

**File no. EP.1 (5)/2016**  
FOOD CORPORATION OF INDIA,  
HEADQUARTERS,  
16-20, BARAKHAMBA LANE, NEW DELHI.

Dated: 21.11.2017

**(Circular No. EP-01-2017-35)**

**Subject : Verification of Caste certificate of SC/ST employees.**

Attention is invited towards Headquarters' Circular No.39(2)/Meeting/ RRS/LC/2016 dated 01.06.2017 reiterating DoPT instructions on the subject matter contained in Chapter-8 of Brochure on Reservation for the SCs/STs/OBCs in services (issued vide O.M. No. A36011/1/2013-Estt (Res.) dated 23<sup>rd</sup> January, 2014), wherein it has been advised not to seek latest/fresh caste/community certificates from SC/ST employees on their promotion against reserved category post, as instructions do not stipulate the same rather only the validity of the caste as per the state-wise scheduled list of GOI, is required to be verified/checked. This is subject to validation of genuineness of employee' caste, confirmed earlier at the time of initial appointment by the appointing authority from the issuing Authority of State concerned. Reference is also invited to the instructions circulated vide the brochure cited, in which it has been laid down that the services of an employee are to be terminated forthwith if his caste certificate is found to be false.

In addition to above, it is further reiterated that all status/certificates produced by SC/ST/OBC candidates on their initial appointment have to invariably be sent for verification to the District/State authorities concerned for confirmation of its genuineness/validity. For such purposes a 'caste certificate verification register' should be maintained in all offices i.e. Headquarters for Category I, Zonal Office for Category II, Regional Office for Category III and District Office for Category IV for all SC/ST/OBC employees with details and updation of the status of their caste verification. Upon promotion of such employees the said status should be called for from the subordinate office, to include in the respective register and follow up.

Further, where pending receipt of caste verification report, an employee gets promoted to the next higher post, the promotion to such employee be issued only provisionally which shall be subject to verification of genuineness of his/her caste certificate as already called for.

A register to maintain the record/status of each caste verification case referred to District/State authority concerned be prepared and updated on regular basis for the purpose to identify those employees whose caste verification reports being pending at the time of promotion.

Accordingly, all EDs of Zones, GMs(Region) and Area Managers in the Corporation are requested to follow the above instructions scrupulously.

  
(Ruchi Govil)

General manager (PE)

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