

Book No. \_\_\_\_\_

Sl. No. \_\_\_\_\_

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER : DADENGGRE CIVIL SUB-DIVISION**  
**WEST GARO HILLS DISTRICT**  
**APPLICATION FORM FOR THE SC/ST/OBC CERTIFICATE**  
(Please use **CAPITAL** letters to fill in the application form)

Applicant Name in full\*:

(First Name)	(Middle Name)	(Last Name)

Alias (if any): \_\_\_\_\_

Gender\*: Male  Female

Previous Name (if changed): \_\_\_\_\_

Maiden Name/Birth Name (if any): \_\_\_\_\_

Date of Birth:  (dd-mm-yyyy)

Caste/Tribe\*: ST  SC  OBC  Please specify\*: \_\_\_\_\_

Nationality\*: \_\_\_\_\_ Religion: \_\_\_\_\_ EPIC No.\*: \_\_\_\_\_

**Permanent Address\*:**

Village/Town\*: \_\_\_\_\_ P.O : \_\_\_\_\_

District\*: \_\_\_\_\_ State\*: \_\_\_\_\_

P.S: \_\_\_\_\_

**Present Address\*:**

Village/Town\*: \_\_\_\_\_ P.O : \_\_\_\_\_

District\*: \_\_\_\_\_ State\*: \_\_\_\_\_

Father's Name in full Shri/Lt.\*: \_\_\_\_\_

Mother's Name in full Smt./Lt.\*: \_\_\_\_\_

Father's Nationality\*: \_\_\_\_\_ Mother's Nationality\*: \_\_\_\_\_

Father's EPIC No.: \_\_\_\_\_ Mother's EPIC No.: \_\_\_\_\_

Is Father SC/ST/OBC\* Yes  No  If Yes, Indicate Caste/Tribe: \_\_\_\_\_

Father's Religion: \_\_\_\_\_

Is Mother SC/ST/OBC\* Yes  No  If Yes, Indicate Caste/Tribe: \_\_\_\_\_

Mother's Religion: \_\_\_\_\_

Have you migrated to this state from other state? If so, name the State and District from where migrated:

State: \_\_\_\_\_ District: \_\_\_\_\_

If adopted please give details of Adoptive Parents:

Father's Name in full Shri/Lt: \_\_\_\_\_

Mother's Name in Full Smt/Lt: \_\_\_\_\_

Village/Town: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

Caste: \_\_\_\_\_ Religion: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**DECLARATION:**

I do hereby declare that the statements made above are true to the best of my knowledge and belief. I have not applied for such certificate before. If these statements are found to be misrepresented or suppressed or the statement found falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date: \_\_\_\_\_

Signature of Applicant

Attested copies of documents to be submitted along with the application:

**Must Submit:** 1. Two Passport Size Photographs 2.Election Photo Identity Card (EPIC) Self or Parents 3.Certificate from Headman 4. Land Patta/House Holding Tax/Nokma or Gaonbura Documents on residence.

**Optional (Submit at least 2 out of this list):** 5. Parent's SC/ST Certificate 6. Birth Certificate/SSLC Admit Card 7. Ration Card 8. NREGS Job Card 9. Adoption Document/Affidavit 10. Community Acceptance Certificate (mandatory in case either parent is non-tribal) 11. Any other Govt./Educational documents.

**Note:** All columns marked with \* are mandatory fields and must be filled in.

In case applicant is Minor, Father's/Mother's EPIC should be submitted.

SC/ST/OBC certificate is very important document. The Certifying Officer should give due importance and take care with certificate in the application form and they shall be liable to any action deem fit by the Government in case of false recommendation.

**RECOMMENDATION BY MP/MLA/GAZETTED OFFICER/MEMBER OF G.H.D.C**

Certified that Shri/Smt. \_\_\_\_\_ residing at \_\_\_\_\_ is personally known to me and the particulars as filled in the application form are true and found correct to the best of my knowledge.

Signature & Seal

Name of the Recommending Officer: \_\_\_\_\_

Date: \_\_\_\_\_

---

**For Official Use**

Please do the following verification checks before accepting the application:

1. All mandatory fields (marked with \*) are filled in properly
2. Signature of applicant & date of submission is mentioned
3. EPIC of parent is submitted in case applicant is minor
4. Following necessary documents submitted

**Must Submit:**

- |   |                          |
|---|--------------------------|
| (i) Two Passport Size Photographs   | <input type="checkbox"/> |
| (ii) Election Photo Identity Card (EPIC)                                    | <input type="checkbox"/> |
| (iii) Certificate From Headman  | <input type="checkbox"/> |
| (iv) Land Patta/House Holding Tax/Nokma or Gaonbura Documents on residence. | <input type="checkbox"/> |

**Optional (At least 2 out of the list to be submitted):**

- |   |                          |
|---|--------------------------|
| (v) Parents' SC/ST Certificate  | <input type="checkbox"/> |
| (vi) Birth Certificate/SSLC Admit Card  | <input type="checkbox"/> |
| (vii) Ration Card   | <input type="checkbox"/> |
| (viii) NREGS Job Card   | <input type="checkbox"/> |
| (ix) Adoption Document/Affidavit  | <input type="checkbox"/> |
| (x) Community Acceptance Certificate (mandatory in case of non-tribal parent) | <input type="checkbox"/> |
| (xi) Any other Govt./Educational document                                     | <input type="checkbox"/> |

**Verified & Accepted by:**

\_\_\_\_\_  
Signature of Receiving Assistant & Date

---

**Note:-** All columns marked with \* are mandatory fields and must be filled in. In case applicant is Minor, Father's/Mother's EPIC should be submitted. SC/ST/OBC certificate is very important document. The Certifying Officer should give due importance and take care with certificate in the application form and they shall be liable to any action deem fit by the Government in case of false recommendation.