

**Department of Personnel O.M. No.1/9/69-Estt.(SCT),
dated the 15th November, 1971, to all Ministries/Departments, etc.**

Subject :—Arrangements for training of Class I Officers belonging to the Scheduled Castes and Scheduled Tribes.

Attention of Ministry of Finance etc. is invited to para 3 of MHA O.M. No. 1/9/69-Estt. (SCT), dated 26th March, 1970, in which it was laid down that Scheduled Castes/Scheduled Tribes Officers in Class I service/posts should be provided with more opportunities for institutional training and for attending seminars symposia/conferences in order to improve their chances for selection to the higher categories of posts in Class I. It was provided that it should be the special responsibility of the immediate superiors of these Officers to give them advice and guidance for improving the quality of their work.

2. The general question of arrangements for training of Class I Officers belonging to Scheduled Castes and Scheduled Tribes has now been considered and it has been decided to take the following steps :—

- (i) More intensive training should be arranged for directly recruited Class I Officer belonging to Scheduled Castes and Scheduled Tribes by the Heads of the Training Institutions, wherever necessary alongwith other officers needing such help.
- (ii) Ministries/Departments should nominate a considerably larger number of Scheduled Castes and Scheduled Tribes Officers for the training programmes run by the various Departments and Training Institutions. They should lay down a time-limit say 3 years within which training of such officer in appropriate fields should be completed. A phased programme for sponsoring such officers for training to the various Institutions should be drawn up. The Ministries/Departments should identify the training needs of the Scheduled Castes and Scheduled Tribes Officers and then examine to which training programmes these officers should be deputed. Special attention may also be paid to the training of such Officers as are selected for promotion by relaxed standards to enable them to give a good account of themselves. The Training Division of the Department of Personnel would render all assistance in suggesting or even devising suitable programmes, wherever necessary.
- (iii) In drawing up such training programmes, adequate margin should be provided to take in as many Scheduled Castes and Scheduled Tribes Officers as are sponsored by the Ministries. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next course or a special programme may be arranged for them.

It would also be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. It would enable them to broaden their outlook and also build up specialised knowledge. It is also likely to boost up morale of the officers of these communities.

- (iv) While deputing officers to training seminars and conferences, etc., preference should be given to officers of Scheduled Castes and Scheduled Tribes.
- (v) Superiors of Scheduled Castes and Scheduled Tribes officers should be asked to take special care regarding on-the-job training of these officers identify areas where special training is considered necessary and take appropriate steps for such training in consultation with the Department's Training Co-ordinator and the Training Division of the Department of Personnel.

3. Ministry of Finance etc. are requested to bring the above decisions to the notice of all concerned and ensure that these decisions are implemented carefully and expeditiously.