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**Government of Haryana
General Administration Department
General Services III Branch**

No. 22/76/2011-1GSIII

To

1. All the Heads of Departments in Haryana.
2. The Commissioners, Rohtak, Gurgaon, Hisar & Ambala Divisions.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in Haryana.
5. The Registrars of all the Universities in Haryana.

Dated Chandigarh, the 12-6-2012



Subject: Streamlining the procedure in the offices regarding issuing of Castes Certificates to Scheduled Castes, Backward Classes and Other Backward Classes.

Sir/ Madam,

I am directed to invite your attention to the Government letter No. 22/76/2012-1GSIII, dated 22.3.2012, vide which proformae of caste certificates devised by the Government were sent for the purpose of issuing caste certificates to the Schedules Castes/Backward Classes/Other Backward Classes to the employees of Haryana Government, residents of Haryana as well as to the persons who have migrated from other States. However, certificates to the migrants were to be issued subject to the production of a genuine certificate issued to his father by the prescribed authority of the State of his father's origin except where the prescribed authority feels that a detailed enquiry is necessary through the State of origin before the issue of the certificate.

The matter has been further examined and it is felt that it will not be possible for the State to verify each caste certificate of the candidates who have migrated from other States/UTs to the State of Haryana. Besides it will create inconvenience to the candidate as well as to issuing authority of Haryana Government. Hence, it has been decided that caste certificates should be issued only to the employees of Haryana Government and to the residents of Haryana. A copy each of the revised Proformae is also enclosed.

These instructions may be brought to the notice of all concerned for strict compliance.


**Joint Secretary General Administration,
for Chief Secretary to Government Haryana**


Endst. No. 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012

A copy is forwarded to the following for information and action where necessary:-

1. The Secretary, Haryana Public Service Commission.
2. The Secretary, Haryana Staff Selection Commission.


Joint Secretary General Administration,
for Chief Secretary to Government Haryana


Endst. No. 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012

A copy is forwarded to all the Financial Commissioners & Principal Secretaries/ Administrative Secretaries to Government Haryana for information and necessary action.


Joint Secretary General Administration,
for Chief Secretary to Government Haryana


To

All the Financial Commissioners and Principal Secretaries/
Administrative Secretaries to Government Haryana.

Endst. No. 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012

A copy is forwarded to the PSCM, APSCM-I, APSCM-II, Principal OSD/CM, DPSCM, OSD/CM, Private Secretaries to the Chief Minister/Ministers/Ministers of State for information of the Chief Minister/Ministers/Ministers of State, Haryana.


Joint Secretary General Administration,
for Chief Secretary to Government Haryana




To

The PSCM, APSCM-I, APSCM-II, Principal OSD/CM, DPSCM, OSD/CM,
Private Secretaries to the Chief Minister/Ministers/Ministers of State.

U.O.No. 22/76/2011-1GSIII
Endst. No. 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012
Dated, Chandigarh, the 12-6-2012

A copy is forwarded to Member Secretary, Haryana Bureau of Public Enterprises for information and necessary action. They are requested to send the copy of these instructions to all the Boards/Corporations in the State of Haryana for taking necessary action.


Joint Secretary General Administration,
for Chief Secretary to Government Haryana


Endst No 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012

A copy is forwarded to the following for information and action where necessary:-

1. The Director, Local Bodies Haryana for circulating these instructions to all the M.C./Council/Corporations in the State
2. The Director, Information and Public Relation Haryana, Chandigarh for giving appropriate publicity.


Joint Secretary General Administration,
for Chief Secretary to Government Haryana

A copy is forwarded to all the Branch Officer/ Superintendents/Deputy Superintendents of Haryana Civil Secretariat/F.C. Office for information and necessary action


Joint Secretary General Administration,
for Chief Secretary to Government Haryana

to

All the Branch Officers/Superintendent/Deputy Superintendents
of Haryana Civil Secretariat/F C Office.

U.O No 22/76/2011-1GSIII

Dated, Chandigarh, the 12-6-2012

INTERNAL CIRCULATION

State informatics Officer, NIC, Haryana for hosting on the C.S. website and sending by e-mail to recipients.

Haryana Government

Certificate Sr. No...../Year...../Teh.....

Photo of
Applicant to
be attested
by the Issuing
Authority

BACKWARD CLASS CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
son/daughter of Shri. _____ resident of _____ village/town
_____ Tehsil _____ District _____ of the State/Union
Territory _____ belongs to the _____ Caste. This caste is mentioned in
the State list of BC Block _____.

***(The applicant shall submit an affidavit that he/she falls/does not fall in
creamy layer)***

2. Shri/Smt./Kumari _____ and/or his/her family ordinarily
reside(s) in _____ Village/Town _____ of Tehsil _____
District _____ of the State/Union Territory _____.

3. This is to certify that he/she does not belong to the person/section
(Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 7-6-1995,
No. 22/36/2000-3GS-III dated 09.08.2000 & No. 213-SW(1)-2010 dated 31-8-2010.

Signature with seal of Issuing Authority

Full Name.....
Designation.....
Address with
Telephone No. with code.....

Place.....
Date.....

- **Issuing Authority:** Tehsildar-cum- Executive Magistrate,
Naib Tehsildar-cum- Executive Magistrate.
Head of Department in case of Government employees
- Strike out the paragraph which is not applicable.
- For instructions refer to www.csharyana.gov.in

Haryana Government

Photo of
Applicant to be
attested by the
Issuing Authority

Certificate Sr. No...../Year..../Teh.....

OTHER BACKWARD CLASS CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
son/daughter of Shri _____ resident of _____
village/town _____ Tehsil _____ District _____ of
the State/Union Territory _____ belongs to the _____ community
which is recognized as a Other Backward Class by the Government of India.

*(The applicant shall submit an affidavit that he/she falls/does not fall in
creamy layer)*

2. This is also to certify that he/she does not belong to the
person/section (Creamy layer) mentioned in column 3 of the schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93-
Estt.(SCT) dated 8-9-1993 & O.M. No. 36033/3/2004-Estt(Res) dated 9-3-2004 &
O.M. No. 36033/3/2004-Estt(Res) dated 14-10-2008.

Signature with seal of Issuing Authority

Full Name.....
Designation.....
Address with
Telephone No. with code.....

Place.....
Date.....

- **Issuing Authority:** Tehsildar-cum- Executive Magistrate,
Naib Tehsildar-cum- Executive Magistrate.
Head of Department in case of Government employees

- Strike out the paragraph which is not applicable.
- For instructions refer to www.csharyana.gov.in

Haryana Government

Certificate Sr. No...../Year...../Teh.....

Photo of
Applicant to be
attested by the
Issuing Authority

SCHEDULED CASTE-CERTIFICATE

This is to certify that Shri/Smt./Kumari _____
son/daughter of Shri _____ resident of _____
village/town _____ Tehsil _____ District _____ of the
State/Union Territory _____ belongs to the _____ Caste/Tribe,
which is recognized as a Scheduled Caste/ Scheduled Tribe under the Constitution
(Scheduled Castes) Order, 1950.

2. Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in _____ village/Town _____ of
Tehsil _____ District _____ of the State/Union Territory

Signature with seal of Issuing Authority
Full Name.....
Designation.....
Address with
Telephone No. with code.....

Place.....
Date.....

- **Issuing Authority:** Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum- Executive Magistrate.
Head of Department in case of Government employees
- Strike out the paragraph which is not applicable.
- For instructions refer to www.csharyana.gov.in