

(To be substituted for the letter bearing the same number & date)

Copy of letter No. 2812-2GSI-76/11578, dated 5th May, 1976 from the Chief Secretary to Government Haryana to all Heads of Departments Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and sub-Divisional Officers (Civil) in Haryana State and the Registrar Punjab and Haryana High Court and all the District and Sessions Judges in Haryana.

Subject —Reservation of post for Scheduled Castes, Backward Classes and Ex-servicemen under the services of Haryana State.

I am directed to address you on the subject noted above and to say that the State Government has reviewed the existing policy of reservation for ex-servicemen and persons belonging to Scheduled Castes and Backward Classes in the services of Haryana Government and has decided as follows:—

- (i) Separate rosters for direct recruitment and promotion as laid down in erstwhile Punjab Government letter No. 2360-4WGI-64/4860, dated the 24th March, 1964, and Haryana Government letter No. 5874-SW-71/21351-413, dated the 10th December, 1971, should be done away with and a single combined roster should be maintained both for direct recruitment and for promotion. Each year of recruitment is to be considered separately by itself and a fresh roster should be prepared for each calendar year. If there are only two permanent posts to be filled in a particular calendar year, then only one vacancy should be treated as reserved. If there is only one post to be filled in a calendar year, it has to be treated as un-reserved, irrespective of the fact that it occurs in the Model roster at a point of reservation.
- (ii) Henceforth, in a block of 100 posts, the following posts should be reserved for ex-servicemen and persons belonging to Scheduled Castes and Backward Classes :—
 - (a) *For persons belonging to Scheduled Castes*
(for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts.)
4-8-14-18-24-28-34-38-42-50-54-58-64-68-74-78-84-88-92 and 100.

(b) *For persons belonging to Backward Classes*

(for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts.)

46 and 96.

(c) *For ex-servicemen for direct recruitment to class III and class IV posts.*

2-6-10-12-16-20-22-26-30-32-36-40-44-48-52-56-60-62-66-70-72-76-80-82-86-90-94 and 98.

(iii) When a requisition for the reserved posts, in accordance with sub-para (ii) above is sent to the Haryana Public Service Commission/Subordinate Services Selection Board, it shall advertise the same. If as a result of this advertisement, suitable candidates for the reserved posts are not available, then these posts shall be re-advertised immediately by the Haryana Public Service Commission/Subordinate Services Selection Board, as the case may be, without awaiting further reference from the concerned department. If suitable candidates are not available even on the basis of the second advertisement, then the Commission/Board shall immediately re-advertise the posts for the third time indicating therein that if candidates belonging to the reserved categories are not available, the posts shall be filled by candidates belonging to the general category. This process shall be completed by the Commission/Board in the shortest possible time preferably by the end of the same year so that the reserved posts may not remain vacant for an unnecessarily long period. In respect of the posts on which experts are to be appointed, if suitable candidates are not available on the basis of the first advertisement, the Commission/Board shall re-advertise the posts immediately for the second time indicating therein that, if candidates belonging to reserved categories are not available, the posts shall be filled by candidates belonging to the general category. The Commission/Board shall keep the concerned department informed of these advertisement.

(iv) Unfilled reserved posts shall be carried forward for a maximum of two years subject to the condition that

this should not result in more than 50% reservation during any year, or on any particular occasion.

- (v) In erstwhile Punjab Government letter No. 2360-4WGI-64/4860, dated the 24th March, 1964 and Haryana Government letter No. 5874-SWI-71/21351-413, dated the 10th Dec., 1971, reserved posts have been shown in a block of 100 posts. It is not clear to various Departments whether reservation is to be given against the sanctioned number of posts or against vacancies occurring against sanctioned posts. For Example, a post may fall vacant a number of times if the person appointed against it is promoted, retired, proceeds on leave, goes on deputation etc. It means that the same post may fall vacant a number of time. It has now been decided that reservation should be given against posts, whether permanent or temporary and not against vacancies.
- (vi) All instructions issued from time to time in this behalf shall, however, continue to remain in force subject to above modifications. The modified instructions shall come into effect forthwith, it should, however, be ensured that the reservation made on the basis of the previous policy and the reservation which shall now be made does not exceed 50% of the total number of available permanent and temporary posts to be filled in during the year 1976, i.e. from 1st January, 1976 to 31st December, 1976.
- (vii) These instructions should be brought to the notice of all the officers working under you for strict compliance. Receipt of this communication may kindly be acknowledged.