

**Ministry of Home Affairs O.M. No.31/10/63-SCT,
dated the 27th March, 1963, to all Ministries/Departments, etc.**

Subject :—Maintenance of Roster for giving effect to reservations provided for Scheduled Castes and Scheduled Tribes in Central Government services.

According to para 9 read with Appendix 7 of the Brochure issued *vide* this Ministry's Office Memorandum No. 1/2/61-SCT(I), dated 27th April, 1962 separate rosters are to be maintained for permanent and temporary appointments within each category of posts to give effect to the reservation prescribed for Scheduled Castes and Scheduled Tribes. Experience has shown that a number of temporary posts are continued from year to year and are converted into permanent posts after a few years. It has, therefore, been decided that, hereafter, the rosters, within each category of posts or group of posts etc., should be maintained as follows :—

- (i) A common roster should be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely. Temporary posts likely to become permanent or continue indefinitely included in this roster, will be treated as reserved or unreserved according to the points at which they fall in the roster when they are initially filled. While advertising such posts falling on reserved points, it should be clearly stated that the posts are likely to become permanent or to continue indefinitely. Whenever, owing to continuing non-availability of suitable candidates belonging to Scheduled Castes and Scheduled Tribes, it becomes necessary to de-reserve a post included in this roster a reference should be made to this Ministry indicating the steps taken to secure Scheduled Caste and Scheduled Tribe candidates and its prior approval obtained for de-reservation.
- (ii) A separate roster may be maintained for purely temporary appointments which have no chance whatever of becoming permanent or continuing indefinitely. Reserved posts included in this category can be treated as de-reserved by the Ministries themselves after ensuring that the steps prescribed in para 16 of the Brochure have been duly taken to secure suitable Scheduled Caste and Scheduled Tribe candidates and such candidates are still not available.

2. Ministries etc. may kindly bring the above decisions to the notice of appointing authorities under them.

*Para 1 & 3 of O.M. dated 14-10-55 suspended by Deptt. of Personnel and Trg. O.M. No. 36013/4/85-Estt. (SCT) dated 24-5-85.