

## CHAPTER 4

### ROSTERS

#### 4.1 Model rosters

MHA O.M. No. 1/  
11/69-Est. (SCT)  
dt. 24-4-70 Deptt.  
of Personnel &  
Training O.M. No.  
36013/13/4/85-Est.  
(SCT) dated  
24-5-85

To give proper effect to the reservation prescribed, every appointing authority should treat vacancies as 'reserved' or 'unreserved' according to a model roster each of 40/100 points, as described below:—

- (i) Direct recruitment made on an all-India basis:
  - (a) by open competition i.e. through the UPSC or by means of open competitive test held by any other authority—as in the roster consisting of 40 points as given in Appendix 1. (For reservation of 15 per cent for SC and 7-½ per cent for S.T.)
  - (b) otherwise than by open competition—as in roster consisting of 40 points as given in Appendix 2. (For reservation of 16/2/3 per cent for SC and 7-½ per cent for S.T.)
- (ii) Direct recruitment to Group C & D (Class III & IV) posts normally attracting candidates from a locality or a region—according to a roster consisting of 100 points as given in Appendix 3. (For percentages of reservation fixed generally in proportion to the population of Scheduled Castes and Scheduled Tribes in the respective States/ Union Territories).
- (iii) Promotions to which reservations apply—[para 2.1(iii) according to a *separate* roster on the same pattern as Appendix 1. (For reservation of 15 per cent for S. C. and 7½ per cent or S.T.) (For percentages of reservation fixed generally in proportion to the population of Scheduled Castes and Scheduled Tribes in the respective States/ Union Territories).

Deptt. of Person-  
nel & A.R. O.M.  
No. 36011/33/81-  
Est. (SCT) dated  
5-10-81

O.M. No. 36011/9/  
82-Est. (SCT)  
dated 18-2-83

DP & AR O.M.  
No. 36012/3/78  
Estt-(SCT) dated  
9-2-82

4.2 The actual number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes in any recruitment should be determined on the basis of the points in the roster and also taking into account the reservations brought forward from the previous year the total number of reservations should not exceed 50 per cent of the total number of vacancies filled in that year.

#### Maintenance of rosters

4.3 The rosters for posts filled by direct recruitment will be maintained as follows:—

MHA O.M. No.  
31/10/63-SCT (1)  
dated 27-3-63 and  
2-5-63

- (i) A common roster should be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.

MHA O. M. No.  
7/2/55-(SCT) dt.  
14-10-55

NOTE—Where recruitment is made for circles or regions consisting of more than one State, the percentages will be fixed taking into account the proportion of the population of Scheduled Castes and Scheduled Tribes in the entire circle or region.

DP & AR O.M.  
No. 36011/46/81.  
Estt. (SCT) dt.  
4-2-82

(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.

DP & AR O.M.  
No. 36011/12/82  
Estt. (SCT) dt.  
25-6-82

(iii) The distinction between physical vacancy and the vacancy caused due to conversion of temporary post into permanent has been done away with. Now, all permanent vacancies for confirmation occurring either due to death, retirement, resignation or for any other reason or due to conversion of temporary post into permanent should be reflected in a separate roster.

DP & AR O.M.  
No. 36011/28/83  
Estt (SCT) dt.  
12-3-84

4.4. The roster will be maintained in a register in the form given in Appendix 4. Detailed instructions for maintenance of roster are given in Appendix 5. A hypothetical illustration of a roster is given in Appendix 6.

DP & AR O.M.  
No. 8-8-71 Estt.  
(SCT) dt. 22-4-71

4.5 The Liaison Officers nominated in the Ministries/Departments and in offices under the Heads of Departments will conduct annual inspection of rosters in the respective offices under their charge. The proforma for inspection of rosters is given in Appendix 7. (The duties of Liaison Officers are given in detail in Chapter 15).

Deptt. of Person-  
nel & A.R. No.  
3611/1/76-Estt.  
(SCT) dated  
6-3-1976.

4.6 Inspection by the Liaison Officer of the rosters etc. should be done annually and a record of the inspections made and of the inspection reports should be properly kept.

MHA O.M. No. 1/  
11/69. Estt. (SCT)  
dated 22-4-1970

4.7 Separate Rosters should be maintained for determining the number of reservations in appointments made by direct recruitment and promotion (with separate rosters for each mode of promotion viz. limited competitive examinations, selections, seniority-cum-fitness etc.)

Deptt. of Pers. &  
A.R. O.M. No. 10/  
52/73-Estt. (SCT)  
dt. 24-5-1974.

4.8 The rosters are intended to be an aid to determining the number of vacancies to be reserved and are not meant to be used for determining the order of appointment or seniority.

\*for details please see appendices 4, 5, 6 and 7 of the Brochure.

#### COPIES OF OFFICE MEMORANDUM ETC ON CHAPTER 4

O.M. No. 42/21/49-NGS	28-1-52
O.M. No. 7/2/55-SCT	14-10-55
O.M. No. 31/10/63-SCT(I)	27-3-63
O.M. No. 31/10/63-SCT(I)	2-5-63
O.M. No. 1/11/69-Estt. (SCT)	22-4-70
O.M. No. 8/8/71-Estt. (SCT)	22-4-71
O.M. No. 1/3/72-Estt. (SCT)	15-5-74
O.M. No. 10/52/73-Estt. (SCT)	24-5-74
O.M. No. 36011/1/76-Estt. (SCT)	6-3-76
O.M. No. 36011/11/75-Estt. (SCT)	30-5-77
O.M. No. 36011/33/81-Estt. (SCT)	5-10-81 After chapter 2
O.M. No. 36011/12/82-Estt. (SCT)	25-6-82
O.M. No. 36011/9/82-Estt. (SCT)	18-2-83
O.M. No. 36011/28/83-Estt. (SCT)	12-3-84
O.M. No. 36013/4/85-Estt. (SCT)	24-5-85
O.M. No. 36013/4/85-Estt. (SCT)	12-2-86
O.M. No. 36011/13/88-Estt. (SCT)	22-8-88
O.M. No. 36031/1/86-Estt. (SCT)	6-2-89
O.M. No. 36011/3/91-Estt. (SCT)	30-10-92
O.M. No. 43038/2/92-Estt. (SCT)	31-12-92

**Ministry of Home Affairs O.M. No. 42/21/49-NGS  
dated 28th January, 1952 to all Ministries etc.**

*Subject* :—Supplementary instructions connected with the orders on communal representation in the services.

The undersigned is directed to refer to the Ministry of Home Affairs Resolution No. 42/21/49-NGS, dated the 13th September, 1950, and to say that the instructions given below will govern the application of the orders on communal representation in the services.

**Recruitment by open competition :**

2. (a) If the candidates of Scheduled Castes, Scheduled Tribes and the Anglo-Indian community obtain by competition less vacancies than are reserved for them, the difference will be made up by the nomination of duly qualified candidates of these castes, Tribes and communities *i.e.*, candidates of these communities etc. *who have qualified in the test, selection etc.* held for the purpose, but have secured ranks lower than the candidates of other communities for whom no reservation have been made.

(b) A roster of 40 vacancies will be necessary to give effect properly to the reservations for Scheduled Castes and Scheduled Tribes and the roster given below should be adopted as a model roster for the services in which there are no reservations for Anglo-Indians :—

1	Scheduled Castes	21	Scheduled Tribes
2	Scheduled Castes	22—24	Unreserved
3—8	Unreserved	25	Scheduled Castes
9	Scheduled Tribes	26—32	Unreserved
10—16	Unreserved	33	Scheduled Castes
17	Scheduled Castes	34—40	Unreserved
18—20	Unreserved		

In the case of recruitment to services in which vacancies are reserved for members of the Anglo-Indian Community, rosters should be drawn up by the Ministries concerned in consultation with the Ministry of Home Affairs.

(c) Instructions for the maintenance of the rosters are given in Appendices A & B.

**Recruitment otherwise than by open competition :**

3. (i) The following roster should be followed for services to which recruitment is made on an all-India basis otherwise than by open competition :—

1	Scheduled Tribes	21	Scheduled Tribes
2	Scheduled Castes	22—24	Unreserved
3—6	Unreserved	25	Scheduled Castes
7	Scheduled Castes	26—30	Unreserved
8—12	Unreserved	31	Scheduled Castes
13	Scheduled Castes	31—36	Unreserved
14—18	Unreserved	37	Scheduled Castes
19	Scheduled Castes	38—40	Unreserved
20	Unreserved		

NOTE:—In every third cycle of the above roster, the 37th point will be treated as unreserved.

(ii) Instructions for the maintenance of the roster are given in Appendices A & B.

**Local Recruitment :**

4. (a) If the candidates of Scheduled Castes, Scheduled Tribes from the neighbouring areas are likely to be available, the percentages of reservations will be prescribed by the Ministries concerned in consultation with the Ministry of Home Affairs. Pending the results of the 1951 Census, the percentages of reservations will be

based on the population figures given in the 1941 Census Report. Proposals in this regard should be sent to the Ministry of Home Affairs as soon as possible and pending a decision on the percentages to be fixed, the reservations prescribed for recruitment on an all-India basis should be followed.

(b) the purely temporary establishments such as work charge staff including the daily rated and the monthly rated staff, shall be excluded from the scope of the orders regarding communal representation in services.

**General :**

5. (1) It has been decided as a rule not to grant any exemption from the scope of these orders in respect of posts and services, but exceptional cases should be referred to the Ministry of Home Affairs, for a decision.

(2) The communal representation orders are applicable separately :

(a) to permanent vacancies; and

(b) to temporary vacancies lasting three months or longer whether in permanent or in temporary posts.

(3) If a sufficient number of candidates of the communities for whom the reservation are made, who are eligible for appointment to the posts in question and are considered by the recruiting authorities as suitable in all respects for appointment to the reserved quota of vacancies, are not available, the vacancies that remain unfilled will be treated as unreserved and filled by the best available candidates; but a corresponding number of vacancies will be reserved in the following years for the communities whose vacancies are thus filled up in addition to such number as would ordinarily be reserved for them under the orders contained in the Resolution. (For further clarification please see rule III in Appendix 'A').

(4) If suitably qualified candidates of the communities for whom the reservations have been made are again not available to fill the vacancies carried forward from the previous year under clause (3) above the vacancies not filled by them will be treated as unreserved and the reservations made in those vacancies will lapse.

(5) A vacancy caused by the termination of the services of a probationer should not be treated as a fresh vacancy, but should be treated as (a) unreserved or (b) reserved for (i) Scheduled Castes or (ii) Scheduled Tribes or (iii) Anglo-Indians according as the vacancy was originally treated as unreserved or reserved.

(6) In order to justify a statement that a sufficient number of suitable candidates of a community are not available and the vacancy should, therefore, be treated as unreserved, it is essential that adequate steps should be taken to bring the existence of the vacancies to the notice of candidates of those communities. For this purpose, it is necessary to advertise the vacancies in newspapers and also to consult the agencies which may be in a position to assist in the matter. The instructions in the succeeding sub-paragraphs should be carefully followed in this connection :—

(a) All vacancies in services and posts recruitment to which is made on an all-India basis should, until further orders, be advertised in the newspapers indicated below :—

- |                  |  |
|------------------|--|
| 1. Madras        | The Mail, Madras.<br>The Hindu, Madras.<br>The Indian Express, Madras.   |
| 2. Bombay        | The Times of India, Bombay.<br>The Free Press Journal, Bombay.<br>The Bombay Chronicle, Bombay.<br>The Bharat, Bombay.         |
| 3. West Bengal   | The Hindustan Standard, Calcutta.<br>The Statesman, Calcutta.<br>The Amrit Bazar Patrika, Calcutta.                            |
| 4. Uttar Pradesh | The Amrit Bazar Patrika, Allahabad.<br>The Pioneer, Lucknow.<br>The National Herald, Lucknow.<br>The Frontier Mail, Dehra Dun. |

5. Orissa	The New Orissa, Cuttack.
6. Assam	The Assam Tribune, Gauhati.
7. Bihar	The Indian Nation, Patna.
8. Madhya Pradesh	The Hitavada, Nagpur. The Nagpur Times, Nagpur.
9. Punjab	The Tribune, Chandigarh.
10. Delhi	The Statesman, Delhi. The Hindustan Times, Delhi.

NOTE :—The above list is provisional and is subject to amendment.

In the case of local recruitment [c.f. para 4(a)] the local Head of the Department may decide the newspapers in which advertisements regarding vacancies in his office should be published.

- (b) In all cases, where experience has shown that a sufficient number of suitably qualified candidates of a particular community will not be forthcoming by advertisement for vacancies reserved for them, the local Head of a Department should consult the organisations mentioned in Appendix 'C' and such other organisations as are recognised by the Government of India from time to time as representative of the communities for whom the reservations are made. Detailed instructions, giving the addresses of the branches of these organisations in the various States, will issue separately.

It should, however, be made clear to these organisations that their functions are limited :—

- (i) to bring to the notice of suitable candidates any examinations for recruitment to services for which they could usefully enter and any advertisements of appointments to be made by selection,
- (ii) to advise the candidates about the examinations for recruitment to services for which they should apply, and
- (iii) To advise candidates on any matter which might be of assistance to them in preparing for, or applying for admission to examinations held for recruitment to the services; and that it will not be for them to press the claim of any individual candidates, who should submit their applications direct to the appointing authorities.

- (c) Copies of the advertisements should be sent to the Regional or Local Employment Exchange. Where the Local Employment Exchange is unable to provide suitable candidates, a reference will be made by it to the Directorate General of Resettlement and Employment, which maintains an all-India list of members of the Scheduled Castes, who have registered themselves with the Employment Exchanges for appointment to posts under the Government of India. The candidates recommended by the Employment Exchange/Directorate General of Resettlement and Employment should be considered along with those who apply direct in response to the advertisement, or at the instance of the organisations referred to in Appendix 'C'.

(7) The claims of candidates for employment to be treated as Scheduled Castes or Scheduled Tribes will ordinarily be verified by the appointing authorities through the District Magistrates of the place where such persons and/or their families ordinarily reside. At the discretion of the Selecting/Appointing authorities the following may also be accepted as sufficient proof of the claims.

- (a) Matriculation or School Leaving Certificates or birth certificates giving the caste or community of the candidates and place of residence in original or copies thereof duly attested by a Gazetted Officer of the Central or State Government.
- (b) Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate of the District to which the candidates belong.

These certificates should be in the form given in Appendix 'D'.

(8) (a) For purpose of these orders an 'Anglo-Indian' means a person whose father or any of whose other male progenitors in the male line is or was of European descent but who is domiciled within the territory of India and is or was born within such territory of parents habitually resident therein and not established there for temporary purposes only.

(b) The procedure to be followed in verifying the claims of persons as belonging to the Anglo-Indian community will be as follows :—

- (i) A candidate's own claim to be an Anglo-Indian should be accepted unless there is any reason to doubt it.
- (ii) As regards doubtful cases a reference may be made to the nearest branch of the All-India Anglo-Indian Association and the candidates may be asked to furnish documentary evidence such as birth certificates, school leaving certificates and certificate from persons of responsibility and repute who are themselves Anglo-Indians. On the basis of the evidence thus obtained the appointing authority will decide whether the claims should be accepted.

6. *Grouping of Posts* : When applied to individual posts or to cadres consisting of a few posts only, the orders regarding communal representation in the services take long to produce the results aimed at, since an isolated post can be held only by a member of one community at a time and, in the case of small cadres, vacancies may not occur with sufficient frequency to enable for the Scheduled Castes etc., to secure adequate representation. To overcome this difficulty, it is necessary to group posts of similar status and salary and to apply these orders to the groups so formed. Instructions relating to grouping of posts are given in Appendix 'E'.

7. *Communal Returns* : The reservations provided for in the Resolution are based on provisions in the Constitution of India and it is therefore absolutely necessary that they should be strictly followed. In order to enable the Government of India to watch the observance of these orders, the Ministries should submit to the Ministry of Home Affairs 'Communal Returns' in the forms attached (Appendices G & H), Appendix 'F' contains the instructions which will govern in submission of these returns.

8. The communal returns submitted by the Ministries will show only whether the percentages of reservations prescribed for the various castes, tribes, etc. were followed during the year to which the returns relate and there is no provision in these returns to indicate the point in the communal roster (of paragraphs 2 and 3 above) at which recruitment began during the year in each grade, service or group. For this purpose, the appointing authorities will maintain communal registers in the form and according to instructions given in Appendices A and B and maintain a record of the appointments made annually.

9. The instructions apply *mutatis mutandis* to all Part C States as well. Such States should, also therefore, observe these instructions and submit their returns to the Ministry of Home affairs.

10. The orders contained in the Resolution of the 13th September, 1950 and in the Office Memorandum should be deemed to have come into force on the 26th January, 1950, and further recruitment to grades and services in which vacancies had been filled on or after the 26th January and before the issue of these orders should, where necessary, be suitably readjusted, with a view to protecting the interests of Scheduled Castes, Scheduled Tribes and Anglo-Indian in the matter of appointment to posts under the Central Government.

## APPENDIX 'A'

N. B. :—Before making an appointment by direct recruitment the appointing authority should ascertain, by consulting the Communal *register*, whether the vacancy is reserved or unreserved; and if it is reserved, for which community it is reserved. Immediately after appointment has been made, the particulars should be entered in the register and the entry signed by the appointing authority.

### RULES TO BE OBSERVED IN MAINTAINING THE ROSTER

I. Separate rosters should be maintained for vacancies filled by open competition and those filled otherwise, within the above two categories separate roster should be maintained for permanent and temporary appointments.

II. The roster is running account from year to year and must be maintained accordingly. For example, if recruitment in a year stops at point 6 of the cycle, recruitment in the following year will begin at point 7.

III. No gap should be left in the roster in filling vacancies and if a reserved vacancy (at, say the 25th point of the roster) has, for want of a suitable Scheduled Caste candidate, to be treated as unreserved, the candidate appointed should be shown against that point; but if a Scheduled Caste candidate cannot be recruited against an unreserved vacancy later in the year, the reservations should be carried forward to the following year and after the Scheduled Castes quota for the latter year has been filled, the first unreserved vacancy in that year (say, the 32nd point) should be treated as reserved for Scheduled Castes.

IV. Temporary appointments of less than three months duration should not be shown in the roster.

V. The appointment made by promotion or transfer should not be shown in the roster unless the promotion or transfer is treated as 'direct recruitment' (e.g. the appointment of a clerk as stenographer).

VI. The appointment of a temporary employee to a new temporary vacancy is a new appointment and should be accounted for again in the roster.

VII. The appointment of a temporary employee in a permanent capacity is a fresh appointment and should be made according to the roster for permanent appointments.

VIII. The appointment of a person holding a post to which the rules do not apply to a post to which they do apply should be made according to the roster for the latter.

IX. Vacancies due to whatever cause, except termination of service during probation or trial should be treated as fresh vacancies.

X. In column (3), persons belonging to communities other than Scheduled Castes, Scheduled Tribes and Anglo-Indians (in the case of recruitment to Railways, Telegraphs and Customs Services in which they are provided with reservations) should be shown as belonging to 'other communities'.

XI. These forms should not be kept as 'loose sheets' but should be bound into register of 20, 30 or 50 sheets. When printed registers become available, suitable instructions indicating the source from which these registers can be obtained will be issued.

## APPENDIX 'B'

**A. No. of reserved vacancies carried/forward from previous year.**  
**Scheduled Castes.....**  
**Scheduled Tribes.....**  
**Anglo-Indians.....**

<b>Service, grade or group of posts.....</b>  <i>Reservations</i> Scheduled Castes.....% Scheduled Tribes.....% Anglo-Indians.....%	<b>Statement of Recruitment made by open competition.*</b>  Otherwise than by open competition in the Department Office of..... ..... during the year 19.	<b>B. Point of roster at which recruitment began in the year</b> .....
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Prescribed Communal Roster	Name of candidate appointed	Community of candidate appointed	Date of appointment	If a candidate of the right community was not appointed to a reserved vacancy, reasons for not doing so	Remarks	Signature of the appointing authority
1	2	3	4	5	6	7

\*Inapplicable portion should be struck off.



## APPENDIX 'C'

Organisation, Associations, etc., recognised as representative of Scheduled Castes for purposes of orders relating to communal representation in the services under the Government of India.

- (a) The All-India Scheduled Castes Federation, 207, Ghorpade Peth, Poona-2.
- (b) The All-India States Subjects Scheduled Castes Federation, United Mansions, Secunderabad (Deccan).
- (c) The Bengal Scheduled Castes Federation, 1/2, Sitaram Ghose Street, Calcutta.
- (d) The United Provinces Scheduled Castes Federation, Permat, Kanpur (U.P.).
- (e) The All-India Depressed Classes League, and all its branches.

APPENDIX 'D'

**Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that.....  
son of.....of village.....  
District/Division.....in the.....  
State.....belongs to the.....  
Community which is recognised as a Scheduled Caste/Tribe under the Constitution (Scheduled Castes) Order, 1950/the Constitution (Scheduled Tribes) Order, 1950/the Constitution (Scheduled Castes) (Part C States Order, 1951)/the Constitution (Scheduled Tribes) (Part C States) Order, 1951. Shri.....  
and/or his family ordinarily reside(s) in the.....  
District/Division of the.....State.

*District Magistrate  
Deputy Commissioner*

Dated : .....  
Seal .....State.

- N.B. :** (a) The term 'ordinarily reside' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officer and attested by District Magistrate/Deputy Commissioner are not sufficient).

## APPENDIX 'E'

### Communal representation in the services—Grouping of posts—Instructions relating to

(1) Whenever a cadre or a grade or division of a service to which direct recruitment (by open competition or otherwise) is made, consists of less than twenty posts, steps should be taken to group these posts with similar posts in the Service, Ministry or Office which are filled by direct recruitment.

(2) In forming groups, posts in different classes of service should not ordinarily be placed together (e.g. posts belonging to Central Services, Class I, should not ordinarily be grouped with posts belonging to Central Services, Class II).

(3) A group should not ordinarily consist of less than 25 posts.

(4) Normally, posts should be grouped mainly according to status and salary. The qualifications prescribed for direct recruitment may also be taken into consideration.

(5) It is not intended that an isolated post should be grouped together only with other isolated posts. Subject to the other conditions in these instructions, there is no objection to the grouping of any isolated post with a cadre, grade or division of service containing more than 20 posts.

(6) After a group has been formed, all vacancies, in that group meant for direct recruits will be filled in accordance with the applicable communal roster irrespective of the actual posts in which the vacancies occur, but subject to duly qualified and suitable candidates being available.

(7) Proposals for grouping of isolated posts will require the previous approval of the Ministry of Home Affairs, and for this purpose the Ministries and the Chief Commissioners should report to that Ministry the designation, and number of all isolated posts in the Ministry that require to be grouped together in pursuance of these instructions, the scale of pay attached to the posts, the nature of duties and the qualifications prescribed for direct recruits and also suggest methods for conveniently grouping them.

## APPENDIX 'F'

### Communal representation in the Services—Submission of annual communal returns— Instructions relating to

#### A. Instructions which apply to both the Statements (I and II)

1. The returns must reach the Ministry of Personnel, Public Grievances and Pensions by the 1st March without fail (1st June in the case of the Ministry of Railways) of the year following that to which they relate.

2. The attached and subordinate offices of the Ministries should submit their returns to the Ministry concerned, and the Ministries will send all these returns to the Ministry of Personnel, Public Grievances and Pensions in one batch and not individually. The Ministries should also send a consolidated statement I, a consolidated statement II for the Ministry proper, its attached and subordinate office giving separate figures for the services of the various classes (*viz.* Class I, Class II and Class III/Subordinate Services) under its control.

3. The statement, (including the consolidated statements) should show permanent and temporary employees separately.

4. Information relating to services or posts exempted from the scope of the orders should be furnished in a separate return (*i.e.*, on a separate sheet) and should not be included in the consolidated returns.

5. The total of the columns should be given, and the percentages based on the totals should be calculated to the first place or decimals. Separate totals should be given for the permanent and temporary staff and for both combined (Grand Total).

6. If any abbreviations are used, they should be explained. It is preferable not to use any abbreviations.

7. The errors, discrepancies etc. noticed in the returns will be brought to the notice of the Ministry concerned and they will be expected to offer explanations therefor.

8. Since checking the returns of all the Ministries and attached and subordinate offices of the Government of India in details is an elaborate task, the Ministries are expected to prepare these returns with care and will be held responsible for the accuracy in both forms and substance of their own returns and those of their attached and subordinate offices.

#### B. Instructions which apply to statement I only

1. The communities of persons shown under 'other communities' in Statement I, need not be specified.

2. Person appointed to a grade in vacancies likely to become permanent and treated as such for purpose of the communal roster, should be shown alongwith permanent employees, and suitable remarks in this respect should be given in the remarks column.

3. A person on deputation retaining active lien in the parent office or service should be included in figures relating to the permanent establishment of the parent office, service or Ministry with an appropriate entry in the remarks column, and also in the temporary establishment of the borrowing service, Ministry or Office but if his lien in the parent service, Ministry or Office has been suspended, he should be shown in the temporary establishment of the borrowing service, Ministry or Office only with suitable remarks in the remarks column.

4. Persons provisionally permanent in a grade or service should be included only in the temporary establishment, with suitable remarks in the remarks column, unless they are likely to become permanent, in which case they should be included in the permanent establishment.

5. Since only those persons who are temporary are eligible to be declared 'quasipermanent' under the Central Civil Service (Temporary Service) Rules, 1949, such persons should be included only in the temporary establishment.

6. Persons officiating or holding temporary posts in higher grades should not be shown against their officiating or temporary appointments. They should be shown only against the grades in which they are permanent. If, however, the temporary appointment is treated as direct recruitment for purposes of communal representation (e.g. the appointment of a clerk as a stenographer) they should be shown only against the grades in which they are officiating or holding temporary appointments.

7. These returns relate primarily to persons and not posts. It is not, therefore, necessary to give such information as number of posts vacant, number of persons retired, resigned, etc.

#### C. Instructions which apply to statement II only

1. Vacancies filled by promotion or transfer should not be included, unless any appointments made by promotion or transfer are treated 'as direct recruitment' for purposes of communal representation.

2. If a post has been held by more than one person during the course of one year, only the person in employment on the date given in the report should be taken into account, though particulars about the other incumbents should be given in the remarks column.

3. Appointments for periods less than three months need not be included in the statements unless there is a subsequent extension of more than three months.

4. A vacancy released by a person on probation should be treated as having occurred in the year in which he was appointed on probation and not in the year in which he is confirmed.

5. Appointments made to replace persons whose services were terminated during probation should not be taken into account for the purposes of these returns.

6. In the remarks column of statement II the number of reservations, if any, carried forward from the previous year and the number of reservations, if any, which lapsed during the course of the year should be indicated.

7. To enable the Ministry of Personnel, Public Grievances and Pensions to check whether the orders have been properly observed during the year under review, Ministries and Offices should specify in the remarks column of Statement II in respect of each service, grade or division, the point in the roster (1st, 5th or 7th or whatever it may be) at which recruitment started that year.

8. In cases in which the standard rosters prescribed are not followed (e.g. services to which recruitment is made locally) the communal proportions prescribed should be indicated at the head of Statement II.

**APPENDIX 'G'**

**STATEMENT I**

*Statement showing the communal composition of the Ministry/Office .....  
on the 1st January, 19 .....*

Name of the Service etc.	Total Strength	Scheduled Castes		Schedule Tribes		Other Communities		Remarks
		No.	%	No.	%	No.	%	
1	2	3	4	5	6	7	8	9

**PERMANENT**

**I. Central Services**

*Class I*

(a) Ministry proper

(b) Attached offices

(i)

(ii)

etc.

(c) Subordinate offices

(i)

(ii)

etc.

**TOTAL**

**II. Central Services**

*Class II*

(As under Central Services Class I)

**III. Central Services**

*Class III*

(Subordinate Services) (As under Central Services Class I)

**TEMPORARY**

Same as above

Signature.....

Designation.....

**NOTE :—**In the case of Railways, Customs and Posts and Telegraphs Services, wherein reservations have been provided for members of the Anglo-Indian community, their number and percentage to the Total Strength of the establishment should be given here.

# APPENDIX 'H'

## STATEMENT II

Reservations : Scheduled Castes .....  
 Scheduled Tribes .....  
 \*Anglo-Indians .....

*Statement showing the distribution of vacancies filled by direct recruitment in the Ministry/Office during the period 1st January, 19 to 31st December, 19*

Name of the Service etc.	Total No. of vacancies filled	Scheduled Castes		Scheduled Tribes		*Anglo-Indians		Whether by open competition or otherwise	Re-remarks
		No.	%	No.	%	No.	%		
1	2	3	4	5	6	7	8	9	10

### PERMANENT

I. *Central Services*

*Class I*

(a) Ministry proper

(b) Attached offices

(i)

(ii)

etc.

(c) Subordinate offices

(i)

(ii)

etc.

TOTAL

II. *Central Services*

*Class II*

(As under Central Services Class I)

III. *Central Services*

*Class III*

Subordinate Services

(as above)

### TEMPORARY

(Same as above)

\*Not for services or grades where reservation have not been provided for members of the Anglo-Indian community.

Signature .....

Designation .....

## APPENDIX I

### Posts to which reservation orders are not applicable

- (i) Comptroller, President's Household
- (ii) Surgeon to the President
- (iii) Private Secretary to the Prime Minister
- (iv) Assistant Private Secretary to the Prime Minister
- (v) Personal Assistant to the Prime Minister
- (vi) Private Secretary to the Principal Secretary to the Prime Minister
- (vii) Private Secretary to the Special Assistant to the Prime Minister
- (viii) Personal Assistant to the Special Assistant to the Prime Minister
- (ix) Confidential Assistant (Gazetted)
- (x) Confidential Assistant (Non-Gazetted)
- (xi) Private Secretary to the Minister/Deputy Minister
- (xii) Assistant Private Secretary to the Minister/Deputy Minister
- (xiii) Assistant Bullion Keeper in various Mints of the Government of India
- (xiv) Ministry of Law :
  - 1. Secretary
  - 2. Joint Secretary
  - 3. Deputy Secretary
  - 4. Joint Secretary & Draftsman
  - 5. Additional Draftsman
  - 6. Draftsman
  - 7. Solicitor
  - 8. Second Solicitor
  - 9. Assistant Solicitor
  - 10. Government Agent
  - 11. Deputy Government Agent
  - 12. Asstt. Government Agent
  - 13. Legal Adviser
  - 14. Legal Officer, Heads Organisation
  - 15. Private Secretary to the Hon'ble Minister
  - 16. Council Reporters
- (xv) *Planning Commission* :
  - 1. Deputy Chairman
  - 2. Member
  - 3. Adviser
  - 4. Chief of Division
  - 5. Member Secretary Research Programme Committee
  - 6. Officer on Special Duty
  - 7. Private Secretary to Chairman
  - 8. Private Secretary to Dy. Chairman



9. Private Secretary to Member

10. Asstt. Private Secretary to the Deputy Chairman/Minister

11. Special Assistant to Minister

(xvi) *Ministry of Defence:*

1. Pandits/Maulvis/Padris (School Instructors)

(xvii) *Ministry of Finance:*

1. Gurkha Guards in the Government of India Mints of Alipore, Bombay and Hyderabad.

The above mentioned posts were exempted from the operation of the reservation orders because of the exceptional circumstances and the special nature thereof in consultation with the Ministry of Home Affairs as required in para 5(1) of O. M. No. 42/21/49-NGS, dated 28th January, 1952.

[Ministries are requested to intimate to this Ministry any other posts under them which have been excluded from the operation of the reservation orders in consultation with the Ministry of Personnel, Public Grievances and Pensions].

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**Ministry of Home Affairs O.M. No. 7/2/55-SCT, dated 14th October, 1955 to all Ministries etc.**

With reference to para 3 of the Ministry of Home Affairs Resolution No. 42/21/49-NGS, dated the 13th September, 1950, the following decisions have been taken regarding the reservation for Scheduled Castes and Scheduled Tribes in local or regional recruitment to Class III and Class IV services and posts made otherwise than through the Union Public Service Commission :—

- (1) Except in Delhi, where the percentages of reservation prescribed for recruitment on an all-India basis should be followed, the reservation will be based generally on the proportion of the population of Scheduled Castes and Scheduled Tribes in the State. A statement indicating the number of posts to be reserved in each model roster of 40 vacancies is attached.
- (2) Where recruitment is made for circles or regions consisting of more than one State, the percentages will be fixed taking into account the proportion of the population of Scheduled Castes and Scheduled Tribes in the entire circle or region. In calculating the number of vacancies to be reserved in each model roster of 40, fraction below 0.3 will be ignored and fractions of 0.3 or over will be rounded to the next higher integer. Thus if the population of Scheduled Castes in a region is 17% of the total population the number of vacancies to be reserved in a roster of 40 will be 7 (6.8 being rounded to 7).
- \* (3) Irrespective of the proportion of Scheduled Tribes in the population of a State or circle or region Scheduled Tribes should be given a minimum reservation of 5% or two vacancies in each roster of 40. If sufficient number of candidates belonging to the Scheduled Tribes are not forthcoming for vacancies reserved for them, the vacancies should be filled by candidates belonging to Scheduled Castes in accordance with the Ministry of Home Affairs Office Memorandum No. 42/32/53-NGS, (SCT), dated the 7th December, 1954.

The model communal roster prescribed in the Office Memorandum No. 42/21/49-NGS dated the 28th January, 1952 should be modified, where necessary, in the light of the instructions contained in para 1 above. The points for Scheduled Castes and Scheduled Tribes should be evenly distributed in the roster and should not in any case be relegated to a position which would delay the recruitment of Scheduled Castes and Scheduled Tribes.

**Ministry of Home Affairs O.M. No. 31/10/63-SCT(I)**  
**dated 27th March, 1963 to all Ministries etc.**

**Subject:—Maintenance of Roster for giving effect to reservations provided for Scheduled Castes and Scheduled Tribes in Central Government services.**

According to para 9 read with Appendix 7 of the Brochure issued *vide* this Ministry's Office Memorandum No. 1/2/61-SCT(I), dated 27th April, 1962 separate rosters are to be maintained for permanent and temporary appointments within each category of posts to give effect to the reservation prescribed for Scheduled Castes and Scheduled Tribes. Experience has shown that a number of temporary posts are continued from year to year and are converted into permanent posts after a few years. It has, therefore, been decided that, hereafter, the rosters, within each category of posts or group of posts etc., should be maintained as follows:—

- (i) A common roster should be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely. Temporary posts likely to become permanent or continue indefinitely included in this roster, will be treated as reserved or unreserved according to the points at which they fall in the roster when they are initially filled. While advertising such posts falling on reserved points, it should be clearly stated that the posts are likely to become permanent or to continue indefinitely. Whenever, owing to continuing non-availability of suitable candidates belonging to Scheduled Castes and Scheduled Tribes, it becomes necessary to de-reserve a post included in this roster a reference should be made to this Ministry indicating the steps taken to secure Scheduled Caste and Scheduled Tribe candidates and its prior approval obtained for de-reservation.
- (ii) A separate roster may be maintained for purely temporary appointments which have no chance whatever of becoming permanent or continuing indefinitely. Reserved posts included in this category can be treated as de-reserved by the Ministries themselves after ensuring that the steps prescribed in para 16 of the Brochure have been duly taken to secure suitable Scheduled Caste and Scheduled Tribe candidates and such candidates are still not available.

2. Ministries etc. may kindly bring the above decisions to the notice of appointing authorities under them.

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\*Para 1 & 3 of O.M. dated 14-10-55 suspended by Deptt. of Personnel and Trg. O.M. No. 36013/4/85-Estt. (SCT) dated 24-5-85.

**Ministry of Home Affairs O.M. No. 31/10/63-SCT(I)**  
**dated 2nd May, 1963 to all Ministries etc.**

**Subject :—Maintenance of Rosters for giving effect to reservations provided for Scheduled Castes and Scheduled Tribes in Central Government services.**

In connection with the orders issued *vide* this Ministry's O.M. No. 31/10/63-SCT(I), dated the 27th March, 1963 references have been received enquiring about the date from which the new rosters as prescribed in that O.M. are to be introduced, the manner in which reservations treated as unreserved in the old roster are to be accounted for, and whether temporary vacancies after being converted into permanent, are to be shown again in the new roster. The position in regard to these points is clarified as follows :—

- (a) The new rosters prescribed in this Ministry's O.M. of 27-3-63 referred to above should start from 27-3-63, the date of issue of that O.M. and the old rosters should be closed from that date.
  - (b) Reservations treated as unreserved in the old rosters should be brought forward in the new rosters.
  - \* (c) A post which is first temporary and is later converted into permanent, whether initially filled before or after introduction of the new rosters, should be treated as reserved or unreserved according to the point at which it fell when it was initially filled. In other words, a temporary post later converted into permanent, should not, after such conversion, be shown again in the roster.
2. The above clarification may kindly be brought to the notice of all appointing authorities.

**Ministry of Home Affairs O.M. No. 1/11/69-Estt(SCT)  
dated 22nd April, 1970 to all Ministries etc.**

**Subject :—**Model rosters to give effect to the reservations for Scheduled Castes and Scheduled Tribes in Services—Revision in pursuance of the enhanced percentage of reservation.

The undersigned is directed to refer to para 1 of this Ministry's Resolution No. 27/25/68-Est. (SCT), dated the 25th March, 1970, in which the percentages of reservation for Scheduled Castes and Scheduled Tribes in direct recruitment to posts filled on an all-India basis have been enhanced. The model rosters prescribed in Annexure I and II to this Ministry's O.M. No. 1/13/63-SCT(I), dated the 21st December, 1963, have now been revised to give effect to the increased percentages of reservation. Copies of the revised rosters are enclosed (Annexures I and II).

2. In posts filled by promotion where reservations have been provided for Scheduled Castes and Scheduled Tribes, a separate roster on the lines of the roster prescribed in Annexure I to this Ministry's O.M. dated the 21st December, 1963, is required to be followed *vide* para 3(3) of this Ministry's O.M. No. 1/12/67-Est. (C), dated the 11th July, 1968. Pursuant to the decision in para 3 of this Ministry's Resolution dated 25th March, 1970 enhancing the percentages of reservation in such posts filled by promotion, the roster prescribed in Annexure I to this O.M. is also to be followed for reservations in such posts filled by promotion.

3. Vacancies filled on or after 25th March, 1970 should be shown in rosters to be opened in the forms now prescribed unless rules for a competitive examination for filling such vacancies were notified or selections for filling such vacancies were, made prior to 25-3-1970. The old rosters should be deemed to have been discontinued from that date. The unfilled reservations, if any, in the old rosters should be carried over to the new rosters.

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\*NOTE—Para 1(c) superseded by Deptt. of Personnel & A.R. O.M. No. 36011/28/83-Estt. (SCT) dated 12-3-84.

## ANNEXURE I

### Model Roster for posts filled by Direct Recruitment on all India basis by Open Competition

Point in the Roster	Whether unreserved or reserved	Point in the Roster	Whether unreserved or reserved
1.	Scheduled Caste	21.	Unreserved
2.	Unreserved	22.	Scheduled Caste
3.	Unreserved	23.	Unreserved
4.	Scheduled Tribe	24.	Unreserved
5.	Unreserved	25.	Unreserved
6.	Unreserved	26.	Unreserved
7.	Unreserved	27.	Unreserved
8.	Scheduled Caste	28.	Scheduled Caste
9.	Unreserved	29.	Unreserved
10.	Unreserved	30.	Unreserved
11.	Unreserved	31.	Scheduled Tribe
12.	Unreserved	32.	Unreserved
13.	Unreserved	33.	Unreserved
14.	Scheduled Caste	34.	Unreserved
15.	Unreserved	35.	Unreserved
16.	Unreserved	36.	Scheduled Caste
17.	Scheduled Tribe	37.	Unreserved
18.	Unreserved	38.	Unreserved
19.	Unreserved	39.	Unreserved
20.	Unreserved	40.	Unreserved

NOTE :—If there are only two vacancies to be filled in a particular year, not more than one may be treated as reserved and if there be only one vacancy, it should be treated as unreserved. If, on this account, a reserved point is treated as unreserved, the reservation may be carried forward to the subsequent three recruitment years. Single vacancy falling on a reserved point will be governed by O.M. No. 1/9/74—Estt. (SCT) dated 29-4-75.

## ANNEXURE II

### Model Roster for Posts filled by Direct Recruitment on all India basis otherwise than by Open Competition

Point in the Roster	Whether unreserved or reserved	Point in the Roster	Whether unreserved or reserved
1.	Scheduled Caste	21.	Unreserved
2.	Unreserved	22.	Unreserved
3.	Unreserved	23.	Unreserved
4.	Scheduled Tribe	24.	Unreserved
5.	Unreserved	25.	Scheduled Caste
6.	Unreserved	26.	Unreserved
7.	Scheduled Caste	27.	Unreserved
8.	Unreserved	28.	Unreserved
9.	Unreserved	29.	Scheduled Tribe
10.	Unreserved	30.	Unreserved
11.	Unreserved	31.	Unreserved
12.	Unreserved	32.	Scheduled Caste
13.	Scheduled Caste	33.	Unreserved
14.	Unreserved	34.	Unreserved
15.	Unreserved	35.	Unreserved
16.	Unreserved	36.	Unreserved
17.	Scheduled Tribe	37.	Scheduled Caste
18.	Unreserved	38.	Unreserved
19.	Unreserved	39.	Unreserved
20.	Scheduled Caste	40.	Unreserved

NOTE :—1. In every third cycle of the above roster the 37th point will be treated as unreserved.

2. If there are only two vacancies to be filled in a particular year not more than one may be treated as reserved and if there be only one vacancy, it should be treated as unreserved. If on this account, a reserved point is treated as unreserved, the reservation may be carried forward to the subsequent three recruitment years. Single vacancy falling on a reserved point will be governed by O.M. No. 1/9/74 Estt. (SCT) dt. 29-4-1975.

**Department of Personnel O.M. No. 8/8/71-Est. (SCT)**  
**dated 22nd April, 1971 to all Ministries etc.**

**Subject :—Maintenance of rosters for giving effect to the reservations for Scheduled Castes and Scheduled Tribes in services—proforma for annual inspection by Liaison Officers.**

Attention of the Ministry of Finance etc. is invited to this Department's O.M. No. 27/4(ii)/70-Estt. (SCT) dated the 3rd September, 1970 (copy enclosed) in which it has been laid down that the Liaison Officers shall conduct annual inspection of the rosters maintained in the Ministries/Departments/Offices of the Heads of the Departments with a view to ensuring proper implementation of the orders providing reservations for Scheduled Castes and Scheduled Tribes. To facilitate effective and complete scrutiny of the rosters, a proforma for the inspection of the rosters has been drawn up and is annexed to this O.M. Ministry of Finance, etc. are requested to instruct the Liaison Officer to utilise the proforma in making their inspections. Effective steps may also be taken to remedy the defects, if any, pointed out in the inspection reports.

*Proforma for conducting inspection of rosters maintained for providing reservations for Scheduled Castes and Scheduled Tribes in services.*

**NAME OF OFFICE**

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster viz. the one prescribed for (1) Direct recruitment on an all India basis by open competition (2) Direct recruitment on an all India basis otherwise than by open competition (3) Direct recruitment on a local or regional basis, or (4) promotion, as the case may be is being followed.
3. Whether rosters are being maintained separately for (1) Permanent appointments and temporary appointments likely to become permanent or to continue indefinitely and (2) Purely temporary appointments or 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed viz. Appendix 6 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/1/69-Estt. (SCT) dated 22nd December, 1969.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.
6. Whether immediately after an appointment has been made, the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.
7. Whether any gap is left in the roster.
8. Whether the roster is being maintained in the form of a running account from year to year.
9. Whether before appointing a general candidate against reserved vacancy, (i) prior approval of the Department of Personnel was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 16 of the Brochure to secure Scheduled Caste/Tribe candidates were taken in the case of vacancies included in the roster for purely temporary appointments.



10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H.A. O.M. No. 31/10/63-SCT(I) dated 27-3-1963 and 2-5-1963.
11. Whether an abstract is given, after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year.
12. Whether reservations have been carried forward to three subsequent years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in M.H.A. O.M. No. 27/25/68-Est. (SCT) dated 25th March, 1970 before treating them lapsed.
13. Any other remarks.

#### SUMMING UP

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer

Designation

Date

Remarks of Head of  
Department/Secretary of \_\_\_\_\_  
the Ministry.

**Department of Personnel & Administrative Reforms O. M. No. 1/3/72-Estt. (SCT)  
dated 15th May, 1974 to all Ministries etc.**

*Subject* :—Reservations for Scheduled Castes and Scheduled Tribes in recruitment on a local or regional basis—revision of percentages—model roster to give effect to revised percentages of reservation.

The undersigned is directed to refer to this Department's Office Memorandum No. 1/3/72-Estt. (SCT), dated 12th March, 1973, prescribing the revised percentages of reservation for Scheduled Castes and Scheduled Tribes for recruitment on a local or regional basis, on the basis of the proportion of the population of Scheduled Castes and Scheduled Tribes in various States/Union Territories according to 1971 Census and to say that in partial modification thereof, the percentage of reservation in respect of the State of Assam and the Union Territory of Mizoram (formerly constituting Mizo District of Assam State) have now been prescribed separately for the State and the Union Territory. These percentages and the 100 point rosters in respect of the State of Assam and Union Territory of Mizoram are shown in the Annexure.

2. The revised rosters will come into effect from 1st June, 1974. Vacancies filled on or after that date should be shown in the rosters now prescribed in the Annexure to this Office Memorandum. The old roster shall be deemed to have been closed from 31st March, 1974 and the new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster will now be carried over to the new roster.

## ANNEXURE

(To O.M. No. 1/3/72 EST (SCT) dated 15-5-1974)

**Statement showing the points to be reserved for Scheduled Castes and Scheduled Tribes in a 100 point roster where recruitment is made on a local or regional basis**

Sl. No.	Name of State/Union Territory	Scheduled Castes		Scheduled Tribes	
		Percentage of reservation	Actual points to be reserved in a 100 point roster	Percentage of reservation	Actual points to be reserved in a 100 point roster
<b>STATE</b>					
1	Assam	6	4, 19, 38, 54, 73, 89	11	1, 10, 21, 30, 40, 49, 58, 67, 76, 85, 94.
<b>UNION TERRITORY</b>					
*2	Mizoram			45	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.

NOTE :—\*Superseded by Deptt. of Personnel & Trg. O.M. No. 36013/4/85-Estt. (SCT) dated 24-5-1983.

**Department of Personnel & Administrative Reforms O.M. No. 10/52/73-Estt. (SCT)  
dated 24th May, 1974 to all Ministries etc.**

**Subject :—Reservation for Scheduled Castes and Scheduled Tribes in posts filled by direct recruitment through examination—Reservation roster and order of appointments.**

The undersigned is directed to say that the rosters which have been prescribed to give effect to the reservations for Scheduled Castes and Scheduled Tribes *vide* O.M. No. 1/11/69-Estt. (SCT), dated 22-4-1970 and No. 1/3/72-Estt. (SCT), dated 12-3-1973 are for determining the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes in any particular examination, recruitment etc. and the roster is not for determining the order of actual appointment or for the purpose of determining seniority. After determining the number of reserved vacancies on the basis of the roster, the names of the selected candidates both general as well as those belonging to Scheduled Castes/Scheduled Tribes are arranged in the order of their *inter-se* merit. Since in the case of direct recruitment through examination, generally all the selected candidates are appointed simultaneously, the question as to in which order of appointments should be made against reserved vacancies, will not arise normally. However, a case has come to the notice of this Department in which all the candidates selected for appointment by direct recruitment through examination could not be appointed at the same time and offers of appointment were sent to a few candidates only, without however taking into account the reservations for Scheduled Castes and Scheduled Tribes which would have become due separately in those appointments. The remaining candidates were appointed in subsequent batches. As a result, some of the Scheduled Castes/Scheduled Tribes candidates who should have been appointed in the first batch itself were appointed only in the second batch. Where all appointments through examination for direct recruitment cannot be made simultaneously, the correct procedure would be to determine the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes separately according to the roster in each batch of appointments and to make appointment of the required number of general and Scheduled Castes/Scheduled Tribes candidates in the batch.

2. The Ministry of Finance etc. are requested to bring the above instructions to the notice of all the appointing authorities under them.

**Department of Personnel & A. R. O.M. No. 36011/1/76-Estt. (SCT)  
dated the 6th March, 1976, to all Ministries etc.**

**Subject :—**Strict observance of the orders regarding reservation for Scheduled Castes and Scheduled Tribes—proper maintenance of rosters.

The undersigned is directed to say that instances have come to the notice of this Department where, in some offices, rosters prescribed for giving effect to the orders regarding reservation for Scheduled Castes and Scheduled Tribes were not maintained properly or in the prescribed form or entries were not signed by the appointing authority or other authorised officer, etc. Instances have also come to notice where the rosters were not inspected by the Liaison Officers although according to the instructions contained in this Department's Office Memorandum No. 27/4(ii)/70-Estt. (SCT), dated the 3rd September, 1970 and No. 8/8/71-Estt. (SCT), dated the 22nd April, 1971, the Liaison Officers in Ministries/Departments or in offices under the Heads of Departments, are required to conduct annual inspection of the rosters in the prescribed proforma. Ministry of Finance etc. are therefore requested to impress upon the appointing authorities under them, the need for strict observance of the reservation and other orders relating to representation of Scheduled Castes and Scheduled Tribes, including those relating to maintenance and annual inspection of rosters etc. Inspection by the Liaison Officers of the roster etc. should also be done. A record of the inspections made and of the reports should be properly kept. Attention is invited in this connection to the instructions contained in this Department's Office Memorandum No. 27/2/71-Estt. (SCT), dated the 24th March, 1972 according to which cases of negligence or lapses in the matter of following the reservation and other orders relating to representation of Scheduled Castes and Scheduled Tribes coming to light through the inspections carried out by the Liaison Officers or otherwise, are to be submitted to the Secretary/Additional Secretary to the Government of the respective Ministries/Departments and to the Heads of Departments in respect of offices under a Head of Department and necessary action taken as directed by the Secretary/Additional Secretary/Head of the Department on such reports to ensure strict compliance of these orders by the appointing authority concerned. This aspect may also kindly be brought to the notice of all concerned.

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**Department of Personnel & Administrative Reforms O.M. No. 36011/11/75-Estt. (SCT)**  
**dated 30th May, 1977 to all Ministries etc.**

*Subject* :—Maintenance of rosters for reservation for Scheduled Castes and Scheduled Tribes—  
Clarification regarding.

The undersigned is directed to refer to the instructions Nos. 3 & 4 of the detailed instructions for maintenance of rosters for reservations for Scheduled Castes and Scheduled Tribes given in Appendix 5 of the Brochure on reservations for Scheduled Castes and Scheduled Tribes, which read as follows :—

*Instruction No. 3.*—Immediately after an appointment has been made the particulars of the persons appointed will be entered in the register in the appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.

*Instruction No. 4.*—No gap should be left in completing the roster. For example if a reserved vacancy at, say, point 25, has to be treated, for want of a suitable Scheduled Castes/Scheduled Tribes candidate, as unreserved, the candidate actually appointed will be shown against that point itself. Scheduled Caste/Scheduled Tribe candidate recruited later in the year against an unreserved point will be shown against such point.

It has come to the notice of this Department that some Ministries/Departments have doubts as to whether the entries in the roster should be made strictly according to the dates of joining or merit etc. of the candidates even if this results in the names of Scheduled Castes/Tribes candidates selected against reserved vacancies being shown against unreserved points in the roster. In this connection, it is clarified that it should be ensured that the names of the Scheduled Castes and Scheduled Tribes who have been selected against the reserved vacancies are shown against the respective reserved points in the roster as and when they join. In cases where a point in the roster is earmarked for recruitment of Scheduled Castes/Scheduled Tribes and necessary action to fill that vacancy by a candidate of the reserved community has already been initiated and is in progress, there would be no objection to keeping that reserved point temporarily unfilled till the reserved community candidate joins or till the reserved vacancy is dereserved. This need not be treated as leaving a gap in the roster. Instruction No. 4 referred to above according to which no gap should be left in the roster would require that while notifying vacancies, only the consecutive points in the roster should be taken into account without leaving any gap. Fresh recruitment should start from the point next to the point at which the previous recruitment actually ended.

**Department of Personnel & A. R. O.M. No. 36011/46/81-Estt. (SCT) dated 4-2-82**

**Subject :—**Adjustment of reserved points in the rosters filled by general candidates on compassionate grounds or from Surplus Cell—Clarification regarding.

Attention of this Department has been drawn to the following two situations :

- (i) where SC/ST candidates are appointed on compassionate grounds or due to recommendations of the Surplus Cell against (a) unreserved (b) reserved points of the roster; and
- (ii) where general category candidates are appointed on compassionate grounds or due to recommendations of the Surplus Cell against reserved points of the roster.

for a decision as to how the reserved points should be adjusted in such cases. The points involved have been examined and clarifications as below are brought to the notice of all Ministries/Departments for necessary guidance and observance.

*Situation (i) (a) : SC/ST Candidates appointed on compassionate grounds or in pursuance of recommendation of Surplus Cell against Unreserved vacancy.*

2.1 When SC/ST candidates are appointed on compassionate grounds or on recommendations of the Surplus Cell against *unreserved* points of rosters, such appointments are *not* to be adjusted against reserved points occurring in future recruitment years. For example, a vacancy falling at the unreserved point No. 6 of the 40 point roster is filled by a SC candidate on compassionate ground. This SC candidate's appointment against unreserved point may not be adjusted against reserved point 8 of the roster which may occur in future.

*Situation (I) (b) : SC/ST Candidates appointed on compassionate grounds or in pursuance of recommendations of Surplus Cell against reserved vacancy.*

2.2 If, however, a reserved point is filled up by a compassionate (or a surplus cell) appointee who happens to be a member of SC/ST, the reservation will be deemed to have been consumed and no carry-forward will be admissible. Even if such a vacancy on the reserved point happens to be the single vacancy of a year, it will not be treated as unreserved but, in view of beneficiary being in fact a SC/ST member, will be treated as reserved.

*Situation (ii) : General category candidates appointed on compassionate grounds or on recommendations of Surplus Cell against reserved vacancies.*

2.3 When general category candidate(s) are appointed on compassionate grounds or on recommendations of the Surplus Cell against reserved point(s) of the roster, the reserved point(s) may merely be shifted to the next point(s) in the roster, and not dereserved, carried forward, so as to ensure the appointment of a reserved candidate in the next recruitment occasion, without the procedural formalities of dereservation, carry-forward etc. The process of dereservation and carry-forward will start from such future recruitment year(s) in the event of non-availability of reserved category candidates at that stage. This would prevent the loss of one recruitment year for the candidates of the reserved communities by counting the dereservation time with effect from the subsequent recruitment occasion.

It is further clarified that when the initial reserved point against which a compassionate or surplus cell appointment has been made is shifted to the next point, the latter point would be treated as reserved, even if it happens to be a single vacancy in that recruitment year and the provisions of Deptt. of Personnel's O.M. No. 1/9/74-Estt. (SCT), dated 29-4-1975 will not be applicable. For example, a general category candidate has been appointed against point 8 of the 40 point roster on compassionate ground. Point 8 should not be dereserved but by merely shifting it to the next point, point of which may come up for filling as in the next recruitment occasion year, should be treated as reserved for SC, and even if it happens to be a single vacancy, it should be treated as reserved, and not unreserved, as provided in the O.M. of 29-4-1975. In case of non-availability of SC/ST candidates, the process of dereservation and carry-forward will start from the time point No. 9 is being filled.

*General category candidates appointed on compassionate grounds or due to recommendations of surplus cell against a single vacancy falling on a reserved point.*

2.4 However, where a single vacancy falling on a reserved point is to be filled up by a general category candidate on compassionate appointment or by a candidate from Surplus Cell, the vacancy, being a single one, will be treated as unreserved and carried forward in terms of the orders of 29-4-1975 and there will be no occasion for shifting the point as per para 2.3 above.

Ministry of Finance etc. are also requested to bring the contents of this O.M. to all their attached and subordinate offices for compliance.

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**Department of Personnel & A. R. O.M. No. 36011/12/82-Estt. (SCT)  
dated 26-6-82 to all Ministries/Departments**

**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.

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

**Deptt. of Personnel & Training O.M. 36011/33/81-Estt. (SCT), dated 5-10-81**

**Subject :—Application of two 40-point rosters for recruitment on all India basis by open competition and otherwise than by open competition—Clarification regarding—**

The undersigned is directed to say that the Commissioner for SCs & STs. has expressed a doubt about the maintenance and application by the Ministries & Departments of the two 40-point rosters contained in Appendices I & II in the Brochure on Reservation for SCs & STs in services (1978 ed.). The existing position in the Brochure is given below.

Method of recruitment	Roster to be followed
Direct recruitment made on all-India basis by open competition, i.e. through the UPSC or by means of open competitive test held by any other authority.	40-Point roster as given in Appendix 1 for reservation @15% for SCs and @7½% for STs.
Direct recruitment made on all-India basis otherwise than by open competition.	40-Point roster as given in Appendix 2 for reservation @16-⅔% for SCs. and @7½ % for STs.
Direct recruitment to Group C&D posts normally attracting candidates from a locality or a region.	100-Point roster as given in Appendix 3 for percentages of reservation based on the population of SCs./STs. in these areas/regions.

2. The expression 'by open competition' occurring in the above paragraph would mean all recruitment by UPSC whether through written examination or by interview or both and recruitment made by other authorities including Staff Selection Commission or any other appointment authority through written competitive examination or tests (but not by interview alone). Any recruitment not made by the U.P.S.C. or not made through written competitive tests held by any other authority would mean direct recruitment otherwise than by open competition.

3. Ministry of Finance, etc. may kindly see for their future guidance and bring the contents of this Office Memorandum to the notice of all the attached and subordinate offices under their control.

**Deptt. of Personnel and Training O.M. No. 36011/9/82-Estt. (SCT) dated 8-2-83.**

*Subject* :—Applicability of roster for recruitment made through SSC.

Attention of the Ministries and Departments is drawn to this Department's O.M. No. 36011/33/81-Estt. (SCT) dated 5-10-81 (copy enclosed) where it was stated that the expression 'by open competition' would mean all recruitments by UPSC whether through written examination or by interview or both and recruitment made by other authorities including SSC or any other appointing authority through written competitive examination or tests. Therefore, in such situation, 40-point roster has given in Appendix I for reserving 15% of vacancies for SC and 7½% for ST will have to be maintained.

2. Recruitment made through SSC by open competition has now been examined in this Department in consultation with the SSC. This Department has been informed by the SSC that the examinations conducted by them involve a mixture of two kinds of nominations—One on the basis of a single common All-India list and the other on the basis of zone-wise lists (the whole country having been divided into a number of zones where each zone corresponds more or less to a State/U.T.) drawn up in accordance with the centre-linked-zonal scheme under which candidates are eligible to be considered for appointment to posts in offices located in the Zone in which the centre of examination opted by the candidate falls, though the examination is common. It has been mentioned by the SSC that normally the candidates choose the centre from the State to which they belong. For example, the Clerks Grade Examination is held for X, Y & Z categories. For X and Z categories, the list of candidates is based on the All-India basis. While the nominations for group Y is based on the centre-linked-zonal basis where the candidates are allocated to the zones from where they have taken the examination.

3. In view of the circumstances mentioned above, it has now been decided that the organisations which receive candidates from all India list prepared by the SSC will maintain 40-point roster as in appendix I having prescribed percentage of 15% and 7½% for SC/ST respectively. The organisations which will receive candidates from the list prepared by the SSC on the basis of Centre-linked zonal basis will maintain a 100 point roster based on the population of the SC/ST in the States where they are located. At the same time, it is also clarified that since allocation of candidates is based on the choice of Centre expressed by the candidates, a candidate choosing a centre of another State to which he does not belong will not be prevented from appointment to the State where his choice of centre is located. It is also clarified that where a particular organisation spreads into more than one State or U.T., 100 point roster should be drawn up by such organisations taking into consideration the population of SC/ST in such areas. Help of Deptt. of Personnel and A.R. may be taken while drawing such 100 point roster.

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

**Deptt. of Personnel and Training O.M. No. 36011/28/83-Estt (ST) dated 12-3-84.**

**Subject:—Reservation in confirmation for SC/ST—further clarification regarding—**

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 SC/ST, Sixth Edition, 1982, 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. It was further provided through Office Memorandum No. 36011/12/82-Estt (SCT) dated 25-6-1982 (copy enclosed) that permanent vacancies which occur due to death, retirement, resignation or for any other reason and which are also physical vacancies will be reflected in a separate 40 or 100 point roster, as the case may be and reservation determined accordingly.

3. According to para 4.3 (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. References have been received in this Deptt. pointing out that to follow separate procedure for confirmation on the basis of nature of vacancies occurring at the time of confirmation creates lot of complications and difficulties for the appointing authorities in as much as at the time of confirmation, it has to be ascertained whether a vacancy for confirmation is a physical vacancy or has occurred due to conversion of temporary post into permanent. It has also been brought to the notice of this Department that in many cases, appointments have been made long back and the relevant roster which is the basis of confirmation in cases where temporary posts have been converted into permanent have either been not maintained properly and or not traceable due to which it is not possible to ascertain whether the vacancy was reserved or unreserved at the time when it was initially filled. The matter has been given careful consideration and it has now been decided that the distinction between physical vacancy and the vacancy caused due to conversion of temporary post into permanent should be done away with. Hereafter, all vacancies for confirmation occurring either due to death, retirement, resignation or for any other reason or due to conversion of temporary post into permanent should be reflected in a separate roster which is being maintained for physical vacancies and the extent of reserved vacancies determined accordingly. In view of the decision now taken, para 3 of the O.M. No. 36011/12/82-Estt (SCT) dated 25-6-1982 should be treated as superseded. However, para 2 of the above mentioned O.M. will continue to apply to all confirmations to be made.

4. References have also been received as to whether reservation for SC/ST at the time of confirmation will also apply to cases where the initial appointment or direct recruitment (i.e. probationers) have been made against ‘substantive vacancies’. After a careful consideration, it has been decided that since, initial appointment has been made against substantive vacancies, the probationers do not have to wait for permanent vacancies to occur and are confirmed after successful completion of the period of probation and also since the seniority is determined on the basis of the merit list prepared at the time of initial appointment, fresh reservation at the time of confirmation in such cases is not necessary.

5. References have also been received as to how to apply reservation orders at the time of confirmation where appointment to a grade is being made partly by direct recruitment and partly by promotion. According to the existing instructions, reservation at the time of confirmation is applicable only when the initial appointment

is being made by direct recruitment. Therefore, in such cases, while reservation will not be applicable at the time of confirmation for promotees, reservation will be applicable to confirmation of the direct recruits. The following illustration will indicate the procedure to be followed at the time of confirmation in such cases;

Suppose, the quota of direct recruits and promotees in a particular grade is 50% each. The list of unconfirmed officers contains names in the following manner. (D representing direct recruits and P representing promotees).

- |       |             |
|-------|-------------|
| 1. D1 | 9. D5       |
| 2. P1 | 10. P5      |
| 3. D2 | 11. D6      |
| 4. P2 | 12. P6      |
| 5. D3 | 13. D7 (SC) |
| 6. P3 | 14. P7      |
| 7. D4 | 15. D8 (ST) |
| 8. P4 | 16. P8      |

Suppose, 8 vacancies have occurred for confirmation. Therefore, officers upto P4 are covered. Out of these 8, 4 are promotees and 4 are direct recruits. Since, there is no reservation in confirmation for promotees, they will be confirmed according to their seniority and there will be no changes in the inter-se seniority of the 4 promotees i.e. P1, P2, P3, and P4.

After having identified the vacancies going to the share of promotees and direct recruits, reservation will have to be applied to the remaining 4 vacancies going to the direct recruits. These 4 vacancies have to be reflected in the separate rosters and suppose, they fall on points 1—4 where point 1 is reserved for SC and point 4 reserved for ST. In these circumstances, D7 (SC) and D8 (ST) will take precedence in confirmation over D3 and D4. The final seniority list of confirmed officials will be as follows :—

- |       |            |
|-------|------------|
| 1. D1 | 5. P3      |
| 2. P1 | 6. P4      |
| 3. D2 | 7. D7 (SC) |
| 4. P2 | 8. D8 (ST) |

D7 and D8 being junior in the seniority list of unconfirmed officers, will be placed at the bottom of the list of confirmed persons.

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

The above instructions take effect from the date of issue of these orders except where a Select List for confirmation has already been prepared and approved by the appropriate authority before the date of issue of these orders.

**Department of Personnel and Training O.M. No. 36013/4/85-Estt. (SCT)**  
**dated 24th May, 1985.**

*Subject* :—Reservations for Scheduled Castes and Scheduled Tribes in the recruitment on a local or regional basis—Revision of percentage—Model Roster to give effect to revise percentages of reservation.

The undersigned is directed to refer to the Deptt. of Personnel and A.R.'s Office Memorandum No. 1/3/72-Estt. (SCT) dated 12th March, 1973 and 15th May, 1974 to all Ministries etc. on the subject noted above, in which the percentages of reservation for Scheduled Castes and Scheduled Tribes were revised taking into account the proportion of population of Scheduled Castes and Scheduled Tribes in various States/Union Territories as revealed by 1971 Census. These percentages have now been reviewed taking into account the proportion of population of Scheduled Castes and Scheduled Tribes in the various States/Union Territories as revealed by 1981 Census. In pursuance of the revision of percentages of reservation, the 100 point rosters for all States except Assam, for which the 1981 Census figures have not become available so far, prescribed in this Department's O.M. dated 12-3-73 and 15-5-74 have been revised. The revised rosters are shown in the Annexure to this O.M. The revised rosters will come into effect from 1st June, 1985. Vacancies filled on or after that date should be shown in the rosters now prescribed in the Annexure to this O.M. The old roster shall be deemed to have been closed from 1st June, 1985 and new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster shall now be carried over to the new roster.

2. The Commission for Scheduled Castes and Scheduled Tribes in its 3rd Report pertaining to the year 1980-81 has made the following recommendation :

*Recommendation No. 53*

“It would be desirable to prescribe the percentage of reservation corresponding with the percentage of population of Scheduled Tribes in the States so that the process of recruitment is not unduly delayed.”

The recommendation of the Commission has been accepted by the Government. Therefore, the percentage of reservations for Scheduled Tribes in the new 100 point rosters, now prescribed, correspond to the actual proportion of population of Scheduled Tribes in the States and Union Territories and not a minimum reservation of 5 per cent irrespective of the proportion of Scheduled Tribes in the population of the State/Union Territory as hitherto done.

3. There will be no change in the all-India percentages of reservations for Scheduled Castes and Scheduled Tribes as also the 100 point roster for Assam.

4. Ministry of Home Affairs etc. are requested to bring the contents of this Memorandum to the notice of all concerned.

## ANNEXURE

**Model rosters showing the points to be reserved for Scheduled Castes and Scheduled Tribes in a 100 point roster where recruitment is made on a local or regional basis.**

S. No.	Name and State/Union Territory Percentage of reservation of SC/ST		Actual points to be reserved in a 100 points roster for SC/ST
1	2		3
1.	<u>Andhra Pradesh</u> 15 SC/6 ST	SC	1, 8, 14, 20, 27, 33, 38, 44, 51, 57, 64, 70, 77, 84, 90.
		ST	4, 23, 40, 60, 79, 96.
2.	<u>Bihar</u> 15 SC/9 ST	SC	1, 8, 14, 20, 27, 33, 39, 44, 51, 57, 64, 70, 77, 84, 90.
		ST	4, 16, 25, 37, 48, 59, 68, 80, 93.
3.	<u>Gujarat</u> 7 SC/14 ST	SC	4, 18, 32, 46, 60, 74, 88.
		ST	1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92.
4.	<u>Haryana</u> 19 SC/Nil ST	SC	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91.
		ST	Nil.
5.	<u>Himachal/Pradesh</u> 25 SC/5 ST	SC	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97.
		ST	4, 23, 43, 63, 83.
6.	<u>J &amp; K</u> 9 SC/13 ST	SC	4, 15, 28, 37, 47, 60, 70, 83, 94.
		ST	1, 9, 17, 25, 33, 41, 49, 57, 65, 73, 81, 89, 97.
7.	<u>Karnataka</u> 15 SC/5 ST	SC	1, 8, 14, 20, 27, 33, 39, 45, 51, 57, 64, 70, 77, 84, 90.
		ST	4, 29, 54, 79, 94.
8.	<u>Kerala</u> 10 SC/1 ST	SC	1, 10, 20, 30, 40, 50, 60, 70, 80, 90.
		ST	4
9.	<u>Madhya Pradesh</u> 14 SC/23 ST	SC	4, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87.
		ST	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 90.
10.	<u>Maharashtra</u> 7 SC/9 ST	SC	4, 18, 32, 46, 60, 74, 88.
		ST	1, 12, 23, 34, 44, 56, 67, 79, 91.
11.	<u>Manipur</u> 1 SC/27 ST	SC	4
		ST	1, 6, 10, 14, 17, 20, 23, 26, 29, 33, 37, 41, 46, 50, 54, 58, 62, 67, 71, 75, 79, 83, 86, 89, 92, 95, 98.
12.	<u>Meghalaya</u> 1 SC/44 ST	SC	4
		ST	1, 6, 9, 11, 13, 15, 18, 20, 22, 24, 27, 29, 31, 33, 36, 38, 40, 42, 45, 47, 49, 51, 53, 56, 59, 61, 63, 65, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98.

1	2		3
13.	<u>Nagaland</u>	SC	Nil
	Nil SC/45 ST	ST	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.
14.	<u>Orissa</u>	SC	4, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87, 95.
	SC 15/ST 23	ST	1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 90.
15.	<u>Punjab</u>	SC	1, 6, 10, 14, 17, 20, 23, 26, 29, 33, 37, 41, 46, 50, 54, 58, 62, 67, 71, 75, 79, 83, 86, 89, 92, 95, 98.
	SC 27/ST Nil	ST	Nil.
16.	<u>Rajasthan</u>	SC	1, 7, 13, 19, 26, 32, 38, 43, 50, 56, 62, 67, 74, 80, 86, 92, 98.
	SC 17/ST 12	ST	4, 11, 21, 28, 35, 45, 52, 59, 69, 76, 83, 94.
17.	<u>Sikkim</u>	SC	4, 24, 42, 59, 77, 93.
	SC 6/ST 23	ST	1, 6, 10, 14, 18, 22, 27, 31, 35, 40, 45, 49, 53, 57, 61, 65, 70, 75, 79, 83, 87, 91, 95.
18.	<u>Tamil Nadu</u>	SC	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91.
	SC 19/ST 1	ST	4
19.	<u>Tripura</u>	SC	4, 11, 18, 24, 31, 38, 45, 53, 59, 65, 72, 78, 84, 90, 96.
	SC 15/ST 29	ST	1, 6, 9, 13, 15, 20, 22, 27, 29, 33, 36, 40, 42, 47, 49, 51, 56, 61, 63, 68, 70, 74, 76, 80, 82, 86, 88, 92, 94.
20.	<u>Uttar Pradesh</u>	SC	2, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 70, 76, 81, 86, 90, 95, 99.
	SC 21/ST Nil.	ST	Nil.
21.	<u>West Bengal</u>	SC	1, 6, 10, 14, 18, 22, 27, 31, 35, 40, 45, 49, 53, 57, 61, 65, 70, 75, 79, 83, 87.
	SC 22/ST-6	ST	4, 24, 43, 63, 85, 98.
<i>Union Territories</i>			
1.	<u>Andaman &amp; Nicobar Islands</u>	SC	Nil.
	SC Nil/ST-12	ST	1, 9, 17, 26, 34, 43, 51, 59, 67, 75, 83, 91.
2.	<u>Arunachal Pradesh</u>	SC	4.
	SC-1/ST-44	ST	1, 6, 9, 18, 13, 15, 18, 20, 22, 24, 27, 29, 31, 33, 36, 38, 40, 42, 45, 47, 49, 51, 53, 56, 59, 61, 63, 65, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98.
3.	<u>Chandigarh</u>	SC	1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92.
	SC-14/ST Nil.	ST	Nil.
4.	<u>Dadra &amp; Nagar Haveli</u>	SC	4, 54.
	SC-2/ST-43	ST	1, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 26, 48, 51, 57, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 95, 98.



1	2	3
5. Delhi		Roster as prescribed for recruitment on all India basis to be followed.
6. <u>Goa, Daman &amp; Diu</u> SC-2/ST-1	SC ST	1, 50. 4.
7. <u>Lakshadweep</u> SC-Nil/ST-45.	SC ST	Nil 1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.
8. <u>Mizoram</u> SC-Nil/ST-45.	SC ST	Nil 1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.
9. <u>Pondicherry</u> SC-16/ST-Nil	SC ST	1, 7, 13, 20, 26, 32, 38, 45, 51, 57, 63, 69, 75, 81, 87, 93. Nil.

**Department of Personnel and Training O.M. No. 36013/4/85-Estt (SCT)**  
**dated 12-2-86**

**Subject :—Reservation for Scheduled Castes and Scheduled Tribes in the recruitment on a local or regional basis—Revision of percentages—Model roster to give effect to revise percentages of reservation**

The undersigned is directed to refer to the Ministry of Personnel, Public Grievances and Pension's O. M. 36013/4/85-Estt. (SCT) dated 24th May, 1985 to all Ministries etc. on the subject noted above in which the percentages of reservation for SCs and STs were revised on the basis of the recommendation No. 53 made by the Commission for SCs and STs in its 3rd Report pertaining to the year 1980-81, and taking into account the actual proportion of population of SCs and STs in various States/Union Territories as revealed by 1981 census. On reconsideration, it has now been decided that in respect of States/Union Territories having some ST population as per 1981 census and where the proportion of such population is less than 0.3, a minimum reservation of 1 per cent shall be given to the STs. Accordingly, the 100 point roster for Uttar Pradesh prescribed in the Annexure to the aforesaid O. M. is hereby revised as under.

Uttar Pradesh  
SC-21/ST-1

SC 2, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 90,  
95, 99.  
ST 4.

The revised roster will come into effect from 1st February, 1986. Vacancies filled on or after that date should be shown in the roster now perscribed as above. The old roster shall be deemed to have been closed from 1st February, 1986 and new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster shall now be carried over to the new roster.

Ministry of Home Affairs are requested to bring the content of this O.M. to the notice of all concerned.

(Department of Personnel and Training F.36011/13/88-Estt (SCT) New Delhi-110001  
dt. 22 August, 1988

**Subject:**—Simplification of confirmation procedure—delinking of confirmation from the availability of permanent posts—Application of reservation orders.

1. F. 10/28/68-  
Estt (SCT)  
dated 12-9-68
  2. F. 36011/30/81-  
Estt (SCT) dt.  
6-8-1981
  3. F. 36011/12/82-  
Estt (SCT) dt.  
25-6-82
  4. 36011/28/83-  
Estt (SCT) dt.  
12-3-84
- The undersigned is directed to say that consequent on simplification of confirmation procedure delinking of confirmation from the availability of permanent posts *vide* this Department's O. M. No. 18011/1/86-Estt (D) dated 28-3-88 the orders contained in this Department's O.M. superseded by the O.M. dated 28-3-88.
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**Department of Personnel & Training O.M. No. 36031/1/86-Estt. (SCT) dated 6-2-89**

*Subject*:—Rosters for determining the share of vacancies of SC/ST-clarifications.

The undersigned is directed to say that for determining the quantum of vacancies going to the share of SC/ST out of total number of vacancies being filled up at any point of time various rosters have been prescribed by this Department which are contained in Appendices I, II and III of the Brochure on Reservation for SC/ST in Services. It has been brought to the notice of this Department that these rosters are being called "Communal Roster" in some departments. These rosters may be referred to as 'reservation rosters'. Ministry of Finance etc. are requested to kindly ensure compliance of these instructions by all concerned.

**(Department of Personnel and Training No.36011/3/91-Estt (SCT) New Delhi  
dated the 30 October, 1992**

*Subject* :—Reservation for certain communities of Scheduled Tribes for employment in Government.

The undersigned is directed to say that the President had issued a notification under Article 342 (1) of the Constitution making the Constitution (J&K) Scheduled Tribes Orders, 1989 under which the following communities have been declared as Scheduled Tribes :

1. Balti
2. Bada
3. Bot, Boto
4. Brokpa, Drokpa, Dard, Shin
5. Changpa
6. Garra
7. Mon
8. Purigpa

2. Under the provisions of Article 342 (2) of the Constitution, the Parliament have enacted the Constitution (Scheduled Tribes) Order (Amendment) Act, 1991 including the following four communities in the list of Scheduled Tribes.

1. Gujjar
2. Bakarwal
3. Gaddi
4. Sippi

3. Since the census for 1991 in respect of (J&K) could not be held so far, no population figures in respect of the said communities is available. However, in order to give the benefit of reservation to these communities in the jobs under the Central Government, the percentage of population of these communities have been worked out on a provisional basis with reference to the 1981 census and the minisurvey conducted by the RGI in 1987. Accordingly 13% of the jobs in Central Government would be reserved provisionally for persons belonging to these communities for being filled on a local or regional basis through the 100 point roster. The following 13 points have been fixed for this purpose :

1, 9, 17, 25, 33, 41, 49, 57, 65, 73, 81, 89, and 97. There will be no change in the all-India percentages of reservation.

4. In view of the above, S. No. 6 of the model roster annexed to this Department O. M. No. 36013/4/85-Estt. (SCT), dated 24-5-85 (P. 60 of the 7th Edition of the Brochure on SC/ST) may be amended as follows :

<u>J &amp; K</u>	SC :	4, 15, 28, 37, 47, 60, 70, 83, 94
9 SC/13 ST	ST :	1, 9, 17, 25, 33, 41, 49, 57, 65, 73, 81, 89, 97

The revised roster will come into effect from 1-11-92. The old roster shall be deemed to have been closed from 1-11-92 and the new roster will operate from the point next to the point at which recruitment was stopped in the previous roster. The reservation which had to be carried forward in the previous roster shall now be carried over to the new roster.

5. In the form of caste certificate enclosed with this Department's O. M. No. 36012/6/76.-Estt. (SCT), dated 29-10-77 (pp 215-216 of the Brochure) the following may also be added after "The Constitution (Nagaland) Scheduled Tribes, Order 1970".

"The Constitution (Jammu & Kashmir) Scheduled Tribes Orders, 1989".

6. Similar amendments may also be made at pp. 312 and 345 of the 7th Edition of the Brochure on SC/ST.

7. The above said provisions are brought to the notice of all the Ministries/Departments concerned in the Government of India and its attached/subordinate Offices.

**Department of Personnel and Training No. 43038/2/92-Estt (SCT) New Delhi  
dated 31st December, 92**

*Subject* :—Reservation for SC/ST—Demand from service association for circulation of the reservation roster.

The undersigned is directed to say that a demand was made by the Staff Side in the 49th ordinary meeting of the Departmental Council (JCM) of this Department requesting that the roster maintained by the administration (40 point roster or 100 point roster, as the case may be) to secure proper representation for SC/ST should be circulated once in a year, to enable the staff to make representations against any deficiencies or non-compliance of the orders and instructions regarding reservation for SC/ST. This demand was discussed in the meeting and further examined in this Department. The reservation roster is not a confidential document and, therefore, there can be no objection in principle to the roster being shown to any individual/association. It is, therefore, considered that if any Govt. servant/recognised service association want to see the reservation roster, there can be no objection to the roster being shown to them, if need be, through the Liaison Officer.