

**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building, 4<sup>th</sup>& 5<sup>th</sup> Floor,**  
**Block-DJ4, Bidhannagar, Sector-II, Kolkata-700 091**  
website: [www.anagrasarkalyan.gov.in/www.bcwddb.gov.in](http://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 9<sup>th</sup> 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.

