

List of OM's and letters issued on reservation for Other Backward Classes
(English Version)

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5. In para 2(d) of this Department's O.M. of even number dated 8th September, 1993, it has been stated that a list of castes and communities for the purpose of the reservation for OBCs is to be issued separately by the Ministry of Welfare. The Ministry of Welfare have since notified the said list vide their Resolution No. 12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th September, 1993. For the purpose of verification of the castes/communities the certificate from the following authorities only will be accepted:

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar; and
- (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

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जय सचिव / Deputy Secretary
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भारत सरकार / Govt. of India

M. Venkataraman

(M. VENKATARAMAN)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India.
2. Department of Public Enterprises, New Delhi.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.

कार्मिक और प्रशिक्षण विभाग
Deptt. of Personnel & Training
कार्मिक और प्रशिक्षण विभाग
Receipts & Issue Section

RECEIVED
20/9/93

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20-10-1993

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No.36012/22/93-Estt(SCT)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

New Delhi, the 22nd October, 1993

OFFICE MEMORANDUM

Subject:- Reservation for Other Backward Classes in Civil Posts and Services under the Government of India - Regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated the 8th September, 1993 on the above subject and to say that in accordance with the Supreme Court Judgement in the Indira Sawhney case, the reservations contemplated in clause 4 of Article 16 should not exceed 50%. For the purpose of applying the rule of 50%, an year should be taken as the unit and not the entire strength of the cadre, service or the unit as the case may be. This position would also apply in the case of carry forward vacancies. Therefore, the Ministries/Departments are requested to ensure that the reservations provided to SC/ST/OBCs put together do not exceed 50% of vacancies arising in an year.

2. In the light of the reservations provided to other backward classes, it is necessary to revise the existing reservation rosters. In respect of direct recruitment on All India basis by open competition where there is a reservation for 15% for SC and 7-1/2% for ST, the existing 40 point-roster has been revised into a 200 point-roster as in the model indicated in Annexure-A. The revised roster will come into effect immediately. Vacancies filled on or after 8-9-1993 should be shown in the new roster now prescribed in Annexure-A. The old roster shall be deemed to have been closed from this date. The reservations which had to be carried forward in the previous roster shall now be carried forward to the new roster.

3. There is no change in the existing reservation rosters in so far as promotion is concerned, as there is no reservation for OBCs in promotion.

4. No other relaxation/concession is admissible to OBCs. There is no provision for any relaxed standard to be applied in the case of OBCs.

Sd/-

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(SANDEEP SAXENA)....p.2/-
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its value every three years. If the situation, however, so demands, the interruption may be less.

Explanation: Wherever the expression "permanent incapacitation" occur in this schedule, it shall mean incapacitation which results in putting an officer out of service.

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1.	2.	3.
B. <u>Plantations</u>		
(i) Coffee, tea, rubber, etc.		
(ii) Mango, citrus, apple plantations etc.		
C. <u>Vacant land and/or buildings in urban areas or urban agglomerations</u>		

Criteria of income/wealth specified in Category below will apply.

Deemed as agricultural holding and hence criteria at A above under this Category will apply. Criteria specified in Category VI below will apply.

Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.

Son(s) and daughter(s)

(a) Persons having gross annual income of Rs. 1 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

(b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

(i) Income from salaries or agricultural land shall not be clubbed.

(ii) The income criteria in terms of rupee will be modified taking into account the change in the value of rupee. i.e. the

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VI INCOME/WEALTH TEST

V. PROPERTY OWNERS

A. Agricultural Holdings

3.

Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns

(a) only irrigated land which is equal to or more than 85% of the statutory ceiling area, or

(b) both irrigated and unirrigated land, as follows:

The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 85% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disqualification will occur).

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.

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IV	PROFESSIONAL CLASSES AND THOSE ENGAGED IN TRADE AND INDUSTRY	
	(1) Persons engaged in profession as a doctor, lawyer, chartered accountant, Income-Tax Consultant, financial or management consultant, i.e., surgeon, engineer, architect, computer specialist, film artists and other film professionals, author, playwright, sports person, sports professional, media professional or any other vocations of like status,	Criteria specified against Category VI will apply:-

(II) Persons engaged in trade, business and industry

Criteria specified against Category
VI will apply:

Explanation:

- (i) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- (ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

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positions under private employment, pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these institutions.

ARMED FORCES INCLUDING PARA-MILITARY FORCES
(persons holding civil posts are not included)

Son(s) and daughter(s) of parents either of both whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the para Military Forces;

Provided that:-

- (i) If the wife of an Armed Forces officer is herself in the category Armed Forces (i.e., the rule of under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;
- (ii) the service ranks below Colonel of husband and wife shall not be clubbed together;
- (iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.

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(d) parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife does; or suffers permanent incapacitation and

(e) parents, of whom the wife is a Class I officer (Direct recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

(a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation.

Sons and daughters of

(a) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.

C. Employees in Public Sector Undertakings etc.

The criteria enumerated in A & B above in this Category will apply mutatis mutandi to officers holding equivalent

or comparable posts in PSUs, banks, Insurance Organisations, Universities, etc. and	also	to
equivalent or comparable posts	and	

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(c)

Provided that the rule of exclusion shall not apply in the following cases:

(a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parent(s) dies/die or suffer permanent incapacitation.

(b) A lady belonging to OBD category has got married to a Class-I officer, and may herself like to apply for a job.

Group B/Class II officers of the Central & State Services (Direct Recruitment).

Son(s) and daughter(s) of

2. (a) parents both of whom are Class II officers.

(b) parents of whom only the husband is a Class II officer and he gets into Class I at the age of 40 or earlier.

(c) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;

SCHEDULE

Description of category	To whom rule of exclusion will apply
I. <u>CONSTITUTIONAL POSTS</u>	Son(s) and daughter(s) of (a) President of India; (b) Vice President of India; (c) Judges of the Supreme Court and of the High Courts; (d) Chairman & Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller & Auditor General of India; (e) persons holding Constitutional positions of like nature.
II. <u>SERVICE CATEGORY</u>	
A. Group A/Class I officers of the All India Central and State Services (Direct Recruits)	Son(s) and daughter(s) of (a) parents, both of whom are Class I officers; (b) parents, either of whom is a Class I officer; (c) parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation. (d) parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.


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(d) The OBCs for the purpose of the aforesaid reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Governments' Lists. A list of such castes and communities is being issued separately by the Ministry of Welfare.

(e) The aforesaid reservation shall take immediate effect. However, this will not apply to vacancies where the recruitment process has already been initiated prior to the issue of this order.

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 by the Ministry of Finance respectively effective from the date of this Office Memorandum.

(Hindi version will follow).

Sarita Prasad

(Smt. Sarita Prasad)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India

Copy:

1. Department of Public Enterprises
New Delhi.
 2. Ministry of Finance (Banking &
Insurance Divisions),
New Delhi.
- It is requested that the said instructions may be issued in respect of PSUs, Public Sector Banks & Insurance Corporations.

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(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
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No. 36012/22/93-Estt. (SCT)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi the 8th September 93

OFFICE MEMORANDUM

Subject: Reservation for Other Backward Classes in Civil Posts and Services under the Government of India - Regarding.

The undersigned is directed to refer to this Department's O.M. No. 36012/31/90-Estt. (SCT), dated the 13th August, 1990 and 25th September, 1991 regarding reservation for Socially and Educationally Backward Classes in Civil Posts and Services under the Government of India and to say that following the Supreme Court judgement in the Indira Sawhney and others Vs. Union of India and others case (Writ Petition (Civil) No. 930 of 1990) the Government of India appointed an Expert Committee to recommend the criteria for exclusion of the socially advanced persons/sections from the benefits of reservations for Other Backward Classes in civil posts and services under the Government of India.

2. Consequent to the consideration of the Expert Committee's recommendations this Department's Office Memorandum No. 36012/31/90-Estt. (SCT), dated 13.8.90 referred to in para (1) above is hereby modified to provide as follows:

(a) 27% (twenty seven per cent) of the vacancies in civil posts and services under the Government of India, to be filled through direct recruitment, shall be reserved for the Other Backward Classes. Detailed instructions relating to the procedure to be followed for enforcing reservation will be issued separately.

(b) Candidates belonging to OBCs recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.

(c)(i) The aforesaid reservation shall not apply to persons/sections mentioned in column 3 of the Scheduled to this office memorandum.

(ii) The rule of exclusion will not apply to persons working as artisans or engaged in hereditary occupations, callings. A list of such occupations, callings will be issued separately by the Ministry of Welfare.

(Sandeep Saxena)
उप सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training
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New Delhi, the 25th September, 1991.

OFFICE MEMORANDUM

Subject: Recommendation of the Second Backward Classes Commission (mandal Report) - Reservation for Socially and Educationally Backward Classes in service under the Government of India

The undersigned is directed to invite the attention to O.M. of even number dated the 13th August, 1990, on the above mentioned subject and to say that in order to enable the poorer sections of the SEBCs to receive the benefits of reservation on a preferential basis and to provide reservation for other economically backward sections of the people not covered by any of the existing schemes of reservation, Government have decided to amend the said Memorandum with immediate effect as follows :-

2. (i) Within the 27% of the vacancies in civil posts and services under the Government of India reserved for SEBCs, preference shall be given to candidates belonging to the poorer sections of the SEBCs. In case sufficient number of such candidates are not available, unfilled vacancies shall be filled by the other SEBC candidates.
- (ii) 10 % of the vacancies in civil posts and services under the Government of India shall be reserved for other economically backward sections of the people who are not covered by any of the existing schemes of reservation.
- (iii) The criteria for determining the poorer sections of the SEBCs or other economically backward sections of the people who are not covered by any of the existing schemes of reservations are being issued separately.

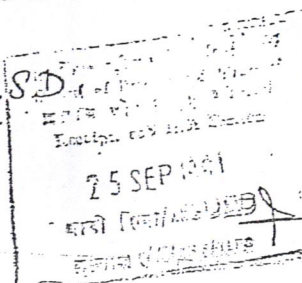
3. The O.M. of even number dated the 13th August, 1990, shall be deemed to have been amended to the extent specified above.

A.K. Harit
A.K. HARIT
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

To

All Ministries/Departments of Govt. of India

Sh. R. D. Malhotra, O.S.D.
Cabinet Secretariat



(संदीप सक्सेना)
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(v) The aforesaid reservation shall take effect from 7.8.1990. However, this will not apply to vacancies where the recruitment process has already been initiated prior to the issue of these orders.

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.

K. Singh

(Smt. Krishna Singh)
Joint Secretary to the Govt. of India.

To

All Ministries/Departments of Govt. of India

Copy to

1. Department of Public Enterprises, New Delhi.
2. Ministry of Finance (Banking & Insurance Divisions) New Delhi.

It is requested that similar instructions may be issued in respect of public sector undertakings, public sector banks and insurance corporations.

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New Delhi, the 13th August, 1990.

OFFICE MEMORANDUM

Subject:- Recommendations of the Second Backward Classes Commission (Mandal Report) - Reservation for Socially and Educationally Backward Classes in services under the Government of India.

In a multiple undulating society like ours, early achievement of the objective of social justice as enshrined in the Constitution is a must. The Second Backward Classes Commission called the Mandal Commission was established by the then Government with this purpose in view, which submitted its report to the Government of India on 31.12.1980.

2. Government have carefully considered the report and the recommendations of the Commission in the present context regarding the benefits to be extended to the socially and educationally backward classes as opined by the Commission and are of the clear view that at the outset certain weightage has to be provided to such classes in the services of the Union and their Public Undertakings. Accordingly orders are issued as follows:-

- (i) 27% of the vacancies in civil posts and services under the Government of India shall be reserved for SEBC.
- (ii) The aforesaid reservation shall apply to vacancies to be filled by direct recruitment. Detailed instructions relating to the procedure to be followed for enforcing reservation will be issued separately.
- (iii) Candidates belonging to SEBC recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.
- (iv) The SEBC would comprise in the first phase the castes and communities which are common to both the list in the report of the Mandal Commission and the State Governments' lists. A list of such castes/communities is being issued separately.

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	-Estt.(Res.)			
34	42011/2/14-Estt.(Res.)	13.02.14	Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees	124-125
35	36036/2/13-Estt.(Res.)	30.05.14	Revision of format for OBC Caste Certificate	126-128
36	36011/1/12--Estt.(Res.)	08.10.15	Reiteration of the instructions on verification of claims of candidates belonging to SCs/STs/OBCs for purpose of appointment to posts /services.	129-136
37	36011/1/12-Estt.(Res.)	14.03.16	Reiteration of instructions on streamlining the procedure for verification of claims of candidates belonging to SDCs, STs and OBCs for purpose of appointment to posts and services.	137-138
38	41034/5/14--Estt.(Res.)(Vo I.III)	05.12.16	Corrigendum in r/o explanation under Category VI(b) of Hindi version DoPT OM No. 36012/22/93-Estt.(SCT) dt.08.09.93	139
39	36033/1/13--Estt.(Res.)	13.09.17	Revision of Income Criteria (from Rs.6 lakh to Rs.8 lakh)	140
40	41034/5/14--Estt.(Res.)(Vo I.IV)Pt.	06.10.17	Establishing equivalence of posts in CPSUs, Banks, Insurance Institutions with Posts in Govt. for establishing Creamy Layer Criteria.	141-150
41	43011/4/18-Estt.(Res.)	04.04.18	Reiteration of the instructions relating to application of own merit in Direct recruitment for appointment of OBCs.	151-152
42	36036/3/18-Estt.(Res.)	15.05.18	Reiteration of instructions relating to reservation in temporary appointments.	153
43	36033/2/18-Estt.(Res.)	08.06.18	Reservation for candidates from OBCs -- revision of income criteria and determining equivalence of posts in CPSEs, Public Sector Banks, Public Financial Institutions etc. with Posts in Govt. for establishing creamy layer.	154-161

- | | |
|----------------------------|----------------------------|
| 1. Scheduled Castes | 38. Unreserved |
| 2. Unreserved | 39. Other Backward Classes |
| 3. Scheduled Tribes | 40. Unreserved |
| 4. Unreserved | 41. Scheduled Castes |
| 5. Other Backward Classes | 42. Unreserved |
| 6. Unreserved | 43. Other Backward Classes |
| 7. Scheduled Castes | 44. Unreserved |
| 8. Unreserved | 45. Scheduled Tribes |
| 9. Other Backward Classes | 46. Unreserved |
| 10. Unreserved | 47. Other Backward Classes |
| 11. Other Backward Classes | 48. Unreserved |
| 12. Unreserved | 49. Scheduled Castes |
| 13. Scheduled Castes | 50. Unreserved |
| 14. Unreserved | 51. Other Backward Classes |
| 15. Other Backward Classes | 52. Unreserved |
| 16. Unreserved | 53. Scheduled Castes |
| 17. Scheduled Tribes | 54. Unreserved |
| 18. Unreserved | 55. Other Backward Classes |
| 19. Other Backward Classes | 56. Unreserved |
| 20. Unreserved | 57. Scheduled Tribes |
| 21. Scheduled Castes | 58. Unreserved |
| 22. Unreserved | 59. Other Backward Classes |
| 23. Other Backward Classes | 60. Unreserved |
| 24. Unreserved | 61. Scheduled Castes |
| 25. Other Backward Classes | 62. Unreserved |
| 26. Unreserved | 63. Other Backward Classes |
| 27. Scheduled Castes | 64. Unreserved |
| 28. Unreserved | 65. Other Backward Classes |
| 29. Other Backward Classes | 66. Unreserved |
| 30. Unreserved | 67. Scheduled Castes |
| 31. Scheduled Tribes | 68. Unreserved |
| 32. Unreserved | 69. Other Backward Classes |
| 33. Other Backward Classes | 70. Unreserved |
| 34. Unreserved | 71. Scheduled Tribes |
| 35. Scheduled Castes | 72. Unreserved |
| 36. Unreserved | 73. Other Backward Classes |
| 37. Other Backward Classes | 74. Unreserved |

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

(17)

75. Other Backward Classes	111. Scheduled Tribes
76. Unreserved	112. Unreserved
77. Scheduled Caste	113. Other Backward Classes
	114. Unreserved
78. Unreserved	115. Scheduled Castes
79. Other Backward Classes	116. Unreserved
80. Unreserved	117. Other Backward Classes
81. Scheduled Castes	118. Unreserved
82. Unreserved	119. Other Backward Classes
83. Other Backward Classes	120. Unreserved
84. Unreserved	121. Scheduled Castes
85. Scheduled Tribes	122. Unreserved
86. Unreserved	123. Other Backward Classes
87. Other Backward Classes	124. Unreserved
88. Unreserved	125. Scheduled Tribes
89. Scheduled Castes	126. Unreserved
90. Unreserved	127. Other Backward Classes
91. Other Backward Classes	128. Unreserved
92. Unreserved	129. Scheduled Castes
93. Scheduled Castes	130. Unreserved
94. Unreserved	131. Other Backward Classes
95. Other Backward Classes	132. Unreserved
96. Unreserved	133. Scheduled Castes
97. Scheduled Tribes	134. Unreserved
98. Unreserved	135. Other Backward Classes
99. Other Backward Classes	136. Unreserved
100. Unreserved	137. Scheduled Tribes
101. Scheduled Castes.	138. Unreserved
102. Unreserved	139. Other Backward Classes
103. Other Backward Classes	140. Unreserved
104. Unreserved	141. Scheduled Castes
105. Other Backward Classes	142. Unreserved
106. Unreserved	143. Other Backward Classes
107. Scheduled Castes	144. Unreserved
108. Unreserved	145. Other Backward Classes
109. Other Backward Classes	146. Unreserved
110. Unreserved	147. Scheduled Castes

L1
(संदीप सखेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
व्यक्तिगत एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

148. Unreserved
149. Other Backward Classes
150. Unreserved
151. Scheduled Tribes
152. Unreserved
153. Other Backward Classes
154. Unreserved
155. Scheduled Castes
156. Unreserved
157. Other Backward Classes
158. Unreserved
159. Other Backward Classes
160. Unreserved
161. Scheduled Castes
162. Unreserved
163. Other Backward Classes
164. Unreserved
165. Scheduled Tribes
166. Unreserved
167. Other Backward Classes
168. Unreserved
169. Scheduled Castes
170. Unreserved
171. Other Backward Classes
172. Unreserved
173. Scheduled Castes
174. Unreserved
175. Other Backward Classes
176. Unreserved
177. Scheduled Tribes
178. Unreserved
179. Other Backward Classes
180. Unreserved
181. Scheduled Castes
182. Unreserved
183. Other Backward Classes
184. Unreserved

185. Other Backward Classes
186. Unreserved
187. Scheduled Castes
188. Unreserved
189. Other Backward Classes
190. Unreserved
191. Scheduled Tribes
192. Unreserved
193. Other Backward Classes
194. Unreserved
195. Scheduled Caste
196. Unreserved
197. Other Backward Classes
198. Unreserved
199. Unreserved
200. Unreserved


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

No. 36012/22/93-Estt.(SCT)

Immediate

भारत सरकार

GOVERNMENT OF INDIA

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

कार्मिक और प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

नई दिल्ली

NEW DELHI

Dated the 15th Nov. 1993

Sub: Reservation for Other Backward Classes in Civil Posts and Services under the Government of India regarding.

The undersigned is directed to refer to paragraph 5 of this Department's O.M. of even number dated 22.10.93 wherein the authorities competent to issue certificate for the purpose of verification of the castes/communities have been indicated for the purpose of giving the benefit of reservation to Other Backward Classes in Civil services and posts under the Government of India. It has now been decided that the same authorities which are notified as competent to certify OBCs status should also be authorised to certify that the candidate in question does not belong to the persons/section (creamy layer) mentioned in column 3 of the Schedule to this Department's O.M. of even number dated 8.9.93. A modal form of certificate to be furnished by the candidates from the authorities mentioned at para 5 of O.M. dated 22.10.93 is enclosed at Annexure A. This certificate may be accepted by the Ministries, Departments etc. for the purpose of giving the benefit of reservation to Other Backward Classes.

(Hindi version will follow)

M. Venkataraman

(M. Venkataraman)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India.
2. Department of Public Enterprises, New Delhi.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. UPSC, New Delhi with reference to their No. F.22/31/93-E(1)B, dated 3.11.93.
6. SSC, New Delhi with reference to their No.1/77/90-P&P, dated 1.11.93.
7. Ministry of Welfare, New Delhi (Smt. Manjula Krishnan, Director), New Delhi.

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार, नई दिल्ली

FORM OF

Certificate to be produced by Other Backward
Classes applying for appointment to posts
under the Government of India.

This is to certify that

son of of village

District/Division

in the State

belongs to the community

which is recognised as a backward class under the
Government of India, Ministry of Welfare Resolution No.
12011/68/93-BCC(C), dated 10th Sept. 1993 published in
the Gazette of India Extraordinary Part I Section I
dated 13th Sept. 1993. Shri

and/or his family ordinarily reside(s) in the

. District/Division of the State.

This is also to certify that he/she does not belong to
the persons/sections (Creamy Layer) mentioned in column
3 of the Schedule to the Government of India, Department
of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT),
dated 8.9.93.

District Magistrate,
Deputy Commissioner etc

Dated

Seal

NB

As in para 4 of Annexure

(a) The term &'ordinarily' used here will have the same
meaning as in Section 20 of the Representation of the
Peoples Act, 1950.

(b) Where the certificates are issued by Gazetted Officers
of the Union Government or State Governments, they
should be in the same form but countersigned by the
District Magistrate or Deputy Commissioner (Certificates
issued by Gazetted Officers and attested by District
Magistrate/Deputy Commissioner are not sufficient).

for
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
जनसंख्या एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

भारत सरकार

GOVERNMENT OF INDIA

कार्मिक, लोक शिक्षा तथा पेंशन मंत्रालय

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

कार्मिक और प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

नई दिल्ली

NEW DELHI

Dated the 15th Nov. 1993

To

The Chief Secretaries of
all the State Governments/Union Territories.

Sub: ~~Reservation for Other Backward Classes - exclusion
of Creamy Layer for the purpose of appointment in
services and posts under the Government of India -
Certificate to be produced by the candidates.~~

Sir,

I am directed to say that the Government of India has issued instructions on 8.9.93 providing for reservation to Other Backward Classes in the services and posts under the Government of India (A copy of this O.M. is enclosed). The Other Backward Classes for the purpose of the above said reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Government's list. A list of such castes and communities was notified in Resolution No. 12011/68/93-BCC(C), dated 10th Sept. 1993 published in the Gazette of India, Extraordinary Part I Section I dated 13.9.93. For the purpose of verification of the castes and communities the Government of India has prescribed a certificate from the following authorities as in the case of SC/ST vide this Department's O.M. No. 36012/22/93-Estt. (SCT), dated 22.10.93 (copy enclosed):

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar; and
- (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

2. In the light of the Supreme Court's judgement in the Indira Sawhney case, this Department has specified the persons/sections ("Creamy Layer") to whom the benefit of reservation shall

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

..../-

(22) not apply vide column 3 of the Schedule to the Department of Personnel and Training O.M.NO. 36012/22/93-Estt.(SCT), dated 8.9.93. It has been considered that the same authorities who are notified as competent to certify OBCs status should also be authorised to certify that a candidate does not belong to the "Creamy Layer." It is, therefore, requested that instructions may be issued to the District Authorities under your control to verify and issue the necessary certificate to the candidates regarding his OBCs status as well as exclusion from the "creamy layer." To enable the District Authorities to examine the claims of the candidates a model format has been devised as in Annexure B. This may be suitably revised if considered necessary. The format of the certificate that may be given by the concerned district authorities may be as in Annexure A.

3. It is also requested that wide publicity may be given to the Ministry of Welfare Resolution No. 12011/68/93-300(C), dated 10-9-93 published in the Gazette of India/Extraordinary Part I Section I, dated 13-9-93 containing the list of Backward Castes as well as to DOPT O.M.NO. 36012/22/93-Estt.(SCT), dated 8-9-93 which specifies the criteria which will determine the persons who belong to the creamy layer and to whom the reservation shall not apply. This will facilitate the candidates to ascertain their eligibility for reservation. It would also be advisable to appropriately brief the certifying Authorities and to provide them with sufficient number of copies of the above mentioned Gazette Notification and the Deptt. O.M. dated 8.9.93 in order to ensure prompt and correct certification.

4. A copy of the orders issued by your Government in this regard may also be endorsed to this Department for information.

(Hindi version will follow.)

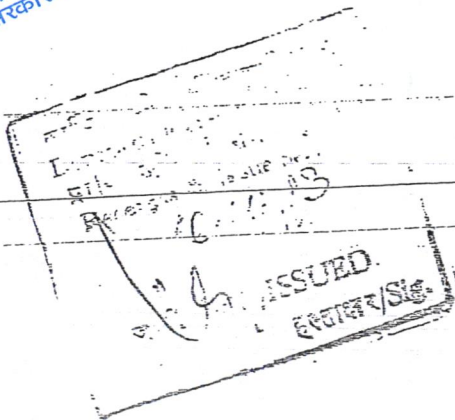
Yours faithfully,

Sarita Prasad.

(Smt. Sarita Prasad).

Joint Secretary to the Government of India.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India



Annexure A

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES,
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that _____
son of _____ of village _____
District/Division _____ in the _____ State _____
belongs to the _____ community which is recognised as a backward class under the
Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C), dated 10th Sept.
1993 published in the Gazette of India Extraordinary Part I Section I dated 13th Sept. 1993.
Shri _____ and/or his family ordinarily reside(s) in the _____ District/Division of
the _____ State. This is also to certify that he/she does not belong to the persons/sections
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of
Personnel & Training O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-93.

Dated:

District Magistrate,
Deputy Commissioner etc.

Seal

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

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

ANNEXURE B

APPLICATION FORM FOR A CERTIFICATE FOR ELIGIBILITY FOR RESERVATION OF JOBS FOR OTHER BACKWARD CLASSES IN CIVIL POSTS AND SERVICES UNDER GOVERNMENT OF INDIA.

(This form, however, should be used only as a model. Additional items, if necessary, may be incorporated to suit to the local situation in the form.)

To

Sir,

I request that a certificate in respect of reservation for other Backward Classes in Civil Posts and Services under Government of India be granted to me.

I give below the necessary particulars:-

1. Full Name of the applicant :
(in Block letters).
2. Date of birth :
3. Complete Residential Address :
(a) Present
(b) Permanent
4. Religion :
5. Caste :
6. Sub-caste :
7. Occupational Group :
8. Serial Number of the Caste in the
Central List of QBCs.
9. Name of Father :
10. Name of Mother :
11. Name of Husband :
12. Status of Parent (s)/Husband

Father

Mother

- (A) Constitutional Posts.
(i) Designation
- (B) Government Services.
(i) Service (Central/State).
(ii) Designation

संदीप सक्सेना
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
जन शक्ति एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

(iii) Scale of Pay, including classification, if any.

(iv) Date of appointment to the post.

(v) Age at the time of promotion to Class I Post (if applicable)

II. Employment in International Organisation e.g. UN, UNICEF, WHO.

(i) Name of Organisation

(ii) Designation

(iii) Period of service

(Indicate date from.....to.....).

III. Death/Permanent Incapacitation (Omit if not applicable).

(i) Date of death/Permanent Incapacitation putting an officer out of service.

(ii) Details of Permanent Incapacitation

(C) Employment in Public Sector Undertakings etc.

(i) Name of Organisation

(ii) Designation

(iii) Date of appointment to the Post.

(D) Armed Forces (including Para-military Forces (This will not include persons holding civil posts.))

(i) Designation.

(e) Scale of Pay.

(E) Professional class (other than those covered in items Nos. B & C) and those engaged in trade, Business and Industry.

(i) Occupation/Profession.

(F) PROPERTY-OWNERS.

(F) I. Agricultural Land Holding: owned by mother, father & minor children.

(i) Location.

(ii) Size of holding

(iii) (a) Irrigated

(Type of irrigated land).

(i)

(ii)

(iii)

(b) Unirrigated.

To be certified by District Revenue Officer not lower than the rank of Tehsildar.

(iv) Percentage of irrigated land holding to statutory ceiling limit under State land Ceiling laws.

(v) If land holding is both irrigated/unirrigated total irrigated land holdings on the basis of conversion formula in State land Ceiling law.

(vi) Percentage of total irrigated land holding to statutory ceiling limit as per. (iv).

(F) II. Plantation:

(i) Crops/Fruit.

for

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary

कर्मिक एवं प्रशिक्षण विभाग

Deptt. of Personnel & Training

भारत सरकार / Govt. of India

- (ii) Location
(iii) Area of Plantation.
- (F) III. Vacant land and/or building in urban areas or urban agglomeration.
(i) Location of Property.
(ii) Details of Property.
(iii) Use to which it is put.

(G) Income/Wealth.

- (i) Annual family income from all sources
(excluding salaries & income from agricultural land)
- (ii) Whether Tax Payer (Yes/No.)
(If yes, a copy of the last three years return be furnished).
- (iii) Whether covered in Wealth Tax Act (Yes/No.)
(if so furnish details)

13. Any other remarks.

14. I certify that above said particulars are true to the best of my knowledge and belief and that I do not belong to the Creamy Layer of OBCs and eligible to be considered for posts reserved for OBC's. In the event of any information being found false or incorrect, or ineligibility being detected before or after the selection, I understand that my candidature/appointment is liable to be cancelled and I shall be liable to such further action as may be provided under the law and/or Rules.

Yours faithfully,

Signature of the candidate.

Place :

Date :

Lrt
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

- 67 -
No. 36012/22/93-Estt. (SCT)

भारत सरकार

GOVERNMENT OF INDIA

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

कार्मिक और प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

नई दिल्ली

NEW DELHI

Dated the 30th Dec. 1993

OFFICE MEMORANDUM

Subject: Reservation for OBCs in services and posts under the Government of India—
dereservation and carry forward of unfilled vacancies reserved for OBC candidates.

The undersigned is directed to say that the question of de-reservation and carry forward of unfilled vacancies reserved for Other Backward Classes has been examined by the Government. It has since been decided that the vacancies reserved for Other Backward Classes which remain unfilled should not be de-reserved but should be carried forward as such for a period of three recruitment years or till the vacancies are filled by OBC candidates, whichever is earlier.

(Sd/)

(M. Venkataraman)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Ministry of Welfare, New Delhi.

Srt

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

New Delhi, the 4th May, 1974.

OFFICE MEMORANDUM

Subject:—Exemption of scientific and technical posts from the purview of reservation orders for OBCs.

The undersigned is directed to refer to this Department's O.M. No. 9/2/73-Estt. (SCF) dated 23.6.75 wherein such of the technical posts as satisfying all the following conditions are exempted from the purview of the reservation orders:

- (i) The post should be in grades above the lowest grade in Group A of the service concerned.
- (ii) They should be classified as 'scientific' or 'technical' in terms of Cabinet Sectt. (Department of Cabinet Affairs) O.M. No. 85/11/CF-61(1) dated 28.12.1961 and
- (iii) These should be posts for conducting research or for organising, guiding and directing research.

Orders of the Minister concerned are required to be obtained before exempting any post satisfying the above conditions from the purview of the scheme of reservations.

2. With the introduction of the scheme of reservation for Other Backward Classes doubts have been expressed by certain Ministries/Departments as to whether the above said provisions of O.M. dated 23.6.75 would be applicable to the reservations for OBCs also. As the reasons for the grant of exemption from the purview of reservation orders in respect of SC/ST is equally applicable for the grant of such exemption in the case of OBC, it is clarified that the provisions of O.M. dated 23.6.75 for the grant of exemption from the purview of reservation orders would be equally applicable to reservation for OBCs.

for
(Sd/-) P. SAXENA
Joint Secretary
Dept. of Personnel & Training
Govt. of India

(M. VENKATARAMAN)
Under Secretary to the Govt. of India.

1. The Ministries/Departments of the Govt. of India.
2. Ministry of Finance (Department of Economic Affairs) Banking Division.
3. Ministry of Finance (Department of Economic Affairs) Insurance Division.
4. Department of Public Enterprises.

-70-

29

No. 36035/B/92-Estt. (SC/ST)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

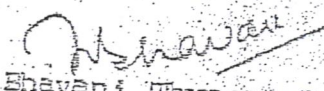
New Delhi, the 10th Nov. 94

OFFICE MEMORANDUM

Subject: Reservation for physically Handicapped and OBCs
Appointment of Liaison Officers.

The undersigned is directed to say that representations have been received from Association of Physically Handicapped persons that the reservation benefits in direct recruitment and in promotion are not being properly extended to them by various offices of the Government of India, Public Sector Undertakings etc. They have represented that Liaison Officers should be appointed to oversee the implementation of the reservation orders for physically handicapped as is being done in the case of reservation for Scheduled Castes/Scheduled Tribes. Similar demands are also received for the appointment of Liaison Officers to oversee the implementation of the reservation orders for Other Backward Classes and Ex-servicemen. The matter has accordingly been considered and it is felt that it would be both practical and desirable to have a single Liaison Officer for overseeing the implementation of the reservation orders. It has, therefore, been decided that the Liaison Officers appointed to look after the reservation matters of SC/ST would also be the Liaison Officers for reservation matters relating to physically handicapped Ex-servicemen and Other Backward Classes.

2. Ministry of Finance etc. may please bring these instructions to the notice of all the attached/subordinate/public sector undertakings under them for compliance.


(Smt. Bhavani Thyagarajan)
Director (JCA)

To
All Ministries/Departments of the Govt. of India


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No. 36012/52/93-Estt. (SOT)
Department of Personnel & Training
Estt. (SOT) Section

New Delhi the 13 Jan. 1995.

OFFICE MEMORANDUM

Subject: Reservation of other backward classes in Civil Services and posts under Government of India

The undersigned is directed to say that in accordance with the instructions contained in this Department's O.M. dated 8.9.93, the reservation for OBCs is applicable to Civil posts and services under the Government of India to be filled through direct recruitment. Similar instructions in respect of Public Sector Undertakings and Financial Institutions including the Public Sector Banks were issued by the Department of Public Enterprises and the Ministry of Finance respectively.

2. The above said instructions relating to reservations for OBCs have been extended to autonomous bodies, statutory and semi-government bodies and voluntary agencies receiving grants from Government.

(Hindi version will follow).

M. Venkataraman

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

(M. Venkataraman)
Under Secretary to the Government of India

- To
1. All Ministries/Departments of Government of India.
 2. Department of Public Enterprises (Shri C.C. Unnikrishnan, Under Secretary), New Delhi.
 3. Department of Banking (Shri Y.P. Setni, Director), New Delhi.
 4. Ministry of Welfare (Smt. Manjula Krishnan, Director), New Delhi.
 5. Union Public Service Commission (Shri Ram Avtar, Under Secretary), New Delhi.
 6. Staff Selection Commission, New Delhi.

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No. 43013/2195-SS1(SOI)
Government of India

Department of Personnel & Training

New Delhi the 25 Jan. 1995

OFFICE MEMORANDUM

Subject: Reservation for Other Backward Classes.

The undersigned is directed to refer to paragraph 4 of this Department's O.M. No. 36013/22/93-Estt. (SOI), dated 22.10.1993 and to say that representations were received for the grant of age relaxation to Other Backward Classes to enable them to compete for the vacancies reserved for them. The issue was considered and it has been decided that the upper age-limit prescribed for direct recruitment shall be relaxed by three years in respect of candidates belonging to Other Backward Classes.

(Hindi version will follow).

(M. Venkataraman)

Under Secretary to the Government of India (संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

To

1. All Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division).
3. Department of Economic Affairs (Insurance Division).
4. Department of Public Enterprises.
5. Union Public Service Commission (Shri Ram Avatar, Under Secretary), New Delhi.
6. Staff Selection Commission, CGO Complex, New Delhi.
7. Ministry of Welfare, (Smt. Manjula Krishnan, Director), Shastri Bhawan, New Delhi.
8. AIS-I Section, Department of Personnel & Training.
9. Prime Minister's Office (Mr. R.K. Ghosh, OSD)

No. 36033/9/95-Estt.(SCT)
 Government of India
 Ministry of Personnel, P.G. & Pensions
 (Department of Personnel & Training)

New Delhi, the 10 May, 1995.

OFFICE MEMORANDUM

Subject:- Verification/acceptance of castes certificate produced by candidates.

The undersigned is directed to refer to DPAT's O.M. No. 36012/6/88-Estt.(SCT) dated 24.4.1990 on the subject mentioned above wherein it was indicated that the appointing authority should include a clause in the offer of appointment to the candidates belonging to SC/ST to the effect that the appointment was provisional and would be terminated in case the caste certificates produced by them was found to be false.

2. After the issue of reservation orders for CBCs, it is considered necessary to have similar provisions in respect of the caste certificate furnished by candidates claiming to belong to CBC communities.

3. In the offer of appointment to candidates claiming to belong to CBC, the appointing authority should include a clause as follows:

"The appointment is provisional and is subject to the caste certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to CBC is false, the services of such candidates will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate."

All Ministries/Departments are requested to take further action, on the above lines.

Lot
 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Dept. of Personnel & Training
 भारत सरकार / Govt. of India

T. Venkataraman

(M. VENKATARAMAN)

Under Secretary to the Govt. of India,

To

1. All Ministries/Departments of the Govt. of India.
2. Secretary, UPSC (Sh. K.P. Mishra, Under Secretary), New Delhi w.r.t. letter No. P.6/2(1)/95-R(C&P).
3. Secretary, Staff Selection Commission, New Delhi.
4. Ministry of Finance, Department of Economic Affairs, Banking Division, New Delhi.
5. Ministry of Finance, Department of Economic Affairs, Insurance Division, New Delhi.

No. 42011/15/95-Estt.(SCT)
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

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New Delhi, the 11 July, 1995

OFFICE MEMORANDUM

Subject: Representation of SC/ST/OBC, Minorities and Women on selection Boards/Committees.

As the Ministries/Departments of the Government of India are aware, the instructions contained in this Department's O.M. No. 39016/9(S)/89-Estt.(B) dated the 16th August, 1990 provide 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 Scheduled Caste/Scheduled Tribe and one member belonging to Minority Community in such committees/Boards. As part of measure to secure adequate representation of Other Backward Classes (OBC) and to ensure that women are given a fair deal in the matter of recruitment to posts/services under the Central Government, the Government have reviewed the above guidelines.

2. 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/OBC and one member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from SC/ST/OBC, should be a lady failing which a lady member should be coopted on the Committee/Board. It may also be ensured that where 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/Other Backward Classes officer, a Minority Community officer and a lady officer (as explained in para 2) for inclusion in such Committees/Boards.

3. Similar instructions in respect of public sector undertakings and financial institutions, including public

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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from pre-page:

sector banks, will be issued by the Department of Public Enterprises and Ministry of Finance respectively.

4. Hindi version will follow.

Sarita Prasad

(SARITA PRASAD)

JOINT SECRETARY TO THE GOVT. OF INDIA.

To

1. All Ministries/Departments of Govt. of India.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. Staff Selection Commission, C.G.O. Complex, Lodi Road, New Delhi.
4. Central Vigilance Commission, Bikaner House, New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Ministry of Finance, (Banking & Insurance Division), New Delhi.
7. All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
8. All officers and sections of the Ministry of Personnel, Public Grievances and Pensions.

1. It is requested that similar instructions may be issued in respect of public sector undertakings and financial institutions including public sector banks and insurance corporations.

St
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
जनसम्पर्क एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No. 36033/28/94-Estt. (Res)
Government of India
Ministry of Personnel, Public Grievances
And Pensions
(Department of Personnel & Training)

New Delhi, the 10th October, 1995.

To

The Chief Secretaries of all the
State Governments/Union Territories.

Subject:- Reservation for Other Backward Classes - exclusion
of Creamy Layer for the purpose of appointment in
services and posts under the Government of India -
certificate to be produced by the candidates.

Sir,

I am directed to refer to this Department's O.M.
No. 36012/22/93-Estt. (SCT) dated the 15.11.1993 on the
above subject wherein State Governments/Union Territories
were requested to issue instructions to the District
Authorities to verify and issue necessary certificates to
the candidates belonging to Other Backward Classes for
the purpose of claiming the benefit of reservation for
employment in Central Government jobs. The form of caste
certificate to be produced by OBCs applying for appointment
to posts under the Government of India was also sent along-
with this letter. A model application form to be submitted
by the candidate was also sent with the stipulation that it
may be treated only as a model and changes may be incorpora-
ted to suit local situation.

2. Instances have come to our notice that the format
of the caste certificate prescribed by the Government of
India has not been used by State Government/Union Territories
with the result the OBC candidates are put to unnecessary
hardships. The format of the caste certificate prescribed
by this Department should not be changed as it was evolved
in consultation with the Union Public Service Commission,
Staff Selection Commission and the Ministry of Welfare, and
meets the requirement of Government of India in respect of
recruitment to services and posts under the Government of
India, Central Public Sector Undertakings, the Nationalised
Banks and Insurance Corporations. It is, therefore, requested
that the caste certificate may be given in the same form
as prescribed by this Department (copy enclosed)

Yours faithfully,

Smt. Sarita Prasad

(Smt. Sarita Prasad)

Joint Secretary to the Govt. of India.

(संदीप सक्सेना)
(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण
Deptt. of Personnel
भारत सरकार

Annexure A

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that.....
son of..... of village.....
District/Division..... in the..... State.....
belongs to the..... community which is recognised as a
backward class under the Government of India, Ministry of Welfare
Resolution No. 12011/68/93-BCC(C), dated 10th Sept. 1993 published
in the Gazette of India Extraordinary Part I Section I dated 13th
Sept. 1993. Shri..... and/or his family ordinarily reside(s)
in the..... District/Division of the.....
State. This is also to certify that he/she does not belong to
the persons/sections (Creamy Layer) mentioned in column 3 of the
Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt. (SCT), dated 8.9.93.

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

RE: (a) The term 'ordinarily' used here will have the same mean-
ing as in Section 20 of the Representation of the
Peoples Act, 1950.

(b) Where the certificates are issued by Gazetted Officers of
the Union Government or State Governments, they should be
in the same form but countersigned by the District
Magistrate or Deputy Commissioner (Certificates issued
by Gazetted Officers and attested by District Magistrate/
Deputy Commissioner are not sufficient).

Sd/-
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

L.O. 43013/2/95-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances
And Pensions
(Department of Personnel & Training)

New Delhi, the 11 Nov., 1995.

OFFICE MEMORANDUM

Subject:-Preservation for Other Backward Classes.

Attention of all Ministries/Departments is invited to this Department's D.M. No. 43013/2/95-Estt.(Res) dated 25.1.1995 regarding relaxation of upper age limit by three years for direct recruitment in respect of candidates belonging to Other Backward Classes. It has been brought to the notice of this Department that these instructions have not been transmitted by some Ministries/Departments to their field organisations well in time. Delay in the transmission of orders providing relaxations for CBC's results in a delay in the implementation of the orders.

2. All Ministries/Departments are, therefore, requested to ensure that the orders have been transmitted to their field organisations and that these organisations have commenced the implementation of the orders.

(संदीप सखसेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

(J. KUMAR)

Under Secretary to the Govt. of India.

1. All Ministries/Departments of the Govt. of India.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
4. Department of Economic Affairs (Banking Division), New Delhi for necessary action in regard to the Nationalised Banks.
5. Department of Economic Affairs (Insurance Division), New Delhi for necessary action in regard to Insurance Corporations.
6. Department of Public Enterprises, New Delhi for necessary action in regard to Public Sector Undertakings.
7. Ministry of Welfare (Bhri Bhagwati Prasad, Joint Secretary), Chastri Bhawan, New Delhi.

Copy to: File No. 42013/47/95-Estt.(Res)

NORTH BLOCK,
New Delhi, the 06.03.1997.

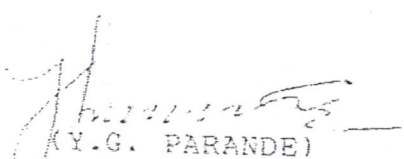
OFFICE MEMORANDUM

Subject: Reservation for OBCs - Appointment of separate Liaison Officer for looking after matters relating to OBCs.

The undersigned is directed to invite attention to this Department's O.M. No. 36035/8/92-Estt.(SCT) dated 10.11.1994 on the above subject, according to which the Liaison Officers appointed to look after the reservation matters of Scheduled Castes/Scheduled Tribes were also entrusted with the responsibility of looking after reservation matters relating to the Other Backward Classes.

2. The matter of having the same Liaison Officer for the Scheduled Castes/Scheduled Tribes and the Other Backward Classes has been re-examined and it has been decided that there should be a separate Liaison Officer for looking after matters relating to the reservation for the Other Backward Classes. Ministry of Finance etc. are requested to take immediate steps to appoint a separate Liaison Officer for the Other Backward Classes.

3. Ministry of Finance etc. may also please bring these instructions to the notice of all the Attached and Subordinate Offices/Public Sector Undertakings under them for compliance.


(Y.G. PARANDE)
DIRECTOR (RESERVATION)


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

To

All Ministries/Departments
of the Government of India.

North Block,
New Delhi, the 2nd July, 1997.

OFFICE MEMORANDUM

Subject: Reservation roster - Post based -
Implementation of the Supreme Court
Judgement in the case of R.K. Sabharwal Vs.
State of Punjab.

The undersigned is directed to say that under the existing instructions, vacancy-based rosters have been prescribed in order to implement the Government's policy relating to reservation of jobs for the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes. The application of reservation on the basis of these rosters was called into question before Courts. The Constitution Bench of the Supreme Court, in the case of R.K. Sabharwal Vs. State of Punjab as well as J.C. Mallick Vs. Ministry of Railways has held that the reservation of jobs for the backward classes SC/ST/OBC should apply to posts and not to vacancies. The Court further held that the vacancy based rosters can operate only till such time as the representation of persons belonging to the reserved categories, in a cadre, reaches the prescribed percentages of reservation. Thereafter, the rosters cannot operate and vacancies released by retirement, resignation, promotion etc. of the persons belonging to the general and the reserved categories are to be filled by appointment of persons from the respective category so that the prescribed percentage of reservation is maintained.

2. The Court also held that persons belonging to the reserved categories, who are appointed on the basis of merit -- and not on account of reservation -- are not to be counted towards the quota meant for reservation.

3. With a view to bringing the policy of reservation in line with the law laid down by the Supreme Court, it has been decided that the existing 200-point, 40-point and 120-point vacancy-based rosters shall be replaced by post-based rosters. All Ministries/Departments and concerned Authorities are requested to prepare the respective rosters based on the principles elaborated in the Explanatory Notes given in Annexure-I to this O.M. and illustrated in the Model Rosters annexed to this O.M. as Annexure-II, III and IV. Similarly, the concerned authorities may prepare rosters to replace the existing 100-point rosters in respect of local recruitment to Group C & D posts on the basis of the same principles.

At
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

4. The principles for preparing the rosters elaborated upon in the Explanatory Notes are briefly recapitulated below:

- a) Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions;
- b) The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre strength in future, the rosters shall be expanded/contracted correspondingly;
- c) Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. Thus, in a cadre of, say, 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters -- one for direct recruitment and one for promotion (when reservation in promotion applies) -- each comprising 100 points shall be drawn up on the lines of the respective model rosters;
- d) Since reservation does not apply to transfer on deputation/transfer, where the recruitment rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;
- e) In small cadres of upto 13 posts, the method prescribed for preparation of rosters does not permit reservation to be made for all the three categories. In such cases, the administrative Ministries/Departments may consider grouping of posts in different cadres as prescribed in this Department's O.M. No. 42/21/49-NCS dated 10.1.1952 and subsequent orders reproduced at pages 70 to 74 of the Brochure on Reservation for Scheduled Castes & Scheduled Tribes (Eighth Edition) and prepare common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed rosters (Appendices to Annexures-II, III & IV) for cadre strength upto 13 posts may be followed. The principles of operating these rosters are explained in the explanatory notes.

5. At the stage of initial operation of a roster, it will be necessary to adjust the existing appointments in the roster. This will also help in identifying the excesses/shortages, if any, in the respective categories in the cadre. This may be done starting from the earliest appointment and making an appropriate remark--"utilised by SC/ST/OBC Gen.", as the case may be, against each point in the rosters as

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भारत सरकार / Govt. of India

explained in the explanatory notes appended to the model rosters. In making these adjustments, appointments of candidates belonging to SCs/STs/OBCs which were made on merit (and not due to reservation) are not to be counted towards reservation so far as direct recruitment is concerned. In other words, they are to be treated as general category appointments.

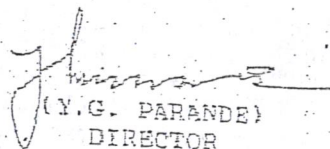
6. Excess, if any, would be adjusted through future appointments and the existing appointments would not be disturbed.

7. All Ministries/Departments are requested to initiate immediate action to prepare rosters and operate them according to these guidelines.

8. The existing orders on the subject are deemed to have been amended to the extent herein.

9. These orders shall take effect from the date of their issue. However, where selections have already been finalised they need not be disturbed and the necessary adjustments in such cases may be made in future. In other cases, recruitment may be withheld till the revised rosters are brought into operation and recruitment effected in accordance with these instructions.

(Hindi Version will follow).


(Y.G. PARANDE)
DIRECTOR


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

1. All Ministries/Departments of the Government of India.
2. Union Public Service Commission, Dhoolpur House, New Delhi.
3. Staff Selection Commission, C.G.O. Complex, Lodi Road, New Delhi.
4. Department of Economic Affairs (Banking Division), New Delhi
5. Department of Economic Affairs (Insurance Division), New Delhi.
6. Department of Public Enterprises, New Delhi.
7. National Commission for SC & ST, Lok Nayak Bhavan, New Delhi.
8. National Commission for Backward Classes, Trikot-I, Bhikaji-Nama-place, R.K. Puram, New Delhi.
9. Ministry of Welfare, Shastri Bhavan, New Delhi.

EXPLANATORY NOTES:-

Principles for making & operating post based rosters.

1. As hitherto, these rosters are only an aid to determine the entitlement of different categories with regard to the quota reserved for them. They are not to determine seniority.
2. The model rosters have been drawn up keeping in mind two fundamental principles - the reservation for the entitled categories is to be kept within the prescribed percentage of reservation and the total reservation should in no case exceed 50% of the cadre.
3. There should be separate rosters for direct recruitment and for promotions where reservation in promotion applies.
4. The number of points in each roster shall be equal to the number of posts in a cadre.
5. While cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise posts required to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. To illustrate, in a cadre comprising 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotions, the roster for direct recruitment shall have 100 points and that for promotion shall have 100 points - thus making a total of 200.
6. As indicated in the model roster, the method for making a roster is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the multiple for a community obtains a complete number or oversteps the number is to be reserved for that community - while taking care to evenly space out the different reserved categories. Thus, at point no. 15, in the roster at Annexure-II both OBC and SC get entitled. However, since earlier reserved point has gone to OBC, point no. 15 has been reserved for SC and point no. 16 for OBC.
7. Since reservation does not apply to transfer/transfer on deputation, where rules prescribe a percentage of posts to be filled by this method, the corresponding proportion of posts should be excluded while drawing up the rosters.
8. It would be noted that at the end of the roster, "squeezing" has been done for the reserved categories to reach the number of posts to be reserved for them without violating the 50% limit

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laid down by the Courts. While drawing up rosters, the cadre controlling authorities should similarly "squeeze" the last points of the roster. Such squeezing may not, however, be done where it would violate the rule of 50%.

9. Whenever there is any increase or decrease in the cadre strength, the roster shall be correspondingly expanded or contracted. The same will also apply whenever there is a change in recruitment rules which affects the proportion of posts to be filled by a particular mode of recruitment.

10. The roster is to be operated on the principle of replacement and not as a "running account" as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement etc. of persons occupying those points shall be filled by appointment of persons of the respective categories.

11. While operating the roster, persons belonging to communities for whom reservation has been made, but who are appointed on merit and not owing to reservation, should not be shown against reserved points. They will occupy the unreserved points.

12. In the case of small cadres (upto 10 posts), all the posts shall be earmarked on the same pattern as in the model post based rosters. Initial recruitment against these posts shall be by the category for which the post is earmarked. Replacement of incumbents of posts shall be by rotation as shown horizontally against the cadre strength as applicable. While operating the roster, care will have to be taken to ensure that on no occasion the percentage of reserved category candidates exceed 50%. If such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.

INITIAL OPERATION:-

1. At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbents belonging to different categories in a cadre vis-a-vis the posts earmarked for each category viz. SC/ST/OBC and General in the roster. This may be done by plotting the appointments made against each point of the roster starting with the earliest appointee. Thus if the earlier appointees in the cadre happen to be a candidate belonging to the Scheduled Caste, against point No. 1 of the roster, the remark "utilised by SC" shall be entered. If the next appointee is a general category candidate, the remark "utilised by general category" shall be made against point No. 2.

(संदीप सक्सेना)
(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

and so on and so forth till all appointments are adjusted in the respective rosters. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment, shall be treated as general category candidates.

2. After completing the adjustment as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement, etc. of candidates belonging to such categories shall be filled by appointment of candidates belonging to the categories to which the relevant roster points, against which the excesses occur, belong.

3. Since recruitment is generally vacancy based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should however be the goal.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

FOR DIRECT RECRUITMENT

OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

7(45)

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Sl. No. of post	Share of entitlement			category for which the post should be earmarked.
	SC @15%	ST @7.5%	OBC @27%	
1.	0.15	0.075	0.27	UR
2.	0.30	0.15	0.54	UR
3.	0.45	0.225	0.81	UR
4.	0.6	0.3	1.08	OBC-1
5.	0.75	0.375	1.35	UR
6.	0.90	0.45	1.62	UR
7.	1.05	0.525	1.89	SC-1
8.	1.2	0.6	2.16	OBC-2
9.	1.35	0.675	2.43	UR
10.	1.5	0.75	2.7	UR
11.	1.65	0.825	2.97	UR
12.	1.8	0.9	3.24	OBC-3
13.	1.95	0.975	3.51	UR
14.	2.1	1.05	3.78	ST-1
15.	2.25	1.125	4.05	SC-2
16.	2.40	1.2	4.32	OBC-4
17.	2.55	1.275	4.59	UR
18.	2.70	1.35	4.86	UR
19.	2.85	1.425	5.13	OBC-5
20.	3.00	1.5	5.4	SC-3 (संदीप सक्सेना)
21.	3.15	1.575	5.67	SC-1 (Sandeep Saxena)
22.	3.30	1.65	5.94	UR
23.	3.45	1.725	6.21	OBC-6
24.	3.60	1.8	6.48	UR
25.	3.75	1.875	6.75	UR

(संदीप सक्सेना)
SC-1 (Sandeep Saxena)
उप सचिव / Deputy Secretary
आवृत्ति एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

L2

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- 2 :-

26.	3.90	1.95	7.02	OBC-7
27.	4.05	2.025	7.29	SC-4
28.	4.20	2.1	7.56	ST-2
29.	4.35	2.175	7.83	UR
30.	4.50	2.25	8.1	OBC-8
31.	4.65	2.325	8.37	UR
32.	4.80	2.4	8.64	UR
33.	4.95	2.475	8.91	UR
34.	5.10	2.55	9.18	OBC-9
35.	5.25	2.625	9.54	SC-5
36.	5.40	2.7	9.72	UR
37.	5.55	2.775	9.99	UR
38.	5.70	2.85	10.26	OBC-10
39.	5.85	2.925	10.53	UR
40.	6.00	3	10.8	ST-3
41.	6.15	3.075	11.07	SC-6
42.	6.30	3.15	11.35	OBC-11
43.	6.45	3.225	11.61	UR
44.	6.60	3.3	11.88	UR
45.	6.75	3.375	12.15	OBC-12
46.	6.90	3.45	12.42	UR
47.	7.05	3.525	12.69	SC-7
48.	7.20	3.6	12.96	UR
49.	7.35	3.675	13.23	OBC-13
50.	7.50	3.75	13.5	UR
51.	7.65	3.825	13.77	UR
52.	7.80	3.9	14.04	OBC-14
53.	7.95	3.975	14.31	UR
54.	8.10	4.05	14.58	SC-8
55.	8.25	4.125	14.85	ST-4
56.	8.40	4.2	15.12	OBC-15
57.	8.55	4.275	15.39	UR
58.	8.70	4.35	15.66	UR


 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कर्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

59.	8.85	4.425	15.93	UR
60.	9.00	4.5	16.2	OBC-16
61.	9.15	4.575	16.47	SC-9
62.	9.30	4.65	16.74	UR
63.	9.45	4.725	17.01	OBC-17
64.	9.60	4.8	17.01	UR
65.	9.75	4.875	17.55	UR
66.	9.90	4.95	17.82	UR
67.	10.05	5.025	18.09	OBC-18
68.	10.20	5.1	18.36	SC-10
69.	10.35	5.175	18.63	ST-5
70.	10.50	5.25	18.9	UR
71.	10.65	5.325	19.17	OBC-19
72.	10.80	5.4	19.44	UR
73.	10.95	5.475	19.71	UR
74.	11.10	5.55	19.98	SC-11
75.	11.25	5.625	20.25	OBC-20
76.	11.40	5.7	20.52	UR
77.	11.55	5.775	20.79	UR
78.	11.70	5.85	21.06	OBC-21
79.	11.85	5.925	21.33	UR
80.	12.00	6	21.6	ST-6
81.	12.15	6.075	21.87	SC-12
82.	12.30	6.15	22.14	OBC-22
83.	12.45	6.225	22.41	UR
84.	12.60	6.3	22.68	UR
85.	12.75	6.375	22.95	UR
86.	12.90	6.45	23.22	OBC-23
87.	13.05	6.525	23.49	SC-13
88.	13.20	6.6	23.75	UR
89.	13.35	6.675	24.03	OBC-24
90.	13.50	6.75	24.3	UR
91.	13.65	6.825	24.57	UR

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(संदीप सक्सेना)
 (GANDHEEP SAXENA)
 उप सचिव / Deputy Secretary
 OBC-24 के एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

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ANDEEP SAXENA
Deputy Secretary
Ministry of Personnel & Training
Govt. of India

92.	13.80	6.9	24.84	UR
93.	13.95	6.975	25.11	OBC-25
94.	14.10	7.05	25.38	SC-14
95.	14.25	7.125	25.65	ST-7
96.	14.40	7.2	25.92	UR
97.	14.55	7.275	26.19	OBC-26
98.	14.70	7.35	26.46	UR
99.	14.85	7.425	26.73	SC-15
100.	15.00	7.5	27	OBC-27
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28
105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.05	8.025	28.89	SC-16
108.	16.2	8.10	29.16	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.625	31.05	OBC-31
116.	17.40	8.70	31.32	UR
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR

125.	18.75	9.375	33.75	UR
126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36
135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22
148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41
153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42
157.	23.55	11.775	42.39	UR

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[Signature]

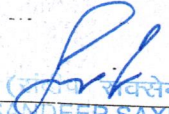
(Sandeep Saxena)
 उप सचिव / Deputy Secretary
 जनक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR
171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR
180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR
184.	27.60	13.80	49.68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	BC-50
187.	28.05	14.025	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR

(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200.	30	15	54	OBC-54*

* To allot requisite number of posts without violating rule of 50%.


(S. DEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Model Roster for cadre strength upto 13 Posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

Note:- 1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like 'L'.

2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

(Sd/-)
 (SANDEEP SAKENA)
 ज. सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

FOR PROMOTION

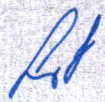
OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS

Sl. No. of post	Share of entitlement		category for which the post should be earmarked.
	SC 0.15%	ST 27.5%	
1.	0.15	0.075	UR
2.	0.30	0.15	UR
3.	0.45	0.225	UR
4.	0.6	0.3	UR
5.	0.75	0.375	UR
6.	0.90	0.45	UR
7.	1.05	0.525	SC-1
8.	1.2	0.6	UR
9.	1.35	0.675	UR
10.	1.5	0.75	UR
11.	1.65	0.825	UR
12.	1.8	0.9	UR
13.	1.95	0.975	UR
14.	2.1	1.05	ST-1
15.	2.25	1.125	SC-2
16.	2.40	1.2	UR
17.	2.55	1.275	UR
18.	2.70	1.35	UR
19.	2.85	1.425	UR
20.	3.0	1.5	SC-3
21.	3.15	1.575	UR
22.	3.30	1.65	UR
23.	3.45	1.725	UR
24.	3.60	1.8	UR
25.	3.75	1.875	UR

(SAXENA)
 Deputy Secretary
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

26.	3.90	1.95	UR
27.	4.05	2.025	SC-4
28.	4.20	2.1	ST-2
29.	4.35	2.175	UR
30.	4.50	2.25	UR
31.	4.65	2.325	UR
32.	4.80	2.4	UR
33.	4.95	2.475	UR
34.	5.10	2.55	UR
35.	5.25	2.625	SC-5
36.	5.40	2.7	UR
37.	5.55	2.775	UR
38.	5.70	2.85	UR
39.	5.85	2.925	UR
40.	6.00	3	ST-3
41.	6.15	3.075	SC-6
42.	6.30	3.15	UR
43.	6.45	3.225	UR
44.	6.60	3.3	UR
45.	6.75	3.375	UR
46.	6.90	3.45	UR
47.	7.05	3.525	SC-7
48.	7.20	3.6	UR
49.	7.35	3.675	UR
50.	7.50	3.75	UR
51.	7.65	3.825	UR
52.	7.80	3.9	UR
53.	7.95	3.975	UR
54.	8.10	4.05	SC-8
55.	8.25	4.125	ST-4
56.	8.40	4.2	UR
57.	8.55	4.275	UR
58.	8.70	4.35	UR


 (संदीप सखेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

59.	8.85	4.425	UR
60.	9.00	4.5	UR
61.	9.15	4.575	SC-9
62.	9.30	4.65	UR
63.	9.45	4.725	UR
64.	9.60	4.8	UR
65.	9.75	4.875	UR
66.	9.90	4.95	UR
67.	10.05	5.025	UR
68.	10.20	5.1	SC-10
69.	10.35	5.175	ST-5
70.	10.50	5.25	UR
71.	10.65	5.325	UR
72.	10.80	5.4	UR
73.	10.95	5.475	UR
74.	11.10	5.55	SC-11
75.	11.25	5.625	UR
76.	11.40	5.7	UR
77.	11.55	5.775	UR
78.	11.70	5.85	UR
79.	11.85	5.925	UR
80.	12.00	6	ST-6
81.	12.15	6.075	SC-12
82.	12.30	6.15	UR
83.	12.45	6.225	UR
84.	12.60	6.3	UR
85.	12.75	6.375	UR
86.	12.90	6.45	UR
87.	13.05	6.525	SC-13
88.	13.20	6.6	UR
89.	13.35	6.675	UR
90.	13.50	6.75	UR
91.	13.65	6.825	UR

(Sd/-) (Sd/-)
 (SANDHEEP SAXENA)
 Joint Secy / Deputy Secretary
 Ministry of Personnel & Training
 Deptt. of Personnel & Training
 Govt. of India

92.	13.80	6.9	UR
93.	13.95	6.975	UR
94.	14.10	7.05	SC-14
95.	14.25	7.125	ST-7
96.	14.40	7.2	UR
97.	14.55	7.275	UR
98.	14.70	7.35	UR
99.	14.85	7.425	SC-15*
100.	15.00	7.5	UR
101.	15.15	7.575	UR
102.	15.30	7.65	UR
103.	15.45	7.725	UR
104.	15.60	7.80	UR
105.	15.75	7.875	UR
106.	15.90	7.95	UR
107.	16.05	8.025	SC-16
108.	16.2	8.10	ST-8
109.	16.35	8.175	UR
110.	16.50	8.25	UR
111.	16.65	8.325	UR
112.	16.80	8.40	UR
113.	16.95	8.475	UR
114.	17.10	8.55	SC-17
115.	17.25	8.625	UR
116.	17.40	8.70	UR
117.	17.55	8.775	UR
118.	17.70	8.85	UR
119.	17.85	8.925	UR
120.	18	9	ST-9
121.	18.15	9.075	SC-18
122.	18.30	9.15	UR
123.	18.45	9.225	UR
124.	18.60	9.30	

(संदीप सखसेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

125.	18.75	9.375	UR
126.	18.90	9.45	UR
127.	19.05	9.525	SC-19
128.	19.20	9.60	UR
129.	19.35	9.675	UR
130.	19.50	9.75	UR
131.	19.65	9.825	UR
132.	19.80	9.90	UR
133.	19.95	9.975	UR
134.	20.10	10.05	UR
135.	20.25	10.125	SC-20
136.	20.40	10.20	ST-10
137.	20.55	10.275	UR
138.	20.70	10.35	UR
139.	20.85	10.425	UR
140.	21	10.50	SC-21
141.	21.15	10.575	UR
142.	21.30	10.65	UR
143.	21.45	10.725	UR
144.	21.60	10.80	UR
145.	21.75	10.875	UR
146.	21.90	10.95	UR
147.	22.05	11.025	SC-22
148.	22.20	11.10	ST-11
149.	22.35	11.175	UR
150.	22.50	11.25	UR
151.	22.65	11.325	UR
152.	22.80	11.40	UR
153.	22.95	11.475	UR
154.	23.10	11.55	SC-23
155.	23.25	11.625	UR
156.	23.40	11.70	UR
157.	23.55	11.775	UR


 (संदीप सखेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कर्मिक एवं प्रशिक्षण विभाग
 Dept. of Personnel & Training
 भारत सरकार / Govt. of India

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158.	23.70	11.85	UR
159.	23.85	11.925	UR
160.	24	12	ST-12
161.	24.15	12.075	UR
162.	24.30	12.15	SC-24
163.	24.45	12.225	UR
164.	24.60	12.30	UR
165.	24.75	12.375	UR
166.	24.90	12.45	UR
167.	25.05	12.525	UR
168.	25.20	12.60	SC-25
169.	25.35	12.675	UR
170.	25.50	12.75	UR
171.	25.65	12.825	UR
172.	25.80	12.90	UR
173.	25.95	12.975	UR
174.	26.10	13.05	SC-26
175.	26.25	13.125	ST-13
176.	26.40	13.20	UR
177.	26.55	13.275	UR
178.	26.70	13.35	UR
179.	26.85	13.425	UR
180.	27	13.50	SC-27
181.	27.15	13.575	UR
182.	27.30	13.65	UR
183.	27.45	13.725	UR
184.	27.60	13.80	UR
185.	27.75	13.875	UR
186.	27.90	13.95	UR
187.	28.05	14.025	SC-28
188.	28.20	14.10	ST-14
189.	28.35	14.175	UR


 (संदीप अग्रसेन)
 (SANDEEP SAXENA)
 Deputy Secretary
 Department of Higher Education
 Government of Haryana

- 7 -

191.	28.65	14.325	UR
192.	28.80	14.40	UR
193.	28.95	14.475	UR
194.	29.10	14.55	SC-29
195.	29.25	14.625	UR
196.	29.40	14.70	UR
197.	29.55	14.775	UR
198.	29.70	14.85	ST-15*
199.	29.85	14.925	SC-30*
200.	30	15	UR

* To allot requisite number of posts without violating rule of 50%.

LrJ

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Model Roster for Promotion for cadre strength upto 13 Posts

62 2

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	ST										
11.	UR	UR	ST											
12.	UR	ST												
13.	UR	ST												

Note:- 1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L".

2. All the posts of a cadre are to be earmarked for the categories shown under column initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

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Dept. of Personnel & Training
भारत सरकार / Govt. of India

FOR DIRECT RECRUITMENT

II

OBJECTIVE: REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS OTHERWISE THAN BY OPEN COMPETITION.

Sl. No. of post	Share of entitlement			Category for which the post should be earmarked.
	SC @ 16.54%	ST @ 7.5%	OBC @ 25.84%	
1.	0.166	0.075	0.258	UR
2.	0.332	0.150	0.516	UR
3.	0.498	0.225	0.774	UR
4.	0.664	0.300	1.032	OBC-1
5.	0.830	0.375	1.290	UR
6.	0.996	0.450	1.548	UR
7.	1.162	0.525	1.806	SC-1
8.	1.328	0.600	2.064	OBC-2
9.	1.494	0.675	2.322	UR
10.	1.660	0.750	2.580	UR
11.	1.826	0.825	2.838	UR
12.	1.992	0.900	3.096	OBC-3
13.	2.158	0.975	3.354	SC-2
14.	2.324	1.050	3.612	ST-1
15.	2.490	1.125	3.870	UR
16.	2.656	1.200	4.128	OBC-4

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Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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17.	2.822	1.275	4.388	UR
18.	2.988	1.350	4.644	UR
19.	3.154	1.425	4.902	SC-3
20.	3.320	1.500	5.160	OBC-5
21.	3.486	1.575	5.418	UR
22.	3.652	1.650	5.676	UR
23.	3.818	1.725	5.934	UR
24.	3.984	1.800	6.192	OBC-6
25.	4.150	1.875	6.450	SC-4
26.	4.316	1.950	6.708	UR
27.	4.482	2.025	6.966	ST-2
28.	4.648	2.100	7.224	OBC-7
29.	4.814	2.175	7.482	UR
30.	4.980	2.250	7.740	UR
31.	5.146	2.325	7.998	SC-5
32.	5.312	2.400	8.256	OBC-8
33.	5.478	2.475	8.514	UR
34.	5.644	2.550	8.772	UR
35.	5.810	2.625	9.030	OBC-9
36.	5.976	2.700	9.288	UR
37.	6.142	2.775	9.546	SC-6
38.	6.308	2.850	9.804	UR
39.	6.474	2.925	10.062	OBC-10
40.	6.640	3.000	10.320	ST-3
41.	6.806	3.075	10.578	UR
42.	6.972	3.150	10.836	UR
43.	7.138	3.225	11.094	SC-7

(संदीप सखसना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्यालय एवं प्रशिक्षण विभाग
 Dept. of Personnel & Training
 भारत सरकार / Govt. of India

44.	7.304	3.300	11.352	GBC-11
45.	7.470	3.375	11.610	UR
46.	7.636	3.450	11.868	UR
47.	7.802	3.525	12.126	GBC-12
48.	7.968	3.600	12.384	UR
49.	8.134	3.675	12.642	SC-8
50.	8.300	3.750	12.900	UR
51.	8.466	3.825	13.158	GBC-13
52.	8.632	3.900	13.416	UR
53.	8.798	3.975	13.674	UR
54.	8.964	4.050	13.932	ST-4
55.	9.130	4.125	14.190	GBC-14
56.	9.296	4.200	14.448	SC-9
57.	9.462	4.275	14.706	UR
58.	9.628	4.350	14.964	UR
59.	9.794	4.425	15.222	GBC-15
60.	9.960	4.500	15.480	UR
61.	10.126	4.575	15.738	SC-10
62.	10.292	4.650	15.996	UR
63.	10.458	4.725	16.254	GBC-16
64.	10.624	4.800	16.512	UR
65.	10.790	4.875	16.770	UR
66.	10.956	4.950	17.028	GBC-17
67.	11.122	5.025	17.286	SC-11
68.	11.288	5.100	17.544	ST-5
69.	11.454	5.175	17.802	UR
70.	11.620	5.250	18.060	GBC-18
71.	11.786	5.325	18.318	UR

(SPRDEEP SAXENA)
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 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

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72.	11.952	5.400	18.376	UR
73.	12.118	5.475	18.834	SC-12
74.	12.284	5.550	19.092	OBC-19
75.	12.450	5.625	19.350	UR
76.	12.616	5.700	19.608	UR
77.	12.782	5.775	19.866	UR
78.	12.948	5.850	20.124	OBC-20
79.	13.114	5.925	20.382	SC-13
80.	13.280	6.000	20.640	ST-6
81.	13.446	6.075	20.898	UR
82.	13.612	6.150	21.156	OBC-21
83.	13.778	6.225	21.414	UR
84.	13.944	6.300	21.672	UR
85.	14.110	6.375	21.930	SC-14
86.	14.276	6.450	22.188	OBC-22
87.	14.442	6.525	22.446	UR
88.	14.608	6.600	22.704	UR
89.	14.774	6.675	22.962	UR
90.	14.940	6.750	23.220	OBC-23
91.	15.106	6.825	23.478	SC-15
92.	15.272	6.900	23.736	UR
93.	15.438	6.975	23.994	UR
94.	15.604	7.050	24.252	OBC-24
95.	15.770	7.125	24.510	ST-7
96.	15.936	7.200	24.768	UR
97.	16.102	7.275	25.026	SC-16
98.	16.268	7.350	25.284	OBC-25

(संदीप सखना)
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 कार्यालय एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

99.	16.434	7.425	25.542	UR
100.	16.600	7.500	25.800	UR
101.	16.766	7.575	26.058	OBC-26
102.	16.932	7.650	26.316	UR
103.	17.098	7.725	26.574	SC-17
104.	17.264	7.800	26.832	UR
105.	17.430	7.875	27.090	OBC-27
106.	17.596	7.950	27.348	UR
107.	17.762	8.025	27.606	ST-8
108.	17.928	8.100	27.864	UR
109.	18.094	8.175	28.122	OBC-28
110.	18.260	8.250	28.380	SC-18
111.	18.426	8.325	28.638	UR
112.	18.592	8.400	28.896	UR
113.	18.758	8.475	29.154	OBC-29
114.	18.924	8.550	29.412	UR
115.	19.090	8.625	29.670	SC-19
116.	19.256	8.700	29.928	UR
117.	19.422	8.775	30.186	OBC-30
118.	19.588	8.850	30.444	ST-9
119.	19.754	8.925	30.702	SC-20*
120.	19.920	9.000	30.960	OBC-31*

* to elicit requisite number of posts without violating rule of 50%.

(संदीप सक्सेना)
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Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Poster for Direct Recruitment (if-wise than through
Open Competition for cadre strength upto 13 Posts

REPLACEMENT NO.

Cadre	Initial Strength	Recruit- ment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
2	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
3	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
4	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
5	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
6	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
7	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
8	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
9	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
10	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
11	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
12	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR
13	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR	UR

1. For cadres of 1 to 13 posts the poster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like 'U'.

2. All the posts of a cadre are to be carried for the categories shown under column initial appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

NO. 36012/1/96-Estt.(Res)
Ministry of Personnel, P.G. & Training
Department of Personnel & Training

(67)

New Delhi, dated 1-7-1998

OFFICE MEMORANDUM

Subject: Relaxations and concessions for SCs and STs -
classification regarding.

The undersigned is directed to refer to this Department's O.M.No.36012/13/96-Estt.(SCs) dated May 22, 1989 and to clarify that the instructions contained in the O.M. apply in all types of direct recruitment whether by written test alone or written test followed by interview or by interview alone.

2. O.M. dated May 22, 1989 referred to above and the O.M.No.36012/2/96-ESTT(RES) dated July 2, 1997 provide that in cases of direct recruitment, the SC/ST/OBC candidates who are selected on their own merit will not be adjusted against reserved vacancies.

3. In this connection, it is clarified that only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies.

(J. Kumar)

Under Secretary to the Govt. of India

Copy to:-

1. All Ministries/Departments of the Govt. of India
2. Department of Economic Affairs (Banking Division)
New Delhi.

Lif

(Sandeep Saxena)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

- (68)
3. Department of Economic Affairs (Insurance Division), New Delhi.
 4. Department of Public Enterprises, New Delhi.
 5. Railway Board.
 6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Sectt/Cabinet Sectt./Central Vigilance Commission/President's Office/F.M.O./Planning Commission.
 7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
 8. All Officers/Sections of the Department of Personnel and Training/Department of Administrative Reforms and Public Grievances/Department of Pensions of & Pensioners Welfare.
 9. National Commission for the Scheduled Castes and Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
 10. National Commission for Backward Classes, Bhikaji Cama Place, New Delhi.

SL
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

No.36033/4/97-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi.

Dated: 25th July 2003.OFFICE MEMORANDUM

Subject: Validity period of OBC certificate and verification of community and 'non-creamy layer' status of OBC candidates.

The undersigned is directed to say that a question has arisen about the validity period of certificates issued to the candidates belonging to other backward classes for the purpose of reservation in services. The OBC certificate consists of two parts - first part indicates that the concerned person belongs to a community listed as OBC and the second part indicates that the candidate does not fall in the creamy layer. While the OBC status of a candidate may change only when the community of the concerned candidate is removed from the OBC list, his/her creamy layer status may change any time. In view of it, it is not possible to determine a fixed validity period for the OBC certificate.

2. Every candidate seeking reservation as OBC is required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' issued by an authority mentioned in DOPT Office Memorandum No.36012/22/93-Estt.(SCT) dated 15-11-1993. The 'OBC status' and/or 'non-creamy layer status' of the candidate, as pointed out in para above, may change after issue of the certificate making him/her ineligible for reservation. In order to ensure that candidates not eligible to get reservation do not seek reservation, a declaration, in addition to certificate issued by the competent authority, may be obtained from the candidates seeking reservation as OBCs in the following format:

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

70 "I, _____ son/daughter
 of Shri _____
 resident of village/town/city _____
 district _____ state _____
 hereby declare that I belong to the
 _____ community which
 is recognized as a backward class by the Government of India for the
 purpose of reservation in services as per orders contained in
 Department of Personnel and Training Office Memorandum
 No.36012/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that
 I do not belong to persons/sections (Creamy Layer) mentioned in
 column 3 of the Schedule to the above referred Office Memorandum
 dated 8-9-1993."

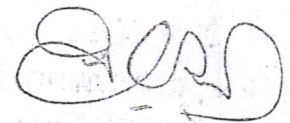
3. The appointing authority, before appointing a person seeking appointment on the basis of reservation to OBCs should verify the veracity of the community certificate submitted by the candidate and also the fact that he/she does not fall in creamy layer on the crucial date. The crucial date for this purpose may be treated as the closing date for receipt of applications for the post except in cases where crucial date is fixed otherwise.

4. It was decided vide this Department's Office Memorandum No.36033/9/95-Estt.(SCT) dated 10-5-1995 that in case of appointments against vacancies reserved for OBCs a clause in the offer of appointment would be inserted to the effect that appointment will be provisional and subject to verification of the community certificate. Since reservation is available only to such OBC candidates who do not fall in the creamy layer, it is necessary that the clause inserted in the offer of appointment should be modified so as to take care of creamy layer status of the candidate also. It is, therefore, decided that the following modified clause may be included in the offer of appointment in place of clause prescribed vide Office Memorandum dated 10-5-1995:

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 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
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 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

"The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates."

5. All Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of all authorities under them for information and compliance.



(K.G. Verma)

Deputy secretary to the Government of India

Tele: 23092797

1. All Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Railway Board.
6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
9. National Commission for SCs and STs, Lok Nayak Bhavan, New Delhi.
10. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No.36033/3/2004-Estt(Res)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel and Training

North Block, New Delhi.
 Dated: 9th March, 2004.

OFFICE MEMORANDUM

Subject: Revision of Income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).

The undersigned is directed to invite attention to this Department's O.M. No.36012/22/93-Estt.(SCT) dated 8th September, 1993 which inter alia provides that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive years fall within the creamy layer and are not entitled to get the benefit of reservation available to the Other Backward Classes. It has been decided to raise the income limit from Rs. 1 lakh to Rs. 2.5 lakh for determining the creamy layer amongst the OBCs. Accordingly the following entry is hereby substituted for the existing entry against Category VI in the Schedule to the above referred O.M.:

<u>Category</u>	<u>Description of Category</u>	<u>To whom the rule of exclusion will apply</u>
VI	INCOME/WEALTH TEST	Son(s) and daughter(s) of (a) Persons having gross annual income of Rs. 2.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years. (b) Persons in Categories I, II, III and V-A who are not disentitled to the benefit of reservation but have income from other sources or wealth which will bring them within the income /wealth criteria mentioned in (a) above.

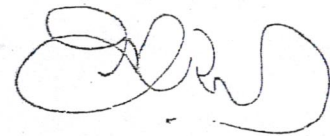
Explanation:

Income from salaries or agricultural land shall not be clubbed.

(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

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2 The provisions of this Office Memorandum take effect from the 4th February, 2004.

3 All the Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of all concerned.



(K.G. Verma)

Deputy Secretary to the Government of India
Tele: 23092797

To

1. All the Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Railway Board.
6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
9. National Commission for SCs and STs, Lok Nayak Bhavan, New Delhi
10. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
11. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002.
12. Information and Facilitation Centre, DOPT, North Block, New Delhi. (100 copies)
13. Spare copies - 400

h/t

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No. 36033/5/2004-Estt(Res)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

New Delhi, Dated : the 14th October, 2004

To

The Chief Secretaries of all the States /Union Territories.

Subject: Clarifications regarding creamy layer amongst OBCs.

Sir,

I am directed to invite your attention to the Schedule to this Department's OM No.36012/22/93-(SCT) dated 8th September, 1993 which contains the criteria to determine the creamy layer amongst the OBCs. In regard to the children of the persons in civil services of the Central and the State Governments, it provides that son(s) and daughter(s) of:

- (a) parents, both of whom are directly recruited Class I/Group A officers;
- (b) parents, either of whom is a directly recruited Class I/Group A officer;
- (c) parents, both of whom are directly recruited Class I/Group A officers, but one of them dies or suffers permanent incapacitation;
- (d) parents, either of whom is a directly recruited Class I/Group A officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years;
- (e) parents, both of whom are directly recruited Class I/Group A officers and both of them die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years;
- (f) parents both of whom are directly recruited Class II/Group B officers;
- (g) parents of whom only the husband is a directly recruited Class II /Group B officer and he gets into Class I/Group A at the age of 40 or earlier;

Lof
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Deptt. of Personnel & Training
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- (h) parents, both of whom are directly recruited Class II/ Group B officers and one of them dies or suffers permanent incapacitation and either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years;
- (i) parents of whom the husband is a Class I/ Group A officer (direct recruit or pre-forty promoted) and the wife is a directly recruited Class II /Group B officer and the wife dies; or suffers permanent incapacitation; and
- (j) parents, of whom wife is a Class I/Group A officer (Direct Recruit or pre-forty promoted) and the husband is a directly recruited Class II/Group B officer and the husband dies or suffers permanent incapacitation

shall be treated as falling in creamy layer.

2. The Schedule further provides that sons and daughters of:

- (i) parents either of whom or both of whom are directly recruited Class I/Group A officer(s) and such parent(s) dies/die or suffers/suffer permanent incapacitation;
- (ii) parents both of whom are directly recruited Class II/Group B officers and one of them dies or suffers permanent incapacitation;
- (iii) parents both of whom are directly recruited Class II/Group B officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation

shall not be treated to be falling in creamy layer.

3. The criteria prescribed for determining creamy layer status of sons and daughters of persons in Government service mutatis mutandis applies to the sons and daughters of persons holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities etc. and also holding equivalent or comparable posts and positions under private employment. The creamy layer status of the sons and daughters of employees of organizations where evaluation of the posts on equivalent or comparable basis has not been made is determined on the basis of 'Income/Wealth Test' given in the Schedule. The Income/ Wealth Test prescribes that the sons and daughters of persons having gross annual income of Rs. 2.5 lakh or more or possessing wealth above the exemption limit as prescribed

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in the Wealth Tax Act for a period of three consecutive years would be treated to fall in creamy layer. An explanation is given below the Income/Wealth Test which provides that 'income from salaries or agricultural land shall not be clubbed.'

4. Following questions have been raised from time to time about the application of the above provisions to determine creamy layer:

- (i) Will the sons and daughters of parents either of whom or both of whom are directly recruited Class I/Group A officer(s) and such parent(s) dies/die or suffers/suffer permanent incapacitation after retirement be treated to be excluded from the creamy layer?
- (ii) Will the sons and daughters of parents both of whom are directly recruited Class II/Group B officers and one of them dies or suffer permanent incapacitation after retirement be treated to be excluded from the creamy layer?
- (iii) Will the sons and daughters of parents both of whom are directly recruited Class II/Group B officers and both of them die or suffer permanent incapacitation after retirement even though either of them has had got the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation be treated to be excluded from the purview of creamy layer?
- (iv) Will the sons and daughters of parent(s) who retire from the service on the basis of which their sons and daughters fall in creamy layer, continue to fall in creamy layer after retirement of the parent(s)?
- (v) Will the sons and daughters of parents of whom husband is directly recruited Class III/Group C or Class IV/Group D employee and he gets into Class I/Group A at the age of 40 or earlier be treated to be falling in creamy layer?
- (vi) Will a candidate who himself is a directly recruited Class I/Group A officer or a directly recruited Class II/Group B officer who got into Class I/Group A at the age of 40 or earlier be treated to be falling in creamy layer on the basis of his service status?
- (vii) Will a candidate who has gross annual income of Rs.2.5 lakh or above or possesses wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years be treated to fall in creamy layer?

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(viii) The instructions provide that a lady belonging to OBC category who has got married to a directly recruited Class I/Group A officer shall not be treated as falling in creamy layer on the basis of her marriage. Will a man belonging to OBC category who is married to a directly recruited Class I/Group 'A' officer be treated as falling in creamy layer on the basis of his marriage?

(ix) How will be the Income/Wealth Test apply in case of sons and daughters of parent(s) employed in PSUs etc. in which equivalence or comparability of posts has not been established vis-à-vis posts in the Government?

(x) What is the scope of the explanation, 'Income from salaries or agricultural land shall not be clubbed', given below the Income/Wealth Test?

5. It is clarified in regard to clauses (i), (ii) and (iii) of para 4 that the sons and daughters of:

(a) parents either of whom or both of whom are directly recruited Class I/Group A officers and such parent(s) dies/die or suffers/suffer permanent incapacitation while in service;

(b) parents both of whom are directly recruited Class II/Group B officers and one of them dies or suffers permanent incapacitation while in service; and

(c) parents both of whom are directly recruited Class II/Group B officers and both of them die or suffer permanent incapacitation while in service, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation

are not treated to be falling in creamy layer. But if the parent(s) dies/die or suffers/suffer permanent incapacitation in such cases after retirement from service, his/their sons and daughters would be treated to be falling in creamy layer and would not get the benefit of reservation.

6. In regard to clause (iv) of para 4, it is clarified that sons and daughters of parents who are included in the creamy layer on the basis of service status of their parents shall continue to be treated in creamy layer even if their parents have retired or have died after retirement.

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7. In regard to clause (v) of para 4, it is clarified that the sons and daughters of parents of whom only the husband is a directly recruited Class II/Group B officer who gets into Class I/Group A at the age of 40 or earlier are treated to be in creamy layer. If the father is directly recruited Class III/Group C or Class IV/Group D employee and he gets into Class I/Group A at the age of 40 or earlier, his sons and daughters shall not be treated to be falling in creamy layer.

8. In regard to clauses (vi), (vii) and (viii) of para 4, it is clarified that the creamy layer status of a candidate is determined on the basis of the status of his parents and not on the basis of his own status or income or on the basis of status or income of his/her spouse. Therefore, while determining the creamy layer status of a person the status or the income of the candidate himself or of his/her spouse shall not be taken into account.

9. In regard to clause (ix) of para 4, it is clarified that the creamy layer status of sons and daughters of persons employed in organizations where equivalence or comparability of posts vis-à-vis posts in Government has not been evaluated is determined as follows:

Income of the parents from the salaries and from the other sources [other than salaries and agricultural land] is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources [other than salaries and agricultural land] exceeds the limit of Rs.2.5 lakh per annum for a period of three consecutive years, the sons and daughters of such persons shall be treated to fall in creamy layer. But the sons and daughters of parents whose income from salaries is less than Rs. 2.5 lakh per annum and income from other sources is also less than Rs.2.5 lakh per annum will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs.2.5 lakh per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the Test.

(Sandeep Saxena)
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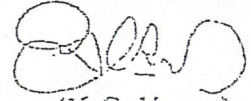
10. In regard to clause (x) of para 4, it is clarified that while applying the Income/Wealth Test to determine creamy layer status of any candidate as given in Category-VI of the Schedule to the OM, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs. 2.5 lakh per annum, income from agricultural land is more than Rs. 2.5 lakh per annum, but income from other sources is less than Rs. 2.5 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income/Wealth Test provided his parent(s)

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do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

11. You are requested to bring the contents of this letter to all concerned in the State:

Yours faithfully,


(K.G. Verma)

Deputy Secretary to the Govt. of India

Copy to:-

1. All Ministries / Departments of Govt. of India
2. Department of Economic Affairs (Banking Division), New Delhi
3. Department of Economic Affairs (Insurance Division), New Delhi
4. Department of Public Enterprises, New Delhi,
5. Railway Board,
6. Union Public Service Commission / Supreme Court of India / Election Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Prime Minister's Office / Planning Commission / National Commission for Backward Classes.
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

With the request to bring the contents of this letter to the notice of all concerned.

Lt
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

(80)

No.36017/1/2004-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 5th July, 2005.

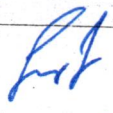
OFFICE MEMORANDUM

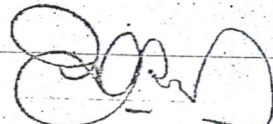
Subject: Revision of quantum of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region.

The undersigned is directed to say that reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group 'C' and 'D' posts, normally attracting candidates from a locality or a region, which is generally fixed in proportion to the population of the Scheduled Castes and Scheduled Tribes in the respective States/UTs, was last fixed in 1985 on the basis of the 1981 Census. Reservation for Other Backward Classes in such cases was fixed in 1993 keeping in view the proportion of their population in the respective States/UTs subject to a ceiling of 27% while also ensuring that the total reservation for SCs, STs and OBCs did not exceed the limit of 50% in any case. It has now been decided to revise the quantum of reservation for SCs, STs and OBCs in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region, keeping in view the figures of the 2001 Census, as given in the Annexure to this O.M.

2. These orders will take effect from the date of issue of this O.M. However, the cases where requisitions for filling up the posts have already been sent to the recruiting agencies or posts have already been advertised in accordance with the percentages of reservation existing prior to issue of this O.M., need not be re-opened.

3. It is requested that contents of this O.M. may be brought to the notice of all concerned.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्यिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India


(K.G. Verma)
Deputy Secretary to the Government of India
Tele: 23092797

To

1. All Ministries/Departments of the Government of India.

Annexure to O.M.No.36017/1/2004-Estt.(Res.) dated 5.7.2005

Sl.No.	Name of the State/UT	Percentage of Reservation		
		SCs	STs	OBCs
(1)	(2)	(3)	(4)	(5)
01	Andhra Pradesh	16	7	27
02	Arunachal Pradesh	1	45	0
03	Assam	7	12	27
04	Bihar	16	1	27
05	Chhattisgarh	12	32	6
06	Goa	2	0	18
07	Gujarat	7	15	27
08	Haryana	19	0	27
09	Himachal Pradesh	25	4	20
10	Jammu & Kashmir	8	11	27
11	Jharkhand	12	26	12
12	Karnataka	16	7	27
13	Kerala	10	1	27
14	Madhya Pradesh	15	20	15
15	Maharashtra	10	9	27
16	Manipur	3	34	13
17	Meghalaya	1	44	5
18	Mizoram	0	45	5
19	Nagaland	0	45	0
20	Orissa	16	22	12
21	Punjab	29	0	21
22	Rajasthan	17	13	20
23	Sikkim	5	21	24
24	Tamil Nadu	19	1	27
25	Tripura	17	31	2
26	Uttaranchal	18	3	13
27	Uttar Pradesh	21	1	27
28	West Bengal	23	5	22
29	Andaman & Nicobar Islands	0	8	27
30	Chandigarh	18	0	27
31	Dadra & Nagar Haveli	2	43	5
32	Daman & Diu	3	9	27
33	Delhi	15	7.5	27
34	Lakshadweep	0	45	0
35	Pondicherry	16	0	27

(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
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 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

(82)

No.36022/1/2007-Est.(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated: the 26th March, 2007

To

The Chief Secretaries of all
States/Union Territories

Subject: Verification of claims of candidates to belong to
Scheduled Castes, Scheduled Tribes and Other
Backward Classes.

Sir,

It has been brought to the notice of this Department that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs on the basis of false/forged caste/ community certificates. It is a serious matter which can only be tackled with the cooperation of the State Governments.

2. Instructions issued by this Department require the appointing authorities to verify the caste status of SC/ST/OBC candidates at the time of initial appointment. Accordingly, the concerned appointing authorities, at the time of initial appointment of SC/ST/OBC candidates against vacancies reserved for them, make a request to the concerned district authorities to certify the veracity of caste/community certificate produced by the candidate. Many a time, the district authorities take unduly long time to respond. Where verification is not completed in time, the candidates are given appointment on provisional basis pending verification of their caste status. Some candidates continue to hold the post on the basis of false/forged certificates in the absence of proper response from district authorities. Chances of collusion of the candidate with some unscrupulous employee(s) at the district level cannot also be ruled out.


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भारत सरकार / Govt. of India

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3. I am directed to request you to streamline the system so that the unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. It would be appreciated if you could issue instructions to the District Magistrates/District Collectors/Deputy Commissioners of the districts to the effect that they should ensure at their own level that veracity of the caste/community certificate referred to the district authorities, as stated above, is verified and reported to the appointing authority within one month of receipt of request from such authority. In order to rule out collusion between candidates holding false/forged certificate and employees at the district level or sub-district level disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates.

Yours Faithfully


(R. Ramanujam)
Joint Secretary

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Let

(संदीप सक्सेना)
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अप सचिव / Deputy Secretary
व्यक्तिगत एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

No.36033/1/2008-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated the 15th July, 2008.

OFFICE MEMORANDUM

Subject: - Treatment of backlog reserved vacancies of SCs, STs & OBCs as a distinct group and non-applicability of 50% ceiling thereon.

The undersigned is directed to refer to this Department's O.M. No.36012/5/97-Estt(Res) dated 29th August 1997 which provided that 50% limit on reservation would apply to current as well as backlog reserved vacancies. These instructions were modified by O.M. No. 36012/5/97-Estt(Res).Vol.II dated 20.7.2000 to the effect that the backlog reserved vacancies of Scheduled Castes (SCs) and Scheduled Tribes (STs) would be treated as a separate and distinct group and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year. It has now been decided to treat the backlog reserved vacancies of Other Backward Classes (OBCs) also as a separate and distinct group the same way as the backlog reserved vacancies of the SCs and STs are treated. Thus, the ceiling of 50% reservation on filling of reserved vacancies would now apply only to the vacancies which arise in the current year and the backlog reserved vacancies of SCs, STs and OBCs in case of direct recruitment and backlog reserved vacancies of SCs and STs in case of promotion of earlier years, would be treated as a separate and distinct group, and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year.

2. It is important to note that there is a distinction between the 'shortfall of reservation' and 'number of backlog reserved vacancies' in a cadre. The 'shortfall of reservation of a particular reserved category in a cadre' means the difference between the

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total number of reserved posts for that category in the cadre according to the post based reservation' and 'the number of persons of that category appointed by reservation and holding the posts in the cadre'. On the other hand 'backlog' reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according to post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled. The following illustration clarifies the difference between the 'shortfall of reservation' and 'backlog of reserved vacancies' and also the method of earmarking reservation for SCs, STs, and OBCs:

(i) Suppose there is a cadre having a total number of 1000 posts which are filled by direct recruitment on all India basis by open competition. The number of SC, ST and OBC employees appointed by reservation in the cadre should ideally be 150, 75 and 270 respectively when all the posts are filled. [Reservation for SCs, STs and OBCs in such a case is 15%, 7.5% and 27% respectively].

(ii) Suppose all the 1000 posts stood filled in the year 2006 but the number of SC, ST and OBC employees appointed by reservation was 130, 75 and 100 respectively. There was, thus, shortfall of 20 SCs and 170 OBCs in the cadre in that year, though all the posts were filled.

(iii) (a) Suppose 200 vacancies occurred in the cadre in the recruitment year 2007, of which 20 were vacated by SCs, 10 by STs and rest by unreserved category candidates. After vacation of these posts, shortfall of SCs, STs and OBCs in the cadre became 40, 10 and 170 respectively. Though there was a big shortfall of SCs, STs and OBCs in the cadre, only 100 of these vacancies could be earmarked reserved because all the 200 vacancies were current vacancies and limit of 50% on reservation in a year would apply on these vacancies.

(b) Shortfall of STs was 10 which is less than 7.5% of total vacancies. Therefore, 10 vacancies could only be earmarked reserved for STs. Shortfall of SCs and OBCs was more than 15% and 27% respectively of the current vacancies. Therefore, 15% of the current vacancies were straightway earmarked reserved for SCs and 27% for OBCs i.e. 30 vacancies were earmarked reserved

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for SCs and 54 vacancies for the OBCs. Applying the above principle, 94 vacancies were earmarked reserved. This left room for 6 $\{100-(10+30+54)\}$ more vacancies to be earmarked reserved to make up the shortfall. These 6 vacancies were apportioned between SCs and OBCs in the ratio of percentage of reservation prescribed for these categories viz. 15:27 subject to the condition that the number of vacancies earmarked reserved for any category was not more than the shortfall of that category. Thus, the earmarking of reservation in respect of the vacancies of the year 2007 was 32 for SCs, 10 for STs and 58 for OBCs (fractions were rounded off to the nearest whole number).

(c) Suppose only 20 SC candidates, 5 ST candidates and 50 OBC candidates could be appointed in the recruitment year 2007 against the vacancies reserved for them. Thus, 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved could not be filled and remained vacant. These 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved but remained vacant in the recruitment attempt will be treated as backlog reserved vacancies for the subsequent recruitment year. After the recruitment process for the year 2007 was over, total number of posts filled was 975, of which 130, 70 and 150 were held respectively by SCs, STs and OBCs. It may be noted that shortfall of reservation of SCs, STs and OBCs at this stage was 20, 5 and 120 respectively but number of backlog reserved vacancies of SCs, STs and OBCs was 12, 5 and 8 respectively.

(iv) Suppose 200 vacancies occur in the recruitment year 2008 of which 20 are vacated by SCs, 10 by STs and 20 by OBCs. At this stage shortfall of SCs, STs and OBCs will be 40, 15 and 140 respectively. Total vacancies in the year would be $200+12+5+8=225$, of which 200 are current vacancies and 25 are backlog vacancies. 25 backlog reserved vacancies of SCs, STs and OBCs will be treated as a separate and distinct group and will be kept reserved-12 for SCs, 5 for STs and 8 for OBCs. Of the 200 current vacancies, not more than 100 can be earmarked reserved. By applying the same principles as in the year 2007, out of 200 current vacancies, 28 are earmarked reserved for SCs, 10 for STs and 62 for OBCs. Thus the number of vacancies reserved for SCs, STs and OBCs in the recruitment year 2008, including the backlog reserved vacancies, will be 40, 15 and 70 respectively. If only 35 SCs, 12 STs and 50 OBCs become available to fill up the reserved

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87 vacancies, 5 vacancies of SCs, 3 vacancies of STs and 20 vacancies of OBCs will be kept vacant and will be treated as backlog reserved vacancies for the subsequent recruitment year.

3. If sufficient number of suitable SC/ST/OBC candidates do not become available to fill up the vacancies reserved for them in the first attempt of recruitment, a second attempt should be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment year so that the backlog reserved vacancies are not created. If, even after making such efforts, the reserved vacancies are not filled and backlog reserved vacancies are carried forward to the subsequent recruitment year, concerted efforts should be made to fill up the backlog reserved vacancies as soon as possible.

4. These orders take effect from the date of issue of this O.M. However, the cases where the vacancies have already been advertised in accordance with the provisions existing prior to issue of this O.M, need not be reopened.

5. It is requested that contents of this O.M may be brought to the notice of all concerned.



(K. G. Verma)
Director

Tele. No. 23092158.

To

1. All the Ministries/Departments of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs, New Delhi.
4. Department of Financial Services, New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance

87
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Commission/President's
Office/Planning Commission.

Secretariat/Prime

Minister's

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8. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
9. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi-110002.
14. CBI, LBSNAA, SSC, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Centre, DOPT, North Block, New Delhi.
16. NIC for uploading on the website.
17. Guard File.
18. Spare copies - 100

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No.36033/3/2004-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 14th October, 2008

OFFICE MEMORANDUM

Subject:- Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs).

The undersigned is directed to invite attention to this Department's O.M No.36012/22/93-Estt.(SCT) dated 8th September, 1993 which inter alia provided that sons and daughters of persons having gross annual income of Rs.1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The limit of income for determining the creamy layer status was raised to Rs. 2.5 lakh vide this Department's OM of even number dated 9.3.2004. It has now been decided to raise the income limit from Rs. 2.5 lakh to Rs. 4.5 lakh per annum for determining the creamy layer amongst the OBCs. Accordingly the following entry is hereby substituted for the existing entry against Category VI in the Schedule to the above referred O.M.

<u>Category</u>	<u>Description of Category</u>	<u>To whom the rule of exclusion will apply</u>
VI	Income/Wealth Test	Son(s) and daughter(s) of (a)Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years. (b)Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Explanation:

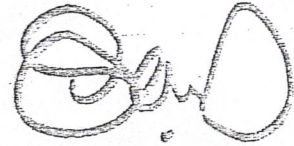
Income from salaries or agricultural land shall not be clubbed.

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- 2 -

2. The provisions of this Office Memorandum take effect from the 3rd October, 2008.

3. All the Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of all concerned.



(K.G Verma)
Director

To

1. All the Ministries/Departments of the Government of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Railway Board.
6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/ President's Secretariat/Prime Minister's Office/Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
8. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
9. National Commission for SCs and STs, Lok Nayak Bhavan, New Delhi.
10. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
11. Office of the Comptroller and Auditor General of India, 10 Bahadurshah Zafar Marg, New Delhi- 110002.
12. Information and Facilitation Centre, DOPT, North Block, New Delhi. (100 copies)
13. Spare copies - 400.

Copies forwarded to :

The Chief Secretaries of all the States/ UTs. for information and necessary action.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

NATIONAL COMMON MINIMUM PROGRAMME
SPECIAL RECRUITMENT DRIVE

91

F.No.36038/1/2008-Estt (Res.)
Government of India
Ministry of Personnel, P.G & Pensions
Department of Personnel & Training

New Delhi, Dated the 19th November, 2008

OFFICE MEMORANDUM

Subject :- Special Recruitment Drive for filling up the backlog reserved vacancies of SCs, STs and OBCs.

The undersigned is directed to say that the Government had launched a Special Recruitment Drive in August, 2004 to fill up the backlog reserved vacancies of SCs and STs existing as on 1.7.2004. More than 56000 vacancies were filled during that Drive. Some backlog vacancies could not be filled for various reasons. It is possible that some fresh backlog vacancies might have been created meanwhile. It has come to notice of this Department that a number of backlog vacancies of OBCs also exist. Keeping all these facts in view, it has been decided to launch a fresh Special Recruitment Drive to fill up backlog reserved vacancies of SCs, STs and OBCs in direct recruitment quota and of SCs and STs in promotion quota existing as on 1.11.2008.

2. Following schedule shall be followed for the Drive:

Sl. No	Action	Target Date
1.	The Ministries / Departments to issue instructions to all appointing authorities under their charge for conduct of the Drive.	By 27.11.2008
2.	Appointing Authorities to identify the backlog reserved vacancies as on 1.11.2008.	By 15.12.2008
3.	The appointing authorities /Ministries/Departments to report the vacancies to the UPSC / SSC or other concerned recruiting agencies.	By 31.12.2008
4.	UPSC/SSC/Other recruiting agencies to advertise the vacancies.	By 31.1.2009.
5.	UPSC/SSC/Other recruiting agencies to make selections. *	By 30.4.2009

Sr
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

6.	UPSC/SSC/Other recruiting agencies to inform the concerned appointing authority about the selected candidates.*	By 31.5.2009
7.	Appointing authorities to issue offers of appointment to the selected candidates.*	By 30.6.2009

*Note: If selections of some candidates under the Drive are made prior to completion of elections in the States of Chhattisgarh, Madhya Pradesh, Mizoram, Delhi, Rajasthan and Jammu & Kashmir, which have already been notified by the Election Commission, results of such candidates should be declared only after completion of the elections.

3. All the Ministries / Departments are requested to take action as per schedule given above. They are also requested to collect information from all the appointing authorities under them and send following reports to this Department first by 15.1.2009, second by 31.3.2009 indicating the progress made upto these dates and final by 15.7.2009. The attached offices/subordinate offices/autonomous bodies/public sector undertakings should not send report direct to this Department. They should send the information to the concerned Ministry/Department which will consolidate the information and send such consolidated information to this Department.

Sl. No.	Details of Report	Proforma prescribed.
1.	Report about backlog vacancies filled in direct recruitment quota in Ministry/Department and all its attached & subordinate offices.	Proforma - I A
2.	Report about backlog vacancies filled in promotion quota in Ministry/Department and all its attached & subordinate offices.	Proforma - I B
3.	Report about backlog vacancies filled in direct recruitment quota in respect of Autonomous Bodies.	Proforma - II A
4.	Report about backlog vacancies filled in promotion quota in Autonomous Bodies.	Proforma - II B
6.	Report about backlog vacancies filled in direct recruitment quota in PSUs.	Proforma - III A
7.	Report about backlog vacancies filled in Promotion quota in PSUs.	Proforma - III B

St
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

4. All advertisements calling for applications for filling up the posts by way of Special Drive may be published under the caption, "Special Recruitment Drive for SCs, STs and OBCs" and may be given wide publicity so that the information reaches the target group. The UPSC, SSC and all other recruiting agencies should expedite the selection of candidates for which indents are placed with them.

5. Following points may be kept in view while identifying the backlog reserved vacancies:

- (i) There is a ban on dereservation of vacancies reserved for SCs, STs and OBCs in case of direct recruitment. Where sufficient number of candidates of the concerned category are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies are kept unfilled. These unfilled reserved vacancies are treated as 'backlog reserved vacancies' for subsequent recruitment year.
- (ii) In case of promotion, the instructions provide that if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be dereserved and filled by candidates belonging of other communities. However, if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be dereserved for reasons like non-availability of candidates of other categories to fill the posts, these vacancies remain unfilled until the next recruitment year. Such vacancies are treated as "backlog reserved vacancies".
- (iii) There is a distinction between the 'shortfall of reservation' and 'number of backlog reserved vacancies' in a cadre. The 'shortfall of reservation of a particular reserved category in a cadre' means the difference between the total number of reserved posts for that category in the cadre according to the post based reservation and the number of persons of that category appointed by reservation and holding the posts in the cadre. The 'backlog reserved vacancies' of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled. To understand the distinction between the two more vividly, illustration given in this Department's O.M. No.36033/1/2008-Estt. (Res) dated 15.7.2008 may be seen.
- (iv) Post based reservation rosters are in vogue since 2.7.1997. Backlog reserved vacancies are to be determined as per post based reservation rosters.



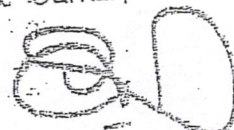
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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- (v) According to this Department's O.M. No. 2/8/2001-PIC dated 16.5.2001 clearance of the Screening Committee is necessary before filling up the direct recruitment vacancies for the year 2001-02 and subsequent years. These instructions do not apply to the vacancies of the period prior to 2001-02 and therefore clearance of the Screening Committee is not needed for filling up the backlog vacancies of that period.
- (vi) Backlog reserved vacancies of SCs/STs/OBCs for the year 2001-2002 onwards are such vacancies which were cleared by the Screening Committee before these were initially advertised / notified. Since the clearance of the Screening Committee for filling up of such backlog reserved vacancies has already been taken, clearance of the Screening Committee is not required again.
- (vii) Such of the sick PSUs, where no recruitments are being made are exempt from the purview of the Drive.

6. An officer holding the post of Joint Secretary or equivalent may be nominated as officer-in-charge of the Special Recruitment Drive, who may monitor and coordinate the special recruitment efforts in the Ministry / Department and all its attached and subordinate offices, public sector undertakings and autonomous bodies. Name, designation and telephone number of this officer may be reported to Shri S.K. Sarkar, Joint Secretary in this Department.

7. Hindi Version will follow.


(K.G. Varma)
Director

To

1. All Ministries / Departments of Govt. of India
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board,
5. Union Public Service Commission / Supreme Court of India / Election Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Prime Minister's Office / Planning Commission
6. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
7. 100 Spare copies

for

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
व्यक्तिगत एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

SPECIAL RECRUITMENT DRIVE 2008-2009
PROGRESS REPORT
 (Consolidated information in respect of Ministry/Department/Attached/Subordinate Offices)

DIRECT RECRUITMENT

Classification of posts	Scheduled Castes			Scheduled Tribes			OTHER BACKWARD CLASSES		
	No. of backlog vacancies identified (as on 1.1.1.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.1.1.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.1.1.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
GROUP A.									
GROUP B.									
GROUP C.									
GROUP D.									
Total									


 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

PROFORMA III

SPECIAL RECRUITMENT DRIVE 2008-2009
PROGRESS REPORT
(Consolidated information in respect of Ministry/Department/Attached/Subordinate Offices)

PROMOTION

Classification of posts	No. of backlog vacancies identified (as on 1.11.2008)	Scheduled Castes		No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	Scheduled Tribes		No. of backlog vacancies filled
		No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	(3)			No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	(6)	
(1)	(2)		(3)	(4)	(5)	(6)		(7)
GROUP A								
GROUP B								
GROUP C								
GROUP D								
Total								


 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

SPECIAL RECRUITMENT DRIVE 2008-2009

PROGRESS REPORT

(Consolidated information in respect of Autonomous Bodies)

PROMOTION

Classification of posts	Scheduled Castes			Scheduled Tribes		
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled
(1)	(2)	(3)	(4)	(5)	(6)	(7)
GROUP A or Equivalent						
GROUP B or Equivalent						
GROUP C or Equivalent						
GROUP D or Equivalent						
Total						


 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

SPECIAL RECRUITMENT DRIVE 2008-2009
PROGRESS REPORT
(Consolidated information in respect of Autonomous Bodies)

DIRECT RECRUITMENT

Classification of posts	Scheduled Castes			Scheduled Tribes			OTHER BACKWARD CLASSES	
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
GROUP A or Equivalent								
GROUP B or Equivalent								
GROUP C or Equivalent								
GROUP D or Equivalent								
Total								


 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 Deputy Secretary
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

PROFORMA III A

SPECIAL RECRUITMENT DRIVE 2008-2009
PROGRESS REPORT

(Consolidated information in respect of Public Sector Undertakings)

DIRECT RECRUITMENT

Classification of posts	Scheduled Castes				Scheduled Tribes			OTHER BACKWARD CLASSES		
	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies advertised	No. of backlog vacancies filled	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
GROUP A or Equivalent										
GROUP B or Equivalent										
GROUP C or Equivalent										
GROUP D or Equivalent										
Total										

Lrt

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

SPECIAL RECRUITMENT DRIVE 2008-2009
PROGRESS REPORT
(Consolidated information in respect of Public Sector Undertakings)

PROMOTION

Classification of posts	No. of backlog vacancies identified (as on 1.11.2008)	Scheduled Castes		Scheduled Tribes		
		No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled	No. of backlog vacancies identified (as on 1.11.2008)	No. of backlog vacancies for which candidates are not available even in the extended zone of consideration.	No. of backlog vacancies filled
(1)	(2)	(3)	(4)	(5)	(6)	(7)
GROUP A or Equivalent						
GROUP B or Equivalent						
GROUP C or Equivalent						
GROUP D or Equivalent						
Total						

Lt
(Sandeep Saxena)
उप सचिव / Deputy Secretary
व्यक्तिगत एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

North Block,
New Delhi-110001

Dated the 23rd December, 2009.

OFFICE MEMORANDUM

Subject: Reservation for SCs, STs and OBCs in autonomous bodies/ institutions etc.

The undersigned is directed to say that Instructions were issued vide Ministry of Home Affairs' O.M. No. 39/40/74-SCT (I) dated 30.9.1974 that the autonomous bodies/ institutions, which receive grant-in-aid from the Government of India, would make suitable provision in the relevant Statutes or in the Articles of Association of the respective bodies to provide reservation for Scheduled Castes (SCs) and Scheduled Tribes (STs) in services under their control. After introduction of reservation for Other Backward Classes (OBCs) on 8.9.1993, the autonomous bodies etc. were expected to make provision in this regard also. It has been brought to the notice of this Department that some of the autonomous bodies/ institutions have not made suitable provision about reservation in their Statutes/ Articles of Association.

2. All the Ministries/ Departments etc. are requested to ensure that suitable provisions of reservation for SCs, STs and OBCs are made in the Statutes/ Articles of Association of all the autonomous bodies/ institutions under them and such provisions are implemented scrupulously.

3. Hindi version will follow.

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
सरकार / Govt. of India

(G.S. Puri)

Under Secretary to the Government of India

Tele: 23092110

To

1. All Ministries/ Departments of the Government of India.

102

2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs, New Delhi.
4. Department of Financial Services, New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
8. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
9. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002.
14. CBI, LBSNAA, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Centre, DOPT, North Block, New Delhi.
16. Indian Council of Agricultural Research, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi.
17. NIC alongwith a copy of OM No.39/40/74-SCT (I) dated 30.9.1974 with the request to download it in the website of this Department.

42

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No.41034.3/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001
Dated the 11th April, 2012

To

The Chief Secretaries of all the States/
Union Territories.

Subject: - Verification of caste certificates by District authorities.

Sir,

Attention is drawn to Department of Personnel and Training's letter No.36022/1/2007-Estt. (Res.) dated 20th March, 2007 whereby the Chief Secretaries of all States/ Union Territories were requested to streamline the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificate. They were also advised to issue instructions in this regard to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts to ensure at their own level that veracity of the caste/ community certificate referred to the district authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. They were further requested that disciplinary proceedings may be initiated against officers who default in timely verification of caste status in such cases or issue false certificates to rule out collusion between candidates holding false/ forged certificate and employees at the district level or sub-district level.

2. Recently the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railway in its 28th Report (14th Lok Sabha) on the subject of false caste certificates had, inter-alia, observed as under:-

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

104

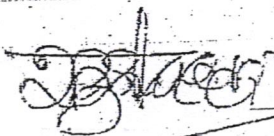
22/10/74

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"The Ministry of Railways to take up the matter of pending false caste certificate cases lying with District Collectors with the Ministry of Personnel, Public Grievances and Pensions who are the cadre controlling Ministry over the Collectors and to ensure that all the State Governments constitute appropriate District Level Committee (DLC) in every district urgently and to instruct them to hold regular meetings so that cases of investigation of false caste certificates are not held up for want of proper DLC or non holding of meetings by such Committee."

3. Keeping in view of the direction given by the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes on the Ministry of Railways, it is requested that instructions may be issued to the concerned District Magistrates/ District Collectors/ Deputy Commissioners of the districts etc. to verify the details of the candidate (s) before issuing the caste certificates so that the benefits of reservation and other schemes of concessions, etc. meant for SCs/STs/OBCs go only to the rightful claimants. As desired by the Parliamentary Committee a District Level Committee may also be constituted in each District. The Committee be instructed to hold regular meetings to ensure timely verification of caste certificates.

Yours faithfully,



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110

Copy to: -

1. All Ministries/Departments of Government of India.
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001.
3. Department of Economic Affairs, Ministry of Finance, New Delhi.

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(संजीव सक्सेना)
FR SAXENA
Under Secretary
Ministry of Railways
Government of India

(S)
कोषी
Deptt.
भारत

No.36027/1/2012-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Dated: - 30.4.2012

Office Memorandum

Subject: -Annual Reports regarding Representation of SCs, STs and OBCs.

The undersigned is directed to refer to this Department OM No. 43011/10/2002-Estt.(Res.) dated 19.12.2003 on the above noted subject, whereby all the Ministries/Departments were requested to provide information about representation of SCs, STs and OBCs as on 1st January of every year in the prescribed proformae of Reports (Report-I & Report-II). It is found that information under the entry 'Service' in Report-II (Copy enclosed) regarding representation of SCs, STs, and OBCs in different grades of various Groups 'A' Services is not provided by most of the Ministries/Departments.

2. It is requested that the entry regarding service of the Employees i.e. Indian Administrative Service (IAS), Indian Telecommunication Service (ITS), Central Secretariat Service (CSS), Indian audit and Accounts Service (IA&AS), Indian Postal Service (IPS), Indian Revenue Service (IRS), etc. be properly be made in Report-II. An illustrative list of such services is enclosed. At the same time it is to be ensured that the reports duly filled with correct information may only be furnished to Department.

3. It is further requested that duly filled Report-II about grade wise representation of SCs, STs and OBCs in various Group 'A' services under the Central Government as on 1.1.2009, 1.1.2010 and 1.1.2011 may be furnished to this Department at the earliest.

(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tel:-23092110

1. All Ministries/Departments of the Government of India (As per the list enclosed).
2. ✓ NIC, DOPT, North Block for uploading to the web site. (Circular-> Estt.(Res.) and what is new).

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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SC/ST/OBC REPORT-II

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs and OBCs IN VARIOUS GROUP 'A' SERVICES AS ON FIRST JANUARY 2010 AND NUMBER OF APPOINTMENTS MADE IN THE SERVICE IN VARIOUS GRADES IN THE IN CALENDAR YEAR 2011

MINISTRY / DEPARTMENT / ATTACHED / SUBORDINATE OFFICE:

SECRETARY

Pay Band and Grade Pay	Representation of SCs/STs/OBCs (As on 1-1-2012)					Number of appointments made during the calendar year 2011									
	Total number of Employees	SCs	STs	OBCs	Total	By Direct Recruitment				By Promotion			By Deputation		
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
PB-3: Rs. 5400															
PB-3: Rs. 6600															
PB-3: Rs. 7600															
PB-4: Rs. 8700															
PB-4: Rs. 8900															
PB-4: Rs. 10000															
HAG + Above															
TOTAL															

(संदीप सक्सेना)
(SANDEEP SAXENA)
सचिव / Deputy Secretary
निक एवं प्रशिक्षण विभाग
Min. of Personnel & Training
सरकार / Govt. of India

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for

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THE SCHEDULE

[See Rules 5, 9 (2), 12 (2) and 24]

Part I—Central Civil Services, Group 'A'

1. Archaeological Service, Group 'A'.
2. Botanical Survey of India, Group 'A'.
3. Central Engineering (Civil) Group 'A' Service.
4. Central Engineering (Electrical and Mechanical), Group 'A' Service.
5. Central Health Service, Group 'A'.
6. Central Revenues Chemical Service, Group 'A'.
7. Central Secretariat Service—
(a) Selection Grade.
(b) Grade I.
8. General Central Service, Group 'A'.
9. Geological Survey of India, Group 'A'.
10. Indian Audit and Accounts Service.
- 110-A. Indian Civil Accounts Service.
11. Indian Defence Accounts Service.
12. Indian Foreign Service, Group 'A'.
13. Indian Meteorological Service, Group 'A'.
14. Indian Postal Service, Group 'A'.
15. Indian Posts and Telegraphs Traffic Service, Group 'A'.
16. Indian Revenue Service—
(a) Customs Branch (Indian Customs Service, Group 'A').
(b) Central Excise Branch (Central Excise Service, Group 'A').
(c) Income Tax Branch (Income Tax Service, Group 'A').
17. Indian Salt Service, Group 'A'.
18. Mercantile Marine Training Ship Service, Group 'A'.
19. Directorate General of Mines Safety, Group 'A'.

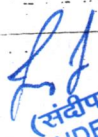
1. Inserted vide G.L. C.S., D.P. & A.R., Notification No. 7/3/68-Estt. (A), dated the 21st August, 1971.
2. Substituted vide G.L. Deptt. of Pw. & Tg., Notification No. 11012/10/2004-Estt. (A), dated the 20th December, 2004.
3. Inserted vide G.L. M.H.A., D.P. & A.R., Notification No. 11012/12/77-Estt. (A), dated the 1st November, 1977.

THE SCHEDULE

20. Overseas Communications Service, Group 'A'.
21. Survey of India, Group 'A'.
22. Indian Telecommunication Service, Group 'A'.
23. Zoological Survey of India, Group 'A'.
24. Indian Frontier Administrative Service—
(a) Grade I.
(b) Grade II.
25. Central Legal Service (Grades I, II, III and IV).
26. Railway Inspectorate Service, Group 'A'.
27. Indian Foreign Service, Branch (B) (erstwhile)—
(a) General Cadre, Grade I.
(b) General Cadre, Grade II.
28. National Capital Territory of Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman and Diu, and Dadra and Nagar Haveli Civil Service—
(a) Junior Administrative Grade (Group 'A')
(b) Selection Grade (Grade I) (Group 'A')
29. National Capital Territory of Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman and Diu and Dadra and Nagar Haveli Police Service—
(a) Junior Administrative Grade (Group 'A')
(b) Selection Grade (Grade I) (Group 'A')
30. Indian Inspection Service, Group 'A'.
31. Indian Supply Service, Group 'A'.
32. Central Information Service—
(a) Selection Grade.
(b) Senior Administrative Grade.
(c) Junior Administrative Grade.
(d) Grade I.
(e) Grade II.
33. Indian Statistical Service.
34. Indian Economic Service.
35. Telegraph Traffic Service, Group 'A'.
36. Central Water Engineering Service, Group 'A'.

1. Substituted vide G.L. Deptt. of Pw. & Tg., Notification No. 11012/3/89-Estt. (A), dated the 21st August, 1989.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
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SWAMY'S -- CCS (CCA) RULES

- 37 Central Power Engineering Service, Group 'A'.
- 38 Company Law Board Service.
- 39 Labour Officers of the Central Pool, Group 'A'.
- 40 Central Engineering Service (Roads), Group 'A'.
- 41 Indian Posts and Telegraphs. Accounts and Finance Service, Group 'A'.
- 42 Indian Broadcasting (Engineers) Service.
- 43 Central Trade Service, Group 'A'.
- 44 Armed Forces Headquarters Civil Services, Group 'A'.
- 45 Central Secretariat Official Language Service, Group 'A'.

1. Inserted vide G.I., M.H.A., D.P. & A.R., Notification No. 11012/1077-Estt. (A), dated the 20th September, 1977.
2. Inserted vide G.I., M.H.A., D.P. & A.R., Notification No. 11012/782-Estt. (A), dated the 25th April, 1984.
3. Inserted vide G.I., Dept. of Per. & Trg., Notification No. 11012/12/85-Estt. (A), dated the 6th December, 1985.
4. Inserted vide G.I., Dept. of Per. & Trg., Notification No. F. 11012/24/85-Estt. (A), dated the 26th November, 1986.
5. Inserted vide G.I., Dept. of Per. & Trg., Notification No. F. 11012/3/87-Estt. (A), dated the 3rd July, 1987.

PART II -- Central Civil Services, Group 'B'

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No.43011/153/2010-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001.
Dated the 4th January, 2013.

OFFICE MEMORANDUM

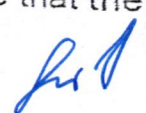
Subject:-Nomination of Liaison Officer and Setting up of Cell in each Ministry/ Department for enforcement of orders of reservations in posts and services of the Central Government.

The undersigned is directed to say that the instructions have been issued by the Department of Personnel and Training from time to time for nomination of Liaison Officers, their roles, duties & responsibilities and setting up of a Special Reservation Cell in each Ministry/ Department under the direct control of the Liaison Officer for enforcement of orders of reservation in posts and services of the Central Government.

2. It is reiterated that in each Ministry/Department/Attached and Subordinate Office, the Deputy Secretary in charge of administration (or any other officer at least of the rank of Deputy Secretary) should be designated as a Liaison Officer in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities. Similarly, instructions provide for nomination of separate Liaison Officer in Ministries/ Departments in respect of matters relating to the representation of the Other Backward Classes.

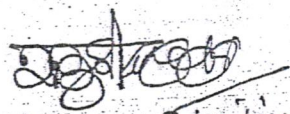
3. The provisions about Liaison Officer, his role, responsibilities, control etc. and setting up of reservation cell is contained in Annexure.

4. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all the attached and subordinate offices under their control and also ensure that the


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cells are set up expeditiously in the Ministry/ Department and in Attached/ Subordinate offices under administrative control of Heads of Department.



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110.

To

1. All Ministries/Departments of the Government of India.
2. All Officers and Sections in the Ministry or Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Railway Board.
4. Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
5. Union Public Service Commission, Shahjahan Road, New Delhi.
6. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
7. National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
8. National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
9. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002.
11. Information and Facilitation Centre, DOPT, North Block, New Delhi.
12. Hindi Section for Hindi version.
13. NIC, DoPT for uploading the same on the web-site of DoPT.



(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
निक एवं प्रशिक्षण विभाग
of Personnel & Training
Govt. of India

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ANNEXURE

RESPONSIBILITIES OF THE LIAISON OFFICER:

1. The Liaison Officer is especially responsible for:
 - (i) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities/ the Other Backward Classes and other benefits admissible to them.
 - (ii) Ensuring timely submission of SC/ST/OBC and PwD Reports I and II by each appointment authority in the Ministry/ Department concerned and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proformae to the Department of Personnel & Training.
 - (iii) The Liaison officers have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/ Ministries so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.
 - (iv) Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-

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भारत सरकार / Govt. of India

reservation of reserved vacancies, full details in support of the proposal for dereservation are given.

- (v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports.
- (vi) Conducting annual inspection of the reservation registers/rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- (vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

RESERVATION CELL:

2. Each Ministry/Department is required to set up a Special Reservation Cell within the Ministry/Department under the direct control of the Liaison Officer to assist the Liaison Officer in discharging of his duties effectively.

PRIVILEGES OF THE LIAISON OFFICER:

3. Cases of negligence or lapse in the matter of following the reservation and other orders relating to the Scheduled Castes, the Scheduled Tribes, the Persons with Disabilities and the Other Backward Classes coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him to the Secretary/Additional Secretary to the Government of India in the respective Ministry/ Department or to the Head of the Department in respect of offices under the

21
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(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
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Dept. of Personnel & Training
भारत सरकार / Govt. of India

Heads of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.

LIAISON OFFICERS IN PSUs etc.

4. Each Public Sector Undertaking, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants in aid from the Government connected with appointment and promotion of the SC/ST candidates should appoint Liaison Officer in the same manner as is existing in the Ministries/Departments.

SPAN OF CONTROL OF LIAISON OFFICER OF MINISTRIES/ DEPARTMENTS:

5. The Liaison Officer of a Ministry/Department has to act as Liaison Officer in respect of the matters relating to the representation of Scheduled Castes/Scheduled Tribes/ /PWDs and OBCs in all establishments and services under the administrative control of the Ministry /Department. The instructions issued by the Department of Public Enterprises provide that each undertaking shall have Liaison Officer with functions similar to that of the Liaison Officer in Ministry/ Department. The appointment of Liaison Officer in the undertaking does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/ Department in regard to implementation of reservation policy in the Undertaking. Liaison Officers of the Ministries/ Departments have special responsibility to monitor implementation of reservation in their attached & subordinate offices, Autonomous Bodies, PSUs under the administrative control of the concerned Ministry/Department and Voluntary Agencies which are getting substantial grant-in-aid from the Government of India. In order to ensure due compliance of the

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Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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reservation orders of the Government, the Liaison Officers may periodically visit/ inspect the offices/organizations under them. They should ensure that reservation roster for SCs/STs/OBCs/PHs have been maintained properly and there is no gap in the entries made in the rosters. Liaison Officers should carry out their duties in relation to reservation by calling for the records from them and by convening the meetings of the officer of such organizations who are responsible for ensuring reservation in organizations under their control. If Liaison Officers of Ministries/Departments notice that there is flouting of reservation instructions by any officers or complaint against any officer of harassment or deliberate manipulating things to damage the interests of the weaker sections they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned without fear & hesitation of hierarchical disobedience.

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(संदीप सक्सेना)
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उप सचिव / Deputy Secretary
व्यक्तिगत एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India

Government of India
Department of Personnel and Training
Establishment (Reservation) Section

North Block, New Delhi-110001

Dated the 10th January, 2013.

OFFICE MEMORANDUM

Sub:- Action against Government servants who get appointment on the basis of false SC/ST/OBC certificates.

The undersigned is directed to invite reference to this Department's OM No.11012/7/91- Estt.(A) dated 19.5.1993 which provides as under:-

"Wherever it is found that a Government servant, who was not qualified or eligible in terms of the recruitment rules etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If, he is probationer or a temporary Government servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an inquiry as prescribed in Rule 14 of CCS(CCA) Rules, 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed".


(संदीप सक्सेना)
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भारत सरकार / Govt. of India

2. The position was reiterated vide this Department's OM No.42011/22/2006-Estt.(Res.) dated the 29th March, 2007

that the cases other than those protected by the specific order of the Apex Court should be dealt with in accordance with the instructions contained in the aforesaid O.M. However, it has been observed that disciplinary proceedings in the cases involving appointments on the basis of false/fake caste certificates take considerable time and the persons who have secured employment on the basis of false caste certificates enjoy the benefits of Government service whereas such Government servants should be removed/ dismissed from the service at the earliest.

3. It is requested that disciplinary enquiries involving the matter of securing jobs on the basis of false/fake certificates should be completed in a time bound manner and unscrupulous persons who have got appointment on the basis of fake/ false caste certificates should not be retained in service and should be dismissed/ removed thenceforth.

4. Contents of this OM may be brought to the notice of all concerned.

(Sharad Kumar Srivastava)

Under Secretary to the Government of India

sr
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

1. All Ministries/ Department of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/ subordinate offices of the Ministry.
3. Union Public Service Commission, Shahjahan Road, New Delhi.
4. Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi.

No. 36033/1/2013-Estt. (Res.)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated: the 27th May, 2013

OFFICE MEMORANDUM

Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's office memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, *inter-alia*, provided that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to Rs. 2.5 lakh and Rs. 4.5 lakh and accordingly the expression "Rs. 1 lakh" under Category-VI of Schedule to OM dated 8th September, 1993 was revised to "Rs. 2.5 lakh" and to "Rs. 4.5 lakh" vide this Department's OMs No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and dated 14.10.2008 respectively.

2. It has now been decided to raise the income limit from Rs. 4.5 lakh to Rs. 6 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "Rs. 4.5 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. of 8th September, 1993 would be substituted by Rs. "Rs. 6 lakh".

3. The provisions of this office memorandum have effect from 16th May, 2013.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.

(Sandeep Saxena)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

(Sharad Kumar Srivastava)

Under Secretary to the Govt. of India

To:

1. All the Ministries/Departments of the Government of India.

Contd. 2....

2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R. K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi-110002.
11. Information and Facilitation Centre, DoPT, North Block, New Delhi (100 copies).
- ✓ 12. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders > Estt. (Res.) > SC/ST/DBC and in 'What's New'.

Copies forwarded to:

The Chief Secretaries of all the States/Union Territories for information and necessary action.

(संदीप सक्सेना)
(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No.36038/1(i)/2013-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated the 21st June, 2013.

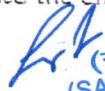
Subject: Filling up backlog vacancies reserved for Scheduled Castes (SCs)/Scheduled Tribes (STs)/Other Backward Classes (OBCs).

A Special Recruitment Drive for filling up of the backlog vacancies reserved for SCs/STs/OBCs had been launched in November, 2008 and was concluded on 31st March, 2012.

2. Achievement of the Drive as reported by various Ministries / Departments on its conclusion revealed that out of total 75,522 identified backlog vacancies, there were 64,175 backlog vacancies which could be filled up and of these, 48035 vacancies were filled up. Overall success rate of the Drive was 74.85%. Reasons for non-filling up of reserved vacancies may be attributed to the lack of finishing skills like English fluency or interview skills, non availability of qualified reserved category candidates for posts requiring professional qualification especially in ST category, scarcity of qualified reserved category persons results in job switch over or not joining after selection as they get better jobs and in some cases selection is done on all India basis whereas allocation is made zone/State wise.

3. The Government considered the status of filling up of backlog vacancies reserved for SCs/STs/OBCs and desired that concerted efforts be made to fill up the backlog vacancies at the earliest and the status of action taken in this regard be monitored at the highest level. Besides, actions on the following measures are to be taken at the earliest to enhance the employability of reserved category candidates:

- (i) In order to fill up the vacancies in the posts requiring professional qualifications, the concerned Ministries/Departments may take a decision within a period of six months on launching of a Special Recruitment Drive providing certain relaxations so that the vacancies may be filled up;
- (ii) Finishing training should be imparted to the reserved category candidates once they complete technical/professional qualifications. Ministry of Social Justice and Empowerment and Ministry of Tribal Affairs would devise such programmes. Such programmes should be implemented with involvement of State and State Administrative Training Institutes.
- (iii) Training programmes for interview skills and English proficiency may also be devised for reserved category persons for posts requiring non-professional qualifications;
- (iv) The issue of providing reserve list/wait list of successful reserved category candidates would be taken up with the Recruitment Agencies so that in a situation when reserved category candidates with higher merit do not join the post, the post may be filled up from the candidates available in the reserved list;
- (v) The issue of less employability of SCs/STs/OBCs and Persons with Disabilities for Government sector may require in-depth analysis of the causes and to suggest remedial measures. It would be appropriate to constitute a Committee with representations from Ministry of Social Justice and Empowerment, Ministry of Tribal Affairs, Department of Personnel and Training, major Ministries /Departments like Ministry of Home Affairs, Ministry of Railways and government recruitment agencies. The committee should find out specific reasons for backlog in filling up of vacancies and suggest measures to enhance the employability of reserved category candidates.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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- 120
- (vi) More and more posts may be identified for the persons with disabilities. Micro specifications may be made liberal by providing reasonable accommodation/technological help.
 - (vii) Schemes may be launched for establishment of inclusive schools/colleges where even persons with disabilities may be able to get education so that the dearth of qualified persons especially in Hearing Impaired category may be taken care of.
 - (viii) As regards awareness of opportunity for the Persons with Disabilities, the Non-Government Organisations (NGOs) working in the concerned area may be roped in by the Department of Disability Affairs for dissemination of information about schemes/programmes/job opportunities.

4. All the Ministries /Departments are requested to take follow up action on the decision taken by the Government. Quarterly reports be sent to this Department for monitoring the progress of implementation of these directions.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India
Tele.: 23090374

To

The Joint Secretary (Administration),

All the Ministries/Departments /Autonomous Bodies/Attached offices as per the list attached.

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(संदीप सक्सेना)
ANDEEP SAXENA
Joint Secretary / Deputy Secretary
कर्मचारी एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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1	D/o Agriculture and Cooperation
2	D/o Agriculture Research and Education
3	D/o Animal Husbandary, Dairying and Fisheries
4	D/o AR and PG
5	D/o Atomic Energy
6	D/o Ayush
7	D/o Bio-Technology
8	Cabinet Secretariat
9	D/o Chemicals and Petro-Chemicals
10	M/o Civil Aviations
11	D/o Coal
12	M/o Commerce
13	Comptroller Auditor General
14	D/o Consumer Affairs
15	D/o Corporate Affairs
16	M/o Culture
17	D/o Defence
18	D/o Defence Production
19	D/o Defence Research and Development
20	M/o Development of North Eastern Region
21	D/o Disinvestment
22	M/o Drinking Water Supply & Sanitation
23	M/o Earth Science
24	D/o Economic Affairs
25	Election Commission
26	D/o Electronics and Information Technology (DEITY)
27	M/o Environment and Forests
28	D/o Expenditure
29	D/o Ex-Servicemen Welfare
30	M/o External Affairs
31	D/o Fertilizers
32	D/o Financial Services
33	D/o Food and Public Distribution

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

34	M/o Food Processing Industries
35	D/o Health and Family Welfare
36	D/o Health Research
37	D/o Heavy Industries
38	D/o Higher Education
39	M/o Home Affairs
40	M/o Housing and Urban Poverty Alleviation
41	D/o Industrial Policy and Promotion
42	M/o Information and Broadcasting
43	D/o Justice
44	M/o Labour and Employment
45	D/o Land Resources
46	D/o Legal Affairs
47	D/o Legislative
48	M/o Micro, Small and Medium Enterprises
49	D/o Mines
50	M/o Minority Affairs
51	M/o New and Renewable Energy
52	Office of the Principal Scientific Adviser
53	M/o Overseas Indian Affairs
54	M/o Panchayati Raj
55	M/o Parliamentary Affairs
56	D/o Pensions
57	D/o Personnel and Training
58	M/o Petroleum and Natural Gas
59	D/o Pharmaceutical
60	Planning Commission
61	D/o Posts
62	M/o Power
63	President's Secretariat
64	Prime Minister Office
65	D/o Public Enterprises
66	M/o Railways

(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secy
 कार्मिक एवं प्रशिक्षण
 Deptt. of Personnel &
 भारत सरकार / Govt.

67	D/o Revenue
68	D/o Road Transport and Highways
69	D/o Rural Development
70	D/o School Education and Literacy
71	D/o Science and Technology
72	D/o Scientific and Industrial Research
73	D/o Shipping
74	M/o Social Justice and Empowerment
75	D/o Space
76	M/o Statistics and Programme Implementation
77	M/o Steel
78	D/o Telecommunication
79	M/o Textiles
80	D/o Tourism
81	M/o Tribal Affairs
82	UPSC
83	M/o Urban Development
84	Vice President Secretariat
85	M/o Water Resources
86	D/o Women and Child Development
87	M/o Youth Affairs and Sports
88	National Human Rights Commission
89	Staff Selection Commission
90	Council of Scientific & Industrial Research



(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

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F.No.42011/2/2014-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

....
New Delhi, dated the 13th February, 2014

OFFICE MEMORANDUM

Subject: Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. No.42011/15/1995-Estt(SCT) dated 11th July, 1995. Para 2 provided as follows:-

“ 2. 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 ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards. Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST, OBC should be a lady failing which a lady member should be co opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards.”


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

3. Similar instructions in Public Sector Undertakings and Financial Institutions including Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.

(Sandeep Mukherjee)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India
2. Department of Public Enterprises, CGO Complex, New Delhi 110003
3. Department of Financial Services, Ministry of Finance, Jeevandeep Building, New Delhi 110001
4. Railway Board
5. Supreme Court of India/Election Commission/ Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office, Planning Commission.
6. National Commission of Scheduled Castes/ National Commission of Scheduled Tribes, Lok Nayak Bhavan New Delhi
7. National Commission for OBC, Trikoot-I, Bhikaji Cama Place, R.K.Puram, New Delhi
8. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
9. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
10. All Sections of DOPT.

Copy also to Director, NIC, DOPT with the request to upload in the website of DoPT under the head Estt(Reservation).

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No. 36036/2/2013- Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 30th May, 2014

To,
The Chief Secretaries of
all the State Governments/Union Territories

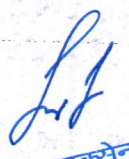
Subject: Revision of format for OBC Caste Certificate

Madam/Sir,

The Government of India had issued instructions on 8th September, 1993 vide DoPT O.M. No. 36012/22/93-Estt.(SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M. No. 36012/22/93-Estt.(SCT) dated 15th November 1993. In the said format, the then Ministry of Welfare's Resolution No. 12011/68/93-BCC(C) dated 10th September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10th September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.

3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (Annexure). All the certificate issuing authorities are requested to invariably mention the details of the Resolution (Number and Date) by which the caste/community of the candidate has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993 as amended from time to time.

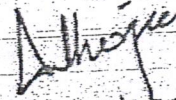

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Yours faithfully

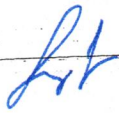


(Sandeep Mukherjee)

Under Secretary to the Government of India
Phone- 011-23092110

Copy to:

1. All Ministries/ Departments of the Government of India
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001
3. Department of Public Enterprises, Block No.14, CGO Complex, New Delhi-110003
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi(w.r.t. their letter No.NCBC/7/32/2012-RW dated 16.5.2013)
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
13. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders → Estt.(Reservation) → SC/ST/OBC and also under 'What's New'



(सदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT)
dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

(Signature)

*- The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

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No.36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation - I Section

North Block, New Delhi-110 001
Dated the 8th October, 2015.

OFFICE MEMORANDUM

Subject: Reiteration of the instructions on verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services.

The undersigned is directed to say that as per extant instructions where a candidate belonging to a Scheduled Caste (SC), Scheduled Tribe (ST) and Other Backward Classes (OBC) is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time. Instructions have been issued vide DoPT's letter No.36022/1/2007-Estt.(Res.) dated 20.3.2007 to the Chief Secretaries of all States/UTs for streamlining the system of verification of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. Timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants.

2. In this regard, attention is invited to the instructions contained in the following Office Memoranda/Orders issued by this Department from time to time. A copy each of the Office Memoranda is enclosed:-

- (i) OM No. 36019/7/75-Estt. (SCT) dated 31.10.1975
- (ii) OM No. 36011/16/80 - Estt. (SCT) dated 27.02.1981
- (iii) OM No. 36011/3/2005-Estt. (Res.) dated 09.09.2005
- (iv) OM No. 36012/6/88-Estt.(SCT) dated 24.4.1990


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप-सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

3. Instances have been brought to the notice of this Department that despite the aforesaid instructions, the appointments of the candidates belonging to SC/ST/OBC communities are with-held/delayed due to pending caste certificates verification.

contd/-

4. It is, therefore, reiterated that in the situation where a candidate belonging to a Scheduled Caste, Scheduled Tribe and Other Backward Classes is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim subject to his/her furnishing the prescribed certificate within a reasonable time and if there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned.

5. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi
3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi - 110 002
11. Information and Facilitation Center, DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
13. NIC, DoPT - to upload the same on DoPT Website.

Ant
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार, नई दिल्ली
India

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Department of Personnel & Administrative Reforms O.M. No. 36019/7/75-Estt. (SCT)
dated 31st October, 1975 to all Ministries etc.

*Subject:—*Verification of claims of candidates belonging to Scheduled Castes and Scheduled Tribes for purpose of appointment to posts/services.

The undersigned is directed to say that candidates belonging to Scheduled Castes and Scheduled Tribes have to produce a certificate in the prescribed form issued by one of the prescribed authorities in support of their claim of belonging to a Scheduled Caste/Scheduled Tribe vide Appendix 14 and 15 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in services, 4th edition. In this connection attention of the Ministry of Finance etc. is also invited to the content of the Ministry of Home Affairs Office Memorandum No. 13/2/57-SCT(I), dated the 25th May, 1960 and No. 13/2/61-SCT(I), dated the 18th November, 1961 which provide that where a candidate belonging to a Scheduled Caste and Scheduled Tribe is unable to produce a certificate from any of the prescribed authorities, he may be appointed provisionally on the basis of whatever prima facie proof he is able to produce in support of his claim subject to his furnishing the prescribed certificate within a reasonable time, and if there is genuine difficulty in his obtaining a certificate, the appointing authority should itself verify his claims through the District Magistrate concerned. The instructions contained in the aforementioned Office Memorandum are again brought to the notice of the Ministries, Department etc.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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Department of Personnel & A.R. No. 36011/16/80-Estt. (SCT) dated 27-2-81

Subject :—Descheduling of caste of Scheduled Caste person after his initial appointment—Question of verification of caste at the time of making subsequent promotions.

With reference to the above subject, the undersigned is directed to say that instances have come to the notice of the Government where a Scheduled Caste person whose caste has been de-scheduled long ago was promoted against a reserved vacancy though he no longer was a member of the Scheduled Caste. Instances have also come to the notice of the Government where a person professing a religion other than the Hindus and Sikhs, was appointed against a Scheduled Castes vacancy though the fact of his belonging to any other religion other than the Hindus and Sikhs did not entitle him to claim the benefits of being Scheduled Castes. Obviously, these have occurred due to the appointing authorities not scrutinising the caste certificate of the person to be appointed or promoted.

It has now been decided that the appointing authorities should verify the caste status of a Scheduled Castes/Tribes officer at the time of initial appointment and promotion against a vacancy reserved for Scheduled Caste/Tribe. For this purpose, the caste and the community to which a SC/ST person belongs, his place of residence and the name of the State, should be pasted on the top of the service book, personal file or any other relevant document covering its employee to facilitate such verification. It may be mentioned that a Scheduled Caste person, whose caste been descheduled after his initial appointment as Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. This verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. meant for SC/ST should go only to the rightful claimants and not those who become dis-entitled to them.

3. M/O. Finance etc. are requested to bring the above position to the notice of all attached and subordinate offices under them.

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(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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No.36011/3/2005-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 9th September, 2005.

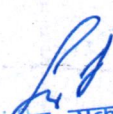
OFFICE MEMORANDUM

Subject: Verification of caste status of Scheduled Caste, Scheduled Tribe and Other Backward Class candidates at the time of initial appointment/promotion.

Attention is invited to Department of Personnel and Administrative Reforms (now Department of Personnel & Training) O.M. No.36011/16/80-Estt.(SCT) dated 27th February, 1981 which provides that the appointing authorities should verify the caste status of a Scheduled Caste/Tribe candidate at the time of initial appointment and promotion against a vacancy reserved for Scheduled Castes/Tribes. The O.M. clarifies that a candidate who entered into service as an SC/ST candidate may discontinue to be so if the caste/community to which he belongs is descheduled subsequently. A Scheduled Caste candidate also loses his status of Scheduled Caste if he embraces a religion other than Hinduism, Sikhism or Buddhism. Though such officers who lose the status of SC or ST after entering into service are required to inform the Government about it, many of them do not do so. In the absence of necessary vigil, there are possibilities of non-SC/ST candidates getting benefit of reservation and various concessions in the matter of promotion. Therefore, verification of caste status at every important upturn of employee's career is necessary so that the benefit of reservation and other schemes of concessions, etc. meant for SCs/STs go only to the rightful claimants and not those who become disentitled to them. With a view to facilitating such verification, the caste/community to which the SC/ST person belongs, his place of residence and the name of the State should be pasted on the top of the Service Book, personal file and other relevant documents relating to the employee. Attention is also invited to this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25th July, 2003 which provides that caste/community status and creamy layer status of OBC candidates should be verified at the time of initial appointment.

2. This Department's O.M. No.36012/6/88-Estt.(SCT) dated 24th April, 1990 provides that the appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

..... 2/-


(संदीप सक्सेना)
DEEPTI SAXENA
उप सचिव / Deputy Secretary
प्रशिक्षण एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

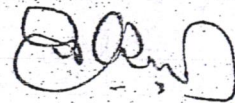
134
"The appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code for production of false certificates."

Likewise this Department's O.M. No.36033/4/97-Estt.(Res.) dated 25th July, 2003 provides that in case of the offer of appointment to the candidates claiming to belong to Other Backward Classes, a clause as follows should be included:

"The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates."

3. It has been brought to the notice of the Government that some candidates manage to secure employment under the Government against the vacancies reserved for SCs/STs/OBCs by producing false caste/community certificates and some candidates continue to get the benefits available to the Scheduled Castes/Scheduled Tribes even after losing the status of SC/ST. The undersigned is directed to say that instructions referred to above should be scrupulously followed so that it may not be possible for any non-SC/ST/OBC candidate to secure employment or get benefit of promotion or concessions on the basis of a false claim to belong to these categories and if any person gets an appointment on the basis of such false claim, his services may be terminated as per conditions contained in the offer of appointment.

4. Contents of this O.M. may be brought to the notice of all concerned.



(K.G. Verma)

Deputy Secretary to the Government of India

Tele: 23092797

To

1. All Ministries/Departments of the Government of India.

..... 3/-

134

(संदीप सक्सेना)
(SANDEEP SAKSENA)
Deputy Secretary
Department of Training
Govt. of India

Department of Personnel and Training OM No. 36012/6/88-Estt (SCT)
dated the 24-4-90

Subject:— Verification/acceptance of castes certificates produced by candidates.

It has been brought to the notice of the government that there are cases in which candidates have produced false caste certificates as belonging to Scheduled Castes/Scheduled Tribes and secured Central Government jobs against vacancies reserved for SCs/STs. Instructions already exist which provide that the services of the candidates claiming to be belonging to SCs/STs would be terminated, if their claims are found to be false on subsequent verification through District Magistrates.

2. At present the following certificates can be accepted by the appointing authorities as sufficient proof in support of candidate's claim as belonging to SC/STs.

1. Matriculation or school leaving certificate or birth certificate giving the caste/community of the candidate and the place of his residence.

3. It has now been decided that henceforth the certificates as mentioned in para 2 above should not be accepted as proof of caste at the time of initial appointment. The Caste/Tribe certificates issued by the following authorities in the prescribed form in Appendix 14 of the Brochure on Reservation for Scheduled Castes/Scheduled Tribes (Seventh Edition) will only be accepted.

(1) District Magistrate/Additional District Magistrate/Collector Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

(3) Revenue Officer not below the rank of Tehsildar and

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides

4. It has also been decided that henceforth the appointing authorities should, in the offer of appointment to be candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes, include a clause as follows:

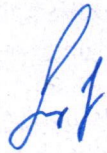
The appointment is provisional and is subject to the castes/tribe certificates being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

5. Ministries/Departments are requested to note for strict compliance.

(सचिव सचसेना)
(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्यक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
8. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
9. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi - 110002.
14. CBI, LBSNAA, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Centre, DOPT, North Block, New Delhi.
16. 200 spare copies for Estt. (Res.) Section.


 (संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

No. 36011/1/2012-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment Reservation – I Section

North Block, New Delhi-110 001
Dated March 14, 2016

To,

The Chief Secretaries of all States/UTs

Subject: Reiteration of the instructions on streamlining the procedure for verification of claims of candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes for purpose of appointment to posts/services – regarding

Madam/Sir,

I am directed to refer to this Department's letter no. 36022/1/2007-Estt. (Res.) dated 20.03.2007 addressed to Chief Secretaries of all States/UTs (copy enclosed) regarding streamlining of the process for verification of claims of candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs). It was also requested to issue instructions to District Magistrates/District Collectors/ Deputy Commissioners to ensure at their own level the veracity of caste certificates so that unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates.

2. Owing to difficulties faced by candidates belonging to these reserved communities in various states in securing employment due to delays in obtaining caste certificates, this Department, vide an Office Memorandum of even number dated 08.10.2015, has re-iterated the instructions on providing provisional appointment to such reserved category candidates who are unable to obtain an appropriate caste certificate in time. It has been reiterated therein that where a candidate belonging to a Scheduled Caste, Scheduled Tribe or Other Backward Class is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof he/she is able to produce in support of his/her claim, subject to his/her furnishing the prescribed certificate within a reasonable time. If there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concerned. A copy of the OM is enclosed for reference and perusal.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

3. In order to ensure that the candidates belonging to reserved categories do not face unnecessary problems in obtaining caste certificates, it is requested that instructions issued to the concerned authorities in the light of the aforementioned letter dated 20.03.2007 may be reiterated for information/compliance of all concerned.

4. It is also advised that in order to discourage unscrupulous activities, State Governments/UTs may consider issue of appropriate instructions for initiating disciplinary proceedings against the errant officers who default in timely verification of caste certificates or who issue false certificates.

Encl: as above

Yours faithfully,

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

Copy to:

✓ Dir, NIC, DOPT - for placing it on the website of this Department for information of all concerned.

(संदीप सक्सेना)
(S) (SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Dept. of Personnel Training
भारत सरकार / Government of India

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No.41034/5/2014--Estt.(Res.)(Vol.III)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training
Establishment Reservation-I Section

North Block, New Delhi 110001
Dated the 5th December, 2016

CORRIGENDUM

Subject: Corrigendum in respect of explanation under category VI b of Hindi Version DoPT OM No. 36012/22/93 – Estt. (Res.) dated 8.9.1993

Reference is invited to Department of Personnel & Training's aforesaid OM No. 36012/22/93 – Estt. (Res.) dated 8.9.1993. It has been seen that there is certain discrepancy with respect to explanation given below Category VI b on the last page of the Hindi version of Office Memorandum dated 8.9.1993. While the English version of the said OM states that "income from salaries or agricultural land shall not be clubbed", the translated version in Hindi means that "the salaries and agricultural land shall not be clubbed together". In view of the aforesaid discrepancy, the following correction with respect to explanation given below Category VI b on the last page of Hindi version of OM dated 8.9.1993 is made:

Existing explanation	May be read as
स्पष्टीकरण: वेतन तथा कृषि भूमि से हुई आय को एक साथ नहीं जोड़ा जाएगा।	स्पष्टीकरण: वेतन अथवा कृषि भूमि से हुई आय को एक साथ नहीं जोड़ा जाएगा।

G. Srinivasan

(G. Srinivasan)

(Deputy Secretary to the Government of India)

Ph: 2309 3074

To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
3. Union Public Service Commission/ Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission
4. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
5. National Commission for SCs, Lok Nayak Bhawan, New Delhi
6. National Commission for STs, Lok Nayak Bhawan, New Delhi
7. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, New Delhi
8. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi – 110 002
9. Information and Facilitation Center, DoPT, North Block, New Delhi.
10. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
11. NIC, DoPT – to upload the same on DoPT Website.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training
भारत सरकार / Govt. of India

No. 36033/1/2013-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated: September 13, 2017

OFFICE MEMORANDUM

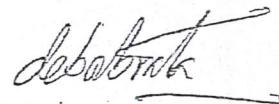
Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "₹ 6 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. dated 8th September, 1993 would be substituted by "₹ 8 lakh".

3. The provisions of this office memorandum have effect from 1st September, 2017.

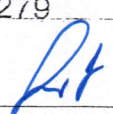
4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.



(Debabrata Das)
Under Secretary to the Government of India
Ph: 2304 0279

To:

1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.



(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

North Block, New Delhi,
Dated: 06th October 2017

OFFICE MEMORANDUM

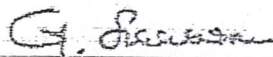
Subject: Establishing equivalence of posts in Central Public Sector Undertakings (PSUs), Banks, Insurance Institutions with Posts in Government for establishing Creamy Layer criteria – reg

The undersigned is directed to refer to DOPT OM No. 36012/22/93-Estt. (SCT) dated 8.9.1993 (copy at Annexure I) regarding reservation for Other Backward Classes in civil posts and services under the Government of India. In terms of para 3 of the said OM, similar instructions were to be issued in respect of Public Sector Undertakings and financial institutions including Public Sector Banks by Department of Public Enterprises and by the Ministry of Finance respectively.

2. Government had recently examined the proposal for establishing equivalence of posts in Central Public Sector Undertakings (PSUs), Banks, Insurance Institutions with Posts in Government for establishing Creamy Layer criteria amongst Other Backward Classes. The Cabinet in its meeting held on 8.8.2017, inter-alia, approved para 5.2 of the Cabinet Note wherein the general principles for determination of equivalence in respect of Public Sector Undertakings, Banks and Public Insurance organizations were proposed by the Ministry of Social Justice and Empowerment. Relevant extracts of para 5.2 and para 9 of the Cabinet Note are appended at Annexure II.

3. Department of Public Enterprises and Department of Financial Services are requested to advise all the public sector organizations under their respective administrative control to issue necessary orders immediately, in accordance with principles approved by the Cabinet as appended in Annexure II, so as to conclude the exercise before 31st March, 2018.

4. It is also requested that orders issued in the matter may kindly be arranged to be endorsed by all concerned to this Department as well as M/o Social Justice & Empowerment for our record.

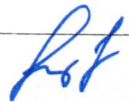


(G. Srinivasan)
Deputy Secretary

Encl: As above

To

1. Department of Public Enterprises,
Ministry of Heavy Industries & Public Enterprises
[Kind Attn: Smt. Seema Bahuguna, Secretary]
Room No. 305, Block No. 14, CGO Complex,
New Delhi-110003


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

2. Department of Financial Services,
Ministry of Finance,
[Kind Attn: Shri Rajiv Kumar, Secretary]
Room No. 6A, Jeevan Deep Building, Parliament Street
New Delhi - 110 001

Copy for information to Shri B.L.Meena, Joint Secretary, Ministry of Social
Justice and Empowerment, Shastri Bhavan, New Delhi, with reference to MOSJ&E
D.O.letter No. 12015/8/2017-BC-II dated 5.9.2017

G. Srinivasan

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Department of Personnel and Training O.M. No.36012/22/93-Estt.(SCT),
dated the 8th September, 1993, to all Ministries/Departments, etc.

OFFICE MEMORANDUM

Subject:-Reservation for Other Backward Classes in Civil Posts and Services under the Government of India—Regarding.

The undersigned is directed to refer to this Department's O.M. No. 36012/31/90-Estt. (SCT), dated the 13th August, 1990 and 25th September, 1991 regarding reservation for Socially and Educationally Backward Classes in Civil Posts and Services under the Government of India and to say that following the Supreme Court judgement in the Indira Sawhney and others Vs. Union of India and others case (Writ Petition (Civil) No. 930 of 1993) the Government of India appointed an Expert Committee to recommend the criteria for exclusion of the socially advanced persons/sections from the benefits of reservations for Other Backward Classes in civil posts and services under the Government of India.

2. Consequent to the consideration of the Expert Committee's recommendations this Department's Office Memorandum No. 36012/31/90-Estt. (SCT), dated 13.8.90 referred to in para (1) above is hereby modified to provide as follows:-

- (a) 27% (twenty-seven percent) of the vacancies in civil posts and services under the Government of India, to be filled through direct recruitment, shall be reserved for the Other Backward Classes. Detailed instructions relating to the procedure to be followed for enforcing reservation will be issued separately.
- (b) Candidates belonging to OBCs recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.
- (c) (i) The aforesaid reservation shall not apply to persons/sections mentioned in column 3 of the Schedule to this office memorandum.
(ii) The rule of exclusion will not apply to persons working as artisans or engaged in hereditary occupations, callings. A list of such occupations, callings will be issued separately by the Ministry of Welfare.
- (d) The OBCs for the purpose of the aforesaid reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Governments' Lists. A list of such castes and communities is being issued separately by the Ministry of Welfare.
- (e) The aforesaid reservation shall take immediate effect. However, this will not apply to vacancies where the recruitment process has already been initiated prior to the issue of this order.

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 by the Ministry of Finance respectively effective from the date of this Office Memorandum.

Sd/-

(Smt. Sarita Prasad)

Joint Secretary to the Government of India.

To

All Ministries/Departments of Government of India.

Copy:

1. Department of Public Enterprises, New Delhi : It is requested that the said instructions may be issued in respect of PSUs, Public Sector Banks & Insurance Corporation.
2. Ministry of Finance (Banking & Insurance Divisions), New Delhi.

30-91 DP&T/ND/23

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G. Saxena

Rf

(संदीप सक्सेना)
(SANDEEP SAXENA)उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

7/14/4

SCHEDULE

Description of category		To whom rule of exclusion will apply
1	2	3
I. CONSTITUTIONAL POSTS		Son(s) and daughter(s) of (a) President of India; (b) Vice President of India; (c) Judges of the Supreme court and of the High Courts; (d) Chairman & Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller & Auditor General of India; (e) persons holding Constitutional positions of like nature.
II. SERVICE CATEGORY		Son(s) and daughter(s) of
A. Group A/Class I officers of the All India Central and State Services (Direct Recruits).		(a) parents, both of whom are Class I officers; (b) parents, either of whom is a Class I officer; (c) parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation; (d) parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years; (e) parents, both of whom are class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.
		Provided that the rule of exclusion shall not apply in the following cases: (a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parent(s) die/die or suffer permanent incapacitation; (b) A lady belonging to GBC category has got married to a Class-I officer, and may herself like to apply for a job.

Asst
(SAC) (SAC) (SAC)
उप सचिव (उप सचिव) (उप सचिव)
कॉन्ट्रोलिंग ऑफिसर
भारत सरकार / Govt. of India
भारत सरकार / Govt. of India

G. S. S. S.

1	2	3
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B. Group B/Class II officers of the Central & State Services (Direct Recruitment)

- Sons and daughters of
- (a) parents both of whom are Class II officers.
 - (b) parents of whom only the husband is a Class II officer and he gets into Class I at the age of 40 or earlier.
 - (c) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;
 - (d) parents of whom the husband is a Class I officer (Direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies or suffers permanent incapacitation; and
 - (e) parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

- (a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation.
- (b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.

C. Employees in Public Sector Undertakings etc.

The criteria enumerated in A & B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, pending the evaluation of the position equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these institutions.

G. S. Saxena

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

1 2 3

III. ARMED FORCES INCLUDING PARAMILITARY FORCES
(Persons holding civil posts are not included)

Son(s) and daughter(s) of parents either, or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces;

Provided that:-

- (i) If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;
- (ii) the service ranks below Colonel of husband and wife shall not be clubbed together;
- (iii) If the wife of an officer in the Armed Forces is in civil employment this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item 14a. If in which case the criteria and conditions enumerated therein will apply to her independently.

IV. PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY

- (i) Persons engaged in profession as a doctor, lawyer, chartered accountant, income tax consultant, financial or management consultant, financial auditor, engineer, architect, computer specialist, film artist and other film professionals, author, playwright, sports person or other vocations of like kind.

Criteria specified against Category VI will apply:-

- (ii) Persons engaged in trade, business and industry.

Criteria specified against Category VI will apply.

Explanation:-

- (i) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- (ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

As
(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

G. S. Saxena

V. **PROPERTY OWNERS**
A. **Agricultural holdings**

Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns

- (a) only irrigated land which is equal to or more than 85% of the statutory area, or
(b) both irrigated and unirrigated land, as follows:

(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought in a single type under a common denomination) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.

(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.

Criteria of income/wealth specified in Category VI below will apply.

Deemed as agricultural holding and hence criteria at A. above under this Category will apply.

Criteria specified in Category VI below will apply.

Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.

Son(s) and daughter(s) of

- (c) Persons having gross annual income of Rs. 1 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

B. **Exemptions**

(i) Coffee, tea, rubber, etc.

(ii) Mango, citrus, apple plantations, etc.

C. **Vacant land and/or buildings in urban areas or urban agglomerations**

VI. **INCOME/WEALTH TEST**

G. J. Saxena

(संदीप सक्सेना)

(SANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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- (b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

- (i) Income from salaries or agricultural land shall not be clubbed;
- (ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.

Explanation: Wherever the expression "permanent incapacitation" occur in this schedule, it shall mean incapacitation which results in putting an officer out of service.

G. S. Saxena

Lrt

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

Extracts from the Note for Cabinet dated 8/8/2017

approved by the Cabinet in its meeting of 30/08/2017.

XXXX XXX XXXX XXXX XXXX

"5.2 Schedule- II C of the annexure to DoP&T's OM of 8.9.1993 (Annexure-I), is in respect of employees in Public Sector Undertakings, Public Sector Banks and Insurance Institutions. The position given below shall be applicable as advised by the Department of Public Enterprises and Department of Financial Services respectively. The Nodal Department i.e. DoPT have supported the general principles suggested by the Department of Public Enterprises and Department of Financial Services.

Department of Public Enterprises - "Keeping in view that CPSEs are categorized into four Schedules (A, B, C & D) with different levels of pay scales on IDA pay pattern, perks and allowances, variable pay, affordability concept etc. and also number of levels of non-executive level posts are flexible and fixed by respective Boards of CPSEs after wage negotiations with the Unions, the CSEs are at a completely different footing in comparison to pay pattern and allowances of functionaries of Government of India. The determination of exact equivalence of CPSEs posts with Group A, B, C and D levels posts of Central Government is therefore not feasible. All Executives level posts i.e. Board level executives and below Board level executives which are managerial level posts subject to proviso that those executives whose annual income as per criterion given in DoP&T's OM of 8.9.1993, as amended from time to time, is less than Rs.6.00 lakh will not be considered 'creamy layer'.

Department of Financial Services - Banks and Insurance organizations - " (a) Junior Management Grade Scale - 1 of Public Sector Banks, Financial Institutions and Public Sector Insurance Corporations will be treated as equivalent to Group A in the Government of India and

(b) Clerks and Peons in Public Sector Banks, Financial Institutions and Public Sector Insurance Corporations will be treated as equivalent to Group C in the Government of India. Accordingly as per O.M. dated 08.09.1993, officers belonging to Junior Management Grade Scale-1 and above will be considered as creamy layer. For Clerks and Peons in PSBs, FIs and PSICs, the income criteria vide O.M. referred above i.e. Rs. 6.00 lakhs per annum as revised from time to time will be applicable. These will be applicable with an exception being provided vide O.M. dated 08.09.1993 of DoP&T as under:-

G. Saxena

Rt

(संदीप सक्सेना)
(GANDEEP SAXENA)

उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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i) Son(s) and daughter(s), if father/mother is Clerk and Peon of PSBs, FIs and PSICs employee and he gets into Junior Management Grade Scale-1 of PSBs, FIs and PSICs at the age of 40 or earlier,

ii) Son(s) and daughter(s) of parents either of whom or both of whom are in Junior Management Grade Scale-1 and above of PSBs, FIs and PSICs, and such parent(s) dies/die or suffer permanent incapacitation.

iii) A lady belonging to OBC category has got married to a person of Junior Management Grade Scale-1 and above of PSBs, FIs and PSICs and may herself like to apply for a job."

XXXX XXX XXXX XXXX XXXX

9. Approval of the Cabinet

Approval of the Cabinet is solicited to:-

i) Enhancement of the monetary ceiling for Income Test for Creamy Layer of OBCs to Rs. 8.00 lakh per annum from Rs. 6.00 lakh per annum, as detailed at para 5.1 above, from date of issue of orders and

ii) The DOPT will be requested to take action to issue orders in accordance with the standards of reference for determining creamy layer, vide para 5.2 above, to the Department of Public Enterprises and the Department of Financial Services, who shall issue corresponding orders immediately in respect of Public Sector Undertakings, Public Sector Banks and Financial Institutions etc. with reference to Schedule II-C of the Annexure to DoPTs O.M. 8.9.1993."

G. Saxena

Rt

(संदीप सखना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
व्यक्तिगत और प्रशिक्षण विभाग
Dept. of Personnel & Training
सरकारी विभाग / Govt. of India

North Block, New Delhi

Dated April 4, 2018

OFFICE MEMORANDUM

Subject: Reiteration of instructions relating to application of own merit in Direct Recruitment for appointment of Other Backward Classes (OBCs)- regarding

The undersigned is directed to say that the Hon'ble Supreme Court in its judgment in the case of R. K. Sabharwal vs. State of Punjab, had, inter-alia, observed that "the reserve category candidates can compete for the non-reserve posts and in the event of their appointment to the said posts their number cannot be added and taken into consideration for working out the percentage of reservation."

2. As per instructions issued vide this Department's OM No. 36012/2/96-Estt.(Res) dated 02.07.1997, in direct recruitments to Central Government jobs and services, the reserve category candidates who are selected on the same standard as applied to general candidates will not be adjusted against reserved vacancies. As per instructions issued vide DOP&T OM No. 36011/1/98-Estt.(Res) dated 01.07.1998, only when a relaxed standard is applied in selecting a reserved candidate, for example in the age limit, experience, qualification, permitted number of chances in written examination, etc., such candidates will be counted against reserved vacancies.

3. It has been brought to the notice of this Department by the Hon'ble Parliamentary Committee on Welfare of OBCs that these instructions are not being followed in some cases in direct recruitments to Central Government jobs and services. It is, therefore, reiterated that while making Direct Recruitments, guidelines issued vide this Department's OM No. 36012/2/96-Estt.(Res) dated 02.07.1997 and OM No. 36011/1/98-Estt.(Res) dated 01.07.1998 may be kept in view by all concerned.

4. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all concerned for information and compliance.

R. Saraswat
(Raju Saraswat)

Under Secretary to the Government of India

Tel.: 23092110

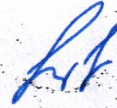
To:

1. The Secretaries of all Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi

SL
(संदीप सक्सेना)
उप-सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

...2/

3. Department of Public Enterprises, New Delhi
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
5. Department of Social Justice and Empowerment, New Delhi
6. Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Niti Ayog
7. Union Public Service Commission / Staff Selection Commission
8. National Commission for Scheduled Castes, Lok Nayak Bhawan, New Delhi
9. National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi
10. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R. K. Puram, New Delhi
11. Office of the Comptroller and Auditor General of India
12. Information and Facilitation Center, DoPT, North Block, New Delhi.
13. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067
14. NIC, DoPT – to upload the same on DoPT website.
15. Hindi Section for providing a Hindi translation



(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

(157)

No. 36036/3/2018-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Establishment (Reservation - I) Section

North Block, New Delhi
Dated May 15, 2018

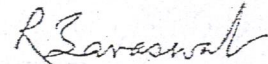
OFFICE MEMORANDUM

Subject: Reiteration of instructions relating to reservation in temporary appointments - regarding

The undersigned is directed to say that as per the extant guidelines issued vide Office Memorandum No. 27/4/67(II)-Estt.(SCT) dated 24.09.1968, reservations are to be made for Scheduled Castes and Scheduled Tribes in all temporary appointments, except appointments which are to last for less than 45 days.

2. It has been brought to the notice of this Department by the Hon'ble National Commission for Scheduled Tribes that the Office Memorandum dated 24.09.1968 is old and the instructions laid down in the OM must be reiterated. It is, therefore, reiterated that, in respect of appointments to Central Government posts and services there shall be reservation for Scheduled Caste/ Scheduled Tribe/ Other Backward Class candidates in temporary appointments which are to last for 45 days or more

3. All Ministries/ Departments/ Organizations are requested to please bring the contents of this O.M. to the notice of all concerned for information and compliance.


(Raju Saraswat)
Under Secretary
Tele - 23092110

To:

1. The Secretaries of all Ministries/Departments of the Government of India
2. The Chairman, Railway Board, Rail Bhawan, New Delhi.
3. National Commission for Scheduled Caste, Lok Nayak Bhavan, New Delhi.
4. National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
5. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, Delhi
6. Office of the Comptroller and Auditor General of India
7. Supreme Court of India/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ Niti Ayog
8. Union Public Service Commission/ Staff Selection Commission
9. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067
10. Information and Facilitation Centre, DOPT, North Block, New Delhi
11. NIC, for placing this O.M. in the website of the Department.
12. Hindi Section for providing a Hindi translation

(संदीप लुवसेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

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F. No. 36033/2/2018-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment (Reservation-I) Section

North Block, New Delhi
Dated June 8, 2018

To

The Chief Secretaries of all States / Union Territories

Subject:- Reservation for candidates from Other Backward Classes – Revision of Income Criteria and determining equivalence of posts in Central Public Sector Enterprises (CPSEs), Public Sector Banks, Public Financial Institutions, etc. with Posts in Government for establishing Creamy Layer criteria – regarding

Madam/ Sir,

I am directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993 which, inter-alia provided that sons and daughters of persons having gross annual income of Rs.1 lakh or above for a period of three consecutive years would fall within the 'creamy layer' and would not be entitled to get the benefit of reservation available to the Other Backward Classes.

2. The aforesaid limit of income for determining the creamy layer status was subsequently raised to Rs. 2.5 lakh, Rs. 4.5 lakh Rs. 6 lakh and Rs. 8 lakh vide this Department's O.M. No. 36033/3/2004-Estt.(Res.) dated 09.03.2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14.10.2008, O.M. No. 36033/1/2013-Estt.(Res.) dated 27.05.2013 and O.M. No. 36033/1/2013-Estt. (Res.) dated 13.09.2017, respectively.

3. This Department is in receipt of references seeking clarification on the status of equivalence and revision of income criteria, in Central Public Sector Enterprises (CPSEs) and Financial Institutions with posts in Government. In this regard, copies of the following Office Memorandums issued by Department of Public Enterprises, Department of Financial Services and this Department are enclosed for ready reference:

- i) O.M. No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 of this Department regarding revision of income criteria;
- ii) O.M. No. DPE-GM-/0020/2014-GM-FTS-1740 dated 25.10.2017 of the Department of Public Enterprises on establishing equivalence of posts in Central Public Sector Enterprises (CPSEs) with Posts in Government for establishing Creamy Layer criteria; and
- iii) O.M. No. 19/4/2017-Welfare dated 06.12.2017 of the Department of Financial Services on establishing equivalence of posts in respect of Public Sector Banks, Public Financial Institutions, Public Sector Insurance Companies.

(Sandeep Saxena)
Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
आन्तरिक / Govt. of India

4. It is requested to please bring the contents of the above mentioned O.M.s/ instructions to the notice of all concerned for information / compliance.

Yours faithfully,

R. Saraswat

(Raju Saraswat)

Under Secretary to the Government of India
Telefax - 23092110

Copy to:

1. All the Ministries/Departments of the Government of India
2. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
3. Department of Public Enterprises, CGO Complex, Lodi Road, New Delhi.
4. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi
5. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R. K. Puram, New Delhi
6. Hindi Section for providing a translation
7. Guard File

LS

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

North Block, New Delhi,
Dated: September 13, 2017

OFFICE MEMORANDUM

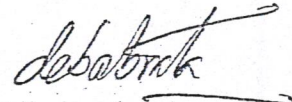
Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "₹ 6 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. dated 8th September, 1993 would be substituted by "₹ 8 lakh".

3. The provisions of this office memorandum have effect from 1st September, 2017.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.



(Debabrata Das)

Under Secretary to the Government of India

Ph: 2304 0279

To:

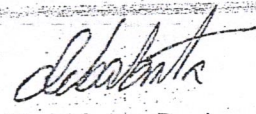
1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Delhi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.

(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

8. National Commission for Scheduled Castes/National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikot-1, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi-110002.
11. Director General, Press Information Bureau, National Media Centre, 7E Raisina Road, New Delhi – with a request to give wide publicity to this OM
12. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders > Estt. (Res.) > SC/ST/OBC and in 'What's New'

Copies forwarded to:

The Chief Secretaries of all the States/Union Territories for information and necessary action.



(Debabrata Das)

Under Secretary to the Government of India



(संदीप सक्सेना)
(SANDEEP SAXENA)
उप सचिव / Deputy Secretary
कार्मिक एवं प्रशिक्षण विभाग
Deptt. of Personnel & Training
भारत सरकार / Govt. of India

DPE-GM-/0020/2014-GM-FTS-1740
 Government of India
 Ministry of Heavy Industries & Public Enterprises
 Department of Public Enterprises

Public Enterprises Bhavan,
 Block No. 14, CGO Complex,
 Lodhi Road, New Delhi-110 003.
 Dated: 25 October, 2017

OFFICE MEMORANDUM

Subject: Establishing equivalence of posts in Central Public Sector Enterprises (CPSEs) with Posts in Government for establishing Creamy Layer criteria - regarding.

The undersigned is directed to refer to DoPT OM No. 41034/5/2014-Estt. (Res.) Vol. IV-Part dated 6th October, 2017 (copy enclosed), vide which the decision of the Government has been conveyed on the general principles for equivalence of posts in CPSEs with posts in Government for determination of creamy layer criteria in terms of DoPT O.M. No. 36012/22/93-Estt. (SCT) dated 08-09-1993 on the subject of reservation for Other Backward Classes (OBC) in civil posts and services under the Government of India.

2. As the pay pattern, perks and allowances of posts in Central Public Sector Enterprises (CPSEs) are completely different from the posts in Government, determination of exact equivalence of CPSEs posts with Group A, B, C & D level posts in Government is not feasible. However, in view of the Government decision referred to in DoPT OM dated 06-10-2017, for determination of creamy layer criteria in CPSEs, the general principle would be that all the Executive level posts in CPSEs i.e. Board level Executives and below Board level Executives which are managerial level posts, will be considered as "creamy layer" subject to the proviso that those Executives whose annual income as per criteria given in DoPT OM 08-09-1993 is less than Rs. 8 lakhs (as amended vide DoPT OM No. 36033/1/2013-Estt.(Res) dated 13-09-2017), will not fall under creamy layer criteria.

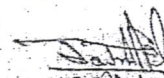
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(संदीप सक्सेना)
 (SANDEEP SAXENA)
 उप सचिव / Deputy Secretary
 कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Training
 भारत सरकार / Govt. of India

3. All administrative Ministries / Departments concerned with CPSEs are requested to bring the contents of this OM to the notice of CPSEs under their administrative control for compliance and issuing necessary orders in accordance with the principles approved by the Government for determination of Creamy Layer criteria in respect of posts in the CPSEs.

4. This issues with the approval of Hon'ble Minister (HI&PE).

Encl. As above.


25/10/2017
(J. N. Prasad)
Director

To: All Administrative Ministries / Departments concerned with CPSEs.

Copy to: (i) Chief Executive of all CPSEs.
(ii) Secretary, M/o Social Justice & Empowerment.
(iii) Secretary, DoPT.
(iv) NIC, Cell DPE, for placing this OM on DPE web-site.


(संदीप सक्सेना)
(SANDEEP SAXENA)
उप. सचिव / Deputy Secretary
कर्मिक एवं प्रशिक्षण विभाग
Dept. of Personnel & Training
भारत सरकार / Govt. of India