

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH


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(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3(24/1)2016/ 23126-27 Dated, Chandigarh the, 8 JUN 2017

A copy of letter No. 27/4/94-IH(7)-2017/10350 dated 17.05.2017 alongwith its enclosures received from the Department of Personnel, Chandigarh Administration is forwarded to the followings for information & necessary action :

1. ✓ The Office Superintendent (Estt. I,II,III, HA-I & HA-II), GMCH, Chandigarh.
2. ✓ The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.


Superintendent (Estt-IV)
GMCH, Chandigarh

1001/2015/12

No. 27/4/94-IH(7)-2017/10350
Chandigarh administration
Department of personnel

235

Chandigarh, dated the 17/5/2017

To

All the Administrative Secretaries/
Heads of Departments/Offices/
Boards/Corporations
Chandigarh Administration

010445

17/5/2017

19 MAY 2017

05E IV

EA3

Subject:- Reservation for Scheduled Castes/ Other Backward Classes for purely temporary appointments for 45 days or more.

Sir/Madam

I am directed to address you on the subject noted above and to enclose herewith para 5.3 (c) of the Brochure on "Reservation for Scheduled Caste, Scheduled Tribe & Other Backward Classes in Services" which provides that a separate register/roster register shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely for information and necessary action.

Shree

Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Endst. No. No. 27/4/94-IH(7)-2017/10351

Dated: 17/5/2017

A copy is forwarded to Sh. Jagat Ram, President, Chandigarh Administration & Municipal Corporation S.C., B.C. Employees Welfare Association #60, Chandigarh Apartment, Barwala Road, Dera Bassi, Punjab-140507 w.r.t. his letter No.259, dated 17.03.2017 for information.

Shree

Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

BROCHURE on Reservation For SC, ST & Other Backward Classes In Services

ART - I

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| 2 | Scope of Reservation |
| 3 | Relaxations and Concessions |
| 4 | Determination of Reservation Quota |
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PART - II

List of Office Memorandum

CHAPTER - 5

RESERVATION REGISTERS AND ROSTER REGISTERS

5.1 In case of cadres having more than 13 posts, all appointing authorities should maintain reservation registers in the format given in Annexure-I.

5.2 Reservation roster registers will be maintained in format given in the Annexure-II for cadres having less than 14 posts.

5.3 Following principles shall be followed for preparation and maintenance of reservation registers and reservation roster registers:

- (a) Separate registers/ roster registers shall be maintained for appointments made by direct recruitment and promotion. In case of promotion, separate registers / roster registers shall be maintained for each mode of promotion viz. limited competitive examination, selection, non-selection, etc.
- (b) A common register / roster register shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
- (c) A separate register / roster register shall be maintained for purely temporary appointments of 45 days or more, but which have no chance whatever of becoming permanent or continuing indefinitely.
- (d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the register / roster register in the appropriate columns and the entry signed by the appointing authority or by an officer authorized to do so.
- (e) No gap shall be left in completing the register / roster register.
- (f) The register / roster register shall be maintained in the form of a running account year after year. For example if recruitment in a year stops at point 6, recruitment in the following year shall begin from point 7.
- (g) If reservation register becomes unwieldy or difficult to manage, a fresh register may be started by applying the method of initial preparation of registers.
- (h) In case of cadres where reservation is given by rotation, fresh cycle of roster shall be started after completion of all the points in the roster.

- (i) Since reservation does not apply to deputation/absorption, where the recruitment rules prescribe a percentage of posts to be filled by these methods, such posts shall be excluded for determining reservations.
- (j) After every recruitment year, an account shall be noted in the reservation register indicating representation of Scheduled Castes/Scheduled Tribes/Other Backward Classes and details of backlog reserved vacancies etc.

Note: Reservation registers / roster registers are only an aid to ensure that Scheduled Castes, Scheduled Tribes and Other Backward Classes get quota reserved for them. These registers/roster registers do not determine seniority.