

**Ministry of Home Affairs O.M. No.5/1/63-(SCT)(I),
dated the 4th March, 1964, to all Ministries/Departments, etc.**

Subject :—Reservation for Scheduled Castes and Scheduled Tribes in the services under the Public Sector Undertakings.

In the Ministry of Home Affairs O.M. No 5/13/56-SCT(I), dated 14th November, 1956 and 5/13/56-SCT(I), dated 5th September, 1957 (copies enclosed), Ministries were requested to issue instructions to the Public Sector Undertakings under their control to observe the orders regarding representation of Scheduled Castes and Scheduled Tribes in Government services, as far as possible consistently with the maintenance of efficiency. It has, however, come to the notice that in some of the Public Sector Undertakings due representation is still not being given to Scheduled Castes and Scheduled Tribes. The question of employment of Scheduled Castes and Scheduled Tribes recently came up for consideration before the Central Advisory Board for Harijan Welfare and the members were assured that action would be taken to see that these Undertakings gave as much benefit as possible to the Scheduled Castes and Scheduled Tribes. The working Group on the Welfare of Backward Classes in the 4th Plan have also recommended *inter-alia* reservations for Scheduled Castes and Scheduled Tribes in appointments in Public Sector Undertakings. Taking into consideration all relevant factors and the growing opportunities of employment in the Public Sector, it is important that, as in the case of employment in public services, the Scheduled Castes and Scheduled Tribes should be given fair share of appointments in Public Sector Undertakings also.

2. Ministries are accordingly requested to issue suitable instructions to the Undertakings under their control to make reservation for Scheduled Castes and Scheduled Tribes in their services on the lines of the reservations in Central Government services. It may be explained to the Undertakings that reservations for Scheduled Castes and Scheduled Tribes are subject to availability of *suitable* candidates of the respective class, and in case of non-availability of such *suitable* candidates for any reserved posts, such posts can be treated as unreserved and filled by others. Cases, if any where a Public Sector Undertakings finds difficulty in implementing the reservation orders wholly or even partly, may be further examined by the Ministry concerned in consultation with this Ministry.

3. The Undertakings may also be instructed to furnish to this Ministry and to the administrative Ministry by 1st March every year, annual returns in the forms given in Appendices I and II enclosed. In some Undertakings, the classification of posts may not be identical or similar to that in vogue in the Central Government service. In such cases, for the purpose of maintaining rosters and furnishing the returns, the posts may be treated as Class I, II, III and IV, as follows :—

Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 950.	Class I
Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 575 but less than Rs. 950.	Class II
Posts carrying a pay or scale of pay with a maximum of over Rs. 110 but less than Rs. 575.	Class III
Posts carrying a pay or a scale of pay the maximum of which is Rs. 110 or less.	Class IV

4. Copies of instructions issued to Public Sector Undertakings in pursuance of paragraphs 2 and 3 above may kindly be endorsed to this Ministry.
