

Government of West Bengal
Backward Classes Welfare Department
Administrative Buildings
DJ-4, Bidhannagar, Sector-II, Kolkata-700 091
Website: www.anagrasarkalyan.gov.in

No. 3390-BCW/3M-18/14

Date: 25.08.2015

From: Shri Atonu Chatterjee, WBCS (Exe),
Special Secretary to the Govt. of West Bengal.

To: 1. DWO, Kolkata.
2. Sub-Divisional Officer..... (all).

Sub: Matters relating to issuance of Form I and stipulated time frame in regard to WBRTPS Act, 2013.

Ref :Our Letter No. 2209-BCW/3M-18/2014, dt. 11.06.2015.

Sir/Madam,

In continuation of the letter as referred to above (copy enclosed) this is to inform that the time frame of four weeks needs to be mentioned in Form-I once the applicant for caste certificate deposits all documents. In order to obtain service under the purview of the W.B Right to Public Services Act, 2013 and Notification published there under, following documents are to be submitted by the applicant :-

1. Proof of Indian citizenship
2. Proof of permanent residence in West Bengal from the dates as mentioned and applicable (i.e for SC-10.08.1950, for ST-06.09.2015 & for OBC-A/OBC-B- 15.03.1993)
3. Ordinary/Local Residence proof
4. Caste/Tribe/OBC community identity
5. Identity proof
6. Profession and income status of the parents of OBC applicant (attested copy), or
7. Proof of authentic/genuine paternal side certificate from issuing authority.

I am further directed to say that as per Notification No. 3775-BCW, dt. 08.11.2013, under the ambit of the aforesaid Act, the issuance of caste certificate is to be completed within four weeks and the four weeks' time frame should be divided in the following manner, so as to ensure that all levels get suitable time for disposal and no encroachment occurs:-

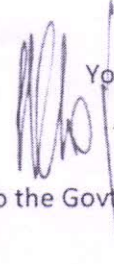
- a) After issuance of Form-I by the authorized officer the office of the Block Development Officer (BDO) or the authorities of Municipality shall ordinarily complete the activities involving enquiry etc. within fourteen working days and

- b) Send the papers with recommendations of acceptance or rejection, as the case may be, to the Sub-Divisional officer, who in turn will complete his/her portion of work and issue the caste certificate ordinarily within fourteen working days.
- c) Where the caste certificate of paternal side of an applicant needs to be verified from different issuing authority, the verification ordinarily be completed within seven working days.

This may kindly be circulated to all concerned authorities under your administrative control for their information and necessary action.

Encl: As stated.

Yours faithfully,

 25/8/15

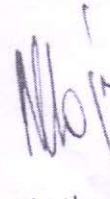
Special Secretary to the Govt. of West Bengal.

No. 3390 /1(45)-BCW

Dt: 25.08.2015

Copy forwarded for information and necessary action :-

1. Commissioner, BCW Directorate.
2. District Magistrate.....(all).
3. Joint Director, BCW Directorate.
4. P.O-cum-DWO..... (all).
5. Copy for website.

 25/8/15

Special Secretary to the Govt. of West Bengal.