

CHAPTER 17

OTHER INSTRUCTIONS

MHA O.M. No. **Administrative Inspections**

16/8(I)/66 Estt.(C)
dated 25-1-67

17.1 It should be ensured that the normal administrative inspections which are carried out periodically, give an assessment of the performance of the office concerned in the matter of strict observance of orders regarding the reservation for Scheduled Castes and Scheduled Tribes and in filling vacancies reserved for these communities. The forms of administrative inspections prescribed, if any, may also include columns for giving assessment of the performance of the office in the matter referred to above.

(The revised form of supplementary inspection Questionnaire for Administration/ Establishment sections and other sections dealing with recruitment in the various Ministries/ Departments was circulated with the Department of Administrative Reforms O.M. No. 12/2/67-AR(T), dated 22-9-1967.)

Deptt. of Personnel & A.R. O.M. No. 27/4(iii)/70-**Departmental Promotion Committees, Selection Boards etc.**

Estt.(SCT) dated 2-9-1970 and No. 16/1/74 Estt.(SCT) dated 23-5-1975. and DP&T O.M. No. 39016/9(5)/89 Estt.(SCT) dt. 16-8-90.

17.2 (i) Departmental Promotion Committees, Selection Boards or recruiting authorities, are generally constituted with the departmental officers of appropriate status and background, keeping in view the nature of the post/posts for which recruitment/promotion is to be made. The Ministries/Departments may endeavour to the maximum extent possible, to nominate a Scheduled Caste/Tribe Officer while constituting the Departmental Promotion Committees, Selection Boards, etc., for the recruitment/promotion to post/services under them. Particularly, where a Selection Board or Departmental Promotion Committee has to make bulk selections for a large number of vacancies say for 30 or more at a time no effort should be spared in finding a Scheduled Caste or Scheduled Tribe officer for inclusion in the Selection Board/Departmental Promotion Committee. Whenever a Selection Committee/Board exists or has to be constituted for making recruitment to 10 or more vacancies in Group C or Group D services/posts, it shall be mandatory to have one member belonging to SC/ST and one member belonging to minority community in such Committees/Boards where, however, the number of vacancies against which selection is to be made is less than 10 no effort should be spared in finding a SC/ST officer and a minority community officer for inclusion in such committees/Boards.

Deptt. of Personnel & A.R. O.M. No. 16/1/74-Estt.(SCT) dated 8-4-1984

(ii) According to Department of Personnel O.M. No. 1/9/72-Estt.(D), dated the 29th January, 1973, in respect of a Departmental Promotion Committee for a Group C or Group D (Class III or Class IV) post, the Chairman of the DPC should be an officer of a sufficiently high level and one of the members of the Committee should be an officer from a Department not connected with the one in which promotions are considered. As one of the members of the Committee is thus required to be an officer from another Ministry/Department while nominating officers on the Departmental Promotion Committees in terms of the above, sub-para, there is no objection, wherever necessary, to nominating, to the extent possible, a Scheduled Caste/Tribe Officer from such other Ministry/Department, in the event of such an officer not being available in the Ministry/Department itself.

DP&AR O.M. No. 41013/16/81-Estt. (SCT) dated 10-8-81. DP&AR O.M. No. 36011/22/82-Estt.(SCT) dated 18-8-83.

In cases where an outside representative is inducted as a member of a Departmental Promotions Committee, he should invariably be an officer belonging to Scheduled Caste/Scheduled Tribe community and only where this is impracticable, should an officer belonging to Scheduled Caste/Scheduled Tribe from the same Department be nominated to the DPC. In the event of an officer belonging to Scheduled Caste/Scheduled Tribe not being available for nomination to the DPC, either from Outside organisations or from the same department, an endorsement to this effect should be obtained before holding the meeting of the DPC from the liaison officer of the Ministry/Department/Office concerned with the DPC to the effect that all efforts have been made to find a Scheduled Caste/Scheduled Tribe officer for the DPC, but with no success.

Deptt. of Personnel O.M. No. 1/9/69-Estt.(SCT) dated 5-11-71, and No. 36013/18/77-Estt.(SCT) dated 4-9-78.

Arrangements for training of Group A (Class I) Officers belonging to Scheduled Castes and Scheduled Tribes

17.3 The following steps are to be taken for training of Group A (Class I) Officers belonging to Scheduled Castes and Scheduled Tribes—

- (i) More intensive training should be arranged for directly recruited Group A (Class I) officers belonging to Scheduled Castes and Scheduled Tribes by the Heads of the Training Institutions, wherever necessary, along with other officers needing such help.
- (ii) Ministries/Departments should nominate a considerably, larger number of Scheduled Caste and Scheduled Tribe officers for the training programmes run by the various Departments and Training Institutions. They should lay down a time-limit, say 3 years, within which training of such officers in appropriate fields should be completed. A phased programme for sponsoring such officers for training to the various Institutions should be drawn up. The Ministries/Departments should identify, the training needs of the Scheduled Caste and Scheduled Tribe officers and then examine to which training programmes these officers should be deputed. Special attention may also be paid to the training of such officers as are selected for promotion by relaxed standards to enable them to give a good account of themselves. The Training Division of the Department of Personnel and Training would render all assistance in suggesting or even devising suitable programmes wherever necessary.
- (iii) In drawing up such training programmes adequate margin should be provided to take in as many Scheduled Caste and Scheduled Tribe officers as are sponsored by the Ministries. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next course or a special programme may be arranged for them. It would also be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. It would enable them to broaden their outlook and also build up specialised knowledge. It is also likely to boost up the morale of the officers of these communities.
- (iv) While deputing officers to training seminars and conferences, etc., preference should be given to officers of Scheduled Castes and Scheduled Tribes.
- (v) Superiors of Scheduled Castes and Scheduled Tribe officers should be asked to take special care regarding on-the-job training of these officers, identify areas

where special training is considered necessary and take appropriate steps for such training in consultation with the Department's Training Coordinator and the Training Division of the Department of Personnel and training.

Deptt. of Personnel & A.R. O.M. No. 1/1/73-Estt. (SCT) dated 10-12-73, and O.M. No. 36013/18/77-Estt.(SCT) dated 4-9-78. [Instructions reiterated vide Deptt. of Personnel & A.R. O.M. No. 36013/18/77-Estt.(SCT) dated 4-9-78 in view of Commissioner's observations regarding non-implementation thereof by the Ministries/Departments].

17.4 In view of the position as in para 17.3 above while nominating officers for training programmes run by the various Departments and Training Institution or for training programmes abroad or for training seminars and conferences, it should be indicated as to which the officers nominated belong to Scheduled Castes and Scheduled Tribes, so that their cases may be duly considered by the appropriate authorities at the time of selection.

4-9-780 Deptt. of Personnel & A.R. O.M. No. 16/4/74-Estt. (SCT) dated 18-4-74 and No. 36013/18/77-Estt. (SCT) dated 4-9-78. 17.5 Cases of Scheduled Caste and Scheduled Tribe Officers should be considered sympathetically while nominating officers in terms of para 17.3 above for training or deputing them for attending seminars/conferences, symposia etc.

MHA O.M. No. 27/2/70-Estt. (SCT) dated 21-4-70, and letter No. 27/3/70 Estt. (B) dated 31-3-70. **Additional Training and coaching to Scheduled Caste/Scheduled Tribe candidates recruited.**

17.6 Scheduled Castes and Scheduled Tribes candidates who are selected in the various competitive examinations by relaxed standard should be given extra training to enable them to come up to the standard of other candidates. The Lal Bahadur Shastri Academy of Administration, Mussoorie, the National Academy, Hyderabad and the Institute of Secretariat Training and Management, New Delhi have accordingly been advised to provide facilities of additional tutorial classes to the Scheduled Castes and Scheduled Tribes trainees at the Institution in the subjects in which Scheduled Caste/Tribe candidates are lacking. If any Ministry/Department are running any institution for imparting training to their employees, they may consider issuing instructions to such institutions under them.

Training programmes for Scheduled Castes and Scheduled Tribes candidates

17.7 The following recommendation contained in the 41st Report to the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes have been accepted by Government and then brought to the notice of the Ministries/Departments :—

“Recommendation No. 21

The Committee have noted that instructions have been issued to the Ministries/Departments that, if a requisite number of Scheduled Caste and Scheduled Tribe candidates fulfilling even the relaxed standards are not available to fill up the vacancies reserved for them, the authorities should select for appointment the best among the Scheduled Castes and Scheduled Tribes fulfilling the minimum educational qualifications prescribed for the posts and give them in-service training within their own offices (vide para 7.6). While the Committee commend the steps taken by the Government, they desire that the outlines of the training schemes to be formulated by the various Ministries and Departments, including the attached and subordinate offices, should be clearly delineated so that it should be possible for the Scheduled Caste/Scheduled Tribe candidates to derive the maximum advantage from such training programmes. The parameters of training programmes should be

periodically examined by the Department of Personnel and Training so as to ensure that there is some uniformity in regard to the modalities of training. A periodic review of the training programmes should also be conducted by the Department of Personnel and Training. The Committee hope that while drawing up the training schemes, the Ministries/Departments would take due note of the vacancies for Scheduled Castes and Scheduled Tribes that would arise in the next five years. The forward planning to be undertaken by the Cadre Review Committees should also include the estimation of the job requirements for which training programmes have to be formulated."

Ministries/Departments should accordingly draw up special training programmes including in-service training programmes in which necessary training could be provided to Scheduled Castes/Scheduled Tribes candidates as suggested by the Committee. While drawing up the programmes the Ministries/Departments should particularly keep in view the observations of the Parliamentary Committee referred to above. The Training Division of the Department of Personnel and Training will render technical assistance if any needed by the Ministries/Departments in drawing up the training programmes and would also undertake periodical reviews of such training programmes as and when required.

MHA O.M. No. 1/6/64 (SCT) (I)
19-3-64 and Deptt. of Personnel O.M. No. 27/4/(iv)/70-Estt. (SCT) dated 2-9-1970.

Forwarding of applications of Scheduled Caste/Tribe employees

17.8 Applications for employment elsewhere of temporary or permanent Central Government servants belonging to Scheduled Castes and Scheduled Tribes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such applications.

Cases where applications of employees belonging to Scheduled Castes/Scheduled Tribes could not be forwarded due to compelling grounds of public interest, should be reported within a month to the officer nominated as Liaison Officer in the administrative Ministry/Department or in offices under the Head of Department.

MHA O.M. No. M. No. 54/6/53
CS(G) dated 5-9-1958 read with O.M. No. 10/1/65-Estt. (D) dated 19-7-65.

Retrenchment instructions

17.9 For purpose of retrenchment instructions, persons are classified as follows :—

The persons who are not permanent in the grade are divided into the following categories :—

(A) (i) those who have been declared quasi-permanent in respect of the grade under the C.C.S. (T.S.) Rules or other corresponding rules;

(ii) person promoted or transferred to the grade who hold liens on permanent posts under Government or have been declared quasi-permanent in other posts or grades and have rendered not less than three years service in grade.

(B) Persons other than those in Category A :—

These are sub-divided in two groups :—

(i) those who are educationally qualified for the grade or post and those who belong to excepted categories; and

(ii) the rest.

Persons in each of the groups (i) and (ii) of Category B above are classified by the Departmental Promotion Committees as :—

- (a) outstanding;
- (b) not outstanding but fit for permanent retention in the grade; or
- (c) not fit for permanent retention.

The following concession is given to Scheduled Castes and Scheduled Tribes for their retention in the event of retrenchment—

Instruction 7. (a) “Notwithstanding anything contained in retrenchment instruction 3, Scheduled Caste/Scheduled Tribe employees who fall under categories B (i) (a) and B (i) (b) should be retained in preference to other persons falling under either of these categories till they form such percentage among the direct recruits as is prescribed for the representation of the Scheduled Castes/Scheduled Tribes. Similar preference should be given to members of the Scheduled Castes/Tribes who come under categories (B) (ii) (a) and (B) (ii) (b) in relation to others in either of these two categories.

(b) Nothing in this Instruction will prevent an educationally unqualified Scheduled Caste or Scheduled Tribe employee from being considered for retention in accordance with retrenchment instruction 4 should such consideration be deemed necessary”.

Instruction 8. “Notwithstanding anything contained in retrenchment instruction 3, in the case of Class III and Class IV grades or services to which there is no direct recruitment and to which promotions were made on or after 8-11-1963 (i) by selection or (ii) on the results of competitive examinations limited to departmental candidates. Scheduled Castes and Scheduled Tribes who fall under categories (B) (i) (a) and (B) (i) (b) shall be retained in preference to other persons, falling under either of these categories, till the Scheduled Caste and Scheduled Tribe employees form such percentage among the total number of the employees promoted on or after 8-11-1963, by selection or on the results of competitive examinations limited to departmental candidates, as is prescribed in para 2(2)(a) of Home Ministry’s Office Memorandum No. 1/10/61-Estt. (D) dated 8-11-1963. Similar preference should be given to members of Scheduled Castes and Scheduled Tribes who fall under categories (B) (ii) (a) and (B) (ii) (b) in relation to others in either of those two categories”.

NOTE : Instruction No. 8 will apply *mutatis-mutandis* with references to the orders in MHA OM No. 1/12/67-Estt. (C) dated 11-7-1968.

MHA O.M. No. Surrender of Surplus Staff

1/1/67-CC dated
30-1-67.

17.10 According to para II (iii) of Annexure I to Ministry of Home Affairs O.M. No. 3/27/65-CS II dated 25-2-66, the surplus staff as a result of staff assessment studies etc. has to be surrendered to the Central (Surplus Staff) Cell of the Department of Personnel against reduced cadre strength strictly in the reverse order of seniority in the cadre affected. However, while declaring surplus in a particular grade in a cadre the Scheduled Castes and Scheduled Tribes candidates in that grade should not be included so long as the total number of Scheduled Castes/Scheduled Tribes candidates in that grade has not reached the prescribed percentages of reservations for Scheduled Castes/Scheduled Tribes respectively in the concerned grade in a cadre.

Deptt. of Person- Recruitment rules

nel O.M. No. 8/12/
71-Estt. (SCT)

dated 21-9-71 and
No. 36011/9/76-

Estt. (SCT) dated
7-3-78.

17.11 The recruitment rules in respect of all services/posts within the purview of the reservation orders should contain a separate rule on the following lines :—

Savings :—“Nothing in these rules shall affect reservations relaxation of

age-limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard".

Deptt. of person- Such a rule will ordinarily have to be inserted at the end of the rules
nel O.M. No. unless the draftsman considers any other place to be more appropriate in the
36013/4/82-Estt. context of a particular set of rules.
(SCT) dt. 29-8-84.

If any provision exists in any recruitment rules regarding reservations/concessions whether generally or in regard to age, in the case of persons belonging to Scheduled Castes/Scheduled Tribes etc. in accordance with the orders issued by the Ministry of Home Affairs, the reference to the "the Ministry of Home Affairs" may be replaced by a reference to "the Central Government".

Deptt. of **Recruitment rules/regulations for examination**
Personnel O.M.

No. 8/12/71-Estt. 17.12 The provisions in recruitment rules and regulations for
(SCT) dated examinations for relaxation in standards in favour of Scheduled Castes/Tribes
19-10-71. may be worded as follows to incorporate the criterion laid down in MHA O.M.
No. 1/1/70-Estt. (SCT) dated 25-7-1970, regarding relaxation of standards in favour of can-
didates belonging to these communities.

"Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the post/service irrespective of their ranks in the order of merit at the examination."

The existing provision in the recruitment rules/regulations may be substituted by the above, if necessary.

If the recruitment is not made through the U.P.S.C. the reference to the Commission in the above provision may be modified to refer to the competent authority.

Deptt. of **Intimation about examination for recruitment to be given to Pre-exam.**
Personnel O.M. **Training Centres.**

No. 28/8/72-Estt. 17.13 Pre-examination Training Centres have been set up in various
(SCT) dated States to increase the employment potentialities of Scheduled Castes and
2-3-72. Scheduled Tribes candidates in reserved vacancies filled through various competitive examinations. The authorities holding the various competitive examinations should inform these Pre-Examination Training Centres well in advance of the actual date of the examination, the probable number of reserved vacancies and the syllabus for and the standard of the examination. This would enable the Pre-Examination Training Centres to evolve the Scheme of Training which will be correlated to such examinations and which in turn would lead to improved intake of Scheduled Castes and Scheduled Tribes candidates against reserved vacancies.

Deptt. of **Roster for direct recruitment made in batches**
Personnel & A. R.

O.M. No. 10/52/ 17.14 Where all appointments through examination for direct recruit-
73-Estt. (SCT) ment cannot be made simultaneously, the correct procedure would be to deter-
dated* 24-5-74. mine the number of vacancies to be reserved for Scheduled Castes and
Scheduled Tribes separately according to the roster in each batch of appointments and to

make appointment of the required number of general and Scheduled Castes/Scheduled Tribes candidates in that batch.

Deptt. of **Selection of persons for posting abroad**

Personnel & A.R. O.M. No. 16/32/74-Estt. (SCT) dated 3-4-1976. 17.15 While it will not be possible to provide for any specific norm of relaxation in favour of Scheduled Castes and Scheduled Tribes employees in the matter of posting in foreign countries, when a Ministry/Department etc. makes selection of persons for posting in its units etc. located in a foreign country, it should see that eligible employees belonging to Scheduled Castes and Scheduled Tribes are also considered alongwith others for such posting.

Deptt. of Person **Annual Reports of the Ministries/Departments**

nel & A.R. O.M. No. 27/4(i)/70-Estt. (SCT) dt. 3-9-70. O.M. No. 36022/5(i)/76-Estt. (SCT) dated 28-5-76, and O.M. No. 36013/1/77-Estt. (SCT) dated 7-6-77. 17.16 A note should be included in the Annual Report of the Ministry/Department about the activities of the Cell set up within the Ministry/Department under the control of the Liaison Officer to assist the Liaison Officer in the discharge of his duties in respect of matters relating to representation of Scheduled Castes and Scheduled Tribes should be in the establishments and services under the control of the Ministry/Department.

Deptt. of Person- The statistics relating to representation of Scheduled Castes and Scheduled Tribes should also be incorporated in the annual reports of the Scheduled Tribes should also be incorporated in the annual reports of the Ministries/Departments. This should include the information in Appendices 8 and 9 which is required to be furnished by the Ministries/Department to the Deptt. of Personnel & Training in a consolidated form every year, vide para 14.1.

Besides the consolidated information in respect of the Ministry/Department as a whole including all the attached and subordinate offices, it would be useful to include in the annual report information in respect of each organization/establishment under a Head of Department. Similar information in respect of statutory and semi-Government bodies and in respect of public sector undertakings under the control of the Ministries/Departments may also be usefully included in the annual reports.

O.M. No. 36026/3/85-Estt. (SCT) dated 29-6-85. 17.17 It has been pointed out on many occasions that the Scheduled Castes and Scheduled Tribes officers, after appointment, are subjected to harassment and discrimination on grounds of their social origin. It has been pointed out that SC/ST officers are some times transferred to far-off places and also placed at insignificant positions. It has also been stated that these officers are not accepted at their places of postings by the concerned superior officers in some cases.

In this connection, it is emphasised that Government servants should desist from any act of discrimination against members of SC/ST communities on grounds of their social origin. It is also requested that senior officers, including the Liaison Officers of the Ministry/Department, should keep a close watch to ensure that such incidents do not occur at all. However, if any such incident comes to the notice of the authorities, action should be taken against the erring officials promptly.

*Please see after Chapter 4.

COPIES OF OFFICE MEMORANDA ETC. ON CHAPTER 17

O.M. No. 54/6/53-CS(C)	5-9-58
O.M. No. 9/45/60 Estt. (D)	20-4-61
O.M. No. 1/6/64 SCT(I)	19-3-64
O.M. No. 16/8(1)/66 Estt. (C)	25-1-67
O.M. No. 1/1/67 CC	30-1-67
O.M. No. 10/28/68 Estt. (SCT)	12-9-68
Letter No. 21/3/70 Estt. (B)	31-3-70
O.M. No. 27/2/70 Estt. (SCT)	21-4-70
O.M. No. 27/4/(iii)/70 Estt. (SCT)	2-9-70
O.M. No. 27/4/(iv)/70 Estt. (SCT)	2-9-70
O.M. No. 27/4(i)/70 Estt. (SCT)	3-9-70 After Chapter 15
O.M. No. 8/12/71-Estt. (SCT)	21-9-71
O.M. No. 8/12/71 Estt. (SCT)	19-10-71
O.M. No. 1/9/69-Estt. (SCT)	15-11-71
O.M. No. 28/8/72-Estt. (SCT)	2-3-72
O.M. No. 1/1/73-Estt. (SCT)	10-12-73
O.M. No. 16/1/74-Estt. (SCT)	8-4-74
O.M. No. 16/4/74-Estt. (SCT)	18-4-74
O.M. No. 10/52/73-Estt. (SCT)	24-5-74 After Chapter 4
O.M. No. 35/1/72/RU (SCT) V	2-5-75 After Chapter 13
O.M. No. 16/1/74-Estt. (SCT)	23-5-75
O.M. No. 9/10/72-Estt. (D)	17-11-75
O.M. No. 16/32/74-Estt. (SCT)	3-4-76
O.M. No. 36022/5(1)/76-Estt. (SCT)	28-5-76
O.M. No. 36022/13/76-Estt. (SCT)	14-9-76
Letter No. BC 12025/2/76 (SCT) I	22-3-77 After Chapter 13
O.M. No. 36013/1/77-Estt. (SCT)	7-6-77
Letter No. 36012/6/76 Estt. (SCT)	29-10-77 After Chapter 13
O.M. No. 36011/9/76-Estt. (SCT)	7-3-78
O.M. No. 36013/18/77-Estt. (SCT)	4-9-78
O.M. No. 36011/30/81-Estt. (SCT)	6-8-81
O.M. No. 41013/16/80-Estt. (SCT)	10-8-81
O.M. No. 36013/4/82-Estt. (SCT)	29-4-84
O.M. No. 36026/3/85-Estt. (SCT)	24-6-85
O.M. No. 36013/3/85-Estt. (SCT)	2-8-85
O.M. No. 18011/1/86-Estt. (D)	28-3-88
O.M. No. 39016/9(5)/89 Estt. (B)	16-8-90

Ministry of Home Affairs O.M. No. 54/6/53-CS(C)
dated the 5th September, 1958 to all Ministries etc.

Instructions for Retrenchment

In supersession of all previous orders on the subject the following general instructions are issued for the reversion/discharge of persons employed in any grade in the Central Civil Services Class I, Class II, Class III, Class IV, wherever such reversion/discharge becomes necessary either because of a reduction in the number of posts or other reasons. These instructions will not apply to the organised Services where specific instructions for reversion/discharge exist.

Instruction 1. (a) For the purpose of these instructions, a person is said to be "educationally qualified" for a grade when he possesses the minimum educational qualification prescribed for direct recruitment to the grade on a permanent basis. For grades or posts for which no educational qualification is prescribed, the minimum educational qualification required for the next lower grade or post from which promotion is made to that grade or post will be regarded as the prescribed educational qualification.

(b) The following categories of employees are referred to as "excepted categories":—

- (i) Permanent displaced Government servants nominated or deemed to have been nominated to the grade by the Transfer Bureaus or the Ministry of Home Affairs.
- (ii) Persons who hold liens on permanent posts or are quasi-permanent in other grades of post from which promotions or transfers are normally permissible to the grade, or persons who are eligible for permanent absorption in the grade or post as part of a Service Scheme.
- (iii) Persons who have been exempted from the possession of minimum educational qualifications with the concurrence of, or in accordance with the instructions issued by the Ministry of Home Affairs.

Instruction 2. The persons who are not permanent in the grade should be divided into the following categories:—

- (A) (i) Those who have been declared quasi-permanent in respect of the grade under the CCS (T.S.) Rules or other corresponding rules;
- (ii) Persons promoted or transferred to the grade who hold line on permanent posts under Government or have been declared quasi-permanent in other posts or grades and have rendered not less than three years service in the grade.
- (B) Persons other than those in category (A). These should be sub-divided into two groups:—
 - (i) those who are educationally qualified for the grade or post and those who belong to excepted categories; and
 - (ii) the rest.

Persons in each of the groups (i) and (ii) of categories (B) above should be classified by the Departmental Promotion Committees as:—

- (a) outstanding;
- (b) not outstanding but fit for permanent retention in the grade; or
- (c) not fit for permanent retention.

Instruction 3. (a) In the event of retrenchment becoming necessary in the grade, it should be effected in the following order:—

Order of Retrenchment	Category	(Group) Classification vide instruction 2.
(i)	B (ii)	(c)
(ii)	B (ii)	(b)
(iii)	B (ii)	(a)
(iv)	B (i)	(c)
(v)	B (i)	(b)
(vi)	B (i)	(a)
(vii)	A (i) and (ii) grouped together.	

(b) Within each of the categories from (i) to (vi) mentioned above, retrenchment should be in the reverse order of ranking for seniority in the grade.

(c) Persons in categories A (i) and (ii) should be taken as a single group and their names arranged in the order of precedence for confirmation in the grade. Retrenchment of such persons should be effected in the reverse order of this ranking.

NOTE: The above order of reversion/discharge is not applicable in cases where a systematic effort to get the retrenched staff absorbed is coupled with the process of large scale retrenchment. In such cases, retrenchment should be effected in the order of seniority in the grade i.e. the persons higher in the list should be released for absorption elsewhere before those who are lower in the list.

(O.M. No. 10/1/63-Estt.(D) dated 30-11-63).

Instruction 4. Ministries will have the discretion to exempt from the strict application of instruction 3, any person belonging to category B(ii) and retain him in preference to persons (other than displaced Government servants) in category B(i) provided that:—

- (a) he has rendered not less than three years service in the grade or in any equivalent grade as defined in Instruction 5 below; and
- (b) his classification according to the last sub-para of Instruction 2 is higher than that of the persons in preference to whom he is to be retained.

Instruction 5. Except where a different rule regarding seniority has been or may be prescribed in consultation with this Ministry, seniority for purposes of these instructions will be determined in accordance with this Ministry's O.M. No. 9/11/55-RPS dated the 22nd December, 1959.

(O.M. No. 10/1/63-Estt.(D) dated 30-11-63).

Instruction 6. Persons recruited direct to a grade may, instead of being discharged, be offered appointment to a lower grade from which promotions are normally made to the grade. On appointment to the grade, their position in the seniority list of the lower grade, should be determined after counting their service in the higher grade as service in the lower grade. For purposes of further retrenchment from the lower grade the operations mentioned in Instructions 2 and 3 should be repeated in relation to the lower grade. If in spite of credit of service in the higher grade being given for seniority in the lower grade, the persons concerned become due for retrenchment from the lower grade also they should not be retained in service or appointed to the next lower grade.

Instruction 7. Notwithstanding anything contained in Instruction 3 above Scheduled Castes/Tribes employees who fall under categories B(i)(a) and B(i)(b) should be retained in preference to other persons falling under either of these categories till they form such percentage among the direct recruits as is prescribed for the representation of the Scheduled Castes/Tribes. Similar preference should be given to members of the Scheduled Castes/Tribes who come under categories B(ii)(a) and B(ii)(b) in relation to others in either of these two categories.

(b) Nothing in this Instruction will prevent an educationally unqualified Scheduled Caste or Scheduled Tribe employee from being considered for retention in accordance with Instruction 4 should such consideration be deemed necessary.

Instruction 8. Notwithstanding anything contained in Instruction 3, in the case of Class III and Class IV grades or Services to which there is no direct recruitment and to which promotions were made on or after 8-11-1963 (i) by selection or (ii) on the results of competitive examinations limited to departmental candidates, Scheduled Castes and Scheduled Tribes who fall under categories B(i)(a) and B(i)(b) shall be retained in preference to other persons falling under either of these categories, till the Scheduled Castes and Scheduled Tribes employees from such percentage among the total number of the employees promoted on or after 8-11-1963 by selection or on the results of competitive examinations limited to departmental candidates as is prescribed in para 2(2)(a) of this Ministry's Office Memorandum No. 1/10/61-Estts.(D), dated 8-11-1963. Similar, preference should be given to members of Scheduled Castes and Scheduled Tribes who fall under categories B(ii)(a) and B(ii)(b) in relation to others in either of these two categories.

Ministry of Home Affairs O.M. No. 9/45/60-Estt.(D)
dated 20th April, 1961 to all Ministries etc.

Subject:—General principles for determining seniority of various categories of persons employed in Central Services. Interpretation of—relating to Seniority of direct recruits who are confirmed in an order different from the original order of merit, including those belonging to Scheduled Castes/Tribes.

The undersigned is directed to invite reference to paragraphs 3 and 4 of the annexure to this Ministry's Office Memorandum No. 9/1/55-RPS dated the 22nd December, 1959, on the subject noted above, which provide that permanent officers of each grade shall be ranked senior to persons who are officiating in that grade and that notwithstanding this provision the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, on the recommendations of the Union Public Service Commission or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection. Enquiries have been received in this Ministry from time to time whether after confirmation in accordance with the special representation orders Scheduled Castes/Scheduled Tribes candidates should be treated senior to other temporary/officiating officers of the grade concerned even though the latter might have been recruited earlier to that grade or secured a higher order of merit in the same selection than the former.

2. Ordinarily, the order of confirmation is determined by the position occupied by a candidate in the merit list, but where a departure is made from the normal rule and one occupying a lower position is given preference for confirmation, he would legitimately expect exceptional treatment also in the matter of seniority. It is with this view that a provision has been added to para 4 of the annexure referred to above which provides that where persons recruited/promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit. This means that seniority accompanies confirmation.

Apart from the position stated above, grant of permanency, following a period to temporary appointment stands on the same footing as a permanent appointment made *ab initio* and the fact that a person belonging to a Scheduled Caste or a Scheduled Tribe had a temporary appointment before he was made permanent would not justify treating him less favourably than if he had been appointed permanently to a reserved vacancy straightaway. It often happens that a Scheduled Caste or a Scheduled Tribe candidate occupying a lower position in the merit list is appointed permanently to a reserved vacancy, while candidates above him in the merit list are not appointed at that time. If such candidates are appointed in the following year they are not entitled to higher seniority on the ground that in the previous year they had obtained a higher position in the merit list. The position is not basically different when the initial appointments are made from the same list and at the same time on a temporary basis, and the Scheduled Caste or the Scheduled Tribe employee is, in spite of his lower position in the merit list, made permanent earlier in accordance with the special representation orders.

3. In the light of the position explained above it is clarified that after confirmation, the Scheduled Caste/Scheduled Tribe candidates will rank senior to the temporary/officiating officers of the grade and amongst the permanent officers of that grade their seniority will follow the order of their confirmation. It is requested that the above clarification may kindly be brought to the notice of all concerned in the Ministries including their Attached and Subordinate Offices for information and guidance.

*O.M. No. 10/1/65-Estt.(D) dated 19-7-65.

Ministry of Home Affairs O.M. No. 1/6/64-SCT(I)
dated 19th March, 1964 to all Ministries etc.

Subject :—Forwarding of applications for employment elsewhere of Central Government servants belonging to Scheduled Castes and Scheduled Tribes.

The attention of the Ministry of Finance is invited to the instructions contained in this Ministry's Office Memorandum No. 130/54-Ests(A)-1 dated 28th February, 1955 and No. 28/3/59-Ests(A) dated 15th June, 1959 on the above subject (copies attached). These instructions which are applicable to Central Government servants other than 'Scientific and technical personnel' provide that applications for employment elsewhere of temporary or permanent Central Government servants belonging to Scheduled Castes and Scheduled Tribes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such applications. The withholding of applications should be the exception rather than the rule in the case of employees, belonging to Scheduled Castes and Scheduled Tribes who should be afforded every facility to improve their prospects. So far as 'Scientific and technical personnel' are concerned, the instructions as modified in this Ministry's Office Memorandum No. 70/10/60-Ests(A), dated 9th May, 1960 and No. 70/60/62-Ests(A), dated 25th February, 1963 are to be followed.

2. Since the representation of Scheduled Castes and Scheduled Tribes is still low particularly in higher posts, it is advisable that employees belonging to Scheduled Castes and Scheduled Tribes are afforded facilities to improve their prospects. The Ministry of Finance etc. are therefore requested kindly to issue instructions to the authorities concerned to strictly follow the orders contained in the Office Memoranda referred to in para 1 above relating to forwarding of applications for employment elsewhere of employees belonging to Scheduled Castes and Scheduled Tribes.

3. Ministries may also kindly advise the Public Sector Undertakings (if any) under their control to follow the above orders as far as possible consistently with the maintenance of efficiency. Their attention is invited to this Ministry's Office Memorandum No. 5/1/63-SCT(1) dated 4th March, 1964 regarding reservations for Scheduled Castes and Scheduled Tribes in the services under the Public Sector Undertakings.

Ministry of Home Affairs O.M. No. 16/8(1)/66-Ests.(C)
dated 25th January, 1967 to all Ministries etc.

Subject :—Reservations for Scheduled Castes and Scheduled Tribes in services—Administrative inspections—Performance in filling reserved quota—

The Seminar on employment of Scheduled Castes and Scheduled Tribes held at New Delhi in February 1964 under the auspices of the Planning Commission had *inter alia* made the following recommendations.

Recommendation No. 20

“Normal administrative inspections should also give specific attention to the performance on the part of the office in filling up the reserved quotas and the inspection report should make specific mention of the position in the regard.”

In his Report for the year 1963-64, the Commissioner for Scheduled Castes and Scheduled Tribes has also invited attention to the above recommendation of the Seminar *vide* Commissioner's recommendation No. 273.

2. The above recommendation has been considered in this Ministry and has been accepted. Ministry of Finance etc. are, therefore, requested to take necessary steps and to issue suitable instructions to the attached and subordinate offices under them so as to ensure that the normal administrative inspections which are carried out periodically, give an assessment of the performance of the office concerned in the matters of strict observance of the orders regarding reservation for Scheduled Castes and Scheduled Tribes and in filling vacancies reserved for these communities. The forms of administrative inspections prescribed, if any may also be suitably amended so as to include columns for giving assessment of the performance of the office in the matter referred to above.

**Ministry of Home Affairs O.M. No. 1/1/67-CC,
dated 30th January, 1967 to all Ministries etc.**

Subject :—Central (Surplus Staff) Cell—Surrender of surplus staff—Protection to the Scheduled Castes and Scheduled Tribes employees.

The undersigned is directed to refer to para II(iii) of Annexure I to Ministry of Home Affairs O.M. No. 3/27/65-CS-II, dated 25-2-66 according to which the surplus staff has to be surrendered to the Central (Surplus Staff) Cell against reduced cadre strength strictly in the reverse order of the seniority in the cadre affected. The question regarding protection to be given to the Scheduled Castes and Scheduled Tribes candidates while surrendering the surplus staff to the Cell has been examined and it has now been decided that while declaring surplus in a particular grade in a cadre the Scheduled Castes and Scheduled Tribes candidates in that grade should not be included so long as the total number of S.C./S.T. candidates in that grade has not reached the prescribed percentage of reservations for S.C./S.T. respectively in the concerned grade in a cadre.

The above decision may be communicated to all concerned. Past cases otherwise decided may not be reopened.

Ministry of Home Affairs O.M. No. 10/28/68-Est.(SCT)
dated 12th September, 1968 to all Ministries etc.

Subject :—Reservations for Scheduled Castes and Scheduled Tribes in services—Confirmation of temporary employees.

As the Ministry of Finance etc. are aware, in posts/services filled by direct recruitment, reservation is required to be made for Scheduled Castes and Scheduled Tribes both at the time of initial appointment on a temporary basis as well as at the time of confirmation. In posts filled by promotion, however, there is no reservation at the stage of confirmation, *vide* para 3(4) of this Ministry's O.M. No. 1/12/67-Est.(C) dated 11-7-1968. Ministry of Finance etc. are requested to ensure that reservation is made for Scheduled Castes and Scheduled Tribes while making confirmations against posts/services filled by direct recruitment.

2. Since according to the general principles of seniority, as laid down in this Ministry's O.M. No. 9/11/55-RPS dated 22-12-1959, all permanent officers of each grade are to be ranked senior to persons who are officiating in that grade, it was clarified in O.M. No. 9/45/60-Estt.(D) dated 20-4-1961 (copy enclosed) that after confirmation, the Scheduled Caste/Scheduled Tribe officers shall rank senior to temporary/officiating officers of the grade and amongst the permanent officers of that grade, their seniority will follow the order of their confirmation. The instructions in the aforesaid O.M. dated 20-4-1961 are again brought to the notice of the Ministries etc. for guidance and strict observance.

3. Ministry of Finance etc. are requested to bring the above instructions to the notice of all concerned.

Ministry of Home Affairs letter No. 21/3/70-Estt.(B) dated 31-3-70 to the Director, National Academy of Administration, Mussoorie, National Police Academy, Abu and Secretariat Training School, New Delhi

I am directed to say that the U.P.S.C. had recommended that Scheduled Caste and Scheduled Tribe candidates who are selected in the various competitive examinations do not always come up to the standard prescribed for other candidates in such examinations and therefore they have to be given some extra training to enable them to come up to the standard of other candidates. This matter has been examined in the Ministry and a decision has been taken that wherever the Directors of the training institutions find any Scheduled Caste and Scheduled Tribe candidates not of requisite standard, these candidates may be given the facilities of additional tutorial classes, in the subjects in which they are lacking. I am, therefore, to request that such additional facilities should be provided to the Scheduled Caste and Scheduled Tribe trainees at your institution wherever necessary.

The receipt of this letter may kindly be acknowledged.

**Ministry of Home Affairs O.M. No. 27/2/70-Est.(SCT)
dated 21st April, 1970 to all Ministries etc.**

-Subject :—19th Annual Report of the U.P.S.C.—Training and coaching to Scheduled Castes/Scheduled Tribes candidates selected for appointment by the Commission.

The undersigned is directed to say that the Union Public Service Commission has recommended in its 19th Annual Report *inter alia* that Scheduled Castes and Scheduled Tribes candidates who are selected in the various competitive examinations do not always come up to the standard prescribed for other candidates in such examinations and, therefore they have to be given some extra training to enable them to come up to the standard of other candidates. The recommendation has been considered in this Ministry. The National Academy of Administration, Mussoorie, the National Police Academy, Abu and the Secretariat Training School, New Delhi have been requested that facilities of additional tutorial classes should be provided to the Scheduled Caste and Scheduled Tribe trainees at the institution in the subjects in which they are lacking. A copy of letter No. 21/3/70-Est.(B) dated the 31st March, 1970 addressed to the above training institutions is enclosed. If any Ministry/Department are running any institution for imparting training to their employees, they may consider issuing similar instructions to such institutions under them.

**Department of Personnel O.M. No. 27/4 (iii)/70-Estt. (SCT)
dated 2nd September, 1970 to all Ministries etc.**

Subject :—Representation of Scheduled Castes/Tribes on selection boards and departmental committees—
Recommendation No. 14 and 36 of the Fourth Report of the Committee on Welfare of
Scheduled Castes and Scheduled Tribes.

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

Recommendation No. 14

“.....All Selection Boards or Recruitment Authorities should include among them at least one Scheduled Caste/Tribe member.”

Recommendation No. 36

“The Committee feel that with a view to make these Departmental Committees (Promotion selection etc. 3 more representative a Scheduled Caste/Tribe Officer should also be included in each of these Committees set up by various Ministries/Departments/Offices.”

The above recommendations of the Committee have been considered. Departmental Promotion Committees, selection boards or recruiting authorities, are generally constituted with the departmental officers of appropriate status and background, keeping in view the nature of the post/posts for which recruitment/promotion is to be made. It may not, therefore, be always possible to include Scheduled Castes/Scheduled Tribes Officers in them. However, the Ministries/Departments are requested to keep the recommendations of the Committee reproduced above in view as far as possible while nominating Officers on the Departmental Promotion Committees, selection boards etc. for recruitment/promotion to posts/services under them.

**Department of Personnel O.M. No. 27/4(iv)/70-Estt. (SCT)
dated 2nd September, 1970 to all Ministries etc.**

Subject :—Forwarding of applications of Scheduled Castes/Scheduled Tribes employees for employment elsewhere—Recommendation No. 30 of the Fourth Report of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes.

The Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes in its Report cited above has recommended as follows :—

Recommendation No. 30 (para 2, 109)

“The Committee note that the orders of the Ministry of Home Affairs regarding forwarding of applications of Scheduled Castes and Scheduled Tribes provide that application for employment elsewhere of temporary or permanent Central Government Servants belonging to Scheduled Castes and Scheduled Tribes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such applications. The Committee desire that the Ministry of Home Affairs should impress upon the Ministries/Departments of the Government of India that applications for employment elsewhere or temporary or permanent Scheduled Castes and Scheduled Tribes should be forwarded as matter of course. Instances where the applications cannot be forwarded should be referred to the Ministry of Home Affairs.”

In this connection attention is invited to the orders in the Ministry of Home Affairs O.M. No. 1/6/64-SCT (I) dated 19-3-1964 (copy enclosed). It has been decided that cases, where applications of employees belonging to Scheduled Castes/Scheduled Tribes could not be forwarded due to compelling grounds of public interest should be reported within a month to the officer mentioned as Liaison Officer in the administrative Ministry/Department or in offices under the Head of Department.

Department of Personnel O.M. No. 8/12/71-Estt. (SCT)
dated 21st September, 1971 to all Ministries etc.

Subject :—Reservation for Scheduled Castes and Scheduled Tribes in services—provision in the Recruitment Rules.

Various orders have been issued regarding reservations for Scheduled Castes and Scheduled Tribes by the Ministry of Home Affairs/Department of Personnel from time to time. The recruitment rules framed for various posts/services which are statutory rules, however, do not in some cases contain a reference to the orders regarding reservations for Scheduled Castes and Scheduled Tribes in services. The question of making a suitable provision in the recruitment rules in this regard has been considered. The recruitment rules in respect of all services/posts within the purview of the reservation orders should contain a separate rule on the following lines :—

“Saving—Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.”

Such a rule will ordinarily have to be inserted at the end of the rules unless the draftsman consider any other place to be more appropriate in the context of a particular set of rules.

2. If any provision exists in any recruitment rules regarding reservations/concessions whether generally or in regard to age, in the case of persons belonging to Scheduled Castes/Scheduled Tribes etc. in accordance with the orders issued by the Ministry of Home Affairs, the reference to the Ministry of Home Affairs may be replaced by a reference to the Central Government.

Department of Personnel O.M. No. 8/12/71-Estt. (SCT)
dated 19th October, 1971 to all Ministries etc.

Subject :—Regulation pertaining to the conduct of examination for the various services—Amendment of the provision for relaxation of standards in the case of Scheduled Castes/Tribes candidates.

Attention of the Ministry of Finance etc. is invited to Ministry of Home Affairs O.M. No. 1/1/70-Estt. (SCT), dated 25th July, 1970 in which it has been provided that in posts/services filled by direct recruitment (whether by examination or otherwise) if sufficient number of Scheduled Castes/Scheduled Tribes candidates are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to these communities may be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for appointment to such posts/services. The various provisions in the Recruitment Rules/Regulations for examination, which provide for relaxation of standards in favour of Scheduled Castes and Scheduled Tribes, have to be amended to incorporate the criterion laid down in the aforesaid O.M. of 25th July, 1970 for relaxing the standards. It is therefore, suggested that the existing provisions in the Recruitment Rules/Regulations for examinations for relaxation of standards in favour of Scheduled Castes/Scheduled Tribes candidates may be substituted by the following :—

“Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Commission by a relaxed standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for selection to the posts/service, irrespective of their ranks in the order of merit at the examination.”

If the recruitment is not made through the UPSC, the reference to the Commission in the above provision may be modified to refer to the competent authority, Ministry of Finance etc. are requested to take necessary action to amend the Recruitment Rules/Regulations as stated above wherever necessary.

**Department of Personnel O.M. No. 1/9/69-Estt. (SCT)
dated 15th November, 1971 to all Ministries etc.**

Subject :—Arrangements for training of Class I Officers belonging to the Scheduled Castes and Scheduled Tribes.

Attention of Ministry of Finance etc. is invited to para 3 of MHA O.M. No. 1/9/69-Estt. (SCT), dated 26th March, 1970, in which it was laid down that Scheduled Castes/Scheduled Tribes Officers in Class I service/posts should be provided with more opportunities for institutional training and for attending seminars symposia/conferences in order to improve their chances for selection to the higher categories of posts in Class I, It was provided that it should be the special responsibility of the immediate superiors of these Officers to give them advice and guidance for improving the quality of their work.

2. The general question of arrangements for training of Class I Officers belonging to Scheduled Castes and Scheduled Tribes has now been considered and it has been decided to take the following steps :—

- (i) More intensive training should be arranged for directly recruited Class I Officer belonging to Scheduled Castes and Scheduled Tribes by the Heads of the Training Institutions, wherever necessary alongwith other officers needing such help.
- (ii) Ministries/Departments should nominate a considerably larger number of Scheduled Castes and Scheduled Tribes Officers for the training programmes run by the various Departments and Training Institutions. They should lay down a time-limit say 3 years within which training of such officer in appropriate fields should be completed. A phased programme for sponsoring such officers for training to the various Institutions should be drawn up. The Ministries/Departments should identify the training needs of the Scheduled Castes and Scheduled Tribes Officers and then examine to which training programmes these officers should be deputed. Special attention may also be paid to the training of such Officers as are selected for promotion by relaxed standards to enable them to give a good account of themselves. The Training Division of the Department of Personnel would render all assistance in suggesting or even devising suitable programmes, wherever necessary.
- (iii) In drawing up such training programmes, adequate margin should be provided to take in as many Scheduled Castes and Scheduled Tribes Officers as are sponsored by the Ministries. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next course or a special programme may be arranged for them.

It would also be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. It would enable them to broaden their outlook and also build up specialised knowledge. It is also likely to boost up morale of the officers of these communities.

- (iv) While deputing officers to training seminars and conferences, etc., preference should be given to officers of Scheduled Castes and Scheduled Tribes.
- (v) Superiors of Scheduled Castes and Scheduled Tribes officers should be asked to take special care regarding on-the-job training of there officers identify areas where special training is considered necessary and take appropriate steps for such training in consultation with the Department's Training Co-ordinator and the Training Division of the Department of Personnel.

3. Ministry of Finance etc. are requested to bring the above decisions to the notice of all concerned and ensure that these decisions are implemented carefully and expeditiously.

Department of Personnel O.M. No. 28/8/72-Estt. (SCT)
dated 2nd March, 1972 to all Ministries etc.

Subject :—Vacancies reserved for Scheduled Castes and Scheduled Tribes in posts filled through competitive examinations—Procedure for intimation of such vacancies to the Pre-Examination Training Centre.

As the Ministry of Finance etc. are aware, Pre-Examination Training Centres have been set up to increase the employment potentialities of Scheduled Castes and Scheduled Tribes candidates in the matter of their appointment against vacancies filled through various competitive examinations. While the competitive examinations to be conducted by the Union Public Service Commission and the Institute of Secretariat Training and Management are held at regular intervals, after giving due publicity in the newspapers, similar information is not generally available with the Pre-Examination Training Centres in respect of the examinations conducted by Ministries/offices. In order to draw up and dovetail the training programmes with the examinations conducted by Ministries/offices, it is decided that the authorities holding the various competitive examinations should inform the Pre-Examination Training Centres (the list of which is enclosed) well in advance of the actual date of the examination, the probable number of reserved vacancies, and the syllabus for and the standard of, the examination. This would enable the Pre-Examination Training Centres to evolve schemes of training which will be correlated to such examinations and which in turn would lead to improved intake of Scheduled Castes and Scheduled Tribes candidates against reserved vacancies.

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

ANNEXURE

List of Pre-Examination Training Centres for Scheduled Castes and Scheduled Tribes candidates

S.No.	State/Union Territory	Name and address of the Centre
<i>State level Centres</i>		
1.	Andhra Pradesh	Pre-Examination Training Centre for Scheduled Castes and Scheduled Tribes, Banjara Hills, Road No. 12, Hyderabad.
2.	Bihar	Pre-Exam. Training Centre, Morabadi Road, Ranchi.
3.	Delhi	Pre-Exam. Coaching Centre for Scheduled Castes, D. 61/32, Ramjas Road, Karol Bagh, New Delhi-5.
4.	Haryana	Pre-Exam. Training Centre, Govt. Polytechnic, Patiala House, Ambala City.
5.	Kerala	Pre-Exam. Training Centre, for Scheduled Castes and Scheduled Tribes, Dewans' Road, Mills Lane, Ernakulam, Cochin-16.
6.	Madhya Pradesh	Pre-Exam. Training Centre, Lal Bahadur Shastri Institute of Public Administration (Near Old Secretariat) Bhopal.
7.	Mysore	National College, Basavangudi Bangalore-4.
8.	Punjab	Zonal IAS etc. Pre-Exam. Coaching Centre, Arts Block, 3. Second Floor, Punjabi University Campus, Patiala.
9.	Orissa	Pre-Exam. Training Centre for Scheduled Castes and Scheduled Tribes, Ravenshaw College, Cuttack-3.
10.	Uttar Pradesh	Poorva Pariksha Prashikshan Kendra for Scheduled Castes and Scheduled Tribes, 8-B, Bund Road, Allugunj, Allahabad-2
11.	West Bengal	W. B. C. S. Pre-Exam. Training Centre, Maulana Azad College, Calcutta-13.
12.	Gujarat	Pre-Exam. Training Centre, for Scheduled Castes and Scheduled Tribes, 6th Floor, District Panchayat Building, Lal Darwaja, Ahmedabad.

All India Centres

(For IAS etc. Combined Competitive Examination)

1.	Uttar Pradesh	Scheduled Castes and Scheduled Tribes All India Services Pre-Examination Training Centre, 40-D Motilal Nehru Road, Allahabad University, Allahabad.
2.	Tamil Nadu	Pre-Examination Training Centre, for Scheduled Castes and Scheduled Tribes, 22, Mount Road, West C II Nagar, Madras-35.

**Department of Personnel & Administrative Reforms O.M. No. 1/1/73-Estt. (SCT)
dated 10th December, 1973 to all Ministries etc.**

Subject :—Arrangements for training of Class I officers belonging to Scheduled Castes and Scheduled Tribes.

The undersigned is directed to refer to this Department's office Memorandum No. 1/9/69-Estt. (SCT) dated the 15th November, 1971, detailing the steps to be taken for training of Class I Officers belonging to Scheduled Castes and Scheduled Tribes. Among other things, it has been provided in the aforesaid O.M. that Ministries/Departments should nominate a considerably larger number of Scheduled Castes and Scheduled Tribes officers for the training programmes run by the various Departments and Training Institutions. It has also been stated therein that it would be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. The Office Memorandum also provides that while deputing officers to training, seminars, conferences, etc. preference should be given to officers of Scheduled Castes and Scheduled Tribes. It is now requested that, while nominating officers for training programmes run by the various Departments and Training Institutions or for training programmes abroad or for training seminars and conferences, the Ministry of Finance etc. may kindly indicate as to which of the officers nominated belong to Scheduled Castes and Scheduled Tribes, so that their cases may be duly considered by the appropriate authorities at the time of selection.

2. Ministry of Finance etc. are also requested to issue instructions on the above lines to their Heads of Department, etc., who may be concerned with the sponsoring of candidates for training, so that the cases of Scheduled Castes/Tribes may be duly considered by the appropriate authorities the time of selection.

**Department of Personnel & Administrative Reforms O.M. No. 16/1/74-Estt. (SCT)
dated 8th April, 1974 to all Ministries etc.**

Subject :—Representation of Scheduled Castes/Tribes on selection boards and departmental committees.

The undersigned is directed to refer to this Department's Office Memorandum No. 27 (4) (iii)/70-Estt. (SCT) dated the 2nd September, 1970 (copy enclosed) on the above subject and to say that the Commissioner for Scheduled Castes and Scheduled Tribes, has in his Report for the year 1970-71 made the following recommendation :—

Recommendation No. 58 :

“It is suggested that the Department of Personnel may issue clarification to their orders dated the 2nd September, 1970, enjoining upon the Ministries/Departments to associate a suitable Scheduled Castes/Tribes Officer from other Ministries/Departments in the event no Scheduled Caste/Tribe Officer is available for the purpose in a particular Ministries/Department itself.”

In this connection attention of the Ministries/Departments is invited to this Department's O.M. No. 1/9/72-Estt. (D) dated the 29th January, 1973 in which it has been stated *inter-alia* that in respect of a Departmental Promotion Committee for a Class III or Class IV posts, the Chairman of the DPC should be an officer of a sufficiently high level and one of the members of the Committee should be an officer from a Department not connected with the one in which promotions are considered. As one of the members of the Committee is thus required to be an officer from another Ministry/Department, it is clarified that while nominating officers on the Departmental Promotion Committee in terms of the O.M. dated 2-9-1970, there is no objection, wherever necessary to nominating to the extent possible a Scheduled Caste/Tribe Officer from such other Ministry/Department in the event of such an officer not being available in the Ministry/Department itself.

**Department of Personnel & Administrative Reforms O.M. No. 16/4/74-Estt. (SCT)
dated 18th April, 1974 to all Ministries etc.**

Subject :—Training of Class I Officers belonging to Scheduled Castes and Scheduled Tribes.

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. 53

“It is necessary that the Ministries/Departments should consider the cases of Scheduled Castes and Scheduled Tribes Class I Officers more sympathetically for releasing more of them for training and for attending seminars/symposia/conferences etc. as provided under the Ministry of Home Affairs orders issued in March 1970.”

Orders already exist, *vide* the Ministry of Home Affairs O.M. No. 1/9/69-Estt. (SCT), dated the 26th March, 1970 read with the Department of Personnel & Administrative Reforms O.M. No. 1/9/69-Estt. (SCT), dated the 15th November, 1971 and O.M. No. 1/1/73-Estt. (SCT), dated the 10th December, 1973 requiring Ministries/Departments to release Class I officers belonging to Scheduled Castes and Scheduled Tribes for training and for attending seminars/symposia/conferences etc. These instructions are again brought to the notice of the Ministries/Departments who are requested to keep the above recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes in view and ensure that the cases of Scheduled Castes and Scheduled Tribes Officers are more sympathetically considered while nominating officers for training or deputing them for attending seminars, conference/symposia etc.

Department of Personnel & A.R. O.M. No. F. 16/1/74-Estt. (SCT)
dated the 23rd May, 1975 to all Ministries etc.

Subject :—Representation of Scheduled Castes/Tribes on Selection Boards and Departmental Promotion Committees.

The undersigned is directed to refer to this Department's Office Memorandum No. 27 (4) (iii)/70-Estt. (SCT), dated the 2nd September 1970 in which the Ministries/Departments were requested that while nominating officers on the Departmental Promotion Committees, Selection Boards etc. for recruitment/promotion to posts/services under them, they may keep in view, as far as possible, the recommendations Nos. 14 and 36 made in this regard by the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes in its Fourth Report. These instructions are once again brought to the notice of the Ministries/Departments etc. with the request that they should endeavour to nominate to the maximum extent possible, a Scheduled Caste/Tribe Officer on the Selection Boards Departmental Promotion Committees constituted for various posts/services under them. Particularly, where a Selection Board or Departmental Promotion Committee has to make bulk selection for a large number of vacancies say for 30 or more at a time no effort should be spared in finding a Scheduled Caste or Scheduled Tribe Officer for inclusion in the Selection Board/Departmental Promotion Committee.

2. In regard to the Departmental Promotion Committee for Class III and IV posts besides the above mentioned instructions, attention is also invited to the instructions contained in this Department's Office Memorandum No. 16/1/74-Estt. (SCT), dated 8th April 1974 wherein it has been clarified that since one of the members of the Departmental Promotion Committee for Class III or class IV posts is required to be an officer from another Ministry/Department, there would be no objection to nominate on such a D.P.C. a Scheduled Caste/Tribe Officer from such other Ministry/Department, in the event of such an officer not being available in the Ministry/Department itself.

Department of Personnel & A.R. O: M: No. 9/10/72-Estt.(D)
dated the 17th November, 1975 to all Ministries etc.

Subject:—Confirmation of Central Government employees—Question whether confirmation in a grade should be made in accordance with the quotas prescribed for the various methods of recruitment laid down in the Recruitment Rules or on the basis of the seniority list of the grade concerned—Instructions regarding—

As the Ministries/Departments of the Government of India are aware, according to para (1) (A) (d) of Ministry of Home Affairs Office Memorandum No. 1/9/57-58-RPS. dated the 16th May, 1959, if cases of confirmation of direct recruits and departmental promotees are referred at the same time, to the Departmental Promotion Committee, that Committee should be informed of the number of permanent vacancies available for confirmation of direct recruits and departmental promotees in accordance with the quotas prescribed in the recruitment rules to enable that committee to recommend the required number of direct recruits and departmental promotees separately for each category. In other words in making confirmation after the date of promulgation of the recruitment rules, it was obligatory to make confirmation strictly in accordance with the quotas prescribed in those rules. Since the adoption of the above principle resulted in the upsetting of seniority of those appointed prior to the promulgation of the recruitment rules, instructions were issued subsequently, vide Ministry of Home Affairs Office Memorandum No. 12/10/63-Estt. (D), dated the 27th December, 1963 that after promulgation of the recruitment rules, confirmations should necessarily take place only in accordance with the quotas prescribed in the recruitment rules, but if it was desired to make any departure from the prescribed quotas in making confirmations of persons recruited prior to the promulgation of the recruitment rules, it would be necessary to incorporate a saving provision to that effect in the rules themselves.

2. Instances have come to the notice of this Department where the confirmation of direct recruits and departmental promotees etc. in accordance with the quotas prescribed for direct recruitment and promotion in the relevant recruitment rules often result in the upsetting of their seniority, as determined at the time of their initial recruitment/promotion to the grade, when for any reason (e.g. retirement, resignation, death etc.) any direct recruit or a promotee ceases to hold the appointment in the grade concerned. The question whether confirmation in a grade should be made in accordance with the quotas prescribed for the various method of recruitment laid down in the relevant recruitment rules or in the order of the seniority of the person concerned, as reflected in the relevant seniority list, has accordingly been examined in this Department in consultation with Ministry of Law (Department of Legal Affairs) and it has been decided that once the seniority of various persons appointed to a grade in accordance with the quotas prescribed for direct recruitment promotion etc. has been determined, their confirmation in that grade should also be made in the order of their seniority, irrespective of the quotas prescribed for direct recruitment promotion etc. in the relevant recruitment rules. This decision will not, however effect reservation and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

3. These instructions shall come into force with effect from the date of issue of this Office Memorandum and the confirmations already made prior to the date of issue of these orders will not be reviewed. However, where the persons concerned might have been approved for confirmations by the Departmental Promotion Committees but their confirmation orders have actually not been issued, these may be reviewed in the light of the above decision.

4. The Ministries and Departments of the Government of India are requested to bring these instructions to the notice of the attached and subordinate offices with which they are concerned.

Department of Personnel & Administrative Reforms O.M. No. 16/32/74-Estt. (SCT)
dated the 3rd April, 1976 to all Ministries etc.

Subject :—Consideration of cases of Scheduled Caste and Scheduled Tribe employees while selecting persons for posting abroad.

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 years 1971-73 :—

Recommendation No. 85

“The claims of the Scheduled Caste and Scheduled Tribe Government employees should be considered sympathetically in case of appointments abroad to enable them to acquire experience of working in the Government of India offices in foreign countries. Their stay in a country for a couple of years will, by itself, be a very useful experience for the Scheduled Caste and Scheduled Tribe Government servant and will help them a lot in broadening their outlook and bringing them up socially and economically. The Union Department of Supply have decided to give some relaxations in standards while considering cases of Scheduled Caste and Scheduled Tribe employees for being posted to the India Supply Missions in London and Washington. The Department of Personnel and Administrative Reforms should take up the matter with other Ministries/Departments concerned of the Government of India for giving the relaxation in standards in case of Scheduled Caste and Scheduled Tribe employees, while selecting persons for posting abroad.”

The recommendation has been considered. While it will not be possible to provide for any specific norm of relaxation in favour of Scheduled Caste and Scheduled Tribe employees in this matter, the undersigned is directed to impress on all the Ministries that whenever they have to post officers serving under them in units etc. located in foreign countries, the eligible employees belonging to Scheduled Castes and Scheduled Tribes should also be considered alongwith others, for such posting.

Department of Personnel & A. R. O.M. No. 36022/5(i)/76-Estt. (SCT)
dated the 28th May, 1976 to all Ministries etc.

Subject :—Cells in the Ministries/Departments for enforcement of the orders regarding reservation for Scheduled Castes and Scheduled Tribes in services—Activities of the Cell to be highlighted in the Annual Report of the Ministry/Department, Public Sector Undertakings—Recommendation No. 32 in the 41st report of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes.

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

Recommendation No. 32 (para 4.21)

“The Committee desire that the activities of the Implementation Cell should be highlighted in the Annual Reports of the Ministries/Departments/Public Undertakings concerned.”

The above recommendation has been accepted by Government. In this connection, attention is invited to this Department's Office Memorandum No. 27/22/68-Estt. (SCT), dated the 19th April, 1969 in which the Ministry of Finance etc. were requested to set up a Cell within the Ministry under the direct control of the Liaison Officer to ensure due compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes issued from time to time. In this Department's Office Memorandum No. 27/4(i)/70-Estt. (SCT), dated the 3rd September, 1970 the Recommendation No. 5 contained in the 4th Report of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes stating *inter-alia* that a note on the activities of the Cell should be included in the Annual Report of the concerned Ministries/Departments was also brought to the notice of the Ministries/Departments for implementation. The Committee's recommendation in the 41st Report reproduced above is now brought to the notice of the Ministries/Departments with the request that the activities of the implementation Cell should be highlighted in their Annual Report.

2. It is requested that the Ministry of Finance etc. may please take similar action in respect of Public Sector Undertaking under their control.

Department of Personnel & A.R. O.M. No. 36022/13/76-Estt. (SCT)
dated the 14th September, 1976 to all Ministries etc.

Subject:—Recommendation No. 2 of the Parliamentary Committee on Welfare of Scheduled Castes and Scheduled Tribes contained in its 41st Report Training Programmes for Scheduled Caste and Scheduled Tribe candidates.

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

Recommendation No. 21 (Para 2.36)

“The Committee have noted that instructions have been issued to the Ministries/Departments that, if a requisite number of Scheduled Caste and Scheduled Tribe candidates fulfilling even the relaxed standards are not available to fill up the vacancies reserved for them, the authorities should select for appointment the best among the Scheduled Castes and Scheduled Tribes fulfilling the minimum educational qualifications prescribed for the posts and give them in-service training within their own offices. While the Committee commend the steps taken by the Government, they desire that the outlines of the training schemes to be formulated by the various Ministries and Departments, including the attached and subordinate offices, should be clearly delineated so that it should be possible for the Scheduled Caste/Scheduled Tribe candidates to derive the maximum advantage from such training programmes. The parameters of training programmes should be periodically examined by the Department of Personnel and Administrative Reforms so as to ensure that there is some uniformity in regard to the modalities of training. A periodic review of the training programmes should also be conducted by the Department of Personnel and Administrative Reforms. The Committee hope that while drawing up the training schemes, the Ministries/Departments would take due note of the vacancies for Scheduled Castes and Scheduled Tribes that would arise in the next five years. The forward planning to be undertaken by the Cadre Review Committees should also include the estimation of the job requirements for which training programmes have to be formulated.”

In this connection, attention is invited to the Ministry of Home Affairs O.M. No. 27-2-70-Estt. (SCT), dated 21-4-1970 according to which candidates belonging to Scheduled Castes and Scheduled Tribes who are selected in various competitive examinations by relaxed standards should be given extra training to enable them to come up to the standard of other candidates. Attention is also invited to the instructions contained in Ministry of Home Affairs O.M. No. 24-7-67-(I) Estt. (SCT), dated 24-9-1968 which provide that for non-technical and quasi-technical post. In Class III and IV filled by direct recruitment otherwise than through a written examination, if the required number of Scheduled Caste/Scheduled Tribe candidates fulfilling even the relaxed standards admissible in their cases are not available to fill the vacancies reserved for them, the authorities should select for appointment to the reserved vacancies, the best among the Scheduled Caste/Tribe candidates fulfilling the minimum educational qualifications prescribed for the post and in order to bring candidates so selected to the minimum standard necessary for the post, and for the maintenance of efficiency of administration, the appointing authorities concerned should give in-service training to such candidates within their own offices.

2. The recommendation of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes cited in para I above has been considered and it has been accepted by Govt., Ministry of Finance etc. are therefore requested to draw up special training programmes including in-service training programmes in which necessary training could be provided to Scheduled Caste/Tribe candidates as suggested by the Committee. While drawing up the programmes the Ministries/Departments are particularly requested to keep in view the observation of the Parliamentary Committee referred to in para 1 above. The Training Division of this Department will render technical assistance; if any needed by the Ministries/Departments in drawing up training programmes and would also undertake periodical reviews of such training programmes as and when required.

**Department of Personnel & Administrative Reforms O.M. No. 36013/1/77-Estt. (SCT)
dated 7-6-1977 to all Ministries/Departments etc.**

Subject :—Statistical information relating to the representation of Scheduled Castes and Scheduled Tribes—Inclusion in the annual reports of the Ministries/Departments.

The undersigned is directed to invite attention to this Department's O. M. No. 27/22/68-Est. (SCT), dated 19th April 1969 in which the Ministry of Finance etc. were requested to set up a Cell within the Ministry under the direct control of the Liaison Officer to ensure due compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes issued from time to time. In this Department's O. M. No. 27/4 (i)70-Est. (SCT), dated 3rd September 1970, the Ministry of Finance etc. were requested to include in their Annual Report, a note on the activities of the Cell. Further, in this Deptts. O. M. No. 36022/5 (i)76-Estt. (SCT), dated 28th May, 1970, the recommendation No. 32 in the 41st Report of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes was brought to the notice of the Ministries/Departments with the request that the activities of the Implementation Cell should be highlighted in the Annual Reports.

2. The Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his Report for the year 1973-74 :—

“It is necessary that statistics relating to the representation of Scheduled Castes and Scheduled Tribes in each Ministry/Department should be published in the annual reports of the Ministries/Departments concerned....”

The above recommendation has been accepted by Government and is brought to the notice of the Ministries/Departments for implementation. The statistics relating to representation of Scheduled Castes and Scheduled Tribes to be incorporated in the annual reports of the Ministries/Departments should include the information in Appendices 8 and 9 which is required to be furnished by the Ministries/Departments to the Departments of Personnel & A.R. in a consolidated form every year. The Appendices 8 and 9 relate to the following :—

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.

Appendix 9 : Statement showing the particulars of recruitment made during the calendar year and the number filled by Scheduled Castes and Scheduled Tribes.

Besides the consolidated information in respect of the Ministry/Department as a whole including all its attached and subordinate offices, it would be useful to include in the annual report information in respect of each organisation establishment under a Head of Department. Similar information in respect of statutory and semi-Government bodies and in respect of public sector undertakings under the control of the Ministry/Departments may also be usefully included in the annual reports.

**Department of Personnel & A.R. O.M. No. 36011/9/76-Estt. (SCT)
dated 7-3-1978 to all Ministries/Departments etc.**

Subject :—Relaxation of age limit for Scheduled Castes and Scheduled Tribes and other categories of persons—Provision in the Recruitment Rules.

The undersigned is directed to refer to this Department's O.M. No. 36011/9/76-Estt. (SCT), dated 14-7-1976 in which Ministries/Departments etc. were asked to review the Recruitment Rules in respect of posts under them so as to incorporate therein the necessary proviso relating to relaxation of age limit in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and other special categories of persons wherever it had not already been done. Some Ministries/Departments had pointed out that in view of the Saving Clause relating to reservations and other concessions for Scheduled Castes and Scheduled Tribes and other special categories of persons required to be included in the recruitment rules for all posts/services falling within the purview of reservation orders, in accordance with the instructions issued in O.M. No. 8/12/71-Ests. (SCT), dated 21-9-71, it might not be necessary to have a separate proviso relating to relaxation of age limit for Scheduled Castes and Scheduled Tribes etc. in the recruitment rules. The matter has been considered and it has now been decided in modification of the instructions contained in this Department's O.M. No. 36011/9/76-Est. (SCT), dated 14-7-1976 that the Saving Clause referred to above as included in the Recruitment Rules would be sufficient and that a separate proviso relating to relaxation of age limit need not be incorporated. However, the existing Saving clause prescribed in this Department's O.M. No. 8/12/71-Ests. (SCT), dated 21-9-71 may be amplified as follows adding the words 'relaxation of age limit' therein :—

"Saving.—Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard."

2. The above amplified Saving clause may be included in the Recruitment Rules which may be framed hereafter, and also when any of the existing Recruitment Rules are to be amended. The various concessions including relaxation of age limit admissible to candidates belonging to Scheduled Castes and Scheduled Tribes and other special categories of persons should always be kept in view by appointing authorities while considering the candidates belonging to these communities.

**Deptt. of Personnel and A.R. O.M. No. 36013/18/77-Est. (SCT)
dated 4-9-1978 to all Ministries etc.**

Subject :—Arrangement for training of Group 'A' (Class I) officers belonging to Scheduled Castes and Scheduled Tribes recommendation No. 56 in the Report of the Commissioner for Scheduled Castes and Scheduled Tribes for the year 1973-74.

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 1973-74 :—

“Government of India have not yet issued orders provided for reservation in promotion posts within Class I. But there are instructions according to which the Class I officers belonging to Scheduled Castes and Scheduled Tribes are to be provided with more opportunities for institutional training and for attending seminars/symposia/conferences etc. in order to improve their chances for selection to higher categories of posts in Class I. It has been observed that the instructions regarding drawing up a phased programme for training of Class I officers belonging to Scheduled Castes and Scheduled Tribes and the requirements of completing such a programme within a suggested period of 3 years as also to earmark 25 per cent of the seats in various training programmes for Class I officers belonging to Scheduled Castes and Scheduled Tribes have not been implemented in the same spirit in which they were issued. All Ministries/Departments of the Government of India may, therefore, be advised to take special measures for imparting training to Class I officers belonging to Scheduled Casts and Scheduled Tribes in various fields in fulfilment of the instructions already issued by the Government.”

In this connection, attention of the Ministry of Finance etc. is invited to the instructions contained in this Department's O.M. No. 1/9/69-Est. (SCT), dated 15-11-71, O.M. No. 1/1/73-Est. (SCT), dated 10-12-73, O.M. No. 16/4/74-Est. (SCT), dated 18-4-74 regarding arrangement for training of Class I (Group A) officers belonging to Scheduled Castes and Scheduled Tribes. The recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes reproduced above is brought to the notice of all Ministries/Departments and they are requested to keep the same in view and take such measures as may be considered necessary towards imparting training of Group 'A' (Class I) officers belonging to Scheduled Castes/Scheduled Tribes in various fields in the spirit of the instructions referred to above.

Department of Personnel and A.R. O.M. No. 36011/30/81-Estt. (SCT), dated 6-8-81

Subject :—Applicability of reservation orders at the time of confirmation when the mode of direct recruitment has been resorted to due to failure of the main mode—Classification regarding.

The undersigned is directed to refer to the above mentioned subject and to say that reference have been received in this Department as to whether reservations for SC/ST are to be provided at the time of confirmation when the direct recruitment has been resorted to due to the failure of the main mode, *i.e.* promotion, prescribed in the recruitment rules. It has now been decided that if the recruitment rules do not provide for a specific quota for promotion and direct recruitment respectively and direct recruitment is resorted to only when the main mode of promotion fails, reservation for SC/ST at the time of confirmation will not apply. The direct recruits who are appointed due to the 'failing which' clause in the recruitment rules will be confirmed according to their seniority in relation to promotees. It is further clarified that though for direct recruitment in such cases, a separate roster has to be maintained, the direct recruits of this variety will get the benefit of reservation at the time of appointment only and not at the time of confirmation. In other case of direct recruitment, the reservations for SC/ST have to be provided both at the time of appointment as well as confirmation.

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

Department of Personnel & A.R. O.M. No. 41013/16/80-Estt. (SCT), dated 10-8-81

Subject :—Departmental Promotion Committee—Association of an officer belonging to Scheduled Caste/Scheduled Tribe in Departmental Promotion Committees.

The question of providing adequate safeguards to officers belonging to Scheduled Castes/Scheduled Tribes community in the matter of consideration for promotion came up for discussion at the meeting of the Parliamentary Consultative Committee for the Ministry of Home Affairs sometime ago. A point was then made that the person representing the Scheduled Caste/Scheduled Tribe Community on a Departmental Promotions Committee was usually an officer of the Department and hence was unable to express his views fearlessly in the presence of his senior officers. It was, therefore, suggested that this lacuna should be remedied.

2. This matter has been examined in all its aspects. In the Department of Personnel and A.R. Office Memorandum No. 27/4(iii)/70-Estt. (SCT), dated the 2nd September, 1970 and No. 16/1/74-Estt. (SCT), dated 23rd May, 1975, it has been suggested that Ministries/Departments may endeavour to the maximum extent possible, to nominate a Scheduled Caste/Scheduled Tribe officer while constituting the Departmental Promotions Committee, Selection Boards etc. for recruitment/promotions to posts/services under them. Particularly where a Selection Board or a Departmental Promotions Committee has to make bulk Selections for a large number of vacancies say, for thirty or more at a time, no effort should be spared in finding a Scheduled Caste or Scheduled Tribe officer for inclusion in the Selection Board/Departmental Promotions Committee. According to the Department of Personnel & A.R. Office Memorandum No. 1/9/72-Estt. (D), dated the 29th January, 1973 in respect of a Departmental Promotions Committee for a Group C or Group D post, one of the members of the Committee should be an officer from a Department not connected with the one in which promotions are considered. It has been provided in the Department of Personnel & A.R. O.M. No. 16/1/74-Estt. (SCT), dated the 8th April, 1974 that in the event of a Scheduled Caste/Scheduled Tribe Officer not being available in the Ministry/Department itself for nomination in the Departmental Promotions Committee, there is no objection to nominating, to the extent possible, a Scheduled Caste/Scheduled Tribe officer from another Ministry/Department.

3. Having regard to the point made in the Consultative Committee for the Ministry of Home Affairs, it has now been decided that in cases where an outside representative is inducted as a member of a Departmental Promotions Committee, he should invariably be an officer belonging to Scheduled Caste/Scheduled Tribe community and only where this is impracticable, should an officer belonging to Scheduled Caste/Scheduled Tribe from the same Department be nominated to the DPC. In the event of an officer belonging to Scheduled Caste/Scheduled Tribe not being available for nomination to the DPC, either from outside organisations or from the same department, an endorsement to this effect should be obtained *before holding the meeting of the DPC* from the liaison officer of the Ministry/Department/Office concerned with the DPC to the effect that all efforts have been made to find a Scheduled Caste/Scheduled Tribe officer for the DPC, but with no success.

4. Ministry of Finance etc. are requested to ensure compliance of these instructions and also bring it to the notice of all its attached and subordinate offices for strict compliance.

Department of Personnel and A.R. O.M. No. 36013/4/82-Estt. (SCT)
dated 29th August, 1984

Subject :—Providing Saving Clause in the recruitment rules—Recommendation No. 73 of the 26th Report of the Commission for SC/ST.

The undersigned is directed to state that the Commissioner for SC/ST has made the following recommendation in his 26th Report pertaining to the year 1978-79.

Recommendation No. 73

“Recently there have been cases in some High Courts whereby provision of reservation made in posts filled by promotion through executive instruction without making relevant amendments in the Statutory Recruitment Rules was struck down. It is observed that the High Court have not contested the validity of reservation as such but have struck down the orders issued by the Comptroller and Auditor General of India on the Technical grounds that these are not supported by amendment of the relevant rules issued under the authority of the President of India. It is, therefore, imperative that the saving clause providing for reservation and other relaxation etc. is introduced in all the Recruitment Rules in order to avoid any embarrassment that may be caused later for want of such a provision in the statutory rules. Actually such adverse judgements could have been avoided if only the Comptroller and Auditor General had complied with Government instructions introducing a saving clause in the recruitment rules, so far as the reservation in Services was concerned.

2. In this connection, attention is drawn to the Department of Personnel and A.R. O.M. No. 8/12/71-Estt. (SCT), dated 21-9-71 where Ministries/Departments were requested to incorporate the ‘Saving Clause’ in the recruitment rules prescribed for various posts. Obviously, this instruction was not presumably followed in all cases, giving rise to the suggestion of the Commissioner for SC/ST to request the Ministries and Departments to invariably include the Saving Clause in their recruitment rules. It is again reiterated that if in any case such steps have not been taken, it may be immediately done so that the Govt. do not face embarrassment in any Court of Law.

Ministry of Finance etc. are requested to bring the contents of the O.M. to the notice of their appointing authorities.

Department of Personnel and Training O.M. No. 36026/3/85-Estt. (SCT)
dated 24th June, 1985

Subject :—Harassment of and discrimination against Scheduled Castes and Scheduled Tribes employees in Central Government Services/posts.

Ministries/Departments are aware that the Government, as a part of the programme for the general welfare of the persons belonging to the SC/STs, have provided reservation in Central Government Services accompanied by various other benefits, concessions and relaxations. The main objective for providing reservation for Scheduled Castes and Scheduled Tribes in appointment to civil posts and services of the Government is not just to give jobs to some persons belonging to these communities and thereby, increase their representation in services but to uplift these people socially and merge them in the mainstream of the nation.

2. It has, however, been pointed out to this Department that the Scheduled Castes and Scheduled Tribes officers, after appointment, are subjected to harassment and discrimination on grounds of their social origin. It has been pointed out that SC/ST officers are sometimes transferred to far-off places and also placed at insignificant positions. It has also been stated that these officers are not accepted at their places of postings by the concerned superior officers in some cases.

3. In this connection, it is emphasised that Government servants should desist from any act of discrimination against members of SC/ST communities on grounds of their social origin. It is also requested that senior officers, including the Liaison Officers of the Ministry/Department, should keep a close watch to ensure that such incidents do not occur at all. However, if any such incident comes to the notice of the authorities, action should be taken against the erring officials promptly.

4. Ministry of Finance etc. are accordingly requested to bring the contents of this Office Memorandum to the notice of all concerned.

Department of Personnel and Training O. M. No. 36013/3/85-Estt. (SCT)
dated 2nd August, 1985

Subject :—Reservation for Scheduled Castes and Scheduled Tribes in Services—Recommendation No. 17 of the Fourth Report of the Commission for Scheduled Castes and Scheduled Tribes.

In its Fourth Report for the year 1981-82, the Commission for Scheduled Castes and Scheduled Tribes has made the following recommendation *inter alia*:—

Recommendation No. 17

“... Ministries/Departments, besides giving statistics on the progress of representation of Scheduled Castes and Scheduled Tribes in Services during the year, should also highlight in their respective Annual Reports, the other measures adopted by them such as creation of Special Cells, inspection of rosters conducted by the Liaison Officers, appreciation/orientation courses conducted for the various level of Officers and representatives of the employees associations, in-service training to the Scheduled Castes and Scheduled Tribes employees etc.”

After a due consideration, the Government have accepted the above recommendation except in so far as it relates to highlighting the information regarding “appreciation/orientation courses conducted for representatives of the employees association,” since the Government, as a matter of policy do not recognise any association formed by the SC/ST employees.

2. The Department of Personnel O.M. No. 27/4(1)/70-Estt. (SCT), dated the 30th September, 1970 already provides that the Annual Report of a Ministry/Department should contain a note about the activities of the Special Cell set up under the control of the Liaison Officer, in the Ministry/Department.

3. Consequent on the acceptance of the recommendation as mentioned in para 1 it has been decided that, in addition to what was required to be incorporated in the Annual Reports in term of the instructions dated 30-9-70, the following items of work, namely:—

- (i) inspection of rosters conducted by the various Liaison Officers in the Ministry/Department/Attached and Subordinate Offices;
- (ii) appreciation/orientation courses conducted for various levels of officers; and
- (iii) in-service training to the Scheduled Castes and Scheduled Tribes employees, should also be highlighted.

should also be highlighted.

Ministry of Finance etc. are requested to ensure compliance of these instructions and also bring these to the notice of all their Attached and Subordinate offices.

Department of Personnel & Training No. 18011/1/86-Estt. (D), New Delhi
dated the 28th March, 1988, to all Ministries/Departments of the Government of India

OFFICE MEMORANDUM

Subject :—Simplification of confirmation procedure—Delinking of confirmation from the availability of permanent posts.

The undersigned is directed to say that in the existing system, the prerequisite for confirmation is the availability of a permanent post on which no other Government servant holds a lien. With a view to finding a permanent post to confirm a Government employee, a periodic exercise is taken up to identify vacant permanent posts along with exact date from which these are available. The availability of a permanent post depends upon the factors such as retirement/resignation of a permanent Government employee, confirmation of a Government servant in a higher post, conversion of temporary posts into permanent ones, etc. Further, according to the present procedure, confirmation is not a one-time event in the career of a Government employee. He has to be successively confirmed in each and every post of grade to which he is promoted subject to the availability of a permanent post in each grade.

2. Thus, the exercise of identification of permanent vacant posts as well as convening of meetings of DPCs to consider the confirmation of employees against them has become a time-consuming and complicated procedure which has to be gone through under the existing rules before permanent status is conferred upon a Government employee. The delays and complexities involved in complying with the procedural requirements of confirmation often result in a situation where an employee continues to officiate in successive higher grades for years together while he is confirmed only in the grade he entered the service.

3. A Task Force (set up in 1976 vide Ministry of Finance Order No. F. 1(5)/75-Spl. Cell dated 5-1-1976) went into the entire question of confirmation with a view to bring about some simplifications. Their main recommendations were :—

- (i) Confirmation of Government employees should be delinked from the availability of permanent vacant posts; and
- (ii) There should be only one confirmation in the career of a Government servant instead of multiple confirmations against successive posts/grades.

These recommendations were then considered in consultation with UPSC etc. but the case was not pursued as in the meantime orders were issued allowing pension to temporary employees superannuating after 20 years of service. In the context of the drive for simplification of rules and procedures, undertaken sometime back, the proposal was revived. It has now been decided to delink confirmation from the availability of a permanent vacant post and to have confirmation as one time event in the career of a Government servant.

4. Pursuant to the above decision, a review of all the existing rules and instructions has been made and the revised procedure to be followed in respect of various matters such as probation, confirmation, seniority, lien, temporary service rules, etc. is indicated below :

4.1 Confirmation :

(A) General

- (i) Confirmation will be made only once in the service of an official which will be in the entry grade.
- (ii) Confirmation is delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation.

(B) Confirmation in the grade to which initially recruited :

- (i) As at present, the appointee should satisfactorily complete the probation.
- (ii) The case will be placed before the DPC (for confirmation).

(iii) A specific order of confirmation will be issued when the case is cleared from all angles.

(C) On Promotion :

- (i) If the recruitment rules do not prescribe any probation, an officer promoted on regular basis (after following the prescribed DPC etc. procedure) will have all the benefits that a person confirmed in that grade would have.
- (ii) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If, the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he was promoted, or extend the period of probation as the case may be.

Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactorily, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

CCS (Temporary Service) Rules :

- 4.2 (i) As no officer otherwise eligible will have to wait for confirmation pending a availability of a permanent vacancy, the need for following the existing procedure for declaring a person quasi-permanent ceases to exist. Accordingly, the provisions relating to the quasi-permanency in the CCS (Temporary Service) Rules will be deleted.
- (ii) As there will still be situations where appointments are made against posts/establishments which are created for definite and purely temporary periods e.g. Committees/Commissions of Enquiry, organisations created for meeting a particular emergency which is not expected to last for more than a few years, posts created for projects for specified periods, the remaining provisions of the Temporary Service Rules will continue to be in force.

Lien

4.3 The concept of lien as the title of a Govt. servant to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a Govt. servant to hold a regular post, whether permanent or temporary, either immediately or on the termination of the periods of absence. The benefits of having a lien in a grade will thus be enjoyed by all officers who are confirmed in the grade of entry or who have been promoted to a higher post declared as having completed the probation where it is prescribed, or those who have been promoted on regular basis to a higher post where no probation is prescribed under the Rules, as the case may be.

The above right/title will, however, be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if at any time the number of persons so entitled is more than the posts available in that grade. For example, if a person who is confirmed or whose probation in a higher post has been declared as having been completed or one who is holding a higher post for which there is no probation on a regular basis, reverts from deputation or foreign service and if there is no vacancy in that grade to accommodate him, the junior most person will be reverted. If, however, this officer himself is the junior most, he will be reverted to the next lower grade from which he was earlier promoted.

Pension

4.4 Since all the persons who complete probation in the first appointment will be declared as permanent, the present distinction between permanent and temporary employees for grant of pension and other pensionary benefits will cease to exist.

Reservation for SC/ST

4.5 As a result of introduction of confirmation only at the entry stage and the delinking of confirmation from the availability of permanent posts, the need for reservation at the time of confirmation in posts and services filled by Direct Recruitment as per the existing instructions will cease to exist as everyone who is eligible for confirmation will be confirmed.

Seniority

4.6 According to para 2.3 of the consolidated orders of seniority issued vide this Department's OM No. 22011/7/86-Estt. (D) dated 3-7-86 where persons are confirmed in an order different from the order of merit indicated at the time of their recruitment or promotion, seniority shall follow the order of confirmation and not the original order of merit. Since there is confirmation in the entry grade, seniority will continue to be determined on the basis of confirmation in that grade.

5. The existing instructions/Rules in respect of the aspects mentioned above stand modified to the extent indicated in the preceding paragraphs. As regards rules relating to pension, Temporary Service, Lien, etc. suitable amendments will be notified separately.

6.1 The revised procedures relating to confirmation outlined above will not apply to the cases of appointments made on *ad hoc* basis, i.e., it is only the appointments made on regular basis which will come within the purview of these instructions.

6.2 Sometimes Establishments are created for a specific objective for a limited period, as in the case of Committees or Commissions to study or investigate a specific problem. Normally, posts in such Establishments are filled by deputation or contract basis, which would not result in regular incumbency. Even in a few cases, where regular appointments are made by framing the recruitment rules, appointments are made according to those rules, these instructions about confirmation would not apply. In other words, persons appointed against the posts in purely temporary organisations are outside the purview of the revised procedure outlined in this Office Memorandum.

7. These instructions will come into force with effect from 1st April, 1988.

8. When the new procedure detailed in this OM comes into effect the administrative work involved in confirmation of officials in all Government offices every year will be eliminated. This would result in reduction of work load of various Ministries and Departments. All the Ministries and Departments are requested to review the position and intimate by 31st October, 1988 details of reduction of staff effected as a result of the rationalisation for reporting the matter to the Cabinet.

9. All the Ministries/Departments are requested to bring the above position to the notice of all concerned, including those in the Attached and Subordinate Offices for guidance.

Department of Personnel and Training O. M. No. 39016/9 (S)/89-Estt. (B)
dated the 16-8-90

Subject :—Representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committees.

As the Ministries/Departments of the Government of India are aware, the instructions contained in this Department's OM No. 16/1/74-Estt. (SCT), dated 23rd May 1975 enjoin upon the Ministries/Departments to nominate a Scheduled Castes/Scheduled Tribes officer while constituting Selection Committee/Boards for recruitment to various posts/services under them. In this Departments OM No. 39016/6(S)/87-Estt. (B), dated 10-6-87, Ministries/Depts. were instructed to nominate a member of the minority community also in the Selection Committees/Boards for recruitment to Group C and Group D posts within the overall sanctioned strength of the Committee/Board. It has been observed that in spite of the above instructions, a number of Selection Committees/Boards are constituted by various Ministries/Departments which do not have a representative belonging to the Scheduled Castes/Scheduled Tribes and the minority communities.

2. The matter has been reviewed and in partial modification of the above instructions, it has now been decided that wherever a Selection Committee/Board exists or has to be constituted for making recruitment to 10 or more vacancies in Group C or Group D posts/services, it shall be mandatory to have one member belonging to SC/ST and one member belonging to Minority Community in such Committees/Boards. Where, however, the number of vacancies against which selection is to be made is less than 10, no effort should be spared in finding a Scheduled Caste/Scheduled Tribe officer and a Minority community officer for inclusion in such Committees/Boards.

3. Similar instructions in respect of Public Sector Undertakings and financial institutions, including Public Sector Banks, will be issued by the Department of Public Enterprises and Ministry of Finance respectively.