

No. 1/6/64-SCT.I  
Government of India  
Ministry of Home Affairs

New Delhi-11, the 19th March, 1964.

OFFICE MEMORANDUM

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

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The attention of the Ministry of Finance etc. is invited to the instructions contained in this Ministry's Office Memorandum No. 130/54-Ests.(A).I dated 28th February, 1955 and No. 28/3/59-Ests.(A) dated 15th June, 1959 on the above subject. 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.I dated 4th March, 1964 regarding reservations for Scheduled Castes and Scheduled Tribes in the services under the Public Sector Undertakings.

Sd/- M.K. Venkateshan  
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA.

To

All Ministries and Departments etc. etc.