



Government of Haryana

**Standard Operating Procedure (SOP)
for Issuance of Backward Class
Certificate**

June, 2022



**Haryana Parivar Pehchan Authority
Citizen Resources Information Department
Government of Haryana**

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SOP for Issuance of Backward Class Certificate

- a. Purpose:** The purpose of this SOP is to describe the process which shall be followed for the issuance of Backward Class certificates to eligible residents of Haryana through Parivar Pehchan Number (PPN).
- b. Stakeholders:** Following are the key stakeholders in the process:

S. No.	Name of Stakeholder	Type
1.	Govt. of Haryana	Owner
2.	Citizen Resources Information Department (CRID)	Stakeholder
3.	Head of the Department (HOD) of the Haryana Government Department/Board/Corporation	Stakeholder
4.	Additional Deputy Commissioners-cum-District Resource Information Officers (ADC-cum-DCRIOs) of all districts of Haryana	Stakeholder
5.	All Patwaris/ Kanungos/ Tehsildars of the State, Local Committee Members and other designated officers	Stakeholder
6.	Appellate Authority for Income Verification	Stakeholder

c. Definitions:

- a) Parivar Pehchan Number (PPN)** means family identification number issued under section 5 of the Haryana Parivar Pehchan Act, 2021.
- b) Family Information Data Repository (FIDR)** means a database containing all Parivar Pehchan Numbers issued to Parivar Pehchan Number holders along with the corresponding information related thereto. (As per section 6 of the Haryana Parivar Pehchan Act, 2021).
- c) Designated Officer** means Patwari for rural areas or any other official designated by the Additional Deputy Commissioners-cum-District Resource Information Officers for urban areas for the caste verification activity in PPN.
- d) VERIFIED Caste Category/Caste in FIDR** means that the caste category/caste specified by the resident in PPN matches with the caste category/caste input by the designated officer or HOD of the Haryana Government Department/Board/Corporation as the case may be.

- e) **Verified Annual Family Income in FIDR** means that the income specified by family in PPN which matches with the income input by local committee members or verified with any other electronic mode.

d. Pre-requisites: Following are the pre-requisites for this process:

- a) The applicant and his/her family members are registered in FIDR and have uploaded a signed PPN document.
- b) The applicant and his/her family members should be residents of Haryana and belonging to a caste that is notified as Backward Class as per the notifications issued by the Government from time to time.
- c) The applicant and his/her family should not fall under the creamy layer as specified in Haryana State Notification No. 491 – SW (1) – 2021 dated 17/11/2021, or as amended and notified from time to time.
- d) The annual family income of applicant and his/her family member for whom the Backward Class certificate are required, is not above such limits, as specified in Haryana State Notification No. 491 – SW (1) – 2021 dated 17/11/2021.

e. Type of Certificates Issued:

- a) Backward Class Certificate

f. Procedure:

S. No.	Details	Responsibility	Timelines
1.	<p>a) The applicant logs in to SARAL portal and selects the service for issuance of Backward Class certificate.</p> <p>b) The applicant enters the PPN. <i>In case the PPN of the applicant is not created, he/she shall be required to create a PPN before applying for Backward Class Certificate. (A Pop - up Message 1 shall be displayed to the applicant) (Refer to Annexure - C)</i></p> <p>c) List (Names) of the family members present in PPN are displayed to the applicant.</p> <p>d) The applicant selects the member for whom the Backward Class certificate is to be issued.</p> <p>e) OTP is sent to the mobile number (as registered in PPN) of the selected family member.</p> <p>f) Fields like Name, Father Name, Address, Caste category, verified Annual Income/ declared annual income (in case verified annual income is not available), etc. shall be auto populated from PPN after OTP verification.</p>	PPN/ Applicant	
2.	Case 1: Caste Category/Caste of the member in FIDR is BC - A / BC - B, Annual family income is below INR 6 lakh, and both are marked as 'VERIFIED'.		
i.	<p>a) A Pop - up message is displayed to the applicant which contains the applicants Caste category/caste and family income information available in FIDR (<i>Refer to Pop-up Message 2 in Annexure - C</i>).</p> <p>b) In case the applicant 'Agrees' to the displayed caste category/ caste and the family income, the applicant clicks YES and then another Pop - up message is displayed wherein the</p>	PPN/ Applicant	Immediate

S. No.	Details	Responsibility	Timelines
	<p>applicant gives self-declaration that he/she has not been excluded for the issuance of Backward Class certificate as per the exclusion criteria mentioned in Haryana Government Gazette Notification No. 491 – SW (1) – 2021 dated 17/11/2021. The applicant can Agree or Disagree to the self-declaration (<i>Refer to Pop-up Message 3 in Annexure – C</i>).</p> <p>c) If the applicant agrees to the self-declaration, the applicant pays the requisite fee (if applicable) and submits the request for issuance of Backward Class certificate.</p> <p>d) System generated Backward Class certificate signed through facsimile signature of the respective Additional Deputy Commissioner-cum-District Citizen Resources Information Officer (ADC-cum-DCRIO) shall be issued to the applicant.</p> <p>e) System generated notification shall be sent to the applicant regarding issuance of the certificate.</p> <p>f) The signed Backward Class certificate shall be available to the applicant for download.</p> <p>g) If the applicant disagrees to the Self-declaration as mentioned in the point no. (b) above, the system exits the applicant, and the applicant shall not be allowed to move ahead in the Backward Class certificate issuance process.</p>		
ii.	In case the applicant ' <i>Disagrees</i> ' with the caste category/ caste provided by the designated Officer or verified annual family income provided in FIDR,	PPN/ Applicant	07 Days

S. No.	Details	Responsibility	Timelines
	he/she shall be redirected to the Grievance Module (https://meraparivar.haryana.gov.in/ReportGrievance) for correction of caste category/caste or annual family income in PPN as per process specified in Annexure – A.		
3.	Case 2 Caste category of the member in FIDR is (BC – A / BC – B), annual family income is less than INR 6 Lakh in FIDR and any one or both of them are marked as ‘NOT VERIFIED’		
i.	<p>a) A Pop – up message is displayed to the applicant which contains the applicants Caste category/caste and family income information available in FIDR (<i>Refer to Pop-up Message 2 in Annexure – C</i>).</p> <p>b) In case the applicant ‘Agrees’ to the displayed caste category/ caste and the family income, then the applicant clicks YES and then another Pop – up message is displayed wherein the applicant gives self-declaration that he/she is not excluded for the issuance of Backward Class certificate as per the exclusion criteria mentioned in Haryana Government Gazette Notification No. 491 – SW (1) – 2021 dated 17/11/2021. The applicant can Agree or Disagree to the self-declaration (<i>Refer to Pop-up Message 3 in Annexure – C</i>).</p> <p>c) If the applicant agrees with the self-declaration, the application is pushed in the priority tab of designated officers for verification as per the process specified in Annexure – B.</p> <p>d) If the applicant disagrees to the Self-declaration as mentioned in the point no. (b) above, the system exits the applicant, and the applicant</p>	Applicant/ SARAL	07 Days

S. No.	Details	Responsibility	Timelines
	<p>shall not be allowed to move ahead in the Backward Class certificate issuance process.</p> <p>e) If the applicant disagrees with the caste category/caste and/or family income information populated, the applicant is redirected to the Grievance Module (https://meraparivar.haryana.gov.in/ReportGrievance) for correction of caste category/caste and/or annual family income in PPN as per process specified in Annexure – A (in case Caste & Income are verified in FIDR) and Annexure – B (in case Caste & Income are not verified in FIDR).</p>		
4.	Case 3: If the Caste Category/ Caste of the member in FIDR is other than (BC – A / BC – B) or/and the annual income is INR 6 lakh or more		
i.	In case the applicant 'Agrees' with the information present in the PPN, then he/she exits, and the applicant shall not be allowed to move ahead in the Backward Class certificate issuance process.	PPN/ Applicant	Immediate
ii.	<p>In case the applicant 'Disagrees' with the caste category/ caste or income provided by the designated officer, he/she shall be redirected to the Grievance Module (https://meraparivar.haryana.gov.in/ReportGrievance) for correction of caste category/ caste and/or annual family income in PPN as per process specified in Annexure – A (in case Caste & Income are verified in FIDR) and Annexure – B (in case Caste & Income are not verified in FIDR).</p> <p>Note: In case the occupation of the applicant in PPN is 'State Government Employee', the category/caste of such an employee would be as per his/her service</p>	PPN	07 Days

S. No.	Details	Responsibility	Timelines
	<i>records and the update request of his/her category/caste shall not be accepted.</i>		

Please Note: The Backward Class certificate shall not be issued to the applicant until his/her caste and annual family income have been verified in the FIDR and his/her PPN has "SIGNED" status in FIDR.

g. SLAs:

a. Case 1 – The caste category/caste and annual family income are verified in FIDR:

After paying the requisite fee (if applicable), the applicant shall be able to download the Backward Class certificate.

Timeline- Real Time/Across the counter

b. Case 2 – The caste category/ caste or annual family income or both are not verified in FIDR:

In this case, the existing RTS guidelines shall be followed. Hence, the application for caste certificate shall be approved or rejected **within a period of 7 days**.

Annexure A – Caste & Income Re-verification Process (Caste Category/Caste or/and Annual Family Income is VERIFIED in FIDR)

If the applicant 'Disagrees' with his/her caste category/caste or/and annual family income entered in the PPN, he/she can apply for correction of the same in the Grievance Module of PPN available at: <https://meraparivar.haryana.gov.in/ReportGrievance>

S. No.	Details	Responsibility	Timelines
1.	The applicant provides his/her PPN. An OTP is sent to the Head of Family for logging into the Grievance Module.	Applicant	
2.	On successful login, a list of family members along with their caste categories in PPN and caste category verified by the designated officer (in case verified) and annual family income verified by local committee/any other electronic mode (in case verified) are shown to the applicant.	PPN	
3.	a) The applicant choses the family member for whom update is required either in caste category or/and in annual income. b) The applicant choses the caste category and corresponding caste or/and inputs the annual income which needs to be updated for the member. c) The applicant uploads supporting documents (if any).	Applicant	
4.	Caste Category/Caste and family income re-verification process		
i.	a) Applicant pays the requisite fee (if applicable) b) If caste category/caste needs re-verification: <ul style="list-style-type: none"> The application is pushed to the respective Kanungo* for re-verification. If the Kanungo verifies the request of the applicant, the caste category and caste input by the applicant are updated in FIDR and same are marked as 'VERIFIED'. 	PPN/ Applicant	07 days

S. No.	Details	Responsibility	Timelines
	<ul style="list-style-type: none"> • If the Kanungo rejects the request, the request is pushed to the respective Tehsildar. • If the Tehsildar verifies the request, the caste category and caste input by the applicant are updated in FIDR and same are marked as 'VERIFIED'. • If the Tehsildar rejects the request, then the application is rejected, and no change is incorporated in FIDR. The applicant shall be informed through SMS regarding the same. <p>c) For Income re-verification:</p> <ul style="list-style-type: none"> • The application is pushed to the Sector Committee for re-verification of annual family income. • If the Sector Committee verifies the request, the annual family income input by the applicant is updated in FIDR and same is marked as 'VERIFIED'. • If the Sector Committee rejects the request, then the application is rejected, and no change is incorporated in FIDR. The applicant shall be informed through SMS regarding the same. 		
ii.	<p>In case the caste category or the annual family income is changed from the previously stored value in FIDR, the status of the PPN shall be revised from "SIGNED" to "UPDATED" in FIDR. The applicant shall be required to print, sign and upload the document with revised information in PPN on the https://meraparivar.haryana.gov.in/ web portal to update the status of his/her PPN to "SIGNED".</p>	PPN/ Applicant	

** Please Note: For re-verification of caste, if the caste has already been verified by Kanungo, then the application is directly pushed to the Tehsildar. Once the caste is verified by the Tehsildar, the applicant will not have the option to change his/her caste.*

Annexure B – Caste & Income Verification Process (Caste Category/Caste or Annual Family Income NOT VERIFIED in FIDR)

S. No.	Details	Responsibility	Timelines
1.	For Caste Category/Caste verification		
i.	<p>a) The application is pushed in the “priority” tab of the concerned Patwari of the respective ward/village for verification.</p> <p>b) The Patwari inputs the caste category and caste of the applicant.</p> <p>c) The caste category and caste mentioned by the designated officer are updated in FIDR and the same is marked as ‘VERIFIED’.</p> <p>d) A message regarding the update is sent to the applicant via SMS.</p>	PPN/ Applicant/ Designated Officer/ Tehsildar	07 Days
2.	For Annual Family Income verification		
	<p>a) The application is pushed to all members of local committee for verification.</p> <p>b) The local committee members input the annual family income of the applicant.</p> <p>c) If the data provided by the local committee members enable the system to arrive at a verified income, then the annual family income so verified is updated in FIDR and the same is marked as ‘VERIFIED’.</p> <p>d) A message regarding the same is sent to the applicant via SMS.</p> <p>e) If the data provided by the local committee members does not enable the system to arrive at a verified income, the request is sent to the Field Co-ordinator Programmer (FCP) to independently verify the income of the family.</p>	PPN/ Applicant/ Local Committee Members	07 Days

S. No.	Details	Responsibility	Timelines
	<p>f) The family income so captured is updated in FIDR and the same is marked as 'VERIFIED'.</p> <p>g) A message regarding the same is sent to the applicant via SMS.</p>		
3.	<p>In case the caste category or annual family income is changed from the previously stored value in FIDR, the status of the PPN shall be revised from "SIGNED" to "UPDATED" in FIDR. The applicant shall be required to print, sign and upload the document with the revised information in PPN on the https://meraparivar.haryana.gov.in/ web portal to update the status of his/her PPN to "SIGNED".</p>	Applicant	
4.	<p>Once the caste category and annual family income are "VERIFIED" and the PPN status is "SIGNED" in FIDR, the applicant shall be issued (in case the family income of the applicant is less than INR 6 Lakhs per annum) the backward class certificate signed through facsimile signature of the respective Additional Deputy Commissioner-cum-District Citizen Resources Information Officer (ADC-cum-DCRIO).</p> <p>In case the family income of the applicant is equal to or above INR 6 lakhs per annum, the request for issuing the caste certificate to such applicant will be rejected.</p>	PPN	

Annexure C – Description of Pop-Up Messages

Pop-up Message 1: Parivar Pehchan Number is mandatory for the issuance of the Backward Class certificate. Please apply for Parivar Pehchan Number on <http://meraparivar.haryana.gov.in/>

Pop-up Message 2: Your caste category/caste in FIDR is <caste category/caste in FIDR>, <annual family income> and status is <VERIFIED/NOT VERIFIED>. Do you agree with your caste and annual family income specified in FIDR?

Along this message, two options also displayed to the applicant – **AGREED** or **NOT AGREED**

If the applicant agrees with both the criteria's i.e., Caste Category/Caste and the family income, then he/she selects the **AGREED** option, a pop-up message will be displayed to the applicant that Kindly apply for relevant Caste Certificate.

If the applicant disagrees with anyone of the criteria i.e., Caste Category/Caste or the family income, then he/she selects the **NOT AGREED** option, subsequently the system shall redirect the applicant to grievance module of PPN portal.

Pop-up Message 3:

**BACKWARD CLASS OF HARYANA
SELF-DECLARATION FORM FOR NON-CREAMY LAYER**

1. Name of the Applicant:
2. Date of Birth of Applicant:
3. Caste/Community:
4. Backward Class Block:
5. Entry No. in the State List: *(entry no. will be provided to tech team in the master list of castes)*
6. Name of Father of Applicant:
7. Date of Birth of Father:
8. Name of Mother of Applicant:
9. Date of Birth of Mother:
10. Present Address:
11. Permanent Address:
12. Engagement of Father & Mother of the Applicant
{sr. no. 1 to 12 to be auto populated from FIDR using PPN}

Occupation/Income/Wealth Status of Parents and Family			
CATEGORY		Father	Mother
I	Constitutional Posts/ Constitutional Personalities		
	i) Holding / held any Constitutional Post (as defined in Haryana Government, Welfare of Scheduled Castes and Backward Classes department notification no. 491-SW(1)-2021 dated 17 th November, 2021)	Yes/No <i>(ii & iii to be filled if Yes at i)</i>	Yes/No <i>(ii & iii to be filled if Yes at i)</i>
	ii) Whether held presently or formerly	Presently/Formerly	Presently/Formerly
	iii) If yes, name of the post held / holding		
II	Service Category		
	i) Holding / held any Government employment	Yes/No <i>(If 'No' then go to C(xiii))</i>	Yes/No <i>(If 'No' then go to C(xiii))</i>
	ii) If yes , whether the employment under Central Govt. / State Govt. / Public Sector Undertaking /Autonomous Bodies/Statutory Bodies/ Government Universities <i>*If engagement of Father/Mother in PPP is "Central Govt. Employee/ Central PSU Employee/ State Govt. Employee, then this section shall be automatically marked as "YES"</i>	Central/State/PSU <i>(if selects 'State', then auto-populate details in iii, iv, v, vi & vii)</i> <i>(if selects PSU, then go to viii)</i>	Central/State/PSU <i>(if selects 'State', then auto-populate details in iii, iv, v, vi & vii)</i> <i>(if selects PSU, then go to viii)</i>

A	iii) Current status	Retired/working	Retired/working
	iv) Group / Class at present / at time of retirement (A/B/C/D or I/II/III/IV etc.)	A/B/C/D/I/II/III/IV <i>(select one of these)</i>	A/B/C/D/I/II/III/IV <i>(select one of these)</i>
	v) Name of post/designation currently holding / at time of retirement		
	vi) Department		
	vii) Present office address/ Office address at time of retirement		
B	viii) Whether holding post of “Executive” or above in Central / State Government’s Public Sector Undertakings, Public Sector Banks, Insurance Organizations or any other Public Sector Enterprises	Yes/No <i>(ix –xii to be filled if Yes at viii)</i>	Yes/No <i>(ix –xii to be filled if Yes at viii)</i>
	ix) Current status	Retired/working	Retired/working
	x) Name of post/designation currently holding / at time of retirement		
	xi) Name of the Organisation		
	xii) Present office address/ Office address at time of retirement		
C	Other Salaried Employees	<i>(No need to display this option if filled ‘yes’ response at i or viii)</i>	
	xiii) Whether salaried employee of Statutory Bodies, Autonomous Bodies, Universities, Private Companies, Firms, Corporate Companies, Co-operatives or any other Organization, Body and Institute, posts and positions under any employment including private employment, etc., which has not been covered at II (A or B) above <i>* If engagement of Father/Mother in PPP is “Private Sector Employee”, then this section shall be automatically marked as “YES”</i>	Yes/No <i>(xiv –xviii to be filled if Yes at xiii)</i>	Yes/No <i>(xiv –xviii to be filled if Yes at xiii)</i>
	xiv) Current status	Retired/working	Retired/working
	xv) Name of post/designation currently holding / at time of retirement		
	xvi) Name of the Organisation		

	xvii) Present office address/ Office address at time of retirement		
	xviii) Gross Annual Salary		
III	Armed Forces Including Para Military Forces (Persons holding civil posts are not included)	<i>(Auto populate if data already verified in FIDR)</i>	
	i) Holding any post other than civil post in Armed forces including Para Military forces	Yes/No	Yes/No
	ii) Designation of the post holding / held	<i>(To be filled if Yes at i)</i>	<i>(To be filled if Yes at i)</i>
	iii) Is the post held equivalent in rank of Major or above in the Army or equivalent in the Navy and the Air Force and the Para Military Forces?	<i>(To be filled if Yes at i)</i>	<i>(To be filled if Yes at i)</i>
IV	Property Owners Agricultural Holdings		
	i) Have any agricultural land holding	Yes/No	Yes/No
	ii) Area of land under assured irrigation capable of growing at least two crops in a year owned	<i>(To be filled if Yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>	<i>(To be filled if Yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>
	iii) Area of land under assured irrigation capable of growing at least one crop in a year owned	<i>(To be filled if yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>	<i>(To be filled if Yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>
	iv) Area of land of all other types including orchard owned	<i>(To be filled if Yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>	<i>(to be filled if Yes at i)</i> <i>(Area to be filled in Acre, Kanal & Marla)</i>
	v) Nature of crop/orchard etc. raised and extent	<i>(To be filled if Yes at i)</i>	<i>(To be filled if Yes at i)</i>
V	Details of Income / Wealth	<i>(If the income is verified in FIDR, then the below mentioned information will not be collected from the applicant)</i>	
	Income from all sources (for last financial year)		
	i) Annual income from employment i.e., salary	Nil / <i>(type the amount in figures)</i>	Nil / <i>(type the amount in figures)</i>
	ii) Annual income from agriculture	Nil / <i>(type the amount in figures)</i>	Nil / <i>(type the amount in figures)</i>
	iii) Annual income from professional services	Nil / <i>(type the amount in figures)</i>	Nil / <i>(type the amount in figures)</i>
	Specify the profession*		
	Nil / <i>(type the amount in figures)</i>	Nil / <i>(type the amount in figures)</i>	

iv) Annual income from business/trade Specify the business, trade*			
	v) Annual income from commerce Specify the industry etc.*	Nil / (type the amount in figures)	Nil / (type the amount in figures)
	vi) Annual income from rents Specify details of the rented property*	Nil / (type the amount in figures)	Nil / (type the amount in figures)
	vii) Annual income from any other source Specify the source*	Nil / (type the amount in figures)	Nil / (type the amount in figures)
	viii) Gross Annual Income from all sources during last FY of both the parents. (Upload income tax returns where applicable - Optional) <i>(Option to upload last financial year Income Tax return to be provided)</i>	Year <i>Auto fill the last financial years e.g 2021-2022</i>	Amount (in Rs.) Father Mother
ix) Gross wealth under the Wealth Tax Act, 1957 (27 of 1957) during last three consecutive years (year wise) of the family. <i>(link to Wealth tax Act, 1957 may be provided.)</i>	Year <i>Auto fill last three financial years e.g 2021-2022</i>	Net wealth (in Rs.)	

***: To be filled if income not 'Nil'**

Declaration by the Applicant/person applying for the Applicant

It is certified that the above-mentioned particulars are true to the best of my knowledge and belief.

I completely understand that in case at any stage if the particulars provided by me in this self-declaration statement are found to be incorrect or concealed/ misrepresented/ manipulated/ wrongly stated, then the benefit availed on the basis of certificate so issued shall be withdrawn and legal action including criminal proceedings will be initiated against me as per law.

I, Sh./Sushri _____ ***(auto fill name of person who is applying for the applicant)***, AGREE with the above Declaration.

Place: _____

Date : *(auto fill)*

Sample Note 1: Under the Haryana Ceiling on Land Holdings Act, 1972, the permissible area in relation to a family consisting of husband, wife and upto three minor children (referred as 'Primary unit of family') is provided as


- a) Land under assured irrigation capable of growing at least two crops in a year - 7.25 hectares;
- b) Land under assured irrigation capable of growing at least one crop in a year - 10.9 hectares;
- c) Land of all other types including land under orchard - 21.8 hectares

Note: **Total physical land holding shall not exceed 21.8 hectares.**

The permissible area shall be increased by one-fifth of the permissible area of the primary unit of family for each additional member of family provided that the permissible area shall not exceed twice the permissible area of the primary unit of family.

For further details, refer to the Act.

Annexure D – Draft template for Backward Class Certificate (Delete the option which are not applicable e.g., for male applicant keep “Shri” and delete “Sushri”)

परिवार पहचान संख्या – Parivar Pehchan Number-	प्रमाण पत्र संख्या – Certificate Number -	
 हरियाणा सरकार Government of Haryana पिछड़ा वर्ग प्रमाण पत्र BACKWARD CLASS CERTIFICATE		
<p>यह प्रमाणित किया जाता है कि श्री/सुश्री _____ पुत्र/पुत्री श्री/सुश्री _____ निवासी _____, गाँव/शहर _____, तहसील _____, जिला _____, राज्य हरियाणा _____ जाति से संबंध रखता है। इस जाति का उल्लेख हरियाणा पिछड़े वर्ग (सेवाओं तथा शैक्षणिक संस्थाओं में दाखिले में आरक्षण) अधिनियम, 2016 (2016 का 15) की अनुसूची I/II में पिछड़ा वर्ग ब्लॉक 'A/B' में किया गया है।</p>		
<p>This is to certify that Mr./Ms. _____ son/daughter of Mr./Ms. _____ resident of _____, village/town _____, Tehsil _____, District _____ in the State of Haryana belongs to _____ caste. This caste is mentioned in the Backward Class Block 'A/B' in Schedule I/II to the Haryana Backward Classes (Reservation in Services and Admission in Educational Institutions) Act, 2016 (15 of 2016).</p>		
<p>श्री/सुश्री _____ और/या उनका परिवार सामान्यतया _____ गाँव/शहर _____ के तहसील _____, जिला _____, राज्य हरियाणा में रहता है।</p>		
<p>Mr./Ms. _____ and/or his/her family ordinarily reside(s) in _____, Village/Town _____ of Tehsil _____, District _____ of the Haryana State.</p>		
<p>यह प्रमाणित किया जाता है कि वह हरियाणा राज्य अधिसूचना क्रमांक 491-स०क०(1)2021 दिनांक 17.11.2021 के अनुसार नवोन्नत वर्ग से संबंधित नहीं है।</p>		
<p>This is to certify that he/she does not belong to creamy layer as per the Haryana State notification no. 491-SW(1)-2021 dated 17.11.2021.</p>		
Place : स्थान :	जारीकर्ता (Issued by) <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">signature</div>	
Dated : दिनांक :	अतिरिक्त उपायुक्त-सह- जिला नागरिक संसाधन सूचना अधिकारी [__name of district __] Additional Deputy Commissioner-cum- District Citizen Resources Information Officer [__name of district __]	