

FROM 1
[See Rule 7B(1)]

FORM OF APPLICATION FOR SCHEDULED CASTE/SCHEDULED TRIBE CERTIFICATE

To
The Sub-divisional Officer/Additional District Magistrate,



Sir,
I am to state that I am a person belonging to Scheduled Caste/Scheduled Tribe. I hereby apply for a scheduled caste/Scheduled Tribe identification certificate.
I submit herewith necessary particulars and declaration in prescribed formats (Annexure I and Annexure II) duly signed by me.
I request you to issue the certificate in my favour as early as possible.

Yours faithfully,

Dated.....

Full Signature/Thumb Impression of the Applicant

For Office use

Sl. No. of the applicant
Date of receipt
Next date and time of hearing
Place of hearing
Brief particulars of subsequent action towards disposal
.....

Receipt.

Received an application for Scheduled Caste/Scheduled Tribe certificate from the following Person ---
Shri/ShrimatiFull Address: Village
House No and name of Road, if anyPost Office
DistrictSerial No. of the ApplicantDate and time of hearing
.....Place of hearing

Dated

Seal and Signature of receiving Official

ANNEXURE I

1. Regarding the Applicant :

- (a) Full name of the applicant -----
(In Bengali or in Block letters in English)

- (b) Present address -----
Name of road/lane and house No., if any -----
Corporation/Municipality/Block -----
Ward No./Borough No./Gram Panchayat -----
Post Officer ----- Police Station -----
Sub-division----- District ----- State -----

- (c) How long have you been -----
Residing at this address -----

- (d) Permanent address of the applicant -----
Name of road/lane and house No., if any -----
Corporation/Municipality/Block -----
Ward No./Borough No./Gram Panchayat -----
Post Officer ----- Police Station-----
Sub-division----- District -----

- (e) To which community amongst Scheduled Caste/Scheduled Tribe does the applicant
belong -----

- (f) Religion -----

- (g) Date of birth (as per British calendar) -----
Full Address of place of birth -----

Name of State -----

- (h) Does any of the applicant's paternal Blood relation has Scheduled Caste/Scheduled
Tribe Certificate -----

- (I) If answer to (h) is " yes ", -----
 - (a) The name of the particular Caste/Tribe
to which such relation belongs -----
 - (b) Exact relationship between such paternal
blood relation and the applicant -----
 - (c) Whether attested copy of the certificate of
such paternal blood relations along with a
certificate of relationship between the applicant
and his paternal blood relation submitted -----

2. Particulars of father:

- (a) Name of applicant's father (in Bengali or
In Block letter in English) -----

- (b) Name of particular Caste/Tribe to which
Father belongs -----

- (c) Present address of father-
- Name of the road/lane and house No., if any -----
Municipal Corporation/Municipality/Block -----
Borough No./Ward No./Gram Panchayat -----
Post Office-----Police Station -----
Sub-Division ----- District -----
- (d) Duration of father's living at the present address -----
- (e) Permanent address of the applicant's father-
- Name of the road/lane and house No., if any -----
Municipal Corporation/Municipality/Block -----
Borough No./Ward No./Gram Panchayat -----
Post Office-----Police Station -----
Sub-Division ----- District -----
- (f) Father's religion -----
- (3) If the applicant or his family has migrated to West Bengal from any other State/Country, then Specify the name of that State/Country' -----
Complete address there, and the date and manner -----
of migration -----
- (4) Particulars of two referees (preferably from amongst paternal blood relations whose declarations are to be furnished in Annexure II to these forms)-
- (a) First referee :
- Full Name (in Block letters) -----
Profession----- Caste/Tribe to which belongs -----
Place of birth -----
Full address-----
Relationship with the applicant (if any)-----
- (b) Second referee :
- Full Name (in Block letters) -----
Profession----- Caste/Tribe to which belongs -----
Place of birth -----
Full address-----
Relationship with the applicant (if any)-----

Declaration by the applicant

I do solemnly declare that I am a citizen of India and that the particulars furnished in this application are true to the best of my knowledge and belief. I shall be liable to such penal action as provided for in law if any of this particulars is provided to be false.

Signature/Left Thumb Impression of the applicant.

ANNEXURE II

Declaration by 1st Referee

To

The Sub-Divisional Officer/Additional District Magistrate,

Sub: Scheduled Caste/Scheduled Tribe Certificate.

Sir,

I hereby declare that Shri/ Shrimati-----
son/daughter/wife of -----
of (address) -----
is personally known to me.

Shri/Shrimati -----belongs
to----- (Name of Caste/Tribe) which is recognizes as
Scheduled Caste/Scheduled Tribe for the State of West Bengal.

The applicant is my ----- (relationship).

I have Scheduled Caste/Scheduled Tribe certificate, an attested copy of
Which, I submit herewith/I do not have any Scheduled Caste/Scheduled Tribe
Certificate in my favour.

I accept the full legal responsibility in giving this declaration.

Yours faithfully,

Date : -----

Full Signature of the declarant.

Declaration by 2nd Referee

To

The Sub-Divisional Officer/Additional District Magistrate,

Sub : Scheduled Caste/Scheduled Tribe Certificate.

Sir,

I hereby declare that Shri/Shrimati-----
son/daughter/wife of -----
of (address) -----
is personally known to me.

Shri/Shrimati -----belongs
to----- (Name of Caste/Tribe) which is recognizes as
Scheduled Caste/Scheduled Tribe for the State of West Bengal.

The applicant is my ----- (relationship).

I have Scheduled Caste/Scheduled Tribe certificate, an attested copy of which, I submit
herewith/I do not have any Scheduled Caste/Scheduled Tribe Certificate in my favour.

I accept the full legal responsibility in giving this declaration.

Yours faithfully,

Date : -----

Full Signature of the declarant.

INSTRUCTIONS TO THE APPLICANT

1. In the case of minor, the declarant shall be the father or if father is not alive, the mother and if neither of the parents are alive the legal guardian of such minor.
2. Three copies of recent passport size black and white photographs are to be submitted with application. One copy of these photographs shall be pasted on he application form and the other two copies separately attached.
3. An attested copy of Scheduled Caste/Scheduled Tribe Certificate of paternal blood relation,. if any, along with a certificate of relationship of the applicant with such paternal blood relation, where necessary, shall be submitted with the application.
4. Certificate of Caste/Tribe and permanent residence status of the applicant from the Pradhan of the concerned Gram Panchayat, Chairman of the Municipality/ notified area authority and Councillor of the Municipal Corporation, as the case may be, are to be submitted with the application.

Note : Applicants are requested to obtain receipt of the application submitted by then.