

No. 36028/1/2014-Estt.(Res)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment (Reservation-I) Section

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North Block, New Delhi  
Dated November 20, 2015

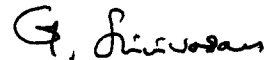
**OFFICE MEMORANDUM**

**Subject:** Proposed guidelines on issue of domicile/caste certificates to SC/ ST school students – regarding

It is proposed to issue guidelines to State Governments/ Union Territories for institutionalization of the process of issue of domicile/caste certificates to SC/ ST school students while they are in Class VIII. A copy of the draft guidelines is enclosed.

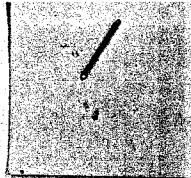
2. It is requested that the draft guidelines may be posted on the website of the Department for inviting comments/ suggestions from stake-holders. Comments/ suggestions received upto 21.12.2015 will be considered before the guidelines are finalized.

Encl: As above



(G. Srinivasan)  
Deputy Secretary to the Government of India  
Tel: 2309 3074

Director, NIC, DOPT



**Draft Advisory/Guidelines to be issued to States/Union Territories on issue of Domicile/Caste Certificate to SC/ST students**

- Government of India has been receiving representations, from time to time, regarding difficulties faced by Scheduled Caste and Scheduled Tribe candidates, in obtaining caste/domicile certificates, while applying for admission, posts and services under the Central Government.
- The Domicile/Residence Certificate is issued by the concerned authority of the State Government/Union Territory to prove that the person bearing the Certificate is a domicile/resident of the State/Union Territory by which the certificate is being issued.
- Such certificate is issued as proof of residence to avail Domicile/Resident quotas in educational institutions and in the State/Central Government services, as also in the case of jobs where preference to local residents is available as per government instructions from time to time.
- With a view to ease the difficulties faced by the SC/ST students in obtaining certificates, it is proposed that "Caste Certificate" and the "Residency (Domicile)" certificate may be issued to SC and ST students, all over the country, when they are studying in Class VIII.
- The School Head/Head Master of the School in which the student is studying would get the necessary documents/papers filled up from the students studying in Class VIII.
- A window of two months in September/October or any other time frame decided by the concerned State Government/Union Territory may be allocated/decided for completing this exercise.
- The School Head/Principal will get the documents collected from all the SC and ST students and arrange to submit them to the relevant state government authority/revenue authorities for making the requisite certificates.
- The concerned revenue/state government authorities would scrutinise those documents and within a period of 30-60 days, would issue the certificates.

- If the certificate of any student is rejected, reasons will be provided and provision for one time appeal may be allowed by the state authorities.
- Once the certificate is made, it would be given to the students through the School authorities and would be kept with them for safe custody for availing the benefits/concessions and facilities available to the concerned category of students.
- It is understood that some states are already following this practice.
- The possibility may also be explored to indicate the Scheduled Caste/Scheduled Tribe status in the Birth certificate.

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