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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

சிறப்பு வெளியீடு		EXTRAORDINAIRE	EXTRAORDINARY
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GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT  
(G.O. Ms. No. 7, Puducherry, dated 19th March 2025)

**ORDER**

The Department of Revenue and Disaster Management, Government of Puducherry, is entrusted with the issuance of various Certificates, viz., Caste/Community, Residence/Nativity, Income, Economically Weaker Sections (EWS) Certificates, etc., to the Applicants who require the same to avail various benefits from the Government, including reservation in Educational Institutions and employment in various Government Departments/Institutions and Public Sector Undertakings.

2. The Caste Certificates for Scheduled Castes/Scheduled Tribes are issued to the Applicants belonging to Scheduled Castes (SCs) or Scheduled Tribes (STs) of Puducherry for determining their eligibility for availing benefits of reservation in education and/or employment that are extended by the Government of Puducherry to the people of the Union territory of Puducherry who are ordinary residents of the Union Territory. In all such cases, the ordinary residential status of the Applicants as on the crucial date has to be verified so as to decide whether the Applicant belongs to the Scheduled Castes (SCs) or Scheduled Tribes (STs) of Puducherry as per the Presidential Order or Notification. Accordingly, the crucial dates in respect of the Scheduled Castes/Scheduled Tribes of the Union territory of Puducherry, being the date of the Presidential Order or Notification, are as detailed below:

Sl. No.	Scheduled Castes or Scheduled Tribes of Puducherry	Crucial date to decide the Scheduled Castes/ Scheduled Tribes of Puducherry
(1)	(2)	(3)
1.	Scheduled Castes other than Puthirai Vannan.	5th March, 1964
2.	Scheduled Castes - Puthirai Vannan	17th December, 2002
3.	Scheduled Tribes	22nd December, 2016

Accordingly, the Revenue Authorities shall ascertain that the Applicant is/was an ordinary resident in the Union Territory on the crucial date which requires the Applicant to furnish various documentary proofs and if, the present place of ordinary residence and the place of ordinary residence on the crucial date are falling in different Revenue Villages/ Taluks (within the jurisdiction of the Union territory of Puducherry), it necessitates the field enquiry and report by the Revenue Officials of the respective jurisdictions in which they have resided for determining the ordinary residential status of the Applicant claiming to be belonging to the Scheduled Castes or Scheduled Tribes of Union territory of Puducherry as on the crucial date while issuing such Certificate(s), thereby causing considerable delay in the issuance of the Certificates.

3. In order to streamline the process of issuance of the Scheduled Castes/Scheduled Tribes Certificate and after careful examination of the relevant facts and considering the necessity of curtailing the delay in issuing the Scheduled Castes/Scheduled Tribes Certificates, it has been decided to introduce a modified system of issuance of Certificate in the form of a Caste Certificate for Scheduled Castes/Scheduled Tribes of Puducherry which is permanent for the lifetime of the Applicants. Therefore, it is hereby ordered to issue Caste Certificate for Scheduled Castes/Scheduled Tribes of Puducherry' with lifetime validity to the eligible Applicants as detailed below with immediate effect:—

(i) The Caste Certificate shall be issued to the eligible Applicant claiming the Scheduled Castes or Scheduled Tribes of Puducherry within the jurisdiction of the Union territory of Puducherry, after one-time verification and scrutiny by the Certificate issuing Authorities and certification of the Applicant's Caste of Puducherry with a validity period for his/her lifetime, unless he/she converts to other religion or de-notification of such caste, race or tribes from the Schedule. An Applicant is said to be belonging to the Scheduled Castes or Scheduled Tribes in relation to the Union territory of Puducherry, if, he/she or his/her forefather is/was an ordinary resident of the Union territory of Puducherry as on the crucial/cut-off date applicable to his/her caste or tribe as mentioned in the Table at paragraph (2).

(ii) The details of the Scheduled Castes or Scheduled Tribes in relation to the Union territory of Puducherry to which the Applicant belongs as mentioned in the 'Caste Certificate for Scheduled Castes or Scheduled Tribes' issued by virtue of this Order shall be final and shall not be subjected to any reenquiry, unless specifically Ordered by the concerned jurisdictional Subdivisional Magistrate/District Magistrate/a Court of Law. If, any Certificate is issued incorrectly or improperly with *mala fide* intention, the official(s) responsible for its original issuance alone shall be held accountable, and appropriate legal and /or disciplinary action shall be taken against him/her/them.

(iii) No Permanent Certificate of Caste shall be issued to the Applicant who is not an ordinary resident of the Union territory of Puducherry, as on the crucial date, which is mentioned in paragraph (2) applicable to his/her Caste/Tribe. Regarding the issue of Scheduled Castes or Scheduled Tribes Certificate to the persons migrated from

other States/Union Territories, the Tahsildar/Deputy Tahsildar-*cum*-Executive Magistrate of the Taluks/Sub-Taluks of Puducherry, as the case may be, shall continue to issue the Scheduled Castes/Tribes Certificate as per the instructions contained in the Letter No. BC/16014/1/82-SC&BCD-I, dated 22-02-1985 of the Ministry of Home Affairs, Government of India in the existing prescribed format as issued by the Government of India.

(iv) No Department/Public Sector Undertaking/Agency/Institution of the Government of Puducherry, which is calling for application for education, employment, *etc.*, providing reservation for Scheduled Castes/Scheduled Tribes in relation to the Union territory of Puducherry, shall insist for fresh Scheduled Castes or Scheduled Tribes Certificate in any specific format from an Applicant who is in possession of a Permanent Certificate of Caste issued by virtue of this Order, unless the same is specifically mandated in any specific format under any Law.

(v) Submission of Application: The application for the Permanent Certificate of Caste along with all necessary supporting documentary evidences shall be submitted to the Jurisdictional Taluk Tahsildar (or) Sub-Taluk, Deputy Tahsildar-*cum*-Executive Magistrate, as the case may be, as per the Pro forma-I annexed herewith. He/she shall be an Indian citizen. He/she or his/her forefather shall be an ordinary resident of Puducherry, as on the crucial date relevant for claiming his/ her Caste/Tribe. The Applicant, as far as possible, shall be able to establish his/her claim through the documentary evidence(s) for belonging to a Caste/Tribe which shall fall under SC/ST in relation to the Union territory of Puducherry.

(vii) Processing the Application for Caste Certificate: (a) Upon receipt of an Application for issuance of a Caste Certificate, the Deputy Tahsildar-*cum*-Executive Magistrate of Sub-Taluk Office/Tahsildar of Taluk Office concerned shall ascertain the Applicant's Caste, upon verification of documentary evidences/proofs, if any, and necessary field enquiry by the concerned Village Administrative Officer/Revenue Inspector/Deputy Tahsildar/Tahsildar and if, the Certificate Issuing Authority, *viz.*, the Tahsildar/Deputy Tahsildar requires, the list of Applicants who have applied for the Scheduled Castes or Scheduled Tribes Certificates claiming to be belonging to the Scheduled Castes or Scheduled Tribes of Puducherry, in the form of a Notice, shall be

displayed on the Notice-Board (or) at a conspicuous place in the concerned Taluk Offices/Village Administrative Officer/Revenue Inspector Offices/Commune Panchayats/Municipal Offices for not less than 15 days seeking objection(s), if any, from the general public. The list of Applicants shall contain only the name of the Applicant along with his/her father's name, Applicant's age, name of the caste to which he/she is claiming to belong and residential address(es). No personally identifiable information in respect of the Applicant shall be disclosed in such Notice. If any, objection(s) is/are received, the same shall be communicated to the Applicant giving him/her an opportunity to repudiate such objection and to substantiate his/her claim for belonging to such Caste/Tribe of Puducherry. However, the decision of the Certificate issuing Authority shall be the final and binding.

(b) The Deputy Tahsildar-*cum*-Executive Magistrate/Tahsildar shall properly scrutinize the Application and if, found complete in all aspects, he/she shall issue the Caste Certificate in the prescribed format in Pro forma - II annexed herewith, within a period of 60 working days from the date of application or shall reject the application by clearly mentioning the valid reasons through a self-contained Speaking Order.

(c) The Appeal against the proceedings of the Tahsildar/Deputy Tahsildar-*cum*-Executive Magistrate shall lie before the Subdivisional Magistrate-*cum*-Sub/Deputy Collector (Revenue) concerned.

(d) The Taluk Tahsildar shall maintain a Register of Caste Certificates issued to the Scheduled Castes or Scheduled Tribes of Puducherry with details, such as, the certificate's serial number, date of issue, name of the caste, Aadhaar number, date of birth and address of each of the Applicant. He shall also maintain a Database of such Certificates issued in digital format as well, and monthly update of the Database shall be forwarded to the concerned Subdivisional Magistrate for additional back-up before 5th day of the following month. It shall be preserved at the respective Taluk/Sub-Taluk offices as a permanent record in digital format for easy retrieval and also for cross-verification by the various requisitioning Institutions.

(viii) Issue of duplicate Caste Certificate: A duplicate Caste Certificate *in lieu of* a lost or damaged Caste Certificate shall be issued upon application submitted along with a Non-traceable Certificate obtained from the concerned Police Authorities and an Affidavit of the Applicant detailing the facts of such matter. While issuing such Certificate, the word "DUPLICATE" shall be mentioned on the top right corner of the Certificate with the same serial number of the original Certificate.

(ix) Validity of the Certificate of Caste: Such Certificate of Caste shall be valid for the holder's lifetime unless there is any change in his/her religion and/or any other factor(s) affecting his/her eligibility to get a Scheduled Castes or Scheduled Tribes Certificate to avail reservation benefits and de-notification of such Caste, Race or Tribe from the Schedule and in such eventualities, such Caste Certificate which is issued shall become void. No Applicant shall reapply for a Caste Certificate unless he/she has embraced other religion which also has been provided with the reservation benefits.

(x) Offence and Cancellation of the Caste Certificate: Any Caste/Community Certificate which is obtained by using bogus documentary evidences shall be void and any effort or attempt by any Applicant to obtain such Caste Certificate by using bogus or forged documentary evidences shall constitute an offence under the Bharatiya Nyaya Sanhita, 2023, Bharatiya Nagarik Suraksha Sanhita, 2023 and/or Bharatiya Sakshya Adhiniyam, 2023 and accordingly, criminal case(s) shall be instituted against such Applicant and if, the beneficiary of such Caste/Community Certificate is a Minor, criminal case(s) shall be instituted against the Parents/Guardian who made the application on his/her behalf. Such 'Caste/Community Certificate' of permanent nature, shall be cancelled by the District Committee headed by the District Magistrate concerned as per the G.O. Ms. No. 152, dated 24-11-2005 of the Department of Revenue and Disaster Management/a Court of Law.

(By order of the Lieutenant-Governor)

**KULOTHUNGAN. A, I.A.S.,**  
Special Secretary (Revenue).

## PRO FORMA - I

## GOVERNMENT OF PUDUCHERRY

புதுச்சேரி அரசு

## DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

வருவாய் மற்றும் பேரிடர் மேலாண்மைத் துறை

APPLICATION FORM FOR ISSUE OF PERMANENT CERTIFICATE  
OF CASTE FOR SCHEDULED CASTES / SCHEDULED TRIBESSCHEDULED CASTES/SCHEDULED TRIBES சாதிக்கான நிரந்தர  
சான்றிதழ் வழங்குவதற்கான விண்ணப்ப படிவம்

1. Name of the Applicant :  
(for whom the certificate is required)/  
(in English)

விண்ணப்பதாரரின் பெயர்  
(சான்றிதழ் தேவைப்படுபவர்)/(ஆங்கிலத்தில்  
எழுதவும்)

2. Father's Name :  
தந்தையின் பெயர் (ஆங்கிலத்தில் எழுதவும்)

3. Present Address :  
தற்போதைய முகவரி

4. Contact Telephone/Cell Number :  
தொடர்பு கொள்ள வேண்டிய கைபேசி எண்

5. Address for the past 5 years of residence:  
கடந்த 5 ஆண்டுகளாக வசித்த முகவரி:

Sl. No./ வ. எண்	Address / முகவரி	Period of Residence/ குடியிருப்பு காலம்
(1)	(2)	(3)

6. Place of study for past 5 years:

கடந்த 5 ஆண்டுகளாக படித்த இட விவரங்கள்:

Sl. No./ வ. எண்	Name of the Educational Institution / கல்வி நிறுவனத்தின் பெயர்	Period of Study/ படித்த காலம்
(1)	(2)	(3)

7. Date of Birth :  
பிறந்த தேதி

8. Age :  
வயது

9. Gender :  
பாலினம்

10. Marital Status :  
திருமண நிலை

11. Place of Birth :  
பிறந்த இடம்

12. Religion Name :  
மதத்தின் பெயர்

13. Caste Name :  
சாதி பெயர்

14. Category :  
பிரிவு

15. Nationality :  
குடியுரிமை

16. Annual Income of the family :  
குடும்பத்தின் ஆண்டு வருமானம்

17. Property details of family :  
குடும்பத்தின் சொத்து விவரங்கள்



## DETAILS OF FATHER

18. Place of Birth :  
பிறந்த இடம்
19. Residential Address of applicant or his/her :  
forefather as on crucial date for Scheduled  
Castes/Scheduled Tribes (Refer point No. 17  
in the check list)  
Scheduled Castes/Scheduled Tribes-க்கான  
நிர்ணயிக்கப்பட்ட தேதியில் விண்ணப்பதாரர்  
அல்லது அவரது முன்னோர் குடியிருப்பு முகவரி  
(சரிபார்ப்பு பட்டியலில் எண் 17-ஐ பார்க்கவும்).
20. Religion :  
மதம்
21. Caste Name :  
சாதி பெயர்
22. Nationality :  
குடியுரிமை
23. Occupation :  
தொழில்
24. Annual Income :  
ஆண்டு வருமானம்

## DETAILS OF MOTHER

25. Mother's Name :  
தாயின் பெயர்
26. Place of Birth :  
பிறந்த இடம்
27. Religion :  
மதம்
28. Caste Name :  
சாதி பெயர்
29. Nationality :  
குடியுரிமை

30. Occupation :  
தொழில்
31. Annual Income :  
ஆண்டு வருமானம்

## DETAILS OF SPOUSE

32. Name of the Spouse :  
கணவன்/மனைவியின் பெயர்
33. Place of Birth :  
பிறந்த இடம்
34. Religion :  
மதம்
35. Caste Name :  
சாதி பெயர்
36. Nationality :  
குடியுரிமை
37. Occupation :  
தொழில்
38. Annual Income :  
ஆண்டு வருமானம்

## DETAILS OF PATERNAL GRANDFATHER

39. Paternal Grand Father's Name :  
தந்தையின் தகப்பனார் பெயர்
40. Place of Birth :  
பிறந்த இடம்
41. Religion :  
மதம்
42. Caste Name :  
சாதி பெயர்

## DETAILS OF MATERNAL GRANDFATHER

43. Maternal Grand Father's Name :  
தாயின் தகப்பனார் பெயர்
44. Place of Birth :  
பிறந்த இடம்
45. Religion :  
மதம்
46. Caste Name :  
சாதி பெயர்

*Signature of the Applicant/  
விண்ணப்பதாரரின் கையொப்பம்*

## DECLARATION/உறுதிமொழி

I, solemnly swear that the details furnished above are true to the best of my knowledge and belief and I am aware that I shall be liable for action under criminal laws, if any of the details is found false or not true. Also, I am aware of the fact that the certificate shall be summarily cancelled and all benefits availed by me shall summarily be withdrawn in case of wrong declaration and information.

மேலே கொடுக்கப்பட்டுள்ள விவரங்கள் எனது அறிவு மற்றும் நம்பிக்கைக்கு எட்டிய வரையில் உண்மையானவை என்று நான் உறுதியளிக்கிறேன். மேலும், அந்த விவரங்களில் ஏதேனும் தவறு அல்லது உண்மை இல்லை என கண்டறியப்பட்டால், குற்றவியல் சட்டங்களின் கீழ் நடவடிக்கை எடுப்பதற்கு நான் பொறுப்பாவேன் என்பதை அறிவேன். மேலும், மேலே கொடுக்கப்பட்டுள்ள விவரங்களில் தவறான அறிவிப்பு மற்றும் தகவல் இருந்தால், சான்றிதழ் ரத்து செய்யப்படும், என்பதையும், என்னால் பெறப்படும் அனைத்து சலுகைகளும் திரும்பப் பெறப்படும் என்பதையும் நான் அறிவேன்.

Place/இடம் :

Date/தேதி :

*Signature of Father/  
Mother if Applicant is Minor.  
விண்ணப்பதாரர் சிறியவராக இருந்தால்  
தந்தையின்/தாயாரின் கையொப்பம்.*

*Signature of the Applicant/  
விண்ணப்பதாரரின் கையொப்பம்*

## CHECK LIST

**List of enclosures for substantiating address proof prior to the crucial date:**

1. Completed Application form for the Permanent Caste Certificate.
2. Parents' identity proof (Aadhaar Card) and an Affidavit stating the Applicant's name, father's name, address and caste if the Applicant is a Minor.
3. Address proof.
4. Family Ration Card.
5. Proof of the Applicant's age.
6. Caste Certificates of the parents.
7. Aadhaar Card of Applicant.
8. Transfer Certificate/Study Certificate/ID Card of the Applicant.
9. Transfer Certificate (TC) of Applicant's father.
10. Voter Identity Card of the Parents and Grandparents (New and Old).
11. Marriage Invitation and Certificate of Parents.
12. Birth Certificate of Parents/Grandparents.
13. Adi Dravidar Welfare Card (If applicable).
14. Caste Certificate issued from State/Union Territory of origin (\*In case of Migrants to Puducherry).
15. Previous Residence, Caste and Permanent Integrated Certificate of self or siblings.
16. Previous Residence report as on crucial date from other Revenue Village.
17. Crucial dates for Scheduled Castes/Scheduled Tribes:

Sl. No.	Scheduled Castes or Scheduled Tribes of Puducherry	Crucial date to decide the Scheduled Castes/ Scheduled Tribes of Puducherry
(1)	(2)	(3)
1	Scheduled Castes other than Puthirai Vannan	05-03-1964
2	Scheduled Castes - Puthirai Vannan	17-12-2002
3	Scheduled Tribes	22-12-2016

## PRO FORMA - II

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT  
TALUK OFFICE, .....

Certificate No. :

**CASTE CERTIFICATE**

(Certificate to be produced by a candidate belonging to Scheduled Castes  
or Scheduled Tribes in support of his/her claim)

This is to certify that Thiru/Tmt./Selvi .....  
s/o. w/o. d/o. \*Thiru/Tmt. .... of  
Village/Town ..... in District/Division\* .....  
of the State/Union Territory\* ..... belongs to  
the ..... Caste/Tribe\* which is recognised as a Scheduled  
Castes/Scheduled Tribes\* under:—

\*\* The Constitution (Puducherry) Scheduled Castes Order, 1964.

\*\* The Constitution (Scheduled Castes) Orders (Second Amendment)  
Act, 2002.

\*\* The Constitution (Puducherry) Scheduled Tribes Order, 2016.

2. Thiru/Tmt./Selvi\* ....., and/or  
his/her\* ..... family ordinarily reside(s)  
in Village Town\* ..... of .....  
District/Division of the State Union/Territory\* of .....

Signature :

Place : Designation :

Date : (With seal of Office)

\* Please delete the words, paragraph which are not applicable.

\*\* Please quote the specific Presidential Order.

*Note :*

1. The term Ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- \*\*\*2. This Certificate for Caste is issued in accordance with and subject to the conditions as stipulated in the G.O. Ms No. 7, dated 19-03-2025 of the Department of Revenue and Disaster Management, Puducherry.

<p><b>THIS CERTIFICATE IS VALID FOR LIFE TIME OF THIS CERTIFICATE HOLDER***</b></p>
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