

Guidelines for Filling up Questionnaire

1. This Questionnaire is issued by the National Commission for Backward Classes (NCBC) to elicit necessary information and data which will enable the Commission to consider the requests for inclusion and complaints of under-inclusion in the Central list of Other Backward Classes (OBC). The Questionnaire is required to be filled up in every case by the State Government as also the party (individual, association, institution etc.) making the request/complaint. Experts/expert institutions may also be invited to furnish data on the Questionnaire or any part thereof by the NCBC or the State Government.
2. Separate Questionnaire is to be filled up in respect of each caste/community/sub-caste/sub-community/social group under consideration.
3. The Questionnaire consists of two Parts. Both Parts are expected to be filled up by the State Government, and by or on behalf of the caste/community making the request or complaint.
4. Part-I of the Questionnaire relates to General Descriptive Data of the State. After it is filled up once, it obviously will not have to be filled up again and again by the State Government and a copy of the same can be attached to the responses to the Questionnaire in respect of every caste/community under consideration, in that State.
5. Part-II of the Questionnaire is designed to secure a complete and comprehensive profile of each caste/community in respect of which a request for inclusion or a complaint of under-inclusion in the Central list of Other Backward Classes is received. The data furnished in response to Part-II will not only help the Commission to formulate its advice on the requests for inclusion and complaints of under-inclusion, but also help in building up a data-base for continuous monitoring which is essential for helping each backward caste/community in a substantive and meaningful manner over time. However, in order that the immediate task of inclusion of deserving castes/communities in the Central list of OBC is speeded up to the maximum extent possible, the following procedure may be followed:-
 - (i) The questions have been categorised in two phases. Phase-I consists of questions to which answers are necessarily required for consideration of requests for inclusion and complaints of under-inclusion. Phase-II consists of questions, answers to which will be helpful but are not indispensable for the immediate purpose, and are essential for building up a sound data-base required for periodic monitoring and for formulating measures for securing the progress of the OBC.

The Phase-II questions are the following:

Part-I General Descriptive Data of the State	Questions 4, 5, 6, 13, 14, 15, 16(e), 16(f), 23(b)(iii), 23(b)(iv), 23(c), 23(d)(iii), 23(d)(iv), 23(e)(iii), 23(e)(iv), 23(f), 23(g).
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Part-II General Descriptive Data of the Caste/Community	Questions 6, 7, 8 and 10
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B. Educational	Questions 2, 4 and 6
C. Economic	Question 3 Group C/Class III, Group D/Class IV, Question 4 Question 5
D. Representation in the Services of Central Government	Question 1 Group C&Group D Question 2 Group C&Group D Question 3 Group C&Group D Question 4 Group C&Group D Question 5 Group C&Group D

All the questions, which are not listed above as Phase-II questions, are Phase-I questions.

Wherever answers to both Phase-I and Phase-II questions can be furnished without loss of time, answers to both phases may be furnished together. Wherever it is possible to furnish answers only to some of the Phase-II questions without loss of time, they may also be furnished along with answers to Phase-I questions, and answers to other Phase-II questions may be furnished later. Wherever it will take time to furnish answers to any of the Phase-II questions, answers to Phase-I questions may be furnished first at the earliest and answers to Phase-II questions may be furnished later.

(ii) As another measure for speeding up findings, the Commission has devised a "fast-track". Questions 7, 8, 9, and 10 of 'Part-II A. Social' pertain to the "fast-track". Answers to these "fast-track" questions may be furnished on topmost priority basis to facilitate the process of expeditiously clearing this category of cases.

6. Whenever information or data is supplied against any question, the source of such information and data may be indicated as also the basis for its authenticity.
7. Some of the questions require answers in terms of quantitative data. Wherever up-to-date and precise quantitative data are not readily available, information may first be furnished on the basis of the best possible approximation (specifying and explaining the basis of the approximation) and thereafter, as early as possible, up-to-date and precise quantitative data may be gathered and furnished.
8. Those filling up the Questionnaire will no doubt be aware that supplying of incorrect information or data will affect credibility.
9. The Commission or its Bench may call for any further particulars as and when necessary.
10. Wherever necessary please add additional sheets or annexures with suitable referencing in the main Questionnaire form.
11. In the Questionnaire at a number of places, year of reference has been asked for. Wherever this has been asked for the data pertaining to the latest year for which data is available may be furnished, specifying the year.