

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.bcwddb.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.


18/05

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.



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.



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

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

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

ANNEXURE-D

GOVERNMENT OF WEST BENGAL

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

(Applicable for reservation for civil posts & services and admission in educational institutions under the control of Government of India Only)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent
resident of Village/Street _____ Post Office _____
District _____ in the State/Union Territory
_____ Pin Code _____ whose photograph is attested
below belongs to Economically Weaker Sections, since the gross annual income* of his/her
family** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____.
His/her family does not own or possess any of the following assets***:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to
the _____ caste which is not recognized as a Scheduled Caste,
Scheduled Tribe and Other Backward Classes (Central List).

Recent
Passport size
attested
photograph of
the applicant

Signature with seal of Office _____

Name _____

Designation _____

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note2: The term "Family" for this purpose includes the person, who seeks benefit 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.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS.

ANNEXURE-A

FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE
(To be filled up in offline/online mode)

Recent self-attested passport size photograph of the applicant

- i. (a) Full Name of Applicant :
(b) Aadhaar No:
- ii. (a) Father's /Mother's Name :
(b) Aadhaar No :
- iii. Date of Birth:
- iv. Place of Birth:

Village/ Ward	Police Station	District	State

- v. Address since birth

(a) Present Address:

Para/ House No./ Road/ Village	Ward No. /G.P.	Post Office	Police Station	District	State	Pin

(b) Other Address(s) (if any):

Para/ House No./ Road/ Village	Ward No./ G.P.	Post Office	Police Station	District	State	Pin

- vi. Nationality:
- vii. Religion:
- viii. Caste:
- ix. Gender: Male/Female/Transgender/ Others

x. Details of two (2) referees:

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

xi. Whether the applicant or his family migrated from other State/Country?:Yes/No

xii. If point no. xi. is 'Yes'

Domicile status in West Bengal (in years):

xiii. Address in his/her State of origin:

Village / Ward	Police Station	District	State	Country	Year

xiv. Income and Asset details:

(a) Income details:

Family members	Gross annual income from different sources					
	PAN No.	Salary	Business	Agriculture	Profession	Other Sources (Please specify)
Self						
Father						
Mother						
Spouse						
Sibling below 18 years (1)						
Sibling below 18 years (2)						
Sibling below 18 years (3)						
Child below 18 years (1)						

Child below 18 years(2)						
Child below 18 years(3)						

Rows may be deleted or added.

(b) Asset details:

Family members	Agricultural land	
	Area (in acres)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential flat	
	Area (in sq. ft.)	Location
Self		
Father		
Mother		

Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential plot in notified municipalities	
	Area (in sq. yards)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Family members	Residential plot in areas other than notified municipalities	
	Area (in sq. yards)	Location
Self		
Father		
Mother		
Spouse		
Sibling below 18 years (1)		
Sibling below 18 years (2)		
Sibling below 18 years (3)		
Child below 18 years (1)		
Child below 18 years (2)		
Child below 18 years (3)		

Rows may be deleted or added.

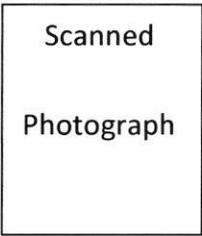
Date:

(Signature of applicant/ guardian in case of minor)

Properties held by each of the family* members in different locations have to be clubbed together.

xv. List of Documents enclosed:

Acknowledgement Slip



Application No.

Date:

Applicant's Name:

Father's Name:

Address:

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

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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:

ANNEXURE-B

Self Declaration by the applicant seeking EWS Certificate in regard to caste, family income and assets or by the guardian in case of minor

(To be submitted at the time of hearing)

I, Sri / Smt.....son/daughter/ward of Sri.....,residing atWest Bengal, do hereby declare that I belong to.....Caste which is not covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe / Other Backward Classes Category- A/ Category - B in West Bengal and gross income (from salary, agriculture, business, profession etc.) of my family from all sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family* do not possess any of the following assets:

- a) 5 (five) acres of 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.

Date:

(Signature of applicant/ guardian in case of minor)

*Family for this purpose will include the person seeks EWS certificate, his/ her parents and siblings below the age of 18 years and also his/ her spouse and children below the age of 18 years.

ANNEXURE-C

Government of West Bengal
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/ward of _____
permanent resident of Village/Street _____, Post Office
_____, District _____ in the State/Union Territory
_____, Pin Code _____ whose photograph is attested below
belongs to Economically Weaker Sections, since the gross annual income* of his/her
family** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____.
His/her family does not own or possess any of the following assets***.

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari _____ belongs to the _____ Caste which
is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes
(Category-A and Category-B in current state list) in the State of West Bengal.

**Recent
Passport size
photograph of
the applicant**

Signature of Issuing Authority

Designation

Seal of Office

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose includes the person, who seeks benefit 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.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The
Kolkata  **Gazette**
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WEDNESDAY, FEBRUARY 15, 2023

[SAKA 1944

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Labour Department
(Exempted Category Cell)
N.S. Buildings, Block-A, 12th Floor,
1, K. S. Roy Road, Kolkata-700001

No. 18-Emp (EC)/LABR-27011(20)/1/2020-EC

Date : 07.02.2023

NOTIFICATION

In commensurate with Constitution (One Hundred and Third Amendment) Act, 2019 and in pursuance of Memo. No. 325-PAR(AR)/3P-1/2019 dated 09.07.2019 of the Personnel and Administrative Reforms Department, Government of West Bengal, the Governor is pleased to incorporate 10% reservation for the Economically Weaker Section (EWS) in the “**Model 100-Point Roster of Vacancies**” as notified by Labour Department vide Notification No. 50-EMP/1M-25/98 Dated 01.03.2011.

2. The Governor is further pleased to identify the following vacancies of the “**Model 100-Point Roster of Vacancies**”–

- i) 3rd Vacancy – EWS (E.C.)
- ii) 17th Vacancy – EWS (Ex-Serviceman in Group-D post)
- iii) 25th Vacancy – EWS
- iv) 34th Vacancy – EWS (E.C.)
- v) 44th Vacancy – EWS
- vi) 55th Vacancy – EWS
- vii) 62nd Vacancy – EWS
- viii) 75th Vacancy – EWS (Ex-Serviceman in Group-C post)
- ix) 85th Vacancy – EWS (E.C.)
- x) 95th Vacancy – EWS

3. Since existing percentage of reservation for Economical Weaker Sections (EWS) cannot be curtailed, in case of non-availability of a suitable Ex-Serviceman candidate belonging to EWS category for Roster Point Nos. 17 and 75, the said two vacancies shall be filled up by a non-Ex-Serviceman candidate belonging to EWS category. Similarly, in case of non-availability of a suitable Exempted Category candidate belonging to EWS category for Roster Point Nos. 3, 34 and 85, the said three vacancies shall be filled up by a non-Exempted Category candidate belonging to EWS category.
4. This order issues in terms of Sec 14 of the West Bengal Regulation of Recruitment in State Government Establishments and Establishments of Public Undertakings, Statutory Bodies, Govt. Companies and Local Authorities Act, 1999.

By order of the Governor,

BARUN KUMAR RAY

Additional Chief Secretary to the Government of West Bengal

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

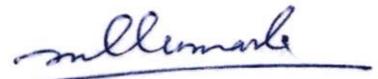
13. A person belonging to EWS can not be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

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

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

Dated 09/07/2019

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