

**Department of Personnel and Administrative Reforms O.M. No.36011/1/76-Est.(SCT),
dated the 6th March, 1976, to all Ministries/Departments, etc.**

Subject :—Strict observance of the orders regarding reservation for Scheduled Castes and Scheduled Tribes—proper maintenance of rosters.

The undersigned is directed to say that instances have come to the notice of this Department where, in some offices, rosters prescribed for giving effect to the orders regarding reservation for Scheduled Castes and Scheduled Tribes were not maintained properly or in the prescribed form or entries were not signed by the appointing authority or other authorised officer, etc. Instances have also come to notice where the rosters were not inspected by the Liaison Officers although according to the instructions contained in this Department's Office Memorandum No. 27/4(ii)/70-Estt. (SCT), dated the 3rd September, 1970 and No. 8/3/71-Estt. (SCT), dated the 22nd April, 1971, the Liaison Officers in Ministries/Departments or in offices under the Heads of Departments, are required to conduct annual inspection of the rosters in the prescribed proforma. Ministry of Finance etc. are therefore requested to impress upon the appointing authorities under them, the need for strict observance of the reservation and other orders relating to representation of Scheduled Castes and Scheduled Tribes, including those relating to maintenance and annual inspection of rosters etc. Inspection by the Liaison Officers of the roster etc. should also be done. A record of the inspections made and of the reports should be properly kept. Attention is invited in this connection to the instructions contained in this Department's Office Memorandum No. 27/2/71-Estt. (SCT), dated the 24th March, 1972 according to which cases of negligence or lapses in the matter of following the reservation and other orders relating to representation of Scheduled Castes and Scheduled Tribes coming to light through the inspections carried out by the Liaison Officers or otherwise, are to be submitted to the Secretary/Additional Secretary to the Government of the respective Ministries/Departments and to the Heads of Departments in respect of offices under a Head of Department and necessary action taken as directed by the Secretary/Additional Secretary/Head of the Department on such reports to ensure strict compliance of these orders by the appointing authority concerned. This aspect may also kindly be brought to the notice of all concerned.
