

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - (BRANCH-IV)
5TH LEVEL, 'B'-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

No.F.20(2)/Services/Vacancy Cell/2023/199-216

Dated: 05/02/2024

OFFICE MEMORANDUM

Sub: Regarding instructions on procedural aspects etc. in the matter of non-creamy layer as well as EWS certificates and other related matters.

A number of references are received in Services Department with respect to procedural aspects etc. in the matter of non-creamy layer as well as EWS certificates involving following points:-

- a) Format of the Non-Creamy Layer (NCL) as well as EWS certificates,
- b) Crucial date w.r.t. Non-Creamy Layer (NCL) as well as EWS certificates
- c) Verification / scrutiny of necessary documents / certificates,
- d) Resolving the issues w.r.t. pending dossiers of selected candidates, and,
- e) Other issue(s)/matter(s), if any.

A Committee of Senior Officers of Government of Delhi was constituted to examine the said matters in consonance with the OMs / instructions / guidelines etc. issued by Govt. of India from time to time.

After reviewing the aforementioned points with reference to the extant instructions / guidelines issued by Govt. of India, the Committee submitted its report covering all the aspects, which has been approved by the Competent Authority.

Accordingly, on the basis of the report of the Committee, the existing instructions / guidelines / rules etc. issued by Govt. of India with regard to point no. a) & b) above are reiterated as under: -

- (i) The present formats of the certificates issued by Revenue Department, GNCTD are as per the prescribed format of DoPT, Govt. of India. Therefore, no changes in present formats are called for.

DoPT's O.M. No.36039/1/2019-Estt(Res) dated 31.01.2019
DoPT's O.M. No.36036/2/2013-Estt.(Res.) dated 30.05.2014

- (ii) The OMs/instructions etc. issued in respect of EWS candidates by DoPT, Govt. of India provides that the crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise. The crucial date for submission of Income & Asset Certificate (Cutoff date) shall be clearly mentioned in the advertisement published by the recruiting agencies. Income & Asset Certificates issued subsequent to the crucial date and for the later Financial Year shall be treated as major discrepancies.

DoPT's O.M. No.43011/11/2022 - Estt. Res-II dated 19.09.2022

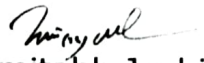
Whereas, in respect of OBC candidates, the appointing authority, before appointing a person seeking appointment on the basis of reservation to OBCs should verify the veracity of the community certificate submitted by the candidate and also the fact that he/she does not fall in creamy layer on the crucial date. The crucial date for this purpose may be treated as the closing date for receipt of applications for the post except in cases where crucial date is fixed otherwise.

DoPT's O.M. No.36033/4/97-Estt.(Res.) dated 25.07.2003

Further, as per the report of the said Committee, with respect to point c) above, DSSSB may carry out a preliminary check regarding format/necessary details like date of issue, issuing authority etc. and validity of the certificate as submitted in respect of shortlisted candidates before declaration of result. However, the user department subsequently while verifying the different certificates like education / experience, caste certificate, EWS/NCL certificate etc. may carry out actual verification regarding their truthfulness, as is being done in normal course of recruitment process.

Furthermore, with respect to point d) above, the Directorate of Education, being the major stakeholder regarding appointment of candidates, shall coordinate with other stakeholders and shall take necessary steps to conduct a camp after updation of pendency status of dossiers in consultation with DSSSB.

This issues with the approval of the competent authority.


(Amitabh Joshi)

Dy. Secretary (Services)

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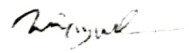
Dated: 05/02/2024

Copy for information and necessary action to: -

1. All the Addl. Chief Secretaries / Pr. Secretaries / Secretaries / Head of Departments, Govt. of N.C.T. of Delhi, Delhi.
2. Chairperson, DSSSB, Govt. of N.C.T. of Delhi, FC-18, Institutional Area, Karkardooma, Delhi - 110 092.
3. Section Officers (Services-II & III branch), Services Department, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.

Copy for information to: -

1. Staff Officer to Chief Secretary, Govt. of N.C.T. of Delhi.
2. P.A. to Pr. Secretary (Services), Govt. of N.C.T. of Delhi.
3. P.A. to Spl. Secretary (Services), Govt. of N.C.T. of Delhi.
4. Dy. Secretary (Services)-I / II / III, Govt. of N.C.T. of Delhi.
5. ☒ Section Officer (Coordination), Services Department, with the request to upload this Office Memorandum on the website of the Services Department for information of all concerned.
6. Guard file.


(Amitabh Joshi)
Dy. Secretary (Services)