

## CHAPTER 10

### DERESERVATION

MHA O. M. No. 31/10/63 SCT (I) dated 27-3-63, No. 31/10/63 SCT (I) dated 2-5-63/ No 16/1 (I)/65-Estt. (C) dated 20-7-65, No. 1/6/67 Estt. (C) dated 20-9-67, No. 27-5-68 Estt. (C) dated 13-3-68, No. 8/1/69 Estt. (SCT) dated 28-1-69 DOP&AR O. M. No. 16/1/72 Estt. (SCT) dated 11-8-72, No. 16/3/74 Estt (SCT) dated 26-4-74. No. 16/27/74 Estt (SCT) dated 12-11-75 and DP&T O.M. No. 36012/6/88-Estt (SCT) dt. 25-4-89.

10.1 A vacancy reserved for Scheduled Castes or Scheduled Tribes may be filled up by a general candidate in case of non-availability of suitable Scheduled Castes or Scheduled Tribes candidates by dereserving it in accordance with the prescribed procedure. However, in order to protect the interests of SC/ST communities and to ensure that posts reserved for them are filled up only by such candidates, it was decided that where sufficient number of candidates belongs to SC/ST are not available to fill up the vacancies reserved for them in direct recruitment and the vacancies shall not be filled by candidates not belong to their communities. This came into effect from 1-4-89. The procedure to be followed in such cases has been given in D P & T OM 36012/6/88-Estt.(SCT) dt. 25-4-89.

DOP&AR O. M. No. 36011/25/79-Estt (SCT) dated 16-11-79. and No. 36011/5/81-Estt (SCT) dated 7-4-81.

10.2 In recruitment made by promotions the Ministries and Departments of Govt. of India have been delegated the power to accord approval to the dereservation of reserved vacancies subject to the following conditions :—

- (1) There is neither a SC nor a ST candidate available or eligible for promotion in the feeder cadre (s) specified in the relevant service recruitment rules/orders.
- (2) A copy of the proposal for dereservation in the appropriate prescribed proforma is sent for information immediately to (i) the National Commission for SC & ST; and (ii) to this Department.
- (3) The proposal for dereservation has been seen and concurred in by the Liaison Officer of the Ministry/Department.
- (4) The proposal for dereservation is agreed to at a level not lower than that of Joint Secretary to the Government of India, in the administrative Ministry/Department (Proper) concerned.
- (5) In the event of a disagreement between the appointing authority and the Liaison Officer, the advice of the Department of Personnel & Training has to be obtained.

Under the delegated powers of dereservation a copy of the proposal in the prescribed proforma should be sent to the Department of Personnel & Training and the Commissioner for Scheduled Castes and Scheduled Tribes by the administrative Ministry/Department concerned and not by any attached and sub-ordinate offices. After sending such proposal the

Ministry or Department concerned should wait for a period of at least 2 weeks for comments of the Department of Personnel & Trg. and the National Commissioner, if any, before the reserved vacancies are dereserved by them.

Referated again in  
DP&AR O. M.  
No. 36011/20/79-  
Estt. (SCT) dated  
27-3-80.

10.3 Ministries/Departments should observe the following procedure while sending proposals for dereservation to the Department of Personnel & Trg. :—

- (i) The proposal should contain a certificate that it is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department.
- (ii) Proposals for dereservation of reserved vacancies in respect for posts under attached subordinate offices etc. should not be sent to the Department of Personnel & Trg. direct. Such proposals should be sent of administrative Ministry/Department who will examine the proposals and send them to the Department of Personnel & Trg. after satisfying itself that the prescribed procedure had been followed.
- (iii) A copy of the proposal (in the appropriate proforma) for dereservation should be endorsed by the Ministry/Department concerned, simultaneously to the National commission for SC & ST, Lok Nayak Bhavan, New Delhi-110003 and the fact thereof should be indicated in the proposal made to the Department of Personnel & Trg.

DOP&AR O. M.  
No. 36011/3/76-  
Estt (SCT) dated  
22-1-77.

10.4 Reserved vacancies in a particular recruitment year may include some carried forward reservations from the previous year of recruitment. In case of non-availability of suitable Scheduled Castes/Scheduled Tribes candidates all the reserved vacancies including those being carried forward from previous years should be dereserved and carried forward to subse quent recruitment years.

#### DOP&AR O. M. Dereservation of purely temporary vacancies

No. 36034/16/76-  
Estt (SCT) dated  
5-2-77.

10.5 As Ministries and Departments have the power to dereserve reserved vacancies of a purly temporary nature which have no chance whatsoever of becoming permanent or continuing indefinitely, the National Commission for SC/ST should be informed about the dereservation made together with details and reasons necessitating the dereservation in the appropriate proforma. Each Ministry/Department should send to the Department of Personnel & Trg. as soon after the first of January every year as possible, in any case not later than 1st of April, a consolidated statement in respect of Ministry/Department and all its attached and subordinate offices in the form at appendix 12 showing the reserved vacancies included in the roster for purely temporary appointment which were dereserved by the Ministries/Departments under its own powers during the preceding year.

M. H. A. Letter  
No. U. 15038/35/  
76-PLG dated  
20-12-76.

#### Dereservation of reserved vacancies in posts/services under the Union Territory Administrations

10.6 Powers of derservation of reserved vacancies in posts/services under the control of the Union Territory Administrations will be exercised by the authorities in the manner specified in this behalf in Ministry of Home Affairs letter No. U. 15038/35/76-PLG dated 20-12-1976.

## COPIES OF OFFICE MEMORANDA ETC. ON CHAPTER 10

O. M. No. 31/10/63-SCT (I)	27-3-63 After Chapter 4
O. M. No. 31/10/63-SCT (I)	2-5-63 After Chapter 4
O. M. No. 16/1/(1) 66-Estt. (C)	20-7-65
O. M. No. 1/6/67-Estt. (C)	20-9-67
O. M. No. 27/5/68-Estt. (C)	13-3-68
O. M. No. 8/1/69-Estt. (SCT)	28-1-69
O. M. No. 16/1/72-Estt. (SCT)	11-8-72
O. M. No. 16/3/74-Estt. (SCT)	26-4-74
Q. M. No. 16/2/74-Estt. (SCT)	8-5-74
O. M. No. 16/27/74-Estt. (SCT)	12-11-75
O. M. No. 28/14/74-Estt. (SCT)	12-7-76
O. M. No. 36022/18/76-Estt. (SCT)	25-9-76
MAH No. 15038/35/76 (PLG)	20-12-76
O. M. No. 36034/16/76-Estt. (SCT)	5-2-77
O. M. No. 36011/3/76-Estt. (SCT)	22-1-77
O. M. No. 36013/5/78-Estt. (SCT)	19-12-78
O. M. No. 36011/20/79-Estt. (SCT)	2-11-79
O. M. No. 36011/25/79-Estt. (SCT)	16-11-79
O. M. No. 36011/27/79-Estt. (SCT)	4-1-80
O. M. No. 36011/20/79-Estt. (SCT)	27-3-80
O. M. No. 36011/15/79-Estt. (SCT)	6-1-81
O. M. No. 36011/5/81-Estt. (SCT)	7-4-81
O. M. No. 36013/2/83-Estt. (SCT)	15-3-84
O. M. No. 36011/20/84-Estt. (SCT)	26-4-84
O. M. No. 36012/6/88-Estt. (SCT)	25-4-89
O. M. No. 36011/7/90-Estt. (B)	8-2-91
O. M. No. 36011/4/92-Estt. (SCT)	28-9-92
(Proforma to be attached.)	

**Ministry of Home Affairs O. M. No. 16/1/65-Estt. (C)  
dated 20th July, 1965 to all Ministries etc.**

**Subject:—Reservation for Scheduled Castes and Scheduled Tribes in services—Interviews for selection.**

In this Ministry's O. M. No. 16/3/63-SCT (I), dated 1st October, 1963 views of the Ministries were invited in regard to recommendation No. 205 in the Report of the Commissioner for Scheduled Castes and Scheduled Tribes for 1961-62, relating to abolition of the practice of holding oral interviews, at least for junior posts. The Commissioner for Scheduled Castes and Scheduled Tribes suggested in recommendation No. 213 in his Report for 1962-63 that a fair trial should be given to his suggestion in the previous Report to abolish the system of oral interviews at least for junior posts. These recommendations of the Commissioner have been carefully considered by this Ministry in the light of the views expressed by the Ministries etc. in this regard. The position is that where recruitment of the proper type of personnel requires an assessment of personality, mental alertness and such dispensed with in the case of any category of persons, including those belonging to the Scheduled Castes/Scheduled Tribes. It is, thus essential to retain for Scheduled Castes and Scheduled Tribes as well as for others, the oral interviews, wherever prescribed as a part of selection. It has, therefore, not been possible to accept the recommendation referred to above. However, it has been decided that where interviews are prescribed as a part of selection, Scheduled Castes and Scheduled Tribes candidates should wherever feasible, be taken for interview in a separate block and preferably on a separate day so that they are not judged in comparison with general candidates and the orders regarding relaxation of standards in favour of Scheduled Castes and Scheduled Tribes as in para 19 (a) and (b) of Brochure issued with this Ministry's O. M. No. 1/2/61-SCT (1) dated 27th April, 1962 could be prominently in view before the interview Boards.

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

**Ministry of Home Affairs O. M. No. 1/6/67-Estt. (C)**  
**dated 20th September, 1967 to all Ministries etc.**

**Subject:—**Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—  
Recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes regarding.

As the ministry of Finance etc. are aware, whenever a vacancy reserved for Scheduled Castes or Scheduled Tribes, which is included in the roster for permanent appointments and temporary appointments likely to become permanent or continue indefinitely, prescribed in this Ministry's Office Memorandum No. 31/10/63-SCT (I), dated 27-3-1963 is required to be dereserved, a reference has to be made to this Ministry and its prior approval obtained for deservation. Reserved vacancies included in the roster for purely temporary appointments, which have no chance whatever of becoming permanent or continuing indefinitely can however, be treated as dereserved by the Ministry themselves after ensuring that the steps prescribed in para 16 of the Brochure issued with this Ministry's Office Memorandum No. 1/2/61-SCT (I), dated 27-4-62 have been duly taken to secure suitable Scheduled Castes and Scheduled Tribes candidates and such candidates will be still not available. In his Report for the year 1964-65, the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendations with reference to the above orders:—

**Recommendation No. 159**

“The Ministry of Home Affairs should reconsider their decision of not asking the appointing authorities to endorse to this organisation a copy of their reference made to the Ministry of Home Affairs for dereservation of post and should accept the recommendation in this regard which had been made with a view to helping in achievement of the objective of securing adequate representation of the Scheduled Castes and the Scheduled Tribes as contemplated in the Constitution, besides, such information is required for the Annual Report of the Commissioner. It is, therefore, for consideration whether the Ministry of Home Affairs should decline to make available the information which the Commissioner for Scheduled Castes and Scheduled Tribes requires for the proper discharge of his duties under Article 338 of the Constitution.”

The above recommendation has been considered in this Ministry and it has been decided to accept it. Accordingly, the Ministry of Finance etc. are requested that with effect from the date of issue of this Office Memorandum, when a reference is made to this Ministry for dereservation of reserved vacancy/vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or continue indefinitely, a copy of such reference should be simultaneously endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes, R. K. Puram, New Delhi-22, and the fact that a copy has been so endorsed should be mentioned in the reference to this Ministry. All references for dereservation of reserved vacancies should therefore be made in a self-contained U. O. note or an O.M. which could explain the facts of the case to the Commissioner for Scheduled Castes and Scheduled Tribes. The decision taken by this Ministry in such references can be ascertained by the Commissioner in due course from the Ministry/Department concerned.

2. When vacancies reserved for Scheduled Castes and Scheduled Tribes included in the roster for purely temporary appointments which have no chance whatever of becoming permanent or continuing indefinitely are dereserved by the Ministries themselves in accordance with the orders in this Ministry's Office Memorandum dated 27-3-1963, the Commissioner for Scheduled Castes and Scheduled Tribes should be informed about the dereservation made giving all details and reasons necessitating derservation.

3. Ministry of Finance etc. may kindly bring the above decision to the notice of all appointing authorities under them.

**Ministry of Home Affairs O. M. No. 27/5/68-Estt. (C)**  
**dated 13th March, 1968 to all Ministries etc.**

**Subject:—**Deerservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—  
Recommendation No. 14 of the Study Group set up under the Chairmanship of Shri M. R. Yardi, Additional Secretary, M. H. A. to study the progress of measures for land allotment to Scheduled Castes and their representation in services.

The undersigned is directed to say that a Working Group was set up under the Chairmanship of Shri M. R. Yardi, Additional Secretary, Ministry of Home Affairs, to study the progress of measures for land allotment to Scheduled Castes and their representation in Service. One of the recommendations made by the Group is as under:—

**“Recommendation No. 14**

Dereservation in non-technical and quasi-technical posts should be allowed only in exceptional cases each case should be reported to the Commissioner for Scheduled Castes and Scheduled Tribes indicating the efforts made by the recruiting authorities to get a suitable candidate.”

2. As the Ministry of Finance etc. are aware orders have already been issued in this Ministry's Office Memorandum No. 1/6/66-Ests. (C), dated 20th September, 1967, according to which each Ministry/Department is required to send to the Commissioner for S. C. and S. T. a copy of the reference to Home Ministry for derservation of vacancies reserved for SC/ST, included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely. Also in case where the Ministries can dereserve vacancies within their own powers. (viz. vacancies reserved for SC/ST included in the roster for purely temporary appointment which have no chance of becoming permanent or continuing indefinitely), the Commissioner has to be informed about the dereservation made giving all details and reasons necessitating derservation. In view of the recommendation of the Working Group mentioned in para 1 above, attention of all Ministries/Departments is invited to the provisions of the aforesaid Office Memorandum dated 20th September, 1967. It is requested that while making the reference for dereservation to the Ministry of Home Affairs (copy of which has to be endorsed to the Commissioner for SC/ST), full details in support of the proposal for dereservation be given as for example the number of vacancies reserved for Scheduled Castes/Scheduled Tribes, the qualifications, experience etc. prescribed for the post, the number of SC/ST applicants, the number invited for interview/test, where this was necessary, the efforts made to get suitable candidates from Scheduled Castes/Scheduled Tribes, the precise reasons for non-selection of Scheduled Castes/Scheduled Tribes candidates etc. These details should also be given by the Ministries/Departments of the Commissioner for SC/ST in cases where the Ministries/Departments are themselves competent to derserve a vacancy. For reserved vacancies in non-technical and quasi-technical posts, every effort should be made to recruit a candidate of the reserved category and derservation in such vacancies proposed made only when such a course is inescapable.

**Ministry of Home Affairs O. M. No. 8/1/69-Estt. (SCT)**  
**dt. 28th January, 1969 to all Ministries etc.**

*Subject :—*Prior approval of Ministry of Home Affairs for dereservation of reserved vacancies at the time of filing them up by general candidates.

The undersigned is directed to refer to this Ministry's O. M. No. 31/10/63-SCT (I), dated the 27th March, 1963, wherein it is laid down that a common roster for permanent appointment and temporary appointments likely to become permanent or to continue indefinitely, should be maintained and that whenever owing to continuing non-availability of suitable candidates belonging to Scheduled Castes/Tribes, it becomes necessary to dereserve a post included in the roster, a reference should be made to the Ministry of Home Affairs indicating the steps taken to secure Scheduled Castes/Tribes candidates for taking the prior approval of the Home Ministry for dereservation.

2. It has come to the notice of this Ministry that some Ministries/Departments are not maintaining the rosters properly as required. It is also observed that some of the Ministries/Departments are themselves taking the decision for dereservation without taking the prior approval of the Home Ministry. Instances have also been noticed where general candidates have been appointed against vacancies reserved for persons belonging to the Scheduled Castes/Tribes on the plea that suitable candidates from these communities are not available and a reference is made to the Home Ministry only afterwards for taking *ex-post-facto* approval.

3. It is, therefore, requested that all the Ministries and Departments may enjoin the authorities under their control to ensure proper maintenance of the rosters and to obtain the prior approval of the Ministry of Home Affairs for dereserving vacancies and appointing general candidates against them. Ministries/Departments etc., may kindly bring the above instructions to the notice of the appointing authorities under them for strict compliance.

**Department of Personnel O. M. No. 16/1/72-Estt. (SCT)**  
**dated 11th August, 1972 to all Ministries etc.**

*Subject* :—Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—Furnishing of detailed information in the references for dereservation.

The undersigned is directed to refer to the Ministries of Home Affairs O. M. No. 27/25/68-Estt. (C) dated the 13th March, 1968 (copy enclosed) according to which while making the reference for dereservation to the Ministry of Home Affairs, now Department of Personnel (copy of which has to be endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes), full details in support of the proposal for dereservation should be given, as for example, the number of vacancies reserved for Scheduled Castes/Scheduled Tribes, the qualifications, experience etc. prescribed for the post, the number of Scheduled Castes/Scheduled Tribes applicants, the number invited for interview/test, where this was necessary, the efforts made to get suitable candidates from Scheduled Castes/Scheduled Tribes, the precise reasons for nonselection of Scheduled Castes/Scheduled Tribes candidates etc. Such details are also to be given by the Ministries/Departments to the Commissioner for Scheduled Castes and Scheduled Tribes in the case of purely temporary appointments in respect of which Ministries/Departments are themselves competent to dereserve the vacancy. The Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his Report for the year 1969-70 :—

**Recommendation No. 75**

“Despite the orders issued by the Ministry of Home Affairs that detailed information should be given while making a reference for dereservation of reserved posts, these reference it is noticed are usually conspicuos by the absence of the vital information, specially in regard to specific reasons for the rejection of qualified Scheduled Castes and Scheduled Tribes candidates.”

The instructions contained in the aforesaid O. M. of 13th March, 1968 are therefore again brought to the notice of the Ministries/Departments. It is requested that immediate steps may please be taken for the compliance of these instructions. The Liaison Officer in the Ministries/Departments may also ensure that complete information is sent in time both to this Department as well as to the Commissioner for Scheduled Castes and Scheduled Tribes.



**Department of Personnel & Administrative Reforms O. M. No. 16/3/74-Estt (SCT)**  
**dated 26th April, 1974 to all Ministries etc.**

*Subject* :—Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—Furnishing of detailed information in the references for dereservation.

The undersigned is directed to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his Report for the year 1970-71 :—

**Recommendation No. 54**

“Proposals for dereservation of reserved vacancies are very often found lacking in full details, in the absence of which it is difficult to examine the dereservation proposals. It is, therefore, reiterated that all Ministries/Departments of the Government of India should give detailed information while making a reference for dereservation of reserved vacancies.”

In pursuance of a similar recommendation made by the Commissioner for Scheduled Castes and Scheduled Tribes in his Report for 1969-70 (Recommendation No. 75), instructions had been issued in this Department's O. M. No. 16/1/72-Estt (SCT), dated the 11th August 1972 (copy enclosed) emphasising the need to furnish full details while sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes. The instructions contained in the aforesaid O. M. of 11th August, 1972, are once again brought to the notice of the Ministries/Departments etc. It is requested that suitable steps may be taken for the compliance of these instructions and to see that detailed information is invariably given while making proposals for dereservation of reserved vacancies.

**Department of Personnel & Administrative Reforms O. M. No. 16/2/74-Estt (SCT)  
dated 8th May, 1974 to all Ministries etc.**

*Subject* :—Representation of Scheduled Castes and Scheduled Tribes in Services—Strict observance of the relevant reservation orders before making proposals for dereservation of reserved vacancies.

The undersigned is directed to invite a reference to the instructions contained in the Ministry of Home Affairs Office Memorandum No. 1/6/67-Estt. (SCT), dated the 20th September, 1967 (copy enclosed) regarding the procedure for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes and to say that the Commissioner for Scheduled Castes and Scheduled Tribes recommended in his Report for the year 1970-71 in recommendation No. 55 that the Department of Personnel and Administrative Reforms of the Government of India should issue strict instructions for ensuring compliance by the appointing authorities concerned with the reservation orders before a reserved vacancy is proposed for dereservation. The above recommendation has been accepted and accordingly the Ministry of Finance etc. are requested to ensure that before a reference is made by them to this Department for dereservation of reserved vacancy(ies) included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, all the steps prescribed to secure Scheduled Castes/Scheduled Tribe candidates for appointment against these reserved vacancies are invariably taken and fully followed by the appointing authority concerned and that the claims of eligible candidates of these communities have been duly considered. Dereservation should be proposed only when such a course becomes inevitable due to non-availability of Scheduled Castes/Tribes candidates for appointment against reserved vacancies after having fully observed the procedures prescribed in this behalf. These procedures are detailed (i) in respect of posts filled by direct recruitment, in paras 26 to 31 of the Brochure on Reservations for Scheduled Castes and Scheduled Tribes, 3rd edition, 1972 and (ii) in respect of posts filled by promotion, in ministry of Home Affairs Office Memorandum No. 1/12/67-Estt. (C) dated 11-7-1968 and Department of Personnel Office Memorandum No 27/2/71-Estt. (SCT) dated 27-11-1972. Similarly, care should also be taken by the Ministries/Departments before vacancies reserved for Scheduled Castes/Scheduled Tribes included in the roster for purely temporary appointments which have no chance of becoming permanent or continuing indefinitely, are dereserved by them in accordance with the orders in the Ministry of Home Affairs Memorandum No. 31/10/63-SCT (I), dated the 27th March, 1963.

**Department of Personnel & A. R. O. M. No. F. 16/27/74-Estt. (SCT)  
dated the 12th November, 1975 to all Ministries etc.**

*Subject* :—Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—Concurrence of the Liaison Officer concerned before sending proposals for dereservation.

The undersigned is directed to invite reference to the instructions contained in the Ministry of Home Affairs Office Memorandum No. 1/6/67-Estt. (C), dated the 20th September, 1967, regarding the procedure for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes and to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his Report for the year 1971-72 and 1972-73 :—

“In spite of the appointment of the Liaison Officers to ensure proper working of service safeguards for the Scheduled Castes, and Scheduled Tribes, a large number of vacancies are being dereserved year after year due, at times, to lack of proper implementation of relevant orders. It should, therefore, be made one of the duties of the Liaisons Officers to see that all prescribed steps are taken to attract persons from amongst these communities before seeking dereservation of reserved vacancies. The recruiting authorities while sending proposals for dereservation of vacancies should be instructed to record a note to the effect that the proposal is being made with full knowledge and concurrence of the Liaison Officer concerned.”

2. The above recommendation has been considered in this Department/Ministry of Finance etc. are requested that in future, whenever a reference is made to this Department for dereservation of reserved vacancies (a copy of which is also to be sent to the Commissioner for Scheduled Castes, and Scheduled Tribes), besides giving information, as usual, a note should also be recorded to the effect that the proposal is being made with the full knowledge and concurrence of the Liaison Officer concerned.

3. Ministry of Finance etc, may kindly bring the above decision to the notice of all appointing authorities under them.

**Department of Personnel & A. R. O.M. No. 28/14/74-Estt, (SCT)**  
**dated the 12th July, 1976 to all the Ministries etc.**

**Subject:—**Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes Proforma for sending proposals for dereservation to the Department of Personnel and Administrative Reforms with copy to the Commissioner for Scheduled Castes and Scheduled Tribes.

The undersigned is directed to say that according to the instructions contained in the Ministry of Home Affairs Office Memorandum No. 31/10/63-SCT (I), dated the 27th March, 1963, whenever a vacancy reserved for Scheduled Castes or Scheduled Tribes which is included in the roster for permanent appointment and that for temporary appointments likely to become permanent or continue indefinitely, is to be dereserved, i.e. filled by a general candidate, prior approval of this Department is required to be obtained. Further, according to the instructions contained in the Ministry of Home Affairs, Office Memorandum No. 1/6/67-Estt, (C), dated the 20th September, 1967, all references for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes have to be sent by the Ministry/Department concerned to this Department in a self-contained U. O. note or an Office Memorandum and a copy thereof is to be endorsed simultaneously to the Commissioner for Scheduled Castes and Scheduled Tribes, Ramakrishnapuram, New Delhi-22. The need for furnishing full details while furnishing proposals for dereservation of reserved vacancies was also emphasised in this Department Office Memorandum No. 16/1/72-Estt. (SCT), dated the 11th August, 1972 and No. 16/3/74-Estt, (SCT), dated the 26th April 1974. It has, however, been noticed that the proposals for dereservation sent to this Department do not always contain full details and they have to be obtained before the proposals for dereservation could be considered. To facilitate effective scrutiny with the least delay, of the proposals for dereservation in the originating Ministry/Department in this Department and in the Office of the Commissioner for Scheduled Castes and Scheduled Tribes, different proformae for sending proposals for dereservation to this Department have now been revised as follows, copies of which are enclosed.

- Proforma I (a):* For posts filled by direct recruitment through Union Public Service Commission.
- Proforma I (b):* For posts filled by direct recruitment through Employment Exchange etc.
- Proforma II:* For posts filled by promotion on the basis of selection/seniority-cum-fitness/limited departmental competitive examination.
- Proforma III:* For confirmation (in posts filled by direct recruitment only).

2. All proposals for dereservation should in future, be sent in the above referred proforma only, Also Ministries may kindly observe the following while sending proposals for dereservation :

- (i) Proposals for dereservation of reserved vacancies in respect of posts under attached/subordinate offices etc. should not be sent to this Department direct. Such proposals should be sent to administrative Ministry/Department who will examine the proposal and send them to this Department after satisfying itself that the prescribed procedure have been followed.
- (ii) A copy of the proposal (in the appropriate proforma) for dereservation should be endorsed simultaneously to the Commissioner for Scheduled Castes and Scheduled Tribes.

3. The Ministries already have powers to dereserve, by taking all the prescribed steps, purely temporary vacancies which have no chance whatever of becoming permanent or continuing indefinitely. Intimation of such dereservation is required to be sent to the Commissioner for Scheduled Castes and Scheduled Tribes. In this connection, attention is drawn to paragraph 2 of the Ministry of Home Affairs Office Memorandum No. 1/6/67-Estt. (C), dated the 20th September, 1967. The Commissioner for Scheduled Castes and Scheduled Tribes. has brought to the notice of this Department that he is frequently not getting this information from the Ministries/Departments. It is, therefore, requested that all the Ministries/Departments. may kindly ensure that the information regarding dereservation of purly temporary vacancies is sent to be Commissioner for Scheduled Castes and Scheduled Tribes. (in the appropriate proforma now prescribed in para 1 Supra) as enjoined in the Home Ministry's Office Memorandum quoted above.

**Department of Personnel & A.R. O.M. No. 36022/18/76-Estt. (SCT)  
dated the 25th September, 1976 to all Ministries etc.**

**Subject:—**Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—  
Recommendation No. 18 of the Parliamentary Committee on the Welfare of Scheduled Castes  
and Scheduled Tribes contained in its 41st Report.

The undersigned is directed to say that Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes has made the following recommendation in its 41st Report:—

**Recommendation No. 18 :**

“The Committee are distressed to find that a large number of vacancies have been dereserved in Central Government Services during the year 1971, 1972 and 1973, depriving employment to many a Scheduled Castes and Scheduled Tribes. The Committee are unable to accept that even for Class IV vacancies Scheduled Castes/Tribes candidate are not available. The Committee apprehend that neither the strict compliance of the extent orders on the subject has been ensured nor earnest efforts have been made to appoint Scheduled Castes and Scheduled Tribes candidates only against reserved vacancies. The Committee are firmly of the opinion that vacancies reserved for Scheduled Castes and Scheduled Tribes especially in Class III and in Class IV should in no case be dereserved. Even for dereservation of vacancies in the case of Class I and Class II the extent orders on the subject should be made more stringent, so that dereservation could only be resorted to when such a course become inescapable”.

2. In this connection attention is invited to this Department's O.M. No. 16/2/74-Estt. (SCT), dated 8-5-1974 in which the Ministries/Departments were requested to ensure that before a reference is made by them to this Department for dereservation of reserved vacancy(ies) included in the roster for permanent appointments or temporary appointments likely to become permanent or continue indefinitely, all the steps prescribed to secure Scheduled Caste/Scheduled Tribe candidates for appointments against the reserved vacancies are invariably taken and fully followed by the appointing authority concerned and that the claims of eligible candidates of these communities have been duly considered, and that dereservation should be proposed only when such a course becomes inevitable due to non-availability of Scheduled Caste/Tribe candidates for appointment against reserved vacancies after having fully observed the procedure prescribed in this regard. Attention of the Ministries/Departments is also invited to the instructions contained in his Department's O.M. No. 16/27/74-Estt. (SCT), dated 12-11-75 according to which whenever any reference is made to this Department for dereservation of reserved vacancies besides giving full information, a note should be recorded on it to the effect that the proposal is being made with the full knowledge and concurrence of the Liaison Officer concerned. A proforma for sending proposals for dereservation of reserved vacancies to this Department has also been prescribed in this Department's O.M. No. 28/14/74-Estt. (SCT), dated 12-7-1976.

3. The recommendation of the Committee reproduced in para 1 above is specifically brought to the notice of the Ministries/Departments. While it may not be possible to stop “dereservation” totally as sufficient number of Scheduled Caste and Scheduled Tribe candidates may not be always available for appointment against vacancies reserved for them even in certain posts in Class III and IV. filled by direct recruitment, promotion or confirmation, it should be ensured that the instructions referred to in para 2 above are strictly followed and dereservation of reserved vacancies is proposed only when such a course becomes inevitable due to non-availability of Scheduled Caste/Tribe candidates against reserved vacancies after taking all the prescribed steps and after applying the relaxed standards in their favour.

**Ministry of Home Affairs letter No. U. 15038/35/76-PLG  
dated 20th December, 1976 to Union Territory Administrations.**

**Subject:—**Dereservation of reserved vacancies in posts/services under the Union Territory Administrations—Procedure for.

In continuation of this Ministry's letter of even number dated the 6th August, 1976, on the subject mentioned above, I am directed to say that in accordance with the existing instructions Ministries/Departments of the Central Government are required to obtain prior approval of the Department of Personal & Administrative Reforms for dereservation of vacancies (other than purely temporary vacancies) reserved for Scheduled Castes/Scheduled Tribes. No clear guidelines were hitherto available for dereservation of reserved vacancies in the Union Territories. It has now been decided, in consultation with the Department of Personnel & Administrative Reforms, that the following authorities shall exercise the powers of dereservation of reserved vacancies in posts/services under the Union Territory Administration :

(i) For vacancies in Class III (Group C) and Class IV (Group) :—

- |  |                    |
|--|--------------------|
| (a) in Chandigarh                              | —Home Secretary    |
| (b) in Dadra and Nagar Haveli                  | —Collector         |
| (c) in Lakshadweep                             | —The Administrator |
| (d) in the case of all other Union Territories | —Chief Secretary   |

(ii) For vacancies in Class II (Group B) :—In all Union Territories—Administrator

(iii) For vacancies in DANI Civil Service and DANI Police Service cadres—Ministry of Home Affairs.

Copies of orders dereserving vacancies issued by the above authorities should in all cases be endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes, R. K. Puram, New Delhi.

2. The powers to dereserve the vacancies reserved for Scheduled Castes/Scheduled Tribes in all Class I (Group A) posts/services under the Union Territory Government/Administrations, both where the appointing authority is the President or the Administrator, will be exercised by the Administrative Ministries concerned with the posts/services, in consultation with the Department of Personnel and Administrative Reforms. Copies of proposals for dereservation of vacancies in Class I (Group A) posts/services sent to the Administrative Ministries should be endorsed simultancously to the Commissioner for Scheduled Castes and Scheduled Tribes. The Administrative Ministries should wait for the views, if any of the Commissioner on such proposals for a fortnight and examine the proposals there after in the light of such views if received, before referring the proposals to the Department of personnel and Administrative Reforms.

**Department of Personnel & Administrative Reforms O.M. No. 36034/16/76-Estt. (SCT)  
dated 5th February, 1977 to all Ministries etc.**

*Subject :—Annual Statement regarding dereservation of reserved vacancies for Scheduled Castes and Scheduled Tribes included in the roster for purely temporary appointments.*

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 16/1(1)/65-Estt. (C) dated the 20th July, 1965 read with Office Memorandum No. 27/4/67-(II)-Estt. (SCT) dated the 24th September, 1968 according to which the Ministries/Departments are to send to this Department every year an annual statement showing the number of reserved vacancies included in the roster for purely temporary appointments which are expected to last for 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely, and have been treated as dereserved during the preceding year. It is requested that consolidated statement in this regard in respect of the Ministry/Department including all its attached and subordinate offices, as in the attached proforma, may please be sent to this Department as early as possible and latest by the 1st April, 1977.

**Proforma**

*Ministry/Department* \_\_\_\_\_

(including attached and subordinate offices)

**Statement showing reserved vacancies included in the roster for purely temporary appointments which are expected to last for 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely, treated as dereserved by the Ministries/Departments**

*1st January to 31st December, .....*

Groups (Class) of post	Scheduled Castes		Scheduled Tribes		Brief reasons for dereservation	Remarks
	Total number of vacancies reserved for Scheduled Castes filled during the year	Number of reserved va- cancies in col. 2 treated as dereserved i. e. filled by non Schedul- ed Castes	Total number of vacancies reserved for Scheduled Tribes filled during the year	Number of reserved va- cancies in col. 4 treated as dereserved i. e. filled by non Schedul- ed Tribes		
1	2	3	4	5	6	7
Group A (Class I)						
Group B (Class II)						
Group C (Class III)						
Group D (Class IV)						

**Department of Personnel Administrative Reforms O.M. No. 36011/3/76-Estt. (SCT)  
dated 22nd January, 1977 to all Ministries etc.**

**Subject :—Reservation for Scheduled Castes and Scheduled Tribes in services—Dereservation and carrying forward of reservation.**

The undersigned is directed to refer to this Department's (Ministry of Home Affairs) Office Memorandum No. 8/1/69-Estt. (SCT), dated the 28th January, 1969 and to say that instances have come to the notice of this Department where prior approval of this Department for dereservation of reserved vacancies was not obtained before appointing general candidates against such vacancies on the assumption that unfilled reservation are only required to be carried forward and approval for dereservation is to be obtained in the third year of carry forward. It is clarified that a vacancy reserved for Scheduled Castes or Tribes for which a candidate belonging to that community is not available even after taking all the prescribed steps has first to be dereserved before filling it by a general candidate. Prior approval of this Department is necessary for dereservation of a reserved vacancy included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely. Reserved vacancies included in the roster for purely temporary appointments which have no chance of either becoming permanent or continuing indefinitely can be dereserved by the Ministries themselves after ensuring that the prescribed steps have been taken to secure Scheduled Caste/Scheduled Tribe candidates and that such candidates are still not available.

2. After a reserved vacancy is dereserved in accordance with the procedure mentioned in para 1 above, the reservation is to be carried forward to subsequent three recruitment years. The 'carry forward' of reservation means that in the subsequent year, an equal number of vacancies will be reserved in addition to the normal reservations becoming due in that year according to the roster. Any recruitment of Scheduled Castes/Scheduled Tribes candidates in such year of carry forward is first to be counted against the reservation brought forward from the previous years and then against the normal reservations accruing during the year. The procedure for dereservation mentioned in para 1 above should be followed every time when a vacancy which is treated as reserved, either on account of carried forward reservation or on account of a fresh reserved point in the roster, has to be filled by a general candidate due to non-availability of candidates belonging to Scheduled Castes or Scheduled Tribes, as the case may be. The reservation is due for getting lapse only after it is carried forward for three recruitment years. Approval of this Department is not necessary for the lapsing of the reserved vacancy at the end of the third year of carry forward.

3. As will be seen from para 2 above, an approval of this Department for dereservation, is necessary in respect of all vacancies treated as reserved in a particular recruitment either on account of carried forward reservations or on account of fresh reserved points in the roster, for which suitable candidates belonging to Scheduled Castes/Scheduled Tribes could not become available. The proposals for dereservation should be sent in the proforma prescribed in this Department's Office Memorandum No. 28/14/74-Estt. (SCT), dated the 12th July, 1976.



**Department of Personnel & A. R. O. M. No. 36013/5/78-Estt. (STC)  
dated the 19th December, 1978 to all Ministries etc.**

**Subject :—**Dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes—Need for taking all prescribed steps and need for obtaining prior approval for dereservation—Recommendations No. 41 and 42 in the Report of the Commissioner for Scheduled Castes and Scheduled Tribes for the years 1975-76 and 1976-77.

The undersigned is directed to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made following recommendation in his Report for the year 1975-76 and 1976-77.

**Recommendation No. 41 :**

“An unhappily trend that has been noticed regarding dereservation of reserved vacancies in Class III posts. Department of Personnel & Administrative Reforms should, therefore, advise the authorities concerned to ensure that action is taken in accordance with the instructions contained in the Brochure on Reservations for Scheduled Castes and Scheduled Tribes, before agreeing to dereservation of these reserved vacancies.”

**Recommendation No. 42 :**

“Orders seeking prior approval for dereservation of reserved vacancies before appointing general candidates exist since 1963, but cases of violation of orders under one pretext or the other are still coming to notice. Department of Personnel & Administrative Reforms should reiterate their instructions and emphasise the need for seeking their prior approval before filling reserved vacancies by general candidates.”

In para 3.57 of the Report on which the recommendation No. 41 above is based, the Commissioner for Scheduled Castes and Scheduled Tribes has observed that out of a total of 1515 Scheduled Tribes vacancies proposed for dereservation, Scheduled Tribes candidates available for as many as 254 such vacancies for Class III posts were declared unsuitable for appointment and that it was strange that this should have happened in the case of Class III vacancies when there are special instructions that the candidates belonging to Scheduled Castes and Scheduled Tribes are to be judged by relaxed standards. He has also observed that in this category, most of the posts are non-technical or quasi-technical for which there is an additional provision (*vide* Ministry of Home Affairs O.M. No. 24/7/67-(I)Estt.(SCT), dated 24-9-1968) to the effect that if Scheduled Castes/Scheduled Tribes candidates are not available to utilise fully the vacancies reserved for them in the direct recruitment quota even by relaxed standards, the best among them fulfilling the minimum educational qualifications are to be selected for appointment to the extent of vacancies reserved for them. In order to bring such candidates to the minimum standards necessary for the maintenance of efficiency of administration, they are to be given inservice training.

2. In this connection, attention is invited to the Ministry of Home Affairs O.M. No. 24/7/67-(I) Estt.(SCT) dated 24-9-1968. Attention is also invited to O.M. No. 16/2/74—Estt.(SCT) dated 8-5-1974 in which the Ministries/Departments were requested to ensure that before a reference is made by them to this Department for dereservation of reserved vacancies included in the roster for permanent appointments or temporary appointments likely to become permanent or continue indefinitely all the steps prescribed to secure Scheduled Caste/Scheduled Tribe candidates for appointment against the reserved vacancies are invariably taken and fully followed by the appointing authorities concerned and that the claims of eligible candidates of these communities have been duly considered and that dereservation should be proposed only when such a course become inevitable due to non-availability of Schedule Caste/Tribe candidates for appointment against reserved vacancies. A proforma for sending proposals for dereservation of reserved vacancies to this Department has been prescribed in this Department's O.M. No. 28/14/74-Estt.(SCT) dated 12-7-1976. A note is also required to be recorded by the Liaison Officer that the proposal for dereservation has been made with his full knowledge and concurrence. Attention is also invited in this regard to the instructions issued in this Department's O.M. No. 36022/18/76—Estt.(SCT) dated 25-9-1976 bringing to the notice of the Ministries/Departments etc. a recommendation made by the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes in this regard.

3. With reference to the recommendation No. 42 in the Report of the Commissioner for Scheduled Castes and Scheduled Tribes referred to above, attention is invited to this Department's O.M. No. 8/1/69-Estt.(SCT) dated 28-1-1969 as also to O.M. No. 36011/3/76-Estt.(SCT) dated 22-1-1977 in which it has been clarified that a vacancy reserved for Scheduled Castes or Scheduled Tribes for which a candidate belonging to that community is not available even after taking all the prescribed steps, has first to be dereserved before filling it by a general candidate and that prior approval of the Department of Personnel & A.R. is necessary for dereservation of a reserved vacancy included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.

4. The two recommendations of the Commissioner for Scheduled Castes and Scheduled Tribes are specifically brought to the notice of the Ministries/Departments. It should be ensured that the instructions in this regard are strictly followed and dereservation of reserved vacancies is proposed only when such a course become inevitable and prior approval of the Department of Personnel & Administrative Reforms for dereservation where necessary is invariably obtained by following the prescribed procedure.

**Department of Personnel & A.R. O.M. No. 36011/20/79-Estt.(SCT)**  
**dated 2-11-79 to all Ministries etc.**

**Subject :—**Dereservation of vacancies reserved for Scheduled Castes/Scheduled Tribes Proforma for sending proposals for dereservation to the Department of Personnel & A.R. with a copy to the Commissioner for Scheduled Castes and Scheduled Tribes.

The undersigned is directed to invite the attention of the Ministries/Departments to this Department's O.M. No. 28/14/74-Estt.(SCT) dated the 12th July, 1976 on the subject mentioned above and to say that it is considered necessary that the various proformae already prescribed for sending proposals for dereservation to this Department need a revision in order to make the columns more explicit and also to add additional points of scrutiny in the light of the intructions issued after the date of issue of the aforesaid O.M. Accordingly-4 revised proformae are enclosed herewith. The Ministry of Finance etc., are requested to kindly bring them to the notice of all their subordinate appointing authorities and to ensure that hereafter all proposals for dereservation are sent in the appropriate revised proforma.

2. It has been seen occasionally that the proposals for dereservation received by the Ministries/Departments from their subordinate authorities are passed on to the Department of Personnel & A.R. without proper scrutiny. This invariably results in delay in disposing of these proposals as certain information and other clarification have often to be called for from the Ministries who further call for the same information from their subordinate organisations.

3. It needs hardly to be emphasised that primarily it is the responsibility of the administrative Ministries/Departments (proper) to ensure the proper implementation of the reservation orders by their subordinate appointing authorities. Before, therefore, any proposal for dereservation is made to this Department, the Ministry/Department and their Liaison Officer should ensure that the information given in the proforma containing proposal for dereservation is complete and correct, in all respects, and that all the prescribed steps have been taken by the appointing authorities concerned for securing Scheduled Caste/Scheduled Tribe candidates for appointment against the reserved vacancies and also that, in the light of the Government's orders, there is no alternative but to seek dereservation. Ministry of Finance etc. are accordingly requested to kindly ensure that the proposals are properly scrutinised in consultation with the Liaison Officer of the Ministry/Department (proper) before these proposals are sent to this Department and copies thereof are endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes.

**Proforma I (a)**

**Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by DIRECT RECRUITMENT ON ALL INDIA BASIS.**

- 
1. Name of the Ministry/Department.
  2. Name of the Service/Office to which the vacancies relate.
  3. Designation, classification, Group and Scale of Pay of the post in respect of which dereservation is sought.
    - 3.1 Designation :
    - 3.2 Group (i.e. Class)
    - 3.3 Scale of Pay :
  4. *Mode of recruitment and the roster applicable.*
    - 4.1 Through open competitive examination held by UPSC or other authority (please name the other authority concerned) (40 point roster vide Appendix I to the Brochure). Yes/No.
-

- 4.2 Through UPSC by selection otherwise than through a competitive examination (40 point roster vide Appendix I to the Brochure) Yes/No.
- 4.3 Through selection otherwise than through UPSC or through an open competitive examination (40 point roster vide Appendix II to the Brochure). Yes/No.
5. *Particulars of total vacancies.*
- 5.1. Total number of vacancies (reserved and general) being filled in the present recruitment : \_\_\_\_\_
- 5.2 Points in the 40 point roster against which these vacancies fall and the number of the current cycle. 

Cycle No.	Points	
	From	To
	SC	ST
6. *Particulars of reserved vacancies*
- 6.1 Number of vacancies reserved out of Col. 5.1 above :
- (a) Due to carried forward reservations (separately for each year of carry forward). 

In III yr.	_____
In II yr.	_____
In I yr.	_____
- (b) Due to fresh reservation according to the roster. \_\_\_\_\_
- (c) Net reservations out of total of (a) & (b) above after applying the restriction of 50% *where applicable* in the light of the instructions contained in Deptt. of Personnel & A.R. O.M. No. 16/3/73) Estt. (SCT) dated 27-12-1977 (Please see notes No. 2 & 3 below). \_\_\_\_\_
- (d) Number of vacancies out of (c) above which being in the third year of carry forward are mutually exchangeable between (SC &ST). \_\_\_\_\_
- 6.2. Number of vacancies in 6.1 (c) for which SC/ST candidates have become available : \_\_\_\_\_
- 6.3 Number of vacancies proposed for dereservation (*vide* Note No. 1 below). \_\_\_\_\_

**NOTES :**

(1) While filing up reserved vacancies mentioned in Col. 6.1 it should be ensured that reservations brought forward from an earlier year are utilised first. For instance, if the figures mentioned in Col. 6.1(c) includes reservation brought forward from recruitment years 1975 and 1976, then reservation brought forward from 1975 would be utilised first before utilising reservations brought forward from 1976 and the current reservations. Also please refer to the instructions contained in para 3 of MHA's O.M. No. 27/25/68-Estt.(SCT) dated 25-3-70 and Department of Personnel & A.R. O.M. No. 36013/2/79-Estt.(SCT) dated 2-4-79.

(2) The total reservation cannot exceed the total number of vacancies, the excess reservation, if any, being carried forward direct to the next recruitment year.

(3) The limit of 50% on reservation of vacancies for Scheduled Castes and Scheduled Tribes in any recruitment *can be exceeded only if* the Scheduled Castes and Scheduled Tribes in the cadre/grade/post concerned are under-represented.

7. *If recruitment is through competition examination, please indicate.*

7.1 Date of publication of the rules for the examination

7.2 Date on which the examination was held

7.3 Number of SCs/STs who qualified in the written examination

SC	ST
----	----

7.4 Number of SCs/STs out of 7.3 above who appeared for the interview (if any, prescribed)

7.5 Number of SCs/STs finally selected :

(a) on own merit \_\_\_\_\_

(b) by relaxed standards of suitability \_\_\_\_\_

(c) Total : \_\_\_\_\_

7.6 Number of SCs/STs who took up the appointment \_\_\_\_\_

8. *If the recruitment is through selection (i.e. otherwise) than through competitive examination), please indicate :*

8.1 Whether the vacancies were first advertised as exclusively reserved for SC/ST only (*vide* instructions in O.M. No. 1/1/70-Estt. (SCT) dated 31-7-70) and if so;

(i) the date of publication of the advertisement;

(ii) the number of SC/ST candidates appeared; \_\_\_\_\_

(iii) Number of SC/ST candidates found fit after applying relaxed standards. \_\_\_\_\_

8.2 Whether the vacancies were re-advertised, simultaneously inviting applications from other as well, if so :

SC ST

(i) the date of re-advertisement; \_\_\_\_\_

(ii) Number of SC/ST candidates interviewed; \_\_\_\_\_

(iii) Number of SC/ST candidates found fit after applying relaxed standards. \_\_\_\_\_

9. Whether SCs/STs were interviewed separately, i.e. on a day or in a sitting of the selection committee other than the one on/in which general candidates were interviewed.

10. Whether as a result of the second advertisement general candidates have already been selected and are available for appointment against the reserved vacancies sought to be dereserved.

11. If ex-post-facto approval is being sought for dereservation of vacancies, please indicate :

(i) the reasons for not having obtained, prior approval for dereservation;

(ii) level at which a decision was taken to fill the reserved vacancies without prior dereservation.

12. Additional information/remarks, if necessary, (if this post is grouped with other posts for applying reservations, please indicate whether the grouping has been approved by the DOP & AR and whether the provisions of para 6.5 of the Brochure have been kept in view).

## CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed by this Ministry/Department (proper) to the Commissioner for Scheduled Castes and Scheduled Tribes, R. K. Puram, New Delhi-110 022.

Signature\* .....

Designation .....

Ministry/Department of .....

Telephone No. ....

1. Department of Personnel & Training Estt. (SCT) Section, Government of India, North Block, New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, Wing No. 7, First Floor, R. K. Puram, New Delhi.

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Ministry/Department of..... U.O. No. ....

..... dated .....

\*To be signed by an Officer of the status of Under Secretary or above in the Ministry/Department (proper).

**Proforma I (b)**

*Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by Direct recruitment through Employment Exchanges etc. on local or regional basis.*

1. Name of the Ministry/Department.
2. Name of the Service/Office to which the vacancies relate.
3. Designation, Classification and Scale of pay of the post in respect of which dereservation is sought.
  - 3.1 Designation
  - 3.2 Group (Class)
  - 3.3 Scale of pay
  - 3.4 Technical/Non-technical
- 4.1 State/Region/U.T. in which the vacancies are located.
- 4.2 Indicate points reserved for SCs & STs in the roster used if different from those given in Appendix 3 of the Brochure.
5. *Particulars of total vacancies :*
  - 5.1 Total number of vacancies being filled in the present recruitment :
  - 5.2 Indicate the cycle No. of the roster (40 or 100 point) and the points against which these vacancies fall :

Cycle No.	Points	
	From	To
_____	_____	_____
_____	_____	_____

6. *Particulars of reserved vacancies :*

6.1 Number of vacancies out of 5.1 above :

- (a) Due to carried forward reservations (separately for each year of carry forward) :
- (b) Due to fresh reservations according to the roster.
- (c) Net reservations out of total of (a) and (b) above after applying the restriction of 50% [if applicable in the light of instruction contained in the Deptt. of Personnel & A.R. O.M. No. 16/3/73-Estt. (SCT) dated 27-12-1977].
- (d) Number of vacancies out of (c) above which being in the third year of carry forward are mutually exchangeable between SC and ST.

In III year  
In II year  
In I year

	SC	ST
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
(d)	_____	_____
6.2	_____	_____
6.3	_____	_____

NOTES : (1) While filling up reserved vacancies mentioned in col. 6.1 it should be ensured that reservation brought forward from an earlier year are utilised first. For instance if the figure mentioned in col. 6.1 (c) includes reservations brought forward from recruitment years 1975 and 1976 these reservations brought forward from 1975 would be utilised first before utilising reservations brought forward from 1976 and current reservation. Further, attention is also drawn to the Deptt. of Personnel & A.R. O.M. No. 36013/2/79. Estt. (SCT) dated 2-4-1979.

(2) The total reservation cannot exceed the total number of vacancies, the excess reservation, if any, being carried forward direct to the next recruitment year.

(3) The limit of 50% on reservation of vacancies for Scheduled Castes and Tribes in any recruitment can be exceeded only if the Scheduled Castes and Scheduled Tribes in the cadre/grade/post concerned are under-represented.

7.1 Whether non-availability certificate was obtained from the Employment Exchange if so, the date thereof.

7.2 Whether after receipt of non-availability certificate, the reserved vacancies were advertised and if so, when and with what results.

7.3 Whether reserved vacancies were intimated/copies of advertisements were endorsed to :

(i) the recognised associations of Scheduled Castes & Scheduled Tribes [vide para 8.1 (iii) of Brochure Edition V]; and

(ii) the Director(s) of Welfare/SC & ST Welfare of the State Government/U.T. concerned [vide para 8.1 (v) *ibid*].

7.4 Whether simultaneously with the notification of the vacancies to the Employment Exchange and advertisements through the Press, they were also notified to the appropriate station of the All India Radio for announcement over the radio, if so, indicate :

(i) the A.I.R. station over which the vacancies were announced.

(ii) the date of announcement [vide para 8.1 (iv) *ibid*].

7.5 Whether there is a provision for relaxation of experience qualification in the recruitment rules, if any prescribed, in favour of Scheduled Castes and Scheduled Tribes (vide para 7.4 *ibid*).

SC

ST

8.1 Total number of candidates who passed in the written test (if any held).

8.2 The number of Scheduled Castes/Scheduled Tribes candidates interviewed (if interview prescribed).

8.3 Number of candidates finally selected after applying relaxed standards (as required in O.M. No. 1/1/70-Estt. (SCT) dated 25-7-1970.

(i) Number selected on own merits.

(ii) By application of relaxed standards.

TOTAL :

9. Whether SCs/STs were interviewed separately, i.e., on a day or in a sitting of the selection committee other than the one on/in which general candidates were interviewed (vide para 7.9 *ibid*).

10. In cases involving ex-post-facto approval to dereservation, indicate :

(i) the reasons for not having obtained prior approval for the dereservation.

(ii) the level at which decision taken to fill vacancies without prior dereservation.

11. In the case of Group C (Class III) and Group D (Class IV) non-technical and quasi-technical posts filled otherwise than through examination, i.e., on the basis of the interview only, please also indicate :—

SC

ST

(1) Total number of candidates who fulfilled the minimum qualifications prescribed in the recruitment rules.



- (2) Number of candidates called for interview. \_\_\_\_\_
- (3) Number of candidates selected after application of the principals contained in MHA's O.M. No. 24/7/67 (i)-Estt. (SCT) dated 24-9-1968 and No. 16/8/69-Estt. (SCT) dated 31-10-1969. \_\_\_\_\_
- (4) Reason why for the remaining reservations, candidates of SC/ST possessing the minimum qualification could not be selected. \_\_\_\_\_
- (5) Number of candidates out of (3) above who took up appointments. \_\_\_\_\_
12. Whether general candidates have already been selected for appointment against the vacancies sought to be dereserved.
13. Additional information, if any, (If this post is grouped with other posts for applying reservations, please indicate whether the grouping has been approved by the DOP&AR and whether the provisions of para 6.5 of the Brochure have been kept in view).

### CERTIFICATES

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes, R.K. Puram, New Delhi.

Signature\* \_\_\_\_\_

Disignation \_\_\_\_\_

Ministry/Department of \_\_\_\_\_

Telephone No. \_\_\_\_\_

1. Department of Personnel & Trg., Estt. (SCT) Section, Government of India, North Block, New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, Wing No. 7, Ist Floor, R.K. Puram, New Delhi \_\_\_\_\_  
 Ministry/Department of \_\_\_\_\_  
 U.O./ENDT. No. \_\_\_\_\_ dated \_\_\_\_\_

## Proforma-II

### *Proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled by promotion.*

1. Name of the Ministry/Department.
2. Name of the Office/Organisation to which the vacancies relate.
3. Particulars of the post/grade/service in which the vacancies are sought to be dereserved.
  - 3.1 Designation :
  - 3.2 Group (Class) :
  - 3.3 Scale of pay :
4. Mode of promotion i.e. whether by selection, seniority-cum-fitness or through a departmental qualifying or limited competitive examination.
- 4.1 Whether there is any element of direct recruitment to the post/grade/service. If so quota fixed for direct recruitment (vide O.M. dt. 10-7-90)\*
5. Criteria for determining eligibility for promotion (as prescribed in Recruitment Rules).
6. *Particulars of total vacancies :*
  - 6.1 Total number of vacancies being filled in the present recruitment.

	Cycle No.	Points	
		From	To
6.2 Number of cycle and points in the roster against which these vacancies fall ( <i>vide</i> roster given in Appendix I of the Brochure).			
7. <i>Particulars of reserved vacancies :</i>			
7.1 Number of vacancies reserved out of 6.1 above :		SC	ST
(a) Due to carried forward reservations (separately for each year of carry forward).	In III yr. In II yr. In I yr.		
(b) Due to fresh reservation according to the roster.			
(c) Net reservations out of total of (a) and (b) above after applying the restriction of 50% where applicable in terms of this Department's O.M. No. 16/3/73-Estt. (SCT) dated 27-12-1977 (vide Note No. 2 below col. 7.4).			
(d) Number of vacancies out of (c) above which are mutually exchangeable between SC & ST.			
7.2 Number of vacancies in col. 7.1 (c) for which SC/ST candidates have become available.			
7.3 Number of vacancies proposed for dereservation.			

NOTE : 1. While filling up reserved vacancies mentioned in col. 7.1 it should be ensured that reservations brought forward from an earlier year are utilised first. For instance, if the figure mentioned in col. 6 (i) (c) includes reservations brought forward from forward recruitment years 1975 and 1976, then reservation brought forward from 1975 would be utilised first before utilising reservations brought forward from 1976 and current reservations. Further, the instructions contained in the MHA's O.M. No. 27/25/68—Estt (SCT) dated 25-3-1970 and this Department's O.M. No. 36013/2/79—Estt (SCT) dated 2-4-1979 may be kept in view for appointment of candidates against exchangeable vacancies.

2. Reservation can exceed 50% of vacancies in any recruitment only if SCs/STs are under-represented in the cadre/grade concerned.

\*(To be signed by an Officer of Under Secretary or higher status in the Ministry/Department proper).



- |      |   |       |       |
|------|---|-------|-------|
| 10.3 | Number of SC/ST candidates considered fit for promotion.  | _____ | _____ |
| 10.4 | Number of SC/ST candidates considered <i>not</i> fit for promotion.   | _____ | _____ |
| 10.5 | Number of—  |       |       |
|      | SC vacancies filled by ST :   | _____ | _____ |
|      | ST vacancies filled by SC :   | _____ | _____ |
|      | (Note : In promotions of this Category, reservations are exchangeable between SC and ST candidates in the first year itself).   |       |       |
| 11.  | <i>In the case of promotion through Departmental Qualifying or limited departmental competitive examination.</i>  |       |       |
|      |   | SC    | ST    |
| 11.1 | Number of SC/ST candidates who appeared at the examination.   | _____ | _____ |
| 11.2 | Number of SC/ST candidates who qualified in the examination on the basis of their own merit.  | _____ | _____ |
| 11.3 | Number of SC/ST candidates who qualified in the examination on the basis of relaxed standards (Vide instructions contained in Department of Personnel & A.R. O.M. No. 8/12/69 Estt. (SCT) dated 23-12-70; O.M. No. 36021/10/76- Estt. (SCT) dated 21-1-77 and O.M. No. 36011/6/79-Estt. (SCT) dated 19-4-79). | _____ | _____ |
| 12.  | Whether approved general category candidates are available in the Select List for appointment to vacancies sought to be dereserved and the date of commencement of the Select List.   |       |       |
| 13.1 | Whether SC/ST candidates considered unfit had any adverse entries in their C.R.s considered by the D.P.C.   |       |       |
| 13.2 | Whether such adverse entries were communicated in time to the SC/ST officer (s) concerned; if not, what action has been taken against those responsible for their non-communication.  |       |       |
| 13.3 | Whether the cases of the eligible SC/ST candidates not found fit for promotion against reserved vacancies have been submitted/reported to the authorities prescribed in Department of Personnel & A.R. O.M. No. 36012/3/75 Estt. (SCT) dated 6-10-1976.   |       |       |
| 14.  | Where interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the Selection Committee other than the day/sitting on/in which general candidates were interviewed.   |       |       |
| 15.  | (i) If ex-post-facto approval is sought to the dereservation of vacancies, the reasons why proposals for prior dereservation were not made, and what steps have been taken to prevent its recurrence.   |       |       |
|      | (ii) The level at which it was decided to fill the vacancies without prior dereservation.   |       |       |
| 16.  | Additional instruction (if any):  |       |       |

**CERTIFICATES**

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

2. A copy of this proposal has been endorsed by the Ministry/Department (proper) to the Commissioner for Scheduled Castes and Scheduled Tribes, R.K. Puram, New Delhi-22.

Signature\* \_\_\_\_\_

Designation \_\_\_\_\_

Ministry/Department of \_\_\_\_\_

Telephone No. \_\_\_\_\_

1. Department of Personnel & Trg. Estt (SCT) Section, Govt. of India, North Block, New Delhi.
2. Commissioner for Scheduled Castes and Scheduled Tribes, West Block No. 1, Wing No. 7, 1st floor, R.K. Puram, New Delhi.

Ministry/Department of \_\_\_\_\_

U.O./ENDT. No. \_\_\_\_\_ dated \_\_\_\_\_

\*To be signed by an officer of Under Secretary or higher level in the Ministry/Department (proper).

### Proforma III

*Proforma for sending proposals for dereservation of vacancies reserved for Schedule Castes and Scheduled Tribes at the stage of CONFIRMATION in posts filled by direct recruitment only. [Vide O.M. No. 36011/20/84-Estt. (SCT) dt. 26-4-84.]*

---

1. Name of the Ministry/Department.
  2. Name of the Office/Service to which the vacancies relate.
  3. Designation, Classification and scale of pay of the post/service in respect of which dereservation is sought.
    - (a) Designation
    - (b) Group (Class)
    - (c) Scale of pay
  4. *Particulars of vacancies:*
    - (i) Total number of permanent vacancies against which confirmations are being made and against which persons are already working in the Department on a temporary basis. (Permanent vacancies include physical vacancies as well as temporary posts converted into permanent).
    - (ii) Type of the roster being used.
    - (iii) Point of the roster on which the vacancies fall
 

	Cycle. No.	From	To
		SC	ST
(iv) No. of fresh reservation		—	—
(v) Carried forward reservation, if any		—	—
IIIrd year		—	—
IIInd year		—	—
Ist year		—	—
(vi) Total number of vacancies and those which are reserved for SC & ST (i.e. iv and v above)		SC	ST
    - (i) Number of SC & ST available for confirmation
    - (ii) Number of vacancies to be dereserved.
  6. Are all eligible SC/ST candidates being considered for confirmation? If not, please indicate the reasons for not considering them for confirmation.
  7. If *ex-post-facto* approval is sought, for dereservation of vacancies, please indicate why proposals for prior dereservation were not made.
  8. Additional information, if any:—
-

**CERTIFICATES**

Certified that this proposal is being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department (proper).

A copy of this proposal has been endorsed to the Commissioner for Scheduled Castes and Scheduled Tribes, R. K. Puram, New Delhi-22.

Signature\* \_\_\_\_\_

Designation \_\_\_\_\_

Ministry/Department of \_\_\_\_\_

Tele. No. \_\_\_\_\_

1. Department of Personnel and Trg., Estt. (SCT) Section, Govt. of India, North Block, Delhi.
2. Commissioner for Scheduled Castes & Scheduled Tribes, West Block No. 1, Wing No. 7, Ist Floor, R. K. Puram, New Delhi-22.
3. Commission for SC/STs, Lok Nayak Bhavan, New Delhi.

\_\_\_\_\_  
Ministry/Department of \_\_\_\_\_

U.O./Endt. No. \_\_\_\_\_ dated \_\_\_\_\_

\*To be signed by an officer of the status of Under Secretary or above in the administrative Ministry/Department.

**Department of Personnel & A.R. O.M. No. 36011/25/79-Estt. (SCT)**  
**dated 16-11-79 to all Ministries and Departments etc.**

**Subject :—**Simplification of the procedure of dereservation of vacancies reserved for SCs/STs—Delegation of powers for dereservation to Ministries/Departments of the Government of India in certain specified cases.

The undersigned is directed to say that as clarified in this Department's O.M. No. 28/14/74-Estt.(SCT) dated 12-7-76, the approval of this Department has to be obtained in all cases before a reserved vacancy can be treated as dereserved and utilised for the appointment of a general category candidate except in the following cases :

- (1) Reserved vacancies in purely temporary posts which have no likelihood of becoming permanent or continuing indefinitely;
- (2) Reserved vacancies in scientific and technical posts.

2. Of late, it has been felt that the provision regarding seeking prior approval to dereservation from this Department has been resulting in considerable delays in giving effect to the promotion of the approved candidates (including SC and ST candidates in same cases) on the Select List, apart from casting a heavy burden of work upon this Department. It has therefore, been considered necessary that in certain selected cases the possibility of authorising the ministries/departments of the Government of India themselves to dereserve the vacancies subject to certain safeguards, should be explored. It has accordingly been decided that hereafter the ministries/departments of the Government of India may themselves accord approval to the dereservation of reserved vacancies only recruitment made by promotions subject to following conditions :

- (1) There is neither a SC nor a ST candidate available or eligible for promotion in the feeder cadre (s) specified in the relevant service/recruitment rules/orders;
- (2) A copy of the proposal for dereservation in the appropriate prescribed proforma is sent for information immediately to (i) The Commissioner for SCs and STs and (ii) to this Department.
- (3) The proposal for dereservation has been seen and concurred in by the Liaison Officer of the Ministry/Department.
- (4) The proposal for dereservation is agreed to at a level not lower than that of joint Secretary to the Government of India, in the administrative Ministry/Department (Proper) concerned.
- (5) In the event of a disagreement between the appointing authority and the Liaison Officer the advice of this Department has been obtained.

3. The Ministry of Finance etc. are requested kindly to bring the above instructions to the notice of all the appointing authorities under their administrative control. It may be specifically made clear to them that except in the case of Dereservation of reserved vacancies in promotional posts satisfying all the above conditions, all other cases of dereservation of vacancies will be, as hither to force, continue to be referred to this Department for prior approval.



Department of Personnel & A.R. O.M. No. 36011/27/79-Estt. (SCT)  
dated 4-1-80 to all Ministries and Departments etc.

*Subject* :—Dereservation of reserved vacancies in the decentralised Central Secretariat Services.

As the Ministry of Finance etc. are aware, the CS Division of the Department of Personnel and A.R. has been coordinating direct recruitment as well as promotion through departmental competitive examination to the various decentralised trades in the Central Secretariat Services as detailed below :—

I—*Central Secretariat Service*

- |                           |  |
|---------------------------|--|
| (a) Section Officer Grade | (i) Direct recruitment through Union Public Service Commission.        |
|                           | (ii) Departmental Examination through Union Public Service Commission. |
| (b) Assistants' Grade     | Direct recruitment through Union Public Service Commission.            |

II—*Central Secretariat Stenographers' Service*

- |             |   |
|-------------|---|
| (a) Grade B | Departmental Examination through Union Public Service Commission. |
| (b) Grade C | (i) Direct recruitment through Union Public Service Commission.   |
|             | (ii) Departmental Examination through Staff Selection Commission. |
| (c) Grade D | Direct recruitment through Staff Selection Commission             |

III—*Central Secretariat Clerical Service*

- |             |  |
|-------------|--|
| (i) U.D.C.  | Departmental Examination through Staff Selection Commission. |
| (ii) L.D.C. | (a) Direct recruitment through open market; and              |
|             | (b) from among Group D employees through SSC.                |

In respect of the above examinations, the requirement of the various cadres, indicating (except in the case of Section Officers' Grade, Assistants' Grade and Grade B of Central Secretariat Stenographers' Service where roster is maintained by the CS Division) the vacancies meant for general candidates, reservation for SC/ST and carried over vacancies from the earlier years for SC/ST, is collected from the various cadres and communicated to the Union Public Service Commission or Staff Selection Commission as the case may be for selecting and recommending candidates for appointment to the Services. After the recommendations are received, dereservation of the reserved vacancies, to the extent required, is got done on a consolidated basis by the CS Division by taking up the matter with the SCT Division of this Department as well as the Commissioner for Scheduled Castes and Scheduled Tribes. Whereas, normally, the cadre authorities themselves are supposed to get dereservation done with a certificate that such proposals are being made with the full knowledge and concurrence of the Liaison Officer of the Ministry/Department concerned, it was decided to make a consolidated reference in respect of recruitments to the various grades mentioned above in order not only to reduce the work involved in this Department as well as in the office of the Commissioner for Scheduled Castes/Scheduled Tribes which would otherwise have been the case if the individual cadres were to make reference for dereservation, but also to have a correct and overall idea of the extent of dereservation that is being resorted to in a grade/cadre.

2. The Liaison Officer of the Department of Personnel and Administrative Reforms who has been functioning as the Liaison Officer in respect of the dereservation proposals moved by the CS Division has been finding it difficult to satisfy himself about the utilisation of the carry-forward vacancies for Scheduled Castes/

Scheduled Tribes by the various Ministries in the decentralised set-up. The procedure regarding dereservation of vacancies in the decentralised cadres has consequently been reviewed. It has been felt that normally it is the responsibility of the cadre controlling agencies as appointing authorities to propose to obtain the approval for dereservation. However, if each cadre authority is to make a reference to this Department in this regard, the work here would be voluminous and further, there would be delay because the clearance of such proposals will have to be given not only by the CS Division (the nodal agency for cadre management) but also by the SCT Section (the nodal agency for govts. reservation policies for Scheduled Castes and Scheduled Tribes). At the same time, it has been considered that the Liaison Officers of the cadre authorities should have a more positive role to play in the matter of proper recruitment against the reserved quotas and application of the reservation orders. Therefore, in order to meet both the points i.e. to make the Liaison Officer of the cadre authorities responsible for proper regulation of reservation for Scheduled Castes and Scheduled Tribes, recruitment in accordance with the existing instructions, and to avoid delay in getting the dereservation done, where required, it has been decided to follow, in future, the procedure as laid down below:—

- (a) At the time the vacancies for recruitment through the Examination(s) are reported by the cadre authorities to the Department of Personnel and Administrative Reforms, the requirement indicating the general vacancies, vacancies reserved for Scheduled Castes/Scheduled Tribes, carried over vacancies for Scheduled Castes/Scheduled Tribes from earlier years and all other relevant details would be furnished by the cadre controlling authorities with the required certificate through the Liaison Officer of the Department concerned in the Form Annexed hereto.
- (b) The reported vacancies will be consolidated by the CS Division of the Department of Personnel and Administrative Reforms and communicated to the Examining bodies, namely, the Union Public Service Commission or the Staff Selection Commission, as the case may be, for recommending candidates through the examinations.
- (c) On receipt of the recommendations of the Union Public Service Commission/Staff Selection Commission, the proposals for dereservation, if required, will be made by the CS Division to the SCT Division of this Department, on the basis of the actual availability of Scheduled Caste/Scheduled Tribe candidates recommended with reference to the number of reserved vacancies including the carried-forward vacancies. The Liaison Officer(s) of the various cadre authorities will not be consulted at this stage nor will there be any Liaison Officer in the Department of Personnel and Administrative Reforms for this purpose.
- (d) On receipt of clearance from SCT Division, the allocation of candidates to the various cadres will be made by the CS Division.
- (e) Where more candidates are allotted to cadre to meet shortfall, if any, which may arise out of failure of the nominated candidates to take up the appointment, such surplus candidates belonging to the general category will not be adjusted against such shortfall in the vacancies reserved for Scheduled Castes/Scheduled Tribes. The vacancies caused by drop outs of Scheduled Castes/Scheduled Tribes in their reserved quota will not be filled, but will be added to the vacancies of the following year.

3. The undersigned is, accordingly, to request the Ministry of Finance, etc., to follow the above procedure in respect of recruitment to the reserved vacancies in the aforementioned decentralised cadres of the Central Secretariat Services, CSSS and CSCS, the recruitment to which is co-ordinated by the CS Division of this department. It may, however be clearly understood that it will be the responsibility of the cadre controlling authorities to maintain the 40 point roster carefully and of the L.O. of the Ministry/Department concerned to ensure, before the vacancies are reported to the CS Division of this Department for arranging recruitment against them that the reservation orders have been applied correctly and the computation of the vacancies reserved for Scheduled Castes/Scheduled Tribes being reported by the cadre authority is correct in all respects.

**ANNEXURE**

**Form for reporting the number of vacancies to the CS Division of the  
Department of Personnel and Administrative Reforms**

- (1) Name of the Cadre :
- (2) Name of Service to which the recruitment is to be made :
- (3) (a) Mode of recruitment :
- (b) Quota, if any, prescribed :
- (4) Total vacancies available for recruitment :
- (5) Points in the Roster on which these vacancies fall :
- (6) No. of vacancies out of Col. (4) above to be reserved for Scheduled Castes/  
Scheduled Tribes :—
- |   |    |    |
|---|----|----|
| (a) Due to carry-forward reservations giving year-wise break up—  | SC | ST |
| Vacancies in the 3rd year of carry-forward  | .. | .. |
| Vacancies in the 2nd year of carry-forward  | .. | .. |
| Vacancies in the first year of carry-forward  | .. | .. |
| Total carried forward   | .. | .. |
| (b) Due to fresh reservations according to the current roster points: (vide Col. 5 above)   | .. | .. |
| (c) Net reservations out of the total of (a) & (b) above after applying the restriction of 50% where applicable in accordance with the DOP & AR O.M. No. 16/3/73-Estt. (SCT) dated 27-12-1977. (The total reservation should not exceed the total number of vacancies available for recruitment). | .. | .. |
| (d) Number of vacancies out of (c) above which are mutually exchangeable between SCs/STs.   | .. | .. |

Date .....

Signature of the Cadre Controlling Authority

**CERTIFICATE OF THE LIAISON OFFICER**

Certified that I have checked up the 40 point roster maintained by the cadre authority in respect of recruitment to the aforesaid cadre of the Central Secretariat ..... Service, through the mode and for the quota (if any) as indicated above and find that the position regarding reservation of vacancies including carry-forward reserved vacancies indicated above by the Cadre Authority is correct.

Date .....

(Signature)  
Liaison Officer

Ministry/Department .....

**Department of Personnel O.M. No. 36011/20/79-Estt. (SCT)  
dt. 27-3-80 to all Ministries and Departments etc.**

*Subject* :—Derreservation of reserved vacancies—Revised proforma.

The undersigned is directed to invite the attention of the Ministries/Departments to this Department's O.M. of even number dated the 2nd November, 1979 on the above subject and to say that it has been brought to our notice by the Commissioner for Scheduled Castes and Scheduled Tribes that a number of subordinate offices under several Ministries and Departments, endorse copies of the derreservation proposals to the concerned Ministries/Departments for examination to the Commissioner for Scheduled Castes and Scheduled Tribes direct.

2. It may be pointed out that the correct procedure is that all the proposals of derreservation are to be examined in the respective Ministries/Departments before submitting the same to this Department. While forwarding such proposals to this Department a copy should be sent to the Commissioner for Scheduled Castes/Scheduled Tribes. Moreover, proposals regarding derreservation of vacancies promotion posts where Scheduled Castes/Scheduled Tribes candidates are not available in the feeder cadres are to be approved by the Ministry/Department concerned. Instructions on the proper procedure for processing derreservation proposals already exist in this Department O.M. No. 36011/20/79-Estt. (SCT), dated 2-11-79 and No. 36011/25/79-Estt. (SCT), dated 16-11-79. Once again they are brought to the notice of all Ministries/Departments so as to emphasise that no subordinate formation should send copies of the derreservation proposals, meant for further examination at the respective Ministries/Departament level, to the Commissioner for SC/ST directly at that stage.

**Department of Personnel and A.R. letter No. 36011/1579-Estt. (SCT)  
dated 6-1-1981.**

**Subject :—**Decisions taken by individual Ministries/Departments not to dereserve a reserved vacancy and fill up by general community candidate—keep the reserved vacancies unfilled till a person belonging to the reserved categories is available.

Sir,

Reference UPSC's letter No. 16/12/(5)/78-R(C&P) dated 29-1-1979 on the above subject. I am directed to say that the decision taken by some Ministries/Departments seems to be based on the misapprehension that if the reserved vacancy goes to a general category candidate, consequent on the non-availability of the reserved community candidate, the vacancy is lost to the SC/ST. This, however, is not so because of the mechanism of the carry-forward of reservations to three subsequent recruitment years. Dereservation is the mechanism before filling up a reserved vacancy by a non-reserved candidate and carry forward is the modality for safeguarding the SC/ST interests. In fact, efforts have to be made to find out SC/ST candidates for a total period of four recruitment years, taking into consideration the original recruitment year and the three years of carry forward. Four recruitment years should be considered to be a sufficiently long and reasonable period to look for a reserved category candidate. Thus the mechanism of dereservation has three functions, firstly, to keep the reservation alive for four years during which efforts could be made to find out suitable SC/ST candidates, secondly, Administration does not suffer because the vacancy need not be kept vacant till the search for a SC/ST candidate has produced result and can be filled up by a general category candidate and thirdly, general community candidate can also get appointed against a reserved vacancy which is only in public interest but without causing any long term harm to SC/ST candidates when they are not available.

2. The decision to keep a vacancy unfilled for more than one year in anticipation of SC/ST candidate has serious implications on the maintenance and operation of the reservation roster. According to the present rules, no gaps could be left in the roster and if the reserved vacancies are kept unfilled for a number of years, it will give rise to many gaps in the roster. If any Ministry/Department decides to keep a reserved vacancy unfilled in a particular year, that Ministry or Department will have to stop making recruitment in any subsequent year till they fill up the reserved vacancy in the previous year and complete the points in the roster. So the Ministries and Departments will have to take this decision at the risk of no-further recruitments in the subsequent years till the reserved vacancies of the earlier years have been fixed up by SC/ST candidates.

3. The point now remains as to whether in the face of clear instructions of this Department in this regard, Ministries/Departments are empowered to take any different decision which does not conform to the orders of this Department. According to the Government of India (Allocation of Business) Rules, 1961, as amended from time to time, Department of Personnel is the nodal agency empowered to issue policy directive regarding reservations for SC/ST. The Law Ministry, who have also been consulted in this matter, has opined that Department of Personnel is competent to lay down the policies relating to reservation for SC/ST under the said Allocation of Business Rules, and other Ministries/Depts. are bound to follow them. If other Departments intend to depart from the said policies laid down by the Department of Personnel it is mandatory for them to consult the Department of Personnel in terms of sub-rule 4 of rule 4 of the Transaction of Business rules; otherwise, the policies laid down by the Department of Personnel are binding on them.

4. Another fallacy in the decision of the Ministries etc., is that the Departments concerned would seem to be under the impression that if a reserved community candidate is not available, the vacancy itself need not be filled—which connects an administrative need for recruitment against a post, already decided on public interest, with the communal character of the candidate or even his availability, whereas, in reality, the need for filling up the vacancy has to be determined independently and, once determined, further action should be initiated. To say that the 'administration' would not have any necessity for the filling up of a post, which falls on a reserved point just because a suitable candidate from the scheduled communities is not available will amount to reconstructing facts and reversal of logic, besides taking a limited view, of the concept of 'public interest'.

5. Thus, it may be seen that the decision in question taken by the individual Ministries/Departments in keeping the reserved vacancies unfilled till the SC/ST candidates are available, do neither help much the SC/ST whose interests are well protected by the present rules nor do they sub-served the interests of administration which would have to go without persons to discharge the duties of the posts for which recruitment exercise was in fact initiated. On the other hand, they give rise to situations which if pressed to their logical conclusions would complicate matters needlessly, without commensurate advantage.

6. The above position is being brought to the notice of the concerned Ministries/Departments who have taken separate decisions in this regard.

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**Department of Personnel and A.R. O.M. No. 36011/5/81-Estt. (SCT) dt. 7-4-81.**

**Subject :—Simplification of the procedure of dereservation of vacancies reserved for SC/ST—Delegation of powers of dereservation—classification regarding**

The undersigned is directed to draw attention to Department of Personnel's O.M. No. 36011/25/79-Estt. (SCT) dated 16-11-1979 regarding delegated powers of dereservation to Ministries/Departments in cases of promotion and to say that the copy of the proposal in the prescribed proforma should be sent to the Department of Personnel, and the Commissioner for Scheduled Caste/Scheduled Tribe by the administrative Ministry/Department concerned, and not by any attached and subordinate offices. It is further stated that the Ministry/Department concerned should wait for a period of at least two weeks after sending the proforma to the Department of Personnel and the Commissioner for SC/ST, for the comments, if any, before the reserved vacancies are dereserved by them, under the delegated authority.

2. Ministry of Finance etc. are requested to bring the above clarifications to the notice of all appointing authorities under their control.

**Subject :—Recommendations contained in the Second Report of the Commission for SC/ST.  
[ad 7, ETAOINH]**

The undersigned is directed to refer to the subject mentioned above and to say that the Commission for SC/ST has made the following recommendations :

**Recommendation No. 383**

“The Department of Personnel and A.R. could supply information with regard to representation of Scheduled Castes and Scheduled Tribes in services in respect of 53 out of 56 Ministries/Departments of the Government of India after repeated reminders and personal contacts. The information pertaining to the Ministry of Railways and Irrigation and the Directorate General of Posts and Telegraphs which could not be supplied by the Department of Personnel and A.R. was collected by the officers of this Commission by personal contact. In order to avoid delay in future we recommend that the Ministries/Departments/Offices should furnish the position of actual representation of Scheduled Castes and Scheduled Tribes at the end of each calendar year to this Commission direct by the 30th June of the year that follows.”

**Recommendation No. 391**

“This Commission feel that the working of the existing Cells/arrangements relating to the compliance with the Government orders regarding reservation for Scheduled Castes and Scheduled Tribes in services in various Ministries/Departments may be reviewed and wherever necessary suitable action taken for strengthening the same with required whole-time supporting staff. It may be ensured that instructions for maintenance and periodical inspection of rosters are strictly carried out by the appointing authorities and the liaison officers, and suitable action taken against those who are found negligent in following the reservation orders.”

**Recommendation No. 403**

“It is observed that a provision has been made in the Government orders to the effect that a copy of the proposal for dereservation of a reserved vacancy in a particular Ministry/Department should be sent by the Ministry/Department concerned to the Commissioner for Scheduled Castes/Scheduled Tribes and Department of Personnel. We feel that since this Commission has been presently entrusted with functions broadly corresponding to those of the Special Officer under Article 338 of the Constitution and in view of the fact that the Commission has field organisation under their control to deal with matters relating to the welfare of Scheduled Castes and Scheduled Tribes, it is desirable that a copy of the proposal in the case of dereservation of reserved vacancies is also sent to this Commission for their views.”

**Recommendation No. 438**

“It is observed that a large number of complaints/representations are still pending with the different Ministries/Departments of Government of India and the Department/Offices of various State Governments/Union Territory Administrations. We, therefore, suggest that all the Ministries/Departments of Government of India and the Departments of State Governments/Union Territory Administrations should attach utmost urgency in dealing with such complaints/representations so as to enable the Scheduled Castes and Scheduled Tribes representationists to get their grievances redressed at the shortest period possible.”

2. As regards recommendation No. 383, attention is invited to Chapter 14 of the Brochure on Reservation for Scheduled Castes/Scheduled Tribes, wherein Ministries/Departments are required to send various annual statements to the Deptt. of Personnel and A.R. after the end of every calendar year. It is requested that while doing so, a copy of each of the statement may also be endorsed to the Commission for Scheduled Castes/Scheduled Tribes, Lok Nayak Bhawan, New Delhi and the Commissioner for SC/ST, R. K. Puram, New Delhi.



3. As regards recommendation No. 391, attention of the Ministries/Departments etc. is invited to the provision made in the Brochure wherein it has been laid down that special cells should be constituted to look after the implementation of reservation orders as also annual inspection of the rosters etc. by the Liaison Officers. It is requested that steps may be taken to follow the provision made in this regard and also comply with the recommendation made by the Commission for SC/ST.

4. As regards recommendation No 403, it may be mentioned that at present proposal for dereservation is sent to the Department of Personnel and A. R. and a copy of this proposal is simultaneously endorsed to the Commissioner for SC/ST, R. K. Puram, New Delhi. It has now been decided that a copy of the proposal for dereservation for direct recruitment as well as promotion, should also be endorsed to the Commission for SC/ST, Lok Nayak Bhawan, New Delhi. The other provisions relating to waiting for the comments for the Commissioner for SC/ST will also be applicable in this case.

5. As regards recommendation No. 438, it is requested that the Ministries and Departments should pay adequate attention to the representations made by the SC/ST employees so that various grievances relating to service matters of SC/ST employees are effectively remedied.

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

**Deptt. of Personnel & AR O.M. No. 36011/20/84—Estt. (SCT)**  
**dt. 26-4-1984 to all Ministries etc.**

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

The undersigned is directed to refer to the Department of Personnel and Administrative Reforms Office Memorandum No. 36011/28/83-Estt. (SCT), dated 12th March, 1984 on the subject mentioned above and to state that as a result of further clarification contained in the above-mentioned O.M., the existing proforma for sending proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes at the stage of confirmation in posts filled by direct recruitment has been revised and a copy of the same is attached herewith. Proposals for dereservation in confirmation for SC/ST may therefore be sent in the revised proforma in future.

Ministry of Finance, etc. are requested to inform to all their attached and subordinate offices.

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**OFFICE MEMORANDUM**

*Subject:—*Ban on dereservation in direct recruitment to vacancies under the Government.

The existing orders and instructions with regard to reservation for Scheduled Castes and Scheduled Tribes in posts/services under the government have been reviewed. In order to protect the interest of SC/ST communities and to ensure that posts reserved for them are filled up only by such candidates, it has now been decided that where sufficient number of candidates belonging to SC/ST are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall *not* be filled by candidates not belonging to these communities. In other words, there will be a ban on dereservation. This will come into effect from 1-4-89 in respect of all direct recruitment to be made to fill up vacancies in Group 'A', 'B', 'C' & 'D'. It is further clarified that this ban will apply not only to vacancies which arise after 1-4-89 but also to the vacancies reserved for SC/ST communities of earlier years which have not yet been filled up by other community candidates whether such vacancies have been dereserved or not.

2. Hereafter, in all cases of direct recruitment to fill up vacancies in posts/services in Group A, B, C and D if sufficient number of suitable SC/ST candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, then a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "backlog" vacancies.

3. In the subsequent year when recruitment is made for the vacancies of that year (called the current vacancies), the "backlog" vacancies will also be announced for recruitment, keeping the vacancies of the particular recruitment year i.e. the current vacancies and the "backlog" vacancies as two distinct groups. While in respect of vacancies for the year of recruitment, the normal instructions relating to calculation of vacancies reserved for SC/ST as well as the instructions that not more than 50% of the vacancies could be reserved for SC/ST, physically handicapped etc. will apply, all the "backlog" vacancies reserved for SC/ST will be filled up by the concerned candidates belonging to reserved category without any restriction whatsoever as they belong to distinct group of "backlog" vacancies.

4. For example, if three vacancies for SC candidates and two vacancies for ST candidates remaining unfilled in earlier years are carried forward as "backlog" vacancies and four new vacancies arise in the year of recruitment and one vacancy each out of these 4 vacancies are to be reserved for SC/ST candidates respectively following the existing instructions on reservation, the number of vacancies to be announced will be as follows :

	Current vacancies			Backlog vacancies	
	OC	SC	ST	SC	ST
Name of post	2	1	1	3	2

5. It may be seen from the above that while the vacancies reserved for SC/ST which remain unfilled will be carried forward to the next year of recruitment as 'backlog' vacancies, the carried forward reservation for SC/ST as on 1-4-89 as a result of the filling up of the relevant vacancies after dereservation, will continue to be operated against 'current' vacancies following the existing orders and instructions. If such reserved vacancies are still not filled up they will be carried forward as 'backlog' vacancies under these orders.

6. After the issue of these orders, if vacancies reserved for SC/ST cannot be filled up and are carried forward as "backlog" vacancies and remain unfilled for three successive recruitment years, the vacancy earmarked for SC could be filled by ST candidate or *vice versa* in all subsequent attempts if suitable candidates belonging to the category for which the vacancy is reserved is not available.

7. While the ban on dereservation comes into effect from 1-4-89 on direct recruitment to Group A, B, C & D, in case of direct recruitment to the vacancies in Group 'A' services, there may be rare and exceptional cases where after the non-availability of suitable SC and/or ST candidates, posts cannot be allowed to remain vacant in public interest. In such situations, the administrative Ministry/Department under which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the Commissioner for Scheduled Castes and Scheduled Tribes and obtain his comments on each proposal. After obtaining the comments of the Commissioner for Scheduled Castes and Scheduled Tribes the administrative Ministry shall then place the proposal for dereservation alongwith the Commissioner's comments before a Committee comprising the Secretaries in the Ministry of Personnel, in the Ministry of Welfare and the Ministry/Department under which the recruitment is being made for consideration and recommendation. The recommendation of this Committee shall be placed before the Minister in charge of the Ministry of Personnel for a final decision.

8. The Ministry of Finance etc. are requested to bring the above instructions to the notice of all appointing/recruiting authorities for strict compliance.

**Department of Personnel & Training No. 39011/7/90-Estt. B, New Delhi  
dated 8-2-91 To All Ministries/Departments of Govt. of India.**

**OFFICE MEMORANDUM**

**Subject :—**Dereservation of vacancies falling in the promotion quota—recommending general candidates against reserved vacancies in promotion cases where eligible SC/ST officers are not available in the zone of consideration including extended zone.

The undersigned is directed to say that according to existing instructions, there is reservation for SCs/STs while making promotion on the basis of selection upto the lowest rung in Group A and in promotion by non-selection at all levels. Instructions have also been issued for dereservation of a reserved vacancy to be filled by promotion, in the event of non-availability of suitable candidates belonging to SC or ST community, as the case may be (even within the extended zone when the promotion is made by selection).

2. Under the procedure currently followed by the DPC in the matter of promotions, in cases where no suitable candidate belonging to SCs/STs is available even within the extended zone for promotion against the reserved vacancy or the SC/ST candidates available within the zone are not found suitable by the DPC, a general candidate is recommended on the condition that his promotion will be subject to dereservation of the a vacancy in accordance with the prescribed procedure.

3. The matter has further been examined in consultation with the UPSC. Normally, the DPC is expected to recommend a 'reserved' candidate against a reserved vacancy. If no suitable 'reserved' candidate is available, it is open to the appointing authority either to keep the post vacant or to dereserve the reserved vacancy and fill up the same by appointing a general candidate. Thus, the question of appointment of a general candidate against a reserved vacancy arises only after the appointing authority takes a conscious decision to dereserve the vacancy. Keeping this position in view, it has been decided that henceforth the following procedure will be followed :—

- (i) If there is no 'reserved' candidate even within the extended zone, it should be clearly indicated by the Ministry/Department while forwarding the DPC proposals whether the competent authority has approved dereservation of the reserved vacancy and only in that event a general candidate will be recommended against the vacancy. When there is a "reserved" candidate in the zone or the extended zone and the said candidate is found unsuitable for promotion by the DPC, the DPC will not recommend a 'general' candidate in lieu. In such cases, if the Ministry/Department wants to fill up the vacancy by a general candidate, they may initiate action for getting it dereserved. Thereafter, a fresh DPC may be held for filling up that vacancy by a general candidate. An exception to this general rule will be made by the UPSC only in very urgent cases.
- (ii) The instructions contained in this Department's O.M. No. AB—14017/8/89-Estt. RR dated 10th July, 1990 relating to the filling up of vacancies reserved for Scheduled Castes and Scheduled Tribes falling in the promotion quota should be kept in view before DPC proposals are sent to the UPSC in the circumstances mentioned in (i) above.

4. Ministries/Departments may follow this procedure also while submitting proposals to DPCs not chaired by Chairman/Members, UPSC.

**Department of Personnel & Training No. 36011/4/92-Estt. (SCT), New Delhi  
the 28 Sept., 92 To All Ministries/Departments of the Govt. of India.**

**OFFICE MEMORANDUM**

**Subject :—Dereservation of vacancies for SC/ST—Proforma for sending proposals for dereservation to the Department of Personnel & Training and National Commission for SC/ST.**

The undersigned is directed to invite the attention of the Ministries/Departments to this Department O.M. No. 36011/20/79-Estt. (SCT), dt. 2-11-79 on the subject mentioned above and to say that it is considered necessary to modify the existing proforma-II prescribed for sending proposals of dereservation of vacancies reserved for SC/ST in posts filled by promotion, in the light of the instructions issued after the date of issue of the aforesaid O.M. Accordingly the following two items are added to the proforma after item 4 and item 8.4 respectively.

- 4.1 "Whether there is any element of direct recruitment to the post/grade service. If so quota fixed for direct recruitment". (To keep in view instruction contained in O.M. No. AB-14017/30/89-Estt. (RR), dated 10-7-90).
- 8.5 "If so why the post cannot be kept unfilled till the SC/ST becomes eligible for promotion". (vide DP&T O.M. No. 39011/7/90-Estt. (B), dated 8-2-91).

It is requested that these changes may be incorporated in Proforma-II. Hereafter all proposals for dereservation in posts filled by promotion are sent in the appropriate revised proforma, to this Department and the National Commission for SC/ST.