

excluding from such lists those classes who have ceased to be backward classes or for including in such lists new backward classes.

Under Section 11(2) of the Act, the Central Government shall, while undertaking any revision referred to in sub-section (1) consult the Commission.

D. POWERS OF THE COMMISSION

The Commission shall, while performing its functions have all the powers of a Civil Court trying a suit and in particular, in respect of the following matters namely:

- a) Summoning and enforcing the attendance of any person from any part of India and examining him/her on oath;
- b) Requiring the discovery and production of any documents;
- c) Receiving evidence on affidavit(s);
- d) Requisitioning any public record or copy thereof from any Court or office.
- e) Issuing commissions for examination of witnesses and documents; and
- f) Any other matter, which may be prescribed.

E. PROCEDURE TO OBTAIN CERTIFICATE OF OBC

For the purpose of obtaining OBCs certificate, citizen belonging to the OBCs category may approach their SDMs of the District concerned,

F. APPROACH TO THE COMMISSION

For being included in OBC's list of Delhi, citizen may approach the Commission giving proof/documentary evidence to substantiate their claim. The Commission would then issue invitation to the claimants; inviting evidence to reach a conclusion whether the claimants is to be included/excluded.

G. OFFICER TO BE CONTACTED:

Dr. Arbind Prasad
Joint Secretary (Backward Classes)
Ministry of Social Justice & Empowerment
Room No. 612, 'A' Wing
Shastri Bhawan, New Delhi 110001
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NATIONAL COMMISSION FOR MINORITIES

A. INTRODUCTION

UN Declaration of 18th December 1992

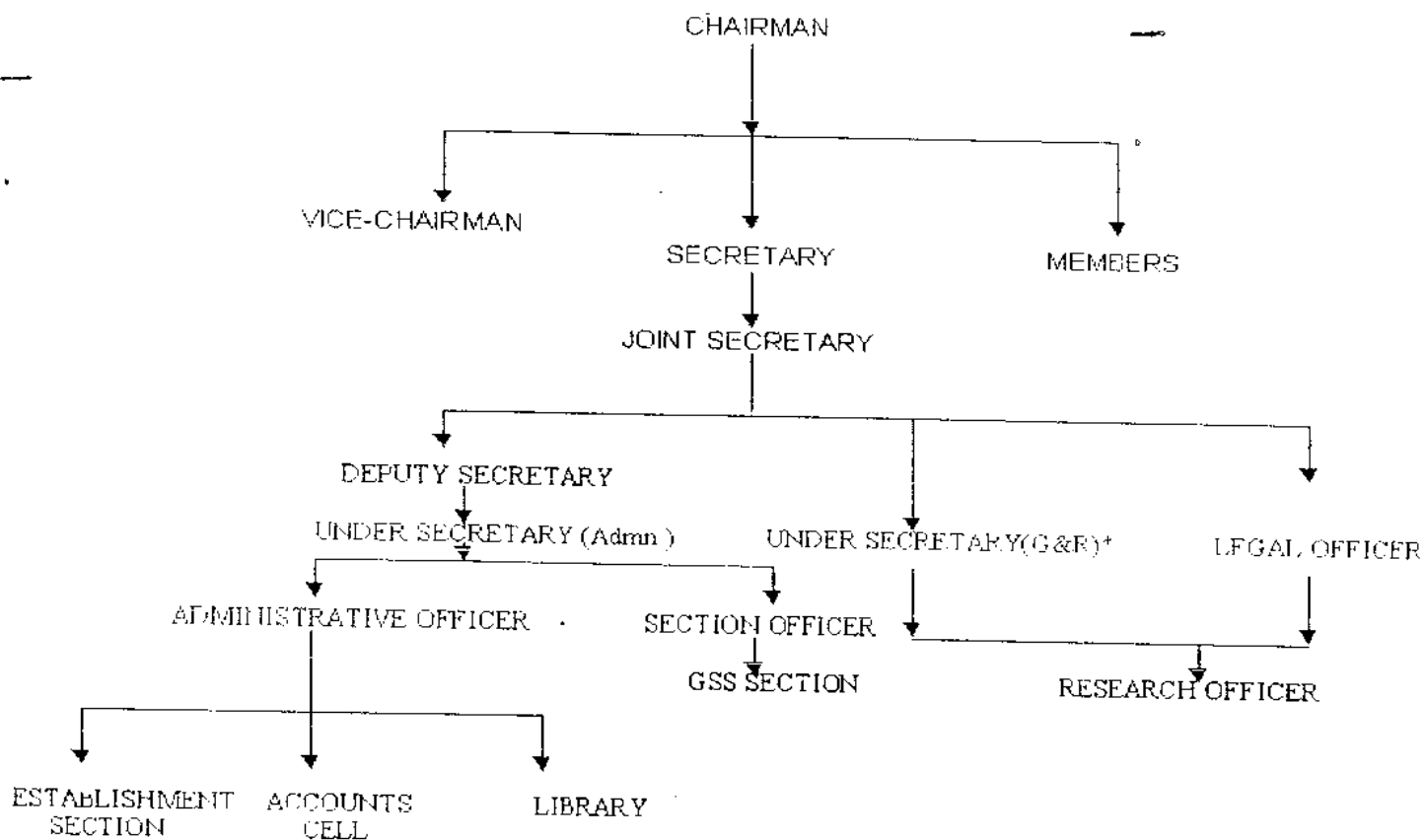
In order to strengthen the cause of the minorities, the United Nations promulgated the "Declaration on the Rights of Persons belonging to National or Ethnic, Religious and Linguistic Minorities" on 18th December 1992 proclaiming that:

"States shall protect the existence of the National or Ethnic, Cultural, Religious and Linguistic identity of minorities within their respective territories and encourage conditions for the promotion of that identity."

The National Commission for Minorities has been observing the 18th December as a Minorities Rights Day every year.

B. ORGANISATIONAL SET-UP OF THE COMMISSION

ORGANISATIONAL CHART OF NATIONAL COMMISSION FOR MINORITIES



C. FUNCTIONS AND DUTIES OF NCM:

The National Commission for Minorities (NCM) is a statutory body set up by the Central Government under the NCM Act, 1992. The main functions of the Commission as laid down in Section 9(1) of NCM Act, 1992 are to monitor the implementation of the Constitutional and legal safeguards provided to the five notified religious communities by the Union and State Governments and to make recommendations to them for effective implementation of such safeguards. The NCM Library has about 6,000 books and journals and large numbers of them are on issues concerning the minority communities. The library also has four computers and a photocopier

Guidelines for using the facilities in NCM Library for doing research or studies on issues related to the minority communities

The facilities of library can be availed of for doing research or studies on minority issues by persons other than the NCM employees subject to the following terms and conditions:-

- i. The person desirous of using the NCM library facilities should be attached with a renowned educational institution or a registered NGO or government body.
- ii. An application for use of the NCM facilities should be submitted to Secretary, NCM in the prescribed format in the annexure, at least ten (10) days before the date on which the use of the facilities is to start. The application on the prescribed format should be accompanied with a recommendation addressed to Secretary, NCM from the Head of the educational institution, NGO or government body for use of the library facilities by the applicant. A photograph of the applicant should be affixed on the prescribed form.
- iii. The applicant is required to give an undertaking in the application that he/she agrees to abide by the terms and conditions as applicable from time to time
- iv. Before the expiry period of 10 days, the applicant will be informed by registered post, of the decision of the Commission regarding use of the library facilities. In case the permission is accorded, the applicant will be issued temporary membership of NCM library for a maximum period of one month. The temporary membership card will not be transferable and the holder of the card will be held responsible if the card is misused. The cardholder's permission to use the library facilities is liable to be cancelled for unacceptable conduct or misuse on the report of the Librarian. However, the permission can be cancelled without assigning any reason. The decision of the Secretary, NCM would be final and no correspondence will be entertained on the issue of cancellation.
- v. The user should carry the membership card with him whenever he visits the library.
- vi. Borrowing of books and journals will not be permitted. Mutilation of the

books and journals is prohibited and the user of the library facilities will be liable to pay damages to the Commission for mutilation of the books and journals in addition to inviting cancellation of his permission to use the library. The level of the damages will be decided by the NCM whose decision will be final.

- vii. Internet facility will not be available.
- viii. The timing of the use of NCM library will be from 11:00 A.M. to 1:00 P.M. and from 3:00 P.M. to 5:00 P.M.
- ix. Monthly fee of Rs.100/- will be chargeable from the user of library facilities. In case he uses the photocopier, photocopying charge @ Rs.1/- per page will become payable. If he uses the computer, he will be required to pay computer charge of Rs.10/- per hour. The stationary items needed by him will have to be brought by him.
- x. No telephone facility will be available, except in emergencies or compelling circumstances.
- xi. The user will have to confine himself within the library premises and will not be allowed to interact with the employees of the Commission.
- xii. Since the space in the library is limited, only four scholars at a time can be accommodated. The permission will therefore be granted on a first come first served basis, the date of receipt of the application being the relevant date.
- xiii. The guidelines can be amended as and when required by the NCM.
- xiv. Proper decorum will have to be maintained at all times as behoves a library.

No extension will be allowed beyond one month since opportunity has to be given to those waiting in the queue for utilizing the library facilities. If a user is desirous of coming back for using the available facilities, he/she will have to reapply and get back in the queue.

D. ADDRESS:

National Commission for Minorities

5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi 110 003.

Tel.24618349, Fax 24693302, 24642645, 24698410, E-mail:nem-mma@nic.in

Chairperson, Vice-Chairperson & Members of National Commission for Minorities

Name/Designation	Office	Residence
Sh. Mohamed Shafi Qureshi	24690592	26033505
Chairperson		
Sh. Michael P. Pinto	24690809	022-22041982
Vice Chairperson		
Ven. Lama Chospel Zotpa	24615964	23985895
Member		
Sh. Harcharan Singh Josh	24617020	23855271
Member		23852120
Dr. Dileep Padgaonkar	24642527	24332833
Member		24332834
Professor Zoya Hasan	24623710	26704422
Member		26107045
Dr.(Miss) Mehroo Dhunjisha Bengalee	24621177	022-22840275
Member		

E. LIST OF STATE MINORITIES COMMISSIONS:

S.No.	State	Name & Designation	Address	Tel. No.	Fax No.
1	Andhra Pradesh (Statutory Commission)	Mr. Yousuf Qureshi Chairman	A.P. State Minorities Commission Room No. 301, A-Block, Secretariat Bldg. Hyderabad - 500 022.	040-23453078 23453206(o) 040 2459319(R)	040- 23453206
2	Assam (Non-Statutory)	Chief Justice (Retd.) Shafiqul Haque, Chairman	Assam State Minorities Commission RGB Road New Ganeshgodi, Dispur Guwahai - 781 006.	0361-2341026, 09864097070	0361-205992
3	Bihar (Statutory)	Prof. Subail Ahmed Khan Chairman	Bihar State Minorities Commission Barrack No. 7, Old Secretariat, Patna - 300 015.	0612-2213595(o) 2236742 0612- 2320864(R)	0612-2213706
4	Chhattisgarh (Statutory)	Haji Inayat Ali Chairman	Chhattisgarh Minorities Commission C- 186, Shailendra Nagar Raipur (C.G.) - 492 001.	0771-2424807 2424809(o) 09425203377(M)	0771-2424807 2424809
5	Delhi (Statutory) Delhi State minorities Commission Act, 1999	Shri Abu Baker Chairman	Delhi State Minorities Commission ^{1st} Floor, C-Block Vikas Bhawan, New Delhi.	23370825, 23384950(o)	011 23378752
6	Jharkhand (Statutory)	Shri Nirmal Chatterji Chairman	Jharkhand Minorities Commission Project Bldg., Dhurwa Ranchi	0651-2403951, 2403215(O) 2441586	0651-2403952 0651-2403650
7	Karnataka (Statutory)	Alhaj K. S. Md. Masood Chairman	Karnataka State Minorities Commission ^{5th} Floor, Vesveshwariah Tower(M) Dr. B.R. Ambedkar Veedhi Bangalore - 560 001.	080-22864204 22863400 080-5278489(R)	080-22863282
8	Madhya Pradesh (Statutory)	Shri Anwar Mohd. Khan Chairman	M.P. State Minorities Commission E- Block, Old ecretariat, Bhopal - 462 011.	0755-5292464, 5292401(o) 0755-5292402 (R) 9826089241	0755-5292463

9	Maharashtra (Non-Statutory)	Sh. Mohd. Naseem Siddiqui, Chairman	Maharashtra State Minorities Commission, Behind J. J. School of Arts, Badruddin Tayabji Marg, Near C.S.T. Mumbai - 1.	022-22610156, 022-22650085	
10	Manipur (Non-Statutory)	Shri Abdul Halim Choudhury, Chairman	Manipur State Minorities Commission, 3 rd Floor, Ministers' Block, Room No.106 & 107, Secretariat Building, Imphal (Manipur).	0385-2229665 (o) 2220198 2221946	
11	Rajasthan (Statutory)	Sardar Jasvir Singh, Chairman	Rajasthan State Minorities Commission, Room No. 308-309, SSO Bldg, Secretariat Jaipur - 302 001.	0141-2227100(o) 0141-2227437	0141-2227437 (Tel-fax)
12	Tamil Nadu (Non-Statutory)	Rev. Fr. Vincent Chinnadurai, Chairman	Tamil Nadu State Minorities Commission, 12 th , Sir Theagaraya Road, Teynampet Chennai-600018.	044-24660150 044-24991344	
13	Utar Pradesh (Statutory)	Sh. Ghayas-uddin Kidwai, Chairman	U.P. State Minorities Commission 601, Indira Bhawan Lucknow - 226 001.	0522-2287097(o)	
14	Utaranchal (Statutory)	Sardar Mohar Singh, Chairman	Utaranchal State Minorities Commission Bhaista Farm, Bazpur, Distt. Mahansingh Nagar, Utaranchal.	0135 2671201	
15	West Bengal (Statutory)	Dr Syed Sajjad Zaher Adnan Chairman	West Bengal Minorities Commission, Bhawani Bhawan (2 nd Floor West) Alipor, Kolkata - 700 027.	033-2439887(o) 24792894-95 098302 16148	033-24398592