



ABSTRACT

Adi Dravidar and Tribal Welfare Department – Orders in W.P.No.13851/2022 by the Hon'ble Madras High Court - Manual for Issuance and Verification of Scheduled Castes/Scheduled Tribes Community Certificates – Orders – Issued.

ADI DRAVIDAR AND TRIBAL WELFARE (CV-1) DEPARTMENT

G.O.(Ms.)No.104

Dated: 21.08.2023

சோபகிருது வருடம், ஆவணி 04
திருவள்ளூர் ஆண்டு 2054.

Read:-

Orders in W.P.No.13851/2022 by the Hon'ble Madras High Court,
dated 16.12.2022.

ORDER:-

In the reference read above, the Hon'ble Madras High Court has directed "the Government to issue a 'Manual' in conformity with

- a) the guidelines issued in Kumari Madhuri Patil Vs. Additional Commissioner, Tribal Welfare reported in 1994 (6) SCC 241;
- b) the supplemental guidelines issued in G.Venkitasamy Vs. The Chairman, State Level Scrutiny Committee reported in 2016 (1) CTC 647;
- c) the additional guidelines issued in W.P.Nos.17231, 17232, 17495 and 17496 of 2015 (P.Govindarasu and G.Ramasamy Vs. The Revenue Divisional Officer, Harur, Dharmapuri District) dated 22.04.2016;
- d) the directions issued in W.P.Nos.2828 and 5237 of 2022 (E. Karthikeyan and L. Elumalai Vs. The Chairman, Tamil Nadu State Level Scrutiny Committee-III, Chennai) dated 25.11.2022;
- e) the various Government Orders, circulars, letters and clarifications issued by the Government from time to time;"

2. Based on the above orders passed by the Hon'ble Madras High Court, the Government hereby issue the manual for Issuance and Verification of Scheduled Castes/Scheduled Tribes Community Certificates, which is annexed to this G.O.

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3. The District Collectors are instructed to issue suitable instructions to the certificate issuing / verifying competent authorities to scrupulously follow the Manual for Issuance and Verification of Scheduled Castes/Scheduled Tribes Community Certificates.

(BY ORDER OF THE GOVERNOR)

G. LAXMI PRIYA,
SECRETARY TO GOVERNMENT.

To

The Registrar, Madras High Court, Chennai-104.

The Registrar, Madurai Bench of Madras High Court, Chennai-104.

The Secretary to Government, Revenue & Disaster Management
Department, Chennai-9.

The Secretary to Government, Law (Legal Affairs) Department, Chennai-9.

The Chairperson/Chairman, State Level Scrutiny Committee-I, II & III, Chennai-9.

The Director, Adi Dravidar Welfare, Chennai-5

The Director, Tribal Welfare, Chennai-5

All District Collectors.

The Member-Secretary, State Level Scrutiny Committee-I, II & III, Chennai-9.

All Deputy Superintendent of Police, SC/ST Vigilance Cell,
Chennai, Madurai, Salem & Vellore.

Copy to

The Revenue & Disaster Management Department, Chennai-9.

The Law Department, Chennai-9

The Private Secretary to the Chief Secretary to Government, Chennai-9.

The Private Secretary to the Secretary to Government,

Adi Dravidar and Tribal Welfare Department, Chennai-9.

The Adi Dravidar and Tribal Welfare [CV2, CV3, CV4 & CV6] Department, Chennai-9.

Forwarded / By Order

G. Laxmi Priya
Section Officer. 21/8/23
U. V. V. V.
21/8/2023



ADI DRAVIDAR AND TRIBAL WELFARE DEPARTMENT

**Manual on Scheduled Caste / Scheduled Tribe
Community Certificates - Issuance and Verification**

Government of Tamil Nadu

Manual on Scheduled Castes / Scheduled Tribes Community Certificates - Issuance and Verification

1. Introduction.-

The Indian Constitution guarantees to all Indian Citizens, equality before law and the equal protection of law. The Preamble to the Constitution promises to secure social, economic, justice, equality of status of opportunity to every citizens and assuring the dignity of the individual. Article 15 (4) empowers the State to make special provisions for advancement of Scheduled Castes and Scheduled Tribes. The Union of India and the State Governments have prescribed the procedure and have entrusted duty and responsibility to Revenue Officers of gazetted cadre to issue social status Certificate, after due verification.

For systematic verification of the 'genuineness' of Scheduled Caste/ Scheduled Tribe certificates submitted by individuals seeking employment in various Central and State Government organisations or seeking admission in various academic institutions as well as to prevent the 'false claimants' from deriving the constitutional benefits meant for 'genuine' Scheduled Caste / Scheduled Tribe people by rejecting the bogus / fake Community Certificate issued to / obtained by such false claimants, the Hon'ble Supreme Court of India in Kumari Madhuri Patil Vs Additional Commissioner, Tribal Development & Others (1994 SCC (6) 241) has issued directions streamlining the procedure for the issuance of social status certificates, their scrutiny and approval.

2. Determination of Scheduled Castes / Scheduled Tribes.-

The President of India is vested with powers to specify the castes, races or tribes, or parts thereof, or groups within, castes or tribes or tribal communities as Scheduled Castes or as Scheduled Tribes in relation to a State or a Union territory, as the case may be.

The First list of Scheduled Castes and Scheduled Tribes in independent India was issued vide the Constitution (Scheduled Castes) Order, 1950 and Constitution (Scheduled Tribes) Order, 1950, respectively. In pursuance of the States Reorganisation Act, 1956 (Central Act 37 of 1956), the said lists were modified by the Constitution (Scheduled Castes & Scheduled Tribes) Modification Order, 1956 during October 1956. This order was again amended in 1976 by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976 (Central Act 108 of 1976).

The declaration by the President by a public notification in relation to a State (viz., Tamil Nadu) in consultation with the Governor of that State (Viz., Tamil Nadu), subject to amendment by Parliament, is conclusive and no addition to it or declaration of castes/ tribes or sub-castes/parts of or groups within, castes or tribes or tribal communities is permissible.

The Communities so notified from time-to time should be treated as Scheduled Castes/ Scheduled Tribes from the date of such notification only and in relation to Tamil Nadu.

3. Issuance of Scheduled Castes / Scheduled Tribes Certificates.-

3.1. Competent Authority to issue Caste Certificates.

Scheduled Caste Community Certificates.	Tahsildar. (G.O. (Ms.) No.1888, Revenue dated 10.11.1983).
Scheduled Tribe Community Certificates	Revenue Divisional Officers (RDOs) Sub- Collectors (IAS Officers) Assistant Collectors (IAS officers) Personal Assistant (General) to Collector of Chennai. (G.O. (Ms) No.47, Adi Dravidar and Tribal Welfare (ADW2) Department, dated 14.08.2001).

3.2. General. (Applicable in all Cases)

The Ministry of Home Affairs, Government of India in its Circular No.35/1/72/R.U.(SCT.V), Dated 02.05.1975 and Lr.No. BC, 12025/2/76-SCT.I, Dated.22.03.1977; G.O. (Ms) No.61, Adi Dravidar and Tribal Welfare (ADW-10) Department, dated.04.04.2005 and Principal Secretary / Commissioner of Revenue Administration, Commissionerate of Revenue Administration and Disaster Management, Chepauk, Chennai vide Lr.No. RA 5 (3)/ 49099/2018, dated:18.11.2019 has issued guidelines to all the District Collectors with the direction to the competent authorities regarding issuance of Scheduled Caste and Scheduled Tribe Certificates.

According to the aforesaid guidelines, where a person claims to belong to a Scheduled Caste or a Scheduled Tribe **by birth** it should be verified that,

- (i) the person and his parents actually belong to the community claimed.
- (ii) the community is included in the Presidential Order specifying the Scheduled Castes/ Scheduled Tribes in relation to the concerned State.

- (iii) the person belongs to that State and to the area within that State in respect of which the community has been scheduled.
- (iv) If the person claims to be a Scheduled Caste, he should profess either the Hindu or the Sikh religion;
- (v) If the person claims to be Scheduled Tribe, he may profess any religion.
- (vi) The person or his parents / grandparents, etc., should be permanent resident of Tamil Nadu on the date of notification of the Presidential Order applicable in his case.
- (vii) In the case of persons **born after the date of notification** of the relevant Presidential Order, the place of residence for the purpose of acquiring Scheduled Caste / Scheduled Tribe status, is the place of permanent abode, of their parents (the term 'parents' will also include the grand-parents, subsequent generation also), at the time of the notification of the Presidential Order under which they claim to belong to such a caste/ tribe.
- (viii) A person who is **temporarily away** from his permanent place of residence at the time of the notification of the Presidential Order applicable in his case, say for example to earn a living or seek education, etc., **can also be regarded as a Scheduled Caste / Scheduled Tribe**, if his Caste/ Tribe has been specified in that Order in relation to his State. But he cannot be treated as such in relation to the place of his temporary residence notwithstanding the fact that the name of his tribe has been scheduled in respect of that State where he is temporarily settled, in any Presidential Order.

3.3. Cases of Migration.-

(Govt. of India, Ministry of Home affairs vide Circular No. 35/1/72/R.V (SCT.V) dated. 02.05.1975).

a) Migration within State

Where a person migrates from the portion of the State in respect of which his community is Scheduled to another part of the same State in respect of which his community is not scheduled, he will continue to be deemed to be a member of the Scheduled Caste or the Scheduled Tribe, as the case may be in relation to that State;

b) Migration from outside State

Where a person migrates from one State to another, he can claim to belong to Scheduled Caste or a Scheduled Tribe only in relation to the State to which he originally belonged and not in respect of the State to which he has migrated.

**c) Migration from outside India – Burma and Srilanka
(G.O. (Ms) No.121, Social Welfare, dated 08.03.1987)**

Caste Certificate shall also be issued to the repatriates from Burma and Sri Lanka (migrated to Tamil Nadu at the time of Indian Independence) by the concerned authorities, but only after getting affidavit or declaration in a stamped paper to the value of Rs. 20/- from the repatriates to the effect that he belongs to a particular community and that he has no records to prove and that in the event of his declaration being found to be false at a later date, he will be prepared to face the consequences.

3.4. Claims through Marriage.-

A person who is a member of a Scheduled Caste or a Scheduled Tribe would continue to be a member of that Scheduled Caste or Scheduled Tribe as the case may be, even after his marriage with a person who does not belong to a Scheduled Caste or a Scheduled Tribe.

However, no person, who was **not a** Scheduled Caste or a Scheduled Tribe **by birth** will be deemed to be a member of a Scheduled Caste or a Scheduled Tribe merely because he had married a person belonging to a Scheduled Caste or a Scheduled Tribe.

3.5. Children born out of Inter Caste Marriage.-

The children born out of inter- caste marriages viz.,

- (i) Between a person of a Scheduled Tribe and another of a Scheduled Caste or Backward Classes or Forward Class;
- (ii) Between a person of a Scheduled Caste and another of a Backward Class or Forward Class, and should be considered to belong to **either of the community** of the father or the community of the mother according to the declaration of the parents regarding the way of life in which the children are brought up and that the declaration in respect of the child **will apply to all children.**(G.O. (Ms) No. 477, Social Welfare Department, dated 27.06.1975).

With regard to Scheduled Tribe status of the children born to couples of inter caste marriages between a tribal and non-tribal they can be treated as Scheduled Tribes **only if the members of the Scheduled Tribe community accept them and treat them as members of their community.**(G.O.(2D) No.17, AD&TW Department, dated 16.08.1994)

3.6. Cases of Conversion and Reconversion.-

- a) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism and then reconverts himself back to Hinduism or Sikhism, he will be deemed to have reverted to his original Scheduled Caste if he is accepted by the members of that particular caste as one among them.

- b) In the case of descendant of a Scheduled Caste convert the mere fact of conversion to Hinduism or Sikhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which their forefathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.

3.7. Claims through Adoption.-

Adoption is allowed in case of claims as **SCs/ BCs** as per guidelines/ conditions given in Govt. of India No. 35/1/72- RU. (SCT-5) Dt. 02.05.1975.

Great care has to be exercised in dealing with cases where a person claims to be Scheduled Caste on the ground that he has been adopted by a Scheduled Caste person. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his claim by cogent and reliable evidence.

3.8. Points to be remembered while issuing Scheduled Caste / Scheduled Tribes Community Certificates.-

- (i) Various communities have been declared as Scheduled Castes / Scheduled Tribes at different points of time i.e., 1950, 1956, 1976, etc. It is to be verified whether they resided in that locality at the time of notification. In case of children born after that date, their parents should have lived there at the time of notification.
- (ii) The residence of a particular person in a particular locality assumes a special significance and it connotes to a permanent residence of a person on the date of the notification of the Presidential Order Scheduling his Caste/ Tribe in relation to that locality. Thus, **the Revenue Authority of one District would not be competent to issue a certificate in respect of persons belonging to another District.** Nor can such an authority of one State/UT issue such certificates in respect of persons whose place of permanent residence at the time of the notification of a particular Presidential Order has been in a different State/ Union Territory. **(G.O. (Ms) No.61, Adi Dravidar and Tribal Welfare (ADW.10) Department, dated 04.04.2005).**
- (iii) Scheduled Caste / Scheduled Tribe person **on migration** from the State of his origin to another State **will not lose his status** as Scheduled Caste/ Scheduled Tribe but he will be entitled to the concessions/ benefits admissible to the Scheduled Caste/ Scheduled Tribe from the State of his origin and not from the State to which he has migrated. **(Govt. of India, Ministry of Home affairs No. 16014/1/82-SC & BCD-I, dated. 06.08.1984).**

- (iv) The Prescribed authority may issue the Scheduled Caste / Tribe certificate to a person who has migrated from another State, on the production of the Caste Certificate issued to his father / mother by the prescribed authority of the state of the father's / mother's origin except where the prescribed authority feels that detailed enquiry is necessary through the State of origin before issue of the certificate..(**Govt. of India, Ministry of Home affairs No. BC-16014/1/82 - SC & BCD-I, dated. 18.11.1982**).
- (v) **The caste of the person, is determined on the basis of the caste of their parents.** If the parents were granted community certificate by the competent authority, without any further verification, their children, are entitled to the said certificate. The competent authority cannot doubt the certificates issued in favour of the parents **unless the same is set aside or modified** by the higher authority i.e., State Level Scrutiny Committee.
- (vi) When the Community Certificate was **issued in favour of the parents** of the applicants by a competent authority, the other competent authority while examining the application for issuance of such certificates for his children, cannot wish away the said certificate on any ground, unless the same is set aside or modified by the higher authority, as the children of a particular community derive their social status from their parents.
- (vii) While filling up the particulars in the Community Certificate, the name of the community should be recorded as notified in the Presidential Order, Name of the religion (such as Hindu, Christian, etc.,) should not be suffixed before the name of the community, unless otherwise specified.
- (viii) The Competent Authority shall not refuse issuance of a community certificate in favour of a claimant who relies upon the community certificate issued, and verified by the State Level Scrutiny Committee of his parents, brothers, sisters or close blood relative which is supported by genealogy tree issued by the concerned Revenue Authority.(*As per the directions issued in W.P. Nos. 2828 and 5237 of 2022 (E. Karthikeyan and L. Elumalai Vs. The Chairman, Tamil Nadu State Level Scrutiny Committee- III, Chennai) dated 25.11.2022*).
- (ix) In respect of persons belonging to **Kattunayakan and Malakkuravan**, production of documentary evidences such as Sale deeds, etc., need not be insisted upon. The Caste Certificate shall be issued to genuine persons belonging to the said community based on the report of the Revenue Inspectors and to the satisfaction of the enquiring officer that the claim of the applicant that he belongs to the community claim is genuine, through

local enquiry. (Letter No.1900/HW VIII/78-4, Social Welfare Department dated 26.06.1980 & Lr. No. 54907/ADW II/ 82-I AD & TW Department, dt: 08.03.1983).

- (x) While issuing Caste certificate, the authority should examine the social status of the applicant with respect to his community claim and should check whether the applicant belongs to (or) does not belong to the community claim, and **should not reject** the application **on the grounds that such community is not present in the aforesaid District or Taluk or Locality**, where the applicant or his parents resides.(Secretary to Government, Adi- Dravidar and Tribal Welfare Department, Secretariat, Chennai D.O. Lr. No. 4/ADW.2/2001-7, Dated:14.02.2002).
- (xi) In case of person claims to belong to '**Kurumans' community** and apply for the issuance of 'Kurumans' ST Community Certificate to himself or his children, the authority should examine whether the applicant belongs to 'Kurumans' ST Community or not, and after causing due verification, the competent authority can either issue the 'Kurumans' ST Community Certificate or reject the application based on his social status. The Competent authority **should not reject** the application referring the name of 'Kurumbar' (MBC) while deciding the claim for issuance of Kurumans (ST) Community Certificate.(Additional guidelines issued in W.P. Nos. 17231, 17232, 17495 and 17496 of 2015,(P. Govindarasu and G. Ramasamy Vs. The Revenue Divisional Officer, Harur, Dharmapuri District) dated 22.04.2016).
- (xii) No Certificate for the communities not included in the lists approved by the Government should be issued.
- (xiii) No certificate based on the certificates issued by the Community or Caste Sangam should be given. There should be an independent enquiry.

3.9. Procedure for Issuance of Scheduled Caste/ Scheduled Tribe Certificates.-

A. Traditional/ Manual method.-

- (1) The application for grant of social status certificate shall be made to the Tahsildars (in case of Scheduled Castes) and Revenue Divisional Officers/ Sub- Collectors/ Assistant Collectors/ Personal Assistant (General) to Collector of Chennai (in case of Scheduled Tribes).

- (2) The authority competent to issue the community certificate, on receipt of the application, shall investigate the application in an open and transparent fashion, affording opportunity of hearing.
- (3) On receipt of the application from the candidate, the competent Revenue officer authorized for issuing Scheduled Caste and Scheduled Tribe Community Certificates shall himself visit the candidate's local place of residence and make enquiries with the candidates; his parent/ guardian; blood relatives; local residents (tribes and non-tribes); such other persons who have knowledge of the social status of the candidate, local revenue officers such as VAO, RI; etc., in an open and transparent fashion.
- (4) On completion of due inquiry and proper verification of records/ documents collected during the field enquiry, the above authority has the following **three options** for disposal of such applications:-
 - (i) The competent authority (RDO / Tahsildar) can issue the certificate applied for, if he is fully satisfied.
 - (ii) If it is found after due inquiry that the request is not feasible of compliance, the competent authority can reject it and issue a speaking order to the applicant and close the papers.
 - (iii) If the application is submitted with insufficient details or if it is found that additional details are required after inquiry, the authority can direct the applicant to renew the request with full details in a complete shape and close the papers.

(Secretary to Government, Adi- Dravidar and Tribal Welfare Department, Secretariat, Chennai D.O. Lr. No. 2223/CV 1/2007-1 Dated:12.12.2007)

- (5) In the cases, where the issuing authority is fully satisfied that the claim of the candidate or parent or guardian, as the case may be, that he belong to that community is correct, the above authority shall issue the permanent Community Certificate card to the candidate concerned.
- (6) The competent authority while issuing the community certificate, should consider the Scheduled Tribe community issued in favour of the parents and close relatives of the applicants, subject to verification of the relationship and until the above Scrutiny Committee, the competent authority should accept the same and issue Scheduled Tribe Community Certificate to the applicants.

(7) **Filling up of Community Certificate**

(Government Letter No. 38391/W1/88-1 Revenue dated: 09.05.1988)

- (1) All the Particulars in the Community Certificates Viz., District Code No., Taluk Code No., and Village Code No., and the Date should be strictly entered for each Community coming under Scheduled Castes / Scheduled Tribes, Sl. No. have been assigned under relevant Government Orders. The G.O. number and date and Serial number of the communities should be quoted as valid authority in the Community Certificates.
- (2) The Certificate issuing authority shall record all the details of such local inquiry as well as make entries about the issue of Community certificates to the candidates (viz., Sl. No. of the Caste Certificate, details of the issuance authority; date of issuance of the said caste certificate; file no. etc.) in a Register with 14 columns ('Special Register') and the same should be kept as a permanent record for verification, if any, in future. Further, it is the responsibility of the issuance authority to ensure its maintenance and safe custody.

B. Online Method/ through Web based services.

(G.O. (Ms) No.524, Revenue (RA2(2) Department, dated 14.10.2010 and Tamil Nadu e-District Application Training Manual)

- (1) The application may be submitted online in the **prescribed format**. To begin with the citizen's identity details (Citizen Registration) are entered either directly in the prescribed format (online) or through the People's Computer Centres (மக்கள்கணிணிமையம்) or Browsing Centres or any other source. (A People's Computer Centres operator can log in to the e-District Application using the User ID and Password).
- (2) On submission of the citizen's identity details, the citizen is provided with a Citizen Account Number (CAN) online consisting of 13 digits. This Citizen Account Number must be repeated by the citizen in future as it will save time in filling up data time and again.
- (3) The People's Computer Centre may collect nominal charges for the services rendered.
- (4) Once the online application is filled up and submitted along with the required documents being scanned and attached, it will be sent online to the **Village Administrative Officer/Revenue Inspector (VAO/RI)**. An unique Application ID will be generated and acknowledgement will be issued to the applicant by the People's Computer Centres (மக்கள்கணிணிமையம்) operator. (Each Village Administrative Officer / Revenue Inspector (VAO/RI) will be provided with a User ID and Password). The hard copy of the

application along with the required attachments will be handed over to the VAO by the People's Computer Centres (மக்கள்கணிணிமையம்) staff and an acknowledgment will be collected from the VAO by the People's Computer Centres (மக்கள்கணிணிமையம்) staff.

- (5) TheVAO/RI will ascertain the genuineness of the request, as is done traditionally as to whether a certificate can be issued. (A print out may be taken found necessary). After the application is recommended/not recommended by the VAO, the application is forwarded to the RI to review the same. (This is done online). On being recommended / not recommended by the RI, the application is forwarded to the Zonal Deputy Tahsildar (online).
- (6) The **Zonal Deputy Tahsildar** can see the details of the application and then will review the details entered by the VAO/RI. On being satisfied with the information, he will then issue the certificate with his digital signature being affixed on the certificate. He also reserves the right to reject the application in which case the rejection is also done digitally.
- (7) For other certificates the Zonal Deputy Tahsildar will mark the application Recommended/not recommended along with his comments and forward it to Revenue Divisional Officer.
- (8) **Revenue Divisional Officer** can view the details of the application and will go through the comments entered by VAO/RI/ZDT/Tahsildar **in case of Community Certificate (ST)** and on being satisfied with the information, he will approve the application and then issue the certificate with his digital signature being affixed on the certificate. He also reserves the right to reject the application in which case the rejection is also done digitally.
- (9) As the digital signature is **unique** to every officer, it does not require a manual signature and is valid by itself.
- (10) To receive a printed copy, the Applicant CSO Operator should log in to the e-District Application, type the CAN (Citizen Account Number) and retrieve the digitally signed document. This may then be printed out. **This Certificate is legally valid** (without any manual signature) due to the presence of the digital signature and has the same value as a manually signed Certificate.
- (11) Those who wish to have manually signed certificates in addition to digitally signed certificate shall be provided the same by the authorities concerned on request.

- (12) At any point of time, the citizen may use his CAN (Citizen Account Number) to track the status of the request of his Certificate.
- (13) The mobile number of the Applicant (if filled up on the application) will enable a SMS alert indicating the status of the request.
- (14) Tahsildar can review the comment of VAO/RI instantly. He can approve/ disapprove the application. For approved application digital signature will be used while issuing the certificate.
- (15) In case of negative remarks by RI/VAO the Tahsildar reserves the right of rejecting / approving the application. This is also performed digitally.
- (16) In case citizen does not request signed copy, digitally signed certificate is generated by the Tahsildar.
- (17) In the case of signed copy, citizen collects certificate from the Taluk Office.
- (18) In the case of digitally signed certificate, people's computer centre operator downloads the certificate and prints it.
- (19) Citizen provides acknowledgement for receiving the certificate.

4. Verification of Scheduled Castes/ Scheduled Tribes Community Certificates.-

4.1. Competent authorities to verify the Caste Certificates.-

The Hon'ble Supreme Court in Civil Appeal No.5854/94 in Kumari Madhuri Patil and another Vs Additional Commissioner, Tribal Development & others and subsequently the Government of Tamil Nadu vide G.O (2D) No.108, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 12.09.2007 has empowered the following authorities to verify the caste certificates:-

4.1.1. District Level Vigilance Committee (DLVC).-

A three- member committee, formed at every District, to scrutinize the genuineness of the community certificates issued as **Scheduled Caste** and to pass final orders. If aggrieved by the orders, appeal will lie only with the High Court, Madras under Article 226 of the Constitution of India and then with Supreme Court under Article 136 of the Constitution of India.

Composition of the DLVC.-

1.	District Collector	Chairman
2.	District Adi Dravidar and Tribal Welfare Officer	Member-Secretary
3.	Anthropologist (Working in any of the Government Department / Educational Institutes / any qualified Anthropologist having knowledge of the area and Scheduled Tribes of the Region).	Member

Functions of the DLVC.-

To scrutinize the 'genuineness' of Community Certificates issued as Scheduled Castes and to pass final orders.(G.O (2D) No.108, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 12.09.2007)

4.1.2. State Level Scrutiny Committee (SLSC).-

- (i) A three- member committee, constituted at State headquarters, to scrutinize the 'genuineness' of Community Certificates issued as **Scheduled Tribe** and to pass orders. If aggrieved by the orders, appeal will lie with the High Court of Madras, under Article 226 of the Constitution of India and then with Supreme Court under Article 136 of the Constitution of India.
- (ii) Two Additional State Level Scrutiny Committees were formed vide G.O (Ms) No.40, Adi Dravidar and Tribal Welfare (CV1) Department, dated 13.07.2018 to scrutinize and dispose of the **long pending cases**.

Composition of the State Level Scrutiny Committee:

	Members	Designation
SLSC	Secretary to Government, AD & TW Dept.	Chairman
	Director/ Commissioner Tribal Welfare	Member-Secretary
	An Anthropologist	Member
SLSC-II	Additional Secretary / Joint Secretary	Chairman
	Any IFS officer/ State DCF equal to the Director, Tribal Welfare (deputation from Forest Dept)	Member-Secretary
	An Anthropologist	Member
SLSC-III	Additional Secretary / Joint Secretary	Chairman
	Any IFS officer/ State DCF equal to the Director, Tribal Welfare (deputation from Forest Dept)	Member-Secretary
	An Anthropologist	Member

Functions of State Level Scrutiny Committee:

To Scrutinize the 'genuineness' of Community Certificates issued as **Scheduled Tribes** and to pass final orders. **(G.O (2D) No.108, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 12.09.2007).**

4.1.3. Vigilance Cells.-

(i) **Four Vigilance Cells** were constituted at '**Regional level**', to verify the **community status** of the people belonging to Scheduled Castes/ Scheduled Tribes and to submit its report to the competent committee (to District Level Vigilance Committee in case of Scheduled Caste and to State Level Scrutiny Committee in case of Scheduled Tribes) as per the directions of Hon'ble Supreme Court issued in Civil Appeal No.5854/94 in Kumari Madhuri Patil and another Vs Additional Commissioner, Tribal Development & Others in G.O.(Ms.) No.106, Adi Dravidar and Tribal Welfare (CV1) Department, dated.15.10.2012. Subsequently, they were reconstituted in **G.O. No.97, Adi Dravidar and Tribal Welfare (CV1) Department, dated 21.10.2022.**

Vigilance Cells:

Sl. No.	Region	Headquarters	Districts		
1.	Vellore	Vellore	1. Vellore 2. Tirupattur 3. Tiruvannamalai	4. Ranipet 5. Dharmapuri 6. Krishnagiri	
2.	Madurai	Madurai	1. Madurai 2. Theni 3. Sivagangai 4. Virudhunagar 5. Pudukottai 6. Ramnathapuram	7. Thoothukudi 8. Tirunelveli 9. Kanyakumari 10. Tiruvarur 11. Thanjavur 12. Thenkasi	13. Mayiladuthurai 14. Trichy 15. Nagapattinam 16. Dindigal 17. Karur
3.	Salem	Salem	1. Salem 2. Namakkal 3. Erode	4. Coimbatore 5. Tiruppur 6. Ariyalur	7. Perambalur 8. Nilgiris
4.	Chennai	Chennai	1. Chennai 2. Tiruvallur 3. Kancheepuram	4. Chengalpattu 5. Villupuram 6. Cuddalore	7. Kallakurichi

(ii) Further, **38 units of Vigilance Cells** (deputed from Social Justice and Human Rights Wing of the Home Department) were formed **in all districts** for timely verification of the social status claim of the candidates whose caste / community certificates are pending with DLVC and SLSC for verification / scrutinization. **(G.O. (Ms) No.50, Adi Dravidar and Tribal Welfare (CV1) Department, dated 28.07.2017).**

Composition of a Vigilance Cell:

1.	Senior Deputy Superintendent of Police (over all in-charge)	1 No.
2.	Inspector of Police/ Sub- inspector of Police	1 No.
3.	Police Constable	1 No.

Functions of the Vigilance Cell:

(G.O.(Ms.)No.106, Adi Dravidar and Tribal Welfare (CV1) Department dated.15.10.2012 and G.O.(Ms.)No.50, Adi Dravidar and Tribal Welfare (CV1) Department, dated 28.07.2017)

- (i) The Vigilance Cell, on receipt of the instructions from the **District Level Vigilance Committee** (for verification of Scheduled Caste community claim of the candidate) **and State Level Scrutiny Committee** (for verification of Scheduled Tribe community claim of the candidate), shall conduct spot enquiry at the local place of residence **and** original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from.
- (ii) The Vigilance Cell should also personally verify and collect all the facts of the social status claimed by the candidate or the parent or guardian as the case may be, such as:
 - (a) School Records- admission and Withdrawal Registers in Primary School and High School; Record Sheet in case of Primary School and Transfer Certificate in case of High School – should be collected from the concerned school authorities.
 - (b) Birth and Death records- from concerned Revenue offices.
 - (c) Land transaction records, if any (especially Pre- independence document) - from Sub-Registrar's office.
 - (d) Record of enquiry made by the competent authority (i.e., RDO) before issuing certificates (i.e., spot enquiry reports, extract of the Special Register with regard to issuance of caste certificate to the candidate, parents, blood relatives).
 - (e) Reports on the community status of the blood relatives, if an enquiry was already conducted.
 - (f) Caste Certificates and all the above records of blood relatives.
 - (g) Genealogical information has to be collected to establish the blood relationship with that relative(s).

- (h) Competent authority can issue certificates for persons living within his jurisdiction only.
- (i) Proceedings of DLVC (before the year 2012), if any, confirming the 'genuineness' of the caste certificate issued to the candidate; his parents; blood relatives.
- (j) Proceedings of SLSC confirming the 'genuineness' of the caste certificate issued to the candidate; his parents; blood relatives.
- (iii) The Vigilance Cell shall also examine the peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriage, death rituals, method of burial of dead bodies, etc., reported by the anthropologist concerned (appointed by the Government) that was collected at the time of spot enquiry in relation to the caste claim of the candidate.
- (iv) Thereafter, on receipt of aforesaid documents and explanations from the candidate, on a proper examination of the same, a reasoned report shall be submitted to the District Level Vigilance Committee (in case of Scheduled Caste Community) / Director, Tribal Welfare (in case of Scheduled Tribes Community). *(G.O.(Ms.) No.38, Adi Dravidar and Tribal Welfare (CV.1) Department, dated.12.05.2017).*

4.1.4. Anthropologist.-

- (i) The persons/expert/Research officer who has depth knowledge in identifying the tribes, tribal communities, parts of or groups of tribes or tribal communities were appointed to conduct spot verification of persons claiming to be as Scheduled Tribe.
- (ii) **Fourteen anthropologists** were recruited by the Director, Tribal Welfare, Chennai and were appointed to verify the social status of the applicant/candidate.
- (iii) The Anthropologist should visit the place of residence and make interaction with the candidate and his parents (in the case, where the candidate is a minor) and/ or with the blood relatives of the candidate. Based on the anthropological and ethnological traits expressed by the candidate and/or his / her parents/ blood relatives, the social status of the candidate shall be determined and accordingly the spot enquiry report so conducted shall be submitted to the Vigilance Cell concerned.

4.1.5. District Collectors.

Verification of 'veracity' of the caste certificates:

The Caste / Community Certificates referred to the district authorities by the appointing authorities for 'verification' of the veracity of the Caste/Community Certificates of the candidates, shall be verified and reported to the appointing authority concerned, **within**

one month of receipt of request from such authority. (**Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, dated 20.03.2007 and 21.10.2022 and Government D.O.Letter No.12638/RA-3(2)/2022-1, dated 13.12.2022**).

4.2. Procedure for verification of Scheduled Tribe Community Certificates by the State Level Scrutiny Committee:

In pursuant to the guidelines issued by the Supreme Court in Civil Appeal No.5854/94 of Kumari Madhuri Patil and another Vs Additional Commissioner, Tribal Development & others, the Government of Tamil Nadu vide G.O (2D) No.106, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 15.10.2012 has issued the following guidelines to verify the Scheduled Tribe caste certificates:

- 1) Petition / Application / Scrutinization for verification of the caste certificate by the State Level Scrutiny Committee shall be filed within a period of six months **in case of appointment already made** and in case of seeking admission into educational institution or an appointment to a post the individual / parent or employer or recruiting agency shall be filed at least six months in advance to the committee as the case may be.
- 2) On receipt of the application from the employer/ recruiting agency for verification of the genuineness of the Community Certificate of the individual the State Level Scrutiny Committee to refer the case through the Director, Tribal Welfare to the respective Vigilance Cell where the Community Certificate was issued to the individual by the competent authority for verification of the community status of the individual.
- 3) On receipt of the reference from the Director of Tribal Welfare, the Inspector of the vigilance cell would go to the local place of residence and original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from. The Vigilance officer should personally verify and collect all the facts of 'the social status claimed by the candidate or the parent or guardian as the case may be He also should examine the school records, birth registration, if any. He should also examine the parent,, guardian or the candidate in relation to their caste, etc or such other persons who have knowledge of the social status of the candidate and then submit a report to the **Director, Tribal Welfare (G.O.(Ms.) No.38, Adi Dravidar and Tribal Welfare (CV.1) Department dated.12.05.2017)** together with all particular's of as envisaged in the Proforma, in particular the Scheduled Tribes relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriage, death ceremonies, method of burial of dead bodies etc by the concerned castes or tribes or tribal communities etc.

- 4) The Director, Tribal Welfare, on receipt of the report from the Vigilance officer, if it is found that the claim for social status to be **"not genuine" or "doubtful" or "spurious" or falsely or wrongly claimed**, the Director, Tribal Welfare should issue show cause notice supplying a copy of the report of the vigilance officer to the candidate **by a registered post with acknowledgement due** or through the head of the concerned educational institution in which the candidate is studying or employed. The notice should indicate that the representation or reply, if any would be made **within two weeks from the date of the receipt of the notice** and in no-case on request **not more than 30 days** from the date of the receipt of the notice.
- 5) In case the candidate seeks for an opportunity of hearing the claims an inquiry to be made in that behalf, the Director, Tribal Welfare on receipt of such representation / reply shall convene the committee and the Chairperson of the concerned Committee **shall give reasonable opportunity** to the candidate / parent/guardian to adduce all evidence in support of their claim. After giving such opportunity either in person or through counsel, the committee may make such inquiry as it deems expedient and consider the claims vis-à-vis the objections raised by the candidate or opponent and pass an appropriate order with brief reasons in support thereof.
- 6) In case the report of the vigilance officer **is in favour of the candidate and reported to be genuine and true**, the committee will decide. No further action need be taken i.e., the State Level Scrutiny Committee shall not proceed further, but, to pass the order.
- 7) In case the report of the vigilance officer is **not** in favour of the candidate, the State Level Scrutiny Committee should issue show cause notice to the candidate/ parent/ guardian with the instruction either to appear before the committee, in person, or to send his reply to the call letter along with all evidences, in original, in his or their support of the claim for the social status certificates.
- 8) Show Cause notice/ enquiry summon should be issued to the parents/ guardian also, in case candidate is minor to appear before the committee with all evidence in his or their support of the claim for their social status certificates.
- 9) The candidate shall have full liberty to explain the documents placed by him or submitted by the Vigilance Cell and Anthropologist and he shall have opportunity to cross examine the witnesses, if required. After giving such opportunity to the candidate, the concerned Committee shall pass an appropriate order with brief reasons in support thereof.

- 10) The inquiry should be completed as expeditiously as possible preferably by day-to-day proceedings **within a period not exceeding two months**.
- 11) If after inquiry, the State Level Scrutiny Committee, finds the claim to be false or spurious, they should pass an order cancelling the caste certificate possessed by the candidate and confiscate the same.
- 12) The concerned State Level Scrutiny Committee should communicate the result of the enquiry ('Proceedings'/ 'Order') to the candidate/ parent/ guardian **within one month** from the date of the conclusion of the enquiry.
- 13) In case of any delay in finalising the proceedings, and in meanwhile the last date of admission into an educational institution or appointment to an officer post, is getting expired, the candidate be admitted by the Principal or such other authority competent in that behalf or appointed on the basis of the social status certificate already issued or an affidavit duly sworn by the parent/ guardian/ candidate before the competent officer or non- official and such admission or appointment should be only provisional, subject to the result of the inquiry by the scrutiny committee.
- 14) The order passed by the State Level Scrutiny Committee shall be **final and conclusive** only subject to the proceedings under Article 226 of the Constitution.
- 15) No suit or other proceedings before any other authority should lie.
- 16) In case, the certificate obtained or social status is found to be false, the parent/ guardian/ the candidate should be prosecuted for making false claim. If the prosecution ends in a conviction and sentence of the accused, it could be regarded as an offence involving moral turpitude, disqualification from elective posts or offices under the State or the Union or elections to any local body, legislature or Parliament.
- 17) As soon as the finding is recorded by the State Level Scrutiny Committee holding that the certificate obtained was false, on its cancellation and confiscation simultaneously, it should be communicated to the appointing authority/ Educational institution concerned, by registered post with acknowledgement due with a request to cancel the admission or the appointment. The Principal, etc., of the educational institution responsible for making the admission or the appointing authority, should cancel the admission/ appointment without any further notice to the candidate and debar the candidate from further study or continue in office in a post.

4.3. Procedure for verification of Scheduled Caste Community Certificates by the District Level Vigilance Committee:

In pursuant to the guidelines issued by the Supreme Court in Civil Appeal No.5854/94 of Kumari Madhuri Patil and another Vs Additional Commissioner, Tribal Development & others, the Government of Tamil Nadu vide G.O (2D) No.106, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 15.10.2012 has issued the following guidelines to verify the Scheduled Tribe caste certificates:

- 1) Petition / Application / Scrutinization for verification of the caste certificate by the District Level Vigilance Committee shall be filed within a period of six months **in case of appointment already made** and in case of seeking admission into educational institution or an appointment to a post the individual / parent or employer or recruiting agency shall be filed at least six months in advance to the committee as the case may be.
- 2) On receipt of the application from the employer/ recruiting agency for verification of the genuineness of the Community Certificate of the individual the District Level Vigilance Committee to refer the case to the respective Vigilance Cell concerned for verification of the community status of the individual.
- 3) On receipt of the reference from the District Level Vigilance Committee, the Inspector of the vigilance cell would go to the local place of residence and original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from. The Vigilance officer should personally verify and collect all the facts of 'the social status claimed by the candidate or the parent or guardian as the case may be' also should examine the school records, birth registration, if any. He should also examine the parent,, guardian or the candidate in relation to their caste, etc or such other persons who have knowledge of the social status of the candidate and then submit a report to the District Level Vigilance Committee together with all particular's of as envisaged in the Proforma.
- 4) The District Level Vigilance Committee, on receipt of the report from the Vigilance officer, if he found that the claim for social status to be **"not genuine" or "doubtful" or "spurious" or falsely or wrongly claimed**, the District Level Vigilance Committee should issue show cause notice supplying a copy of the report of the vigilance officer to the candidate **by a registered post with acknowledgement due** or through the head of the concerned educational institution in which the candidate is studying or employed. The notice should indicate that the representation or reply, if any would be made **within two**

weeks from the date of the receipt of the notice and in no case on request **not more than 30 days** from the date of the receipt of the notice.

- 5) In case the candidate seeks for an opportunity of hearing the claims an inquiry to be made in that behalf, the District Level Vigilance Committee on receipt of such representation / reply shall convene the committee and the Chairperson of the concerned Committee **shall give reasonable opportunity** to the candidate / parent/guardian to adduce all evidence in support of their claim. After giving such opportunity either in person or through counsel, the committee may make such inquiry as it deems expedient and consider the claims vis-à-vis the objections raised by the candidate or opponent and pass an appropriate order with brief reasons in support thereof.
- 6) In case the report of the vigilance officer **is in favour of the candidate and reported to be genuine and true**, the committees will decide. No further action need be taken i.e., the District Level Vigilance Committee shall not proceed further, but, to pass the order.
- 7) In case the report of the vigilance officer is **not** in favour of the candidate, the District Level Vigilance Committee should issue show cause notice to the candidate/ parent/ guardian with the instruction either to appear before the committee, in person, or to send his reply to the call letter along with all evidences, in original, in his or their support of the claim for the social status certificates.
- 8) Show Cause notice/ enquiry summon should be issued to the parents/ guardian also, in case candidate is minor to appear before the committee with all evidence in his or their support of the claim for their social status certificates.
- 9) The candidate shall have full liberty to explain the documents placed by him or submitted by the Vigilance Cell and he shall have opportunity to cross examine the witnesses, if required. After giving such opportunity to the candidate, the concerned Committee shall pass an appropriate order with brief reasons in support thereof.
- 10) The inquiry should be completed as expeditiously as possible preferably by day-to-day proceedings **within a period not exceeding two months**.
- 11) If after inquiry, the District Level Vigilance Committee, finds the claim to be false or spurious, they should pass an order cancelling the caste certificate possessed by the candidate and confiscate the same.

- 12) The concerned District Level Vigilance Committee should communicate the result of the enquiry ('Proceedings'/ 'Order') to the candidate/ parent/ guardian **within one month** from the date of the conclusion of the enquiry.
- 13) In case of any delay in finalising the proceedings, and in meanwhile the last date of admission into an educational institution or appointment to an officer post, is getting expired, the candidate be admitted by the Principal or such other authority competent in that behalf or appointed on the basis of the social status certificate already issued or an affidavit duly sworn by the parent/ guardian/ candidate before the competent officer or non- official and such admission or appointment should be only provisional, subject to the result of the inquiry by the scrutiny committee.
- 14) The order passed by the District Level Vigilance Committee shall be **final and conclusive** only subject to the proceedings under Article 226 of the Constitution.
- 15) No suit or other proceedings before any other authority should lie.
- 16) In case, the certificate obtained or social status is found to be false, the parent/ guardian/ the candidate should be prosecuted for making false claim. If the prosecution ends in a conviction and sentence of the accused, it could be regarded as an offence involving moral turpitude, disqualification from elective posts or offices under the State or the Union or elections to any local body, legislature or Parliament.
- 17) As soon as the finding is recorded by the District Level Vigilance Committee holding that the certificate obtained was false, on its cancellation and confiscation simultaneously, it should be communicated to the appointing authority/ Educational institution concerned, by registered post with acknowledgement due with a request to cancel the admission or the appointment. The Principal, etc., of the educational institution responsible for making the admission or the appointing authority, should cancel the admission/ appointment without any further notice to the candidate and debar the candidate from further study or continue in office in a post.

4.4 Points to be remembered while verifying the Caste Certificates.-

- (a) No verification of caste claim/ certificate to be done based on anonymous/ pseudonymous complaints.
- (b) The redressal of grievance petitions seeking grant of social status certificate should be made to the District Level Vigilance Committee (in case of Scheduled Castes)/ State Level Scrutiny Committee (in case of Scheduled Tribes), only when the said requisition is rejected both by the issuance authority as well as by the appellate authority concerned **(G.O. (Ms) No.235, Revenue [RA3 (2)] Department, dated 26.06.2015 and (G.O. (Ms) No.147, Revenue [RA3 (2)] Department, dated 17.03.2016).**

- (c) There is no re-verification/ scrutinization of caste certificates of the candidate, when the social status/ Caste certificate with respect to candidate's father/ mother/ siblings have already been verified by the scrutiny committee and the committee has concluded as 'genuine'.
- (d) The Proceedings/ Orders passed by the three- member District Level Vigilance Committee with regard to 'genuineness' of the Scheduled Tribe Community Certificates, prior to 06.07.2005, **is final** and thus no re-verification by the State Level Scrutiny Committee is needed, unless there is appeal petition/ complaint received by the State Level Scrutiny Committee against such final orders of DLVC.
- (e) Before conducting enquiry, the receipt of complete details about the individual such as Copy of the Caste Certificate; nativity, current place of residence, place where employed, etc., should be ensured.
- (f) The vigilance cell should personally go to the place of residence of the candidate and to all relevant places such as schools, revenue offices, etc., to investigate the social status of the individual.
- (g) Enquiry should be conducted with candidate, parents, blood relatives, local residents, etc., in an open and transparent manner and no secret enquiry is allowed.
- (h) The candidate and/ or his parents, blood relatives, etc., should not be called to the office of the Vigilance authorities for causing inquiry. No enquiry through telephone/ mobile is allowed
- (i) Copy of the enquiry Summons must be intimated to the employer/ Head of the educational institutions, as the case may be.
- (j) In case of non co-operation by the candidate for spot inquiry, the very fact should be reported by enclosing the statement obtained from the neighbor / local revenue authority such as VAO, RI, etc.,/ any other person known to the candidate, etc.
- (k) In case of non-traceability of the candidate, the enquiry summon addressed to the candidate (provided by the employer/ Head of the educational institution), that was returned undelivered, shall be kept intact (without opening the envelop) and the same should be submitted along with the Vigilance Cell report, to the Director, Tribal welfare.
- (l) The Vigilance Cell in its report should conclude about the social status of the candidate and should not conclude about the 'genuineness' of the caste certificate.

- (m) The Vigilance Cell should complete the task within one month. If the individuals are not cooperating for the enquiry, they may be given 3 opportunities and the fact may be intimated to the Director of Tribal Welfare with the report.
- (n) Adherence to time limit for completing the field enquiry should be strictly followed.
- (o) The Scrutiny Committee should accept the report of the Verifying authorities (viz., Vigilance Cell), only when the authorities have made the inquiry on social status of the candidate, in conformity with the guidelines issued by the Hon'ble Supreme Court of India in Kumari Madhuri Patil case; additional and supplementary guidelines issued by the Hon'ble High Court of Madras and as per orders issued by Government of Tamil Nadu (G.O. (Ms) No.106, Adi Dravidar and Tribal Welfare (CV1) Department dated 15.10.2012), etc.
- (p) The State Level Scrutiny Committee shall assign reasons as to why it differs from the District Level Vigilance Cell and issue show-cause notice to the claimant to attend an enquiry in case it feels that the report of the Vigilance Cell is doubtful
- (q) The State Level Scrutiny Committee shall not solely rely upon the Report of the Anthropologist and the same may be a factor to consider the claim of the individuals.

5. Time Line for Issuance and verification of Community Certificates

Sl. No.	Particulars	Duration
1.	Issuance of Caste Certificates	One week to 30 days
2.	Verification of Caste Certificates	Within 6 months (from the date of receipt of the application/ Petition) <i>(Hon'ble Supreme Court in Civil Appeal No.5854/94 of Kumari Madhuri Patil and another Vs Additional Commissioner, Tribal Development & others and G.O (2D) No.106, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 15.10.2012</i>
	a) The petition / application requesting for verification of Community Certificate shall be referred to Vigilance Cell concerned.	15 days (within the date of receipt of application / petition)
	b) Conducting field enquiry and submission of enquiry report by Vigilance Cell to the District Level Vigilance Committee (in case of Scheduled Castes)/ Director, Tribal Welfare (in case of Scheduled Tribes)	One month
	c) Obtaining Show cause reply from the individual (in case of reports concluded as 'non-genuine' by the Vigilance Cell) and subsequently for placing the report before the committee for scrutiny.	Two months
	d) Scrutiny of reports and conducting enquiry by State Level Scrutiny Committee.	Within Two Months (from the date of receipt of the report from the Vigilance Cell)
	e) Communication of Proceeding / final orders by State Level Scrutiny Committee.	Within Two weeks

6. LIST OF SCHEDULED CASTES IN TAMIL NADU

1. Adi Andhra	19. Domban	37. Madari
2. Adi Dravida	20. Godagali	38. Madiga
3. Adi Karnataka	21. Godda	39. Maila
4. Ajila	22. Gosangi	40. Mala
5. Arunthathiyar	23. Holeya	41. Mannan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)
6. Ayyanavar (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)	24. Jaggali	42. Mavilan
7. Baira	25. Jambuvulu	43. Moger
8. Bakuda	26. Kadaiyan (in the Districts of Tirunelveli, Thoothukudi, Ramanthapuram, Pudukottai, Thanjavur, Tiruvarur and Nagapattinam)	44. Mundala
9. Bandi		45. Nalakeyava
10. Bellara		46. Nayadi
11. Bharatar (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)	27. Kakkalan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)	47. Padannan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)
12. Chakkiliyan	28. Omitted	48. Pagadai
13. Chalavadi	29. Kanakkan, Padanna (in the Nilgiris District)	49. Omitted
14. Chamar, Muchi		50. Palluvan
15. Chandala		51. Pambada
16. Cheruman	30. Karimpalan	52. Panan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)
17. Devendrakula Velalar [Devendrakulathan, Kadaiyan (excluding in the coastal areas of Tirunelveli, Thoothukudi, Ramanthapuram, Pudukottai, Thanjavur, Tiruvarur and Nagapattinam Districts), Kalladi, Kudumban, Pallan, Pannadi, Vathiriyar]	31. Kavara (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)	53. Panchama
	32. Koliyan	54. Omitted
	33. Koosa	55. Panniandi
	34. Kootan, Koodan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)	56. Paraiyan, Parayan, Sambavar
	35. Omitted	57. Paravan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District)
18. Dom, Dombara, Paidi, Pano	36. Kuravan, Sidhanar	

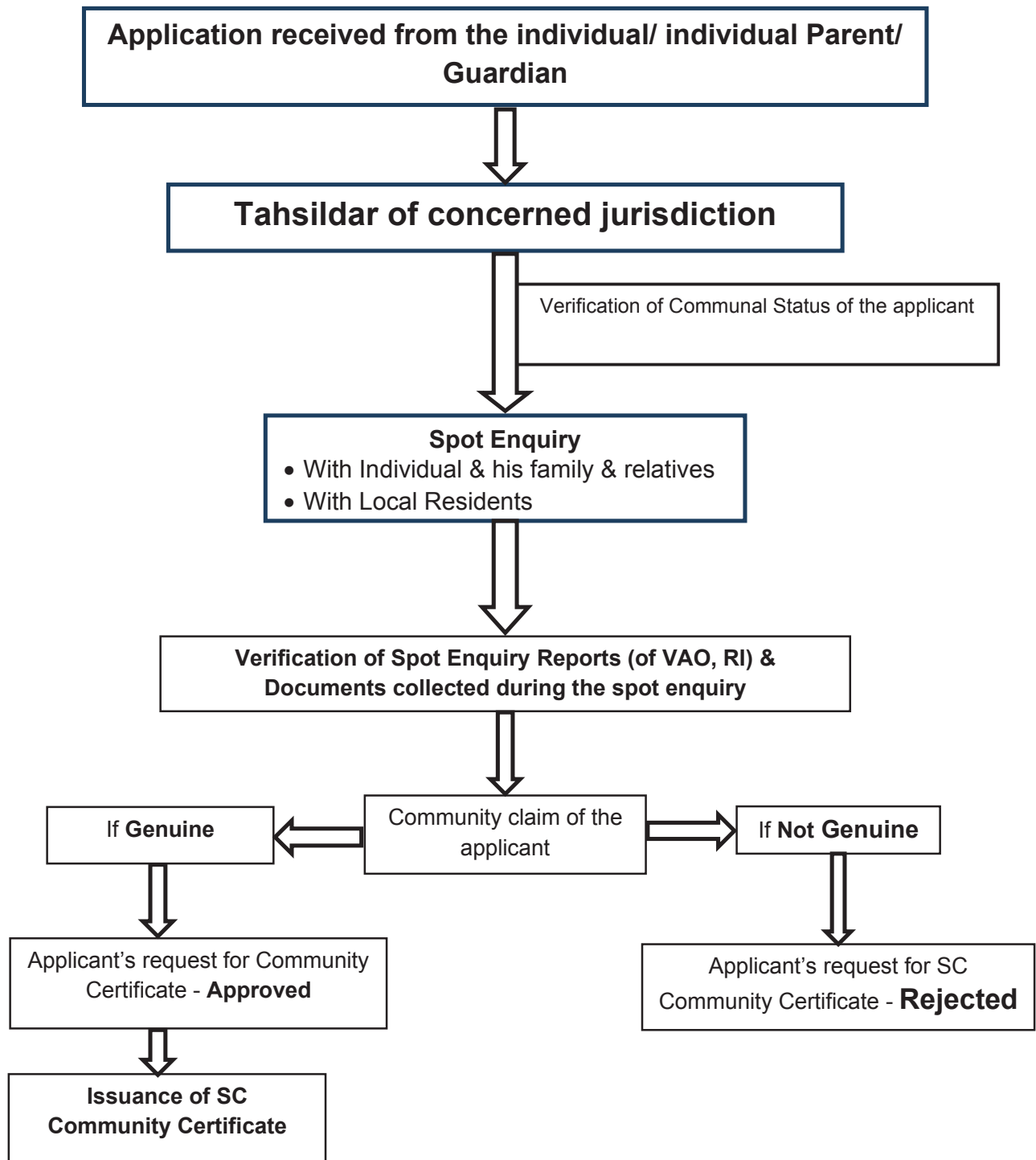
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| 58. Pathiyar (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District) | 66. Thandan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District) | 72. Omitted |
| 59. Pulayan, Cheramar | 67. Thoti | 73. Velan |
| 60. Puthirai Vannan | 68. Tiruvalluvar | 74. Vetan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District) |
| 61. Raneyar | 69. Vallon | 75. Vettiyan |
| 62. Samagara | 70. Valluvan | 76. Vettuvan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District) |
| 63. Samban | 71. Vannan (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District) | |
| 64. Sapari | | |
| 65. Semman | | |

7. LIST OF SCHEDULED TRIBES IN TAMIL NADU

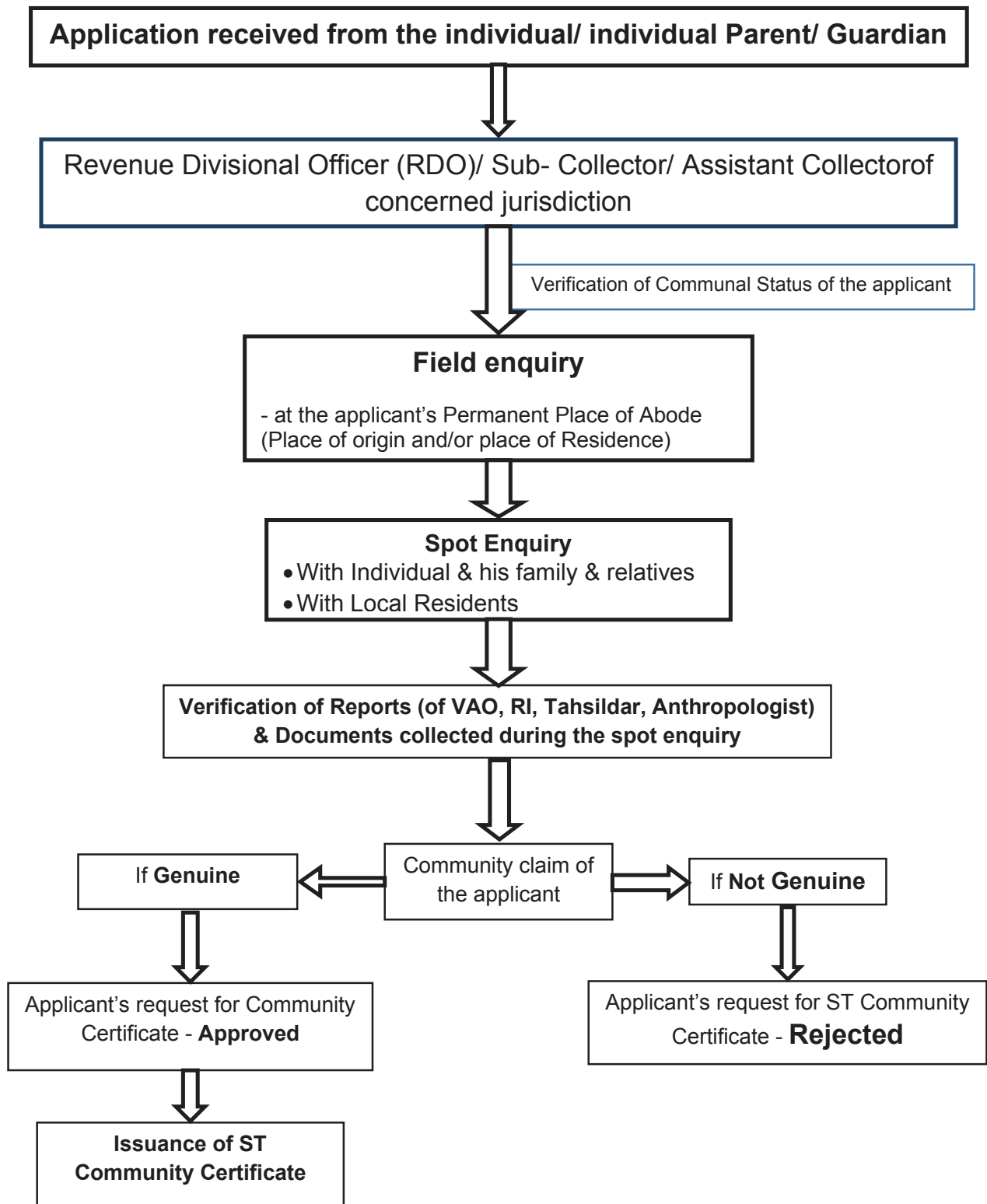
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| 1. Adiyar | 12. Kondareddis | Salem, South Arcot and Tiruchirappalli Districts) |
| 2. Aranadan | 13. Koraga | |
| 3. Eravallan | 14. Kota (excluding Kanyakumari District and Shenkottah Taluk of Tirunelveli District) | 26. Malayakandi |
| 4. Irular | | 27. Mannan |
| 5. Kadar | 15. Kudiya, Melakudi | 28. Mudugar, Muduvan |
| 6. Kammara (excluding Kanyakumari District and Shenkottah Taluk of Tirunelveli District) | 16. Kurichchan | 29. Muthuvan |
| 7. Kanikaran, Kanikkar (in Kanyakumari District and Shenkottah and Ambasamudram Taluks of Tirunelveli District). | 17. Kurumbas (in the Nilgiris District) | 30. Pallayan |
| | 18. Kurumans | 31. Palliyar |
| 8. Kaniyan, Kanyan | 19. Maha Malasar | 32. Paniyan |
| 9. Kattunayakan | 20. Malai Arayan | 33. Sholaga |
| 10. Kochu Velan | 21. Malai Pandaram | 34. Sholaga |
| 11. Konda Kapus | 22. Malai Vedan | 35. Toda (excluding Kanyakumari District and Shenkottah Taluk of Tirunelveli District) |
| | 23. Malakkuravan | 36. Uraly |
| | 24. Malasar | 37. Narikoravan, Kurivikkaran. |
| | 25. Malayali (in Dharmapuri, North Arcot, Pudukottai, | |

8. Checklists/ Ready Reference:

8.1 Procedure for the Issuance of Scheduled Caste (SC) Community Certificates



8.2 Procedure for the Issuance of Scheduled Tribe (ST) Community Certificates



8.3. Check list for Revenue Divisional officers for verifying Community Status of the individual

1	Depositions of the individual
2	Depositions of the individual's parents/ Guardian
3	Depositions obtained from individual's blood relatives
4	Depositions from the local residents (obtained at individual's permanent place of abode and local place of residence).
5	Depositions obtained from competent local revenue authorities – VAO; RI;
6	Anthropologist Report
7	Documents to be verified / collected
	a) Birth Record of the individual; individual's parents; individual siblings.
	b) Community certificates of the individual; individual's parents; siblings; blood relatives (paternal and/or maternal lineage).
	c) Individual's Family Tree (Attested by the competent local revenue authority).
	d) Land Records (before 1950), if any.
	e) Any record (including pictures, calligraphy, inscriptions) providing information on ethnographic details of the individual's communal status (in specific to his/her ancestors) – obtained from the individual/ individual's parents/ siblings/ blood relatives/ local residents;
	f) Any other relevant record.

8.4. Check list for Vigilance Cells for Verifying the Social status of the individual

A	Basic Details of the individual
	a) Name of the employee / student
	b) District
	c) Contact Address – Permanent & Current
	d) Contact No. (Personal & official)
	e) Aadhar No. & Details
	f) Copy of the Community Certificate
	g) Employer's Details (in case of employee)
	h) Copy of the SR first page (in case of employee)
	i) Details about the Educational institution (in case of student)
	j) Copy of the Court Directions, if any.
B	Documents to be collected during spot enquiry (both at individual's native place and current place of residence).
1	Depositions of the individual
2	Depositions of the individual's family members
3	Depositions obtained from individual's blood relatives
4	Depositions from the local residents.
5	Depositions obtained from competent local revenue authorities –VAO, RI.

6	Extract of Birth Record of the individual; individual's parents; individual siblings.
7	Copy of the community certificates of the individual; individual's parents; siblings; blood relatives (paternal/ maternal lineage).
8	School records of the individual; his parents (if educated); blood relatives (if educated) <ul style="list-style-type: none"> • Admission and withdrawal Registers obtained from concerned school authorities; • Record Sheet (in case of Primary School); • School Transfer Certificate (in case of Middle School; High School; Higher Secondary School);
9	Record of enquiry made by the competent issuance authority before issuing community certificate to the individual; parents, blood relatives (Viz., Spot enquiry reports / Extract of the Original issuance Record ('Special Register') – maintained at the office of issuance authority).
10	Individual's Family Tree (Attested by the competent authority).
11	Land transaction Records (pre independence record), if any – verified with the concerned Sub-Registrar office.
12	Nativity Certificate (mandatory to persons migrated from other State to Tamil Nadu).
13	Name of the Community (cross- verified with relevant Presidential Orders).
14	Copy of the Proceedings of DLVC – confirming the genuineness of Community certificate issued to individual; parents; blood relatives - verified at the concerned district office.
15	Copy of the Proceedings of SLSC – confirming the genuineness of Community certificate issued to individual's parents; blood relatives.
16	Anthropologist Report.
17	Any other relevant document.

9. References:

9.1 Presidential Orders

- 1) The Constitution (Scheduled Castes) Orders, 1950
- 2) The Constitution (Scheduled Tribes) Orders, 1950
- 3) The Constitution (Scheduled Castes) Modification Orders, 1956
- 4) The Constitution (Scheduled Tribes) Modification Orders, 1956
- 5) The Scheduled Castes and Scheduled Tribes (Amendment) Act, 1976 (Central Act 108 of 1976).
- 6) The Constitution (Scheduled Castes) Order (Amendment) Act, 2021
- 7) The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 2022.

9.2 Hon'ble Court Judgements

- 8) Orders in Hon'ble Supreme Court of India in Kumari Mathuri Patil Vs. Additional Commissioner, Tribal Welfare in 1994 SCC (6) 241 dated 02.09.1994
- 9) Orders in W.P. Nos.30368 and 31973 of 2015 and M.P. Nos. 1 & 2 of 2015 (G.Venkitasamy Vs. The Chairman, State Level Scrutiny Committee) reported in 2016 (1) CTC 647 Supplemental guidelines issued by Hon'ble High Court of Madras on 21.12.2015.
- 10) Orders in W.P. Nos.17231, 17232, 17495 and 17496 of 2015 (P. Govindarasu and G. Ramasamy Vs. The Revenue Divisional Officer, Harur, Dharmapuri District) dated 22.04.2016.
- 11) Orders in W.P. Nos. 2828 and 5237 of 2022 (E. Karthikeyan and L. Elumalai Vs. The Chairman, Tamil Nadu State Level Scrutiny Committee- III, Chennai) dated 25.11.2022.
- 12) Orders in W.P.No.13851 of 2022 (C.Chockkalingam Vs. The Chief Secretary to Government, Tamil Nadu and others) dated 16.12.2022.

9.3 Government Orders

- 13) G.O. (Ms.) No.1907, Revenue Department, dated 28.04.1962
- 14) G.O.(Ms.) No.477, Social Welfare Department, dated 27.06.1975
- 15) G.O (Ms.) No.2906, Revenue (V2) Department, dated 04.11.1981
- 16) G.O. (Ms.) No.1139, Social Welfare Department, dated 23.03.1982

- 17) G.O. (Ms.) No.9, Social Welfare Department, dated 03.01.1983.
- 18) G.O. (Ms.) No.1888, Revenue Department, dated 10.11.1983
- 19) G.O. (Ms.) No.517, Personnel & Administrative Reforms (Personnel – M) Department, dated 14.05.1985
- 20) G.O.(Ms.) No.1201, Social Welfare Department, dated 31.05.1985
- 21) G.O.(Ms.) No.121, Social Welfare Department, dated 08.03.1987
- 22) G.O. (Ms.) No. 781, Revenue (W1) Department, dated 02.05.1988
- 23) G.O. (Ms.) No. 1535, Revenue (W1) Department, dated 17.08.1988
- 24) G.O. (Ms.) No. 877, Adi Dravidar and Tribal Welfare Department, dated 06.06.1989
- 25) G.O. (Ms.) No. 2137, Adi Dravidar and Tribal Welfare Department, dated 11.11.1989
- 26) G.O. (2D) No.17, Adi Dravidar and Tribal Welfare Department, dated 16.08.1994
- 27) G.O. (Ms) No.31, Adi Dravidar & Tribal Welfare (ADW.2) Department, dated 04.03.1999
- 28) G.O. (2D) No.21, Adi Dravidar & Tribal Welfare (ADW.2) Department, dated 20.05.1999
- 29) G.O.(Ms) No.47, Adi Dravidar & Tribal Welfare (ADW.2) Department, dated 14.08.2001
- 30) G.O.(Ms) No.61 Adi Dravidar & Tribal Welfare (ADW.10) Department, dated 04.04.2005
- 31) G.O.(Ms)No.111, Adi Dravidar & Tribal Welfare (ADW.10) Department, dated 06.07.2005
- 32) G.O.(2D) No.108, Adi Dravidar & Tribal Welfare (CV-1) Department, dated 12.09.2007.
- 33) G.O. (Ms.) No.524, Revenue [RA2(2)] Department, dated 14.10.2010
- 34) G.O.(Ms.) No.106, Adi Dravidar & Tribal Welfare (CV-1) Department, dated 15.10.2012.
- 35) G.O (Ms.) No.235, Revenue [RA-3(2)] Department, dated 26.06.2015.
- 36) G.O (Ms.) No.147, Revenue [RA-3(2)] Department, dated 17.03.2016.
- 37) G.O (Ms) No.38, Adi Dravidar and Tribal Welfare (CV-I) Department, dated 12.05.2017.
- 38) G.O.(Ms)No.50, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 28.07.2017.
- 39) G.O.(Ms)No.40, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 13.07.2018.
- 40) G.O.(Ms) No.50, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 01.06.2021
- 41) G.O.No.17 Adi Dravidar and Tribal Welfare (CV-1) Department dated 02.02.2022.
- 42) G.O.(Ms)No.97, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 21.10.2022.
- 43) G.O (Ms)No.38, Adi Dravidar and Tribal Welfare (CV-1) Department, dated 17.03.2023.

9.4 Letters, Circulars and Clarifications

- 44) Letter No.35/1/72-R.U.(SCT.V), Government of India, Ministry of Home Affairs, dated 02.05.1975.
- 45) Letter No.BC 12025/2/76-SCT.I, Government of India, Ministry of Home Affairs, dated 22.03.1977
- 46) Letter No.BC 12025/1/82 SC&BCD IV, Government of India, Ministry of Home Affairs, dated 29.06.1982.
- 47) Letter No.BC 16014/1/82-SC&BCD-I, Government of India, Ministry of Home Affairs, dated 18.11.1982.
- 48) The Additional Secretary to Government, Adi Dravidar and Tribal Welfare Department Letter No.54907/ADW.II/82-1, dated 08.03.1983.
- 49) Letter No.BC-16014/1/82-SC&BCD-I, Government of India, Ministry of Home Affairs, dated 06.08.1984.
- 50) The Secretary to Government, Adi Dravidar and Tribal Welfare (ADW.2) Department, D.O. Letter No. 32610/ADW.2(2)/99-1 Dated: 27.12.1999.
- 51) The Secretary to Government, Adi Dravidar and Tribal Welfare (ADW.2) Department, D.O. Letter No.4/ADW.2/2001-7, Dated 14.02.2002.
- 52) Letter No.36022/1/2007-Estt. (Res), Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, dated 20.03.2007.
- 53) The Secretary to Government, Adi Dravidar and Tribal Welfare (CV-1) Department, D.O. Letter No.2223/CV-I/2007-1, Dated 12.12.2007.
- 54) The Secretary to Government, Adi Dravidar and Tribal Welfare Department, Letter No.18922/CV-1/2012-1, dated 11.12.2012.
- 55) The Secretary to Government, Adi Dravidar and Tribal Welfare Department, D.O. Letter No. 3321/CV-II/2013-3 Dated: 15.09.2014.
- 56) The Principal Secretary / Commissioner of Revenue Administration, Chennai-5 Letter No.RA5(3)/49099/2019, dated 18.11.2019.
- 57) Letter No.41034/2/2022-Estt. (Res-I), Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, dated 21.10.2022.
- 58) The Principal Secretary to Government, Revenue and Disaster Management Department D.O.Letter No.12638/RA-3(2)/2022-1, dated 13.12.2022.
- 59) Tamil Nadu e- District Application Training Manual - published by Revenue Department (Community Certificate REV-101)