

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings, 4th floor, DJ 4, Sector II, Salt Lake, Kolkata
Website: www.anagrasarkalyan.gov.in

No. 2252 (68) -BCW/MR-39/17

Dated: 04.07. 2017

From: - A. Sarkar, WBCS (Exe)
Joint Commissioner for Reservation &
Ex- Officio Joint Secretary.

To: - 1. The Sub-Divisional officer (all)
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2. The DWO, BCW, Kolkata.

Sub: Matters relating to verification of documents of applicants for caste certificates.

Sir/Madam,

I am directed to state that it has come to the notice of this Department that while applying for caste certificates some candidates are taking unfair means by suppression / misrepresentation of facts or by altering name /surname to their advantage.

In view of the above, I am further directed to intimate that-

- a) Applicants' educational qualification and original supporting certificates need to be seen and verified/checked especially that of the mark-sheet, admit card and/or pass certificate, of course in applicable cases.
- b) A notice informing the applicants of that requirement is to be put up in the Notice Board of all concerned offices.
- c) Emphasis needs to be given to the documents of the first public examination like Madhyamik or equivalent the incumbent appeared.
- d) In case the applicants are yet to appear in this kind of examination, the name and surname recorded in the school register shall be followed while issuing caste certificate.
- e) The caste certificate mandatorily needs to be issued in the name as recorded in that educational certificate of the first public examination or otherwise as mentioned in Para (d) and guardians' name shall also be same in that certificate or otherwise as mentioned in Para (d), irrespective of the way of applicant has written/entered/typed the names in the application form.

The letter is issued with the concurrence of the competent authority.

Yours faithfully,



Joint Commissioner for Reservation &
Ex- Officio Joint Secretary.