Department of Personnel and Administrative Reforms O.M. No.36013/1/77-Estt.(SCT), dated the 7th June, 1977, to all Ministries/Departments etc.

Subject:—Statistical information relating to the representation of Scheduled Castes and Scheduled Tribes—Inclusion in the annual reports of the Ministries/Departments.

The undersigned is directed to invite attention to this Department's O.M. No. 27/22/68-Est. (SCT), dated 19th April 1969 in which the Ministry of Finance etc. were requested to set up a Cell within the Ministry under the direct control of the Liaison Officer to ensure due compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes issued from time to time. In this Department's O.M. No. 27/4 (Estt (SCT), dated 3rd September 1970, the Ministry of Finance etc. were requested to include in their Annual Report a note on the activities of the Cell. Further, in this Department's O.M. No. 36022/5 (Estt (SCT), dated 28th May, 1970, the recommendation No. 32 in the 41st Report of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes was brought to the notice of the Ministries/Departments with the request that the activities of the Implementation Cell should be highlighted in the Annual Reports.

2. The Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendations in his Report for the year 1973-74:

"It is necessary that statistics relating to the representation of Scheduled Castes and Scheduled Tribes in each Ministry/Department should be published in the annual reports of the Ministries/Departments concerned...."

The above recommendation has been accepted by Government and is brought to the notice of the Ministries/Departments for implementation. The statistics relating to representation of Scheduled Castes and Scheduled Tribes to be incorporated in the annual reports of the Ministries/Departments should include the information in Appendices 8 and 9 which is required to be furnished by the Ministries/Departments to the Departments of Personnel & A.R. in a consolidated form every year. The Appendices 8 and 9 relate to the following:

Appendix 8: Statement showing total number of Government employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January, of the year.

Appendix 9: Statement showing the particulars of recruitment made during the calendar year and the number filled by Scheduled Castes and Scheduled Tribes.

Besides the consolidated information in respect of the Ministry/Department as a whole including all its attached and subordinate offices, it would be useful to include in the annual report information in respect of each organisation establishment under a Head of Department. Similar information in respect of statutory and semi-Government bodies and in respect of public sector undertakings under the control of the Ministry/Departments may also be usefully included in the annual reports.