

The Chief Secretary to Govt., Haryana

1. All Heads of Departments,
Commissioners, Ambala & Hissar Divisions,
All Deputy Commissioners and
Sub Divisional Officers (Civil) in Haryana State.
2. The Registrar,
Punjab and Haryana High Court,
Chandigarh.

Dated, Chandigarh, the 9th February, 1979.

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

Sir,

In supersession of Haryana Government instructions issued vide letter No. 2812-2GS-I-76/11578, dated the 5th May, 1976, letter No. 5074-2GSI- 76/21898, dated the 17th August, 1976, and subsequent letter No. 38/48/78-GSI, dated the 14th September, 1978 on the subject noted above, I am directed to say that the State Government has further reviewed on the existing policy of reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen in the services of Haryana and have decided as follows :—

(1) (i) The quantum of reservation will be as under :—

By Direct Recruitment

- | | |
|--------------------------|--|
| (a) For Scheduled Castes | 20% (in classes I, II, III and IV posts). |
| (b) For Backward Classes | 5% (do-) |
| (c) For Ex-servicemen | (i) 5% (in class I & II posts)
(ii) 25% (in class III and IV posts) |

By promotion :

- (a) For Scheduled Castes 20% (in class III and IV posts) on the basis of seniority/cum-merit. There will be no reservation in class I & II posts)
- (b) For Backward Classes 5% (-do-)
- (c) For Ex-servicemen Nil

(ii) Henceforthwith, in a block of 100 posts in each cadre, the following posts should be reserved for persons belonging to Scheduled Castes and Backward Classes and for Ex-servicemen :—

- (a) For persons belonging to Scheduled Castes (for direct recruitment to all classes of posts i.e. Class I, II, III and IV and for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials).

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

16—32—46—70 and 94.

- (c) For Ex-servicemen :
(for direct recruitment to class I and II posts)

12—36—52—72 and 96.

(For direct recruitment to class III and IV posts)

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

It is clarified that a single roster of 100 posts both for direct recruitment and promotion will be prepared as referred to above. This roster will continue from year to year till it is exhausted and thereafter a new roster will be prepared.

The aforesaid benefit of reservation will be given till such time as the number of employees belonging to reserved categories in each cadre/grade does not come upto the prescribed percentage.

- (2) When a requisition for the reserved posts, in accordance with sub-para (i) (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 a 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 within the shortest possible time so that the reserved posts may not remain vacant for an unnecessarily long period. In respect of the posts on which candidates having technical and specialised qualifications 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 advertisements.
- (3) Reserved posts not filled by the candidates belonging to reserved categories should be carried forward for two recruitment years. The recruitment year shall mean a calendar year and the two years limit for carry-forward of reserved posts shall start from the year in which recruitment is actually made. The

carry-forward would mean that if a sufficient number of suitable candidates eligible for reserved posts are not available from the appropriate classes in any year of recruitment, such posts should be treated as un-reserved and filled in as un-reserved posts but should be carried forward to subsequent years of recruitment so that posts then occurring may be filled in by the persons belonging to reserved categories. For example, if a requisition for filling up of five posts of clerks, is sent to the Subordinate Services Selection Board in the month of January, 1977 and the recommendations of the Board are received in March, 1978, but the Board could not recommend any candidate against the reserved post, then the reserved posts would be carried forward for a period of two years viz 1979 and 1980. In this connection, it is further clarified that, in future, the carried forward reserved posts would be available togetherwith the current posts for utilisation even when the total number of such reserved posts exceeds 50% of the posts filled in that year provided that the overall representation of Scheduled Castes/Backward Classes in the total strength of the concerned cadre does not exceed the prescribed percentage of reservation.

- (4) In case a single post arises in the initial recruitment year and it falls at a reserved point in the roster, it has to be treated as un-reserved and filled accordingly in that year but the reservation would be carried forward to subsequent years. In the first subsequent year if again a single post occurs then it should be treated as reserved against the reservation carried forward from the initial recruitment year and a candidate from the reserved category should be appointed against that post in spite of the fact that the post happens to be the only post in that recruitment year. In the event of a candidate belonging to reserved categories not being available to fill the reserved post in the subsequent year also, the reservation should be carried forward further to the subsequent year. When also a single post, if any, arises in that year it should be treated as reserved against the carried forward reservation whereafter the reservation will lapse e.g. a single vacancy occurs in any cadre of a particular department of the State which

falls at a reserved point, that single post shall not be treated as reserved. But the single subsequent vacancy shall be treated as reserved and in case a candidate (belonging to scheduled Castes) for the reserved seat is not available the post shall be treated as reserved for the next two years under the carry-forward formula. The year in which no post arises is to be ignored for the purpose of counting the effective year towards the period of carry forward.

- (5) At present the reservation is given against posts and not against vacancies. It has been decided that the reservation should be given both against the new posts whether permanent or temporary, as well as vacancies which may occur as a result of death, retirement, resignation, removal or dismissal.
- (6) In the case of posts to be filled up by way of promotion the benefit of reservation should be given where the basis of promotion is seniority-cum-merit and the benefit of reservation should not be made available where promotion is to be given on the basis of seniority-cum-fitness.

2. These instructions should be brought to the notice of all concerned working under you for strict compliance.

3. Receipt of this communication may kindly be acknowledged.

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana.

A copy is forwarded to :

1. Financial Commissioner, Haryana;
 2. All Administrative Secretaries to Govt., Haryana;
- for information and necessary action,

Sd/-

Deputy Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

1. Financial Commissioner, Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 38/20/78-2GSI, dated, Chandigarh, the 9th February, 1979.