

No. 43011/1/10/2002-Estt. (Res.)  
Government of India  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

North Block, New Delhi. Dated: 19<sup>th</sup> December, 2003.

**OFFICE MEMORANDUM**

**Subject:** Annual Reports regarding representation of SCs, STs and OBCs in the Central Government Services.

The Undersigned is directed to say that each Appointing Authority is required to send several reports and returns in respect of Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) to the Ministry/Department concerned and Ministries/Departments in turn are required to send consolidated reports and returns to this Department. These reports and returns have been reviewed in the light of para 125 of the Central Secretariat Manual of Office Procedure and it has been decided to **discontinue** all of them and to prescribe two annual reports namely SC/ST/OBC Report-I and SC/ST/OBC Report-II in place thereof.

2. Soon after the first of January of every year, each Appointing Authority shall send to the Ministry/Department concerned:

- (i) SC/ST/OBC Report-I in the enclosed proforma showing the total number of Government servants and the number of SCs, STs and OBCs amongst them as on the 1<sup>st</sup> January of the year and the number of appointments made during the preceding calendar year alongwith the number of SCs, STs and OBCs amongst them.
- (ii) SC/ST/OBC Report-II in the enclosed proforma showing the representation of SCs, STs and OBCs in various grades of organised group 'A' services as on the 1<sup>st</sup> January of the year and the particulars of recruitment to the various grades during the preceding calendar year in the service.

3. Each Ministry/Department shall consolidate the information received from all Appointing Authorities under it and shall send to the Department of Personnel and Training by the 31<sup>st</sup> march of each year.

- (i) Consolidated SC/ST/OBC Report-I in respect of the Ministry/Department including information in respect of all Attached and Subordinate Offices under its control.

- (ii) SC/ST/OBC Report-II in respect of each organised Group 'A' service under its control reflecting grade-wise position of the representation of SCs/STs/OBCs in the service as on 1<sup>st</sup> January of the year and particulars of recruitment to various grades of the service during the preceding calendar year.

4. Information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies should **not be included** in the above referred reports sent to the Department of Personnel and Training. Statutory, semi-Government and autonomous bodies should furnish consolidated information in the prescribed proforma to the administrative Ministry/Department. The administrative Ministry/Department may maintain this information in respect of all statutory, semi-Government and autonomous bodies under its control. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings and may maintain it.

5. Liaison Officers nominated in the Ministries/Departments and in offices under the Heads of Departments will ensure timely submission of these reports by each Appointing Authority in the offices under their charge. They will also ensure timely submission of consolidated reports to the Department of Personnel and Training. Failure to submit these reports in time without any valid reason should be brought to the notice of the Secretary/Additional Secretary to the Government in the Ministry/Department or to the Head of the Department in respect of offices under the Head of the Department. It is also to be ensured that the reports on receipt in Ministry/Department are critically examined and analysed and the deficiencies noticed, if any, are pointed out to the appointing authorities concerned expeditiously so that they can take necessary corrective measures without any delay.

6. While furnishing the figures of representation of SCs, STs and OBCs in Report-I, information in respect of the posts of "sweepers/safaikaramcharies" should not be included as such inclusion results in inflating the figures of representation of SCs in group D posts. In the report, information in respect of group D posts (excluding sweepers) and group D posts (sweepers) should be given separately.

7. The following points may also be kept in view while furnishing the reports:

- (i) Consolidated figures should be given under each group.
- (ii) The reports relate to persons and not to posts. Therefore, the posts vacant etc. should not be taken into account.
- (iii) A person on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent office.
- (iv) Persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class of service in which the higher grade concerned is included.
- (v) Figures in respect of Scheduled Castes, Scheduled Tribes and Other Backward Classes should include persons appointed by reservation as well as appointed on their own merit.
- (vi) Attached/Subordinate Offices should not send information direct to this Department. They should send it to their administrative Ministry/Department.
- (vii) Ministries/Departments should not send partial or incomplete information to the OOPT and should send consolidated information in respect of entire Ministry/Department including information from all Attached and Subordinate Offices at one go.

(K.G. Verma)

Deputy Secretary to the Government of India

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To

1. All Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.

SC/ST/OBC REPORT-I

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs AS ON FIRST JANUARY OF THE YEAR AND NUMBER OF APPOINTMENTS MADE DURING THE PRECEDING CALENDER YEAR**

**MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:**

Groups	Representation of SCs/STs/OBCs (As on 1-1-2004)				Number of appointments made during the calender year 2003									
					By Direct Recruitment				By Promotion			By Deputation/Absorption		
	Total number of Employees	SCs	STs	OBCs	Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	6	6	7	8	9	10	11	12	11	14	16
Group A														
Group B														
Group C														
Group D (Excluding Sweepers)														
Group D (Sweepers)														
<b>TOTAL</b>														

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs IN VARIOUS GROUP 'A' ON**

**FIRST JANUARY OF THE YEAR AND NUMBER OF APPOINTMENTS MADE IN THE SERVICE IN VARIOUS GRADE IN THE PRECEDING CALENDER YEAR**

**MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:**

**SERVICE:**

Pay Scale (in rupees)	Representation of SCs/STs/OBCs (As on 1-1-2004)				Number of appointments made during the calendar year 2003									
					By Direct Recruitment				By Promotion			By Other Methods		
	Total number of Employees	SCs	STs	OBC	Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
8000-13500														
10000-15200														
12000-16500														
14300-18300														
16400-20000														
18400-22400														
22400-24500 & above														
TOTAL														

**NOTE:** If scales of pay in any service are different, applicable scales in the service may be indicated in Column-1. (PSEs to indicate corresponding IDA scale applicable)