



Revenue Department

Fees, Procedure and Document Checklist

for

Caste Certificate

in Maharashtra

Fees Payable for Caste Certificate in Maharashtra

- INR 40

Notified timeline for delivery of Caste Certificate

- 21 days

Designated officer for delivery of Caste Certificate service

- Sub-divisional Officer or Deputy Collector

Appellate authorities for Caste Certificate service

- First appellate: Additional Collector
- Second appellate: Collector

Document checklist for application for Caste Certificate

Document Category	List of Documents
Proof of Identity (Any -1)	1) PAN Card
	2) Passport
	3) RSBY Card
	4) MNREGA Job Card
	5) Driver's License
	6) Photo of Applicant
	7) Identity card issued by Govt or Semi Govt organisations
Proof of Address (Any -1)	1) Passport
	2) Water Bill
	3) Ration Card
	4) Aadhaar Card
	5) Voter ID Card
	6) Telephone Bill
	7) Driving License
	8) Electricity Bill
	9) Property Tax Receipt
	10) Extracts of 7/12 and 8 A/ Rent Receipt
Other Documents (Any -1)	1) Other
	2) Documentary evidence in regard to the caste and ordinary place of residence prior to the date of notification of the caste
	3) Affidavit
	4) 8 A Extract

5) 7/12 Extract
6) Caste Validity
7) Copy of Khasara
8) Deposit Receipt
9) Record of Rights
10) Copy of Voter List
11) Photo of Beneficiary
12) Copy of Service Book
13) Circle Enquiry Report
14) Photo ID of Applicant
15) Photo ID of Beneficiary
16) Extract of Talathi Book
17) Gazzate Notification copy
18) Copy of Death Certificate
19) School Leaving Certificate
20) Salary Certificate or Form 16
21) Copy of Kotwal Book of Uncle
22) Copy of Kotwal Book of Father
23) Application in form B of Dated
24) Caste Certificate of the Father
25) Caste Certificate of the Relative
26) Resident Proof of Gram Panchayat
27) Copy of Caste Validity of Brother
28) Resident Proof of Nagar Parishad
29) Copy of Kotwal Book of Grandfather
30) TC Bonafide Certificate (TC No)
31) Copy of Kotwal Book of Grandmother
32) Other relevant documentary evidence
33) Form 16 of the employer for 3 years
34) Relation Certificate (Relation Self)
35) Copy of Adoption Will by Grandfather
36) Copy of Caste Certificate Applicant
37) Affidavit submitted by the Applicant
38) Income proof of 3 years from Talathi
39) Extract of Register showing the entry
40) Special Executive Officer certificate
41) Copy of Death Certificate Grandfather
42) Application submitted by the Applicant
43) Copy of Ration Card & Electoral Photo ID
44) Evidence in support of caste certificate
45) Resident Proof of Municipal Corporation
46) Income proof – Salary Certificate of 3 years
47) Copy of School Leaving Certificate of Father
48) Evidence of the applicant original village/ town
49) Copy of School Leaving Certificate of Grandfather
50) Affidavit Caste Certificate (Form-2) and (Form-3)

51) Copy of School Leaving Certificate of beneficiary
52) Enquiry Report of Talathi / Sarpanch /Police Patil
53) Copy of revenue records or village panchayat record
54) Affidavit Caste Certificate for ST Caste (Form-A-1)
55) Extract of Birth/Death in the Gram Panchayat Register
56) राजपत्रामध्ये जाहीर केलेल्या नावातील बदलाबाबतचा पुरावा
57) Caste Certificate issue by the Local Competent Authority
58) Extract of birth register of the applicant/father/or relatives
59) Income Certificate for the last 3 years issued by the Tahsildar
60) Primary School Leaving Certificate of the applicant or his father
61) Certificate of the member of Municipal Councilor/ Municipal Corporation
62) Validity Certificate if any of father or relative which is issued by scrutiny committee
63) Extract of primary school admission register of the applicant, his father or grandfather
64) An extract of Government Service Record (book) mentioning caste/community category of applicants father or relative
65) Other

Procedure to apply for Caste Certificate in Maharashtra

Applicant workflow

1. Register on the Aaple Sarkar portal.
2. Select any one mode from given options to create User ID and Password by verifying Aadhar (UID) or Create own user profile using OTP verification on your mobile.
3. Fill the information in the service portal to create User Name and Password using OTP verification on your mobile number i.e. Applicant Details, Applicant's Address, Mobile number and username verification, upload photograph, upload proof of identity, upload proof of address and complete your registration.
4. After registration, select Revenue Department from the left panel
5. Select Revenue Services from Sub Department drop down menu and click on proceed
6. Select the service - Caste Certificate
7. After referring to the list of documents, click on Proceed
8. Select the type of caste certificate and fill in applicant details, applicant's address, beneficiary details, beneficiary father details, beneficiary caste/category details, other details, select evidence attachments to be attached, additional information and other details
9. Accept the declaration and submit application
10. Upload documents
11. Make service fee payment and complete the application

Department workflow

1. Application received by nayab tehsildar. Online verification of application form, attachments and payment done by tehsil clerk.
2. For any correction, nayab tehsildar raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks.
If there is no correction required, application is sent for approval to tehsildar.
3. After approval of nayab tehsildar, online verification of application form, attachments and payment done by tehsildar.
4. For any correction, tehsildar raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks.
If there is no correction required, application is sent for approval to sub-divisional officer.
5. Upon approval of the tehsildar, online verification of application form, attachments and payment done by sub-divisional officer.
6. For any correction, sub-divisional officer raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks.
If there is no correction required, digitally signed certificate is issued which can be downloaded from the portal.