

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

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 a 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 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 documents 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.**