

**GOVERNMENT OF ORISSA**  
**REVENUE & DISASTER MANAGEMENT DEPARTMENT**

...

No. 983 \R&DM, Bhubaneswar, the Date 9/1/2009  
III-Misc.(C)-45\2006

From

**G.V.V.Sarma,**  
**Commissioner-cum-Secretary to Govt.**

To

**All Collectors.**

Sub:

**Issuance of Caste Certificate in the pre-printed stationeries and detailed procedure for enquiry-Regarding.**

**Madam\Sir,**

In inviting a reference to this Department letter No.5316\R&DM, dtd.05.02.2008 on the subject cited above, I am to say that it has been decided by the Government to issue Caste Certificate by the Tahasildars in pre-printed stationary forms containing the code no. along with Sl. No. provided centrally by the Government Press. You have been reminded in this Department letter No.48954\R&DM, dtd.21.11.08 to lift the pre-printed stationeries from the Government Press. You are requested to confirm that the pre-printed stationery is being used in all your Tehsils.

In the meanwhile, it has come to the notice of Government that while issuing Caste Certificate, the field functionaries of this Department are insisting on production of ROR to determine the caste of the applicant. At times, they also are insisting for payment of rent of those lands.

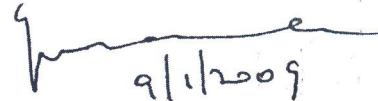
It is hereby clarified that verification of records of rights can be done in case of persons having land. However, field visit is mandatory before issuance of caste certificate. The field visit report should be prepared in shape of a memorandum of the officers who visited the field in presence of at least two witnesses along with the applicant or his representatives. While preparing the memorandum, corroborating

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evidence of castes of the parent guardian along with their peculiar anthropological ethnological traits, deity, rituals, customs, mode of marriage, death ceremonies, method of burial of dead bodies etc. by the caste, or tribes or tribal communities should find place. The social status of candidates requires verification as to the place he usually resides at, or in case of migration to the town or city, the place from which he originally hailed from. The field visit should incorporate the examination of parent, guardian or the candidates or such other local persons who have knowledge of the social status of the candidates. The caste certificate should not be denied in respect of landless persons. The Caste Certificate can be issued by the Revenue Authorities after conducting local enquiry as delineated above by the Revenue Officer/Competent Authority not below the rank of Tehsildar/Additional Tehsildar.

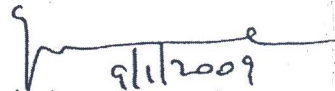
You are requested to bring this to the notice of all concerned and ensure compliance.

Yours faithfully,



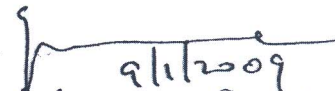
Commissioner-cum-Secretary to Govt.

Memo No. 984 \R&DM., Date. 9.1.2009  
Copy forwarded to all RDCs\Sub-Collectors\All Tahasildars for information and necessary action.



Commissioner-cum-Secretary to Govt.

Memo No. 985 \R&DM., Date. 9.1.2009  
Copy forwarded to the Principal Secretary, ST&SC Development Department\Director, Land Records Survey and Consolidation, Cuttack for information and necessary action.



Commissioner-cum-Secretary to Govt.