

Government of West Bengal
Backward Classes Welfare Department
Administrative Building, 4th & 5th Floor,
Block-DJ4, Bidhannagar, Sector-II, Kolkata-700 091
website: www.anagrasarkalyan.gov.in/www.bcwduwb.gov.in

No. 959-BCW/ MR-52/2019

Date: 18.05.2023

MEMORANDUM

Sub : Modifications in the guidelines for issuance of certificate and strengthening of reservation system for Economically Weaker Sections (EWS)

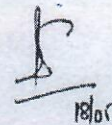
In continuation of the Office Memorandum No. 325-PAR(AR)/3P-1/2019 dated 9th July, 2019, issued by the Personnel & Administrative Reforms Department (Administrative Reforms Cell), Government of West Bengal, to provide benefits of reservation in civil posts and services in the Government of West Bengal and also in admission to educational institutions in West Bengal for the Economically Weaker Sections (EWSs), the following modifications are issued in the capacity of Nodal Department for EWS reservation, for receipt and disposal of applications for issuance of EWS certificate and strengthening reservation system for the EWS.

1. Nomenclature:

Economically Weaker Sections (EWSs) is a term that describes the persons who are not covered under the scheme of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes with income and assets below the criteria as set by the government. EWS certificate is the proof that a person belongs to the EWS category and is eligible to avail the reservation benefits meant for the EWS.

2. Quantum of Reservation:

The persons belonging to EWS shall get 10% reservation in direct recruitment in civil posts and services in all its departments/ boards/ corporations/local bodies in the Government of West Bengal and also in admission to Educational Institutions in the state of West Bengal.


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3. Eligibility Criteria for reservation under EWS:

As stated in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019.

4. Issuance of EWS Certificate:

I. Issuing Authority:

The benefit of 10% reservation under EWS category can be availed upon production of a EWS Certificate issued by the following authorities in prescribed format as given in **Annexure- C/Annexure-D:**

A. Additional District Magistrate in charge of development matters of the District concerned.

B. District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW & TD in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.

II. Enquiry, verifying and recommending authority:

Appropriate authorities for conducting enquiry, verification and recommendation of the applications for EWS certificate shall be determined by the issuing authority.

5. Mode of submission of Application:

Application for issuance of EWS Certificate has to be filed online (to be notified later) through the Government portal. Application will be submitted in offline mode at present until the introduction of online system within 3 months.

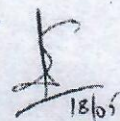
6. List of supporting documents to be attached with application (Illustrative and not exhaustive):

In addition to the documents as prescribed in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019, self-attested copies of following documents which have to be attached with the application (**Annexure-A**) for EWS Certificate:

- a. Aadhaar Card / Khadyasathi card of applicant.
- b. PAN Card of applicant and other family* members (whichever are applicable).

7. Validity of EWS certificate:

EWS certificate is valid for the financial year of issuance of certificate.


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8. **EWS certificate to those persons who have shifted from other states and residing in the state of West Bengal:**

In case of a person who has shifted from other state, has to be a resident of State of West Bengal to avail reservation under EWS category as per applicable norms of Government of West Bengal.

9. **Issuance of EWS certificate for those OBCs who are included in the State list but not in the Central list:**

If a person belongs to OBC category (A & B) in the State OBC list of West Bengal but not in the Central OBC list for this state, he/she can apply for EWS certificate for recruitment in civil posts and services and admission in educational institutions under Govt. of India to avail of EWS reservation subject to fulfilling other conditions. Such persons are eligible to obtain EWS certificate in Annexure-D format.

Persons already possess EWS certificate in Annexure-C format by competent authority, also have to apply for EWS certificate in Annexure-D format while seeking reservation in services & posts and admission in educational institutions under Govt. of India.

10. **Appellate Authority:**

District Magistrate of the concerned district is the Appellate Authority in respect of EWS certificates issued by the Issuing Authority of that district. In Kolkata, Divisional Commissioner, Presidency Division is the Appellate Authority. Decision of the Appellate Authority in cases of appeals shall be final.

11. **Effective reservation for EWS:**

I. Maintenance of 100-point roster of vacancies in direct recruitment:

Gazette Notification No. 18-Emp(EC)/ LABR-27011(20)/1/2020-EC dated 07.02.2023, issued by Labour Department, Government of West Bengal, is required to be followed for reservation for EWS category for any direct Recruitment.

II. Admission to Educational Institutions:

As stated in the Office Memorandum No. 325-PAR (AR)/3P-1/2019 dated 09.07.2019.

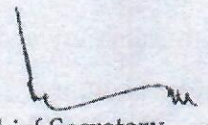

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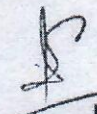
12. Nodal Officer:

Every Government establishment shall appoint a senior officer of the Department as the Nodal Officer to monitor the implementation of reservation for EWS Category.

• List of Annexure:

- A. Form of Application for Economically Weaker Sections (EWS) Certificate.
- B. Self-Declaration in regard to caste, family income and assets by the applicant or by the guardian in case of minor seeking EWS Certificate.
- C. Statutory format of EWS certificate (applicable in this state)
- D. Format of EWS certificate to persons who seek EWS reservation under Government of India.


Chief Secretary
to the Government of West Bengal


18/05

No. 959/1(185)-BCW/ MR-52/2019

Date: 18.05.2023

Copy forwarded for kind information and taking necessary action to:-

1-64. Additional Chief Secretary/ Principal Secretary/ Secretary,
Department with request to circulate among all stakeholders under their kind
control.

65. Divisional Commissioner (All).

66-87. District Magistrate (All).

88-111. PO Cum DWO/ DWO (All).

112-180. Sub-Divisional Officer (All).


181. PS to Minister of State (IC), BCW Department and TD Department.

182. PS to Chief Secretary.

183. PS to Additional Chief Secretary, P & AR Department.

184. IT cell of the BCW department for uploading in the official website of the
department.

185. Guard file of the Reservation Cell, BCW department.



Secretary, Backward Classes Welfare Department
Government of West Bengal

No. 959/1(185)/1(1)-BCW/ MR-52/2019

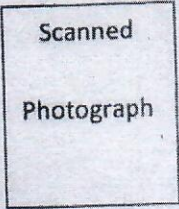
Date: 18.05.2023

Copy forwarded for information to:-

1. Secretary, Department of Social Justice and Empowerment, Government of
India, 604, A-wing, Shastri Bhawan, New Delhi- 110001.


Secretary, Backward Classes Welfare Department
Government of West Bengal

Acknowledgement Slip



Application No.

Date:

Applicant's Name:

Father's Name:

Address:

Applied for: Income & Asset Certificate for Economically Weaker Sections (EWS)



N .B.

- i. Please use Application No. for further reference.
- ii. Applicant is to appear for hearing at the concerned BDO / SDO/ DWO , Kolkata office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission of application.
- iii. Please bring original documents along with self attested photocopies of all supporting documents for verification at the time of hearing.
- iv. Self Declaration by the applicant seeking Income and Asset Certificate in regard to caste, family income and assets in prescribed format (Annexure-B) are required to be submitted at the time of hearing.

Date:

Government of West Bengal
Personnel and Administrative Reforms Department
Administrative Reforms Cell
State Secretariat, NABANNA, 7th Floor
325, Sarat Chatterjee Road, Shibpur, Howrah-711 102

No. 325-PAR(AR)/3P-1/2019

Dated 09/07/2019

OFFICE MEMORANDUM

Sub : Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services and admission in the educational institutions in the state of West Bengal

1. In order to enable the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, Scheduled Tribes and the Socially and Educationally Backward Classes, to receive the benefits of reservation on a preferential basis in civil posts and services in the Government of West Bengal, the State Cabinet, in commensurate with the Constitution (One hundred and Third Amendment) Act, 2019, has adopted in its meeting on 02/07/2019 a policy on reservation to EWSs in Civil Post and Services in Government of West Bengal as well as for admission in Educational Institutions in West Bengal.

QUANTUM OF RESERVATION

2. The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of West Bengal and for admission in Educational Institutions in West Bengal.

EXEMPTION FROM RESERVATION

3. Scientific, Technical and certain other posts to be notified by the State Government which satisfy all the following conditions will be exempted from the purview of the reservation orders by the Departments :

- a. Posts in grades above the lowest grade in Group A of the services concerned.
 - b. Scientific, Technical and certain other posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology or in certain prescribed speciality are essential and the incumbents have to use that knowledge in the discharge of their duties.
 - c. Posts for conducting or organising or guiding or directing research.
4. The reservation for admission will not be applicable to the Minority Educational Institutions referred to in Clause (1) of Article 30 of the Constitution of India.

ELIGIBILITY CRITERIA

5. (i) Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs.
- (ii) Gross annual family income should be below Rs. 8.00 lakh (Rupees Eight lakh only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc for the financial year prior to the year of application.
- (iii) Persons whose families do not own or possess any of the following assets-
- a. 5 acres agricultural land and above
 - b. Residential flat of 1000 sq. ft and above
 - c. Residential plot of 100 sq. yards and above in notified municipalities
 - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

The property held by a family in different locations would be clubbed together for determining EWS status.

6. The term 'family' for this purpose will include the persons who seek benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY

7. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in Annexure - C :
1. District Magistrate / Additional District Magistrate
 2. Sub-Divisional Officer
 3. DWO, Kolkata for Kolkata Municipal Corporation area

APPLICATION PROCEDURE

8. Persons seeking Income and Asset Certificate shall apply in prescribed format in Annexure - A to the following authorities with supporting documents to the following authorities :
1. Block Development Officers for rural areas
 2. Sub-Divisional Officer for Municipalities
 3. DWO, Kolkata for KMC areas
9. List of supporting documents (Illustrative and not exhaustive), self attested copies of which may be attached to the applications for Income and Asset Certificate :
- a. EPIC or Citizenship Certificate of self or parents
 - b. PAN Card of self or parents
 - c. Birth Certificate issued by Competent authority / Admit Card of Certificate of Madhyamik or equivalent examination
 - d. Pay Slip of Self / Parents
 - e. Income Certificate from prescribed(*) authorities
 - f. Residential Certificate

- g. RoK / Parcha / Registered Deed
- h. Certificate in support of Sub-Caste from Pradhan of Gram Panchayat, Chairman of Municipalities, Councillor of Municipal Corporations
- i. Self Declaration in regard to family income, assets and Sub-Caste in prescribed Format in Annexure - B

ENQUIRY AND VERIFICATION

10. (i) On receipt of application the receiving authority shall ask the applicant to appear, on a suitable date within two weeks from the date of receipt of the application, for a hearing and submission of proofs for verification of family income and sub-caste in the manner it is done for issuance of Caste Certificate, before the following authorities :
1. Inspector BCW for Panchayat and Municipal areas and also for Municipal Corporation areas than KMC.
 2. DWO, Kolkata / IBCW posted in DWO Kolkata Office for KMC area.
- (ii) Verification of immovable assets like agricultural land, residential flat / plot shall be done by the BL & LRO for Panchayat / Municipal areas including areas under Municipal Corporations other than KMC. In KMS areas such verification shall be done by the BL & LRO / Chief Valuer/ Surveyor.
11. On completion of enquiry the application along with enquiry reports will be referred to the concerned certificate issuing authority who in turn shall examine the reports and supporting documents and if everything is found satisfactory about the eligibility of the applicant, shall issue the Income and Asset Certificate in prescribed format in Annexure-C.
12. The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause-
"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the

verification reveals that the claim to belong to EWS is fake / 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 India Penal Code for production of fake / false certificate."

The appointing authority should verify the veracity of the Income and asset Certificate submitted by the candidate through the certificate issuing authorities.

ADJUSTMENT AGAINST UNRESERVED VACANCIES


13. A person belonging to EWS can not be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

EFFECTIVE RESERVATION - MAINTENANCE OF ROSTERS

14. Backward Classes Welfare Department has been entrusted with maintenance of post based reservation roster for other categories of reservation. A single post based reservation roster for effecting 10% reservation for the EWSs interpolating them with the SCs, STs and OBCs will have to be prepared and circulated by the said Department. While fixing roster point, if the EWS roster point coincides with roster points of SCs/STs/OBCs the next available UR roster point has to be allotted to EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation. Every Government establishment shall now recast group-wise post-based reservation roster for direct recruitment.

15. For the advancement of the economically weaker sections of the society this special provision of reservation for the economically weaker sections will be equally applicable during admission to educational institutions including private educational institutions whether aided or unaided by the state other than the minority educational institutions, which would be in addition to the existing reservations and subject to a maximum of 10% of the total seats in each category.

Department of Health & Family Welfare, Department of Higher Education and Department of School Education will bring out necessary guidelines in this regard.

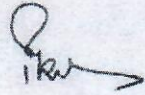

Chief Secretary
West Bengal

Dated 09/07/2019

No. 325/1(53)/-PAR(AR)/3P-1/2019

Copy forwarded for information and taking necessary action to :

1-53. The Additional Chief Secretary / Principal Secretary / Secretary,
....., Government of West Bengal.


Principal Secretary
P & AR Department