

F. No. 36036/2/2013- Estt.(Res-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Establishment Reservation – I Section

North Block, New Delhi

Dated 31<sup>st</sup> March 2016

OFFICE MEMORANDUM

**Subject: Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates**

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This Department has received various references on the issue of problems being faced by the candidates on the requirement to obtain multiple non-creamy layer OBC certificates for appearing in various examinations. With a view to address this issue, the following revised procedure is proposed:-

(a) Every candidate seeking reservation in central government posts and services as OBC candidate is required to submit a certificate confirming his/her status as OBC and also produce Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum No.36012/22/93-Estt.(SCT) dated 15.11.1993.

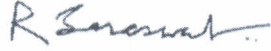
(b) The Non-creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth Test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment. To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year 2016-17 covering 3 preceding financial years viz. 2013-14, 2014-15 and 2015-16 be accepted by the concerned authorities for any appointments or recruitments which would be valid during the period April 2016 to March 2017. The appointing authorities would accept production of self-attested photo copy of the Non-creamy layer certificate, subject to verification of the original Non-creamy layer certificate, as is the practice being followed for verification of other original documents.

2. On this issue, the National Commission of Backward Classes has suggested a new format for issue of Non-creamy layer certificate, which is **enclosed**.

3. It is requested that comments on the suggestions made in para 1 of this OM and any other suggestion(s) to streamline the system of issue of Non creamy layer certificate (NCL) may please be furnished.

4. It is also requested that comments on the Non-creamy layer certificate format proposed by NCBC, may also be furnished.

**Encl: as above**

  
(Raju Saraswat)  
Under Secretary  
Tele: 2309 2110

1. M/o Social Justice and Empowerment,  
**[Kind Attn: Shri B. L. Meena, Joint Secretary]**  
Shastri Bhawan, New Delhi
2. Department of Higher Education,  
**[Kind attn: Shri S. S. Sandhu, Joint Secretary]**  
Shastri Bhawan, New Delhi
3. The Secretary,  
Union Public Service Commission,  
Dholpur House, Shahjahan Road, New Delhi – 110069
4. The Secretary  
Staff Selection Commission,  
Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110 003

Copy with a request for seeking comments on the suggestions made in para1 of this OM also forwarded to The Member Secretary, National Commission for Backward Classes, Trikoot - 1, Bhikaji Cama Place, New Delhi - 110 066.

✓ Copy also to Director, NIC, DOPT – with a request to place this draft OM on the website of this Department for a period of 30 days from its issue, for obtaining views of concerned stakeholders.

OBC Certificate Format

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER  
THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of Shri /  
Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\*  
\_\_\_\_\_ in the \_\_\_\_\_ State belongs to the

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in  
the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,  
Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004  
Estt. (Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of  
the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

APPLICATION FORM FOR NON-CREAMY LAYER CERTIFICATE

1. Name of the Applicant : \_\_\_\_\_
  
2. Date of Birth of applicant : \_\_\_\_\_
  
3. i) Caste/Community : \_\_\_\_\_
- ii) Sub-Caste/Community (if any) : \_\_\_\_\_
- iii) Entry No. in Central List \* : \_\_\_\_\_
- iv) Resolution No. of Central List \* : \_\_\_\_\_
  
4. Religion : \_\_\_\_\_
  
5. Address
- a) Present Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
  
- b) Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
  
6. Name of Father : \_\_\_\_\_
7. Date of Birth of Father : \_\_\_\_\_
8. PAN No. of Father (if any) : \_\_\_\_\_
  
9. Name of Mother : \_\_\_\_\_
10. Date of Birth of Mother : \_\_\_\_\_
11. PAN No. of Mother (if any) : \_\_\_\_\_

Occupation/ income/ wealth status of parents and family		Father	Mother
Category -I	<b>Constitutional / Statutory Posts</b>		
	i) Holding/ held any Constitutional Post /Statutory Posts. (as defined in the DoPT's OM No.36012/22/93-Estt.(SCT) dated 08-09-1993) (as amended from time to time)		
	ii) Whether held presently or formerly		
	iii) If yes, Name of the post held / holding		
Category -II	<b>Service Category – Employment under Central/ State Govt. / PSUs</b>		
	i) Holding / held any Government employment		
	ii) If yes, whether the employment under Central Govt. / State Govt. / Public Sector Undertaking		
(A)	iii) Group / Class at initial appointment (A/B/C/D /I/II/III etc.)		
	iv) Group / Class at present (A/B/C/D /I/II/III etc.)		
(B)	v) Whether promotion into Group 'A' from 'B' of Central/ State Govt. was after attaining the age of 40 years. If so, provide a certificate from the Head of Office / Organization		
(C)	vi) Whether holding post of "Executive" or above in Centre / State Government's Public Sector Undertakings, Public Sector Banks, Insurance Organizations or any other Public Sector Enterprises		
	vii) Whether promotion into "Executive" Grade of Central/State Public Sector Undertakings etc. was after attaining the age of 40 years. If so, provide a certificate from the Head of Office / Organization		
(D)	<b>Other Salaried Employees:-</b>		
	viii) Whether Salaried Employee of Statutory Bodies, Autonomous Bodies, Universities, Private Companies, Firms, Corporate Companies, Co-operatives or any other Organizations, Bodies and Institutes, posts and positions under any Employment including Private Employment, etc., which have not been covered at II (A, B or C) above		
	ix) Post held		
	x) Gross Annual Salary		

Category -III	<b>Armed Forces Including Paramilitary Forces (Persons holding Civil posts are not included).</b>				54
	i) Designation of the post holding or held				
Category -IV	<b>Professionals, Self-employed persons and those engaged in Trade, Industry and Business etc.</b>				
	Please specify the Profession, Trade, Industry or Business				
Category -V	<b>Property owners</b>				
	i) Extent of irrigated land owned				
Category -V	ii) Nature of Crops/ Mango, Citrus and apple etc. Plantation raised and extent				
	iii) If the entire land possessed by the family is irrigated land does the extent of irrigated land exceed 90% of the Ceiling Limit as per the Land Ceiling Act?				
Category -V	iv) If commercial plantations like Rubber, Coffee, Tea, Spices etc. are raised, the annual income from them during last three years (enclose income tax returns, where available)				
Details of Income	<b>Income from other sources – Professional Services, Business, Commerce, Rents etc.</b>				
	i) Sources of income (from sources other than salary and agriculture) of the parents with Full details of the sources				
Details of Income	Professional services				
	Business/Trade				
Details of Income	Commerce				
	Plantations income from coffee, tea, rubber, spices etc.				
Details of Income	Rents				
	Others				
Details of Income	ii) Gross Annual Income during the last three consecutive years (year-wise) of both parents. (Enclosing income tax returns, where available)		Year	Amount	
				Father	Mother
Details of Income					

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Declaration by the Applicant and Parents of the Applicant

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

**Signature of Mother**  
Name:  
PAN No.  
( )

**Signature of the Father**  
Name:  
PAN No.  
( )

**Signature of the Applicant**  
Name:

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\* Entry Number and Resolution Number in Central List are also available on the website of NCBC at [www.ncbc.nic.in](http://www.ncbc.nic.in) and at website of Ministry of Social Justice & Empowerment at [www.socialjustice.nic.in](http://www.socialjustice.nic.in)

**NOTE:**

(i) Copies of the last three year's Income Tax (IT) returns to be enclosed for each parent wherever available. In case IT returns are not being filled, the Income Certificates for the last three consecutive years from the designated Local Authority are required to be enclosed with application.

(ii) For cases under Categories II B and II C, a Certificate issued by the Head of Institution / Organization to the effect that the person concerned has promoted to Group A / Class I / Executive Scale after attaining the age of 40 years must be enclosed with this application.

**FORM OF CERTIFICATE TO BE PRODUCED BY**  
**OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT**  
**TO POSTS UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13<sup>th</sup> September, 1993\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993\*.

District Magistrate,  
Deputy Commissioner etc.

Dated:

Seal

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\* as amended from time to time.

**NOTE:** The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.