

**MOST URGENT**

From

The Director Social Welfare  
Chandigarh Administration

To

All Heads of Departments/  
Boards/ Corporation of  
Chandigarh Administration

Memo No.SW1/Minorities/2013/  
Dated Chandigarh, the

Subject:

**Implementation of instructions/ guidelines for inclusion of  
SC/ST category and Minority community members in the  
Selection Boards/ Committees.**

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Enclosed please find herewith a copy of letter No.15039/7/  
2013-Plg.Cell dated 30.05.2013 received from the Deputy Secretary,  
Government of India, Ministry of Home Affairs, New Delhi alongwith its  
enclosures on the subject cited above.

It is requested to comply with instructions conveyed in the above  
letters scrupulously and send the action taken/status report by return dak.

Director Social Welfare,  
Chandigarh Administration

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21 OCT 2013

Cont. Medical College  
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**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

**(ESTABLISHMENT BRANCH-IV)**

40463-70

- 5 NOV 2013

Endst. No. GMCH-E-IV-EA-1(24/3)-2013/

Dated, Chandigarh the,

A copy is forwarded to the followings for information & necessary action with a request to **provide Action Taken Report (ATR)** within 02 days, so that the requisite reply may be submitted to the quarter concerned to this effect:

1. Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh.
2. The Deputy Controller (F&A), GMCH-32, Chandigarh.
3. The Assistant Registrar (Academic), GMC, Chandigarh.
4. The Nursing Superintendent, GMCH-32, Chandigarh.
5. All Office Superintendents, GMCH-32, Chandigarh.
6. The Law Officer/Legal Cell & RTI Cell, GMCH, Chandigarh.
7. The Computer Programmer, GMCH, Chandigarh to circulate the same to all HODs/Br. Incharges.
8. PA to DP/ADA/MS for kind information of the DP/ADA/MS.

*Ashu S. J. V.*  
Superintendent (Est.-IV)

*Q*

**MOST IMMEDIATE/**

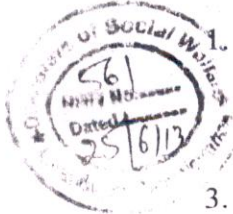
F.No.15039/7/2013-Plg.Cell  
Government of India  
Ministry of Home Affairs

No. 2057  
Dated 17-6-13

New Delhi, the 30<sup>th</sup> May, 2013

AB

To



1. The Chief Secretary  
Govt. of NCT of Delhi  
Delhi Sachivalaya,  
I.P. Estate, New Delhi-110002.

2. The Chief Secretary,  
Government of A&N Islands,  
Port Blair

3. The Chief Secretary,  
Government of Puducherry,  
Puducherry.

4. The Adviser to the Administrator,  
UT Chandigarh,  
Chandigarh.

5. The Administrator,  
UTs of Daman & Diu and  
Dadra & Nagar Haveli,  
Secretariat Silvassa, Silvassa.

6. The Administrator,  
UT of Lakshadweep,  
Kavaratti.

7. The Commissioner of Police, Delhi  
Delhi Police Headquarters,  
I.P.Estate, New Delhi

**Sub.: Implementation of instructions/guidelines for inclusion of SC/ST category and Minority community members in the Selection Boards/Committees**

Sirs,

I am directed to enclose herewith a copy each of D.O. letter No.39016/7(s)/2006-Estt.(B) dated 11<sup>th</sup> April, 2013 along with copies of DOPT's O.M.s dated 8<sup>th</sup> January, 2007 and 4<sup>th</sup> June, 2010 addressed to Secretary(Boarder Management) received from D/o Personnel & Training on the above subject, which is self explanatory.

2. It is for all UT Administrations for strict compliance and requested to furnish the compliance report of the instructions/guidelines contained in the aforesaid O.M. directly to D/o Personnel & Training under intimation to the undersigned.

Yours faithfully,

(Smt. Neeta Gupta)

Dy. Secretary to the Govt. of India

25/6/13  
Main file is  
under action

21/8/2013  
SWP

Put up with reference  
21/8/2013  
SWP



544/600-II/2013  
18/4/13  
D.O. No. 39016/7(s)/2006-Estt.(B)

AMTA KUNDRA  
Joint Secretary (Estt.)  
Tel. 23094276



भाषन वरवकाय  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCE  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

April 11, 2013

Dear Secretary,

Kindly refer to this Department's Office Memorandum No. 39016/7(S)/2006 - Estt (B) dated 8<sup>th</sup> January, 2007 & subsequent OM of even number dated 4<sup>th</sup> June, 2010 regarding Prime Minister's New 15 - Point Programme for the Welfare of Minorities - Measures to give special consideration to minorities in recruitment. (Copies enclosed).

2. I would like to invite the attention to the Para 3 of the above mentioned OM letters dated 8<sup>th</sup> January, 2007 requiring all appointing authorities to scrupulously observe the guidelines in the composition of selection Boards / Committees to have a representative belonging to minority community. Wide publicity was required to be given to all appointments in Govt., Public Sector Enterprises, Public Sector Banks, Financial Institutions & Railways for disseminating information about vacancies.

3. I shall be grateful if the compliance report of these instructions/guidelines pertaining to your ministries/departments be provided by 30.04.2013 so that the Cabinet is kept apprised of the position.

With regards,  
Shri A. K. Mangotra,  
Secretary,  
Department of Border Management,  
North Block, New Delhi.

Yours sincerely,

(Mamta Kundra)



सूचना का  
अधिकार

✓ 9/181

~~ANNEXURE - 2~~  
2008

**No. 39016/7(S)/2006-Estt (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

\*\*\*\*  
New Delhi, 08<sup>th</sup> January, 2007

**OFFICE MEMORANDUM**

**Subject:- Prime Minister's New 15-Point Programme for the Welfare of Minorities-Measures to give special consideration to minorities in recruitment.**

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The undersigned is directed to invite attention to the instructions contained in this Department's O.M.No. 39016/9(s)/89-Estt.(B) dated 16<sup>th</sup> August, 1990 (copy enclosed) regarding inclusion of one member belonging to Scheduled Castes/Scheduled Tribes and one Member belonging to minority community in the Selection Committees/Boards constituted for making recruitment to Group 'C' and Group 'D' posts.

2. As the various Ministries/Departments etc. are aware, the Prime Minister's New 15-Point Programme for the welfare of Minorities, inter-alia provides for giving special consideration to minorities in recruitment and for this purpose making the Selection Committees representative. Available evidence indicates that the representation of minorities in Government service and public sector employment is not satisfactory and certainly not in proportion to the population of the minorities. Government is committed to ensuring fair representation to the minorities in Government employment, including public sector enterprises, public sector banks and financial institutions and the Railways. To this end, it is expected that the Central and State Governments will give special consideration to minorities in appointments.

3. All heads of Departments, public sector enterprises, public sector banks and financial institutions, quasi-Government organizations,



No. 39016/7(S)/2006-Estt.(B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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New Delhi, the 4<sup>th</sup> June, 2010.

OFFICE MEMORANDUM

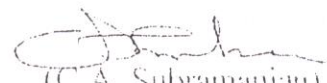
Subject:- Inclusion of SC/ST category and Minority community members in the Selection Boards/Committees.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. of even number dated 8.1.2007 which was issued in pursuance of the Prime Minister's New 15 Point Programme for Welfare of Minorities. Para 3 (i) and (ii) of the aforesaid O.M. provided as follows:-

(i) The composition of Selection Committees should be representative. It should be mandatory to have one member belonging to SC/ST and one member belonging to minority community in Selection Boards/Committees for making recruitment to 10 or more vacancies.

(ii) Where the number of vacancies against which selection is to be made is less than 10, efforts should be made to have the Scheduled Caste/Tribes officer and a Minority community officer included in such Committees/Boards.

2. A doubt has been expressed regarding the applicability of above instructions in respect of Group A and B posts. It is re-iterated that the above instructions are applicable to Selection Committees/Boards for making recruitment to Group A and B posts also. Accordingly, all concerned authorities are requested to comply with the above guidelines while making recruitment to any category of posts.

  
(C.A. Subramanian)  
Director

By name to Secretaries of All Ministries/Departments of Government of India.

autonomous bodies etc. and all appointing authorities may be instructed to scrupulously observe the following guidelines:-

(i) The composition of Selection Committees should be representative. It should be mandatory to have one member belonging to SC/ST and one member belonging to minority community in Selection Boards/Committees for making recruitment to 10 or more vacancies.

(ii) Where the number of vacancies against which selection is to be made is less than 10, efforts should be made to have the Scheduled Caste/Tribes officer and a Minority community officer included in such Committees/Boards.

(iii) Wide publicity should be given to all appointments in Government, public sector enterprises and public sector banks and financial institutions. Advertisements should be issued in the language(s) spoken by large number of people of the State/UTs, apart from English and Hindi. Further, for Group C & D level posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

(iv) Where there is concentration of minority community population in local areas, the vacancy circular in local language may be distributed in those areas by suitable arrangements.

4. With a view to monitoring the trends in recruitment of minorities, all the Ministries/Departments are requested to submit Half Yearly/Annual Reports in the enclosed proforma-I and II respectively to this Department with a copy to Ministry of Minority Affairs. The report should include information in respect of their attached/subordinate



offices/autonomous bodies also. The consolidated report in respect of all public sector enterprises and public sector banks and financial institutions will be sent by the Department of Public Enterprises and the Department of Economic Affairs respectively. Ministry of Home Affairs will furnish the consolidated data in respect of the Central Police Forces/Central Para Military Forces and also issue suitable guidelines to State Governments for recruitment/representation of Minorities in State Police Forces. Report for the half year ending 31<sup>st</sup> March shall be submitted by 30<sup>th</sup> April and that for 30<sup>th</sup> September by 31<sup>st</sup> October of every year in Proforma-I. The consolidated annual position for period ending 31<sup>st</sup> March shall be submitted by 30<sup>th</sup> April each year in Proforma-II. The first half yearly report shall be for the period ending 31<sup>st</sup> March, 2007.

5. It is further requested that the information relating to the total number of existing employees (Group-wise) and those belonging to minority communities, as on 31.03.2007 may also be furnished to this Department and the Ministry of Minority Affairs, alongwith the first half yearly report.

6. Similar instructions in respect of public sector enterprises and financial institutions, including public sector banks will be issued by the Department of Public Enterprises and Ministry of Finance respectively.

Hindi version will follow.

(C.B.Paliwal)

Joint Secretary to the Government of India

To

By name to Secretaries of All Ministries/Departments of Government of India.