

**GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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**ORDER**

9618

RDM-GOEB-MISC-0032-2017- \_\_\_\_\_ /R&DM Dated 26.02.2020

Large number of miscellaneous and caste certificates are issued by the Revenue Officers under the provisions of different Acts and Rules and most of these certificates are issued for the purpose of applying to various educational institutions and recruiting agencies. Mostly, students after passing their 10<sup>th</sup> standard, require caste certificates to avail the benefit of reservation for ST and SC caste persons in various educational institutions for higher study or in public and private institutions for various jobs.

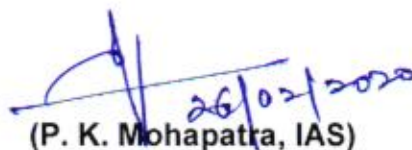
As part of citizen-centric initiative, Government had decided to issue Caste (ST&SC) certificates to students along with School Leaving Certificate and order to this effect had been issued by Revenue & Disaster Management Department vide No. 465 dated 02.02.2020.

In the above backdrop, Government has been pleased to issue the following guidelines for issuance of Caste (ST&SC) certificates to 10<sup>th</sup> standard students along with School Leaving Certificates:

1. Caste (ST&SC) certificates shall be issued to students reading in 10<sup>th</sup> standard in schools under School & Mass Education Department and ST&SC Development, Minorities & Backward Classes Welfare (ST&SC Dev & M&BCW) Department.
2. The entire process of collection of applications and handing over of certificates to eligible students shall be completed while the students are in 10<sup>th</sup> standard and this should be a continuous process.

3. Applications of all eligible students shall be collected by Head Master/ Head Mistress of the concerned School by 31<sup>st</sup> July of every calendar year.
4. For students reading in schools under School & Mass Education Department, the District Education Officer (DEO), and for students reading in schools under ST&SC Dev & M&BCW Department, the District Welfare Officer (DWO) shall make arrangements for e-filing of applications through e-District Portal by 15<sup>th</sup> September every year.
5. Applications, shall be electronically forwarded to the Tahasildar having jurisdiction over the concerned educational institution, who may forward the application electronically to the native Tahasildar, if required, for detailed enquiry.
6. After completion of enquiry, digitally signed certificates shall be issued in favour of the eligible students by the concerned Tahasildar. The DEO/DWO shall collect the certificates from the Tahasils and handover the same to the Head Master/ Head Mistress of the concerned school by 30th November of every year.
7. Head Master/ Head Mistress of the school shall ensure distribution of certificates to students by 15th December every year. The certificates can also be downloaded by the students themselves from the e-District Portal, their mailbox and DigiLocker.
8. Both Departments (School & Mass Education Department and ST&SC Dev & M&BCW Department) shall issue detailed guidelines in this regard.

By Order of the Governor

  
(P. K. Mohapatra, IAS)

Additional Chief Secretary to Government

Memo No. **9619** /R&DM Dated 26.02.2020

Copy forwarded to all Departments /all Heads of Department/ Secretary, Board of Revenue, Odisha, Cuttack/ all RDCs/ DLRS&C, Odisha, Cuttack / all Collectors/ all Sub-Collectors/ all Tahasildars for information and necessary action.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government

Memo No. **9620** /R&DM Dated 26.02.2020

Copy forwarded to the Private Secretary to Hon'ble Chief Minister / all Ministers / all Ministers of State for kind information of Hon'ble Chief Minister / Ministers / Ministers of State.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government

Memo No. **9621** /R&DM Dated 26.02.2020

Copy forwarded to the P.S. to Chief Secretary, Odisha / P.S to Development Commissioner-cum-Addl. Chief Secretary, Odisha/ P.S. to APC-cum-Addl. Chief Secretary/ PS to Addl. Chief Secretary to Government, R&DM Department for kind information of Chief Secretary/ Development Commissioner-cum-Addl. Chief Secretary / APC-cum-Addl. Chief Secretary / Addl. Chief Secretary, R&DM Deptt.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government

Memo No. **9622** /R&DM Dated 26.02.2020

Copy forwarded to Principal Secretary to Government, ST&SC Dev & M&BCW Department and Principal Secretary to Government, School & Mass Education Department for information and necessary follow up action.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government

Memo No. **9623** /R&DM Dated 26.02.2020

Copy forwarded to Secretary, Board of Revenue, Odisha, Cuttack for kind information of Member, Board of Revenue.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government

Memo No. **9624** /R&DM Dated 26.06.2020

Copy forwarded to e-Governance branch for uploading the order in the Department website.

*Silendra Dwivedi 26.2.2020*  
Additional Secretary to Government