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No.6/19/89-BPE (SC/ST Cell)
Ministry of Industry
Department of Public Enterprises

**Block No. 14, CGO Complex,
Lodi Road, New Delhi—3.**

Dated the 25th April, 1991.

OFFICE MEMORANDUM

Subject: Reservation for Scheduled Castes and Scheduled Tribes in appointments in Public Enterprises—Issue of revised Presidential Directive.

The undersigned is directed to invite attention to DPE's OM No.6/16/81-BPE/GM-I (SC/ST Cell) dated 16.2.1982 forwarding the revised draft directive to all Administrative Ministries and to say that in view of a number of important orders/instructions issued on the subject by the Department of Personnel & Training which have been extended to public enterprises through their Administrative Ministries/Departments, it has been found necessary that a consolidated directive should be issued incorporating all instructions issued on the subject so far. Accordingly, a comprehensive revised draft Presidential Directive has been drawn up and enclosed.

2. It is, however, reiterated that the Directive incorporates only the important ingredients of the reservation orders applicable in the case of Government Ministries/Departments, but the intention has all along been that the public enterprises should follow also the other aspects of the reservation orders applicable to the Government Ministries/Departments, keeping in view, of course, the essential differences in the practices followed by the enterprises.

3. Ministry of Commerce, etc. may now take steps to have the revised Directive issued to all public enterprises under their administrative control. A copy of the letter forwarding the revised Presidential Directive to the enterprises may be endorsed to this Department for record.

4. The responsibility for implementing the Directive lies on the head of the Department in a formal manner, both in the Administrative Ministries and public enterprises. In order to give effect to these

requirements, the Administrative Ministries/Departments are requested to institute a system under which the Joint Secretary in the Ministry/Department is made responsible to keep a watch over the implementation of the decisions regarding Scheduled Castes/Tribes in public enterprises under the control of that Ministry/Department and also to keep the Secretary informed of the progress of implementation. Similarly, the Chief Personnel Officer of public enterprises, whether at the Board level or below the Board level (if there is no full-time functional Director in Board) should be made responsible for ensuring the implementation of the decisions, and keeping the Chief Executive informed of progress. In multi-unit enterprises, the Chief Personnel Officer of each unit should also be given this responsibility in regard to implementation of the decisions in the unit.

End: As above

Sd/-
(C. C. Unnikrishnan)
Under Secretary to the Govt. of India

To

All Administrative Ministries/Departments concerned with PSUs
Copy for information to:—

1. Cabinet Secretariat (Sh. B. K. Das, Joint Secretary) w.r.t. DO No. 72/1(12)/87-CA IV-A (Vol. II) dated 19.3.1991
2. Department of Personnel & Training (Sh. A. K. Harit, Deputy Secretary) w.r.t. DO No. 3167/90-Estt. (Estt (SCT) dated 19.12.1990
3. Department of Personnel & Training (Estt. A Section), North Block, New Delhi with reference to their DO No. 28034/10/90-Estt. (A) dated 21/9/90

Sd/-
(C. C. Unnikrishnan)
Under Secretary to the Govt. of India

**PRESIDENTIAL DIRECTIVE ON RESERVATION FOR
SCHEDULED CASTES & SCHEDULED TRIBES IN
APPOINTMENTS IN PUBLIC ENTERPRISES**

Presidential Directives have been issued from time to time extending the policies and procedures of the Government in regard to reservation relaxation, concession, etc. for Scheduled Castes and Scheduled Tribes to Central Public Sector Undertakings. Over the years, a large number of instructions/clarifications have been issued bringing about important modifications in the scheme of reservations, relaxations and concessions for Scheduled Castes and Scheduled Tribes. It has, therefore, been considered necessary to consolidate all these instructions and issue revised Presidential Directive to Public Sector Undertakings on the subject.

In terms of Article of the Articles of Association of /section of Act the President is pleased to direct (name of the Public Sector Enterprises) that the following measures should be taken with regard to the reservation for Scheduled Castes and Scheduled Tribes in appointments to the various posts in the company.

1.1 Percentage of reservation in vacancies

(A) Direct Recruitment

		Scheduled Castes	Scheduled Tribes
(i)	Direct recruitment on an All-India basis by means of Open Competitive Test i.e. by written examination	15%	7-1/2%
(ii)	Direct Recruitment on an All-India basis otherwise than at (i) above i.e. by not conducting written competitive examination	16-2/3%	7-1/2%
(iii)	Direct recruitment to Group C and D posts normally attracting candidates from a locality or a region	Vary from State to State and UT to UT	

(iv)	The principle of reservation for SCs and STs, should generally be suitably applied to the extent possible, to work charged posts also except those required for emergencies, like flood relief work, accident restoration and relief etc. The percentage of reservation in such appointments may correspond to what is applicable to Group C and Group D posts in that locality or region		
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B. Promotion

(i)	Posts filled by promotion through limited Departmental Competitive Examinations within or to Group B, C & D in which the element of Direct Recruitment, if any, does not exceed 75%	15%	7-1/2%
(ii)	Posts filled by promotion made by selection from Group B (Class II) to the lowest rung of category in Group A (Class I) and in Groups B, C & D posts in grades or services in which the element of Direct Recruitment, if any, does not exceed 75%	15%	7-1/2%
(iii)	Posts filled on the basis of seniority subject to fitness in Group A, B, C & D posts in grades or services in which the element of Direct Recruitment does not exceed 75%	15%	7-1/2%

1.2 The above reservation will not apply to:

- (i) **Vacancies filled by transfer or by deputation:**
Reservation do not apply to posts filled by 'deputation', but whenever a public enterprise proposes to depute, in public interest, officers serving in or under them to a post in or under another public enterprise, the Scheduled Castes and Scheduled Tribes employees serving in or under the public enterprise, concerned who are eligible to be sent on

deputation should also be considered along with other eligible employees for such—deputation. The Public Enterprises under whose control the post to be filled by deputation or transfer arise should, while selecting persons for such posts to be filled by deputation or transfer duly consider the case of eligible SC and ST employees whose names have been forwarded by other public enterprises along with the other eligible employees, for appointment on deputation or transfer to those posts. Where the number of posts to be filled on deputation by any public enterprises is fairly substantial the enterprise concerned should endeavour to see that a fair proportion of such posts are filled by employees belonging to Scheduled Castes and Scheduled Tribes.

- (ii) Temporary appointment of less than 45 days' duration
 - (iii) Those work-charged posts which are required for emergencies like flood relief work, accident restoration and relief etc.
- While there is no reservation for Scheduled Castes and Scheduled Tribes in purely temporary appointment such as work-charged staff including the daily rated and monthly rated staff, regularization of such work-charged staff against regular posts would have to be treated as fresh appointment for the purpose of the orders on reservation. In other words, absorption of muster roll employees has to be treated as fresh appointment as from a post to which the reservation does not apply to a post to which the reservation applies.
- (iv) Scientific and technical posts which are classified as such and are in grades above the lowest grade in Group A of the services concerned and are meant for conducting research or for organizing, guiding and directing research may be exempted from the purview of the scheme of reservation with the approval of the Board of Directors.

2. In some enterprises, the classification of posts may be identical or similar to that in vogue in Central Government services. In such cases, for the purpose of implementing the reservation orders, the posts may be treated as belonging to Group A, B, C and D as follows.

- (i) **Group A**
Posts carrying a pay or a scale of pay with a maximum of not less than 4,000/-
- (ii) **Group B**
Posts carrying a pay or scale of pay with a maximum of not less than Rs.2900/- but less than Rs.4,000/-
- (iii) **Group C**
Posts carrying a pay or scale of pay with a maximum of over Rs. 940/- but less than Rs.2900/-
- (iv) **Group D**
Posts carrying a pay or scale of pay the maximum of which is Rs 940/- or less

Note:

1. The above classification is based on the recommendations made by the High Power Pay Committee (HPPC) and accepted by the Government in respect of employees on Central DA Pattern. As far as employees on Industrial DA the pay ranges may be worked out by the individual public sector enterprises having regard to the pay structure evolved by them for unionized and non-unionized employees. For clarification, if any, in this regard, references may be made to the Department of Public Enterprises through the Administrative Ministries.

2. There will be no change in the classification of posts consequent on the periodical revision of the pay scales in Public Sector Enterprises. In other words, for the purpose of reservation posts classified as Group D (Class IV) prior to the issue of DPE OM No. BPE/GL-04175-Man/6/175-BPE (IC) dated the 11th December, 1975 will continue to be categorized under Group D posts irrespective of the revised pay scales. The posts created subsequently as addition to the existing cadre of that Group will also be grouped under Group D. The same rationale will be applicable to other categories of posts also. The posts which, having regard to the nature of duties attached to them such as Chowkidars, Peons, Farashes, Cleaners, Loaders, Waiters, Khalasis, etc. should normally be classified under Group D (excluding Sweeper) may invariably be categorized as such irrespective of pay scales attached to them.

3. Rosters

To give proper effect to the reservation prescribed, every appointing authority will treat vacancies as reserved or unreserved according to a model roster consisting of 40 points/100 points./120 points/ 200 points as the case may be as described below (please see note 2 below)

- (i) Post filled by promotion for which reservation orders are applicable in the 40 points roster
- (ii) Recruitment made on All India basis by open written competitive examination in the 200 points roster
- (iii) Recruitment made on All India basis otherwise than by open written competitive examination in the 120 point roster
- (iv) Recruitment attracting candidates from a locality or region according to 100 points roster

Note: 1. With the introduction of reservation to OBC in direct recruitment the rosters were revised to take effect from 8.9.93. For promotion, the 40 points roster so far followed will continue, there being no reservation for OBCs in promotion.

2. With a view to bring the policy of reservation in line with the law laid down by the Supreme Court in the case of R.K. Sabharwal Vs. State of Punjab the 40 points/100 points/120 points rosters mentioned above shall be replaced by post-based rosters given in Annexures to DOPT's OM No.36012/2/96-Estt(Res) dated 2.7.1997.

4.1 The roster will be maintained in a bound register. (Detailed instructions for maintenance of roster are given in DOPT's OM dated 2.7.1997)

4.2 SC/ST Candidates Selected on Merit

In cases of direct recruitment to vacancies in posts under public sector enterprises, the Scheduled Castes and Scheduled Tribes candidates who are selected on their own merit without relaxed standard, along with candidates belonging to the other communities, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from

amongst the eligible SC/ST candidates which will thus comprise SC/ST candidates who are lower in merit than the last candidate in the merit list but otherwise found suitable for appointment even by relaxed standards, if necessary.

5. Annual Statements

As soon as after the first of January every year as possible and latest by first of March, each undertaking will send to the Administrative Ministry with copies to the Department of Public Enterprises and the Department of Personnel & Training:

- (i) a statement in the form given in Annexure-I showing the total number of employees and the number of Scheduled Castes and Scheduled tribes amongst them as on the first January of the year.
- (ii) A statement in the form given in Annexure II and III showing particulars of direct recruitment and promotion made in a calendar year and the number filled by Scheduled Castes and Scheduled Tribes candidates;
- (iii) An appreciation report indicating, inter-alia, the reasons for shortfall in recruitment against reserved posts, if any, the special efforts made by the public enterprises to augment the intake of Scheduled Castes and Scheduled Tribes candidates against reserved posts, etc. [Proforma revised vide DOPT's OM No. 43011/1/02/002-Estt. (Res.) dated 19.12.03]

6.1 Grouping of Posts

In the case of isolated individual posts and small cadres in which vacancies may not occur with sufficient frequency to ensure adequate representation of Scheduled Castes and Scheduled Tribes posts in the same group and carrying a similar status, salary and qualifications may be grouped in direct recruitment only to facilitate the application of the reservation orders. A cadre or a grade or division of service consisting of less than 20 posts may be treated as small cadre for this purpose. A group so formed should not ordinarily consist of less than 25 posts. It is not intended that isolated posts should be grouped together only with other isolated posts. Subject to the other conditions for group, there is no objection to the grouping of any isolated posts with a cadre,

grade or division of service consisting of more than 20 posts and already comprising a group by itself.

Note: Modified Instructions on small cadres (up to 13 posts) contained in para 4(e) of DOPT's OM dated 2.7.1997 and the relevant annexures may be kept in view.

6.2 The instructions regarding grouping of posts for purpose of orders regarding reservations for Scheduled castes and Scheduled Tribes apply only to posts filled by Direct Recruitment. In the case of posts filled by promotion, the reservation orders wherever applicable, should be applied to each grade or post filled by promotion separately.

6.3 The posts of Safai Karmacharies should not be grouped for purposes of observance of the reservation orders, with other categories of isolated Class IV posts, even though the number of posts of Safai Karmacharies may not be large in an office/ establishment.

6.4 Proposals for grouping of posts should be referred to the concerned administrative Ministry for approval giving full particulars of all posts proposed to be grouped together.

7. Ban on de-reservation in Direct Recruitment

7.1 Where sufficient number of candidates belonging to SC/ST are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall not be filled by candidates not belonging to these communities. In other words, there will be a ban on de-reservation in direct Recruitment.

7.2 In all cases of direct recruitment to fill up vacancies in posts/ services in Group A, B, C and D, if sufficient number of suitable SC/ST candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, then a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST candidates are not available even then the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "Backlog" vacancies.

7.3 In the subsequent year when recruitment is made for the vacancies of the year (called the current vacancies), the "backlog" vacancies will also be announced for recruitment, keeping the vacancies of the particular recruitment year i.e. the current vacancies and the "backlog" vacancies as two distinct groups. While in respect of vacancies for the year of recruitment, the normal instructions relating to calculation of vacancies reserved for SC/ST as well as the instructions that not more than 50 per cent of the vacancies could be reserved for SC/ST, Physically Handicapped etc. will apply, all the "backlog" vacancies reserved for SC/ST will be filled up by the concerned candidates belonging to reserved category without any restriction whatsoever as they belong to distinct group of "backlog" vacancies

7.4 For example, if three vacancies for SC candidates and two vacancies for ST candidates remaining unfilled in earlier years are carried forward as "backlog" vacancies and four new vacancies arise in the year of recruitment and one vacancy each out of these 4 vacancies are to be reserved for SC and ST candidates respectively following the existing instruction on reservation, the number of vacancies to be announced will be as follows:

Name of the post	Current Vacancies	Backlog Vacancies			
UR	SC	ST	SC	ST	
	2	1	1	3	2

Note: Para 7.3 & 7.4 modified and 50 per cent rule made applicable to backlog vacancies also vide DOPT's OM No.36012/5/97-Estt.(Res) dated 29.8.1997. Pursuant to 81st amendment of the Constitution OM dated 29.8.1997 was superseded by DOPT's OM No.36012/5/97(Res) Vol. II dated 20.7.2000, according to which 50 per cent rule will not apply to backlog vacancies. Now the position is while 50 per cent rule will be applicable to current reservations, this limit will not apply to **BACKLOG** vacancies.

7.5 If vacancies reserved for SC/ST can not be filled up and are carried forward as "backlog" vacancies and remain unfilled for three successive recruitment years, the vacancies earmarked for SC could be filled by ST candidates or vice

versa in all subsequent attempts, if suitable candidates belonging to the category for which the vacancy is reserved is not available. (Exchange between SC and ST not permissible-DOPT's OM dt. 06.11.03)

7.6 - Notwithstanding the aforesaid, in rare and exceptional cases of direct recruitment to Group 'A' posts where the vacancy cannot be allowed to remain unfilled in public interest, dereservation of such reserved vacancies may be permitted with the approval of the Cabinet Minister in-charge of the administrative Ministry, on the recommendation of the Board of Directors. (Annexure IV-A)

Further, if due to non-availability of suitable technically qualified SC/ST candidates even with relaxed standards, a reserved vacancy in Group 'B' and 'C', technical posts cannot be filled with SC/ST candidate and the post cannot be allowed to remain vacant due to the resultant adverse impact on the operations of the public enterprises, de-reservation of such reserved vacancies may be permitted with the prior approval of the Board of Directors. (Annexure IV-B)

However, even in such cases where de-reservation may be resorted to, the interests of SC/ST will be taken care of by carry forward and exchange as hereinbefore. (Exchange between SC and ST not permissible-DOPT's OM dt. 06.11.03)

8. Procedure for de-reservation in promotion

Before any reserved vacancy is dereserved and filled up by promotion by a general candidate, prior approval of the Board of Directors for Group 'A' and 'B' posts, and that of the Managing Director for Group C and D posts should be obtained in the prescribed proforma given in (Annexure IV-C). The Board of Directors should be appraised from time to time of the number of Group C and D posts de-reserved. The contingency for de-reserving a reserved vacancy by promotion should arise only where suitable candidates of reserved category are not available even with relaxed standards.

9.1 Employment Exchanges:

(a) All vacancies should be notified to the local regional

employment exchanges in the form of requisition given in Annexure V

(b) Copies of advertisement, if the posts are already advertised in the Newspapers, should also be endorsed to the regional or local employment exchanges.

(c) When a local employment exchange is unable to nominate any suitable candidates, it will refer the vacancy or vacancies to the Directorate General of Employment and Training, Shram Shakti Bhawan, Rati Marg, New Delhi, who maintains All India List of SCs and STs registered with Employment Exchanges

Note: Pursuant to Supreme Court's Judgement in the case of Excise Superintendent Vs. K. P.N. Wisweshwara Rao and Others, the above position stands modified. Please refer to DPE's OM No.24(11)/96-(GL-010) GM dated 2.11.98.

9.2 Advertisement in Newspapers:

(a) The vacancies in posts and services, recruitment to which is made on All-India basis, should be advertised in national newspapers including the Employment News.

(b) Vacancies in Group C or D, recruitment to which normally attracts candidates from a locality or a region, should be advertised in such newspapers as Appointing Authority may consider suitable for the purpose if candidates are not likely to be available through the Employment Exchanges.

(c) In order to attract SC/ST candidates and to give them proper representation in services under the public enterprises, the number of posts reserved for SCs/STs should invariably be specified while advertising in the newspapers and notifying the vacancies to the Employment Exchanges.

9.3 Intimation of reserved vacancies to recognized associations and organizations of Scheduled Castes/ Scheduled Tribes:

Simultaneously with the advertisement, the vacancies should be brought to the notice of Scheduled Castes/Scheduled Tribes Organizations listed in the Brochure on Reservation for SC/ST. While doing so, it should be made clear to such organizations that their function is limited to advising the Scheduled Castes/

Scheduled tribes candidates about the recruitment proposed and that will not be for them to recommend or press the names of any individuals. The candidates should apply to the Appointing Authority either direct or through the Employment Exchanged as the case may be.

9.4 Announcement of reserved vacancies on stations of All India Radio:

At the time when the vacancies are notified to the local Employment Exchange to suggest names for reserved vacancies and at the time of the advertisement, the reserved vacancies should also be notified by the concerned Appointing Authority to one or more stations of All India Radio as listed in the brochure on reservation for SC/ST.

9.5 Intimation of reserved vacancies to Directors of Scheduled Castes/Scheduled Tribes Welfare or Social Welfare in States/ Union Territories:

After the employment Exchange has expressed its inability to sponsor Scheduled Caste/Scheduled Tribe candidates against vacancies referred to it, the appointing authority should also intimate the reserved vacancies to the Director of Scheduled Castes/Scheduled Tribes Welfare or Director of Social Welfare in the State/Union Territory concerned.

10.1 (a) Advertisement of reserved vacancies (filled by recruitment otherwise than through Examination for Scheduled Caste/Scheduled Tribe candidates only):

Where Direct Recruitment (otherwise than through written examination) is to be made against a vacancy or vacancies reserved for Scheduled Castes or Scheduled Tribes only, (and not to any unreserved vacancy/vacancy as well), advertisement will be issued inviting applications only from the candidates belonging to the Scheduled Castes, and/or the Scheduled Tribes, as the case may be, and not from general candidates. However, in those cases where vacancies have been de-reserved in accordance with para 7.6, if the reserved vacancy or vacancies which are proposed to be filled are in the third recruitment year of carry forward, Scheduled Caste candidates can be considered for such of vacancies as are reserved for Scheduled Tribes and vice

versa. Also such of the vacancies, which can not be de-reserved and are carried forward as 'backlog vacancies' in accordance with para 7.1, 7.2, 7.3 and 7.4 and remain unfilled for three successive recruitment years, can be exchanged in subsequent attempts in accordance with para 7.5. Accordingly, in the advertisement issued for filling such reserved vacancies, applications should be invited both from Scheduled Castes and Scheduled Tribes candidates, but it should be clarified in the advertisement that for a vacancy reserved for Scheduled Castes and Scheduled Tribes candidates would be considered only in the event of non-availability of suitable Scheduled Caste candidates and similarly, in respect of a vacancy or vacancies reserved for Scheduled Tribes, Scheduled Caste candidates would be considered only in the event of non-availability of suitable Scheduled Tribes Candidates. (Position stands modified as Exchange not permissible as per-DOP's OM dt. 06.11.03)

(b) Re-advertisement for filling reserved vacancies:

In such cases, where vacancies have been permitted to be de-reserved, if after following the procedure outlined in sub para (a) above, the required number of SC or ST candidates are not selected for the reserved vacancy or vacancies, the remaining reserved vacancy/vacancies will be re-advertised, but on this occasion, general candidates would, also be eligible to apply. The general candidates would, however, be considered only if suitable Scheduled Caste or Scheduled Tribe candidate as the case may be, are still not available for appointment to the vacancies reserved for them. This may be clarified in the advertisement. In case any general candidate is thus appointed against a reserved vacancy after its de-reservation, the reservation should be carried forward according to the instructions in this regard.

10.2 Advertisement where recruitment is to be made both for reserved and unreserved vacancies:

In Direct Recruitment, otherwise than through written examination, is to be made for reserved as well as unreserved vacancies on any one occasion, a single advertisement can be issued for such reserved and unreserved vacancies specifying clearly there in the vacancies reserved for Scheduled Castes and Scheduled Tribes.

10.3 Direct recruitment through examination:

Where Direct Recruitment is made through examination, for reserved as well as unreserved vacancies, a single advertisement would be issued for such examination but the number of vacancies reserved for Scheduled Castes and Scheduled Tribes would be specified clearly in it.

10.4 Separate interview of Scheduled Caste and Scheduled Tribe candidates:

(i) When Direct Recruitment otherwise than through examination is to be made, the interview of Scheduled Caste/Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day of sitting on which general candidates are to be interviewed so that the Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board, is/are prominently aware of the need for judging the Scheduled Caste/Scheduled Tribe candidates by relaxed standards.

(ii) In Direct Recruitment made through examination along with interview also, the interview of Scheduled Caste/Scheduled Tribe candidates should be held on a separate day or sitting on the lines indicated in sub-para (i) above.

11. Reasons for rejection of Scheduled Castes/Scheduled Tribes to be intimates to Employment Exchange:

In case SC/ST candidates sponsored by the Employment Exchange are rejected for appointment, the reason should be intimated to the employment Exchange within a period of one month.

12. Carrying forward inter-change in case of promotion:

12.1 In promotion by Limited Departmental Competitive Examination, by seniority subject to fitness and by selection in Group C and D, if sufficient number of suitable SC/ST candidates are not available for being promoted in a particular recruitment year, the reserved vacancies may be filled by other community candidates after de-reservation, with the approval of the Board of Directors/Managing Director as the case may be. The reservation so de-reserved will be carried

forward to the 3 subsequent recruitment years. An inter-se exchange between a SC & ST or vice-versa will be permitted in the 3rd year of carry forward.

12.2 In any recruitment year the number of fresh reserved vacancies and the number of carried forward reservation as in (1) above, put together, shall not exceed 50 per cent of the total vacancies being filled in that year. The surplus, if any beyond 50 per cent, when the ceiling of 50 per cent is applied, shall be carried forward to the subsequent years of recruitment, subject, however, to the condition that the particular reservations carried forward do not become time barred, due to their becoming more than 3 years old.

12.3 In case of promotion by selection from Group C to B, within Group B and from Group B to the lowest rung of Group A, there shall be no carry forward of reservation and in inter-se exchange will be permitted, in the year of recruitment itself, except when the vacancy to which promotion is being made, falls on a reserved point, in the roster and is treated as unreserved, due to its being the only vacancy during the year of promotion and the reservation so due, is carried forward, the subsequent 3 recruitment years. In such cases, the inter-se exchange will be permitted, in the 3rd year of carry forward. (Exchange not permissible-DOPT's OM dt. 06.11.03)

13. Reservation and carry-forward of a single vacancy arising in a year:

In cases where only one vacancy (other than a backlog vacancy) occurs in the initial recruitment year and the corresponding roster point happens to be for a Scheduled Caste or a Scheduled Tribe, it should be treated as unreserved and filled accordingly and the reservation carried forward to subsequent recruitment year, but in the subsequent recruitment year (s), even if there is only one vacancy, it should be treated as "reserved" against the carried forward reservation from the initial recruitment year, and a Scheduled Caste/Scheduled Tribe candidate, if available, should also be appointed in that vacancy, although it may happen to be the only vacancy in that recruitment year (s).

14. Promotions by selection within Group A (Class I)

14.1 In promotion by selection to posts within Group A (Class I) which

carry an ultimate salary of Rs. 2250/- (revised to Rs. 5700/-) per month or less there is no reservation, except a concession namely that the Scheduled Castes/Scheduled Tribes Officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included in the list, provided they are not considered unfit for promotion. Their position in the select list would, however, be the same as assigned to them by the Departmental Promotion Committee on the basis of their record of service. They would not be given for this purpose, one grading higher than the grading otherwise assignable to them on the basis of their record service.

It may be noted that the salary limit of Rs. 2250/- per month mentioned above has been revised to Rs. 5700/- based on the recommendation of the High Power pay committee (HPPC). In the case of officers in PSUs who are following Central Government DA pattern. In PSEs, which are following IDA pattern the corresponding monetary ceilings would be Rs. 6900/- as revised w.e.f. 1.1.87 (Rs. 3200/- where pay scales have not been revised) and Rs. 9100/- w.e.f. 1.1.92 which now stands revised to Rs. 20,800/- w.e.f. 1.1.97 (DPE's OM dated 8.11.2004.)

14.2 Institutional Training—In order to improve the chances of Scheduled Caste/Scheduled Tribe officers for selection to the higher categories of posts in Group A, the following measures should be taken:

- (i) Scheduled Caste/Scheduled Tribe officers in Group A services/posts should be provided with more opportunities for institutional training and for attending seminars/symposia/conferences.
- (ii) It should be the special responsibility of the immediate superior officers of the Scheduled Caste/Scheduled Tribe officers in Group A to give advice and guidance to the latter to improve the quality of their work; and
- (iii) Public Enterprises should nominate a considerably larger number of Scheduled Caste and Scheduled Tribe officers for the training programmes run by the various Training Institutions. They should lay down a time limit, say 3 years, within which training of such officers in appropriate fields

should be completed. A phased programme for sponsoring such officers for training to the various institutions should be drawn up. The Public Enterprises should identify the training needs of the Scheduled Caste and Scheduled Tribe officers and then examine to which training programme these officers should be deputed. The Training Division of the enterprises would render all assistance in suggesting or even devising suitable programme, wherever necessary.

If the Training Division of the enterprises draw up training programme to be conducted by them, adequate margin should be provided to take in as may Scheduled caste and Scheduled Tribe Officers as are sponsored by the enterprises. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next course or special programmes may be arranged for them.

It would also be useful if officers belonging to Scheduled castes and Scheduled Tribes were included in the various training programmes abroad, it would enable them to broaden their outlook and also build up specialized knowledge. It is also likely to boost up the morale of the officers of these communities.

While deputing officers to training, seminars and conferences etc., preference should be given to officers belonging to Scheduled Caste and Scheduled Tribe.

Public enterprises under whom Scheduled Caste/Scheduled Tribe Grade 'A' officers might be serving should ensure that these decisions are implemented with expedition. Public Enterprises (or the Heads of Departments) under whom such officers might be serving may specially watch the progress of these officers so that all appropriate steps are taken, wherever necessary, to improve the efficiency of these officers for the purpose of their selection to higher posts.

15. Promotion through Limited Departmental Competitive Examinations:

As indicated in Para-1.1(B), there is a reservation of 15 per cent and 7-1/2 per cent of vacancies for Scheduled Castes and

Scheduled Tribes respectively in promotions made on the basis of competitive examination limited to departmental candidates, in Group B, C & D posts in grades or services in which the element of Direct Recruitment, if any does not exceed 75 per cent.

In promotion through Departmental Competitive Examinations, Scheduled Caste/Scheduled Tribe candidates who have not acquired the general qualifying standard should also be considered for promotion provided they are not found unfit for such promotion. The qualifying standard in such examination should be relaxed in favour of Scheduled Cast and Scheduled Tribe candidates in keeping with the above criteria.

For determining the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes in such promotions a separate roster on the lines of the roster prescribed for promotion should be followed.

The unfilled reserved vacancies will be carried forward for subsequent three recruitment years and interchanged in the last year of carry forward between SC and ST or vice-versa failing which the reservations should lapse. (Exchange not permissible- DOPT's OM dt. 06.11.03)

16. Promotions by selection from Group C to Group B, within Group B and from Group B to the lowest rung of category in Group A

In promotions by selection from Group C to Group B, within Group B and from Group B to the lowest rung of category in Group A, the following procedure will be adopted:

There will be reservations at 15 per cent and 7-1/2 per cent of vacancies for SCs and STs respectively, in promotions by selection from Group C to Group B, within Group B and from Group B to the lowest rung of category in Group A in grades or services in which the element of Direct Recruitment, if any, does not exceed 75 per cent. The following instructions will apply to the filling up of vacancies for SCs and STs in such promotion:

- (i) For determining the number of vacancies to be reserved for SCs and STs in a select list, a separate roster on the lines of the roster prescribed for promotion should be followed.

- (ii) Where promotions are to be made by selection, the field of choice should normally be as under:

No. of vacancies	No. of officers to be included in the zone of consideration (normal zone)	Zone of consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies + 4	5 times the number of vacancies

- (iii) Selection against vacancies reserved for SCs and STs will be made only from among those SC/ST officers who are within the normal zone of consideration on the same basis as others.

- (iv) If required number of SC/ST officers are not available from the normal zone of consideration, then it may be extended to five times the number of total vacancies only to make up the shortfall of SC/ST officers against reserved vacancies.

- (v) If, even after following the procedure at (iii) and (iv) above, required number of SC/ST officers are not available against reserved vacancies on merit as the same basis as others, then the difference should be made up by selecting candidates belonging to SCs/STs, who are in the zone of consideration and considered fit for promotion

- (vi) A select list should then be prepared in which the names of all the selected officers, general as well as those belonging to SCs and STs are arranged in—the order of merit and seniority by placing the names in the three categories, viz: 'outstanding', 'very good' and 'good' in that order, without disturbing the seniority inter-se within each category. (Revised guidelines on procedure to be observed by DPC as contained in DOPTs OM No. 35034/7/97 Estt. (D) dt. 08.02.02 regarding bench marking and guidelines on size of zone of

consideration as contained in OM No. 22011/2/02 Estt. (D) dt. 06.01.06 may also be kept in view)

- (vii) While making promotions the panel is to be operated irrespective of the roster points i.e. SC/ST will get their turn for promotion in accordance with their position in the panel and not according to the occurrence of the roster points.
- (viii) If owing to non-availability of suitable candidates belonging to SCs/STs, it becomes necessary to de-reserve a reserved vacancy, the prescribed procedure for de-reservation should be followed, and the competent authority authorizing the de-reservation should be satisfied that the claims of SC/ST candidates eligible for promotion in reserved vacancies have been considered in the manner indicated in these provisions.
- (ix) There will, however, be no carry forward of reservations from year to year in the event of an adequate number of SC/ST candidates are not being available in any particular year.
- (x) While vacancies reserved for SCs and STs will continue to be reserved for the respective community only, a SC officer may also be considered for appointment against a vacancy reserved for STs, or vice-versa, in the same year itself, in which the reservation is made where the appropriate reserved vacancy could not be filled by a ST or a SC candidate, as the case may be. (Exchange not permissible—DOPs OMDt. 06-11-03)
- (xi) Although in such promotions, there is no carry forward of reservations from year to year vide sub-para (ix) above, as in exception, when a vacancy falling on a reserved point in the roster is treated as unreserved due to its being the only vacancy during the year of promotion, the reservation so due against the reserved point should be carried forward to subsequent three recruitment years and the provisions of para 13 regarding reservation of a single vacancy in the year of carry forward will apply in such cases. Accordingly, the reservation carried forward on account of there being only one vacancy during the initial year of promotion, should be adjusted by treating the vacancy arising in the subsequent year (s) as reserved, even though there might be only a single vacancy in that subsequent year (s).

17. Promotion by selection in Group C and D (Class III and IV)

- (i) Where promotions are to be made by selection method as prescribed in the recruitment rules, the DPC shall, for the purpose of determining the number of officers who will be considered from out of those eligible officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

No. of vacancies	No. of officers to be included (normal zone)	Zone of consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies + 4	5 times the number of vacancies

- (ii) All candidates i.e. 'Other Community' as well as SC/ST who are within the normal zone of consideration are to be assessed and adjudged for promotion on the same basis as others and will be included in the general select list.
- (iii) Notwithstanding (ii) ibid separate select list for SC/ST officers should be drawn up to fill up the reserved vacancies. SC/ST candidates who are included in the general select list are also to be included in the separate select lists.
- (iv) In the separate select lists drawn up respectively for the SCs and STs, officers belonging to SCs and STs will be adjudged separately amongst themselves and not along with others and, if selected, they should be included in the concerned separate list, irrespective of their merit as compared to other officers and the bench mark.
- (v) If required number of SCs/STs officers are not available against reserved vacancies from general select list as at (ii) above, then the difference should be made up by selecting officers of these communities from the separate select lists of SCs and STs.

- v) The select list is normally valid for one year and can be extended six months.
- w) While making promotions the panel is to be operated irrespective of the roster points, i.e. SC/ST will get their turn in accordance with their position in the panel and not according to the occurrence of the reserved posts in the roster.
- x) Even, thereafter, if there is a shortfall so far as SC/STs are concerned, then the reserved vacancy is to be dereversed and filled by Other Community candidate and the reservation carried forward to three subsequent recruitment years and exchanged between SC and ST or vice-versa in the last year of carry forward. (Exchange not permissible—DOP's OM dt. 06.11.03)
- y) In the last year of carry forward if the vacancy could not be filled up by the candidate belonging to the category for which it is reserved, then the candidates, belonging to the other reserved category would be considered by exchange. (Revised Procedure as Contained in DOP's OM dt. 08.02.02 regarding bench Maunay and OM dt. 06.01.06 regarding zone of confederation to be kept in view)

18. Temporary diversion of reservation:

Where recruitment to a grade is made both by promotion and direct recruitment, i.e., where separate quotas for promotion and direct recruitment are prescribed in the recruitment rules, reserved vacancies falling in the promotion quota which cannot be filled due to nonavailability of eligible persons belonging to Scheduled Castes and Scheduled Tribes in the feeder cadre may be temporarily diverted to the direct recruitment quota and filled by recruitment of candidates belong to Scheduled castes/Scheduled Tribes as the case may be in accordance with the provisions relating to direct recruitment contained in the recruitment rules. In the subsequent years when reserved vacancies in the direct recruitment quota become available they may be diverted to the promotion quota to make up for the vacancies diverted earlier and filled from Scheduled Castes/Scheduled Tribes candidates in the feeder cadre who might by now have become eligible for promotion. The exchange of vacancies in this manner will ensure that the structure and composition of the cadre remain unaffected over a period. The proposed diversion of vacancies from the promotion quota to the direct recruitment quota and vice-versa

involves relaxation of the recruitment rules prescribing separate quotas for promotion and direct recruitment. It is possible to effect the proposed diversion in exercise of the powers conferred by the relevant relaxation clause in the recruitment rules. As far as Group C and D are concerned, PSU is competent to effect such diversion with the approval of Board of Directors. In respect of Group A and B posts, the concurrence of Administrative Ministry is essential. The procedure outlined above will not apply in cases where the posts in a cadre are filled 100 per cent by promotion or in which there is no element of direct recruitment prescribed in the recruitment rules. The diversion of vacancies may be effected after careful consideration of all aspects. If for instance, a candidate belonging to SC/ST is likely to become eligible for promotion in the near future, it may be preferable to keep the reserved vacancy unfilled till that time, rather than diverting the vacancy for direct recruitment of a candidate from outside.

19. Procedure for filling vacancies through seniority-cum-fitness method

(i) The Departmental Promotion Committee need not make a comparative assessment of the records of officers and it should categorise the officers as 'fit' or 'not yet fit' for promotion on the basis of assessment of their record of service. In other words, there is no zone of consideration. While considering the officer 'fit' the following guidelines should be borne in mind:

"While average may not be taken as an adverse remark in respect of an officer, at the same time, it cannot be regarded as complimentary to the officer, as "Average" performance would be regarded as routine and undistinguished. It is only performance which is above average and performance that is really noteworthy which should entitle an officer to recognition and suitable reward in the matter of promotion."

- (ii) Separate select list has to be drawn for SC/ST and for the "Other Community" and the senior most in these 3 separate lists are to be considered subject to fitness.
- (iii) In so far as SC/ST candidates are concerned the DPC will:
 - a) Consider the eligible SC/ST candidates drawn up separately arranged in order of their inter-se-seniority in the main list against the number of vacancies reserved

- b) SC/ST Candidates are to be adjudged separately in regard to their fitness
 - c) Consider the eligible 'Other Community' candidates keeping in view item (i) ibid
- Thereafter, all the three lists are to be merged to form a combined select list without disturbing their inter-se seniority in the main list.

- (iv) While making promotions the panel is to be operated irrespective of the roster points, i.e. SC/ST will get their turn in accordance with their position in the panel and not according to the occurrence of the reserved points in the roster.
 - (v) In the event of non-availability of required number of SC/ST candidates against reserved vacancies, the DPC would include 'Other Community' candidate (s) in the panel to the extent of shortfall. However, such candidate(s) will be promoted only after the reservation of reserved vacancies. In such an eventuality the reservation is to be carried forward to three subsequent recruitment years and exchanged between Scheduled Castes and Scheduled Tribes or vice-versa in the last year of carry forward.
 - (vi) In the last year of carry forward if the vacancy could not be filled up by the candidate belonging to the category for which it is reserved, then the candidates belonging to other reserved category would be considered by exchange. (Exchange not Permissible—DOP's OM dt. 06.11.03)
- 19.1 Safeguards against super session of Scheduled Castes and Scheduled Tribes in promotion:**
- In posts filled by promotion (by selection or on the basis of seniority-cum-fitness) wherever the order regarding reservation apply vide paras 16, 17 and 19, the following procedure should be observed in regard to cases of super session where eligible Scheduled Castes/Scheduled Tribes candidates, though available, are not appointed/selected for the reserved as well as unreserved vacancies:
- (i) In promotion to Group 'A' and within Group 'A' and to Group 'B' and within Group 'B' the cases should be submitted to the board of Directors for its approval.

- (ii) In promotion to and in Group 'C' and 'D', the cases should be submitted to the managing Director, for approval.
- NOTE:** Incorporated through DPE's OM No.6/34/94-DPE(SC/ ST) dated 26.12.1994 with concurrence of DOPt vide their UO No.5884/94/Estt.(SCT) dated 9.12.94.

20. Nomination of Scheduled Castes and Scheduled Tribes persons in the Departmental Promotion Committee, Selection Board, etc.

Departmental Promotion Committee, Selection Boards or Recruiting Authorities, are generally constituted with the Departmental Officers of appropriate status and background keeping in view the nature of the post/posts for which recruitment or promotion is to be made. The Public Enterprises should include invariably a SC/ST officer while constituting the Departmental Promotion Committee, Selection Boards, etc., for the recruitment/promotion to posts/services under them. In case of non-availability of suitable SC/ST officers within the organization, the PSUs should associate other senior SC/ST officers, including retired SC/ST officers, who might have held senior position in PSUs or in the Government with the Selection Board/DPC.

21. Relaxation and concessions for Scheduled Castes and Scheduled Tribes:

- (i) **Age limit**
 - a) Direct Recruitment: The maximum age limit for appointment to a service or post shall be increased by 5 years in case of candidates belonging to Scheduled Castes/Scheduled Tribes.
 - b) Promotion: Where an upper age limit not exceeding 50 years is prescribed for promotion to service post, it shall be relaxed by 5 years in the case of candidates belonging to SCs and STs. This, however, would not apply to posts which have arduous field duties or are meant for operational safety.
- (ii) **Relaxation in experience**

Where some period of experience is prescribed as an essential qualification for Direct Recruitment to a post and where, in the opinion of the competent authority is concerned, the relaxation of the experience qualification will not be inconsistent with efficiency,

the following provision should be inserted under the 'Essential' qualifications laid down in the relevant recruitment rules to enable the competent authority to relax 'Experience' qualification in the case of SC/ST candidates in the circumstances mentioned in the provisions:

"The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the SCs and STs, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them".

(iii) **Relaxation of standards**

In the case of direct recruitment, the SC and ST candidates who are selected on their own merit without relaxed standards along with candidates belonging to other categories, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible SC and ST candidates which will thus comprise SC and ST candidates who are lower in merit than the last candidates on the merit list but otherwise found suitable for appointment even by relaxed standards, if necessary. These instructions taken effect from 22.5.89 and PSEs should review their Recruitment rules/ Examination Rules to ensure that if any provisions contrary to the decision above are suitably modified or deleted.

If examination is prescribed to determine the suitability of candidates for promotions, Scheduled Caste/Scheduled Tribe candidates who have not acquired the general qualifying standard are also to be considered for promotion provided they are not found unfit for such promotion. The qualifying standards in such examinations are to be relaxed, in favour of SC/ST candidates in keeping with the above criterion.

Note: Pursuant to the Supreme Court Judgement in the case of Vinod Kumar Vs. Union of India, the relaxations with regard to qualifying marks/standards of evaluation of performance in favour of SC/ST candidates for considering them for promotion were withdrawn vide DOPPT's OM No.3601/2/23/96-Estt(Res) dated 22.07.97. However, pursuant to 82nd amendment to the

Constitution these were restored vide DOPPT's DM No.3601/2/23/96-Estt.(Res-vol. II) dated 3.10.2000).

Where an educational qualification has been prescribed in the recruitment rules, all candidates including SC/ST candidates shall satisfy the said qualification. Sometimes, a minimum number of marks or a minimum grade is also prescribed as part of the educational qualifications for Direct Recruitment in the recruitment rules. In such cases, the minimum marks/grade so prescribed shall also uniformly apply to all candidates including Scheduled Caste and Scheduled Tribe candidates.

(iv) **Further relaxation of standards for non-technical and quasi-technical Group C and D posts**

Where requisite number of SC/ST candidates are not available even after relaxing the standards as admissible in their cases, to fill the vacancies reserved for them in non-technical and quasi-technical posts in Group C and D filled by Direct Recruitment otherwise than by written examination, the selecting Authority should select for appointment the best among the SC/ST candidates who fulfill the minimum educational qualification laid down in the notice for recruitment of advertisement, for the post, to the extent of the vacancies reserved for these communities. The PSU should identify the Group C and Group D posts which fall in this category and also clearly specify the above condition in the advertisement at the time of recruitment against such posts.

(v) **In-service Training**

Scheduled Caste/Scheduled Tribe candidates promoted or initially appointed on the basis of recruitment through Competitive Examinations or otherwise by relaxed standards should be given extra training to enable them to come up to the standards of other candidates. In-service Training should be provided by the Appointing Authorities within their own office. Such candidates should on their appointment be placed on probation and the rules/orders of the Enterprise regarding probation shall be made applicable to them.

If the Public Enterprises has any training institution for imparting training to its employees, the latter should be advised to provide facilities of additional tutorial classes to the Scheduled Caste/Scheduled Tribe trainees at the institution in the subject in which the Scheduled Castes/Scheduled Tribe candidates are lacking.

- (vi) **Concessions in fees for examinations or selection to cadre**
The candidates belonging to Scheduled Caste/Scheduled Tribes will not be required to pay any fees for admission to any recruitment examination or selection.

- (vii) **Grant of Travelling Allowance to Scheduled Caste/Scheduled Tribe candidates called for interview, test, etc.**

Scheduled Caste/Scheduled Tribe candidates called for interview for appointment to Group A and B posts should be given a single 2nd class rail fare from the normal place of residence to the place of interview and back.

When Scheduled Caste/Scheduled Tribe candidates are called for interview for appointment to other posts, the Recruiting Authority should allow such candidates the lowest class rail fare, chargeable by the passenger train, by the shortest route from the Railway Station nearest to their normal place of residence, or from which they actually perform the journey whichever is nearer to the place of interview, and back to the same station, provided the distance traveled by rail each way exceed 30 Kms. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to them. For road journeys between stations not connected by rail, they may be allowed actual bus fare or road mileage at the lowest rate for the employees of the enterprise as admissible under its own rules whichever is less, provided the distance covered by road is more than 30 Kms each way.

The concession indicated in the preceding paragraph is applicable also to Scheduled Caste/Scheduled Tribe candidates as are called for a written test on the basis of which appointments to such Group C and D advertised posts are made. The Travelling Allowance to the candidates called for a written test will, however, be admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same or adjacent days, so that the candidates would get travelling allowance for only one journey to and from the place of station. The provision in this and the preceding paragraph also apply to Scheduled Caste/Scheduled Tribe candidates, irrespective of whether interview or test is for appointment against posts reserved for them or not.

The concessions of Travelling Allowance are not admissible in the case of those, who are already working in Public Enterprises or in Central/State Government service.

- (viii) **Forwarding of applications of Scheduled Caste/Scheduled Tribe employees**

Applications for employment elsewhere of employees belonging to Scheduled Caste/Scheduled Tribe should be readily forwarded except in very rare cases where there may be compelling grounds of interest of the enterprise for withholding of applications.

Cases where applications of employees belonging to Scheduled Caste/Scheduled Tribes could not be forwarded due to compelling grounds of interest of the enterprise should be reported within a month to the officer nominated as Liaison Officer in the enterprise.

- (ix) **Protection to Scheduled Caste/Scheduled Tribes in the context of surrender of surplus staff or retrenchments**

Surplus staff in the cadre as a result of staff assessment studies etc., is normally surrendered in the reverse order of seniority in the cadre attached. However, while declaring surplus in a particular grade in a cadre, SC/ST candidates in that grade should not be included so long as the total number of SC/ST employees in that grade has not reached the prescribed percentages of reservations for SC/ST respectively in the concerned grade in the cadre. Similar preference should be accorded to SC/ST in the context of retrenchment of staff. SC/ST employees should not be included in the list of employees to be retrenched from a grade so long as the total number of SC/ST employees in that grade has not reached the prescribed percentage of reservation for SC/ST respectively in that grade.

Where Public Enterprises have a classification of their employees into 'permanent' and 'temporary' the protection in regard to surrender of surplus staff or retrenchment should be confined to Scheduled Caste/Scheduled Tribes only among the temporary employees and moreover a temporary SC/ST employees may not be given preferential protection over permanent unreserved community candidates.

- (x) **Transfer of Safai Karmacharies, Farashes, Chowkidars, etc. to the post of Peon;**

Twenty five per cent of the vacancies occurring in the grade of

Peon will be reserved for being filled by transfer of Safai Kammacharies, Farashes, Chowkidars, etc. who have put in a minimum of five years service even though they may not be possessing minimum educational qualifications prescribed for Direct Recruitment to the post. They should, however, possess elementary literacy and give proof of ability to read either English or Hindi or regional language.

22. Verification of the claims of Scheduled Castes and Scheduled Tribes

The Caste/Tribe certificate issued by the following authorities in the prescribed form in Annexure VII will only be accepted by the Appointing Authority as sufficient proof in support of a candidate's claim as belonging to SC/ST:

- (i) District Magistrate/Additional District Magistrate/Collector/Dy. Commissioner/Additional Dy. Commissioner/Dy. Collector/1st Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides; and
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands)

Matriculation or School Leaving Certificate or Birth Certificate giving the caste/community of the candidate should not be accepted as proof of caste at the time of final appointment in accordance with instructions contained in DOP's OM No.36012/6/88-Estt(SCT) SRD-IM dated 24.4.90

The appointing authorities should, in the offer of appointment to such candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

"The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Castes/Scheduled Tribes, as the case may be,

is false, the service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate."

An Appointing Authority may, if it considers necessary for any reasons, verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If in any particular case, the verification reveals that the candidate's claim was false, his services may be terminated.

Persons belonging to Scheduled Castes/Scheduled Tribes, who have migrated from one State to another for the purpose of employment, education, etc. experience great difficulty in obtaining caste/tribe certificate from the State from which they have migrated. In order to remove this difficulty, it has been decided that the prescribed authority of a State government/Union Territory Administration may issue the Scheduled Caste/Tribe Certificate to a person who has migrated from another State, on the production of the genuine certificate issued to his father/mother by the prescribed authority of the State of the father's mother's origin before issue of the certificate. The certificate will be issued irrespective of whether the Caste/Tribe in question is a Scheduled or not in relation to the State/Union Territory to which the person has migrated. This facility does not alter the Scheduled Caste/Tribe status of the person in relation to the one or the other State.

23. Definition and list of Scheduled Castes and Scheduled Tribes

A person shall be held to be member of Scheduled Caste or Scheduled Tribes, as the case may be, if he belongs to a caste or a tribe under the:

- (i) Constitution (Scheduled Castes) Order, 1950; the Constitution (Scheduled Tribes) Order, 1950; the Constitution (Scheduled Castes) (Union Territories) Order, 1951; the Constitution (Scheduled Tribes (Union Territories) Order 1951) as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960; The Punjab Reorganisation Act, 1966 the State of Himachal Pradesh Act, 1970, the North Eastern Areas

- (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (amendment) Act, 1976.
- (ii) The Constitution (Jammu & Kashmir) Scheduled caste Order, 1956;
- (iii) The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled castes and Scheduled Tribes Order (Amendment) Act, 1976;
- (iv) The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;
- (v) The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;
- (vi) The Constitution (Pondicherry) Scheduled Castes Order 1964;
- (vii) The Constitution (Scheduled Tribes) Uttar Pradesh Order 1967;
- (viii) The Constitution (Goa, Daman and Diu) Scheduled Caste Order 1968;
- (ix) The constitution (Goa, Daman and Diu) Scheduled Tribes Order 1968;
- (x) The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- (xi) The Constitution (Sikkim) Scheduled Castes Order, 1978;
- (xii) The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- (xiii) The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989'
- (xiv) The Constitution (Scheduled Tribes) Order Amendment Act, 1991;
- (xv) The Constitution (Scheduled Tribes) Order, Second Amendment Act, 1991
- (xvi) The Constitution (Scheduled Castes) Order (Amendment) Act, 1990 has been declared to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.
- No person who professes a religion different from the Hindu or Sikh or the Buddhist religion shall be deemed to be a member of

Scheduled Caste. The rights of a person belonging to a Scheduled Tribe are independent of his/her religious faith.

A person belonging to a Scheduled Caste ceases to be so if he adopts any religion other than Hinduism or Sikhism or Buddhism. Such person will not be entitled to appointment to reserved vacancies or to other facilities provided for member of the Scheduled Castes.

A person belonging to SC or ST will however, continue to be deemed to be a SC/ST irrespective of his/her being married to a non-SC/ST.

A convert or a re-convert to Hinduism and Sikhism and Buddhism may be accepted as a member of that particular caste if he has been received back and accepted as a member of that particular caste as one among them by the members of that community.

Cases in which a doubt arises whether a person is a Scheduled Caste/Tribes or not be referred to the Ministry of Welfare, Scheduled Caste and Scheduled Tribes Division, Shastri Bhawan, 'A' Wing, New Delhi.

Note: With the amendment of the Constitution (Scheduled Castes) Order, 1950 by the Constitution (Scheduled Castes Order (Amendment) Act, 1990, the SC communities which are included in the Presidential Orders and converted to Buddhist religion shall be deemed to be members of the Scheduled Caste vide Ministry of Welfare's letter No. 12016/28/90-SCD(F/Cell) vide dated 20.11.90.

24. Liaison Officers:

In each undertaking, the officer-in-charge of administration (or any other officer designated for the purpose) will act as Liaison Officer in respect of matter relating to representation of Scheduled Castes and Scheduled Tribes. He will be specifically responsible for:

- (i) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them under this Directive;
- (ii) Collecting, consolidating and dispatching the annual returns

relating to representation of Scheduled Castes and Scheduled Tribes;

(iii) Acting as a Liaison Officer between the undertaking and the Ministry concerned for supply of other information, answering question and queries and clearing doubts in regard to matters concerned by these orders;

(iv) Conducting annual inspection of the rosters maintained in the enterprise with a view to ensuring proper implementation of the reservation orders. The proforma for inspection of the roster is given in Annexure-VI.

(v) It should be ensured that the normal administrative inspections which are carried out periodically give assessment of the performance of the enterprise in the matter of strict observance of orders regarding the reservation of Scheduled Castes and Scheduled Tribes and in filling vacancies reserved for these communities. The form of administrative inspections prescribed, if any, may also include columns for giving assessment of the performance of the enterprise in the matter referred to above.

(vi) Ensuring extension of necessary assistance to the Commissioner for Scheduled Castes & Scheduled Tribes (Now National Commission for SC/ST) in the investigation of complaints received by the Commissioner for Scheduled Castes and Scheduled Tribes in regard to service matters, in the collection of information for this annual report.

The name of Liaison Officer appointed for public sector undertakings should be intimated to the concerned administrative Ministry/DPE. Under the control of the Liaison Officer, a cell consisting of suitable number of Assistants should also be constituted to ensure the prompt disposal of grievances and representations of the employees of Scheduled Castes and Scheduled Tribes. The cell would mainly assist the Liaison Officer to discharge his duties effectively.

25. **Provision of reservation in the recruitment rules**

The Recruitment rules in respect of all services/posts within the purview of the reservation orders should contain a separate rule on the following lines:

Savings

Nothing in these Rules shall affect reservations and other concessions* required to be provided for Scheduled Caste and Scheduled Tribe and other special categories of persons in accordance with the orders with the approval of the Board of Directors from time to time in this regard.

26. **Provision of relaxation of standards in favour of Scheduled Castes and Scheduled Tribes in rules/Regulations in the case of promotion examination:**

Provisions in Rules/Regulations for promotional examinations may be worded as follows to ensure relaxation in standards in favour of Scheduled castes/Scheduled Tribes

"Candidates belonging to any of the Scheduled Castes or the Scheduled tribes may, to the extent the number of vacancies reserved for the Scheduled castes and Scheduled Tribes cannot be filled on the basis of general standards, be recommended by the Selecting Authority by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of those candidates for selection to the post, irrespective of their ranks in the order of merit at the promotion examination."

The existing provisions in the Recruitment rules/Regulations may also be modified to incorporate the foregoing if not already done.

27. **Service Records**

Steps should be taken to see that the service records and personal files of Scheduled Castes and Scheduled Tribes candidates are complete in all respects and contain such information as is necessary to ensure that the benefit of the Rules applicable to them can be given.

28. **Modification of subsisting agreements**

Apart from the wage agreements signed by the managements of Public Sector Enterprises with recognized Unions, certain other subsisting agreements dealing with recruitment and promotion policy may contain provisions which are not strictly in conformity with the directives issued by the Government on reservation for employees belonging to the Scheduled caste/Scheduled Tribes. The directives dealing with reservation for SCs and STs have to

be implemented by all Public Sector Undertakings scrupulously. The PSUs should review such subsisting agreements with the Unions and take expeditious steps to modify such agreements, if considered necessary, they should take recourse to provisions of Section 9(a) of the Industrial Disputes Act for amending the agreements without waiting for the expiry of the period of the subsisting agreements.

29. Annual reports of the Company

A note should be included in the annual report of the company about the activities of the company, which have a direct relevance to the advancement of SCS/STs. The statistics relating to representation of SCS and STs should also be incorporated in the annual report. This should include the information in Annexure-I, II & III in a consolidated form.

30. The above Directives are based on instructions on the subject issued by the Department of Personnel & Training and include only the important aspects and the basic structure of the reservation scheme and for details the Public Enterprises should follow the instructions on the subject issued by the Department of Personnel mutatis mutandis without waiting for the separate instruction from Department of Public Enterprises.

ANNEXURE—I

Name of the Public Undertaking

Statement showing the total number of employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January

Group/Class	Total No. of Employees	Out of Col.2 Scheduled Castes	%age of SC to total employees	Out of Col. 2 Scheduled Tribes	% age of ST to total employees	Remarks
1	2	3	4	5	6	7
A						
(i) Other than lowest rung of Group A						
(ii) Lowest rung of Group A						
B						
C						
D (excluding Safai Karmacharies)						
D (safai Karmacharies)						

Signature.....

Designation.....

NOTE: 1. This statement relates to persons and not to posts. Posts vacant etc. should not therefore be taken into account
2. Persons on deputation should be included in the establishment of the borrowing undertaking and not in the parent office.

ANNEXURE—II

Statement showing the number of reserved posts filled by SC and ST candidates during the year
A. Posts Filled by Direct Recruitment

Class of posts	Backlog of vacancies							Current vacancies							Re- marks
	Notified		Filled		Balance carried forward [*]		Total No. Notified	Out of Col. 8 reserved for		Filled		Balance carried forward as backlog #			
	SC	ST	SC	ST	SC	ST		SC	ST	SC	ST	SC	ST		
1	2	3	4	5	6 Col. 2-4	7 Col. 3-5	8	9	10	11	12	13 Col. 9-11	14 Col. 10-12	15	
A															
B															
C															
D (Excluding Safai Karamcharies)															
D (Safai Karamcharies)															

48

* Details of efforts made to fill up backlog vacancies to be elaborated (separate sheets may be used)

Details of de-reservation (where permitted), exchange between SC & ST if any, to be given in separate sheets

ANNEXURE—III

B-Posts Filled by Promotion

Class of posts	Total No. of vacancies Notified	Out of Col.2 posts reserved for		No. of Posts filled by		Balance [*]		Remarks
		SC	ST	SC	ST	SC Col.3-5	ST Col.4-6	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
A								
B								
C								
D (Excluding safai Karamcharies)								
D Safai Karamcharies)								

49

* Details of De-reservation, C/F, Exchange (as admissible) to be given in separate sheets.

Certified that whenever posts reserved for SC/ST are filled by non-reserved candidate, the procedure laid down for dereservation, C/F (where applicabel), exchange, etc. has been followed and prior approval of the competent authority has been taken.

(Annual Report Formats Changed

Signature

Please refer DOPT's OM dt. 19.12.2003)

ANNEXURE—IV.A

Proforma for obtaining dereservation for Gr. A posts of rare and exceptional character when filled up by Direct Recruitment on All-India basis

Note: The authority to dereserve vests in the Cabinet Minister-in-charge in the Administrative Ministry, Govt. of India

1. Name of PSE
2. Name of Division/Unit
3. Designation of the post
4. Sanctioned Strength
5. Scale of pay
6. Why is the post considered to be of rare and exceptional character
7. Mode of filling
 - 7.1 By Direct Recruitment through a written competitive test on All India basis Yes/No
 - 7.2 By direct Recruitment otherwise than by conducting a written competitive test Yes/No
- 8.1 Details of Roster Requirement SC/ST/OBC
- 8.2 Status of Present incumbents SC/ST/OBC

50

- 9.1 Details of vacancies reserved out of Col.8.1 above
- 9.2 Number of vacancies in 9.1 for which SC/ST candidates have become available
- 9.3 Number of vacancies proposed for dereservation
- 10.1 If the recruitment is through competitive examination, please indicate the number of SCs/STs who qualified in the written examination
- 10.2 Number of SCs/STs out of 10.1 above who appeared for the interview (if any, prescribed)
- 10.3 Number of SC/ST finally selected (separately)
 - (a) On own merit
 - (b) By relaxed standards of suitability
 - (c) Total
- 11.1 If recruitment is through interview (i.e. otherwise than through written competitive test), please indicate. Whether the vacancies were first advertised as exclusively reserved for SC/ST only Yes/No
- 11.2 Whether any SC/ST candidates responded and if so, whether considered by relaxed standard. Yes/No
- 12.1 Whether the vacancies were re-advertised Yes/No
- 12.2 Whether any SC/ST candidates responded and if so, whether considered by relaxed standards Yes/No
13. Whether SCs/STs were interviewed separately Yes/No

51

CERTIFICATE

Certified that:

- (a) The posts for which dereservation is being sought is of rare and exceptional character due to the reasons mentioned in item (6) above
- (b) SC/ST candidates were not available even by relaxed standards
- (c) This proposal is being made with the full knowledge and concurrence of the Liaison Officer; and
- (d) The proposal has the approval of the Board of Directors

Signature of Liaison Officer

Signature.....

Name:

(Competent Authority)

Designation:

Date:

Designation.....

52

ANNEXURE—IV.B

Proforma for submitting proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in Group B & C Technical posts filled by Direct Recruitment

Note: The authority to dereserve vests in the Board of Directors

- | | |
|---|--------------------|
| 1. Name of the Division/Unit | |
| 2. Designation of the post and Group | |
| 3. Sanctioned Strength | |
| 4. Scale of pay | |
| 5. Nature of post | Tech./NonTechnical |
| 6. Why is the post considered to be rare and exceptional character | |
| 7. State/Region in which the vacancies are located | |
| 8. Details of Roster Requirement (SC, ST, OBC, UR) | |
| 9. Status of present incumbents (SC, ST, OBC, UR) | |
| 10. Whether requisition was sent to the Employment Exchange | Yes/No |
| 11. Whether reserved vacancies were intimated/copies of advertisement were endorsed to: | |
| i) The recognized association of SCs & STs | Yes/No |
| ii) The Director(s) of Welfare/SC & ST Welfare of the State Government/UT concerned | Yes/No |
| iii) Whether the vacancies were also again announced over the All-India Radio | Yes/No |

53

- | | | |
|--|-----------|-----------|
| 12. The number of SC/ST candidates who passed in the written test (if any held) | <u>SC</u> | <u>ST</u> |
| 13. The number of SCs/STs interviewed (if interview prescribed) | | |
| 14. Number of candidates finally selected after applying relaxed standards | | |
| i) Number selected on own merits i.e. within the number of unreserved vacancies | | |
| ii) By application of relaxed standards | | |
| Total | | |
| 15. Whether SCs/STs were interviewed separately i.e. on the day or in a sitting of the Selection Committee other than the one on/in which general candidates were interviewed. | | Yes/No |

CERTIFICATE

54

Certified that:

- (a) The post(s) of.....for which dereservation is being sought is of rare and exceptional character due to the reasons mentioned in item (6) above
- (b) SC/ST candidates were not available even by relaxed standards
- (c) This proposal is being made with the full knowledge and concurrence of the Liaison Officer; and
- (d) The proposal has the approval of the Managing Director

Signature of Liaison Officer

Signature.....
(Competent Authority)

Name.....

Date.....

Designation.....

ANNEXURE—IV.C

Proforma for submitting proposal to the Board of Directors/Managing Director for dereservation of vacancies For Scheduled Castes and Scheduled Tribes in Group A (lowest rung) B, C & D filled by promotion

Note: The authority to dereserve vests in the Board of directors for Group A & B and Managing Director for Group C & D posts.

1. Name of the Division/Unit
2. Designation
3. Sanctioned Strength & Group
4. Scale of pay
5. Mode of promotion i.e whether by selection, seniority-cum-fitness or through a departmental limited competitive examination
6. Criteria for determining eligibility for promotion (as prescribed in the Recruitment Rules)
7. Total number of vacancies (reserved & general) being filled in the present proposal
8. Number of points in the roster against which these vacancies fall
9. Number of vacancies reserved out of 8 above
- a) Due to carried forward reservations (separately for each year of carry forward)

in III year	<u>SC</u>	<u>ST</u>
in II year		
in I year		

55

- 10.1 Number of vacancies in Col. 9 for which SC/ST candidates have become available
- 10.2 Number of reserved vacancies proposed for dereservation
- 11. In the case of promotions on the basis of seniority subject to fitness
 - 11.1 Whether the SC/ST candidates who are eligible for promotion including those holding lower positions in the general seniority list were considered for promotion on the basis of their separate seniority list for filling the reserved vacancies
Yes/No
 - 11.2 Number of SC/ST candidates considered fit for promotion SC ST
 - 11.3 If sufficient number of SC/ST candidates were not eligible for promotion the date on which the senior-most SC/ST candidates in the grade will become eligible for promotion
- 12. In the case of promotion by selection in Group C (Class-III) and Group D (Class-IV) posts
 - 12.1 Size of normal zone of consideration for all candidates
 - 12.2 Number of SC/ST candidates within the normal zone of consideration found fit for promotion on the same basis as other SC ST
 - 12.3 In case required number of SC/ST candidates were not available within normal zone, whether zone was extended to 5 times the number of vacancies Yes/No
 - 12.4 If required number of SC/ST candidates were not available even in the extended zone (five times the Number of vacancies) whether separate list were drawn for SC/ST candidates Yes/No
 - 12.5 Number of SC/ST candidates considered fit for promotion SC ST
 - 12.6 Number of SC/ST candidates considered not fit for promotion

56

- 12.7 If sufficient number of SC/ST candidates were not eligible for promotion, the date on which the senior most SC/ST candidate will become eligible for promotion
- 13. In case of promotions by selection from Group C (class-II) to Group B (Class-II) within Group B (Class II) and from Group B (Class-II) to the lowest rung of Group A (Class-I)
- 13.1 Size of normal zone of consideration for all candidate
- 13.2 Number of SC/ST candidates within the normal zone of consideration found fit for promotion on the same basis as others
- 13.3 In case required number of SC/ST candidates were not available within the normal zone of consideration whether the zone of consideration was extended to 5 times the number of vacancies
- 13.4 Number of SC/ST candidates considered fit for promotion including those mentioned in Col.13.3
- 13.5 Number of SC/ST candidates considered not fit for promotion including those mentioned in Col. 13.4
- 14. In case of promotions through departmental competitive examinations SC ST
 - 14.1 Number of SC/ST candidates who appeared at the examination
 - 14.2 Number of SC/ST candidates who qualified in the examination as per the qualifying standard.....

57

- 14.3 In case required number of SC/ST candidates were not available by the general qualifying standards whether qualifying marks/standard of evaluations were relaxed in their cases. Yes/No
- 14.4 Whether suitable general category candidates are available in the select list for appointment against vacancies sought to be de-reserved
- 14.5 If interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the Selection Committee other than the day/sitting on which general candidates were interviewed Yes/No

CERTIFICATE

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer.

58

Liaison Officer

Signature.....

Signature/Name/Designation

Name/Designation.....

Date:

Date.....

ANNEXURE—V

Requisition form for Recruitment through Employment Exchange

1. Office/Department and Address
2. Name and designation of Indenting Officer Tel. No.
3. Name and designation of the Officer to whom applicants should report
4. Date, time and place of interview
5. (a) Designation of the post(s) to be filled
 (b) Scale of pay and allowance
 (c) Place of work
 (d) Whether women are eligible
6. (a) Number of posts to be filled
 (i) Reserved for SCs/STs/OBCs
 Priority.....
 Non-Priority.....
 (b) Reserved for disabled persons (VH, HH, OH)
 (i) Reservation for ex-servicemen
 (ii) Unreserved
 Priority.....
 Non-Priority.....

59

(b)	Duration of vacancies	Permanent	Temporary (less 3 months)	Temporary (between 3 months & 1 year)	Temporary (likely to continue beyond one year)

7. Qualifications required (including age)

Priority candidates

- i) Essential
- ii) Desirable

Non-Priority candidates

- i) Essential
- ii) Desirable

8. Whether willing to wait and consider applicants from other Exchange areas in case local applicants are not available

9. Any other information considered relevant

Certified that while placing this demand, the orders/instructions on special representations in the services have been strictly followed with due regard to the roster maintained in accordance with these orders

Signature of the Head of Office

Dated

To

The Employment Officer,
Employment Exchange

Note: 1. Please use a separate form for each type of posts.

2. Where advertisements are inserted in the newspapers, a copy of the advertisement should be attached to the requisition form which should be sent to the Employment Exchange in any case.

ANNEXURE-VI

**Proforma for conducting inspection of rosters maintained for providing reservations
for Scheduled Castes and Scheduled Tribes in services**

1. Whether separate rosters are being maintained for each grade or groups of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable in such posts filled up by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster
2. Whether the appropriate model roster viz the one prescribed for (i) direct recruitment on an all India basis by open competition (ii) direct recruitment on all India basis otherwise than by open competition; (iii) Direct Recruitment on a local or regional basis; or (iv) promotion, as the case may be is being followed.
3. Whether the rosters are being maintained in the proper form.
4. Whether the points have been earmarked in the roster for Scheduled Castes, Scheduled Tribes and OBCs correctly according to the prescribed model roster for the particular type of recruitment/promotion .
5. Whether, immediately after an appointment has been made, the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the officer authorized to do so.

63

6. Whether before filling reserved vacancy by a candidate other than for whom it is reserved: (i) prior approval of the Competent Authority prescribed in the Directive for de-reservation was obtained and (ii) whether the steps prescribed in the Directive to secure Scheduled Castes/Scheduled Tribe candidates were taken.
7. Whether instructions regarding carried forward (where applicable) as provided in the Directive are strictly followed.
8. Any other remarks.

Summing up

9. Brief recapitulation of deficiencies and shortcomings noticed in the maintenance of the rosters and any other suggestions, which the Inspecting Officer has to make, with particular reference to the remarks during the last inspection.

63

Signature of Inspecting Officer.....

Date.....

Designation.....

Remarks of Chief Executive.....

**Form of certificate to be produced by a candidate belonging to Scheduled Caste or
Scheduled Tribes in support of his claim**

This is to certify that Shri/Smt./Kumari* son/daughter* of..... of village*/town*.....in district/
Division..... Of the State/Union Territory*.....belongs to the.....caste/tribe* which is
recognized as Scheduled Caste/Scheduled Tribe* under:

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- @ The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(as amended by the Scheduled castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960. The Punjab Reorganisation Act, 1966, the State of Hmachel Prades, Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (amendment) Act, 1976.

24

- @ The constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @ The constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959
- @ The constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962
- @ The constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962
- @ The constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The constitution Scheduled Castes (UP) Order, 1967
- @ The constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- @ The constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968

- * The constitution (Nagaland) Scheduled Tribes Order, 1970
- * The constitution (Sikkim) Scheduled Castes Order, 1978
- * The constitution (Sikkim) Scheduled Tribes Order, 1978
- * The constitution (Scheduled Caste) Orders (Amentment) Act 1990
- * The constitution (Scheduled Tribes) Order Amendment Act, 1991
- * The constitution (Scheduled Tribes) Order second Amendment Act, 1991

2. Application in the case of Scheduled castes/Scheduled Tribes persons who have migrated from another State/UT:

This certificate is issued on the basis of the Scheduled castes/Scheduled Tribe Certificate issued to Shri/Smt.*.....
father/mother of Shri/Smt./Kumari*..... in district Division..... of the State/Union territory.....
who belong to the..... caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the
State/Union Territory..... Issued by the..... (Name of pre-
scribed authority) vide their No..... dated

65

3. Shri/Smt./Kumari*.....and/or his/her* family ordinarily reside(s) in village/
town*..... of.....District/Division of the State/Union Territory
of.....

Place.....State/Union Territory

Signature.....

Date

Designation.....
with seal of office)

* Please delete the words which are not applicable

** Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

Note: The term 'Ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950

** List of authorities empowered to issue Scheduled Castes/Scheduled Tribe Certificate:

1. District magistrate/Additional District magistrate/Collector/Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/City Magistrate/sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar
4. Sub-divisional Officer of the area where the candidate and/or his family normally resides
5. Administrator/Secretary to Administrator/Development Officer (Lakshdweep Islands)

66

PART-III
LATEST INSTRUCTIONS