



Government of West Bengal
Irrigation & Waterways Department
JalasampadBhavan(3RD Fl.); Salt Lake; Kol-91

No. 838-IE-3M-66/2015(pt.)

Date: 06/04/2021

From: Joint Secretary to the
Government of West Bengal.

To :

1. The Chief Engineer, South, Irrigation & Waterways Directorate, JalasampadBhavan, 1st floor, Bidhannagar, Kolkata-700091.
2. The Chief Engineer, West, Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist.-Burdwan, Pin-713101.
3. Chief Engineer, South West, Irrigation & Waterways Directorate, Khusjungle, Midnapur, Dist.-PaschimMedinipur, Pin-721102.
4. The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, JalasampadBhavan, 4th floor, Bidhannagar, Kolkata-700091.
5. The Chief Engineer, North, Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
6. The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, JalasampadBhavan, 1st floor, Bidhannagar, Kolkata-700091.
7. The Chief Engineer, North East, Irrigation & Waterways Directorate, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101.
8. The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, TeestaSechBhavan, 2nd Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
9. Project Director, SPMU, Irrigation & Waterways Directorate, Jalsampad Bhavan, 9th Floor, Salt Lake, Kolkata-700 091.

- Ref: -**
1. Memo No. WBREDA dated – Nil of West Bengal Renewable Energy Development Agency (An Agency under the Government of West Bengal), Bikalpa Shakti Bhawan, Salt Lake Electronics Complex, Block- EP & GP, Plot-J-1/10, Sector-V, Kolkata-700091.
 2. Memo No. 649-F(P1), 651-F(P1), 650-F(P1) dated 18.02.2021 of Finance (Audit) Department, Nabanna, Mandirtala, Howrah-711102
 3. Memo No. 702()-BCW/MR-14/2021 dated 05.03.2021 of Backward Classes Welfare Department, Administrative Building, 4th & 5th Floor, Block- DJ-4, Sector-II, Bidhannagar, Kolkata-91.

Undersigned is directed to enclose herewith the above mentioned references for his perusal and taking necessary action from his end.

Enclo: As above

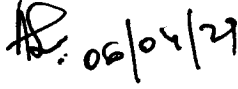

Joint secretary to the
Government of West Bengal

No. 838/1(4)-IE-3M-66/2015(pt.)

Date: 06/04/2021

Copy forwarded for information and necessary action to:

1. Sr. P.A. to the Additional Chief Secretary, I&W Department.
2. P.A to the Secretary, I&W Department.
3. The Joint Secretary (R) / Joint Secretary (W) / Joint Secretary (E)/ Joint Secretary (T), I&W Department.
4. ✓ The Executive Engineer, DVC Study Cell, I & W Dte.----- He is requested to upload the same to this department's official website.
5. Guard file.


Joint secretary to the
Government of West Bengal

EH-443 (21.5.21)
WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY

(An Agency under the Government of West Bengal)

Bikaipa Shakti Bhawan, Salt Lake Electronics Complex, Block-EP & GP,
Plot-J-1/10, Sector-V, Kolkata-700091

Phone no: 033-2357-5038

Website: www.wbreda.org

Memo No: WBREDA/

Date:

PUBLIC NOTICE

Recruitment to the Post of Superintending Engineer, WBREDA

West Bengal Renewable Energy Development Agency (WBREDA), the State Nodal Agency (SNA) for implementation of Non-Conventional and Renewable Energy Programmes in the State of West Bengal invites application from retired Engineers (Electrical) of any Government Department not below the rank of Superintending Engineer with vast experience in Engineering works in Govt. Offices and competency in using MS Office package for engagement to the post of Superintending Engineer, purely on contractual basis initially for a period of 01 (one) year with provision of further renewal based on requirement of the service, performance and further suitability of the post for the assigned task. The details are given below:

1. Age: Not exceeding 62 years as on 01.01.2021.
2. Place of Posting: Kolkata.
3. Remuneration: Consolidated Rs. 50000/- (Rupees fifty thousand) only per month.
4. Process of Application: Interested candidates are requested to apply to the Director, WBREDA in the "Application Format" shared and email a signed scanned copy of the same to wbredaorg@gmail.com with subject "Application for the post of Superintending Engineer" positively by 5:30pm on
5. Mode of Selection: Superintending Engineer will be selected on the basis of interview after sorting of applications received. The interview may be held through any suitable online platform. The decision of WBREDA is final regarding short-listing of candidates for interviews.

Director-in-Charge

Memo No: WBREDA/

Date:

Copy forwarded for information and wide publicity to :-

- 1) The Director of Information , I&CA Dept, Govt. of West Bengal
- 2) The Joint Secretary, P&AR Department with an additional request to publish on Banglar Mukha Website
- 3) The Joint Secretary..... Department, Govt. of West Bengal
- 4) The Commissioner, Bidhannagar Municipality
- 5) The Sub-Divisional Officer, Bidhannagar
- 6) The NDC, O/o DM, North 24 Paraganas
- 7) The Joint Director of Employment Exchange, Dum Dum Employment Exchange
- 8) The DICO, North 24 Paraganas
- 9) The Administrative Officer, NKDA
- 10) PS to Hon'ble MIC, NRES Department
- 11) PA to the Secretary, NRES Department
- 12) PA to the Director, WBREDA
- 13) Notice Board & website of WBREDA
- 14) Chief Accounts Officer, WBREDA
- 15) Administrative Officer-cum-P.R.O, WBREDA
- 16) Accounts Officer, WBREDA
- 17) Office Copy

Additional Director & Chief Executive Officer

Application Format for the post of Superintending Engineer, WBREDA

Sl. No.	Particulars	Details
01	Name	
02	Date of birth	
03	Address	
04	Mobile No	
05	Email id	
06	Educational Qualification	
07	Date of joining in the service	
08	Date of retirement	
09	Pay at the time of retirement	
10	Basic Pension	
11	Names and designations of two serving government servants (as referees)	

12. Detail of postings held in the last three years prior to retirement:-

Sl. No.	Designation of Post held	OFFICE/ Department	PERIOD	Brief Description of Duties	Remarks if any
1					
2					
3					
4					
5					

13. Undertaking to be signed:- I, Smt./Shri do hereby certify that the information given above by me are true and if subsequently found to be false, the authorities of WBREDA may take any legal action against me.

(Signature of candidate)

Date:

Place:

Source 22 cr / 50
50(E) 18/3/20
DR 173

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 649-F(P₁)

Dated, Howrah, the 18th February, 2021.

MEMORANDUM

Subject: Grant of Tiffin Allowance for overtime work to the Mechanical Staff (Automobiles) engaged in maintenance and repair of Government Vehicles


Consequent upon the recommendation of the Sixth Pay Commission in respect of Tiffin Allowance for overtime work admissible to the Mechanical Staff (Automobiles) employed in the Pool Car Establishment, the Governor has been pleased to order in supersession of this Department Memo.No.11141-F(P) dated 18th December,2009 that the regular and whole time Mechanical Staff employed in the Pool Car Establishment in the Districts including Kolkata under the Transport Department and other Departments will get Tiffin Allowance @ Rs.30/- per hour subject to a maximum of Rs.180/- per working day and also subject to the following terms and conditions:-

- a) No allowance shall be payable to an individual for overtime work beyond 6 hours on any day and beyond 46 hours in a month;
 - b) Duties on Sundays and holidays for which weekly off or Compensatory Leave is granted shall not be taken into account for payment of Tiffin Allowance;
 - c) The total Tiffin Allowance payable to an individual employee in a month shall not exceed one third of the revised basic pay of the individual concerned;
 - d) Payment of Tiffin Allowance shall have to be made out of the existing budget provision for the concerned Department/Office and no extra allocation will be made on this account.
2. Nothing of this memorandum shall apply to the Mechanical Staff employed in the Directorate of Tourism, Police and Fire & Emergency Services.
 3. This also supersedes the provisions laid down under para 20 of Finance Department's Memo. No.5563-F dated 25.09.2019.
 4. This will be deemed to have taken effect from 1st January, 2020.

Sd/- D.K.Roy
Joint Secretary to the
Government of West Bengal.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Additional Chief Secretary, Governor of West Bengal, Raj Bhawan, Kolkata.
4. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department, Govt. of West Bengal.
5. The Commissioner,.....Division
6. The District Magistrate/District Judge.....
7. The Superintendent of Police.....
8. The Sub-Divisional Officer,.....
9. The Treasury Officer,
10. The Director of Treasury & Accounts, 4, Lyons Range, Kolkata-700001.
11. The Registrar General, Calcutta High Court.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700106.
15. TheDepartment/ Directorate
.....
16. P.A. to Principal Secretary, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
17. The Director of Health Service, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
18. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
19. Office Copy.


 Joint Secretary to the
 Government of West Bengal

No. : 651-F(P1)

Dated, Howrah, 18th February, 2021

MEMORANDUM

Subject : Grant of Tiffin Allowance for overtime work to the Non-Mechanical Staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Pumpman, Chowkidar, Attendant of Kolkata Pool Car Office engaged for emergency duty.

In view of emergent nature of job in Kolkata Pool Car office and in view of revision of Tiffin Allowance for overtime work in respect of Mechanical Staff (Automobiles) vide Memo No. 649-F(P1) dated 18.2.21, the undersigned is directed to state that the revision of the rate of Tiffin Allowance for overtime work in respect of the non-mechanical staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Chowkidar, Attendant employed in the Pool Car establishment was under consideration of the Government for quite sometime past.

2. After careful consideration of the matter, the Governor has been pleased to order in supersession of Transport Department's previous Memo. No. 1301-WT/TR/O/2E-10/2000 dated 15th February, 2001 that regular and whole time non-mechanical staff viz., Duty Clerk, Chowkidar-cum-Pumpman, Pumpman, Chowkidar, Attendant employed in the Pool Car office, Kolkata under the Transport Department will get Tiffin Allowance for duties beyond normal working hours @ Rs. 30/- per hour subject to a maximum of Rs. 180/- per working day and also subject to the following terms and conditions :-

- (a) No allowance shall be payable to an individual for additional hours of works exceeding 6 (six) hours on any day and beyond 46 (forty six) hours in a month ;
 - (b) Duties on Sundays and holidays for which weekly off or Compensatory Leave is granted shall not be taken into account for payment of Tiffin Allowance ;
 - (c) The total Tiffin Allowance payable to an individual employee shall not exceed one third of the revised basic pay of the individual concerned ;
 - (d) Payment of Tiffin Allowance shall have to be made out of the existing budget provision for the concerned Department/Office and no extra allocation will be made on this account.
3. This will be deemed to have taken effect from 1st January, 2020.

Sd/- D.K.Roy
Joint Secretary to the
Government of West Bengal

No.651/1(400)-F(P₁)

Dated, Howrah, 18th February, 2021

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Additional Chief Secretary, Governor of West Bengal, Raj Bhawan, Kolkata.
4. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department, Govt. of West Bengal.
5. The Commissioner,.....Division
6. The District Magistrate/District Judge.....
7. The Superintendent of Police.....
8. The Sub-Divisional Officer,.....
9. The Treasury Officer,
10. The Director of Treasury & Accounts, 4, Lyons Range, Kolkata-700001.
11. The Registrar General, Calcutta High Court.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700106.
15. TheDepartment/ Directorate
.....
16. P.A. to Principal Secretary, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
17. The Director of Health Service, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
18. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
19. Office Copy.

Ray

Joint Secretary to the
Government of West Bengal

No.: 650-F[P.]

Dated: 18.02.2021.

MEMORANDUM

Subject: Grant of Special Allowance [for overtime work]/Daily Allowance to the Automobile Drivers and Cleaners, Helper and Khalasis accompanying Government Vehicles on duty.

Consequent upon revision of Tiffin Allowance for overtime work in respect of Mechanical Staff [Automobiles] vide Memo No.649-F[P.], dated 18.2.21, the Governor has been pleased to order in supersession of this Department memo No.11142-F[P], dated 18th December, 2009 that all regular and whole time Drivers employed under Government and all regular and whole time Cleaners, Helpers and Khalasis accompanying Government vehicles shall draw Special Allowance/Daily Allowance at the rate and in the manner as prescribed below:

[i] When Drivers, Cleaners, Helpers and Khalasis have to remain on duty with the Government Vehicles continuously for a period exceeding 8 hours a day [including the period of driving in case of Drivers], other than on holidays and half holidays, they may draw for each hour of duty in excess of 8 hours in a day, a Special Allowance of Rs.30/- per hour subject to a maximum of Rs.180/- per working day.

Provided, however, Special Allowance which will be payable to a Driver/ Cleaner/ Helper/ Khalasi shall not in any month exceed one third of the revised basic pay of the Driver/ Cleaner/ Helper/ Khalasi concerned.

[ii] When a Driver/ Cleaner/ Helper/ Khalasi proceeds on duty with the vehicle outside a radius of 8 km. he may draw daily allowance as admissible to other State Government employees performing journey by Government vehicles. The drawal of daily allowance by Drivers/ Cleaners/ Helpers/ Khalasis for the journey mentioned above is subject to the maximum laid down therein or special allowance at the rate mentioned in sub para (i) above subject to maximum as laid down therein or daily allowance on any day on which such journeys are undertaken.

[iii] For the purpose of calculation of Special Allowance, period upto 30 minutes should be ignored and those over 30 minutes in the aggregate should be counted for a full hour.

[iv] (a) Special Allowance to Drivers/ Cleaners/ Helpers/ Khalasis of Government vehicles for duties on Sundays and holidays shall be admissible @ Rs.420/- per day for the entire duty hours subject to ceiling of 14 hours of duty on such days over and above the monthly ceiling of one third of revised basic pay.

(b) The Drivers/ Cleaners/ Helpers/ Khalasis of the Offices where second and fourth Saturdays of every month are observed as holidays will be entitled to draw Special Allowance for overtime work for the second and fourth Saturdays treating them as holidays.

(c) The Drivers/ Cleaners/ Helpers/ Khalasis of offices in which Saturdays are half working days will be entitled to draw Special Allowance for remaining on duty continuously for a period exceeding 5 hours, the maximum hours of overtime admissible for such allowance being limited to 6 hours only. Such allowance will be subject to the overall monthly ceiling of one third of the revised basic pay. In respect of any other half holiday declared by the Government on special occasions, Drivers/ Cleaners/ Helpers/ Khalasis of Government vehicles will be allowed to draw special allowance for overtime work in the same manner.

2. Nothing in this memorandum shall apply to the Drivers/ Cleaners/ Helpers/ Khalasis employed in the Directorate of Tourism, Police and Fire & Emergency Services.

3. This will be deemed to have taken effect from 1st January 2020.

Sd/- D.K.Roy
Joint Secretary to the
Government of West Bengal.

17 MAR 2021

No. 658/1(400)-F(P.)

Dated, Howrah, 18th February, 2021

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Additional Chief Secretary, Governor of West Bengal, Raj Bhawan, Kolkata.
4. The Additional Chief Secretary/Principal Secretary/Secretary, *Immigration & Waterways Deptt.*
Jalasampad Bhawan, Salt Lake, Department, Govt. of West Bengal.
5. The Commissioner, *Kol - 91.* Division
6. The District Magistrate/District Judge.....
7. The Superintendent of Police.....
8. The Sub-Divisional Officer,.....
9. The Treasury Officer,
10. The Director of Treasury & Accounts, 4, Lyons Range, Kolkata-700001.
11. The Registrar General, Calcutta High Court.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700106.
15. TheDepartment/ Directorate
16. P.A. to Principal Secretary, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
17. The Director of Health Service, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-91.
18. Shri Sumit Mitra, Network Administrator, Finance Department for uploading in the website of Finance Department.
19. Office Copy.

Phy
Joint Secretary to the
Government of West Bengal

S.O (E)
This may be circulated to all CCs and DPs. cc & 12w Directorate. 18.03.21

labib Bk
19/03/2021

EA-595
Dt-22/3/2021

GOVERNMENT OF WEST BENGAL
BACKWARD CLASSES WELFARE DEPARTMENT
ADMINISTRATIVE BUILDING, 4TH & 5TH FLOOR,
Block- DJ-4, SECTOR-II, BIDHANNAGAR, KOLKATA-91
WEBSITE : www.anagrasarkalyan.gov.in

No. 702 () - BCW/ MR-14/2021

Date: 05.03.2021

From : A. Subbaiah, IAS,
Principal Secretary to the
Government of West Bengal

To : The Additional Chief Secretary/Principal Secretary/ Secretary
to the Government of West Bengal

-----Department(All)

Subject : Strict Implementation of reservations for Other Backward Classes in employment student's admission in Educational Institutions in various Ministries/ /Departments / Institutions under Central/State Government.

Sir,

I would like to forward a copy of letter No.NCBC/11/01/38/2021-RW dated 03.02.2021, issued by the Chairman, National Commission for backward Classes, Government of India, along with a letter No. A36011/1/2013-Estt(Res) DoPT, dated 23.01.2014, circulating a Brochure on reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in services. Hon'ble Chairman has issued some directives on implementation of reservation for Other Backward Classes in employment and student admission

In the light of the above I am requesting you to circulate the letter issued by the Hon'ble Chairman of the Commission and to ensure effective implementation of reservation of OBCs in employment and admission in Educational Institutions.

Enclosure: As stated

Homel
Principal Secretary to the
Government of West Bengal

No. 702 ()/(2) - BCW

Date: 05.03.2021

Copy forwarded for information to:

2. The Secretary, Government of India, Ministry of Social Justice & Empowerment , New Delhi.
- 1.The O.S.D. to Chief Secretary, with reference to letter no. 430-OSD/24/02/21.

Homel
Principal Secretary to the
Government of West Bengal

23/02/21

AD-128/21



सत्यमेव जयते

Pr. Secretary, B.C. Dept.

Addl. Secy
B.C. Dept.

26/02

430-OSD

24/02/21

MR-14/2021

for may kindly like to see 11/2/21

भारत सरकार

Government of India

राष्ट्रीय पिछड़ा वर्ग आयोग

NATIONAL COMMISSION FOR BACKWARD CLASSES

(A Constitutional Body under Article 338B of the Constitution of India)

F.No. NCBC/11/01/38/2021-RW

Dated: 03.02.2021

Sub: Strict Implementation of OBC reservations in employment & students admissions in various Ministries/Departments/Institutions under Central/State Governments – reg.

Ref: (i). Govt. of India Letter No. A36011/1/2013-Estt(Res) DoPT, dated 23rd January 2014, circulating a Brochure on reservation for SC/ST and OBCs in Services.

Sir,

The Commission has been receiving several complaints, regarding the irregular appointments based on faulty rosters and irregularities in student admissions, by which Socially & Educationally Backward Classes are deprived of their posts & their admissions.

2. The Constitution of India has declared equality of opportunity in the matter of public employment and under Clauses (4) and (4A) of Article 16 of the Constitution, it is declared that nothing in the said Article shall prevent the State from making any provision for reservation of appointments or posts in favour of backward class of citizens, which in the opinion of the State is not adequately represented in the services under the State.

3. There have been several steps taken by the Central/State Governments by enacting laws/rules/orders for effective implementation of OBC reservations in posts & student admissions. However, the Governments have to monitor such effective implementation.

4. Objective of providing reservations to the Backward Classes (OBCs) in services & admissions is not only to give jobs to some persons belonging to these communities, but basically aims at empowering them and ensuring their participation in the decision making process of the State.

5. In this regard, it is reiterated that Hon'ble Justice B.P. Jeevan Reddy, while delivering the majority judgment in the matter of **Indra Sawhney & Ors Vs. UOI & Ors**, observed that public employment gives a certain status and power, besides the means of livelihood.

6. This commission constituted under Constitution of India through 102nd Amendment is empowered through Article 338B(5) as:

(5) It shall be the duty of the Commission—


1553/Pr. Secy/BCA

urgent
Debs
11/3

(a) to investigate and monitor all matters relating to the safeguards provided for the socially and educationally backward classes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards; and

(e) to make in such reports the recommendations as to the measures that should be taken by the Union or any State for the effective implementation of those safeguards and other measures for the protection, welfare and socio-economic development of the socially and educationally backward classes;

7. Hence, it is directed that a wide circulation of this directions be made to all Ministries/Departments/Institutions running under Central/State governments, and to see effective implementation of OBC reservations in posts & admissions as per the reservations Acts/rules/orders.


(Dr. Bhagwan Lal Sahani) 2/2/21
Chairman, NCBC

To,

1. All Secretaries of Ministries/Departments of Govt.
2. All Chief Secretaries of State Government /UTs of India.
3. Chairman/Managing Directors of CPSEs/SPSEs.

Copy to:

1. Secretary, Ministry of Social Justice & Empowerment, New Delhi.
2. Secretary, DoPT, North Block, New Delhi.

No.A36011/1/2013-Estt(Res)
Government of India
Ministry of Personnel Public Grievances & Pensions
Department of Personnel & Training

New Delhi dated 23rd January 2014

Subject: Brochure on reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in services

The brochure on reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in services was last updated by Department of Personnel & Training in the year 2011. In this connection this Department's O.M No. No.A36011/1/2011-Estt(Res) dated 17/11/2011 refers.

2. A few instructions have since been issued on the subject. An updated brochure has now been prepared by the Reservation Division which includes all orders and instructions issued up to the year 2013. The brochure has been posted on the DoPT's website at "persmin.nic.in" under 'OMs & Orders' → Establishment Reservation → Brochure on Reservation for SCs, STs and OBCs in Services. In this revised brochure, the relevant orders/instructions have been mentioned at the end of the concerned para/topic in each of the chapter. Further, the orders/instructions, referred in the brochure have also been hyperlinked to enable the reader to refer to them quickly.

3. As in the earlier brochure, this brochure also contains two parts. Part one of the brochures is self-contained and practically covers all aspects of the reservation in central services. However, relevant O.M's in para (2) should be referred to before taking decisions.

4. All Ministries/ Departments are requested to bring these instructions to the notice of all their Attached/Subordinate Offices as also the Public Sector Undertakings and Statutory Bodies, etc at the earliest.


(Sandeep Mukherjee)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India
2. Ministry of Railways (Railway Board), Rail Bhavan, New Delhi
3. 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.
4. National Commission of Scheduled Castes/ National Commission of Scheduled Tribes
5. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi

36011/1/2011-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated 17 November, 2011

OFFICE MEMORANDUM

Sub: Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services.

The undersigned is directed to say that an updated 'Brochure on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in Services of the Government of India has been posted on this Department's website www.persmin.nic.in.

2. It may be recalled that the Government had introduced post based reservation vide this Department's OM NO. 36012/2/96-Estt(Res) dated 2.7.1997. The OM, however, did not prescribe formats of registers for maintaining reservation on the basis of revised instructions, which have now been prescribed by the Brochure. Part I of the Brochure contains all the provisions on the subject, including reservation registers / reservation roster registers, in a simple and easy to understand style and is complete in itself. Nevertheless, relevant Office Memoranda in Part II thereof may be referred to in case of any doubt.



(Sharad Kumar Srivastava)
Under Secretary to the Govt. of India
Tel. Fax. 2309 2110

To

- I. All Ministries/Departments of the Govt. of India.
- II. Department of Financial Services, New Delhi
- III. Department of Public Enterprises, New Delhi
- IV. Railway Board, New Delhi.
- V. 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.
- VI. Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi - 110 001
- VII. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- VIII. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- IX. Information and Facilitation Centre, DOPT, North Block, New Delhi.
- ✓ X. NIC, DOPT