



GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR:.....GUWAHATI-6

Block-C, Ground Floor, Janata Bhawan, higheredn.assam@assam.gov.in

eCF No.619098/2025/35

From : Smti G.K Chakraborty.  
Additional Secretary to the Govt. of Assam  
Higher Education Department.

To : 1.The Director of Higher Education, Assam  
Kahilipara, Guwahati-19  
2. The Director of Technical Education, Assam  
Kahilipara, Guwahati-19

Sub : Regarding- declaration of Competent Authorities by the States / UTs for issuance of  
Caste / Tribe / Community Certificate and Income and Asset Certificate in pursuance of  
DoPT OM Dtd.15/03/2024

Ref : No. 600348/35 dated 03/02/2025

Sir,

With reference to subject cited above, I am directed to forward herewith a copy of letter under reference received from Secretary to the Govt. of Assam, Department of Social Justice & Empowerment regarding declaration of Competent Authorities by the States / UTs for issuance of Caste / Tribe / Community Certificate, which is self explanatory and request you to circulate the same amongst the Head of Institutions which comes under your jurisdiction.

Yours faithfully

(Enclo : As stated above)

Signed by

Geeta Kundu Chakraborty

Additional Secretary to the Govt. of Assam  
Higher Education Department  
Date: 27-02-2025 17:30:44

Memo eCF No.619098/2025/35-A

Copy to :

P.A to Secretary to the Govt. of Assam, Higher Education Department, Dispur, Ghy-06

By Order

(e-Signed)

Additional Secretary to the Govt. of Assam  
Higher Education Department

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GOVERNMENT OF ASSAM  
DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT  
DISPUR :: GUWAHATI-6  
Block-D, 1<sup>ST</sup> Floor, Janata Bhawan, [sjedassam2022@gmail.com](mailto:sjedassam2022@gmail.com)

eCF No.600348/35

From : The Secretary to the Govt. of Assam,  
Department of Social Justice & Empowerment.

To : 1. The Senior Most Secretary (All).  
2. The Director, Welfare of SC & BC, Assam, Guwahati-06.

Sub : Regarding- declaration of Competent Authorities by the States / UTs  
for issuance of Caste / Tribe / Community Certificate and Income and  
Asset Certificate in pursuance of DoPT OM Dtd.15/03/2024.

Sir/Madam,

I am directed to enclose herewith a copy of e-mail Dtd.21/11/2024 of the Under Secretary to the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, along with enclosures, addressed to the Chief Secretary, Assam, regarding display of the list of Competent Authorities on the Websites of Department and field offices (such as District, Sub-Districts and Block Offices, as applicable) and request you to take necessary action for uploading of Notification No.TAD/BC/321/2022/20 Dtd.08/08/2022 regarding Guidelines on the standard procedures for issuance of Caste Certificate etc. on the appropriate websites .

Encl:- As stated above.

Yours faithfully,

Signed by

Pranab Kumar Sarmah  
Secretary to the Govt. of Assam,  
Department of Social Justice and Empowerment  
Dispur, Guwahati-6  
Date: 03-02-2025 23:42:06

**Memo eCF No.600348/35-A**

Copy to:-

1. The S.O to the Chief Secretary, Assam for favour of kind information.
2. P.A to the Secretary to the Govt. of Assam, Department of Social Justice & Empowerment, Dispur for kind information of the Secretary.

By Order etc.,

(e-sign)

Secretary to the Govt. of Assam,  
Department of Social Justice and Empowerment  
Dispur, Guwahati-6



GOVERNMENT OF ASSAM  
DEPARTMENT OF TRIBAL AFFAIRS (PLAIN)  
DISPUR :::: GUWAHATI-6  
Block-D, 3<sup>rd</sup> Floor, Janata Bhawan, wptbc.assam.gov.in

No.TAD/BC/321/2022/20

Dated Dispur the 8<sup>th</sup> August, 2022

OFFICE MEMORANDUM

Subject: **Guidelines on the standard procedures for issuance of Scheduled Castes, Scheduled Tribe and Other Backward Classes / More Other Backward Classes Certificate.**

In supersession of all earlier guidelines issued in this regard and with a view to provide the delivery of public service to the eligible citizens, the Governor of Assam is pleased to notify the following guidelines for the issue of Scheduled Caste, Scheduled Tribe and Other Backward Classes/More Other Backward Classes Certificate:

1. Name of the service : Scheduled Castes, Scheduled Tribe and Other Backward Classes / More Other Backward Classes Certificate.
2. Eligibility Criteria :
  1. Applicant should be a citizen of India.
  2. Applicant must be a resident of Assam.
  3. Applicant must belong to the caste/tribe/ community recognized as Scheduled Caste, Scheduled Tribe and Other Backward Classes/More Backward Classes in the State of Assam.
3. Standard Forms : Annexure A for Application.  
Annexure B for Certificate.
4. Service charge : Rs.30.00 per application.
5. Procedure to apply for the Certificate : Application shall be submitted online.
6. Timeline : Timeline for issue of caste certificate would be ordinarily 30 days which may be extended by another 15 days. In case of any extension, the reasons of such delay need to be recorded in writing.
7. Procedure for granting certificate : Applications are to be submitted by filling up the online Application Form and attaching either (1) the Caste/Tribe Certificate of the father of the applicant or (2) an Identification Certificate issued by the authorized caste/tribe organization. The Deputy Commissioner of the concerned district where the applicant is a resident shall scrutinize the application and when the caste certificate of the father of the applicant, if enclosed, is found to be genuine and bonafide, the Deputy Commissioner concerned may issue the caste certificate.



is to be limited to ascertaining the caste identity and not for production of data/documents such as NRC papers etc.

8. Mode of issue of Caste Certificate : All certificates will be issued in online mode, digitally signed and stored in DigiLocker. Deputy Commissioner shall share the list of Caste Certificate with different Caste Associations on monthly basis. Person having physical certificate may also apply for digitally signed certificate by uploading the original certificate together with other document as required.
9. Penal provision : Applicants who shall apply for Caste Certificate on false caste/tribe/community status would invite penal provisions. Deputy Commissioner may file FIR if there is detection of such false/fraudulent documents.

Sd/- Binita Pegu, IAS  
Secretary to the Government of Assam,  
Department of Tribal Affairs (Plain)

Dated Dispur the 8<sup>th</sup> August, 2022

Memo No.TAD/BC/321/2022/20-A

Copy forwarded for information and necessary action to:

1. All Addl. Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries/ Secretaries to the Government of Assam, Dispur.
2. The Commissioner & Secretary to the Governor of Assam, Guwahati.
3. The Principal Secretary, Assam Legislative Assembly, Dispur.
4. All Deputy Commissioners / SDO(C) of Assam.
5. All PS to Hon'ble Ministers, Assam, Dispur, Guwahati-6.
6. SO to Chief Secretary, Assam.
7. All Principal Secretaries of BTC/ KAAC/ NCHAC / other Autonomous Councils.
8. Director, Tribal Affairs (Plain), Assam, Rukmininagar, Guwahati-06.
9. Director, Welfare of SC, Assam, Guwahati.
10. Director, Welfare of Social Justice & Empowerment, Assam, Guwahati.
11. The Director, Information & Public Relations, Assam, Dispur.
12. The SIO NIC, Assam State Unit.
13. Managing Director, AMTRON.
14. All SC/ST/OBC/MOBC Caste Associations/ Organizations concerned.
15. The Director, Govt. Press, Assam, Bamunimaidam, Guwahati-21. He is requested to publish the guideline in the next Assam Gazette.

By order etc.,

  
Joint Secretary to the Government of Assam,  
Department of Tribal Affairs (Plain)