F. No. 36036/2/2013- Estt.(Res-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment Reservation – I Section

North Block, New Delhi Dated 31st March 2016

OFFICE MEMORANDUM

Subject: Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates

This Department has received various references on the issue of problems being faced by the candidates on the requirement to obtain multiple non-creamy layer OBC certificates for appearing in various examinations. With a view to address this issue, the following revised procedure is proposed:-

- (a) Every candidate seeking reservation in central government posts and services as OBC candidate is required to submit a certificate confirming his/her status as OBC and also produce Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum No.36012/22/93-Estt.(SCT) dated 15.11.1993.
- (b) The Non-creamy Layer Certificate would be applicable to OBC candidates who are covered under Income/Wealth Test criterion. The income limit is decided on the basis of income earned during three previous financial years preceding the year of appointment. To illustrate, the validity of non-creamy layer certificate issued during any month of the financial year 2016-17 covering 3 preceding financial years viz. 2013-14, 2014-15 and 2015-16 be accepted by the concerned authorities for any appointments or recruitments which would be valid during the period April 2016 to March 2017. The appointing authorities would accept production of self-attested photo copy of the Non-creamy layer certificate, subject to verification of the original Non-creamy layer certificate, as is the practice being followed for verification of other original documents.
- 2. On this issue, the National Commission of Backward Classes has suggested a new format for issue of Non-creamy layer certificate, which is **enclosed**.
- 3. It is requested that comments on the suggestions made in para 1 of this OM and any other suggestion(s) to streamline the system of issue of Non creamy layer certificate (NCL) may please be furnished.

4. It is also requested that comments on the Non-creamy layer certificate format proposed by NCBC, may also be furnished.

Encl: as above

(Raju Saraswat) Under Secretary Tele: 2309 2110

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- M/o Social Justice and Empowerment, [Kind Attn: Shri B. L. Meena, Joint Secretary] Shastri Bhawan, New Delhi
- Department of Higher Education,
 [Kind attn: Shri S. S. Sandhu, Joint Secretary]
 Shastri Bhawan, New Delhi
- The Secretary,
 Union Public Service Commission,
 Dholpur House, Shahjahan Road, New Delhi 110069
- The Secretary Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110 003

Copy with a request for seeking comments on the suggestions made in paral of this OM also forwarded to The Member Secretary, National Commission for Backward Classes, Trikoot - 1, Bhikaji Cama Place, New Delhi - 110 066.

copy also to Director, NIC, DOPT – with a request to place this draft OM on the website of this Department for a period of 30 days from its issue, for obtaining views of concerned stakeholders.

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Format Suggested by NCBC

APPLICATION FORM FOR NON-CREAMY LAYER CERTIFICATE

1. Name of the Applicant	<u>:</u>
2 Data of Digital of anylineset	
2. Date of Birth of applicant	
3. i) Caste/Community	<u> </u>
ii) Sub-Caste/Community (if any)	:
iii) Entry No. in Central List *	:
iv) Resolution No. of Central List *	:
4. Religion	:
5. Address	
a) Present Address	
-,	•
	·
b) Permanent Address	<u>:</u>
	<u> </u>
	<u> </u>
6. Name of Father	<u> </u>
7. Date of Birth of Father	<u> </u>
8. PAN No. of Father (if any)	<u> </u>
0.57 (5.6.4)	
9. Name of Mother	:
10. Date of Birth of Mother	
11. PAN No. of Mother (if any)	; <u> </u>

Category -I			
Category -1	Constitutional / Statutory Posts		
	i) Holding/held any Constitutional Post /Statutory		
	Posts.	-	
	(as defined in the DoPT's OM No.36012/22/93-		
	Estt.(SCT) dated 08-09-1993) (as amended from		
	time to time)		
	ii) Whether held presently or formerly		
	iii) If yes, Name of the post held / holding		
	· · · · · · · · · · · · · · · · · · ·		
Category -II	Service Category – Employment under Central/		
- consider of	State Govt. / PSUs		
	i) Holding / held any Government employment		
	ii) If yes, whether the employment under Central		
	Govt. / State Govt. / Public Sector Undertaking	·	
(A)	iii) Group / Class at initial appointment (A/B/C/D		
(A)	/I/II/III etc.)		
(D)	iv) Group / Class at present (A/B/C/D /I/II/III etc.)		
(B)	v) Whether promotion into Group 'A' from 'B' of		
	Central/ State Govt. was after attaining the age of		
	40 years. If so, provide a certificate from the Head		
T	of Office / Organization		
(C)	vi) Whether holding post of "Executive" or above in		
	Centre / State Government's Public Sector		
	Undertakings, Public Sector Banks, Insurance		
	Organizations or any other Public Sector Enterprises		
	vii) Whether promotion into "Executive" Grade of		
	Central/State Public Sector Undertakings etc. was		
	after attaining the age of 40 years. If so, provide a		
	certificate from the Head of Office / Organization		
(D)	Other Salaried Employees:-		
	viii) Whether Salaried Employee of Statutory		
	Bodies, Autonomous Bodies, Universities, Private		
	Companies, Firms, Corporate Companies, Co-		
	operatives or any other Organizations, Bodies and		
	Institutes, posts and positions under any		į
	Employment including Private Employment, etc.,	-	•
	which have not been covered at II (A, B or C) above		
ļ	ix) Post held		
	x) Gross Annual Salary	`	

Category -III	Armed Forces Including Paramilitary F	orces				
Category III	(Persons holding Civil posts are not included).					
	i) Designation of the post holding or held					
	ii) Is the post held equivalent in rank to Co					
	above in the Army or equivalent in the Nav					
	the Air Force and the Para Military Forces?					
Category -IV						
	engaged in Trade, Industry and Business etc.					
	Please specify the Profession, Trade, Inc.		r			
	Business					
	Gross Annual Income					
Category -V	Property owners					
onegory ,	i) Extent of irrigated land owned		-	-		
	ii) Nature of Crops/ Mango, Citrus and app.	le etc				
	Plantation raised and extent	to oto.				
	iii) If the entire land possessed by the family is					
	irrigated land does the extent of irrigated land	-				
	exceed 90% of the Ceiling Limit as per the Land					
	Ceiling Act? iv) If commercial plantations like Rubber, Coffee, Tea, Spices etc. are raised, the annual income from					
	them during last three years (enclose income tax					
	returns, where available)					
Details of	Income from other sources – Professional					
Income	Services, Business, Commerce, Rents etc.					
	i) Sources of income (from sources other than					
	salary and agriculture) of the parents with Full					
	details of the sources					
	Professional services					
	Business/Trade					
	Commerce					
	Plantations income from coffee, tea, rubber,					
	etc.					
	Rents					
	Others					
	ii) Gross Annual Income during the last Year		Amount			
	three consecutive years (year-wise) of both		Father	Mother		
	parents. (Enclosing income tax returns,					
	where available)					
			1			



Declaration by the Applicant and Parents of the Applicant

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

Signature of Mot	ther	Signatu	re of the Father	Signature of the Applicant
Name:		Name:		Name:
PAN No.		PAN No		
()	()	

* Entry Number and Resolution Number in Central List are also available on the website of NCBC at www.ncbc.nic.in and at website of Ministry of Social Justice & Empowerment at www.socialjustice.nic.in

NOTE:

- (i) Copies of the last three year's Income Tax (IT) returns to be enclosed for each parent wherever available. In case IT returns are not being filled, the Income Certificates for the last three consecutive years from the designated Local Authority are required to be enclosed with application.
- (ii) For cases under Categories II B and II C, a Certificate issued by the Head of Institution / Organization to the effect that the person concerned has promoted to Group A / Class I / Executive Scale after attaining the age of 40 years must be enclosed with this application.