 सत्यमेव जयते	<b>Office of the District Magistrate, Birbhum</b>		<b><u>Controlled Copy</u></b>  Copy No.
Document No.	SOP SC/ST/OBC 04/1/Rev:		
Section Title	Procedure for cancellation, impounding or revocation SC/ST/OBC Certificate obtained by misrepresentation, deceit or forgery		
Section No.	Revision Date	Page	Issue Date
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**1. Purpose:** To receive application for cancellation, impounding or revocation of certificate to the persons belonging to Scheduled Caste, Scheduled Tribe and Other Backward Class issued previously by this office.


**2. Scope:** This procedure is applicable in processing application for cancellation, impounding or revocation of caste certificate obtained by misrepresentation, deceit or forgery.

**3. Responsibility:** O/c shall be responsible for implementation of the procedure. Overall responsibility lies with unit head. Individual responsibility as mentioned in the procedure.

**4. Abbreviation:** O/c : Officer-in-charge  
MR : Management Representative.

**5. Reference:** 1. West Bengal Scheduled Castes and Tribes (Identification) Act, 1994  
2. West Bengal Scheduled Castes and Tribes (Identification) Rules, 1995  
3. Notification No. 347-TW/EC/MR-103/04 dt. 27.07.1994 regarding issue of certificate of Other Backward Classes

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Management Representative	DM,Birbhum

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4. Compendium on Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes, Backward Classes Welfare Department, Government of West Bengal, 2002.

5. Notification No. 48-TW/EC/MR-11/96 dt. 11.01.1996 regarding issue of certificate to Other Backward Classes.


6. Quality Manual Section: 7.5

## 6. Procedure:

6.1. Whenever, it appears to the Certificate Issuing Authority on complaints by any persons or suo motto that in whose favour a Scheduled Caste or Scheduled Tribe or Other Backward Classes certificate has been issued, does not belong to such caste, tribe, the Certificate Issuing Authority shall hold or cause to hold enquiry by any officer above the rank of Inspector, Backward Class Welfare and shall prima facie satisfy itself as to the truth or otherwise of the complaint by recording reasons of its satisfaction and if necessary, start proceedings for cancellations, impounding or revocation of the certificate, as the case may be.


6.2. Where any proceeding has been started for cancellation, impounding or revocation of caste certificate, the Certificate Issuing Authority shall issue a notice in writing to the certificate holder to deposit the original certificate on proper receipt.

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- 6.3. The Certificate Issuing Authority thereafter, shall issue a notice to show cause within fifteen days or of shorter duration to the holder as why such certificate so issued in his favour shall not be cancelled, impounded or revoked on the ground stated in notice. A copy of such notice is to be affixed in notice board in the office of Certificate Issuing Authority for information to any member of public.
- 6.4. The Certificate Issuing Authority on expiry of fifteen days shall fix a date of hearing and take evidence to rebut or support the charges against the holders as may be deemed necessary.
- 6.5. Upon the satisfaction, the Certificate Issuing Authority shall pass order to cancel, impound or revoke the certificate so issued and forward a copy of such order to the State Government and to the related person.
- 6.6. The Certificate Issuing Authority shall file a complaint against any person who (a) knowingly furnishes any false information, (b) knowingly misrepresent any fact, (c) knowingly suppress any material information or (d) knowingly produced any forgery document for obtaining certificate, to the Sub-Divisional Judicial Magistrate of the Sub-Division concerned.
- 6.7. The Case/Proceeding Register (QSF SCST 02) shall be updated.

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## 7.0 Records:

Sl No.	Records	Format No.	Retention	Responsibility	Distribution
1	Receive Register	WB FR-16	Permanent	SDO	1.BDO
2	Case/Proceeding Register	SC/ST/OBC 02/1	Permanent	SDO	DMDC/BDO
3	Field Enquiry Report	NIL	Permanent	DMDC/BDO	1.DMDC/BDO
4	Issue Register	WB FR-19	Permanent	SDO	1.Inspector,BCW or staff in charge

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