

Other Backward Classes (OBC) Cell



AKS University

Satna, 485001

Sherganj, Panna Road, Satna - 485001 (M.P.)

Email : info@aksuniversity.com

Web : www.asuniversity.ac.in

R. Sankar

REGISTRAR
AKS UNIVERSITY
SATNA (M.P.)

B.A. Chopade

Professor B.A. Chopade
Vice - Chancellor
AKS University
Satna, 485001 (M.P.)



AKS University, Satna
Other Backward Classes (OBC) cell

Contents

SI No	Item	Page No.
1	Preamble	1
2	Objective of the OBC cell	1
3	Functions of OBC cell	1
4	Constitution of OBC Cell at AKS University	3
	Some Important Act/Om's	
i	Training of the Liaison Officers for Scheduled Castes/Scheduled Tribes/Person with Disabilities and Other Backward Classes-regarding. Govt of India , Dated the August 01, 2017.	3
ii	Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates, Govt of India , Dated 31 st March 2016	10
iii	Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services. Govt of India , Dated the 8th October, 2015.	16
iv	Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg. Govt of India , Dated: September 13, 2017	20
v	UGC Guideline for Scheme of Equal Opportunity Centre for Colleges XII Plan (2012-2017)	22



AKS University, Satna

Other Backward Classes (OBC) cell

1. Preamble :

AKS University is dedicated to fostering an inclusive and diverse academic environment, as exemplified by our OBC (Other Backward Classes) Cell. This Cell is established to support and empower students from the OBC category. We provide guidance, resources, and assistance to ensure that OBC students have equitable access to educational opportunities and a platform for their overall development. The OBC Cell actively engages in awareness programs, facilitates scholarships, and creates a welcoming atmosphere where OBC students can thrive academically. We are committed to nurturing a campus that values the unique backgrounds and contributions of every student, and our OBC Cell is essential to this mission.

2. Objective of the OBC Cell

- Implement, monitor, and continuously evaluate the reservation policy at the University, ensuring effective execution of Government of India and UGC policies and programs.
- Educate, enlighten, and empower OBC students and staff to utilize the facilities provided by the government and other agencies for their educational and career development.
- Collect and analyze data on admissions and appointments to teaching and non-teaching positions, identifying trends and changes to ensure compliance with required quotas.

3. Function of OBC Cell :

- i. Circulate orders and circulars issued by the University, Government of India, and UGC, and collect annual course-wise admission data for OBC candidates, taking follow-up action where required.



AKS University, Satna

Other Backward Classes (OBC) cell

- ii. Distribute orders and circulars regarding the appointment and promotion of teaching and non-teaching posts, as issued by the Government of India and UGC, ensuring timely follow-up.
- iii. Collect and analyze reports, orders, and information from the Government of India and UGC on various aspects of education, training, and employment for OBC candidates to evolve or modify policies.
- iv. Prepare and forward reports and digests based on collected information to the Ministry of Human Resource Development, Government of India, UGC, and other relevant authorities.
- v. Monitor the implementation of the remedial coaching scheme for OBC and minority students at the University.
- vi. Organize and monitor special coaching/training/remedial schemes to prepare OBC and minority students for UGC-NET/SLET/JRF/SET and other competitive examinations.
- vii. Coordinate with government bodies, UGC, and other organizations to secure scholarships, freeships, and other financial benefits for OBC and minority students.
- viii. Address representations from OBC and minority candidates regarding admissions, scholarships, recruitment, promotion, and other related matters at the University.
- ix. Serve as a grievance redressal cell for OBC and minority students and staff, assisting with academic, research, and administrative issues.
- x. Maintain a database of OBC and minority candidates at the University and affiliated colleges to facilitate placement services.



AKS University, Satna

Other Backward Classes (OBC) cell

- xi. Undertake any additional tasks assigned by the University to promote higher education among OBC students and staff.
- xii. Exclusively handle work related to OBC and minority issues, with no other responsibilities assigned.
- xiii. Ensure a safe and secure environment for all OBC and minority students.
- xiv. Provide prompt counseling for any emotional emergencies arising from campus events.

4. Constitution of OBC Cell at AKS University

The OBC Cell of AKS University may be constituted with the approval of the Vice Chancellor as per the details provided below:

- i. One Sr Professor : Convenor
- ii. One Professor/ Associate Professor: Member Secretary
- iii. Three Associate Professor / Assistant Professor Member
(from other backward classes)
- iv Two V C Nominee from OBC: Member
- v. Two student nominee from OBC : Member

The term of the committee is two years, and it may be extended for an additional two years with the approval of the Vice Chancellor.

5. Important Act/OM's

- 1. Training of the Liaison Officers for Scheduled Castes/Scheduled Tribes/Person with Disabilities and Other Backward Classes-regarding. Govt of India , Dated the August 01, 2017.



AKS University, Satna
Other Backward Classes (OBC) cell

2. Validity period of OBC Certificate in respect of 'creamy layer' status of the candidates, Govt of India , Dated 31 st March 2016
3. Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services. Govt of India , Dated the 8th October, 2015.
4. Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg. Govt of India , Dated: September 13, 2017
5. UGC Guideline for Scheme of Equal Opportunity Centre for Colleges XII Plan (2012-2017)

F. No. 36023/1/2017-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment (Reservation-1) Section

North Block, New Delhi
Dated the August 11, 2017

OFFICE MEMORANDUM

Subject: Training of the Liaison Officers for Scheduled Castes/Scheduled Tribes/Person with Disabilities and Other Backward Classes-regarding.

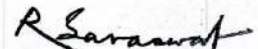
The undersigned is directed to say that the instructions issued by this Department provide that every Ministry/ Department shall designate two separate officers, atleast of the level of Deputy Secretary, as Liaison Officers - one for Scheduled Castes/ Scheduled Tribes/ Persons with Disabilities and another for Other Backward Classes. Similar instructions exist in respect of offices under the Ministry/Department. The Liaison Officers play an important role in proper implementation of policy of reservation in services.

2. In order to ensure that the Liaison Officers are imparted necessary training to facilitate the performance of their duties, Institute of Secretariat Training & Management (ISTM) conducts training programmes/workshops for Liaison Officers for SC/ST/PWD and OBC. In Annual Training Calendar 2017-18 of ISTM, four training programmes have been included. The schedule of training is as under:

- (i) 04-05th September 2017 (ii) 02-03rd November 2017
(iii) 08-09th January 2018 (iv) 15-16th February 2018

Details are available on the website of ISTM at <http://www.istm.gov.in>.

3. All Ministries/ Departments are requested to refer to the ISTM's training calendar and nominate the Liaison Officers for the training so that they can be familiarised with their duties and responsibilities. It is also requested that the names, designation and contact details of the Liaison Officers may be forwarded to ISTM for taking necessary action, under intimation to this Department at the earliest.


(Raju Saraswat)

Under Secretary to the Government of India
Tele. No.-2309 2110

To,
The Secretaries of all Ministries/Departments of Government of India.

Copy to:

- (i) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi.
(ii) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
(iii) Director, ISTM, for information and necessary action.
(iv) Director, NIC, for placing this O.M. in the website of the Department.
(v) Hindi Section- for providing Hindi translation.

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.

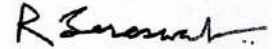
2. On this issue, the National Commission of Backward Classes has suggested a new format for issue of Non-creamy layer certificate, which is **enclosed**.

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.

..2/-

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

1. M/o Social Justice and Empowerment,
[Kind Attn: Shri B. L. Meena, Joint Secretary]
Shastri Bhawan, New Delhi
2. Department of Higher Education,
[Kind attn: Shri S. S. Sandhu, Joint Secretary]
Shastri Bhawan, New Delhi
3. The Secretary,
Union Public Service Commission,
Dholpur House, Shahjahan Road, New Delhi – 110069
4. 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 para1 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.

57

Occupation/ income/ wealth status of parents and family		Father	Mother
Category -I	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/ 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 /I/II/III etc.)		
	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 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 Employment including Private Employment, etc., which have not been covered at II (A, B or C) above		
	ix) Post held		
	x) Gross Annual Salary		

Category –III	Armed Forces Including Paramilitary Forces (Persons holding Civil posts are not included).			54	
	i) Designation of the post holding or held				
	ii) Is the post held equivalent in rank to Colonel or above in the Army or equivalent in the Navy and the Air Force and the Para Military Forces?				
Category –IV	Professionals, Self-employed persons and those engaged in Trade, Industry and Business etc.				
	Please specify the Profession, Trade, Industry or Business				
	Gross Annual Income				
Category –V	Property owners				
	i) Extent of irrigated land owned				
	ii) Nature of Crops/ Mango, Citrus and apple etc. Plantation raised and extent				
	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	Income from other sources – Professional 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, spices etc.				
	Rents				
	Others				
	ii) Gross Annual Income during the last three consecutive years (year-wise) of both parents. (Enclosing income tax returns, where available)	Year	Amount		
			Father	Mother	

No.36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation – I Section

North Block, New Delhi-110 001
Dated the 8th October, 2015.

OFFICE MEMORANDUM

Subject: Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services.

The undersigned is directed to say that as per extant instructions where a candidate belonging to a Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes (OBC) is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time. Instructions have been issued vide DoPT's letter No.36022/1/2007-Estt.(Res.) dated 20.3.2007 to the Chief Secretaries of all States/UTs for streamlining the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. Timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.

2. In this regard, attention is invited to the instructions contained in the following Office Memoranda/Orders issued by this Department from time to time. A copy each of the Office Memoranda is enclosed:-

- (i) OM No. 36019/7/75-Estt. (SCT) dated 31.10.1975
- (ii) OM No. 36011/16/80 – Estt. (SCT) dated 27.02.1981
- (iii) OM No. 36011/3/2005-Estt. (Res.) dated 09.09.2005
- (iv) OM No. 36012/6/88-Estt.(SCT) dated 24.4.1990

3. Instances have been brought to the notice of this Department that despite the aforesaid instructions, the appointments of the candidates belonging to SC/ST/OBC communities are with-held/delayed due to pending caste certificates verification.

contd/-

4. It is, therefore, reiterated that in the situation where a candidate belonging to a Scheduled Caste, Scheduled Tribe and Other Backward Classes is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

5. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R.K. Puram, New Delhi
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
- ✓ 13. NIC, DoPT - to upload the same on DoPT Website.

**Department of Personnel & Administrative Reforms O.M. No. 36019/7/75-Estt. (SCT)
dated 31st October, 1975 to all Ministries etc.**

Subject :— Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes for purpose of appointment to posts/services.

The undersigned is directed to say that candidates belonging to Scheduled Castes and Scheduled Tribes have to produce a certificate in the prescribed form issued by one of the prescribed authorities in support of their claim of belonging to a Scheduled Caste/Scheduled Tribe vide Appendix 14 and 15 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in services, 4th edition. In this connection attention of the Ministry of Finance etc. is also invited to the content of the Ministry of Home Affairs Office Memorandum No. 13/2/57-SCT(I), dated the 25th May, 1960 and No. 13/2/61-SCT(I), dated the 18th November, 1961 which provide that where a candidate belonging to a Scheduled Caste and Scheduled Tribe is unable to produce a certificate from any of the prescribed authorities, he may be appointed provisionally on the basis of whatever prima facie proof he is able to produce in support of his claim subject to his furnishing the prescribed certificate within a reasonable time, and if there is genuine difficulty in his obtaining a certificate, the appointing authority should itself verify his claims through the District Magistrate concerned. The instructions contained in the aforementioned Office Memorandum are again brought to the notice of the Ministries, Department etc.

Department of Personnel & A.R. No. 36011/16/80-Estt. (SCT) dated 27-2-81

Subject :—Descheduling of caste of Scheduled Caste person after his initial appointment—Question of verification of caste at the time of making subsequent promotions.

With reference to the above subject, the undersigned is directed to say that instances have come to the notice of the Government where a Scheduled Caste person whose caste has been de-scheduled long ago was promoted against a reserved vacancy though he no longer was a member of the Scheduled Caste. Instances have also come to the notice of the Government where a person professing a religion other than the Hindus and Sikhs, was appointed against a Scheduled Castes vacancy though the fact of his belonging to any other religion other than the Hindus and Sikhs did not entitle him to claim the benefits of being Scheduled Castes. Obviously, these have occurred due to the appointing authorities not scrutinising the caste certificate of the person to be appointed or promoted.

It has now been decided that the appointing authorities should verify the caste status of a Scheduled Castes/Tribes officer at the time of initial appointment and promotion against a vacancy reserved for Scheduled Caste/Tribe. For this purpose, the caste and the community to which a SC/ST person belongs, his place of residence and the name of the State, should be pasted on the top of the service book, personal file or any other relevant document covering its employee to facilitate such verification. It may be mentioned that a Scheduled Caste person, whose caste been descheduled after his initial appointment as Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. This verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. meant for SC/ST should go only to the rightful claimants and not those who become dis-entitled to them.

3. M/O. Finance etc. are requested to bring the above position to the notice of all attached and subordinate offices under them.

No.36011/3/2005-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 9th September, 2005.

OFFICE MEMORANDUM

Subject: Verification of caste status of Scheduled Caste, Scheduled Tribe and Other Backward Class candidates at the time of initial appointment/promotion.

Attention is invited to Department of Personnel and Administrative Reforms (now Department of Personnel & Training) O.M. No.36011/16/80-Estt.(SCT) dated 27th February, 1981 which provides that the appointing authorities should verify the caste status of a Scheduled Caste/Tribe candidate at the time of initial appointment and promotion against a vacancy reserved for Scheduled Castes/Tribes. The O.M. clarifies that a candidate who entered into service as an SC/ST candidate may discontinue to be so if the caste/community to which he belongs is descheduled subsequently. A Scheduled Caste candidate also loses his status of Scheduled Caste if he embraces a religion other than Hinduism, Sikhism or Buddhism. Though such officers who lose the status of SC or ST after entering into service are required to inform the Government about it, many of them do not do so. In the absence of necessary vigil, there are possibilities of non-SC/ST candidates getting benefit of reservation and various concessions in the matter of promotion. Therefore, verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other schemes of concessions, etc. meant for SCs/STs go only to the rightful claimants and not those who become disentitled to them. With a view to facilitating such verification, the caste/community to which the SC/ST person belongs, his place of residence and the name of the State should be pasted on the top of the Service Book, personal file and other relevant documents relating to the employee. Attention is also invited to this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25th July, 2003 which provides that caste/community status and creamy layer status of OBC candidates should be verified at the time of initial appointment.

2. This Department's O.M. No.36012/6/88-Estt.(SCT) dated 24th April, 1990 provides that the appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

..... 2/-

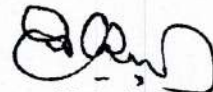
"The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code for production of false certificates."

Likewise this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25th July, 2003 provides that in case of the offer of appointment to the candidates claiming to belong to Other Backward Classes, a clause as follows should be included:

"The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates."

3. It has been brought to the notice of the Government that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs by producing false caste/community certificates and some candidates continue to get the benefits available to the Scheduled Castes/Scheduled Tribes even after losing the status of SC/ST. The undersigned is directed to say that instructions referred to above should be scrupulously followed so that it may not be possible for any non-SC/ST/OBC candidate to secure employment or get benefit of promotion or concessions on the basis of a false claim to belong to these categories and if any person gets an appointment on the basis of such false claim, his services may be terminated as per conditions contained in the offer of appointment.

4. Contents of this O.M. may be brought to the notice of all concerned.



(K.G. Verma)

Deputy Secretary to the Government of India

Tele: 23092797

To

1. All Ministries/Departments of the Government of India.

..... 3/-

2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Minister's Office/Planning Commission.
8. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
9. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002.
14. CBI, LBSNAA, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Centre, DOPT, North Block, New Delhi.
16. 200 spare copies for Estt.(Res.) Section.

Department of Personnel and Training OM No. 36012/6/88-Estt (SCT)
dated the 24-4-90

Subject:—Verification/acceptance of castes certificates produced by candidates.

It has been brought to the notice of the government that there are cases in which candidates have produced false caste certificates as belonging to Scheduled Castes/Scheduled Tribes and secured Central Government jobs against vacancies reserved for SCs/STs. Instructions already exist which provide that the services of the candidates claiming to be belonging to SCs/STs would be terminated, if their claims are found to be false on subsequent verification through District Magistrates.

2. At present, the following certificates can be accepted by the appointing authorities as sufficient proof in support of candidate's claim as belonging to SC/STs.

Matriculation or school leaving certificate or birth certificate giving the caste/community of the candidate and the place of his residence.

3. It has now been decided that henceforth the certificates as mentioned in para 2 above should not be accepted as proof of caste at the time of initial appointment. The Caste/Tribe certificates issued by the following authorities in the prescribed form in Appendix 14 of the Brochure on Reservation for Scheduled Castes/Scheduled Tribes (Seventh Edition) will only be accepted.

(1) District Magistrate/Additional District Magistrate/Collector Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Deputy Magistrate/Sub Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Assistant Commissioner.

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(3) Revenue Officer not below the rank of Assistant and

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

4. It has also been decided that henceforth the appointing authorities should, in the offer of appointment to be candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

"The appointment is provisional and is subject to the caste certificate being verified through the appropriate authority and if the certificate issued by the authority as belonging to Scheduled Castes/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates."

5. Ministries/Departments are requested to note for strict compliance.

North Block, New Delhi,
Dated: September 13, 2017

OFFICE MEMORANDUM

Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "₹ 6 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. dated 8th September, 1993 would be substituted by "₹ 8 lakh".
3. The provisions of this office memorandum have effect from 1st September, 2017.
4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.



(Debabrata Das)

Under Secretary to the Government of India
Ph: 2304 0279

To:

1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.

8. National Commission for Scheduled Castes/National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi-110002.
11. Director General, Press Information Bureau, National Media Centre, 7E Raisina Road, New Delhi – with a request to give wide publicity to this OM
12. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders > Estt. (Res.) > SC/ST/OBC and in 'What's New'

Copies forwarded to:

The Chief Secretaries of all the States/Union Territories for information and necessary action.



(Debabrata Das)

Under Secretary to the Government of India

Guidelines
for
Scheme of Equal Opportunity Centre for Colleges
XII Plan (2012-2017)



University Grants Commission

Bahadurshah Zafar Marg

New Delhi – 110 002

UGC Website: www.ugc.ac.in

Equal Opportunity Centre in Colleges.

1. Introduction

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly entrenched system of social stratification. It is these social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society. These disadvantaged groups are SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. It is clear from the demographic factors that a large section of population of our country is still disadvantaged and marginalized.

Rigid compartmentalized caste system forced SCs to be socially deprived to render services without any claim on returns. The deprivation of dignity, identity and rights resulted in their dehumanization and humiliation. The toils and tears of STs were not very different from those of SCs. The STs were isolated, neglected and exploited. Both SCs and STs continue to suffer from social disabilities even today.

Women, victims of the past traditions and customs of the Indian society, were considered to be unequal and inferior. Even today women are being oppressed. Since gender disparity is known to lead to serious social imbalance, it is essential to neutralize these distortions of the past. The minorities including Muslims, Sikhs,

Christians, Buddhists and others, collectively constitute about 19% of the Indian population. The recent report of the Prime Minister's High Level Committee on the social, economic and educational status of the Muslim community of India has clearly indicated that the Muslim community exhibits deficits and deprivation in practically all dimensions of development. The same may be true with some variation in case of the other minorities. The physically challenged persons deserve due place and attention in the demographic setup of the nation. To ensure the same, the Parliament has passed the Act called the Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act 1995.

On achieving independence, the nation took a conscious decision to undo the social and historic wrongs. For eradication of social disparities, various provisions were made in the Indian Constitution. Our Constitution enshrined democratization as one of the main objectives of education and anticipated the democratic expansion of education to serve social and economic upward mobility.

The Indian education system seems to have been oriented only to meet the requirement of one-third of the population, ignoring the interest of the rest. Indeed, historically education was confined to certain sections of the society and did exclude large sections of the population, making it highly undemocratic in matters of access. This exclusion in education created ever expanding disparities that adversely affected the disadvantaged groups of the society.

Since higher education is a tool for social and economic equality, the UGC has been addressing national concerns of access, equality, while ensuring the standard of quality and relevance of education by implementing policies of the Government of India and promoting several schemes

and programmes for the disadvantaged groups that would help in eliminating social disparities.

India is potentially rich in human resources. To harvest the same and make the present education system inclusive, the degree of democratization of higher education has to be increased to a large extent. Further colleges should become more responsive to the needs and constraints of the disadvantaged social groups. Therefore, the UGC has planned to establish Equal Opportunity Centres in colleges.

2. Aims and Objectives

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

3. Functions

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes. 28
- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

4. Advisory Committee

There shall be an Advisory Committee with the Principal as Chairperson and three other members including an Adviser, to review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and

other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer) and others, if any. The Committee should meet at least once in four months and action taken on decisions are to be reviewed in the subsequent meetings. The Principal shall nominate one of the teachers, who has an innate interest in the welfare of the disadvantaged social groups, as an Adviser

(a) The Adviser in the college shall:

- i. oversee/monitor various welfare schemes/ programmes sponsored by the Government of India/State Government, UGC or any agency/ organization as well as those devised by the college/affiliating university for the disadvantaged groups for their effective implementation
- ii. be responsible for the effective functioning of SC/ST Cell and other such Cells/Centres dealing with the problems of different socially disadvantaged groups.
- iii. convene the meetings in charge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASH), National Service Schemes (NSS) etc. to review their activities.
- iv. The Advisor shall submit the progress/review report to the Principal. The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/ Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre. 29

5. Eligibility Conditions

Assistance under this scheme will be provided to all Colleges which have been included under Sections 2(f) and 12B of the UGC Act, 1956.

6. Nature of Assistance

The UGC shall provide financial assistance to meet contingency expenditure, expenditure for organizing meetings and honorarium to the Advisor, as given below:

- 1) Assistance to the Postgraduate Colleges and Undergraduate Colleges to the tune of Rs.50, 000/- and Rs.30,000/- per annum respectively. The honorarium for the Advisor shall be at the rate of Rs.1000/- per month.
- 2) Rs.25, 000/- per annum to organize a short-term course on positive discrimination of SC and ST for national development at the beginning of every academic session for newly enrolled students. At the end of the programme, the students may be asked to write a summary of what they have learnt and a certificate may be issued to them.

7. Procedure of Release of Grant

The first year's grant will be released after approval. The release of further grant would be based on the utilization of earlier grant.

**UNIVERSITY GRANTS COMMISSION
New Delhi**

PRESCRIBED FORMAT FOR GETTING FINANCIAL ASSISTANCE FOR EQUAL OPPORTUNITY CENTRE OF COLLEGES DURING XII PLAN PERIOD.

1. Name of the College :
2. Address of the College :
Phone No.Fax No.E-Mail
3. Name of the University its Affiliated to :
4. Whether the College falls under Section 2(f) and 12(B) of the UGC Act :
5. Whether the College is Located under SC/ST/Minority concentrated District.
6. Whether receiving Non-plan/
Plan Grant from UGC/State Govt. :
(please indicate)

7. Bank Details :

1.	Name of Account Holder With Complete Contact Address, Telephone Number and Email.	
2.	Bank Name	
3.	Branch Name With Complete Address, Telephone Number And Email	
4.	Whether The Branch is Computerised?	
5.	Whether the Branch is RTGS Enabled? If Yes, Then What is the Branch's IFSC Code	
6.	Whether the Branch Also NEFT Enabled?	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	Complete Bank Account Number (Latest)	
9.	MICR Code of Bank	

8. Need and justification of the proposal
(Please attach separate sheet giving full justification)

Signature:

Principal
With Seal

Statement of Expenditure

Proforma for statement of expenditure incurred under the scheme of introduction of Equal Opportunity Centre in Colleges.

1. Name of the Colleges _____
2. Number and dated UGC approval: No. F. _____ dated _____
3. Period to which the accounts related: w.e.f _____ to _____
4. Details of actual expenditure incurred.

Items	Allocation Approved	Expenditure Incurred
1. Honorarium to the advisor.		
2. Organizing Meetings.		
3. Contingency.		
4. Organize short term courses.		

Signature:

Principal
(Seal)

UTILIZATION CERTIFICATE

Certified that the grant of Rs. _____
(Rupees _____) Sanctioned
to _____

by University Grants Commission vide its letter
No. _____ dated _____ towards

_____ has been utilized
for the purpose for which it was sanctioned and in accordance with the terms
and conditions as laid down by the Commission. The university/college has
also utilized the amount of Rs. _____

as interest earned on the University Grants Commission grant.

If, as a result of check or audit objection, some irregularity is noticed at a later
stage, action will be taken to refund or regularize the objected amount.

Signature: _____ Signature: _____ Signature: _____

Registrar/Principal (Finance Officer) Chartered Accountant/Govt.
Auditor

(Seal) _____ (Seal) _____ (Seal) _____

R. Prankes

**REGISTRAR
AKS UNIVERSITY
SATNA (M.P.)**

B. A. Chopade

**Professor B.A. Chopade
Vice-Chancellor
AKS University
Satna, 485001 (M.P.)**