificate in some other format.

Encl: as above.

210670

18.03.2020

(Bharat Lal Meena)  
Director (Admn.)

1. All the Ministries/Departments of Government of India;
2. The Secretary, Union Public Service Commission, Dholpur House, New Delhi-110069.
3. The Chairperson, Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi.
4. The Comptroller & Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124.
5. Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
6. The Secretary, National Commission for Scheduled Castes, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.
7. All Chief Secretaries of States and Union Territories.

No. BC. 12025/18/94-SCD (R.L.Cell)  
Government of India  
Ministry of Welfare  
SCD (R.L.Cell)

*New Delhi dated 10th August, 1994.*

**OFFICE MEMORANDUM**

**Subject:-- Submission of SC/ST certificates by the Scheduled Castes/ Scheduled Tribes candidates in Public Sector Undertakings, Corporations, Banks, Medical/ Engineering Colleges, ONGC, etc.- acceptance of caste certificates issued by competent certificate issuing authority.**

The undersigned is directed to say that instances have come to this Ministry's notice that candidates belonging to Scheduled Castes/ Scheduled Tribe communities face hardships in getting admission / appointment in Medical/ Engineering Colleges, Public Sector Undertakings/ Corporations, Banks, ONGC etc. as these organisations insist often Scheduled Caste and Scheduled Tribe candidates to submit their Scheduled Caste/ Scheduled Tribe certificate in the printed format supplied by them, Even though the candidates posses valid Scheduled Caste/ Scheduled Tribe certificates issued by competent certificate issuing authority. Instances have also come to notice that Scheduled Caste/ Scheduled Tribe candidates are directed by the appointing / educational authorities to get Scheduled Caste/ Scheduled Tribe certificates signed by officers who are not empower to issue such certificates.

2. In this connection it is stated that this Ministry have already circulated to all the Ministries/ Departments the format of caste certificates to be issued to the Scheduled Caste/ scheduled Tribe candidates; and a list of authorities empowered to issue SC/ST certificates (copy enclosed) certificates issued by an authority other than those specified will not be accepted by the appointing authority. Department of Personnel and Training have also issued similar instructions to all the Central Ministries/ Departments.

3. All the Ministries/ Departments of Government of India are therefore, requested to strictly adhere to the format of caste certificate and the list of authorities empower to issue Scheduled Caste/ Scheduled Tribe certificates. Submission of SC/St certificate by other authority need not be insisted in the cases of those SC/ST candidates who posses SC/ST certificates issued by the competent authorities in prescribed format. Ministries of Health and

Family Welfare, Human Resource Development (Department of Education) and Bureau of Public Enterprises are requested to kindly bring contents of those O.M. into the notice of all concerned.

Sd/-  
(B.B. BARURI)  
Deputy Secretary to the Government of India

To: All Ministries/ Department of Government of India.

**Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim**

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimati\*/Kumari\* .....son/daughter\* of .....of village\*/town\* .....in district/Division\* .....of the State/Union Territory\* .....belongs to the .....Caste/Tribe\* which is recognised as a Scheduled Caste/ Scheduled Tribe\*

Under:

- @The Constitution (Scheduled Castes) Order, 1950.
- @ The Constitution (Scheduled Tribes) Order, 1950.
- @ The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- @ The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.[as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976].
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @ The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978.
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- @ The Constitution ( Jammu and Kashmir) Scheduled Tribes Order, 1989.

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

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Shrimati\*.....father/mother of Shri/Shrimati/Kumari\*.....of village/town\* .....in .....district?/Division.....of the State/Union Territory..... who belongs to the .....Caste/Tribe\* which is recognised as a Scheduled Caste/ Scheduled Tribe

in the State/Union Territory\*..... issued by the..... (name of prescribed authority) vide their No..... dated.....

3. Shri\*/Shrimati\*/Kumari\*..... and/or his /her\* Family ordinarily reside(s) in village/town\* ..... of .....District/Division of the State/Union Territory of.....

Signature .....

\*\*Designation .....

(With Seal of Office)

Place .....State  
Union Territory

Date .....

\*Please delete the words which are not applicable

@ Please quote specific Presidential Order

Delete the paragraph which is not applicable.

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

\*\* List of authorities empowered to issue Scheduled Caste / Scheduled Tribe Certificates:-

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector / 1st Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner. (not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and /or his family normally resides.
5. Administrator / Secretary to Administrator/Development Officer (Lakshadweep Islands).

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