

Department of Personnel and Administrative Reforms O.M. No.36022/4/76-Estt.(SCT),
dated the 7th August, 1976, to all Ministries/Departments, etc.

Subject:—Announcement of vacancies reserved for Scheduled Castes and Scheduled Tribes through the All India Radio—Recommendation No. 15 contained in the 41st Report of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes.

The undersigned is directed to say that the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes has made the following recommendation in its 41st Report:—

Recommendation No. 15 (Para 2-11)

"The Committee recommend that the Department of Personnel and Administrative Reforms in co-ordination with the Ministry of Information and Broadcasting, should devise a scheme by which vacancies reserved for Scheduled Castes and Scheduled Tribes are regularly announced or advertised from the various stations of All India radio and set timings for such programmes should be fixed so that Scheduled Castes and Scheduled Tribes candidates, living in remote areas where newspapers may not be easily available, become aware of such vacancies."

2. The above recommendation has been considered in consultation with the Ministry of Information and Broadcasting and it has been accepted for implementation. A State-wise list of All India Radio stations located in areas with concentration of Scheduled Castes and Scheduled Tribes population is enclosed. The Station Directors of these Stations have been instructed by the Ministry of Information and Broadcasting to broadcast announcements regarding the vacancies reserved of Scheduled Castes and Scheduled Tribes. Ministry of Finance etc. are now requested to advise their various attached/subordinate/offices/appointing authorities etc. to ensure that vacancies reserved for Scheduled Castes and Scheduled Tribes in Group C and Group D posts are notified to the appropriate Station Directors of All India Radio for announcement through that station. The following procedure may be followed in this regard:—

- (i) At the time when the vacancies are notified to the local Employment Exchange to suggest names for the reserved vacancies, the appointing authorities concerned should simultaneously notify such reserved vacancies appropriately to one or more of the stations of the All India Radio, mentioned in the list referred to above.
- (ii) If candidates belonging to Scheduled Castes and Scheduled Tribes are not available through the Local Employment Exchange, such vacancies are intimated to the Central Employment Exchange and they are advertised in the Newspapers either by the DGE&T through their periodical advertisements or by the appointing authorities themselves through the DAVP. Besides, notifying vacancies to A.I.R. stations according to the procedure in (i) above, the reserved vacancies should also be notified by the DGE&T/concerned appointing authorities to one more of the stations of the All India Radio mentioned in the aforesaid list, simultaneously with the advertisements in Newspapers.
- (iii) The announcements of reserved vacancies on stations of the All India Radio should contain an advice to prospective candidates to get their names registered with the Employment Exchange of the area and to approach the Employment Exchange for further assistance.

3. Ministry of Finance etc. are requested to bring the above instructions to the notice of all concerned, for guidance and compliance.

ANNEXURE

A.L.R. Stations in Areas with concentration of Scheduled Castes and Scheduled Tribes Populations

Name of State	Stations in areas of S.C. Concentrations	Stations in areas of S.T. Concentrations	Stations in areas of both S.C. and S.T. Concentrations	Remarks
1	2	3	4	5
1. Andhra Pradesh	Cuddapah	Visakhapatnam	-	
2. Assam	-	Dibrugarh Silcher	Gauhati	
3. Bihar	Patna	Ranchi	-	
4. Gujarat	Ahmedabad Baroda Rajkot	-	-	
5. Jammu and Kashmir	Jammu	-	-	
6. Kerala	Trivandrum Trichur Alleppey	Calicut	-	
7. Madhya Pradesh	Gwalior	Indore	Bhopal Jabalpur Raipur Pune Parbhani	
8. Maharashtra	Sangli	-	Pune Parbhani	
9. Manipur	-	Imphal Shillong	-	
10. Meghalaya	-	-	-	
11. Karnataka	Dharwar Gulbarga	-	Bangalore	
12. Nagaland	-	Kohima	-	
13. Orissa	Cuttack	Jeypore	Sambalpur	
14. Punjab	Jalandhar	-	-	
15. Rajasthan	Bikaner Jodhpur Ajmer	-	Jaipur Udaipur	
16. Tamilnada	Tiruchirapali Tiruchveli Coimbatore	-	-	
17. Tripura	-	-	Agartala	
18. Uttar Pradesh	Lucknow Allahabad Mathura Rampur Gorakhpur	-	-	
19. West Bengal	-	-	Kurseong Siliguri	

1	2	3	4	5
20. Union Territories	Chandigarh Pondicherry	Tezu Aizawl Tawang		
Himachal Pradesh (AIR Shimla (J & K) State (AIR Leh) <i>Union Territories of Andaman and Nicobar Island and Goa (AIR Port Blair and AIR Panaji) Assam (AIR Passighat)</i>	According to the population statistics available from the Planning Commission, there is no concentration of S.C. and S.T. communities in and around the A.I.R. stations, as mentioned under each in brackets in these States/ Union Territories. Notwithstanding according to the existing arrangement, these stations also regularly broadcast announcements of vacancies reserved for Scheduled Castes and Scheduled Tribes.			

**Department of Personnel and Administrative Reforms O.M. No.36022/20/76-Estt.(SCT),
dated the 8th September, 1976, to all Ministries/Departments, etc.**

Subject:—Strict observance of orders and proper maintenance of rosters for giving effect to reservations for Scheduled Castes and Scheduled Tribes—checking of rosters at regular intervals—Recommendations of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes.

The Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes has *inter-alia*, made the following Recommendations in its 41st Report:

Recommendation No. 12 (Para 2.7)

The Committee are distressed to find the insignificant representation of Scheduled Castes and Scheduled Tribes in Class I and II services of the Government as well as of the Public Sector Undertakings. The Committee also regret to note that even in Class III, the representation of Scheduled Castes and Scheduled Tribes is much below the quota reserved for them. The under representation of the Scheduled Tribes persist in Class IV also. Considering these heavy shortfalls, the Committee cannot but conclude that orders on the subject are neither being followed in letter and spirit by the appointing authorities nor is adequate attention being paid to improve the situation. The Committee would like the Department of Personnel and Administrative Reforms and the Bureau of Public Enterprises to take immediate corrective steps to ensure that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by the candidates from these communities. In this connection, the Committee suggest that responsibility should be fixed and disciplinary action taken against those Officers who, due negligence or otherwise, fail to implement the reservation orders in favour of Scheduled Castes and Scheduled Tribes *in toto*.

Recommendation No. 14 (Para 2.9)

The Committee have not only received complaints but have themselves seen on their visits to various Offices and Organisations during their tours that Rosters are neither being maintained properly nor checked regularly, especially in the Public Sector Undertakings. The Committee need hardly emphasise the desirability of proper maintenance of Rosters and their checking by the prescribed authorities at regular intervals as per extant orders on the subject. The Committee feel that there is a real need for educating the Liaison Officers about the maintenance and inspection of Rosters. Guidelines should be planned and laid down for the benefit of those who are to operate the rosters. Disciplinary action should be taken against the defaulters in this respect.

2. The Ministries/Departments were requested to impress upon the appointing authorities the need to observe the reservations and other orders relating to representation of Scheduled Castes and Scheduled Tribes in services strictly *vide* this Department's Office Memorandum No. 27/2/71-Estt. (SCT), dated the 24th March, 1972 and No. 36011/5/75-Estt. (SCT), dated the 3rd May, 1975 and No. 36011/1/76-Estt. (SCT), dated the 6th March, 1976. A strict procedure for reservation of reserved vacancies has also been prescribed and in addition to the earlier instructions in this regard the Ministries/Departments have been requested in this Department's Office Memorandum No. 16/27/74-Estt. (SCT), dated the 12th November, 1975 that whenever a reference is made to this Department for reservation of reserved vacancies (a copy of which is also to be sent to the Commissioner for Scheduled Castes and Scheduled Tribes) besides giving information as usual, a Note should also be recorded to the effect that the proposal is being made with the full knowledge and concurrence of the Liaison Officer concerned. As regards proper maintenance of rosters and their checking at regular intervals, attention of the Ministry of Finance etc., is invited to paras 9 to 13 in the Brochure on Reservations for Scheduled Castes and Scheduled Tribes (4th edition, 1975) which contain the guidelines in this regard. The form of the roster is given in Appendix 4 of the Brochure, Detailed instructions for maintenance of rosters are given in Appendix 5. A hypothetical illustration of roster is given in Appendix 6. The Liaison Officer nominated in the Ministries/Departments and in offices under the Heads of Departments are required to conduct annual inspection of rosters in the respective offices under their charge. The proforma of inspection of rosters is also given in Appendix 7 of the Brochure.

3. The recommendations of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes reproduced above are again specifically brought to the notice of the Ministries/Departments. They are requested to ensure that the procedures prescribed for filling vacancies reserved for Scheduled Castes and Scheduled Tribes are strictly observed so that such vacancies are filled by candidates belonging to these communities only. Proposals for deservation of vacancies reserved for Scheduled Castes/Scheduled Tribes should be made/considered only after ensuring that all the procedures prescribed in this regard have been strictly and fully followed and derservation has become inescapable. It should also be ensured that the instructions referred to above, for the maintenance and the periodical inspection of rosters are strictly followed by the appointing authorities and Liaison Officers. The difficulties and point of doubt, if any, in regard to maintenance and inspection of rosters should be intimated by the Ministries/Departments to this Department so that the question of issuing further guidelines on specific points, if any, could be considered in this Department.

4. Attention of the Ministry of Finance etc. is also invited to the instructions contained in this Department's Office Memoranda dated the 24th March, 1972, 3rd May, 1975 and 6th March, 1976 referred to in para 1 above. Cases of negligence of lapses in the matter of following the reservations and other orders relating to representation of Schednded Castes and Scheduled Tribes should be viewed seriously and should be brought to the notice of appropriate authorities and suitable action should be taken promptly.
