

सां/No. : 5-1(39)/2008-PD

Dated 14.07.2023

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Timely verification of caste/community certificate - reg.

Sir / Madam,

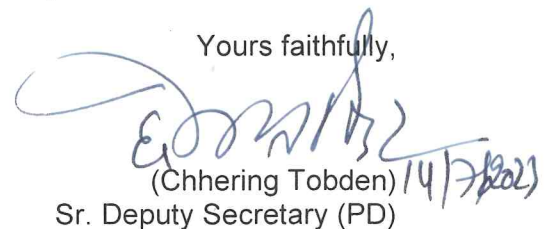
It has come to the notice of the Authorities that verification of caste/community certificates of SC/ST/OBC/EWS are not being carried out on time in CSIR and in some cases these facts came to the light only at the time of their retirement after serving for more than 25 years. This is a very serious lapse on part of concerned of administrative authorities to allow an ineligible person to occupy the post of reserved category.

In this regard, CSIR has from time to time issued instructions to get the verification of caste/community certificate on time. But of late it is observed that these instructions are not being followed scrupulously in its letter and spirit in CSIR. The recent instructions issued by Government of India regarding timely verification of caste/community certificate has been endorsed by CSIR vide circular No 5-1(39)/2008-PD dated 17.04.2023 for compliance and necessary action.

Therefore, it is once again advised to take immediate action to verify caste/community certificate whose certificate has not been verified till date. It may also be verified that the concerned person is a bonafide claimant of the said category. All these processes should be completed within three months. The concerned office should keep a record of all unverified cases of caste certificates and monitor them closely for their disposal.

Further, a report regarding status of unverified cases of caste/community certificate of SC/ST/OBC/EWS employees may be furnished to this office on monthly basis.

Yours faithfully,



(Chhering Tobden) 14/7/2023
Sr. Deputy Secretary (PD)

Encl. : As above

Copy to:

- 1) Sr. COA/CoA/AO of the CSIR Labs/Instts/Units – for necessary action.
- 2) CSIR Website
- 3) Office copy.

सा०/No.: 5-1(39)/2008-PD

17.04.2023

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

Dated _____

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

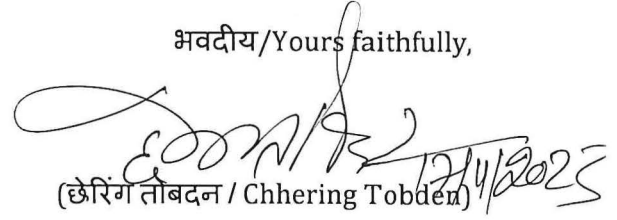
विषय/ Sub : Timely verification of caste/community certificate - reg.

महोदया/Madam / महोदय/Sir,

मुझे, उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 29.03.2023 के कार्यालय ज्ञापन सं 41034/1/2022-Estt.(Res-I) को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the Government of India, Ministry of Personnel, PG & Pensions, Department of Personnel and Training, Office Memorandum No. 41034/1/2022-Estt.(Res-I) dated 29.03.2023 on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,


(छेरिंग तोबदन / Chhering Tobden)

वरिष्ठ उप सचिव (नीति) / Sr. Deputy Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1. सी.एस.आई.आर. वेबसाइट/ CSIR Website
2. कार्यालय प्रतिलिपि/Office copy.

F.No.41034/1/2022-Estt.(Res-I)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel and Training

North Block, New Delhi-110001

Dated the 29th March, 2023

OFFICE MEMORANDUM

Subject: Timely verification of caste/community certificate - regarding

In order to ensure that the benefit of reservation and other schemes of concessions, etc. meant for SCs/STs/OBCs go only to the rightful claimants, it is necessary to ascertain the caste verification status of an employee. Hon'ble Supreme Court, vide its judgement, dated 2.9.1994, in the matter of 'Kumari Madhuri Patil vs Addl. Commissioner', has held that the admission wrongly gained or appointment wrongly obtained on the basis of false social status certificate necessarily has the effect of depriving the genuine Scheduled Castes or Scheduled Tribes or OBC candidates, as enjoined in the Constitution, of the benefits conferred on them by the Constitution. Accordingly, in order to streamline the procedure for the issuance of social status certificates, their scrutiny and their approval, the Hon'ble Supreme Court, vide its aforesaid judgement, has laid down detailed guidelines to be followed by the State Governments.

2. DoPT has issued instructions from time to time for streamlining the process of verification of caste certificate of the employees. DoPT instructions provide that wherever it is found that a Government servant, who was not qualified or eligible in terms of the recruitment rules etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an inquiry as prescribed in Rule 14 of CCS(CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed.

3. The instructions further provide that where a candidate belonging to a SC, ST and OBC is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Authorities concerned.

4. Communications have also been issued to the State/UT Governments from time to time requesting them to issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that the Caste/Community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. The State/UT Governments have also been requested to initiate disciplinary proceedings against the officers who default in timely verification of Caste Status.

5. However, instances have come to notice that the appointing authority has taken an unduly long time in getting the caste status of an employee verified through the concerned State authorities and the pensionary benefits of such employees have been withheld on the ground that their caste verification is pending. Such action on the part of the concerned authorities of the Ministries/ Departments of the Government of India is totally in contravention of the existing instructions. The Parliamentary Committee on the Welfare of SC and ST has taken a serious view of it.

6. In view of the above, all the Ministries/ Departments, including their attached, subordinate offices, PSUs, Autonomous Bodies etc., are requested to ensure that process for verification of the caste certificate of the employee may be initiated immediately and a communication may be issued to the concerned State/ UT Authorities within a week of joining of government service by the employee. As already stated above, the State/UT Authorities have been requested from time to time to verify the caste/community certificate of the candidates/ employees and report the same to the appointing authority within one month of receipt of request from such appointing authority. Hence, if no report is received from the concerned State/UT Authorities within a period of one month, the matter may be taken up at the highest level and it may be ensured that the process for verification of the caste/tribe/community certificate of the employee is completed within a period of six months of her/his joining the service.



(Sandeep Saxena)

Deputy Secretary to the Govt. of India

Tel.No.23092036

To,

- I. The Secretaries of all the Ministries/Departments of the Government of India
- II. Department of Financial Services, New Delhi
- III. Department of Public Enterprises, New Delhi
- IV. Ministry of Railways, Rail Bhawan, New Delhi
- V. The Secretary, National Commission, For Scheduled Castes, 5th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003

- VI. The Secretary, National Commission for Scheduled Tribes, 6th Floor, B Wing, Lok Nayak Bhawan, Khan Market, New Delhi- I 10003
- VII. The Secretary, National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, New Delhi - 110 066.
- VIII. O/o Comptroller and Auditor General of India, Bahadurshah Zafar Marg, New Delhi
- IX. Lok Sabha Secretariat, New Delhi and Rajya Sabha Secretariat, New Delhi
- X. NIC, DoPT with the request to upload the same on the website of the Department