

F.No.36035/10/2006-Estt(Res)Desk  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, Dated 12<sup>th</sup> December, 2006

OFFICE MEMORANDUM

12 DEC 2006

Sub: - Reservation for persons with disability.

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The undersigned is directed to invite attention to para 16 of this Department's O.M. No. 36035/3/2004-Estt(Res) dated 29.12.2005 which reads as follows:-

- (a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- (b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- (c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

2. The OM dated 29.12.2005 has introduced the concept of backlog reserved vacancies in the matter of reservation for persons with disabilities which did not exist prior to the issue of these instructions. Before the issue of the aforesaid OM, vacancies reserved for persons with disabilities were filled by able bodied persons if persons with disabilities were not available for filling up such vacancies. Nevertheless, it is possible that some Ministries/Departments/ establishments might have kept posts reserved for the persons with disability vacant due to non-availability of persons with disabilities either consciously or by default. If there are such vacancies which were earmarked reserved for persons with disabilities but were not filled either by the handicapped persons or able bodied persons and are still lying vacant, these would be, by definition backlog reserved vacancies of the persons with disabilities.

3. All the Ministries/Departments are requested to send information about the backlog reserved vacancies, in the enclosed **Proforma-I**. If there is no backlog reserved vacancy for the persons with disabilities under the Ministry / Department etc., a 'nil' information may be sent. Information may also be sent in **Proforma II** in respect of the carry forward reservation (as distinct from carry forward vacancies) which are to be filled in future from out of the current vacancies.

4. While furnishing the information it may be kept in view that a backlog reserved vacancy means a vacancy which was earmarked reserved for persons with disabilities but which could not be filled and remained vacant and is still vacant.



(K.G.Verma)  
Director

To

- (i) All Ministries/Departments of the Govt. of India.
- (ii) Department of Economic Affairs (Banking Division), New Delhi
- (iii) Department of Economic Affairs (Insurance Division), New Delhi
- (iv) Department of Public Enterprises, New Delhi
- (v) Railway Board.
- (vi) Union Public Service Commission/Supreme Court of India/ Election Commission/Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (viii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi – 110 001
- (ix) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (x) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (xi) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- (xii) 100 spare copies for Estt(Res)Desk.

**PROFORMA I**

**Report about Backlog Reserved Vacancies Identified for Persons with Disability  
(As on 1.1.2006)**

**Name of Ministry / Department**

Class / Group of Posts	No. of Backlog Vacancies							
	Direct Recruitment Quota				Promotion Quota			
	VH	HH	OH	VH	VH	HH	OH	Total
Group A					*	*	*	*
Group B					*	*	*	*
Group C								
Group D								

- Note: (i) VH stands for Visually Handicapped  
(ii) HH stands for Hearing Handicapped  
(iii) OH stands for Orthopaedically Handicapped  
(iv) Backlog vacancy means a vacancy which was earmarked reserved for persons with disabilities but which could not be filled and is still vacant.

**\* There is no reservation in promotion to Group A and Group B posts.**

**PROFORMA II**

Report about Carry Forward of Reservation for Persons with Disability  
(As on 1.1.2006)

**Name of Ministry / Department**

Class / Group of Posts	Number of Vacancies which were earmarked reserved but filled otherwise and carried forward.							
	Direct Recruitment Quota				Promotion Quota			
	VH	HH	OH	VH	VH	HH	OH	Total
Group A					*	*	*	*
Group B					*	*	*	*
Group C								
Group D								

- Note: (i) VH stands for Visually Handicapped  
(ii) HH stands for Hearing Handicapped  
(iii) OH stands for Orthopaedically Handicapped  
(iv) Accordingly instructions existing prior to 29.12.2005, if a vacancy was earmarked reserved for persons with disabilities and if it was filled by an other category candidate because of non-availability of person with disability etc., reservation was carried forward for subsequent three recruitment years. In such cases, there remained no vacancy in the original year of recruitment but vacancy arising in subsequent year was treated as reserved. Thus, in such cases vacancy was not carried forward as backlog reserved vacancy but reservation was carried forward. Information in this proforma is to be given about carry forward of reservation

\* There is no reservation in promotion to Group A and Group B posts.