No. 36027/1/2011-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated the:- 15th February, 2011

Office Memorandum

Subject:- Annual Reports regarding Representation of SCs, STs, OBCs and Persons with Disabilities in the Central Government Services as on **1.1.2011.**

The undersigned is directed to say that as per instructions contained in this Department's O.M. No.43011/10/2002-Estt.(Res.) dated 19.12.2003 and O.M. No 36035/3/2004-Estt.(Res.) dated 29.12.2005, each Ministry/Department is required to send following reports to this Department by 31.3.2011:-

(i) SC/ST/OBC Report-I regarding representation of SCs, STs, and OBCs in services as on 1.1.2011;

(ii) SC/ST/OBC Report-II regarding representation of SCs, STs, OBCs in various grades of organized Group 'A' services as on 1.1.2011;

(iii) Persons with Disabilities (PWD) Report-I regarding representation of persons with disabilities in services as on 1.1.2011; and

(iv) PWD Report-II regarding appointments persons with disabilities during the year 2010.

2. The proformae prescribed for above reports are enclosed for ready reference. It is request that the reports may be sent to this Department by stipulated date i.e. by 31.3.2011. While collecting information from the attached/Subordinate offices, the concerned offices may be advised not to send information direct to this Department. The concerned Ministry/Department should consolidate the information in respect of entire Ministry /Department including the information in respect of the Attached and Subordinate Office, and send such consolidated information to this Department.

3. The Ministries/Department should ensure that the reports sent to this Department contain consolidated information in respect of the concerned Ministry/Department and its Attached and Subordinate Offices but **not** in respect of Pubic Sector Undertaking, Statutory, statutory, semi-Government and Autonomous Bodies. Since the information called for relates to persons and not to posts, the posts, which are lying vacant, should not be taken into account. Persons on deputation should be included in the establishment of borrowing Ministry/Department/Office and not in the establishment of their parent office. Persons permanent in one grade but officiating or holding temporary appointment in a higher grade should be shown in the figures relating to the class of service in which the higher grade concerned is included. It may also be noted that figures in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities have to include persons appointed by reservation as well as appointed on their own merit.

(Sharad Kumar Srivastava)
Under Secretary (Res.)
Tel:- 23092110

Encls: As above

1. All Ministries/Departments of the Government of India (As per the list enclosed).

2. NIC, North Block for uploading in the web Site. (Circular -> Estt. (Res.) and what is new).

3. Guard filed-2011.

SC/ST/OBC REPORT-I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs AS ON FIRST JANUARY OF THE YEAR AND NUMBER OF APPOINTMENTS MADE DURING THE PRECEDING CALENDAR YEAR 2010

MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:

	Representation of SCs/STs/OBCs (As on 1-1-2011)				Number of appointments made during the calendar year 2010									
					By Direct Recruitment				By Promotion			By Deputation		
Groups	Total number of Employees	SCs	STs	OBCs	Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Group A														
Group B														
Group C														
Group D (Excluding Sweepers)														
Group D (Sweepers)														
TOTAL														

ANNUAL STATEMENT SHOWING THE REPRESENTRATION OF SCs,STs and OBCs IN VARIOUS GROUP 'A' SERVICES AS ON FIRST JANUARY 2010 AND NUMBER OF APPOINTMENTS MADE IN THE SERVICE IN VARIOUS GRADES IN THE IN CALENDAR YEAR 2010

MINISTRY / DEPARTMENT / ATTACHED / SUBORDINATE OFFICE:

SERVICE:

	Representation of SCs/STs/OBCs (As on 1-1-2011)				Number of appointments made during the calendar year 2010									
					By Direct Recruitment				By Promotion			By Deputation		
Pay Band and Grade Pay	Total number of Employees	SCs	STs	OBCs	Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PB-3; Rs.5400														
PB-3; Rs.6600														
PB-3; Rs.7600														
PB-4; Rs.8700														
PB-4; Rs.8900														
PB-4; Rs.10000														
HAG + Above														
TOTAL														

PWD Report I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS WITH DISABILITIES IN SERVICES
(As on 1ST January of the year)

MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE:

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6
Group A					
Group B					
Group C					
Group D					
Total					

Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)
(iii)OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

PWD REPORT II

STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR
(For the Year _____)

MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE.

GROUP	DIRECT RECRUITMENT								PROMOTION							
	No. of vacancies reserved			No. of Appointments Made					No. of vacancies reserved			No. of Appointments Made				
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group A									NIL	NIL	NIL					
Group B									NIL	NIL	NIL					
Group C																
Group D																

Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)
(iv)There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.