SENIORITY AND PROMOTION

ANNEXURE-D1

1. Direct Recruits.-

(i) General procedure - Relative seniority of all direct recruits will be according to the order of merit in the Select List drawn by UPSC/SSC/other selecting authorities. Persons appointed from an earlier select list rank senior en bloc to those appointed from subsequent list.

(ii) Duty in joining duty - Persons selected are required to join duty within a specified time (not exceeding one or two months). Offer letter will receive, it clear that the offer will lapse, if they do not join within that time. Seniority will not be affected, if persons join before specified date. (In exceptional cases, there is provision to extend time up to six months.

(iii) On revival of the lapsed offer - A lapsed offer can be revived in the public interest in exceptional circumstances only and in consultation with UPSC. In such cases, the person joining after the revival will be shown as junior to all the persons in the Select List. If in the meantime, another selection takes place and some or all of the selected persons join, the person will be junior to all those of such subsequent list.

2. Seniority delinked from confirmation.- Seniority of regularly appointed persons will be in the order of selection.

3. Promotees.-

(i) General procedure - In the case of promotions both by "selection" and "non-selection" methods, names of unsuitable candidates will be removed and the original seniority maintained for the rest.

(ii) Where promotions are made from different feeder cadres - If separate quotas are fixed for different feeder cadres, separate Select Lists should be prepared for each feeder cadre and selection made from each list to the extent of quota. Selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota. Among persons in the feeder grades given the same grading, those in the higher scales of pay will rank senior to those in the lower scales of pay. If separate quotas have not been prescribed, the combined list will be in the order of merit decided by DPC.

(iii) Direct recruits vis-a-vis Promotees - Combined Seniority list will be arranged in the order of selections and keeping in view the quota prescribed. If the number of candidates selected falls short of the prescribed quota either for promotees or direct recruits, the shortfall may be made good by appointing direct recruits or promotees, as the case may be. But these candidates will be shown at the bottom of the combined list. Shortfall will be adjusted in the next selection.
4. Transferees - In the order of selection for absorption If specific quotas have been prescribed for recruits, promotees and transferees - according to the rotation of vacancies as outlined in 3 above

5. Surplus staff - Treated as fresh entrants in the new organization If two or more employees are redeployed in an office simultaneously, inter se seniority in their grade in previous office will be retained

6. Deputationist absorbed subsequently - Normally, seniority will be from the date of absorption However, if he had been holding the same or equivalent grade in the previous department, seniority will be from the date of deputation or the date of his regular appointment in the grade in his previous department, whichever is earlier

7. Seniority on reversion to parent department - Persons sent on deputation to other departments are entitled to original seniority in the parent department on reversion

8. When appointed to different posts in same grade - Seniority as per merit list drawn by Selection Committee

9. Persons who have refused promotions and promoted after one year - Persons on refusal of promotion will lose seniority and will be shown junior to those promoted prior to their subsequent promotion

10. Re-employed pensioners - Those re-employed after superannuation will not form part of the cadre

Those retired / discharged before superannuation and re-employed in civil posts will be treated as direct recruits and their seniority fixed accordingly

11. Meritorious sportsmen - When recruited through Employment Exchange by direct recruitment along with other categories - in the order in which they are placed in the Select List When recruitment is made by SSC and the department itself appoints a sportsman, his seniority will be at the bottom en bloc junior to those selected by SSC

12. Person under suspension I disciplinary proceedings - Original seniority will not be affected, if completely exonerated and the suspension held unjustified Promotion will be given against the first available vacancy He will be deemed to have been promoted from the date junior was promoted, for the purpose of counting service in the higher post for eligibility for promotion to the next higher post - Chapters 40 and 54

13. Person undergoing minor penalty - He should be considered for promotion by the DPC which meet after the imposition of the penalty and if he is considered fit for promotion, he may be promoted after the expiry of the currency of the penalty His seniority should be fixed according to his position in the panel on the basis of which he is promoted His pay in the promoted post will be fixed with effect from the date of actual promotion and his eligibility service in the promoted post for further promotion will commence from the date of actual promotion

[ GI, Dept of Per & Trg O M No 22034/5/2004-Essl, (0), dated 15 12 2004 ]
14. Validity of panel in case of those on long leave, otherwise than on Medical Certificate - If the Officer assumes charge of the higher promotional post within the currency of the vacancy year for which the panel is prepared, or within six months from the date of the promotion order, or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh DPC, whichever is later, the officer will not be required to be considered afresh by the next DPC and he will retain his seniority as per the position in the panel on the basis of which he has been promoted. If, however, he does not join to assume charge of the higher post within the period as specified above and continues to remain on long leave or seeks further extension of leave, the order of promotion, as the said officer is concerned, will become invalid and the officer will be required to be considered afresh by the next DPC held in the normal course after he joins his duty on expiry of the leave. His seniority on subsequent promotion will be as per the position in the fresh panel. This will equally apply to cases of promotion by mode of selection as well as non-selection - OM, dated 4-8-2004

Regular Promotions

Assessment of vacancies. - Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment Register, Incumbency Register, and Vacancy Register / Roster Register prescribed in D P & Trg, O M No 35014/2/80, Estt (D), dated 7-2-1986. Expected vacancies due to retirement, new posts, etc., will be added. Vacancies arising out of deputation for periods of more than a year will also be added, with reduction for deputationists expected to return. Vacancies may be calculated on financial yearwise where ACRs are written financial yearwise and Calendar yearwise where ACRs are written on Calendar yearwise.

Reservations.- Reservations at 15% for SCs, 7½% for STs for all posts and 1% each for blind, deaf-mute, and orthopaedically handicapped in Groups 'c' and 'D' posts only are admissible in cases of promotions in grades/services/posts in which the element of direct recruitment, if any, does not exceed 75%. There are no reservations in promotions for any other categories, OBCs, Ex-Servicemen, etc.

Crucial date for eligibility of Candidates - Crucial date for eligibility of the candidates will be 1st January in all cases, irrespective of whether the CRs are written calendar yearwise or financial yearwise. But no crucial date will be applied for the promotion from the grade of Rs 22,400-24,500 to Rs 22,400-26,000/24,050-26,000 in Group 'A' services. All the officers who are holding the posts in the lower grades on regular basis as on the date of meeting of DPC can be considered for promotion by DPC - Chapter 54.

[ G I, Oept of Per & Trg, O M No 22011/I/200S-Estt (0), dated 27-1-2005 ]
Adhoc Promotion

1. Ad hoc promotions should not be made for the reasons -
   (i) Absence of Recruitment Rules,
   (ii) Revision of Recruitment Rules,
   (iii) Cases are pending in Courts / Tribunals for resolution of disputed seniority list

2. Revision of Seniority List - Unless there is a clear stay in a Court case against making regular promotions, the existing seniority list should be followed and persons recommended by DPC promoted, with the stipulation that promotions are provisional subject to decision of the Courts I Tribunal. After the decision, necessary readjustments will be made.

3. Cases where ad hoc promotion can be made -
   (i) Where there is no candidate in the approved panel
   (ii) Where there is injunction by Court / Tribunal against filling up the vacancy on regular basis and the post cannot be kept vacant till the final Judgment
   (iii) Filling up short-term vacancies - Approved panel should be prepared taking into account vacancies likely to arise in the year. Seniormost in the panel should be appointed against short-term vacancies of more than 45 days on ad hoc basis

4. Procedure for filling short-time vacancies on ad hoc basis - Promotion of the officer in the feeder grade may be made on seniority-cum-fitness basis even if 'selection' method is prescribed for regular promotion after proper screening to ensure satisfaction of the eligibility conditions. If there are no eligible officers, relaxation by the Competent Authority in exceptional circumstances, is necessary.

5. Reservation for SC/ST - Applicable for ad hoc promotions also

6. Promotion Order to be specific - The order should clearly mention that the promotion is purely on ad hoc basis and does not confer any right on the officer for a regular promotion and that he may be reverted to his lower post at any time

7. When disciplinary proceeding initiated against officer in a higher post on ad hoc basis - If the ad hoc appointment is against purely temporary vacancy or if he has held the ad hoc appointment for less than a year, he should be reverted. If the ad hoc appointment is purely for administrative reasons and if he has held the appointment for more than a year, he need not be reverted. Appropriate action in such cases will be taken depending on the outcome of the disciplinary proceedings.

8. Ad hoc promotion of officers whose cases are kept in sealed covers - If the disciplinary case / criminal prosecution is not concluded even after the expiry of
two years from the date of the first DPC which kept the promotion case in sealed cover, the Appointing Authority may consider the case for ad hoc promotion, if the official is not under suspension, keeping in view the following aspects -

a) whether the promotion of the officer will be against the public interest,

b) whether the charges are grave enough to warrant continued denial of promotion,

c) whether there is no likelihood of the case coming to a conclusion in the near future,

d) whether the delay in the finalization of proceedings, departmental or in a Court of Law, is not directly or indirectly attributable to the Government servant concerned, and

e) whether there is any likelihood of misuse of official position, the Government servant may occupy after ad hoc promotion, which may adversely affect the conduct of the departmental case / criminal prosecution. The Appointing Authority should also consult the CBI and take their views into account if the case out of the investigations conducted by the Bureau.

After considering the above aspects, if the Appointing Authority comes to a conclusion that it will not be against the public interest to allow ad hoc promotion, his case should be placed before the next DPC. On recommendation by DPC, the order of promotion may be issued making it clear that the promotion is purely ad hoc and until further orders.

If the Government servant is acquitted I fully exonerated, the promotion will be treated as regular one from the date of ad hoc promotion with all attendant benefits. If he could have got normal promotion earlier than his ad hoc promotion as per the first DPC proceedings with reference to his placement in the panel, he will be allowed his due seniority and benefit of notional promotion from the date his junior was promoted. The question of payment of arrears, etc., from the date of notional promotion should be decided by the Appointing Authority after considering all aspects of the case. If arrears are denied, reasons should be recorded.

If the Government servant is not acquitted on merits of the case but purely on technical grounds and the Government either proposes to take up the matter to higher Court or to proceed against him departmentally, or if he is not fully exonerated in the departmental case, the ad hoc promotion should be brought to an end and he should be reverted forthwith - Chapters 21, 54

9. Crucial date for eligibility of candidates - Same as for regular promotion, i.e., January 1 of the year - OM Dated-4-12-2003

Pro forma Promotions

Next Below Rule -"" An officer serving outside his regular' cadre (deputation, training, etc.) should be considered for promotion, when due in his cadre Till is termed as 'Pro forma Promotion'
Conditions to be fulfilled.-

(i) The officer concerned should have been found fit for promotion in his line

(ii) All his seniors and at least one junior should have been promoted in his regular line

(iii) Even if no junior officer is eligible, Pro forma Promotion may be made, provided (a) the post in the cadre remains unfilled for want of eligible person junior to the officer and (b) the post is not filled on ad hoc basis till the release of the next panel when a junior becomes eligible for promotion

(iv) The benefit should be allowed to only one officer, the seniormost eligible officer, though more than one officer may be serving outside the cadre

(v) When such seniormost eligible officer does not require the benefit it will be passed on to the next officer

(vi) A purely fortuitous promotion given to the junior will not entitle the senior to this benefit

(vii) Once the Pro forma Promotion is given, the officer is entitled to the officiating pay of the post from time to time if it be more advantageous

(viii) Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale in ex cadre post. If it exceeds, officer will be reverted to his cadre within six months

(ix) Benefit to Pro forma Promotion will be given only against a vacancy of more than 90 days. For this purpose, chain of vacancies will not be considered

Benefit in other cases - Admissible to an officer during training / instruction in India / deputation abroad for training / deputation to Territorial Army on annual training / course of instruction / emergency

Not admissible to one who is deputed to hold a regularly constituted ex cadre post abroad and whose pay is regulated under special orders

Competent Authority.- Ministries are empowered to grant benefit under Next Below Rule and the Comptroller and Auditor-General for IAAD staff Chapter 55

5. Assured Career Progression Scheme

The Assured Career Progression Scheme for Central Government employees has been introduced by the Government of India on the recommendations of the Fifth Central Pay Commission to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. This scheme is operational from 9th August, 1999
The Scheme:

1. Envisages grant of two financial upgradations to Groups 'B', 'C' and 'D' employees on completion of 12 years and 24 years of regular service respectively. Isolated posts in Groups 'A', 'B', 'C' and 'D' categories which have no promotional avenues are also eligible for the benefits of the Scheme.

2. The Scheme is not applicable to Group 'A' Central Services (Technical / Non-Technical) for the reason that promotion in their case must be earned.

3. Casual employees (including those with temporary status), ad hoc and contract employees are not eligible for benefits under the Scheme.

4. The Scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

Conditions for grant of benefits:

(i) The Scheme envisages merely placement in the higher pay scale, grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.

(ii) The highest pay scale up to which the financial upgradation shall be available will be Rs 14,300-18,300.

(iii) The first financial upgradation under the Scheme will be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation. If the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc., this would have consequential effect on the second upgradation which would also get deferred accordingly.

(iv) Two financial upgradations under the Scheme in the entire career of an employee will be counted against regular promotions (including in situ and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit.

(v) If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service. In case two prior promotions on regular basis have already been received by an employee, no benefit under the Scheme shall accrue to him.

(vi) The period of regular service for grant of benefits under the Scheme will be counted from the grade in which an employee was appointed as a direct recruit.

(vii) Financial upgradation under the Scheme will be given to the next higher grade in accordance with the existing hierarchy in a cadre / category of posts without creating new posts for the purpose.

(viii) The financial upgradation under the Scheme will be purely personal to the employee concerned and will have no relevance to his seniority position.

(ix) On upgradation under the Scheme, pay of an employee will be fixed under the provisions of FR 22 (1) (a) (1) The financial benefit allowed under the
Scheme will be final and no pay fixation benefit will accrue at the time of regular promotion, i.e., posting against a functional post in the higher grade.

(x) Grant of higher pay scale under the Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently.

(xi) If an employee after availing the financial upgradation under the ACP Scheme subsequently refuses to accept the regular promotion, the financial upgradation already granted will not be withdrawn. However, the subsequently financial upgradation will get postponed.

(xii) Existing time-bound promotion schemes, including in situ promotion scheme, in various Departments may, as per choice, continue to be operational for the concerned categories of employees, but these schemes will not run concurrently with the Assured Career Progression Scheme - Chapter 54.

Clarifications:

An employee directly recruited in Group 'B' may be entitled for two financial upgradations under ACPS subject to the parameters prescribed in this regard notwithstanding the fact that he is placed in the pay scale attached to Group 'A' post after 1st upgradation under ACPS. The same would be the case if the employee gets 1st vacancy-based promotion in Group 'A'.

The upgradation under ACPS is to be allowed in the existing hierarchy notwithstanding the fact that the next two promotional grades carry the same pay scales.

[0 1, M H A, Lr No U 14012/4/2000 GP, dated 18-10-2000 addressed to Shri K. Rajan, Under Secretary (Finance) Govt. of Pondicherry]

Canteen Staff.- Service rendered as well as the promotion(s) earned prior to 26th September, 1983 may be ignored while considering the Canteen employees for financial upgradation under ACP Scheme.

In situ promotion allowed after 26-9-1983 may be set off against A<„,PS, if such in situ promotion is in the defined hierarchy. Otherwise such promotions may be ignored and entitlement under ACPS may be decided with reference to Grade held as on 26th September, 1983.

[0 1, Dept of Per & Trg, a M No 3/4/99-Dir (C), dated 9-5-2001]

Declining of promotion

An officer declining promotion for reasons acceptable to the Appointing Authority, will not be promoted for one year or till a vacancy arises, whichever is later. If by then the next OPC meets, his case will be considered afresh and he will forgo his seniority in the first panel. His seniority will be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel, his seniority will be with reference to his position in that panel.

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If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced if promotion is still declined, disciplinary action may be taken for refusal to obey the order.

ANNEXURE-D:
Confidential Reports:

1. Purpose and importance.- Confidential Report is an objection assessment of the work and conduct of a Government servant. Assessment of CRs is the main criteria for Confirmation, Promotion, Review under FR 56 (j) for premature retirement, etc. Writing and maintenance of CRs, therefore, assumes importance, not only in the interest of service but also in the interest of the employee.

2. Applicability.-
(i) CRs to be written for all categories of Groups' A', 'B' and 'C' employees, contract officers, categories of Group 'D' posts of sensitive nature (such categories to be decided by each ministry/Department).
(ii) Not to be written for (a) other categories of Group 'O', (b) honorary and part-time officers and (c) those who had worked for less than three months during the year.

3. Reporting Officer I Reviewing Officer.- CR to be written by the Reporting Officer immediately superior to the employee concerned and reviewed by the next higher authority. In both the cases, they should have supervised the work of the employee for not less than three months. For computing the period of three months, any leave for a period of more than 15 days should be deducted. If they are under suspension, they should write/review the Reports within two months of date of suspension or one month of due date of completion of CR, whichever is later. Writing/Reviewing not permissible after this time-limit. If, however, they are under suspension during major part of the writing/reviewing period, they should NOT write the CRs. If the employee concerned happens to be a relative, Reporting or Reviewing, as the case may be, to be done by the next higher authority.

4. History Sheet.- A History Sheet in the prescribed form to be placed at the bottom of the CR folder. In the case of Group 'A' officers, passport size photograph to be affixed at the right hand top corner of History Sheet. History Sheet will contain all the details of the officer concerned, viz., name, age, qualifications, record of service, etc. Any changes occurring after completion of History Sheet to be promptly added. Entry of punishments in Confidential Reports - A record of punishment imposed on the Government servant as a result of disciplinary proceedings should be recorded in his/her confidential report.

5. Self-Appraisal or Self-Assessment.- CR to be performance-oriented. Groups 'A', 'B' and 'C' officers required to submit brief resume not exceeding 300 words as Self-appraisal relating to the period of Report. Submission of lengthy notes in separate sheet to be avoided. To be completed and submitted before due date—duly signed and dated.
The following column is to be added in the Self-Appraisal form as Column of in the case of Groups 'A' and 'B' Officers only.

"Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filing the return should be given."

6. CR Forms.- CR formats for different levels of posts have been prescribed with changes duly made after introduction of Self-Appraisal system for Groups 'C' and 'B' also. Departments to follow these model forms and prescribe formats suitably for other categories under their control. Departments have also been asked to introduce bilingual forms.

7. Periodicity.- CRs are written annually according to financial year, i.e., 1st April to 31st March (in some departments, calendar year system is still continued).

8. Part Reports.- Part Reports necessary:
   (i) If the official is transferred to the control of another Reporting Officer in the same or other office during the year, Reports are to be written by the respective Reporting Officers for the relevant periods.
   (ii) If the Reporting Officer is transferred during the year, he should write CRs for all the staff under his control up to the date of his transfer, within 3-5 weeks of his transfer.
   (iii) If the Reviewing Officer is transferred and if new Reviewing Officer is not likely to have at least three months to supervise the work of the employees concerned.

9. Reason for the gap in the report to be indicated - Where part reports are written and any periods in a year are not covered by Reports for the reasons stated in Para 8 above, a Certificate or a Note in the form given below to be placed on file, duly signed by the present Reporting / Reviewing Officer:

"Certified that there is no report/or the period from to due to change of Reporting Officer, etc."

10. Guidelines for Reporting.-
   (i) Contents and manner of Reporting - Reporting Officer to have carefully observed the work and conduct for at least three months and provided required training and guidance. Remarks to be specific under each column and not to be vague. Merely writing 'Good', 'Very Good', 'Average', etc., likely to be ignored unless substantiated with specific comments. Words and phrases to be chosen correctly to accurately reflect the intention of to accurately reflect the intention of the Reporting Officer. All the items to be filled with due care and attention area not to be casual or superficial manner. Before writing the report at the year end, to review the performance at regular intervals and take necessary corrective steps by way of advice, etc. To ensure that the remarks are realistic and impartial.
   (ii) Assessment for the period of report only - Comments and observations to relate to the period of report only.
   (iii) All columns to be filled - No column to be left blank. Abstract comments for more than one column bracketing together to be avoided.
(iv) Approved courses of training - Mention to be made of approved courses of training, if any, undertaken during the period. Report received from the institution concerned to be placed in original or the substance entered therein. An entry about the 'report', if any, submitted by the officer on his work abroad also to be mentioned if it is either exceptionally good or of poor quality.

(v) Column for Effectiveness in the development and protection of SCs / STs - To be filled only where applicable. Otherwise 'not applicable' may be written against the column.

(vi) Grading - 'Outstanding' 'Very Good', 'Good' considered as favourable reports. 'Average' by itself not considered adverse but DPC may consider promotions only for cases above 'average'. Hence grading as 'average' to be avoided, as far as possible. 'Below Average' certainly an adverse report. Gradings given to be consistent with the remarks against various columns.

(vii) Fairly Good - 'C' Not treated as adverse. But such remarks against punctuality column taken as adverse. This term also normally to be avoided.

(viii) Integrity - If the official's integrity is beyond doubt, may be stated so against the column. In case of doubt or suspicion, prescribed procedure for recording a secret note separately to be followed up. Such column to be filled up suitably if doubts are cleared. If suspicions are confirmed, fact to be recorded. In no case 'doubtful integrity' or 'complaints received against the official' to be mentioned. If there is no material for follow-up action, general practice is to mention 'nothing adverse came to notice'.

(ix) Signature - Report to be signed and dated indicating designation (preferably with a rubber stamp) and handed over to the Reviewing Officer.

Guidelines for Reviewing -

(i) Period of Report - Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

(ii) To ensure correct Reporting - Reviewing Officer to carefully see that Reporting has been done as per instructions / guidelines. If any vague / ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he "agrees with the assessment of the Reporting Officer", his remarks should not be at variance with the report.

(iii) Reviewing Officer's remarks final - Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks treated as 'final' and only these will be taken into account by DPC, etc.

12 Custody and handling of Confidential Reports - CRs to be in the custody of the designated officers. To ensure safe custody, a Register to be maintained to show the CR files on hand, their movements, etc. Proper handing over /
taking over to be ensured when the officer concerned is transferred, etc (Not only contents of CRs but their movements also to be kept confidential)

Confidential report or a copy of confidential report should not be given to the Government servants who have quit the Government service or after his/her retirement.

Whenever an outside authority required the confidential report of a Government servant, only photocopy or duplicate copy (if the confidential report is maintained in duplicate) should be supplied.

13. Maintenance of CR Files - CR files are to be kept in safe custody. It should be ensured that each file is complete in all respects, i.e., all reports due are received and filled properly. An Index is kept in each CR file and entries made as and when fresh reports are received and filed. There are time-limits prescribed for consideration of Promotion cases, etc., when complete CRs are seen by DPCs. Up-to-date maintenance of CR files is therefore necessary.

14. Time-Schedule for preparation / completion of CRs - Prescribed time-schedule, is given below.

**TIME SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS**

<table>
<thead>
<tr>
<th>Nature of action</th>
<th>Date by which to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Distribution of blank CR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers are self appraisal is not to be given)</td>
<td>31st March (This may be completed even a week earlier)</td>
</tr>
<tr>
<td>2 Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable)</td>
<td>15th April</td>
</tr>
<tr>
<td>3 Submission of report by Reporting Office to Reviewing Officer</td>
<td>7th April</td>
</tr>
<tr>
<td>Where self-appraisal by officer reported upon is prescribed</td>
<td>21st April</td>
</tr>
<tr>
<td>Where self-appraisal by officer reported upon is not prescribed</td>
<td>22nd May</td>
</tr>
<tr>
<td>Where officer reported upon is himself a Reporting Officer for subordinates under him</td>
<td></td>
</tr>
<tr>
<td>4 Report to be completed by Reviewing Officer and sent to Administration or CR Section / Cell</td>
<td>23rd May where the due date for the Reporting Officer is 7th May</td>
</tr>
<tr>
<td></td>
<td>7th May where the due date for the Reporting Officer is 21st April</td>
</tr>
<tr>
<td></td>
<td>5th June where the due date for Reporting Officer is 22nd May</td>
</tr>
</tbody>
</table>
8. Adverse entries in Confidential Reports

1. All adverse entries in the Confidential Report, both on performance as well as on basic qualities and potential, should be communicated by the officer recording them. Where countersigning and reviewing authorities are prescribed, only such of those adverse entries which are accepted by them, are to be communicated.

2. Remarks about the physical defects noted in the Confidential Report need not be communicated.

3. Similarly, the grading of the officer done on the basis of the general remarks in the report should not also be communicated, even if it is adverse.

4. The identity of the officer making the remarks should not normally be disclosed.

5. Communication of the adverse remarks should be made within one month of their being recorded.

6. Along with the adverse entries, the substance of the entire report including what may have been stated in praise is also to be communicated, as also the improvements made in respect of defects, if any, mentioned in the earlier report.

7. The forwarding memo should be couched in such a language so as to make it clear to the officer reported upon that the intention of the communication is that, he should try to improve himself in respect of those defects.

8. While communicating the adverse remarks, the time-limit for making representation against same, viz., one month, should be brought to the notice of the officer.

9. Representation against adverse remarks will lie to the authority immediately superior to the countersigning authority if any, or to the Reporting Officer. If the immediate superior authority has already reviewed the report and has also expressed his view either agreeing or disagreeing with the remarks recorded and accepted by the countersigning authority, the representation should be to the next higher authority.

10. Representation against adverse remarks should be expeditiously disposed of by the Competent Authority, at any rate, within three months.

11. If that authority decides that the entries are not justified and deserve expunction, he should score through the remarks, paste it over or otherwise, obliterate it, under intimation to all concerned. However, grading should not be changed.

12. If the authority feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place of the report. No correction should be made in the earlier entries themselves.
13 If the authority comes to the conclusion that there is no sufficient ground for interference, the representation should be rejected and the official informed accordingly.

14 Where a penalty is set aside on appeal or review, the adverse remarks recorded on the basis of the penalty, should be expunged. Where the penalty is modified, the entry in the Confidential Report originally made on the basis of the penalty awarded should also be immediately modified accordingly.

15 Where adverse remarks in the Confidential Report of an officer have not been communicated to him, this fact should be taken note of by the Departmental Promotion Committee while assessing the suitability of the officer for promotion/confirmation.

16 In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the Departmental Promotion Committee may, in its discretion, defer the consideration of the case till a decision on the representation.

17 If no representation is made within the prescribed time or once such representation has been finally disposed of, there would be no further bar to take notice of the adverse remarks.

18 No memorial or appeal against the rejection of the representation should be allowed six months after such rejection - Chapter 53.

19 Mere disagreement of the Reporting Officer with the self-appraisal on the ground that it has too much self-praise is not an adverse remark - DGP & T letter, dated 14-2-1980.

ANNEXURE-D3

Letters of Appreciation

1. Government policy in general discourages granting letter of appreciation or note of commendation to its employees and placing it in the Confidential Report Dossier. Appreciation of work should more appropriately be recorded in Annual Confidential reports rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

2. Letters of appreciation issued in the following cases by the authorities specified therein, may, however, be kept in the Confidential Report Dossier of the Government servants concerned -
   (a) Issued by the Government or a Secretary or Head of Department in respect of any outstanding work done.
   (b) Issued by special Bodies or Commissions or Committees, etc., or excerpts of their reports expressing appreciation for a Government servant by name.
   (c) From individual non-officials or from individual officials (other than a Secretary I Head of Department) if confirmed to expressing appreciation for services rendered far beyond the normal call of duty, provided the Secretary or the Head of the Department so directs.
3. The mere fact that a stray letter of appreciation goes into the Confidential Report does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than occasional flashes of good work. MHA, O M No 51114/60-Estr (A), dated 31-10-1961 and CS, O M No 51/51 72-Estr (A), dated 20-5-1972

**Welfare Measures**

**ANNEXURE-D4**

1. **Incentives for promoting small family norms**
   Concessions to employees for undergoing sterilization operation
   (1) A special increment in the form of "Family Planning Allowance"
   (2) Rebate of $\frac{1}{2}\%$ in the interest on House Building Advance

2. **Condition.-**
   (1) At the time of operation, the employee should have at least one surviving child and not more than two. A male employee's age should not be over 50 and his wife's should be between 20 and 45. A female employee's age should not be over 45 and her husband's not over 50. Admissible even if twins are born after the first surviving child.
   (2) "The employee or spouse may have the operation"
   (3) The certificate in the prescribed form should be from a Central State Government CGHS hospital, clinic or any other approved institution recognized by the Government for the purpose.
   (4) If the operation is done in a private hospital / nonghsome the certificate should be countersigned by civil Surgeon / DMO / AMA / Medical Officers of CGHS Central Government Hospital.
   (5) The $\frac{1}{2}\%$ rebate on House Building Advance interest will be admissible only if the sterilisation has been done on or after 01-09-1979 but before drawal of the "final installment of the House Building Advance"

   Withdrawal of incentive, when sterilization operation fails - Incase of failure of sterilization operation, the incentive already granted will be withdrawn from the deemed date of pregnancy" However, the recover will be waived if either of the couple undergoes sterilization operation once again -GI Dept of Posts Letter So 14-1/91/Medical, dated 18 1-1991, in consultation with the Ministry of Health & Family Welfare

3. Allowance to be sanctioned by the Head of Office would be equal to the amount the lowest rate of increment in the scale of pay applicable at the time of undergoing the operation and will remain fixed in the entire service. If both husband and wife are Central Government employees, the allowance may, at their choice be drawn by anyone of them.

   (2) Employees officiating in a higher post on ad hoc basis are entitled to the allowance at the rate of increment in the scale of the post be Id at the time of sterilization operation.

   (3) The Personal Pay drawn by the employees (who had undergone sterilization prior to January 1, 1996) in the pre-revised pay scales shall
Immediate relief.- If an employee dies while in service, his family will be eligible for immediate monetary relief equal to two months Basic Pay and Dearness Pay of the deceased Government servant subject to a maximum of Rs 8,000.

4. Date from which payable.- The incentive is payable from the first of the month following the date of operation. If a Government servant is under suspension or is on leave, the benefit would not be given effect to during the period of suspension or leave - FR 27 G/O (II).

5. Not admissible to casual labourers with temporary status.- The benefit is not admissible to casual labourers with temporary status - FR 27 G/O (II).

6. Not admissible to re-employed persons.- Re-employed persons are not entitled to this incentive if the sterilization operation was undergone prior to his re-employment - FR 27 G/O (II) (v).

Immediate relief to the family of an employee who dies' while in service

1. Immediate relief.- If an employee dies while in service, his family will be eligible for immediate monetary relief equal to two months Basic Pay and Dearness Pay of the deceased Government servant subject to a maximum of Rs 8,000.

2. Timely payment.- Sanctioned immediately by the Head of Office or the Gazetted Officer at the lowest level under whom the deceased official was last working and payment made expeditiously either from imprests or from other sources or by drawing money from the Bank. No formal application from the bereaved family is necessary.

3. Payable to the person(s), in the same manner as payment of death gratuity, if the deceased was governed by Pension Rules, or the balance in the Contributory Provident Fund Account, if the deceased was a subscriber to the CPF.

4. Undertaking to be obtained.- Before making the payment, a separate undertaking should be obtained from each person to whom the payment is made that he/she agrees to the amount of advance being recoverable from any amounts payable to the family due to the death of the Government servant.

5. Officials on Foreign Service.- If an official dies while on foreign service, the advance may be sanctioned by the parent Department.

6. Adjustment of the Advance.- The advance should be adjusted within six months against the arrears of pay and allowance, leave salary, death gratuity, balance in Contributory General Provident Fund or any other payment due in respect of the deceased official. Appendix -7, Pension compilation.
Group Insurance Scheme 1980

ANNEXURE-Ds

1. **Scope.**- The Scheme, which is compulsory to all the Central Government employees, (including Departmental Canteen employees) provides at a low cost and on contributory and self financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lumpsum payment to augment their resources on retirement

2. **Insurance and saving Funds.**- A portion of the subscription is credited to the Insurance Fund and the other portion to the Savings Fund which earns interest at the prescribed rate compounded quarterly. The apportionment is at 30% to Insurance Fund and 70% to Savings Fund with effect from 1-1-1988 are the assumed mortality rate of 3.60 per thousand per annum -Para 8.2

3. **Membership.**- Employees are enrolled as members of the Scheme only from 1st January every year. If an employee enters service on or after 2nd January in any year, he is enrolled as a member only from 1st January of the next year from the actual date of appointment to 31st December, he will be entitled only to Insurance cover

   **NOTE.**- Re-employed Defence personnel-availng of the of the extended insurance cover under the Group Insurance Scheme applicable to the members of the Armed Forces shall not be admitted to this Scheme until expiry of the extended Insurance cover

4. **Promotion during the year.**- On regular promotion of a member to a higher Group after the 1st January in any year, his subscription will be raised only from the 1st January of the next year. As for example, a Group 'C' employee is promoted to Group 'B' on 2-1-2006. His subscription and Insurance Cover will be Rs 30 p.m and Rs 30,000 till the end of December, 2006 and will be raised to Rs 60 p.m and Rs 60,000 respectively from January, 2007. Once an employee is admitted to the higher group, his subscription and Insurance Cover will continue to be at the same rate, even if he is subsequently reverted to the lower group for any reason

5. **Recovery of subscription for a month will be effected from the pay for that month, i.e., for January, from the pay for January payable on the last day of January**

   Subscription is payable till the end of service including the month in which an employee retires, dies, resigns, or is removed from service. If an employee dies during a month before recovery of subscription for that month, his dues will be paid after deducting the subscription

6. **Interest on arrear of subscription**- Arrears of subscriptions of an employee who was on extraordinary leave for any period will be recovered with interest due under the scheme from his salary for the month following the month in which he resume duty in not more than three instalments. If an employee dies while on extraordinary leave, the arrears of subscription
due from him will be recovered with compound interest at 8% per annum rounded to the nearest whole rupee from the amount payable under the scheme.

No interest will be levied on the arrears if the non-recovery is due to delayed payment of salary.

7. **Benefits Payable.** - (I) Retirement, Resignation etc. The employee will be paid as per the Table of benefits-

   (i) Lumpsum due to him out of the Savings Fund for entire period of membership in the lowest group, and

   (ii) amount(s) due to him for the additional units by which subscription was raised due to promotion - for the period from which the rate was raised, to the date of cessation of membership.

   (b) Death while in service. "The nominee/heir will be paid-

   (i) the amount of appropriate Insurance Cover to which the employee was entitled at the time of death, and

   (ii) lumpsum and amount(s) as in the case of (a) above, for the period till the date of death,

   (iii) only the Insurance Cover, if death takes place before becoming a member.

9. **To whom payable.** - (a) When there is a valid nomination to the nominee(s), in the manner indicated in the nomination.

   **Nomination:** If the employee has a 'family', he shall make such nomination only in favour of a member or members of his "family". However, a female subscriber can exclude her husband from her family for the purpose of this Scheme by a notice in writing to the Head of Office.

   "Family" means husband or Wife or Wives, parents, children, a ward, minor brother, un-married sister, deceased son's widow children, and where non of the parents of the members of the Scheme is alive a paternal grandparent.

   If any of the nominated members of the family subsequently ceases to be the member of the family is any of the circumstances, nomination made in favour of such member could became invalid for example, a minor brother on attending or an un-married sister on getting married, their share of insurance amount in such cases, will be paid to other nominated members of the family in equal share.

   (b) In the absence of the valid nomination under the Scheme, nomination made under GPF CPF Rules, may be accepted for this purpose.

   (c) When there is no nomination even for GPF / CPF, the amount will be paid in equal shares to the widow, widows, minor sons and unmarried daughter's. In the case of sons and daughters, their mother, who is not a muslim lady will be denoted to be the natural guardian and their shares can be paid to the mother without production of guardianship certificate.

   Guardianship certificate is necessary in the case of muslims. In the absence of any of the above members, payment will be made in equal shares to other members of the family. In the absence of any eligible member of the family, the payment may be made to other legal heirs on production of
succession certificate issued by a competent Court of Law Paras 19 10& 19 11 of Swamy’s Hand Book

10. Dividing an eligible persons from receiving amount

If a person who, in the event of death of a Government servant who eligible to receive the insurance amount, is charged with the offence of murdering the Government or for abetting in the commission of such an offence, his /her claim to receive insurance amount will be suspended till the conclusion of the criminal proceedings instituted against him/her, on the conclusion of the criminal proceedings, the person, if convicted will be debarred from receiving the share of insurance amounts, which will be paid in equal shares to other eligible persons. If acquitted, his/her share will be paid without any interest - Para 113

11. When whereabouts not known.- In case an employee's whereabouts are not known despite efforts by Police on due complaint to them, the accumulation from the Savings Fund will be payable to the nominees or heirs after one year following the month of disappearance of the employee, the insurance amount will be paid after elapse of seven years following the month of disappearance, on production of a proper and indisputable proof of death or a Degree of the Court presuming the employee to be dead as per Section 108 of Indian Evidence Act. Full subscription for one year following the month of disappearance and at the reduced rate of insurance premium alone for the next six year or till the month in which insurance cover is paid, whichever is later, together with interest shall be recovered from the heirs/nominees of the missing employee, when the dues become payable.

12. Recovery of Government dues not permissible.- The Scheme is in the nature of a contract between an employee and the Government. No recovery from the amount payable under the Scheme can be made excepting the dues under the Scheme or as specifically authorized by the employee. It is legally not permissible to adjust Government dues against the payment due to the employee or his nominee under the Scheme.

13. Financing from GPF/CPF is permissible only in exceptional circumstances when the financial position of an employee does not permit him to contribute both to GPF/CPF and Group Insurance Scheme. He may be permitted a non-refundable withdrawal from his GPF/CPF account of an amount equivalent to one year’s subscription paid towards the Scheme.

14. Income tax rebate is admissible for the amount of subscriptions paid under the Scheme as in the case of GPF/CPF contribution. Life Insurance premium, etc. except to the extent of the amount withdrawn from the GPF/CPF on account of such subscriptions.

1 The death of the employee concerned should have occurred in the actual performance of bona fide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.
Reservations and Concessions in Appointments

ANNEXURE-D6

1. Definition of SC/ST.- A person should belong to a Caste or a Tribe declared by the Central Government to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.

Further, a person claiming to be SC should profess either the Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If an SC person converted to a religion other than Hinduism / Sikhism / Buddhism and reconverts himself back to these religions, he will be deemed to have reverted to his original SC status. If he is accepted by the members of that particular caste as one among them.

2. (a) Certificate to be produced.- A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by any of the following authorities:

1) District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / I 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 Tahsildar

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

(b) Conditions to be added in the appointment order - The appointment order should state that the offer of appointment is subject to verification of SC/ST certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

3. SC candidate to intimate change of reason- Every SC member should immediately inform the appointing authority the event of any change of his/her religion.

4. Reservations in Direct Recruitment-

<table>
<thead>
<tr>
<th>SL No</th>
<th>Method of recruitment</th>
<th>% of reservation</th>
<th>Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct Recruitment on All India basis by Open Competition</td>
<td>15% for SC 7½ % for ST</td>
<td>200 Point Post-base</td>
</tr>
</tbody>
</table>
2 Organizations receiving candidates from a single common All India list prepared by SSC roster
3 Direct Recruitment on All India basis otherwise than by Open Competition 120-point post-based roster
4 Local Recruitment at Delhi Same as in 1 & 3 above
5 Direct Recruitment to Groups 'C' "I & 'D' posts normally attracting I candidates from a locality or a region The present 100 point vacancy based roster should be suitably revised as post-based
6 Organizations receiving candidates from SSC on the basis of Centre-linked zonal basis
7 Organization spreading into more than one State/UT (The roster will be drawn up with the help of Dept of Per & Trg, taking into account population of SC/ST in such areas)

5. Extent of application. Applicable to-
   (a) all services / posts in the non-industrial as well as in the industrial establishments under the control of the Government of India,
   (b) work-charged posts except those required for emergencies like flood / accident relief, etc Percentage of reservation will be as for Groups 'c' & 'D'
   (c) daily-rated staff, though reservation orders do not apply in toto, Sc/ST candidates will be recruited in such a way that their total representation does not fall below the prescribed percentage
   (d) casual workers appointed against regular posts Shortfall will be adjusted by appointment of SC/ST candidates from outside

Not applicable : -
   (a) post in Department of Space and trainees under the Department of Atomic Energy,
   (b) ex cadre posts But if they are in existence for a long time, the question of including such posts in the cadre should be considered
   (c) posts filled by deputation But eligible SC/ST candidates should be duly considered, if the number of posts is fairly substantial, a fair percentage should be filled by SC/ST subject to availability
   (d) certain categories of Scientific / Technical personnel (earlier exempted from the reservation provisions) in respect of posts up to and including lowest grade in Group' A'
   (e) Temporary appointment of less than 45 days' duration

6. Reservations in Promotions.- The percentage of reservations in promotions, wherever applicable are the same as for direct recruitment on All India basis by open competition Reservations are applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%
7. **Promotions/appointments to Selection Grade posts.** Reservation orders are applicable, as for selection-cum-seniority / 'selection by merit' method or seniority-cum-fitness method.

8. **Reservations in promotions.** Reservation for SCs/STs in promotions will continue till such time as the representation of each of the categories in each cadre reaches the prescribed percentages of reservation - OM, dated 13-8-1997 [Order No 29]

9. **Relaxations / Concessions admissible to SC/ST in direct Recruitment.**
   (i) Age - Maximum age-limit up to five years, for all posts
   (ii) Minimum standard in Examination /Interview - If adequate number of SC/ST candidates satisfying the minimum standard is not available, shortfall will be adjusted by relaxing the minimum standard, provided they are not considered unsuitable. There will be no relaxation in qualification and/or minimum number of marks / grade
   (iii) Less than minimum standard - In the case of non-technical and quasitechnical Groups 'C' and 'D' filled by direct recruitment instead of through written examination, if SC/ST candidates are not available even under relaxed standards, shortfall will be adjusted by appointment of the best among the remaining SC/ST candidates with minimum educational qualifications
   (iv) Exemption from fee - Candidates are fully exempted from fees for admission to any examination for recruitment / selection
   (v) Separate interviews - For direct recruitment against reserved vacancies, separate interviews will be held for SC/ST candidates so that they are not adjudged along with general candidates
   (vi) In respect of candidates selected, by relaxed standards, special training / programme including in-service training should be given to enable them to come up to the standards of other candidates

10. **Relaxations / Concessions in promotions.**
   (i) Age - Where an upper age-limit not exceeding 50 years is prescribed for promotion, it should be relaxed by five years
   (ii) Departmental Competitive Examination - SC/ST candidates who have not acquired the general qualifying standard should also be considered for promotion, if they are not considered unfit for such promotion, by relaxing the qualifying standards in their favour
   (iii) Departmental qualifying examination - Suitable relaxation in the qualifying standard in such examinations should be made in the case of SC/ST candidates
   (iv) Seniority - SC/ST Government servants shall, on their promotion by virtue of rule of reservation/roster, be entitled to consequential seniority also OM, dated-21-1-2002
   (v) Ad hoc promotions - Ad hoc promotions will be considered against vacancies in excess of 45 days. No formal roster is required to be maintained, but a simple register called 'Ad hoc promotion Registrar' will be maintained - OM, dated-30 04 1983 (Order No 23)
   (vi) No adjustment of meritorious candidates against reserved points - SC/ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualifications will not be adjusted against the reserved points of the reservation roster. They will be adjusted against unreserved points. However, it is not applicable to promotions by non-selection method - OMs, dated 11-7-2002 and 31-1-2005
SC/ST candidate to be considered against unreserved vacancy also- SC/ST candidates within the normal zone or consideration in the feeder grade will be considered for promotion against an unreserved vacancy along with other candidates treating him as if he belongs to general category. If selected, he will be appointed to the post adjusting him against the unreserved point - OM, dated 11-7-2002.

Retention of SC/ST status by meritorious candidates - SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future I further promotions, if any. OM, dated 11-7-2002.

Zone of consideration of candidates for promotion - When sufficient number of SC/ST candidates are not available in the normal zone of consideration for promotion to selection posts, the normal zone will be extended to five times the number of vacancies in respect of SC/ST candidates only - OM, dated 22-4-1992 and 15-11-2002.

14. Liaison Officer.- An officer in the rank of Deputy Secretary is appointed in each Ministry to ensure compliance of the reservation orders issued in favour of SCs/STs, to ensure prompt disposal of grievances and to scrutinize and consolidate statistical data. Liaison Officers are also to be nominated in the offices of Heads of Departments and in each Attached/ Subordinate-Offices - Section 2.

Reservations for Socially and Educationally Backward Classes (OBCs)
[Swamy's - Reservations and Concessions]

ANNEXURE-D

1. Definition.- OBCs for purposes of reservation would comprise of the castes and communities which are commonly mentioned in both the lists in the Mandal Commission Report and the State Governments' lists. A list of such common categories has been brought out by the Ministry of Welfare. However, from this list, certain persons/sections will be excluded. The rest will be entitled for reservation - OM, dated 8-9-1993 and 6-9-2001 [Order No 1].

2. (a) Certificate.- Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to anyone of the Creamy Layers dated 29-12-1993 [Orders Nos 2 & 3].

(b) Conditions to be added in the appointment order.- The appointment order should state that the offer of appointment is subject to verification of SC/ST certificate and if the verification reveals that the claim is false, the services will be terminated forthwith without assigning any further reasons.

3. Reservations only in direct recruitment.- 27% in civil posts/services are reserved for OBCs. No reservation in promotions.

EXEMPTIONS.- Scientific/technical posts for conducting organizing, guiding and directing research, which are above the lowest Group A' grade are exempted from the purview of reservations - OM, dated 13-5-1994 [Order No 6].

4. Relaxations and concessions -
   (i) Age-limit for direct recruitment - Three years, for all posts.
(ii) Meritorious candidates not to be adjusted against reservation - OBC candidates recruited on the basis of merit on the same standards as for general candidates will not be adjusted against the 27% reservation

(iii) Minimum standard in examination / interview - In respect of written examination I interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST

5. Separate Liaison Officer for OBC.- Deputy Secretary-in-charge of Administration or an officer of equivalent rank in each Ministry/Department Attached and Subordinate Offices will be appointed as Liaison Officer separately to look after work relating to matters' Of reservation for OBCs - OM, dated 1-10-1997

3. Post-Based Reservation Roster.

| For Scheduled Castes -15% (30 points) |
|---|---|---|---|---|
| 7 | 41 | 74 | 107 | 140 | 174 |
| 15 | 47 | 81 | 114 | 147 | 180 |
| 20 | 54 | 87 | 121 | 154 | 187 |
| 27 | 61 | 94 | 127 | 162 | 194 |
| 35 | 68 | 99 | 135 | 168 | 199 |

| For Scheduled Tribes 1T % (15 points) |
|---|---|---|---|---|
| 14 | 55 | 95 | 136 | 175 |
| 28 | 69 | 108 | 148 | 188 |
| 40 | 80 | 120 | 160 | 198 |

| For Other Backward Classes - 27% (54 points) |
|---|---|---|---|---|---|---|---|
| 4 | 26 | 49 | 71 | 93 | 115 | 138 | 161 | 182 |
| 8 | 30 | 52 | 75 | 97 | 119 | 141 | 163 | 186 |
| 12 | 34 | 56 | 78 | 100 | 123 | 145 | 167 | 189 |
| 16 | 38 | 60 | 82 | 104 | 126 | 149 | 171 | 193 |
| 19 | 42 | 63 | 86 | 109 | 130 | 152 | 176 | 197 |
| 23 | 45 | 67 | 89 | 112 | 134 | 156 | 178 | 200 |
The remaining 101 points will be Unreserved.

Direct Recruitment on All India basis otherwise than by Open Competition - 120-point Roster (Annexure - IV to A M) Out of the specified 120 points, the reserved points will be-

For Scheduled Castes - 15% (20 points)

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<tr>
<th>7</th>
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<th>56</th>
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<td>25</td>
<td>49</td>
<td>73</td>
<td>97</td>
<td>119</td>
</tr>
</tbody>
</table>

For Scheduled Tribes - 7½% (9 points)

| 14 | 40 | 68 | 95 | 118 |
| 27 | 54 | 80 | 107 |

For Other Backward Classes - 27% (31 points)

| 4 | 24 | 44 | 63 | 82 | 101 | 120 |
| 8 | 28 | 47 | 66 | 86 | 105 |
| 12 | 32 | 51 | 70 | 90 | 09 |
| 16 | 35 | 55 | 74 | 94 | 113 |
| 20 | 39 | 59 | 78 | 98 | 117 |

The remaining 60 points will be Unreserved.

Local recruitment - The present 100-point vacancy-based roster maintained according to the proportionate population of SC/ST in different States is required to be revised suitably as Post-based rosters. Ministries / Departments have to prepare the revised rosters on the same principles Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in (i) above. No reservation for OBCs, all the remaining 155 points will be Unreserved.

EXPLANATORY NOTES.- Some of the important points of the Explanatory Notes given in Annexure-I to the O M, dated 2-7-1997 are

1. These rosters are not for determining seniority
2. The two fundamental principles in drawing up these rosters are (i) reservation to be kept within the prescribed percentage and (ii) total reservation not to exceed 50% of the cadre
3. The number of points in each roster will be equal to the number of points in the cadre. As and when cadre strength is increased or decreased, the roster will be expanded or contracted
(4) Separate rosters to be maintained for each type of recruitment, i.e., direct recruitment, promotion, etc. For example, if a 200-personnel cadre is to be filled by direct recruitment and for promotion on 50-50 basis, the rosters for direct recruitment and for promotion shall be 100-points each.

(5) Posts filled by transfer/transfer on deputation not to be entered in the roster.

(6) Roster will be operated on the replacement principle and not as a 'running account.' The points in the roster are fixed. Vacancies caused by retirement, etc., are to be filled only by the respective categories.

(7) SCs/STs/OBCs candidates selected on merit will not be shown against the reserved points but shown against Unreserved points.

(8) For initial operation of the roster, actual representation of the reserved categories in the cadre will be worked out and excess/shortage adjusted by future recruitment.

(9) In small cadres of up to 13 posts, please see the following model rosters and instructions given thereunder. The principles of operating these rosters will be found in the explanatory notes.

I. DIRECT RECRUITMENT ON ALL INDIA BASIS (A) BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

REPLACEMENT No

Cadre Strength

Initial Recruitment - 151 men

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<thead>
<tr>
<th>REPLACEMENT No</th>
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II. PROMOTION

Model Roster for cadre strength up to 13 posts

REPLACEMENT No

Cadre Initial

Strength Recruitment 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th

<table>
<thead>
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<th>REPLACEMENT No</th>
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<tr>
<td>1</td>
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<td>4</td>
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III RESERVATIONS AND CONCESSIONS IN APPOINTMENTS

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

5 UR UR SC UR UR UR UR UR ST
6 UR SC UR ur UR UR UR ST
7 SC UR UR UR UR UR UR ST
8 Uji UR UR UR UR UR ST
9 UR UR UR UR UR ST
10 UR UR UR UR ST
11 UR UR UR ST
12 UR UR ST
13 UR ST

NOTES:- (Common to both Direct Recruitment and Promotion)

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, 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 - OM, dated 2-7-1997 [Order No 1].

Other instructions:- (i) Grouping of posts - If the total number of posts in any cadre or grade is below 20, they should be grouped with posts in the same group, i.e., Group 'A', 'B', 'C' or 'D', taking into account the status, salary, qualifications, etc. A group should not ordinarily consist of less than 25 posts. This is applicable for direct recruitment only. Proposals for such grouping requires the approval of the Department of Personnel & Training. If grouping of posts is not found possible, the relevant model roster for cadre strength up to 13 may be adopted.

(ii) Posts of Safaiwala - These are filled generally by SC and should not be grouped with other isolated posts even if they are less than 20.

(iii) Separate roster for each grade/group - A separate roster will be maintained for each grade/group of posts. Again separate rosters are necessary for different methods of recruitment - OM, dated 2-7-1997 [Order No 1, Section 1].

4. Reservations for Persons with Disabilities
(Swamy's - Reservations and Concession,]

1. Categories.-

(i) Blindness or low vision,
(ii) Hearing impairment,
(iii) Locomotor disability or cerebral palsy [Includes all cases of Orthopaedically handicapped persons]

Reservation is admissible only for those who suffer from not less than 40 percent of relevant disability.
2. For Direct Recruitment.-Admissible for all Groups, viz Group 'A', Group 'B', Group 'C' and Group 'D'.

3. For promotion.-Admissible to Group 'D' and Group 'C' posts only in which the element of direct recruitment, if any, does not exceed 75 per cent [(i) within Group 'D' (ii) from Group 'D' to Group 'C' and (iii) within Group 'C']

4. Percentage of reservation.- Three per cent @ 1% for each of the three categories. However, the reservation of 3% shall be equally distributed between persons with the categories of disabilities for whom the post has been identified as suitable.

5. Identification of posts.- More than 1,000 jobs have been identified for appointment of these three categories.

6. Calculation of the number of vacancies reserved.- For Groups 'C' and 'D', total number of vacancies in a year will be calculated and the percentage worked out even though the vacancies include non-identified jobs. For Groups 'A' and 'B', vacancies calculated with reference to identified posts only.

7. Register.- A separate 100-point register will be maintained by Heads of Departments, divided into three blocks, i.e., 1-33, 34-66 and 67-100. Points 1, 34 and 67 to be earmarked for the three reserved categories. Candidates appointed as per these points should be placed in the appropriate category, viz., SC/ST/General, depending upon their category in the Reservation roster. After ascertaining the vacancies keeping in view the identified categories, the same procedure will be followed for promotion. For this purpose also, separate registers will be maintained.

8. Inter se exchange.- If a candidate of a particular category is not available or if the nature of vacancy is such that, a given category cannot be employed, the vacancy may be exchanged for a vacancy against another, among the three categories.

9. Carry forward of reservation.- Unfilled reserved vacancies will be carried forward to the next block in the same year first. Unfilled vacancies at the end of the year will be carried forward to the three subsequent years.

10. Relaxation and Concessions.-

   (i) Age
   
   For Group- 'C' & 'D' 10 years for recruitment through SSC / Posts / service Employment Exchange
   
   For Group 'A' & 'B' 10 years for recruitment through Open Competitive Posts / service examinations and 5 years in other cases
   
   In respect of SC/ST/OBC candidates-, this is over and above the admissible relaxation of 5 years for SC/ST and 3 years for OBC.

   (ii) Fee.- Candidates are exempted from examination fee/application fee for competitive examination and selection by UPSC/SSC for all posts.

   (iii) Standards in direct recruitment / Promotion.- Same as for SC/ST, i.e., those not in the merit list can also be considered if they are not found unfit. But no relaxation in promotion.

   (iv) Typing Test.- Those holding clerical posts, if certified by the Medical Board attached to the Employment Exchange for handicapped as unable to type, are exempted from passing Typing Test.

   (v) Earmarking one 'Chair Caner' post for blind.- One of the Group 'D' posts will be earmarked for appointment of 'Chair Caner' in all the Ministries / Departments, No minimum qualification, enough if the candidate knows canning.

   (vi) Transport allowance.- Admissible in lieu of Convey Allowance.

   (vii) Posting near native place.- Handicapped candidates recruited to Groups 'C' and 'D' posts on regional basis may be given posting, near their native places as far as possible, subject to administrative constraints. Requests for transfer...
to or near their native places may also be given preference in the case of physically handicapped employees in Groups 'A', 'B', 'C' and 'D'.

11 Liaison Officers.- Same as for SCs/STs

Reservations for Meritorious Sportspersons

[Swamy's - Reservations and Concessions]

ANNEXURE-Ds

1. Eligibility - (i) Persons who have represented a State or the country in the National or International competition in any of the games/sports listed below

(ii) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these games

(iii) The State Schools Teams in the National Sports I Games conducted by the All India School Games Federation in any of these games I sports

(iv) Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive

List of Games / Sports.- Archery, Athletics (including Track and Field events), Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Power lifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball Weight-lifting, Wrestling and Yachting

2. Extent of reservation.- No specific percentage of reservation is prescribed Ministries I Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of all types do not exceed 50% of the total number of vacancies

3. Posts to which reservation applicable.- Group 'C'/D' post filled by direct recruitment otherwise than through the UPSc. No reservation is permitted in direct recruitment to Group' A '/B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportsperson. No reservation preference is permitted in promotions. The fact may be taken into account in assessing the overall merit.

4. Recruitment procedure.- Ministries / Department may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidate fulfills the eligibility criteria and also the minimum educational qualifications, etc. Appointment may be made

5. Placement in the reservation roster.- Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/OBC/General category to which he belongs. For example, if the candidate belongs to SC, adjustment will be against the point reserved for SC- OM, dated 29-11-1996 [Order No. II]

6. Age Relaxations.- Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment to all Groups of Civil posts/services filled otherwise than through competitive examinations conducted by the UPSc -Section-5
Reservations for Ex-Servicemen

[Swamy's - Reservations and Concessions]

ANNEXURE-D

1 Definition.- 'Ex-Serviceman' means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel

Army Postal service personnel who retire directly from APS without reversion to P & T Dept with a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical voucher disability pension are also treated as Ex-Servicemen -OM, dated 19-7-1989

It also includes a person who retired, or was released on medical grounds or due to reduction in the establishment, or was released after completing the specific period of engagement

2. Reservation.- Ten per cent of the vacancies in Group 'c' and twenty per cent in Group 'D' posts are reserved for Ex-Servicemen in direct recruitment only. No reservation is allowed in promotions

3. Recruitment procedure.- Vacancies will be notified to the DG (R) and the Rajya and Zilla Samik Boards, as also to Ex-Servicemen Cell. Along with the application, the applicant has to submit an undertaking in the prescribed format that he had been duly released/retired/discharged from the Army Forces

4. Placement in the Roster.- An Ex-Serviceman selected for appointment should be placed against the category to which he belongs. For example, if he belongs to SC he should be placed against the point for SC

5. Reservation benefit only in the first civil employment.- Once an Ex-Serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Servicemen is admissible to such re-employed persons for securing another employment in a higher grade or cadre in group ‘C’ and ‘D’

6. Relaxations and concessions.-

(i) Age - (a) Three years over and above the period of service rendered in the Army, Navy and Air Force. Disabled Defence Service personnel eligible for appointment to Group 'C' posts filled through competition examination will be allowed 3 years' age relaxation (8 years in the case of SC/ST). For Group 'C' I 'D' posts filled through Employment Exchange for such disabled personnel, the maximum age-limit is raised to 45 years (50 years in the case of SC/ST).

(b) For Group 'A'/ 'B' posts filled by direct recruitment by UPSC on All India Competitive Examination, five years' relaxation is admissible for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs with 5 years' military service released on completion of assignment, on invalidment and due to physical disability attributable to military service

(ii) Educational Qualifications - Ex-Servicemen with not less than three years' service in the Armed Forces is exempted from possession of the prescribed educational qualifications for Group 'D' posts. For Group 'C', minimum educational qualification may be relaxed at the discretion of
the appointing authority, if such minimum qualification is Middle School Standard and the Ex-Servicemen has put in at least three years' service in the Army and is otherwise found suitable. A matriculate Ex-Serviceman with 15 years' service in the Armed Forces will be considered eligible for posts for which graduation is prescribed, if work experience of technical or professional nature is not essential or if the appointing authority is satisfied that the Ex-Servicemen will perform the duties by undergoing on the job training for a short duration. Relaxation of educational qualification as above applies for promotion also.

(iii) General standard/or selection - Required standard may be relaxed, if persons for all the vacancies are not available and if such relaxation will not affect the performance by such candidate.

(iv) Application/examination/fee - Exempted for examinations conducted by UPSC/SSC and the Institute of Secretariat Training and Management for filling the vacancies reserved for them in various Group 'C' posts.

(v) Special Concessions/or Disabled Ex-Servicemen - If the disability is attributed to military service, he will be accorded Priority-I along with a retrenched employee for appointment to Groups 'C' and 'D' posts filled by direct recruitment. Up to two members, each of the families of defence service personnel (widow, son/daughter/near relative who agree to support the family) will be granted priority immediately after the disabled Ex-Servicemen, i.e., Priority II-A. Medical Certificate of Fitness granted by a Demobilization Medical Board of the Defence Services would be considered adequate for appointment to all posts.

(vi) TA to handicapped Ex-military personnel called for interview - The concessions regarding grant of TA to SC/ST called for interview are also extended on the same scale. Procedure for drawl and payment will also be the same - [GIOs below SR 132]

6. Liaison Officers.- Officer appointed to look after the reservation matters of SC/ST would also be the LO for reservation matters relating to Ex-Servicemen and physically handicapped - OM, dated 10, Section- 4.