

IMMEDIATE**DATE BOUND**

Subject:-- Review of shortfall in appointments to the reserved categories quota posts.

Will all the Financial Commissioners, and Administrative Secretaries to Govt., Haryana kindly refer to the subject noted above.

2. In the meeting of the Administrative Secretaries held on 22/10/82, it emphasized that shortfall in the appointment to the reserved quota posts should be made up in order to give due representation to the reserved categories personnel. The Committee desired that information regarding the shortfall in respect of all the reserved categories be collected from all the departments in suitably devised proformae so that the progress could be reviewed periodically. Accordingly he is also requested to send the information in the prescribed proformae 'A' & 'B' sent herewith.

3. The following Points may be kept in view while filling up the proformae:—

- (a) The information may be given about the sanctioned strength of the posts and the posts/vacancies held by each of the reserved categories of personnel and the shortfall in appointment of reserved quota posts may be worked out on the basis of posts/vacancies available on 9-2-1979 from which the new reservation policy contained in letter No. 38/20/78. 2GS- I, dated 9/2/79 and those occurring thereafter.
- (b) With introduction of new reservation policy with effect from 9-2-79 the previous instructions on the subject were superseded. According to the new policy a roster of 100 Posts both for direct recruitment and promotion, has to be prepared *de novo* taking into account the vacancies existing on 9/2/79 and those occurring thereafter. The shortfall may therefore be worked out with reference to the new policy.
- (c) In accordance with the new policy dated 9/2/79 reservation in class I & II posts is only for direct recruitment and not for Promotion. As such only

those posts be indicated in the proforma which are to be filled by direct recruitment.

- (d) The different percentages of reservation of posts for reserved category of personnel have been fixed from time to time. In this connection, it may be mentioned that the quota of reserved posts for backward Classes has been raised from 5% to 10% and by reducing the quota for Ex-servicemen from 25% to 20% in Class III & IV posts vide instructions contained in letter No. 4/12/79-GS-III dated 18-9-79. Similarly three percent posts have been reserved for the Handicapped persons by reducing the reserved quota posts of Ex-servicemen from 20% to 17% in Class III & IV posts vide Haryana Govt. Instructions contained in letter No. 24/17/80-3GSIII dated 16-12-80. As such the shortfall may be indicated by taking into consideration the different percentages fixed by the Government from time to time.

4. It is requested that the information in the proforma 'A' may be supplied separately, in respect of each category of personnel belonging to Scheduled Castes, Backward Classes and Ex-servicemen.

5. As regards the Handicapped personnel, the information may be furnished in the proforma 'B'.

6. The requisite information in the proscribed preformae in respect of all the departments under his administrative control may be sent in a consolidated form, in duplicate, by the 6th Dec. 1982 positively.

Sd—

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

To
All the Financial Commissioners, and
Administrative Secretaries to Government,
Haryana.

U.O. No. 22/115/82-3GS-III dated, Chandigarh, the 29th Nov., 82

REPRESENTATION OF _____

NAME OF THE DEPARTMENT _____

1	2	3	4
Category of posts	Sanctioned Strength	No. of posts filled by _____	Position regarding posts to be filled by _____ as per new roster prepared/being maintained in accordance with the new policy.
		(i) No. of carried over posts/ vacancies available on 9.2.79.	(ii) No. of posts/ vacancies created occurred between 9.2.79 and 30.9.82
		(iii) Total (i+ii)	(iv) No. of posts/ vacancies filled by _____
			(v) Shortfall & percent- age.

Note :- (I) The number of reserved posts should be indicated as per different percentages fixed by the Govt. with the issue of instructions, contained in letter No. 38/20/78-2GS.I, dated 9.2.79, letter No. 4/12/79-GSIII, dated 18.9.79, and No. 24/17/80-3GS III, dated 16.12.1980.

Note :- (II) Since no reservation is made in the promotion quota in respect of class I & Class II posts, reservation in these posts should be indicated against the posts to be filled by direct recruitment.

PERFORMA 'B'

REPRESENTATION OF HANDICAPPED PERSONS

NAME OF THE DEPARTMENT

1	2	3	4	5
Total No. of posts/ vacancies available on 16.12.80	No. of posts/ vacancies occurred sub- sequently	Total of column 1 and 2	No. of posts/ vacancies req- uired to be fill- ed in by the Handicapped at the rate of 3%	No. of posts/ vacancies filled by handicapped. Shortfall, if any in their appointment and its percent- age.