

IMMEDIATE
DATE BOUND

Subject : Review of the representation of the Scheduled Castes and other reserved categories. In services in various departments of Haryana—Meeting held on 6.1.83 at 10.00 a.m.

Will all the Financial Commissioners and Administrative Secretaries to Govt., Haryana kindly refer to the U.O. No. 22/115/82-3G SIII dated the 5th Jan., 1983 on the above cited subject?

2. During the discussions in the afore-mentioned meeting it was observed that the proformae circulated to the Administrative Secretaries were not clear with the result that the different departments had sent varying information/figures to their respective Administrative Secretaries. Accordingly amendments in the proformae were suggested. In the light of these suggestions, revised proformae have been devised and are enclosed.

3. It is requested that information in the enclosed proformae A, B, C, and D be sent to this office in respect of all the departments under their control. While working out the number of posts, in column 6 of proformae B & C, different percentages of reservation of posts, as fixed by the Govt. from time to time, may be kept in view. In this connection, it is pointed out that the quota of reserved posts for Backward Classes has been raised from 5% to 10% and that for Ex-Servicemen reduced from 25% to 20% in class III & IV posts vide instructions contained in letter No. 4/12/79- GSIII, dated 18.9.79. Similarly, 3% posts have been reserved for the handicapped 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.

It may kindly be ensured that complete information in these proformae, in duplicate, is sent to this office by 20.1.1983 positively.

It is also intimated that the Chief Secretary has called a meeting of all the Administrative Secretaries on 27.1.83 at 10.00 A.M. In this office room to review the position in the above quoted proformae A, B, C, & D. All the Financial Commissioners &

Administrative Secretaries are also requested to attend the said meeting.

Sd/-

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

To

All the Financial Commissioners &
Administrative Secretaries to Govt., Haryana.

U.O. No. 22/115/82-3GSIII Dated Chandigarh, the 7th Jan., 1983.

No. 22/115/82-3GSIII Dated Chandigarh, the 7th Jan., 1983.

A copy, alongwith a copy of each proformae mentioned above, is forwarded to :—

1. All Heads of Departments in Haryana.
2. Commissioners of Ambala & Hissar Divisions, and
3. Registrar, Punjab & Haryana High Court, Chandigarh, for information and necessary action. They are requested to send the information, in prescribed proformae, in triplicate, to their Administrative Secretaries by 14.1.83 positively.

Sd/-

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

No. 22/115/82-3GSIII Dated Chandigarh the 7th Jan., 1983.

A copy is forwarded to the Secretary, Rajya Sainik Board, Haryana, Chandigarh for information and necessary action.

2. He is requested to attend the above quoted meeting on 27.1.83 at 10-00 A.M. in Chief Secretary's office.

Sd/-

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

For quarter ending 30-9-82

PROFORMA 'A'

REPRESENTATION OF SCHEDULED CASTES

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by S.C. at the end of quarter	No. of posts on 9.2.79 required to be filled by S.C. in accordance with instruction 9.2.79	Total number of posts created/ fallen vacant between 9.2.79 & end of the quarter.	Number of posts means for S.C. out of 30.9.82 (4+6)	Total number of posts reserved for S.C. as on 30.9.82 (4+6)	Shortfall (Col. 7 minus col. 3)
1	2	3	4	5	6	7	8
Class-I							
Class-II							
Class-III							
Class-IV							

For quarter ending 30-9-82

PROFORMA 'B'

REPRESENTATION OF BACKWARD CLASSES

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by B.C. at the end of quarter	No. of posts on 9.2.79 required to be filled by B.C. in accordance with end of instructions quarter. dated 9.2.79	Total number of posts created/ fallen vacant between 9.2.79 & end of instructions quarter.	Number of posts meant for B.C. out of posts in col. 5	Total number of posts reserved for B.C. as on 30.9.82 (4+6)	Shortfall (Column 7 minus Column 3)
1	2	3	4	5	6	7	8
Class-I							
Class-II							
Class-III							
Class-IV							

For quarter ending 30-9-82

PROFORMA 'C'

REPRESENTATION OF EX-SERVICEMEN

Category of posts.	Total sanctioned strength at end of quarter	No. of posts filled by E.S.M. at the end of quarter	No. of posts on 9.2.79 required to be filled by E.S.M. in accordance with instructions dated 9.2.79	Total number of posts created/fallen vacant between 9.2.79 & end of quarter	Number of posts meant for E.S.M. out of posts in Col. 5	Total number of posts reserved for E.S.M. as on 30.9.82 (4+6)	Shortfall (Column 7 minus Column 3)
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1	2	3	4	5	6	7	8
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Class-I

Class-II

Class-III

Class-IV

For quarter ending 30.9.82

PROFORMA 'D'

REPRESENTATION OF HANDICAPPED

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by Handicapped at the end of the quarter	No. of posts on 16-12-80 required to be filled by Handicapped in accordance with the instructions * dated 16-12-80	Total number of posts created/ fallen vacant between 16.12.80 & 30-9-82	Number of posts meant for Handicapped out of posts in Col. 5	Total Number of posts reserved for Handicapped as on 30.9.82 (4+6)	Shortfall (Col. 7 minus (Col. 3)
1	2	3	4	5	6	7	8

Class-I

Class-II

Class-III

Class-IV

* Issued vide letter No. 24/17/80-3GS-III, dated 16-12-80.