

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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To,

**The Secretaries, All Ministries/Departments of Central Govt.,
The Vice Chancellors, All Central Universities
The Chairman, SEBI/ IRDA/TRAI/PFRDA
The Chairmen, LIC, GIC and Insurance Companies
The Chairmen, All Boards & Autonomous Bodies
The Chairmen, All Ports
The Directors, All NITs
The Directors, IITs
The Directors, IIMs
The Directors, All other Institutes
The Directors, DRDOs
The Chief Executives, All CPSUs, PSB's, and Financial Institutions and
The Chief General Manager (DAPM), Reserve Bank of India**

Sub:- Two-day Re-orientation programme on verification of the claims of candidates and employees as belonging to Scheduled Caste (SC), Scheduled Tribe (ST), and Other Backward Classes (OBCs) and disability certificates for Persons with Disabilities (PWDs) on July 17 & 18, 2018 at The Gateway Hotel, Pune 411 057.

Madam/Sir,

Your attention is solicited to Para 5 (7) of the Ministry of Home Affairs O.M.No.42/21/49-NGS dated 28/01/1952, as amended by their O.M.No.42/22/51-NGS, dated 09/04/1952, and re-paginated by their O.M. No.42/34/52-NGS, dated 17/04/1953, a perusal of which would show that it is the duty of appointing authorities to verify the caste claims of the candidates to be appointed and employees to be promoted. Subsequently, further instructions have been issued by the Government of India on the subject. Even after the period spanning over six decades since the coming into force of the above instructions, some appointing authorities might be encountering difficulty in adopting the right procedure for verifying the caste claims for different categories of candidates/employees or dealing with the case where the caste claim has been found to be false or invalid.

02. In this context, a number of issues that may come up and would need to be resolved by the appointing authorities on priority in order to obviate the delay in making appointment/promotion, are as under:-

(I). Is it mandatory to verify the caste status at every important up-turn of employee's career, after the initial appointment?

- (ii). How to ascertain the validity period of caste certificates?
- (iii). How to identify the correct and prescribed FORM of the caste certificate for SCs/STs/OBCs?
- (iv). Who is the authorized authority to issue the caste certificate?
- (v). How to verify the caste claims of the migrated candidates?
- (vi). What is the guiding principle for claims through marriages?
- (vii). What to do in cases of conversion **to another religion** and re-conversion?
- (viii). How to deal with cases of adoption?
- (ix). What will be caste status of the offspring of inter-caste married couples?
- (x). How to deal with the status of the offspring of a couple where one of the spouses is a member of a Scheduled Caste?
- (xi). How to deal with the status of the offsprings where one of the spouses is a member of Scheduled Tribe?
- (xii). How to deal with the status of the offsprings of a couple where one of the spouses is a member of a Scheduled Caste and the other that of a Scheduled Tribe and *vice-versa*?
- (xiii). How to deal with the status of the offsprings, born out of wedlock between two persons professing different religions?
- (xiv). How to verify castes and tribes mentioned in the certificates issued by the authorities from the State of Jammu and Kashmir?
- (xv). What does the term "ORDINARY RESIDENT" mean in the form of caste certificate?
- (xvi). What is the meaning of term "SERVICE QUALIFICATION"?
- (xvii). How to deal with the cases of persons migrated from BANGLADESH ?
- (xviii). How to treat income from agriculture and salary in creamy layer for OBC Candidates?
- (xix). How to ascertain income of parents if the parent (s) is/ are not alive?
- (xx). How to determine the false or invalid nature of caste certificate?**
- (xxi). How to deal with the validity period and degree in cases of certificates issued to PWD candidates?
- (xxii). What are the instructions for punishments for officials issuing certificates without proper verification?
- (xxiii). What is the procedure for dealing with the false SC/ST Caste Certificates?
- (xxiv). How to get the false caste certificate cancelled and confiscated?

03. During the time taken in taking the appropriate or desirable action against the person who is found to have been appointed on the strength of the false or invalid caste certificate, the concerned person would continue to enjoy the benefits of his appointment/promotion in the organisation undeservedly. He/she would in the process, continue to deprive the benefit of reservation to the reserved category candidate until the post becomes available for being filled up as per the reservation orders. Dealing with such cases with correct rule/legal position is likely to obviate avoidable litigation.

04. Now, with a view to imparting the information and knowledge about the various Government rules/orders relating to the caste claim verification at the time of appointment/promotion, this Institute is conducting a two – day functional programme **on July 17 & 18, 2018 at The Gateway Hotel (Unit of Taj Group of Hotels), Xion Complex, Wakad Road, Hinjawadi, Pune – 411057 (Tele: 020-66584040)** as per Annexure – I. The participants of the programme will be provided a compilation of the latest operatives in this regard.

05. The re-orientation programme will be very useful to HR Personnel, Administrative / Establishment Officers, Liaison Officers for SC/ST/PWD and OBCs. and the Office Bearers of the SC/ST/BUDDISHT OR OBC Employees Welfare Associations.

06. The programme fee per participant will be Rs.14,986/- (Programme fee of Rs. 12,700/- + GST@ 18% = Rs. 2,286/-) The crossed DD towards this non-refundable fee should be drawn in favour of **“Institute of Public Administration”, payable at Bengaluru** and should be sent along with the nomination letter.

07. In case, the participant wishes to stay at The Gateway Hotel, he will be required to pay a **non - refundable** participation fee of Rs. 32,922/- (Participation fee of Rs. 27,900/- + GST @18% = Rs. 5,022/-) per participant. This fee includes the programme fee of Rs. 14,986 + and also covers the cost of lodging and boarding, breakfast, lunch and dinner. If the Organisation is nominating two officials (same gender) for the above programme and they are willing to share a room, the fee per participant will be Rs. 27,140/- (Rs. 23,000/- + GST @18% = Rs. 4,140/-). The lodging & boarding will be available from July 16, 2018 (afternoon) to July 19, 2018 (morning) under this arrangement. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 5,000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

08. All Public Authorities are requested to nominate their HR Personnel, Administrative / Establishment Officers, Liaison Officers for SC/ST/PWD and OBC. and the Office Bearers of the SC/ST/BUDDISHT or OBC Welfare Associations for this programme at the earliest..

Yours faithfully,



(S.C. Kochhar)
Director
Cell No. : 098453 33383

Encl: Annexure – I

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन

INSTITUTE OF PUBLIC ADMINISTRATION

A Two day Re-orientation programme on verification of the claims of candidates and employees to be treated as belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBCs) and disability certificates for Persons with Disabilities (PWDs).

Date	Time (hrs.)	Session
July 17, 2018 (Tuesday)	09.30 - 10.00	Registration
	10.00 - 10.30	Introduction of (I) The Institute (II) The Faculty Member (III) The Study Material and (IV) The Participants
	10.30 - 11.30	Importance of caste claims verification
	11.30 -11.45	Tea Break
	11.45 -13.15	Prescribed certificates Forms and authorized authorities
	13.15 - 14.00	Lunch Break
	14.00 - 15.30	Various Ordinary Conditions
	15.30 - 15.45	Tea Break
	15.45 - 17.15	Various Extraordinary Conditions
July 18, 2018 (Wednesday)	10.00 - 11.30	Procedure for verifying the caste certificates
	11.30 - 11.45	Tea Break
	11.45 - 13.15	Verification of status of Creamy Layer
	13.15 - 14.00	Lunch Break
	14.00 - 15.30	Verification of status of disability
	15.30 - 15.45	Tea Break
	15.45 - 16.30	Cancellation and confiscation of certificates and cases in courts
	16.30 - 17.00	Organization Specific Issues