

22 May 67

**Ministry of Home Affairs O.M. No.10/9/69- Estt.(SCT),
dated the 8th July, 1969, to all Ministries/Departments, etc.**

Subject:—Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion.

In para 2 B(a) (i) of this Ministry's Office Memorandum No. 1/12/67-Estt. (C) dated 11th July, 1968, it has been provided that in promotion by selection from Class III to Class II within Class II, and from Class II to the lowest rung or category in Class I, the Scheduled Castes and Scheduled Tribes employees in the zone of consideration, excluding those who are considered unfit for promotion, should be given by the Departmental Promotion Committee one grading higher than the grading otherwise assignable to them on the basis of their record of service. Thus, if any Scheduled Castes or Scheduled Tribes employee has been categorised by the Committee on the basis of his record of service as 'Good' he would be recategorised by the Committee as 'Very Good' and likewise, if any Scheduled Castes or Scheduled Tribes employee is graded as 'Very Good' on the basis of his record of service he would be recategorised by the Committee as 'Outstanding'. The above concession is, however, to be confined to 25 per cent of the total vacancies in a particular grade or post filled in a year from the Select List, and while making promotions from the Select List, the appointing authority has to check up that the Scheduled Castes/Scheduled Tribes employees promoted in a year on the basis of this concession are limited to 25 per cent of the vacancies filled in a year from the Select List. The question as to how the exact number of vacancies on the basis of 25 per cent formula should be calculated for purpose of the aforesaid concession has been considered and the position in this regard is clarified below.

The concession of higher grading to Scheduled Castes and Scheduled Tribes envisaged in para 2 B(a) (i) of Office Memorandum No. 1/12/67-Estt. (C) dated 11th July, 1968 should be given to one employee of Scheduled Castes/Scheduled Tribes against every four vacancies. For this purpose a continuous account of vacancies should be kept showing all vacancies filled from 11th July, 1968. If the number of vacancies in a year is not divisible by four, the remainder should be carried forward to the following year for the purpose of this accounting. For example, if there were six vacancies in the year 1968 (from 11-7-1968 to 31-12-1968), the concession would be given to one employee of Scheduled Castes/Tribes against the first four vacancies and the balance of 2 vacancies would be notionally carried forward to the following year. If in the following year i.e. 1969, there are 3 vacancies, the 2 vacancies brought forward from 1968 would be added to these 3 vacancies or 1969 making a total of 5 and the concession would be given to one employee or Scheduled Castes/Tribes against four of these vacancies and the 5th vacancy would be carried forward to the following year.

2. Ministry of Finance etc. are requested to bring the above decision to the notice of all concerned.