

**Department of Personnel and Administrative Reforms O.M. No.36011/12/82-Estt.(SCT),
dated the 26th June, 1982, to all Ministries/Departments, etc.**

Subject :—Reservation in confirmation for Scheduled Castes and Scheduled Tribes maintenance of roster.

The undersigned is directed to refer to the subject mentioned above and to draw attention to para 4.3 of Chapter 4 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes (1978, 5th edition) reproduced below :—

- (i) A common roster should be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
- (ii) A separate roster should be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.
- (iii) A temporary post included in the roster at the time of initial appointment when converted into a permanent post later will not after such conversion, be shown again in that roster but will be treated as reserved or unreserved according to the point at which it fell when it was initially filled.
- (iv) Permanent vacancies which occur due to death, retirement, resignation or for any other reason and which are also physical vacancies will be shown in the roster at (i) above and reservation determined accordingly.

2. Clarification from this Department have been sought by various Ministries/Departments as to how to reflect the points for confirmation in the roster. It has now been decided that for physical vacancies mentioned at para 4.3 (iv), a separate 40 point or 100 point roster, as the case may *i.e.* the type of the roster which was maintained at the time of initial appointment, should be maintained after the issuance of this Office Memorandum. Carry-forward reservations from *earlier confirmations* should be brought over to the new roster. As in all appointments, orders regarding single vacancy contained in Department of Personnel and Administrative Reforms, O.M. No. 1/9/74-Estt. (SCT), dated 29-4-1975 and regarding limiting of reservation to 50 per cent contained in O.M. No. 36012/3/78-Estt. (SCT), dated 9-2-1982 will also apply in such confirmation.

*3. Cases of conversion of temporary posts into permanent will continue to be governed by para 4.3 (iii) of the Brochure. In other words when temporary posts are converted into permanent, they need not be shown in the roster again but will be treated as reserved or unreserved according to the point at which it fell when it was initially filled.

4. Ministry of Finance etc. are requested to bring the contents of this Office Memorandum to the notice of all their attached and subordinate offices.

*NOTE :—Para 3 superseded by O.M. No. 36011/28/83-Estt. (SCT) dt. 12-3-84.