Under Secretary to the Govt. of India
(C.C. Unreceipted)

Sd/-

Ministry of Welfare, Social Affairs, New Delhi

3. Secretary, National Commission for SC/ST, Lok Nayak Bhawan,
   above

2. Department of Personnel & Training with reference to their OM cited
   above

1. Chief Executives of all PSEs

Copy to:

All Ministries/Departments concerned with PSEs

To


ENG: AS ABOVE

Under Secretary to the Govt. of India
(C.C. Unreceipted)

Sd/-

Administrative control for Information and compliance,
reference to the notice of all Public Sector Undertakings under their
Ministries/Departments may kindly bring the contents of the OM under
notice, 1977 on the subject mentioned above and to request that all
of Personnel & Training’s OM No. 3/60/72/3/96-EST (Res) dated 22nd
July, 1996 on the subject mentioned above and to request that all
ministries/Departments may kindly bring the contents of the OM under

The undersigned is directed to forward herewith a copy of Department
Sub: Reservation in Promotion—Prescription of Lower Qualifying Marks

Dated the 12th January, 1998

Block 14, CGO Complex,

Department of Public Enterprises
Ministry of Industry
Government of India
No. 6/4/98-DPE (SC/ST Cell)

101
Note: These orders were modeled by DOP'TS ON dated 03-10-2000.

Director

YC. Pramoda

S/D

autonomous Bodies/Police/Sector/Undertakings under their control for
institutions to the notice of their attached/subordinate offices and
6. All Ministries/Departments and also requested to bring these
7. These instructions are immediate effect.

Also need to have been modeled to this extent.

concerning Board/Police/Sector/Undertakings under their control for
institutions to the notice of their attached/subordinate offices and
6. All Ministries/Departments and also requested to bring these
7. These instructions are immediate effect.

are hereby rescinded.

memorandum

Office: Memorandum

Department of Personnel & Training

Ministry of Personnel, Public Grievances and pensions

Government of India

No. 30912/29/99-Estt. (Res)

Date: 22nd July, 1999

From: Block New Delhi

Subject: Reservation in promotion—Prescription of lower qualifying marks

The undersigned is directed to say that in terms of instructions issued
The Ministry of Finance is pleased to inform you of the following changes in the office structure:

**Revised Structure**

- Ministry of Finance
- Division of Accounting
- Department of Personnel & Administrative Services

**New Positions**

- Assistant Secretary
- Deputy Assistant Secretary

**Promotions**

- Mr. John Doe promoted to Assistant Secretary
- Ms. Jane Smith promoted to Deputy Assistant Secretary

**New Staff**

- Mr. Robert Lee appointed as Accountant
- Ms. Sarah Brown appointed as Administrative Officer

**Office Memorandum**

Date: 23rd December, 1970

From: O.P. No. 8/12/69-EST (SC)

To: All Ministers, etc.

Subject: Relaxation of standards in favor of scheduled castes/states.

Dear Sirs,

The Ministry of Finance, in consultation with the Ministry of Personnel & Administrative Services, is pleased to announce the following changes in the office structure:

1. **Reorganized Structure**
   - Ministry of Finance
   - Division of Accounting
   - Department of Personnel & Administrative Services

2. **New Positions**
   - Assistant Secretary
   - Deputy Assistant Secretary

3. **Promotions**
   - Mr. John Doe promoted to Assistant Secretary
   - Ms. Jane Smith promoted to Deputy Assistant Secretary

4. **New Staff**
   - Mr. Robert Lee appointed as Accountant
   - Ms. Sarah Brown appointed as Administrative Officer

The Ministry of Finance is committed to promoting equity and diversity among its employees. We believe that the above changes will contribute to a more inclusive and productive work environment.

Yours sincerely,

[Signature]