

**Government of West Bengal**  
Personnel and Administrative Reforms Department  
**Administrative Reforms Cell**  
State Secretariat, NABANNA, 7<sup>th</sup> 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. RoR / 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.



RESERVATION DURING ADMISSION TO EDUCATIONAL INSTITUTIONS

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.

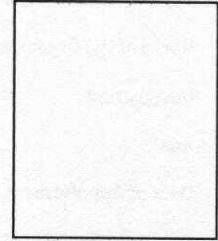


Principal Secretary  
P & AR Department

**ANNEXURE - A**

**FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE**

To  
The Sub-Divisional Officer / District Welfare Officer, Kolkata.  
Sir,



I do hereby apply for Economically Weaker Sections (EWS) Certificate in the following prescribed proforma, for which particulars are given below. I hereby undertake that the information is correct to the best of my knowledge and belief and if anything found contrary I would be liable for that.

Yours faithfully,

Date : \_\_\_\_\_  
(Signature of applicant / guardian in case of minor)

- 1. Full Name of Applicant :
- 2. Father's /Husband's Name :
- 3. Name of Caste :
- 4. (a) Date of Birth :
- (b) Place of Birth :

Village / Ward	Police Station	District	State

5. Address since Birth :

(a) Present Address :

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

(b) Other Address(s) :

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

6. Nationality :                      7. Religion :                      8. Sex :

9. Details of two (2) referees :

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

10. Whether the applicant or his family migrated from other State / Country? :

11. If point no. 10 is 'Yes' :

Migration Certificate No. :                      Date of Issue :

Address in his/her State of origin :

Village / Ward	Police Station	District	State	Country	Year



## 12. INCOME AND ASSET DETAILS :

### A. Service Details of Father :

Type of Organisation :  
Name of the Organisation :  
Designation :  
Age :  
Date of Appointment :

### Service Details of Self :

Type of Organisation :  
Name of the Organisation :  
Designation :  
Age :  
Date of Appointment :

### Service Details of Mother :

Type of Organisation :  
Name of the Organisation :  
Designation :  
Age :  
Date of Appointment :

### Service Details of Spouse :

Type of Organisation :  
Name of the Organisation :  
Designation :  
Age :  
Date of Appointment :

### B. Agriculture Land Holding : Owned by self, spouse, mother, father & minor children

i) Location :

ii) Size of holding in acres:

### C. Income / Wealth of Father :

i) Annual income from Salary :  
ii) Annual income from other sources :  
iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No  
(if so furnish details)

### Income / Wealth of Mother :

i) Annual income from Salary:  
ii) Annual income from other sources :  
iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No  
(if so furnish details)

### C. Income / Wealth of Self :

i) Annual income from Salary :  
ii) Annual income from other sources :  
iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No  
(if so furnish details)

### Income / Wealth of Spouse :

i) Annual income from Salary:  
ii) Annual income from other sources :  
iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished)

iii) Whether Tax Payer : Yes/No

(If yes, a copy of the last 3 (three) years return be furnished):

iv) Whether covered in Wealth Tax Act : Yes/No  
(if so furnish details)



13. List of documents submitted

(i) Two recent colour passport size photograph.

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

Date :

\_\_\_\_\_  
(Signature of applicant / guardian in case of minor)

.....

**Acknowledgement Slip**

Application No. :

Date :

Name :

Father's Name :

Applied for : Income & Asset Certificate for Economically Backward Society(EWS)

.....

**N.B.** i. Please use application No. for further reference.

ii. Applicant is to appear for hearing at the concerned B.D.O. / S.D.O. office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission.

iii. Please bring original documents for verification at the time of hearing.

**ANNEXURE-B**

**Self Declaration by the applicant seeking Income and Asset Certificate in regard to Sub-Caste, family income and assets or by the guardian in case of minor**

I, Sri/Smt..... son/daughter of Sri .....  
....., residing at .....  
....., West Bengal, do hereby declare that I belong to ..... Sub-Caste, which is not covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe / Other Backward Classes - A/ Other Backward Classes - 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 does 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.

(Signature of applicant / guardian in case of minor)

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

\* 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 issuing the certificate )**

### INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

Recent Passport  
size attested  
photograph of  
the applicant

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, a permanent resident of \_\_\_\_\_ village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_ in the state of West Bengal 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 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 notified municipalities

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc

Note 2 : The term "Family" for this purpose include 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 or determine EWS status.