Subject:—Reservation for Scheduled Castes and Scheduled Tribes in posts filled by promotion—vacancies which should be taken into account for drawing up a Select List for promotion.

The undersigned is directed to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his Report for the year 1971—73:

Recommendation No. 73

"There is a tendency in some of the Central Government Offices to pool together long term and short term vacancies while applying reservation orders. This results in the Scheduled Castes and Scheduled Tribes officers being placed at the bottom of the combined select list and thus getting only ad hoc and temporary appointments on the basis of promotion, depriving them of getting appointments against regular temporary vacancies. One such case that came to notice is under correspondence between the Commissioner for Scheduled Castes and Scheduled Tribes and Ministry of Information and Broadcasting since February, 1970, without any satisfactory result yet. It is necessary that immediate action is taken to issue suitable clarification in the matter pointing out the right procedure to be followed in such cases to the authorities concerned in all Central Government Offices."

2. The above recommendation has been considered. The instructions relating to reservation of vacancies for Scheduled Castes and Scheduled Tribes in promotion apply only to the regular vacancies. It is, therefore, essential that a select list for promotion should be drawn up after carefully assessing the number of vacancies as accurately as possible. Purely short-term vacancies should not be taken into account for this purpose; nor should any addition be made to cover unforeseen vacancies. At the same time, it is also necessary to ensure that the number of vacancies is not unnecessarily reduced and select lists are drawn only for a smaller number of vacancies than required, because this would seriously affect the chances of Scheduled Castes and Scheduled Tribes. All clear vacancies arising due to death, retirement, resignation and long term promotion of incumbents from one post/grade to a higher post/grade should be taken into account while fixing the number of vacancies and the number reserved for Scheduled Castes and Scheduled Tribes

3. As regards vacancies arising out of deputation, it is clarified that the provisions contained in the Ministry of Home Affairs Office Memorandum No. 2/4/67-Estt. 'D', dated the 8th June 1967, according to which only vacancies arising out of deputation for periods exceeding 3 years are to be brought on to the recruitment roster, will not be quite relevant in the context of fixing the number of vacancies for promotion and the number of the vacancies reserved for Scheduled Castes and Scheduled Tribes, because the purpose of the Office Memorandum in question is mainly to see that direct recruitment in not resorted to in short-term deputation vacancies. For the purpose of drawing up a select list for promotion, therefore, and for reserving therein vacancies in accordance with the scheme of reservations for Scheduled Castes and Scheduled Tribes, in addition to all regular vacancies arising out of circumstances mentioned in the previous paragraph, vacancies arising out of deputation for periods more than one year should also be taken into account; due note, however, being kept also of the number of deputationists likely to return to the cadre and who have to be provided for.

4. Ministry of Finance etc. are requested to bring the above instructions to the notice of all the appointing authorities under them.