



GOVERNMENT OF ASSAM
WELFARE OF PLAIN TRIBES & BACKWARD CLASSES DEPARTMENT
DISPUR :::: GUWAHATI-6

Block-D, 3rd Floor, Janata Bhawan, wptbc.assam.gov.in, wptbc2014@gmail.com

No. TAD/BC/186/2016/250

Dated Dispur the 23rd July, 2020

OFFICE MEMORANDUM

Subject: **Guidelines on the standard procedures for issuance of Scheduled Tribe Certificate under Welfare of Plain Tribes & Backward Classes Deptt., Assam under ARTPS.**

In continuation with the guidelines issued vide No. TAD/BC/58/2001/Pt-III/202 dated 08-03-2019 and with a view to provide the delivery of public service to the eligible citizen within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following services to be provided by WPT & BC Department, Govt. of Assam.

- | | |
|---|--|
| 1. Name of Service | Scheduled Tribe Certificate. |
| 2. Eligibility Criteria | <ol style="list-style-type: none">1. Applicant should be a Citizen of India2. He/She must be a Permanent Resident of Assam.3. He/She must belong to the Tribe recognized as Scheduled Tribe in the State of Assam. |
| 3. Procedure to obtain the service | Place to obtain the Application:
Applicant can procure the application form from the office of the Deputy Commissioner, SDO(C) and concerned Circle Officer. |
| 4. Step by step procedure (pertaining to time line) | All application forms shall be received in the Office of the Deputy Commissioner or Office of the SDO (C). The application form and documents enclosed shall be scrutinized in detail at the time of receipt. Every application form shall be issued an acknowledgement receipt wherein the applicant shall have to be informed of the date of collecting the certificate. All applications received for ST certificate shall be issued to the applicant within fifteen (15) days of receipt of the application. Any objection/reasons rejecting the application shall be furnished in writing to the applicant within fifteen (15) days of receipt of the application.

However, if the Designated Officer is of opinion that further enquiry is required on the application, then the application shall be forwarded to the concerned Circle Officer for enquiry and report. The Circle Officer shall complete his enquiry and submit his report on the body of the application form within fifteen (15) days of receipt of the same. Certificate shall be issued after receipt of application after receipt of report from the concerned Circle Officer. The whole shall be completed within thirty (30) days of receipt of the application form. |
| 5. Standard Application Form | Revised as per Annexure 'A'. |
| 6. List of documents required to be attached with the Standard Application Form | <ol style="list-style-type: none">a) Permanent resident certificate or any other proof of residency.b) ST certificate of parents or any supporting proof of tribe status.c) Affidavit by the applicant or parents in lieu of (b) |

- d) Report of Gaonburah in case of rural areas/Ward Commissioner in case of urban areas. (Recommendation of the Gaonburah/Ward Commissioner may be skipped if the parents of the applicant have already been issued ST certificate)
- e) Recommendation of President/Secretary of District President of All Assam Tribal Sangha or any other Apex body of tribal organizations authorized by Govt. as the case may be.

7. User charges

The amount of fees of Rs.10/- to be paid in cash.

8. Citizen charter

Annexure-'B'.

9. Standard Certificate to be granted

Annexure-'C'.

Sd/-

(Dr. M. Angamuthu, IAS)

Commissioner & Secretary to the Govt. of Assam,
WPT & BC Department, Dispur.

Dated Dispur the 23rd July, 2020

Memo No. TAD/BC/186/2016/250

Copy forwarded to:

1. The Principal Secretary to the Chief Minister, Assam.
2. The Commissioner & Secretary to the Governor of Assam, Guwahati-1.
3. Press Adviser to the Chief Minister, Assam.
4. The Principal Secretary, Assam Legislative Assembly, Dispur.
5. All PS to Ministers, Assam, Dispur, Guwahati-6.
6. SO to Chief Secretary, Assam.
7. All PS to Addl. Chief Secretaries, Assam.
8. All Principal Secretaries/Commissioner & Secretaries/Secretaries, Assam, Dispur.
9. All Principal Secretaries of Autonomous Councils.
10. The Director, WPT & BC, Assam, Rukmininagar, Guwahati-06.
11. The Director, Information & Public Relations, Assam, Dispur.
12. Information Technology Department.
13. The Managing Director, AMTRON, Guwahati.
14. President / Secretary, All Assam Tribal Sangha, Solapara, Paltan Bazar, Guwahati-8.
15. The Director, Govt. Press, Assam, Bamunimaidam, Guwahati-21. He is requested to publish the guideline in the next Assam Gazette.

By order etc.,

(BINITA PEGU, IAS)

Secretary to the Govt. of Assam,
WPT & BC Department, Dispur.

Application for Scheduled Tribe Certificate

To,

The Deputy Commissioner,

Subject: Application for issuing Scheduled Tribe Certificate.

Sir,

Most respectfully, I beg to state that I am a citizen of India under Section 342 of Constitution of India and belong to _____ Tribe under the list of Scheduled Tribes as per Constitutional Scheduled Tribe Order 1950(as amended time to time).

Therefore, I request you to kindly issue me a Scheduled Tribe Certificate.

~~My details particulars are given in enclosed format in support of~~
my Scheduled Tribe status.

Yours faithfully,

(Signature of the Applicant)

Application for Scheduled Tribe Certificate

Format for Particulars

1. Name of Applicant:
2. Name of Father :
3. Name of the Mother:
4. Present Address
 - a) Home (Rented/ Own)
 - b) Village:
 - c) Ward:
 - d) P.O.:
 - e) P.S:
 - f) Revenue Circle:
 - g) District
5. Permanent address
 - a) Village:
 - b) Ward:
 - c) P.O.:
 - d) P.S:
 - e) Revenue Circle:
 - f) District:
6. Address of Applicant's Father or Ancestors
 - a) Name:
 - b) Relation:
 - c) Village:
 - d) Ward:
 - e) P.O:
 - f) P.S:
 - g) Revenue Circle:
 - h) District :
7. Two copies of recent passport size photographs
(self attested)
8. Tribe :
9. Copy of Scheduled Tribe Certificate of applicant's
Father attested by Gazetted Officer :
10. Copy of Legacy data as per NRC 1951 or Electoral
role 1966/1971:
11. Grounds for acquiring Scheduled Tribe Certificate:

I hereby declare that the information given above are true and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect my Caste Certificate will be liable to be cancelled.

Place:

Yours faithfully,

Date:

Signature of Applicant

ANNEXURE - B

Citizen Charter for issuance of ST Certificate to be notified under ARTPS Act, 2012

Sl. no	Name of Department/District	Name of the notified service	By which level the service is delivered(Viz Department/ Directorate/District/Sub-Div/Circle/Block/Panchayat)	Stipulated time line for delivery of the services(In days)	Designation of the Designated Public Servant(DPS) for each level	Designation of Appellate Authority(AA) for each level	Time limit for disposal by AA(In days)	Documents needed to be enclosed with the application	User Charge, if any (in Rupees)	Eligibility criteria for getting the service, if any	Remarks
1	WPT & BC	Scheduled Tribe Certificate	District	15	Additional Deputy Commissioner authorized by the Deputy Commissioner	Deputy Commissioner concerned	30	1.Recommendation of President/Secretary of District President of All Assam Tribal Sangha or any other Apex body of tribal organizations authorized by Govt. 2. ST Certificate of parents, if available. 3. Permanent Residential Certificate.	Rs.10.00	Person belonging to ST Community	