

CHAPTER 14

ANNUAL STATEMENTS

MHA DO No. 29/
47/66-Est-(C) dt.
13-12-66 and
Deptt. of
Personnel & A.R.
O.M. No. 360/7/
75-Est-(SCT)
dated 17-1-1976
and No. 36022/6/
76/Est. (SCT)
dated 10-5-1976.

Deptt. of Person-
nel A.R.O.M. No.
36027/1/81 Estt.
(SCT) dated
17-2-81.

Deptt. of Person-
nel & A.R. O.M.
No. 36027/9/78
Estt. (SCT) dated
16-11-78.

Dept. of Person-
nel A.R. O.M. No.
36027/9/78 (SCT)
dated 18-11-78.

14.1 (a) As soon after the first of January of every year as possible and latest by first of March, each appointing authority should send to the Ministry/Department concerned :

- (i) A statement in the form given in Appendix 8 showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on the 1st January of the year.
- (ii) A statement in the form given in Appendix 9 showing the particulars of recruitment made, during the calendar year and the numbers filled by Scheduled Castes and Scheduled Tribes. (A copy of the statement should be sent simultaneously by each appointing authority to the Department of Personnel and Training also).
- (iii) A statement in three parts in the form given in Appendix 8-A in respect of the organised services, if any, controlled by the Appointing authority, showing the representation of Scheduled Castes and Scheduled Tribes in the various grades of the service on the first day of the last year, the particulars of recruitment to the various grades during the last year, and the resultant position regarding their representation grade-wise in these Services as on the 1st January of the current year.
- (iv) A statement in Appendix-12 showing the classwise number of reserved vacancies included in the roster for purely temporary appointments, which were treated as dereserved during the preceding year.

(b) Each Ministry/Department should send to the Department of Personnel and Training by the 31st March of each year :—

- (i) A consolidated statement in the form given in Appendix 8 in respect of all offices and establishments under its control including its own;
- (ii) A consolidated statement in the form given in Appendix 9 in respect of all offices and establishments under its control including its own; and
- (iii) Statements in forms given in Appendix 8 & 9 in respect of its own establishment.
- (iv) A consolidated statement in three parts in the form given in Appendix 8-A reflecting grade-wise the position of the representation of Scheduled Caste/Scheduled Tribes officers in the Organised Service controlled by the Ministry/Department on the first of January of the

last year; the particulars of recruitment to the various grades of the service during the last year and the position of representation of Scheduled Caste/Scheduled Tribes officers, grade-wise, in the service on the 1st day of January of the current year.

Dept. of Personnel & A.R. O.M.
No. 36027/1/79-
Estt. (SCT)
dated 1-2-1979.

(c) The information in respect of Public Sector Undertaking, Statutory, Semi-Government and Autonomous Bodies should not be included in the consolidated statements referred to in Sub-para (b) above. The Statutory Semi-Government and Autonomous Bodies should furnish the consolidated information in the prescribed Proforma to the administrative Ministries, endorsing a copy to this Department. As regards the public sector undertakings, the instructions contained in the Bureau of Public Enterprises O.M. No. 6/33/75-BPE(IC) dated 17-12-75 may be followed.

14.2 The Ministry/Department should scrutinise the annual statements in respect of all establishments and services in or under the control of the Ministry/Department. The annual statements will also be test-checked by the Department of Personnel and Training.

14.3 The Liaison Officers nominated in the Ministries/Departments and in offices under Heads of Departments will ensure timely submission of annual statements by each appointing authority in the offices under their charges and will also ensure scrutiny and consolidation of these statements. They will also ensure timely submission of consolidated statements in Appendix 8 and 9 to the Department of Personnel and Training (The duties of Liaison Officers are given in detail in Chapter 15).

Dept. of Personnel & A.R. O.M.
No. 36022/6/76-
Estt. (SCT)
dated 10-5-76.

14.4 The recommendations of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes in the 41st Report for ensuring submission of annual statements within the stipulated time limit and their critical examination have been specifically brought to the notice of the Ministries/Departments. They are to ensure timely submission of annual statements in Appendix 8 and 9 and to see that no appointing authority lags behind in this respect. Failure to submit these statements in time without any valid reasons is to be brought to the notice of the Secretary/Additional Secretary to the Government in the Ministry/Department or to the Head of the Department in respect of offices under a Head of Department. It is also to be ensured that the annual statements on their receipt in the Ministry/Department are critically examined and analysed and the deficiencies noticed, if any are pointed out to the appointing authorities concerned expeditiously so that they could take necessary corrective measures without any delay.

Deptt. of Personnel & A.R. O.M.
No. 36024/8/76
Estt. (SCT)
dt. 9-11-77.

14.5 While furnishing the figures of representation of Scheduled Castes and Scheduled Tribes in the services (under the various Group A, B, B & D) the posts of Sweepers should not be included as such inclusion results in inflating the figures of representation of Scheduled Castes in Class IV (Group D). In the annual statement in Appendix 8 prescribed vide para 14.1 above, information is required to be given separately in respect of "Class IV (excluding Sweepers)" and "Class IV (Sweepers)". In any other statistical information relating to representation of Scheduled Castes and Scheduled Tribes called for by Department of Personnel and Training or by the National Commission for Scheduled Castes and Scheduled Tribes or by any other authority, the

information in respect of Class IV should not include the number of Sweepers appointed in the office/establishment etc. Such information, if necessary in regard to Sweepers/Scavengers should be given separately.

Deptt. of Personnel & A.R. O.M. No. 36012/7/77 Estt. (SCT) dated 21-1-1978.

14.6 Ministries/Departments should also furnish to the Department of Personnel & Administrative Reforms by the 30th April every year an annual statement in the proforma in Appendix-19 showing the number of Scheduled Castes/Scheduled Tribes appointed in posts filled by deputation in pursuance of the above instructions. Ministries/Departments are further requested to send only one consolidated statement in respect of the Ministry/Department including all its attached and subordinate etc. offices.

COPIES OF OFFICE MEMORANDA ETC. ON CHAPTER-14

| | |
|---------------------------------|----------|
| D.O.No. 29/47/66-Estt. (C) | 13-12-66 |
| O.M. No. 17/3/70-Estt. (SCT) | 1-1-72 |
| O.M. No. 36027/7/75-Estt. (SCT) | 17-1-76 |
| O.M. No. 36022/6/76-Estt. (SCT) | 10-5-76 |
| O.M. No. 36024/8/76-Estt. (SCT) | 9-11-77 |
| O.M. No. 36027/9/78-Estt. (SCT) | 18-11-78 |
| O.M. No. 36027/1/79-Estt. (SCT) | 1-2-79 |
| O.M. No. 36027/1/81-Estt. (SCT) | 17-2-81 |

M.H.A.D.O. Letter No. 29/47/66-Estt. (C)
dated 13 December, 1966 to all Ministries

Under para 11(a) (ii) of the Brochure regarding reservations for Scheduled Castes and Scheduled Tribes in services issued, *vide* this Ministry's Office Memorandum No. 1/2/61-SCT (I) dated 27th April, 1962 each appointing authority in the attached *and subordinate offices* is to send to the concerned administrative Ministry, information in the statement in Appendix 9 to the Brochure (copy enclosed), showing the particulars of recruitment made in a calender year and the number filled by the Scheduled Castes and Scheduled Tribes candidates. According to para 12 of the Brochure, the Ministry of Home Affairs is to call these statements for test-checking from not more than 10% of the attached and subordinate offices. However, it was later decided in this Ministry's Office Memorandum No. 29/1/63-SCT (I) dated 19th March, 1963, that *all* attached and subordinate offices under Ministries/Department should furnish annually to the Ministry of Home Affairs also, statements in Appendix 9 to the Brochure and these orders of 19th March, 1963, were extended from year to year. [In this connection, a reference is invited to this Ministry's Office Memorandum No. 29/47/65-Estt (C), dated 7th January 1966, relating to submission of the statements in Appendix 9 for the year 1965 by all attached and subordinate offices]. Thus, statements in Appendix 9 to the Brochure are being submitted annually to this Ministry by all attached and subordinate offices. The Ministries/Departments are also furnishing to this Ministry statement in Appendix 9 in respect of the Ministries/Department proper in accordance with para 11(c) of the Brochure. All the statements in Appendix 9 received in this Ministry from Ministries/Departments and their attached and subordinate offices are checked and errors, wherever found, intimated by this Ministry to the concerned offices for rectification.

2. On a review of the various statements in regard to representation of Scheduled Castes and Scheduled Tribes received in this Ministry, it has now been decided that the annual Statements in Appendix 9 to the Brochure in respect of the Ministries/Departments proper (*vide* para 11(c) of the Brochure) should continue to be sent to this Ministry as usual. As for attached and subordinate offices, the provisions of Office Memorandum of 7th January 1966, referred to in para 1 above, are *hereby extended* so as to required submission to this Ministry of statements by all attached and subordinate offices *for the year 1966 and for subsequent year*, by 31st March every year. The Office Memorandum of 7th January 1966, will not hereafter be formally extended on year to year basic. Further, it would hereafter be the responsibility of each Ministries/Departments etc. to scrutinise all the statements in Appendix 9 in respect of the attached and subordinate offices under the respective Ministries/Departments etc. which are being submitted to them by their attached and subordinate offices under para 11(a) (ii) of the Brochure. The Liaison Officer in each Ministries/Department will with reference to para 33 of the Brochure ensure that this scrutiny is done in the Ministry/Department and errors, if any, intimated to the offices concerned for necessary rectification.

3. The above arrangement will be effective starting from the annual statements for the year 1966. Accordingly, the Ministries/Department should instruct all their attached and subordinate offices to furnish the annual statements in Appendix 9 for the year 1966, to the concerned Ministry, *and to the Ministry of Home Affairs*, not later than 31st March, 1967 and ensure that the scrutiny of the statements in respect of all attached and subordinate offices is done in the Ministry/Department. Copies of the instructions issued by the Ministries etc. (together with list of heir attached and subordinate offices) may please be endorsed to this Ministry. Each Ministry/Department may also furnish to this Ministry annual statements in Appendix 9 in respect of its own establishment for the year 1966, before 31st March, 1967.

Department of Personnel O.M. No. 17/3/70-Estt. (SCT)
dated 1st January 1972 to all Ministries etc.

Subject :—Annual statement regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendix 8 and 9 for 1971 (as on 1-1-72).

The undersigned is directed to say that according to para 11 of the Brochure on reservations for Scheduled Castes and Scheduled Tribes issued with Ministry of Home Affairs Office Memorandum No. 1/1/69-Estt. (SCT), dated 22nd December, 1969, each appointing authority is required to send to the Ministry/Department concerned the following annual statements, as soon after the 1st of January, as possible and latest by 1st of March :—

- (1) *Appendix 8* : Statement showing total number of Government employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January of the year.
- (2) *Appendix 9* : Statement showing the particulars of recruitment made during the calendar year and the number filled by Scheduled Castes and Scheduled Tribes. (A copy of this statement is to be sent simultaneously by each appointing authority to the Department of Personnel).

Ministries/Departments are required to send consolidated statement in Appendix 8 and Appendix 9 in respect of all offices and establishments under their control, to the Department of Personnel. They are also required to send annual statements in respect of their own establishment to the department of Personnel.

2. The proformae of annual statement in Appendix 8 and 9 have now been revised. A copy each of the revised proformae is enclosed.* Notes have been given below the proformae to facilitate filling in the proformae correctly. Ministry of Finance etc. are requested to issue instructions immediately to their attached and subordinate offices, asking them to furnish the annual statement as mentioned in para 1 above for the year 1971 in the revised proformae to the Ministry/Department with copy of statement in Appendix 9 to this Department latest by 1st March, 1972.

3. Ministry of Finance etc. are also requested to furnish to this Department one consolidated statement each in Appendix 8 and Appendix 9 for the year 1971 (in the same proformae attached to this OM) in respect of the Ministry/Department including all its attached and subordinate offices. The consolidated statements may please be furnished as early as possible and latest by 31st March, 1972.

Department of Personnel & A.R. O.M. No. 36027/7/75-Estt. (SCT)
dated 17th January 1976 to all Ministries etc.

Subject :—Annual statement regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendix 8 and 9 for 1975 (as on 1st January 1976).

The undersigned is directed to say that according to para 14 of the Brochure (Fourth Edition, 1975) on reservations for Scheduled Castes and Scheduled Tribes, each appointing authority is required to send to the Ministry/Department concerned, the following annual statements, as soon after the 1st January as possible and latest by 1st March :—

- (1) Appendix 8 :—Statement showing total number of Government employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January, of the year.
- (2) Appendix 9 :—Statement showing the particulars of recruitment made during the calendar year and the number filled by Scheduled Castes and Scheduled Tribes (A copy of this statement is to be sent simultaneously by each appointing authority to the Department of Personnel and Administrative Reforms).

Ministries/Departments are required to send consolidated statements in Appendix 8 and Appendix 9 in respect of all offices and establishments under their control to the Department of Personnel and Administrative Reforms. They are also required to send annual statements in respect of their own establishment to the Department of Personnel and Administrative Reforms. A copy each of the proformae for furnishing the annual statement in Appendix 8 and Appendix 9 (revised) is enclosed. The Proforma of Appendix 9 has now been revised so as to have the information regarding the number of vacancies reserved and those filled by Scheduled Castes and Scheduled Tribes candidates etc., separately in posts filled by direct recruitment and in posts filled by promotion.

2. Ministry of Finance etc. are requested to issue instructions immediately to their attached and subordinate offices, asking them to furnish the annual statements as mentioned in para 1 above for the year 1975 in the attached proformae to the Ministry/Department with a copy of Statement in Appendix 9 to this Department latest by 1st March, 1976.

3. It has been observed that the part consolidated information in Appendix 8 and Appendix 9 in respect of the Ministry/Department (including all its attached and subordinate offices) was not received in this Department by the due date i.e. 31st March and even after several reminders, some Ministry/Department were not in a position to send the requisite information. On account of non-receipt of the required information from some Ministry/Department compilation of the statistical information in this regard for the entire Government of India gets delayed. It is therefore requested that the Ministry of Finance etc. may please impress upon all the appointing authorities under them the need of furnishing the statement in time. It should be ensured that one consolidated statement each in Appendix 8 and Appendix 9 in respect of the entire Ministry/Department including all its attached and subordinate offices for the year 1975 (as on 1-1-1976) is sent to this Department latest by 31st March, 1976.

4. In the case of organised Services e.g. Indian Statistical Service, Indian Economic Service, Central Secretariat Service etc., the information in Appendix 8 should be furnished by the cadre authorities concerned i.e. by the Ministry/Department where the officers of the Service are working. As regards information in Appendix 9 this should be furnished by the cadre authorities if reservation roster etc. is maintained by the cadre authority. In cases where the reservation roster is maintained centrally by the Ministry/Department controlling the Service, information in Appendix 9 should be furnished by such controlling Ministry/Department.

5. The information in respect of Public Sector Undertakings, Statutory, Semi-Government and autonomous bodies should not be included in the consolidated statements referred to in para 3 above. As regards statutory, Semi-Government and autonomous bodies, they may be asked to furnish to the Ministry/Department with a copy to this Department, the annual statements in Appendix 8 and Appendix 9 for the year 1975 in the proforma attached to this Office Memorandum. As regards Public Sector Undertakings, the annual statements for the year 1975 may be furnished in accordance with the instructions issued by the Bureau of Public Enterprises in their O.M. No. 6/33/75-BPE(IC), dated 17th December, 1975.

*See Appendices 8 and 9 in Part II.

Department of Personnel & A. R. O.M. No. 36022/6/76-Estt. (SCT)
dated 10th May, 1976 to all Ministries etc.

Subject :—Submission of annual Statements regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendix 8 and 9—Recommendations of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes.

The Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes has inter-alia made the following recommendations in its 41st Report :—

Recommendation No. 28 :—

The Committee note that all appointing authorities are required to send annual statements regarding recruitment etc. of Scheduled Castes and Scheduled Tribes to the concerned Ministries/Departments and the Ministries/Departments are required in turn to send such statements to the Department of Personnel and Administrative Reforms. The Committee feel that the very purpose of submitting these annual statements will be defeated, if they are not submitted in time. The Committee would like the Department of Personnel and Administrative Reforms and the Bureau of Public enterprises to ensure that these annual statements are submitted by the appointing authorities to the concerned Ministries/Departments and by the concerned Ministries/Departments and the Department of Personnel and Administrative Reforms/Bureau of Public Enterprises strictly within the stipulated time limit. Failure to submit these statements in time should be regarded as a serious lapse on the part of the Head of the concerned Ministry/Department.

Recommendation No. 29 :—

The Committee also suggest that these annual statements, on receipt by the concerned Ministries/Departments and the Department of Personnel and Administrative Reforms/Bureau of Public Enterprises should be critically examined and analysed and the deficiencies noticed should be pointed out to the appointing authorities/Ministries/Departments expeditiously, so that the appointing authorities and the concerned Ministries/Departments could take necessary corrective measures without any delay.

2. According to the instructions in para 14 of the Brochure, the annual statements regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendices 8 and 9 are required to be sent by each appointing authority to the Administrative Ministry/Department as soon after the 1st January, as possible and latest by 1st March Ministries/Departments are required to scrutinise the annual statements in respect of all establishments and services in or under the control of the Ministry/Department. The Liaison Officers nominated in the Ministry/Department and in Offices under the Heads of Departments are to ensure timely submission of annual statements by each appointing authority in the offices under their charges and also to ensure scrutiny and consolidation of the statements. They are also required to ensure timely submission of consolidated statements to the Department of Personnel and Administrative Reforms. Ministries/Departments have also been asked from time to time to impress upon all the appointing authorities under them the need for furnishing the annual statements in time and to ensure that consolidated statements for the entire Ministry/Department are sent to the Department Personnel and Administrative Reforms, by due date.

3. The recommendations of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes reproduced above are again specifically brought to the notice of the Ministries/Departments. It should be ensured that annual statements in Appendices 8 and 9 are submitted by the appointing authorities to the Ministry/Department strictly within the stipulated time limit. It should also be ensured that no appointing authority lags behind in this respect. Failure to submit these statements in time without any valid reasons should be brought to the notice of the Secretary/Additional Secretary to the Government in the Ministry/Department or the Head of the Department in respect of offices under Head of the Department. It should also be ensured that annual statements on their receipt in the Ministry/Department are critically examined and analysed and the deficiencies noticed, if any, are pointed out to the appointing authorities concerned expeditiously so that they could take necessary corrective measures without any delay.

4. In regard to the annual statements in respect of Public Sector Undertakings, the instruction issued by the Bureau of Public Enterprises from time to time should be followed.

Department of Personnel & A.R. O.M. No. 36024/8/76-Estt. (SCT)
dated 9-11-77 to all Ministries/Departments etc.

Subject :—Representation for Scheduled Castes and Scheduled Tribes in services—Posts of Sweepers and Scavengers—not to be grouped with other isolated Class IV posts for purpose of maintenance of rosters or while furnishing statistical information.

The undersigned is directed to refer to para 6 and Appendix E to the Ministry of Home Affairs O.M. No. 42/21/49-NGS, dated 28-1-1952. read with this Department's O.M. No. 8/1/74-Estt. (SCT), dated 20-12-1974 according to which whenever a cadre or grade or division of service to which direct recruitment is made consists of less than 20 posts, steps should be taken to group these posts with the prior approval of this Department with similar posts in the service/Ministry or office which are filled by direct recruitment for purpose of providing reservations for Scheduled Castes and Scheduled Tribes. A suggestion has been made by the Commissioner for Scheduled Castes and Scheduled Tribes that the posts of Sweepers which are usually filled only by candidates belonging to communities which are recognised as Scheduled Castes, should not be grouped with other Class IV posts. This was considered, and it has been decided to accept the same. It is therefore, clarified that the posts of Sweepers should not be grouped for purpose of observance of the reservation orders, with other categories of isolated Class IV posts, even though the number of posts of Sweepers may not be large in an office/establishment. The existing grouping of Class IV posts may be reviewed accordingly.

2. The Commissioner for Scheduled Castes and Scheduled Tribes has also suggested that while furnishing the figures of representation of Scheduled Castes and Scheduled Tribes in the services (under the various Groups A, B, C & D) the posts of Sweepers should not be included as such inclusion result in inflating the figures of representation of Scheduled Castes in Class IV. This has also been examined and accepted. Even now, in the annual statements in Appendix 8 prescribed by this Department for being furnished by each appointing authority to the administrative Ministry showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January of the year, information is required to be given separately in respect of "Class IV (excluding Sweepers)" and "Class IV (Sweepers)". In any other statistical information relating to representation of Scheduled Castes and Scheduled Tribes called for by this Department or by the Office of the Commissioner for Scheduled Castes and Scheduled Tribes or by any other authority, the information in respect of Class IV should not include the number of Sweepers appointed in the office/establishment etc. Such information, if necessary, in regard to Sweepers/Scavengers should be given separately.

Dept. of Personnel and A.R. O.M. No. 36027/9/78-Estt. (SCT)
dated 18-11-78 to all Ministries etc.

Subject :—Annual statements regarding representation of Scheduled Castes and Scheduled Tribes in services—data relating to each Service controlled by the Ministry/Deptt.

The undersigned is directed to say that the High Power Committee to review the performance regarding recruitments of Scheduled Castes and Scheduled Tribes met recently under the Chairmanship of the Prime Minister and took note of the inadequate representation of Scheduled Castes and Scheduled Tribes in the various Classes of the Government services, Public Enterprises under the control of Government in general and also in some of the organised Services. The Committee suggested going into the question in depth and directed that the suitable suggestion as regards measures to liquidate the shortfall within a stipulated schedule of time should be formulated for the consideration of the Committee. High Power Committee has also directed to set up a Committee of senior Secretaries to study this subject immediately, with a view to implement the said directives of the High Power Committee this Department is to immediately launch a study of the representation of members of Scheduled Castes and Scheduled Tribes, cadre-wise of the various Groups (Groups A, B, C and D) and the various Grade of organised services/cadre. For this, this Department would require detailed data in regard to the fatality or cadre position as also the representation of Scheduled Castes and Scheduled Tribes in them besides information of the overall (Class-wise I, II, III & IV) representation of SC/ST.

2. Under the provision of Para 14 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in services (4th edition), each Ministry/Department is required to furnish to this Department a consolidated annual statement (Appendices 8 and 9) showing the representation of Scheduled Castes and Scheduled Tribes in services as on 1st January and the particulars of recruitment made during the preceding calendar year and the number of them filled by Scheduled Castes and Scheduled Tribes. These consolidated statements include information about the Ministry/Department as a whole i.e. the Ministry/Department and all its attached and Subordinate offices etc., under its administrative control. While the statements enable this Department to know the overall position regarding the representation of Scheduled Castes and Scheduled Tribes in Groups A, B, C and D (Classes I, II, III & IV), information is not available separately in respect of each organised Service. It is considered necessary that data relating to various individual Services should also be collected so that the specific areas of shortfall in the representation of Scheduled Castes and Scheduled Tribes could be located and suitable corrections can be applied in time.

3. It is, accordingly, requested that in addition to the annual statements in Appendices 8 and 9, information should also be furnished to this Department every year in the attached proforma in respect of the Service (s) controlled by the Ministry/Department. As would be seen from the proforma, information is required in three parts showing :—

Sub-section (a) : The position of representation of Scheduled Castes and Scheduled Tribes in the various grades in the service concerned as on 1st January of the last year i.e. 1978 (in section (a) of the attached proforma).

Sub-section (b) : Particulars of vacancies filled during the year 1978 such as the number of vacancies reserved, number of Scheduled Castes and Scheduled Tribes appointed, number of reserved vacancies dereserved, number carried forward etc.

Sub-section (c) : The position as on 1st January, 1979 taking into account all changes that may have taken place in the various Grades on account of retirement, resignation, promotion etc. during the course of the full year i.e. 1978.

4. It is requested that the required information may be collected from the various organisations under the Ministry by 15th of January, 1979 and after proper collation and analysis in respect of each Service, it may be sent by all the Ministries to this Department positively by the 1st March, 1979, at the latest. Needless to say, this exercise will have to be carried out every year as per the schedule of time indicated above. The year indicated in the model proforma forwarded with this O.M. will need to be suitably changed, while sending returns due in the year 1980 and onwards.

APPENDIX 8 (A)

STATEMENT SHOWING REPRESENTATION OF SCHEDULED CASTES AND SCHEDULED TRIBES IN EACH SERVICE CONTROLLED BY THE MINISTRY/ DEPARTMENT

Ministry/Deaprtment.....
 Service.....

(a) *Position as on 1st of January of previous year*

| Grades of the service (including scale of pay) | Class | Total no. of posts | Total no. of employees | Employees belonging to | | |
|---|-------|--------------------------|------------------------------|------------------------|------|------|
| | | | | Other Community | S.C. | S.T. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Junior Scale | | | | | | |
| Senior Scale | | | | | | |
| Junior Adm. Grade | | | | | | |
| Selection Grade | | | | | | |
| Senior Adm. Grade | | | | | | |
| Level (II) | | | | | | |
| Level (I) | | | | | | |
| Supertime Scale (for All India Services) | | | | | | |

(b) *Particulars of recruitment during the period of year from 1st of January to 31st of Dec. of previous year*

| Grades of the service | class | Vacancy notified during the period | | | Vacancies filled | | |
|---|-------|------------------------------------|-------|-------|--------------------|-------|-------|
| | | Other community | S. C. | S. T. | Other Community | S. C. | S. T. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Junior Scale | | | | | | | |
| Senior Scale | | | | | | | |
| Junior Adm. Grade | | | | | | | |
| Selection Grade | | | | | | | |
| Senior Adm. Grade | | | | | | | |
| Level (II) | | | | | | | |
| Level (I) | | | | | | | |
| Supertime Scale (for All India Services) | | | | | | | |

| Vacancies lapsed after 3 years | | Reserved Vacancies dereserved | | Vacancies carried forward | | Reasons for dereserved |
|-----------------------------------|-------|----------------------------------|-------|------------------------------|-------|------------------------|
| S. C. | S. T. | S. C. | S. T. | S. C. | S. T. | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | |

(c) *Position as on 1st of January of Current year (reflecting the changes on account of retirement, resignation, dismissal, even promotion etc.) during the course of the year*

| Grades of the service (including scale of pay) | Class | Total no. of posts | Total no. of employees | Employees belonging to | | |
|---|-------|--------------------------|------------------------------|------------------------|------|------|
| | | | | Other Community | S.C. | S.T. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Junior Scale | | | | | | |
| Senior Scale | | | | | | |
| Junior Adm. Grade | | | | | | |
| Selection Grade | | | | | | |
| Senior Adm. Grade | | | | | | |
| Level (II) | | | | | | |
| Level (I) | | | | | | |
| Supertime Scale (for All India Services) | | | | | | |

NOTE :—(1) Specific reasons for dereservation should be indicated, whether all steps were carried out and whether any persons qualified in written test but failed in interview.

(2) Column 1 of Section (a) of this Proforma may vary from service/cadre to service/cadre. The intention is that each Ministry/Department administratively concerned with the cadre will indicate the prevalent grades pertaining to that cadre.

Department of Personnel & A.R. O.M. No. 36027/1/79-Estt. (SCT)
dt. 1-2-1979 to all Ministries etc.

Subject :—Annual Statement regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendices 8 and 9 for 1978 (as on 1st January, 1979).

The undersigned is directed to invite attention to this Department's O.M. No. 36022/6/76-Estt. (SCT) dated 10-5-76 and to say that each appointing authority is required to send to the Ministry/Department concerned the following annual statements, as soon as possible after the 1st January, each year and in any case latest by 1st March :—

- (1) *Appendix 8* : Statement showing total number of Government employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January of the year.
- (2) *Appendix 9* : Statement showing the particulars of recruitment made during the calendar year and the number filled by Scheduled Castes and Scheduled Tribes. (A copy of this Statement is to be sent simultaneously by each appointing authority to the Department of Personnel and A.R.).

Ministries/Departments are required to send consolidated statement in Appendix 8 and Appendix 9 in respect of all offices and establishments under their control, to the Department of Personnel and Administrative Reforms. They are also required to send annual statements in respect of their own establishment to the department of Personnel and Administrative Reforms. A copy each of the proformae for furnishing the annual statement in Appendix 8 and Appendix 9 (revised) is enclosed.

2. Ministry of Finance etc. are requested to issue instructions immediately to their attached and subordinate office, asking them to furnish the annual statements as mentioned in para 1 above for the year 1978 in the attached proformae to the Ministries/Departments with a copy of statements in Appendix 9 to this Department latest by 31st March, 1979.

3. It has been observed that in the past consolidated information in Appendix 8 and Appendix 9 in respect of the Ministries/Departments (including all its attached and subordinate offices) was not received in this Department by the due date i.e. 31st March and in some cases even after sending several reminders. On account of non-receipt of the required information from some Ministries/Departments compilation of the statistical informations in this regard for the entire Government of India gets delayed. It is, therefore, requested that the Ministry of Finance etc. may make necessary arrangements to ensure that all the appointing authorities under them furnish the statements in time. *It should be ensured that one consolidated statements each in Appendix 8 and Appendix 9 in respect of the entire Ministries/Departments including all its attached and subordinate offices for the year 1978 (as on 1-1-1979) is sent to this Department latest by 31st March, 1979.*

4. In the case of organised services the information may be compiled and sent as per the instructions contained in para 3 of the Department's O.M. No. 36027/7/75-Estt. (SCT) dated 17-1-76.

5. The information in respect of Public Sector Undertakings Statutory, Semi-Government and Autonomous Bodies should not be included in the consolidated statements referred to in para 3 above. As regards statutory, Semi-Government and Autonomous Bodies, they may be asked to furnish the annual statements in Appendix 8 and Appendix 9 for the year 1978 in the proformae attached to this Office Memorandum to their own administrative Ministries/Departments endorsing a copy to this Department. As regards Public Sector Undertakings, the annual statements for the year 1978 may be furnished in accordance with the instructions issued by the Bureau of Public Enterprises in their O.M. No. 6/33/75-BPE (IC) dated 17th December, 1975.

**Department of Personnel & Administrative Reforms O.M. No. 36027/1/81-Estt. (SCT)
dated 17th February, 1981**

Subject :—Annual Statement regarding representation of Scheduled Castes and Scheduled Tribes in services in Appendix 8 and Appendix 9 for the year 1980 (as on 1-1-1981).

The undersigned is directed to invite attention to this Department's O.M. No. 36022/6/76-Estt. (SCT) dated 10th May 1976 and to say that each appointing authority is required to send to the Ministry/Department concerned the annual statements regarding representation of SC/ST as early as possible after the 1st of January, each year and in any case latest by 1st March. Ministries/Departments are required to send consolidated statements in Appendix 8 and Appendix 9 in respect of Ministries/Departments including its attached and subordinate offices/establishment under their control, to the Department of Personnel & A. R.

2. Ministry of Finance etc. are requested to issue instructions immediately to their attached and subordinate offices, asking them to furnish the annual statement as mentioned above for the year 1980 (as on 1-1-1981) in the revised attached proforma to the Ministries/Departments with a copy of statement in Appendix 9 to this Department latest by 1st March, 1981. It may be ensured that consolidated statement each in Appendix 8 and Appendix 9 in respect of entire Ministries/Departments (including its attached and subordinate offices) for the year 1980 (as on 1-1-1981) is sent to this Department latest by 31st March, 1981.

3. It has been observed in the past consolidated annual statements in Appendix 8 and Appendix 9 in respect of Ministries/Departments were not received in this Department by the due date i.e. 31st March and in even after several reminders. Ministries/Departments were not in a position send to the required information. On account of non-receipt of required information from some Ministries/Departments compilation of the statistical informations in this regard for the entire Government of India got delayed. The data are required by the Office of the Commissioner for SC/ST, Commission for SC/ST, Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes and Ministry of Home Affairs. Non-availability of the information greatly hampers the handing of Parliamentary work, and Ministries not furnishing them naturally come to the adverse notice. This work therefore, should be given the serious urgency it deserves. Vigorous efforts should, therefore, be made to ensure that these statements in consolidated form are sent to this Department by 31st March, 1981

APPENDIX 8

Ministry/Department/Office of

Statement showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January, 19 .

| Group/ (Class) | Permanent/ Temporary | Total No. of employees | Scheduled Castes | Percentage to total employees | Scheduled Tribes | Percentage to total employees | Remarks |
|-------------------------------------|-------------------------|---------------------------|---------------------|-------------------------------------|---------------------|-------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Gr. A (Cl. I) Permanent | | | | | | | |
| (i) Other than lowest rung of Cl. I | | | | | | | |
| (ii) Lowest rung of Cl. I | | | | | | | |
| Total | | | | | | | |
| Temporary | | | | | | | |
| (i) Other than lowest rung of Cl. I | | | | | | | |
| (ii) Lowest rung of Cl. I | | | | | | | |
| Total | | | | | | | |
| Gr. B (Cl. II) Permanent | | | | | | | |
| Temporary | | | | | | | |
| Gr. C (Cl. III) Permanent | | | | | | | |
| Temporary | | | | | | | |
| Gr. D (Cl. IV) Permanent | | | | | | | |
| (excluding Sweepers) Temporary | | | | | | | |
| Gr. D (Cl. IV) Permanent | | | | | | | |
| (Sweepers) Temporary | | | | | | | |

Signature.....

Designation.....

NOTE :— (1) This statements relates to persons and not to posts. Posts vacant etc. should not therefore be taken into account.

(2) A person on deputation should be included in the establishment of the borrowing Ministries/Departments/Office and not in the parent office.

(3) Persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class of service in which the higher grade concerned is included.

APPENDIX 9

Statement showing the number of Reserved vacancies filled by Members of Scheduled Castes and Scheduled Tribes in the Ministry/Department/Office of(During the year.....)

| Class of post | SCHEDULED CASTES | | | | | | SCHEDULED TRIBES | | | | | | Re- marks | | |
|---------------|-----------------------|--------|--------------------------|---------------|---------------------------------|---|---|---|--------------------------|---------------|---------------------------------|---|--------------|---|---|
| | Total No of Vacancies | | No of vacancies reserved | | No. of SCs candidates appointed | No. of SCs Vacancies carried forward from the previous year | No. of STs candidates appointed against vacancies reserved for SCs in the 3rd year of carry forward | No. of reservations lapsed after carrying forward for three years | No of vacancies reserved | | No. of STs candidates appointed | No. of STs Vacancies carried forward from the previous year | | No. of SCs candidates appointed against vacancies reserved for STs in the 3rd year of carry forward | No. of reservations lapsed after carrying forward for three years |
| | Notified | Filled | Out of Col. 2 | Out of Col. 3 | | | | | Out of Col. 2 | Out of Col. 3 | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

I.— Posts filled by direct recruitment

Other Class I
 Lowest rung of Class I
 Class II
 Class III
 Class IV (excluding Sweepers)
 Class IV (Sweepers)

II.— Posts filled Up by promotion

Other Class I
 Lowest rung of Class I
 Class II
 Class III
 Class IV (excluding Sweepers)
 Class IV (Sweepers)

NOTE :—(1) Consolidated figures should be given under each Group (Class).

- (2) In columns 4, 5 and 9, 10 the number of vacancies actually reserved out of columns 2-3, whether against brought forward reservations or against normal reservations during the year should be given.**
- (3) In the case of promotions by selections from Group C to Group B, within Group B and from Group B to the lowest rung of Group A (Class III to Class II, within Class II and from Class II to lowest rung of Class I,) the words “in the third year of carry-forward” in the heading of cols. 7 and 12 and the words “after carrying forward for three years” in the heading of cols. 8 and 13 will not be applicable and these cols. may be filled accordingly. [Cf. this Department’s Office Memorandum No. 10/41/73-Estt. (SCT), dated 20th July, 1974, 910/37/74-Estt. (SCT), dated 3rd February, 1975 and 1/9/74-Estt. (SCT), dated the 29th April, 1975].**

Certified that in the case of reserved vacancies wherever non-Scheduled Castes/Scheduled Tribe candidates were appointed, (a) prior approval of the Department of Personnel and Training was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or continue indefinitely and (b) in the case of purely temporary appointments the steps prescribed in para 8.1 of the Brochure on Reservations for Scheduled Castes and Scheduled Tribes in Services, were taken to secure Scheduled Caste/Scheduled Tribe candidates.

Signature.....
Designation.....

Station.....
State.....
Date.....