

**MOST IMMEDIATE**  
**ASSEMBLY QUESTION**

GOVERNMENT OF N.C.T. OF DELHI  
REVENUE DEPARTMENT: PARLIAMENT CELL  
5, SHAM NATH MARG, DELHI-110054  
**E-mail id: - parliamentbranchdivcom@gmail.com**

No. F.11/2196/DC/PC/VS/2025/ 861

Dated: - 26/03/25

To

The Dy. Secretary (Questions & Committee),  
Delhi Legislative Assembly Secretariat,  
Old Secretariat  
Delhi-110054

**Sub: - Reply of Vidhan Sabha Unstarred Question No. 131 for answer on dated**  
**27.03.2025 raised by Hon'ble MLA Sh. Sanjay Goyal Ji**

Sir,

Please find enclosed herewith the 100 copies of the reply in respect of above said question for further necessary action at you end.

This issues with the prior approval of Hon'ble Minister (Revenue).

Yours faithfully

Encl: As above.



SUB DIVISIONAL MAGISTRATE-II (HQ)

Arvind Kumar  
SDM (HQ),

**विभाग का नाम :- राजस्व विभाग**  
**विभाग का पता :- 5 शाम नाथ मार्ग, दिल्ली-110054**

अतारांकित प्रश्न संख्या :- 131

दिनांक :- 27.03.2025

प्रश्नकर्त्ता का नाम :- माननीय विधायक श्री संजय गोयल जी

क्या माननीय राजस्व मंत्री यह बताने की कृपा करेंगे कि :-

क्रम सं०	प्रश्न	उत्तर
(क)	एस.सी./एस.टी./ओबीसी सर्टिफिकेट बनाने में लगने वाले जरूरी दस्तावेजों का विवरण दें;	एस.सी./एस.टी./ओबीसी सर्टिफिकेट बनाने में लगने वाले जरूरी दस्तावेजों की सूची दिल्ली सरकार की ई-डिस्ट्रिक्ट पोर्टल वेबसाइट <a href="https://edistrict.delhigovt.nic.in">https://edistrict.delhigovt.nic.in</a> पर उपलब्ध है, जरूरी दस्तावेजों की सूची "अनुलग्नक-क एवं ख" संलग्न है।
(ख)	यदि वर्ष 1990 से पहले का कोई प्रमाण (प्रूफ) नहीं हो तो उसके लिए क्या वैकल्पिक दस्तावेज से सर्टिफिकेट बन सकता है, विस्तार से विवरण दें; और	उपरोक्तानुसार।
(ग)	जाति प्रमाण पत्र बनाने की प्रक्रिया को सरल बनाने के लिए सरकार ने पूर्व में क्या कदम उठाये हैं तथा आने वाले समय में सरकार क्या कदम उठाने वाली है, पूर्ण विवरण दें?	<ul style="list-style-type: none"><li>राजस्व विभाग के कार्यालय आदेश दिनांक 26.11.2015 के तहत जाति प्रमाण पत्र बनाने की प्रक्रिया को सरल बनाया गया (आदेश की कॉपी "अनुलग्नक-ग" संलग्न है)।</li><li>राजस्व विभाग ने सभी जाति प्रमाण पत्र आवेदनों को बनाने के लिए ई-डिस्ट्रिक्ट पोर्टल वेबसाइट <a href="https://edistrict.delhigovt.nic.in">https://edistrict.delhigovt.nic.in</a> की सुविधा भी वर्ष 2015 में शुरू की थी।</li></ul>

इसकी स्वीकृति माननीय मंत्री (राजस्व) से प्राप्त की गई है।

उप मण्डलीय दण्डाधिकारी-2 (मुख्यालय)

Arvind Kumar  
SDM (HQ)

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**REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI**  
**GUIDELINES FOR ISSUANCE OF SC/ST CERTIFICATE**

**A. Eligibility Criteria**

**The applicant is entitled for SC /ST Certificate if**

- ✓ An Individual who is a citizen of India.
- ✓ An Applicant should belong to a caste which is mentioned in the constitution (Scheduled Castes/ Scheduled Tribes) [(States/Union Territories)] orders issued till date as amended from time to time.
- ✓ Applicant must belong to at least one of the category as specified in Section B from S.No. 5 to 11.
- ✓ Anyone who does not belong to SC or ST category can't claim so on the virtue of marriage.

**B. Documents to be attached with the Application Form**

**1. Identity Proof of Parents (in case applying for minor) (Any One is mandatory) –**

- Aadhaar Card
- PAN Card
- Ration Card with Photo
- Voter ID Card
- Passport
- Driving License
- Any Govt. issued document

**2. Identity Proof of Beneficiary (Any One is mandatory) –** Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or birth certificate in case of a minor less than 5 years of age would also be acceptable

**3. Present Address Proof of Beneficiary or Parents in case of minor (Any One is mandatory) –**

- Aadhaar Card
- Voter ID Card
- Driving License
- Passport
- Ration Card
- Rent Agreement (Registered)
- Bank Passbook
- Electricity Bill
- Water Bill
- Telephone Bill (Landline or Post-paid)
- Gas Bill
- Any Govt. issued document

**4. Permanent Address Proof of Beneficiary /Parents in case of minor (Any One is mandatory) –** Same as List in Col No 3 above.

**5. Case I: Original resident With Certificate**

Applicant whose family has been staying in Delhi since prior to 1951;

AND

Where a caste certificate has been issued to any of his/her relatives from paternal side

***Applicant will be eligible for Delhi State SC certificate***

Following Mandatory documents would be required:

1. Completed application form.
2. Copy of Caste Certificate of any relative from paternal side.
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof as per s.no. 1 or 2 or both and
5. One residential proof as per s.no. 3

**6. Case II: Migrated & Settled in Delhi with Certificate**

Applicant whose family has migrated to Delhi after 1951 and domiciled here and belongs to a Caste which is notified as SC/ST in the State of origin as well as in Delhi

AND

Where a caste certificate has already been issued to any of his/her relatives from paternal side;

***Applicant will be eligible for Delhi State SC certificate***

Following Mandatory documents would be required:

1. Completed application form.
2. Copy of Caste Certificate of any relative from paternal side.
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof as per s.no. 1 or 2 or both and
5. One residential proof as per s.no. 3
6. Any one of the following documents:
  - a. Birth certificate for applicants born in Delhi.
  - b. Matriculation certificate/marks-sheet for applicants who have studied in Delhi.
  - c. Proof of residence for the last 5 years

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SDM (HQ)

**7. Case III: Migrated & Settled (but not listed as SC in Delhi) with Certificate**

Applicant whose family migrated to Delhi after 1951 and settled/domiciled in Delhi and belongs to a Caste which is notified as SC/ST in the State of origin but not in Delhi;

**AND**

Where a Caste Certificate has been issued to these SC/ST applicants

**Applicant will be eligible for Other State SC/ST certificate**

Following Mandatory documents would be required:

1. Completed application form
2. Copy of the Caste Certificate of the relative from paternal side issued from Delhi or State of origin of the applicant.
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof as per s.no. 1 or 2 or both and
5. One residential proof as per s.no. 3

**8. Case IV: Resident of Delhi but not settled in Delhi with Certificate issued to Paternal relatives in native state**

Applicant whose family has recently migrated to Delhi and the applicants belong to a Caste which is notified as SC/ST in the state of origin (It may or may not be listed as SC/ST in Delhi)

**AND**

Where a caste certificate has been issued to any of his/her relatives from parental side.

**Applicant will be eligible for other State SC/ST certificate**

Following Mandatory documents would be required:

1. Completed application form
2. Copy of the Caste Certificate of the relative from paternal side issued from Delhi or State of origin of the applicant.
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof as per s.no. 1 or 2 or both and
5. One residential proof as per s.no. 3

**9. Case V: Original resident of Delhi without Certificate to any Paternal relative**

Applicant whose family has been staying in Delhi since prior to 1951.

**AND**

Where no caste certificate has ever been issued to any of his/her relatives from paternal side;

**Applicant will be eligible for Delhi State SC certificate**

Following Mandatory documents would be required:

1. Completed application form
2. Proof of residence in Delhi clearly showing residence in Delhi prior to 1951
3. One photo ID proof as per s.no. 1 or 2 or both and
4. One residential proof as per s.no. 3

Note : Field verification will be mandatory in this case and will be conducted by an officer not below the rank of Naib Tehsildar

**10. Case VI: Migrated without certificate**

Applicant Whose family has migrated and settled in Delhi after 1951;

**AND**

Where no caste certificate has ever been issued to any of his/her relatives from paternal side;

**Applicant will be eligible for Other State SC/ST or Delhi SC/ST**

Following Mandatory documents would be required:

1. Completed application form
2. One photo ID proof; and
3. One residential proof
4. Any one of the following documents:
  - a. Birth certificate for applicants born in Delhi.
  - b. Matriculation certificate/marks-sheet for applicants who have studied in Delhi.
  - c. Proof of residence for the last 5 years
5. Applicant will be required to submit proof of residence in state of origin prior to 1951.

Note : Field verification will be mandatory and will be conducted by an officer not below the rank of Naib Tehsildar

**11. One Passport size Coloured Photograph of the Applicant (Size 5cm x 4.5cm Or 2"x1.75")**

- Should include full face, front view and open eyes
- should be in a plain white or off-white background
- should have a natural expression (closed mouth)
- should be of full head from top of hair to shoulder
- shouldn't be shadows on the face or background
- should not include sunglasses or hats

Arvind Kumar  
SDM (HQ)

**C. Important Note**

- ❖ Parents can only apply in case of minor ("*minor*" as per the provisions of the Indian Majority Act, 1875)
- ❖ In case of minor, parent's Address proof has to be appended. **The ID proof has to be of minor.**
- ❖ Beneficiary's/Parent's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ Scanned copy of Self-Declaration has to be uploaded while applying online and self-declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application /Acknowledgement number.
- ❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (**As per specifications above**)
- ❖ Details of all the persons to whom certificate has been issued will be put in the public domain and legal action will be taken against those applicants who have been issued SC/ST certificate by furnishing wrong information as per Section 177, 199 and 193 of IPC.

Arvind Kumar  
SDM (HQ).

## REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

### GUIDELINES FOR ISSUANCE OF OBC CERTIFICATE

#### A. Eligibility Criteria

##### I. The applicant is entitled for OBC Certificate of Delhi if

- ✓ An individual who is a citizen of India.
- ✓ OBC certificate has already been issued to any paternal blood relative (Father/ Uncle).
- ✓ An individual who is a permanent resident of Delhi on or before 8<sup>th</sup> September 1993.
- ✓ Caste applied for must be notified in Govt. of NCT of Delhi.
- ✓ The applicant is not covered under Creamy Layer category as specified by the Govt. of India time to time.
- ✓ Anyone who does not belong to OBC category can't claim so on the virtue of marriage.

##### II. The applicant is entitled for OBC Certificate (Central) for applying for appointment to Posts under the Government of India if

- ✓ An individual who is a citizen of India.
- ✓ An individual who is currently residing in Delhi.
- ✓ Caste applied for must be notified in the Government of India OBC List (Central)
- ✓ An individual who is a permanent resident of Delhi on or before 8<sup>th</sup> September 1993 is eligible for OBC certificate of Delhi (Central) for applying for appointment to Posts under the Government of India
- ✓ If applicant have migrated to Delhi after 8<sup>th</sup> September 1993 then he/she will be eligible for OBC Certificate (Central) of the State to which he originally belonged to.
- ✓ The applicant is not covered under Creamy Layer category as specified by the Govt. of India time to time. Please check and fill Annexure I for eligibility.
- ✓ Anyone who does not belong to OBC category can't claim so on the virtue of marriage.

#### B. Documents to be attached with the Application Form

##### 1. Identity Proof of Parents (in case applying for minor) (Any One is mandatory) –

- |                             |            |                          |
|-----------------------------|------------|--------------------------|
| • Aadhaar Card              | • PAN Card | • Ration Card with Photo |
| • Voter ID Card             | • Passport | • Driving License        |
| • Any Govt. issued document |            |                          |

##### 2. Identity Proof of Beneficiary (Any One is mandatory) – Same as the List in Col 1 above. For a minor, the letter from the School Principal (on letter head) or birth certificate in case of a minor less than 5 years of age would also be acceptable

##### 3. Present Address Proof of Beneficiary or Parents in case of minor (Any One is mandatory) –

- |  |                    |                               |
|--|--------------------|-------------------------------|
| • Aadhaar Card                           | • Voter ID Card    | • Driving License             |
| • Passport                               | • Ration Card      | • Rent Agreement (Registered) |
| • Bank Passbook                          | • Electricity Bill | • Water Bill                  |
| • Telephone Bill (Landline or Post-paid) | • Gas Bill         | • Any Govt. issued document   |

##### 4. Permanent Address Proof of Beneficiary / Parents in case of minor (Any One is mandatory) – Same as List in Col No 3 above.

##### 5. Case I: Whose family has been residing in Delhi since prior to 1993; AND

Where an OBC Certificate has been issued to brother/sister/ father or any other relative from paternal side

##### Eligible for Delhi OBC Certificate

##### List of the Documents Required:

1. Completed application form along with self-declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Copy of the Caste Certificate of any relative from paternal side
3. Proof of relationship of the applicant with caste certificate holder.
4. One photo ID proof and one residential proof as per s.no. 2 and 3. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

Arvind Kumar  
SDM (HQ)

**6. Case II: Whose family has migrated to Delhi after 1993;**

**AND**

Where an OBC Certificate has already been issued to father of the applicant from the State of Origin of the applicant's family

**Eligible for other state OBC certificate(respective State)**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Copy of the Caste Certificate of father of the applicant
3. One photo ID proof and one residential proof as per s.no 2 and 3. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

**7. Case III: Whose family has been residing in Delhi since prior to 1993;**

**AND**

Where No OBC Certificate has been issued to any relative from paternal side

**Eligible for OBC Central(Delhi State) certificate**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Proof of residence in Delhi since prior to 1993 as per s.no 2 proving stay in Delhi prior to 1993
3. One photo ID proof and one residential proof as per s.no 2 and 3.. ID proof of parent as per s.no. 1 will also be required in case applying for Minor.

**8. Case IV: Where an OBC Certificate has already been issued to the applicant from Delhi/Other State**

**Eligible for OBC Central Certificate**

**List of Documents required:**

1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format.
2. Copy of OBC Certificate of the applicant
3. One photo ID proof and one residential proof as per s.no 2 and 3.

**9. Citizen must provide signed copy of Self-Declaration form along with the application form. A compliance to Annexure I that the citizen does not belong to creamy layer as laid in Annexure I must also be provided along with the Self-Declaration Form.**

**10. One Passport size Coloured Photograph of the Applicant(Size 5cm x 4.5cm Or 2"x1.75")**

- Should include full face, front view and open eyes
- should be of full head from top of hair to shoulder
- should be in a plain white or off-white background
- shouldn't be shadows on the face or background
- should have a natural expression (closed mouth)
- should not include sunglasses or hats

**C. Important Note**

- ❖ Parents can only apply in case of minor ("*minor*" as per the provisions of the Indian Majority Act, 1875)
- ❖ In case of minor, parent's Address proof has to be appended. **The ID proof has to be of minor.**
- ❖ Beneficiary's/Parent's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ Scanned copy of Self- Declaration has to be uploaded while applying online and hard copy of declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application /Acknowledgement number.
- ❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (**As per specifications above**)

*Arvind*  
Arvind Kumar  
SDM (HQ).

30/11/2015  
1/9/2015

OFFICE OF THE DIVISIONAL COMMISSIONER  
GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5- SHAM NATH MARG, DELHI-110054

F.No.87/27/CCS/2015/Misc./2688-2697

Dated: 26/11/2015

OFFICE ORDER

Sub: Simplified procedure for issuance of various kind of Certificates by Revenue Department.

In supersession of all previous orders on the subject mentioned above and in pursuance of Cabinet Decision No.2255 dated 16-11-2015 following simplified procedure for the issuance of various certificates in Revenue Department is prescribed for implementation by all revenue authorities for all applications received from 1<sup>st</sup> December' 2015 onwards.

1. The requirement for affidavit has been dispensed with in respect of all cases except in the case of application for delayed birth/death registration order. The affidavit has been replaced by a self declaration which would be a part of the application form which every applicant shall sign.
2. The requirement for attestation of documents by the gazetted officers has been dispensed with. The requirement for attestation of social status (SC/ST or OBC) by gazetted officers or public representatives (MP, MLA, Councilor) in respect of any applicant of caste certificate has also been dispensed with. Self attested documents shall be acceptable henceforth.
3. "OBC certificate of other state" can now be on the basis of OBC certificate issued to siblings and real uncles (paternal side only) instead of issuance on the basis of father's certificate only.
4. The applicants seeking issuance of income certificates are required to declare their income as per details prescribed in the application form which would form the basis for issuance of the income certificate.
5. In those cases, where genuiness of the application can be verified on the basis of documents, the requirement for field verification has been dispensed with. Only in the listed cases, field verification would be carried out by an officer not below the rank of Naib Tehsildar.
6. An SOP for field inspection is being issued separately.
7. Separate application forms have been devised for issuance of different kinds of certificates. Each applicant is required to submit a completed application form as applicable to him/her.
8. A set of documents has been prescribed for issuance of certificates of different kind as per Annexure-I. Each applicant is required to furnish those documents for issuance of desired certificates.

*Arvind Kumar*  
Arvind Kumar  
SDM (HQ)

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9. No applicant would be asked to produce additional documents in case the prescribed documents have already been furnished by him/her. However, the applicant may on his own file additional documents, if those are relevant and helpful in speedy disposal of his/her case.
10. A set of prescribed application forms, required documents for various kinds of certificates and the standard operating procedure is being uploaded on the e-district website <http://edistrict.delhigovt.nic.in> for guidance/clarity.
11. These simplified procedure will come into force for all applications received from 01.12.2015 onwards.

*Juli*

(JULI MUKHERJEE)

DEPUTY COMMISSIONER (HQ)-II

F.No.87/27/CCS/2015/Misc./2688-2697 Dated:- 26/11/2015

Copy to for information and necessary action to:-

1. OSD to Minister, Revenue, GNCT of Delhi.
2. OSD to Chief Secretary, GNCT of Delhi.
3. PS to Principal Secretary, Department for the welfare of SC/ST/OBC and Min., 2<sup>nd</sup> floor, B Block, Vikas Bhawan, GNCT of Delhi.
4. PS to Div. Comm., Revenue Department, GNCT of Delhi.
5. PA to DC-I (HQ), Revenue Department, GNCT of Delhi.
6. PA to DC -II (HQ), Revenue Department, GNCT of Delhi.
7. All Deputy Commissioner with the direction to give adequate publicity to these instructions by displaying the same prominently on notice boards in their offices and web-sites and follow these instructions scrupulously.
8. All SDMs (HQ), Revenue Department, GNCT of Delhi.
9. The System Analyst with the direction to upload the above order on the web-site of the Department.
10. Guard File.

*Juli*

(JULI MUKHERJEE)

DEPUTY COMMISSIONER (HQ)-II

*Arvind*

Arvind Kumar  
SDM (HQ)

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# SIMPLIFIED APPLICATION AND DOCUMENTS FOR ISSUANCE OF VARIOUS CERTIFICATES ISSUANCE OF SC/ST CERTIFICATES

S. No.	CATEGORY	APPLICANT'S BACKGROUND	PROPOSED DOCUMENTS	SOP
1.	Original Delhi with certificate	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has been staying in Delhi since prior to 1951;</p> <p>AND</p> <p>ii) Where a caste certificate has been issued to any of his/her relatives from paternal side</p>	<p>1. Completed application form.</p> <p>2. Copy of Caste Certificate of any relative from paternal side.</p> <p>3. Proof of relationship of the applicant with caste certificate holder.</p> <p>4. One photo ID proof and</p> <p>5. One residential proof</p> <p>(Eligible for Delhi SC / ST) .</p>	<p>1. No Attestation from any Gazetted Officer or MP/MLA.</p> <p>2. No Affidavit</p> <p>3. Only Self Declaration.</p> <p>4. No Field verification.</p> <p>5. Table top disposal after verification of documents</p> <p>6. Publicity of name of beneficiary on the website of the District</p>
2	Migrated and Settled in Delhi with certificate	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has migrated to Delhi after 1951. and domiciled here and belongs to A Caste which is notified as SC/ST in the State of origin as well as in Delhi</p> <p>AND</p> <p>Where a caste certificate has already been issued to any of his/her relatives from paternal side;</p>	<p>Sr. No.1 to 5 – Same as above</p> <p>&amp;</p> <p>6. Any one of the following documents:</p> <p>i) Birth certificate for applicants born in Delhi.</p> <p>ii) Matriculation certificate/marks-sheet for applicants who have studied in Delhi.</p> <p>iii) Proof of residence for the last 5 years</p> <p>(Eligible for Delhi SC / ST)</p>	

  
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SDM (HQ).

<p>3. Migrated and settled in Delhi with other State certificate but caste not listed in Delhi</p>	<p>Cases of those SC/ST applicants –</p> <p>i) whose family migrated to Delhi after 1951 and settled/domiciled in Delhi and belongs to a Caste which is notified as SC/ST in the State of origin <u>but not in Delhi;</u></p> <p>AND</p> <p>ii) Where a Caste Certificate has been issued to these SC/ST applicants from original State</p>	<p>1. Completed application form</p> <p>2. Copy of the Caste Certificate of the relative from paternal side issued from State of origin of the applicant</p> <p>3. Proof of relationship of the applicant with caste certificate holder.</p> <p>4. One photo ID proof and</p> <p>5. One residential proof</p> <p>(Eligible for other State SC / ST certificate)</p>	<p>1. No Attestation from Gazetted Officer MP/MLA.</p> <p>2. No Affidavit</p> <p>3. Only Self Declaration</p> <p>4. No Field verification.</p> <p>5. Table top disposal after verification of documents</p> <p>6. Publicity of name of beneficiary on the website of the District</p>
<p>4. Original resident of Delhi but without any caste certificate for a paternal relative</p>	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has been staying in Delhi since prior to 1951</p> <p>AND</p> <p>Where no caste certificate has ever been issued to any of his/her relatives from paternal side; AND</p>	<p>1. Completed application form</p> <p>2. Proof of residence in Delhi since prior to 1951</p> <p>3. One photo ID proof; and</p> <p>4. One residential proof</p> <p>(Eligible for Delhi SC certificate)</p>	<p>1. No Attestation from any Gazetted Officer or MP/MLA.</p> <p>2. No Affidavit.</p> <p>3. Only Self Declaration.</p> <p>4. Field verification mandatory; to be conducted by an officer not below the rank of Naib Tehsildar</p> <p>5. Publicity of name of beneficiary on the website of the District.</p>

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SDM (HQ),

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<p>5. Migrated and settled in Delhi but without any caste certificate issued to paternal relative</p>	<p>Cases of those SC/ST applicants –</p> <p>i) Whose family has migrated and settled in Delhi after 1951; AND</p> <p>ii) Where no caste certificate has ever been issued to any of his/her relatives from paternal side; AND</p> <p>iii) Caste is notified in Delhi list as well as the list of State of origin</p>	<p>Sl. No.1 to 4 - Same as above &amp;</p> <p>5. Any one of the following documents:</p> <p>i) Birth certificate for applicants born in Delhi.</p> <p>ii) Matriculation certificate/marks-sheet for applicants who have studied in Delhi.</p> <p>iii) Proof of residence for the last 5 years</p> <p>6. Any documentary evidence for stay in the State of origin since prior to 1951</p> <p>(Eligible for Delhi SC / ST certificate)</p>	<p>1. No Attestation from any Gazetted Officer or MP/MLA.</p> <p>2. No Affidavit.</p> <p>3. Only Self Declaration.</p> <p>4. Field verification mandatory; to be conducted by an officer not below the rank of Tehsildar</p> <p>5. Publicity of name of beneficiary on the website of the District</p>
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*Arvind*  
Arvind Kumar  
SDM (HQ)

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FOR ISSUANCE OF OBC CERTIFICATES

S. No.	CATEGORY OF CERTIFICATE	PROPOSED DOCUMENTS	SOP
1.	Cases of those OBC applicants  i) whose family has been residing in Delhi since prior to 1993;  AND  (ii) Where an OBC Certificate has been issued to brother/sister/ father or any other relative from paternal side	1. Completed application form alongwith self declaration of the claim for Non-Creamy Layer in the prescribed format  2. Copy of the Caste Certificate of any relative from paternal side  3. Proof of relationship of the applicant with caste certificate holder.  4. One photo ID proof and one residential proof (Eligible for Delhi OBC)	1. No Attestation from any Gazetted Officer or MP/MLA.  2. No Affidavit  3. Only Self Declaration.  4. No Field verification.  5. Table top disposal after verification of documents  6. Details of beneficiary to be put on the website of the District.
2.	Cases of those OBC applicants  i) whose family has migrated to Delhi after 1993;  AND  ii) Where an OBC Certificate has already been issued to <u>father</u> of the applicant from the State of Origin of the applicant's family	1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format  2. Copy of the <i>Caste Certificate of father</i> of the applicant  3. One photo ID proof and one residential proof (Eligible for Other State OBC) --	

  
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<p><b>Cases of those OBC applicants</b></p> <p>I) whose family has been residing in Delhi since prior to 1993;</p> <p>AND</p> <p>II) Where No OBC Certificate has been issued to any relative from paternal side</p>	<ol style="list-style-type: none"> <li>1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format</li> <li>2. Proof of residence in Delhi since prior to 1993</li> <li>3. One photo ID proof and one residential proof</li> </ol> <p>(Eligible for Delhi OBC)</p>	<ol style="list-style-type: none"> <li>1. No Attestation from any Gazetted Officer or MP/MLA.</li> <li>2. No Affidavit.</li> <li>3. Only Self Declaration.</li> <li>4. Field verification mandatory; to be conducted by an officer not below the rank of Naib Tehsildar</li> <li>5. Details of beneficiary to be put on the website of the District.</li> </ol>
<p>4. <b>OBC (Central)</b> Where an OBC Certificate has already been issued to the applicant from Delhi/Other State</p>	<ol style="list-style-type: none"> <li>1. Completed application form along with Self declaration of the claim for Non-Creamy Layer in the prescribed format</li> <li>2. Copy of OBC Certificate of the applicant</li> <li>3. One photo ID proof and one residential proof</li> </ol> <p>(Eligible for Central OBC)</p>	<ol style="list-style-type: none"> <li>1. No Attestation from any Gazetted Officer or MP/MLA.</li> <li>2. No Affidavit.</li> <li>3. Only Self Declaration.</li> <li>4. No Field verification.</li> <li>5. Table top disposal after verification of documents</li> <li>6. Details of beneficiary to be put on the website of the District.</li> </ol>

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S. No.	CATEGORY OF CERTIFICATE	PROPOSED DOCUMENTS	
1.	Income	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Self declaration of the income as per prescribed format</li> <li>3. One photo ID proof and one residential proof</li> <li>4. Following documents (These are to be mandatorily submitted by applicant if available with him. Else these are non-mandatory)               <ol style="list-style-type: none"> <li>a) Copy of NFS card / ration card</li> <li>b) Copy of electricity bill for 3 months</li> <li>c) Income Tax Return if paying income tax</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. No Attestation from any Gazetted Officer or MP/MLA.</li> <li>2. No Affidavit</li> <li>3. Only Self Declaration.</li> <li>4. No Field verification. Only in those cases of domicile certificate where no proof for last 3 years stay in Delhi is available, field verification would be done at Naib Tehsildar level</li> </ol>
2.	Domicile	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Proof of continuous stay for the past three years in Delhi</li> <li>3. One photo ID proof and one residential proof</li> </ol>	<ol style="list-style-type: none"> <li>5. Table top disposal after verification of documents</li> <li>6. Publicity of name of beneficiary on the website of the District</li> </ol>

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CATEGORY OF CERTIFICATE	PROPOSED DOCUMENTS	
<p>3.</p> <p>Delayed Registration of Births &amp; Deaths</p>	<ol style="list-style-type: none"> <li>1. Completed application form.</li> <li>2. Affidavit in prescribed format</li> <li>3. Proof of birth/declaration like Vaccination (Tika) Card, Educational document showing date of birth, letter from School, Identity Card, PAN Card etc. and proof like cremation slip etc for Death Registration</li> <li>4. One photo ID proof and one residential proof</li> </ol>	<ol style="list-style-type: none"> <li>1. No Attestation from any Gazetted Officer or MP/MLA.</li> <li>2. Table top disposal after verification of documents</li> <li>3. Publicity of name of beneficiary on the website of the District.</li> <li>4. Field verification only in cases where no birth / death proof documents are available</li> </ol>

  
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