

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, Bidhannagar, Kolkata-700 091
Website: www.anagrasarkalyan.gov.in

No.959-BCW/MR-221/08 (Part-I)

Dated 13.03.2015

MEMORANDUM

The SC/ST certificate holder may require to obtain duplicate SC/ST certificate in the event of loss or damage of the original Scheduled Caste or Scheduled Tribe certificate from the concerned certificate issuing authority.

In view of this and after careful consideration of all aspects, it has been decided that such duplicate SC/ST certificates will be issued in the following manner:-

a) The SC/ST certificate holder is required to apply for the duplicate certificate in plain paper to the concerned certificate issuing authority along with two copies of recent passport sized coloured photograph with copy of G.D in respect of lost certificate.

b) The Certificate issuing authority may issue duplicate certificate after verifying records relating to the grant of the original certificate against lost or damaged old certificate.

This is applicable in respect of certificate issued on-line and also for those issued manually and data of which are available in the Central Server.

Handwritten signature
13/3/2015

Principal Secretary to the Government of West Bengal