

94

(For official use only)

COMPENDIUM

OF

Punjab Government Instructions

ON

RESERVATION FOR MEMBERS OF SCHEDULED
CASTES, SCHEDULED TRIBES AND
BACKWARD CLASSES

IN

SERVICES AND POSTS FILLED BY DIRECT
RECRUITMENT, BY TRANSFER AND BY
PROMOTION IN PUNJAB



(1)

PROVISIONS OF THE CONSTITUTION OF INDIA REGARDING
REPRESENTATION OF SCHEDULED CASTES AND
BACKWARD CLASSES IN SERVICES

ARTICLE 15(4)

Nothing in this article or in clause (2) of article 29 shall prevent the State from making any special provision for the advancement of any socially and educationally backward classes of citizens or for the Scheduled Castes and the Scheduled Tribes.

ARTICLE 16(4)

Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class of citizens which, in the opinion of the State, is not adequately represented in the services under the State.

ARTICLE 46

Promotion of educational and economic interests of Scheduled Castes, Scheduled Tribes and other weaker sections

The State shall promote with special care the educational and economic interests of the weaker sections of the people, and, in particular, of the Scheduled Castes and the Scheduled Tribes, and shall protect them from social injustice and all forms of exploitation.

ARTICLE 320(4)

Nothing in clause (3) shall require a Public Service Commission to be consulted as respects the manner in which any provision referred to in clause (4) of article 16 may be made or as respects the manner in which effect may be given to the provisions of article 335.

ARTICLE 335

Claims of Scheduled Castes and Scheduled Tribes and services and posts

The claims of the members of Scheduled Castes and the Scheduled Tribes shall be taken into consideration consistently with the maintenance of efficiency of administration in the making of appointments to services and posts in connection with the affairs of the Union or of a State.

ARTICLE 34(1)

Scheduled Castes

The President may with respect to any State or Union territory, and where it is a State after consultation with the Governor thereof by public notification specify the castes, races or tribes or parts of or groups within castes, races or tribes which shall for the purposes of this Constitution be deemed to be Scheduled Castes in relation to that State or Union territory as the case may be.

Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Welfare
Department, Punjab

ARTICLE 366

(ii)

Definitions

In this Constitution, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say—

- X X X X X X X
- (24) "SCHEDULED CASTES" means such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under article 341 to be Scheduled Castes for the purposes of this Constitution.

CONTENTS

Serial No.	No. and Date of Govt. Instructions	Brief contents of instructions	Page No.
1	2	3	4
1	13470-PG-49/65942, dated 19th October, 1949	15 per cent vacancies in all Services should be earmarked for Scheduled Castes—Minimum qualifications prescribed not to be lowered.	1
2	13470-PG-49/69276, dated 3rd November, 1949	Half-yearly statements regarding representation of Scheduled Castes to be sent on 31st January and 31st July each year.	1
3	4368-PG-50/2951, dated 3rd April, 1950	Qualified and suitable Scheduled Castes employees, not to be brought under reduction so long as their total strength does not exceed prescribed percentage.	4
4	113-WG-51/199, dated 15th January, 1951	Employment Section set up in Punjab Civil Secretariat. Departments to send their requirements to this Section—Reserved vacancies should not be filled up by others.	4
5	3641-WG-51/1984, dated 2nd June, 1951	Reserved vacancies to be notified to the nearest Employment Exchanges and these should not be filled by others without the permission of Chief Secretary.	7
6	4153-WG-51/2409, dated 20th June, 1951	Suitable and qualified Scheduled Castes employees should, not be brought under reduction till their strength exceeds prescribed percentage.	10
7	6807-WG-51/3743, dated 26th September, 1951	Submission of half-yearly statements showing representation of Scheduled Castes.	10
8	Notification No. 3010-G-51/1-6054, dated 26th October, 1951	Scheduled Castes candidate to be selected for appointment who has merely qualified in the examination irrespective of position obtained by him.	10

ii

1	2	3	4
9	4276-WG-52/2521, dated 19th August, 1952	Reservation in all services raised to 19 per cent. Consolidated instructions regarding.	11
10	4854-WG-52/4164, dated 21st August, 1952	Orders of Government should be taken before retrenchment or reduction of scheduled caste employee is made.	14
11	6961-WG-53/62307, dated 21st August, 1953	Classification of Backward Classes of Citizens. Concessions in age limit and fees for application/examination.	14
12	9525-WG-53/94449, dated 8th December, 1953	Adoption of block system for recruitment. Reservation to be carried from vacancy to vacancy. Not more than one reserved vacancy to be carried forward from one block to next block.	17
13	3555-WG-53/94627, dated 14th December, 1953	At the time of reduction/retenchment, Scheduled Castes employee to be given protection in precedence over others senior to them by not more than one year service.	19
14	1945-WG-54/17246, dated 17th March, 1954	2 per cent reservation for Backward Classes. Concessions enjoyed by Scheduled Castes will also be enjoyed by them.	20
15	1946-WG-54/17248, dated 17th March, 1954	Reservation of seats in educational, technical and professional institutions for admission.	21
16	1649-WG-54/23802, dated 28th April, 1954	Recruitment by transfer from one service to another is not to be considered as promotion. Reservation instructions do apply to vacancies filled by transfer.	2
17	34447-WG-54/30205, dated 25th May, 1954	Short-term vacancies which can be filled without reference to Subordinate Service Selection Board/Public Service Commission may be filled without getting the permission of Chief Secretary.	2

iii

1	2	3	4
18	No. 11096-WG-55/53380, dated 3rd September, 1955	Inclusion of certain castes into Backward Classes.	23
19	460-WG-56/4799, dated 25th January, 1956	Certificate of Scheduled Castes to be from M.P./M.L.A./Gazetted Officer as prescribed.	23
20	10067-WG-56/48349, dated 11th June, 1956	Block System is applicable of Solitary posts and Block Register is to be maintained for each and every cadre.	23
21	No. 1520-WG-(C)-56/3429, dated 8th September, 1956	Issue of certificates to bona fide Scheduled Castes and Backward Classes.	24
22	21609-WG-56/66979, dated 1st/10th September, 1956	Scheduled Castes candidates possessing minimum prescribed qualifications should not be rejected in favour of other candidates having higher qualifications.	26
23	No. 28585-WG-56/6014, dated 6th October, 1956	Labanas declared as a Backward Class.	27
24	28400-WG-S-56/8090, dated 9th November, 1956	Consolidated instructions containing reservation policy.	27
25	No. 3059-WG-(C)-56/8126, dated 10th/12th September, 1956	Nais declared as a Backward Class.	32
26	12674-WG-II-57/88443, dated 11th/17th October, 1957	Instructions regarding block-system are applicable to vacancies filled by transfer from one department to another department.	32
27	No. 14963-WG-II-57/106352, dated 7th/13th December, 1957	Gorkhas included in Backward Classes.	33
28	No. 5815-WG-II-58/21759, dated 15th/19th March, 1958	Kumhars declared as Backward Classes.	33
29	No. 12392-WG-II-58/56330, dated 14th July, 1958	Dhobis included in Backward Classes.	34

1	2	3	4
30	No. 14352-WG-II-58/19938 (3496Ch), dated 24th/27th November, 1958	Sub-caste 'Kuleen Brahmins' bracketed with the caste 'Nais' as Backward Classes.	34
31	6028-WG-II-58/2146, dated 29th January, 1959	Specification of vacancies reserved for members of Scheduled Castes/Backward Classes in 100 vacancies.	34
32	No. 5621-4WGI-58/3168, dated 5th February, 1959	'Passi' Castes (Khatiri) not Backward Classes and 'Pasi' are Scheduled Castes.	36
33	No. 2078-4WGI-59/22419, dated 8th August, 1959	Verification of claims of Scheduled Castes.	36
34	No. 9139-4WGI-59/38353, dated 9th/23rd December, 1959	Inclusion of 38 more Castes into Backward Classes.	37
35	1090-FRI-61/1504, dated 9th/15th February, 1961	Travelling Allowance to Scheduled Castes candidates called for interview/written test.	38
36	WGII-13/(29)-61/5598, dated 6th March, 1961	Posts vacated by Scheduled Castes employees should be filled on "Ad hoc Basis" from amongst the Scheduled Castes and such vacancies should not be included in the normal pool of vacancies to be filled in accordance with Block system. Earlier carry forward quota to be given to these classes whenever suitable persons are available.	39
37	193-SWGI-63/3141, dated 7th February, 1963	Protection from reduction/retenchment so long as their strength does not exceed prescribed percentage. No retrenchment should be made without first obtaining orders of Chief Secretary.	40
38	1380-FRI(D)-62/1415, dated 22nd February, 1963	Travelling Allowance to Scheduled Castes - General instructions regarding the mode of drawal.	41

1	2	3	4
39	10868-IFRI-62/2486, dated 18th March, 1963	Travelling Allowance to Scheduled Castes, Clarifications. Amount to be remitted by money order at Government cost if not paid on the spot.	42
40	2295-B&C-63/2231, dated 22nd March, 1963	No reduction should be made in the case of member of Scheduled Castes during emergency due to economy.	44
41	2662-SWGI-63/6934, dated 20th April, 1963	Classification of Backward Class - eg - imposition of income limit.	47
42	5376-SWGI-63, dated 4th July, 1963	Prescription of affidavit to avail of benefit.	47
43	7742-3GS-63/22947, dated 18th June, 1963	Concession in application/Examination fee admissible to Scheduled Castes belonging to all States but to backward Classes of the Punjab State.	50
44	8088-SWGI-63/1844, dated 7th September, 1963	Percentage of reservation for scheduled Castes raised from 19 per cent to 20 per cent on the basis of population.	51
45	6486-SWGI-63/19193, dated 12th September, 1963	10 per cent of higher posts to be filled by promotion should be reserved for Scheduled Castes/Backward Classes.	51
46	15784-GS-63/42393, dated 22nd November, 1963	The official reverted as a result of economy measures are to be restored their original position on re-promotion.	52
47	9649-SWGI-63/24786, dated 26th December, 1963	Reserved vacancies should be strictly calculated according to instructions and it should specifically be indicated in all requisitions sent to Public Service Commission/Subordinate Services Selection Board.	53
48	10181-4WGI-63/795, dated 14th January, 1964	Reservation in promotion applied to all promotion posts in Class I, II, III and IV except I.A.S., vacant on 12th September, 1963 or falling thereafter. Reserved vacancy is to be carried forward to the next block if it cannot be filled within any block of ten posts.	54

1	2	3	4
49	1637-WGI-ASO2-64/4289, dated 6th/13th March, 1964	Reservation of seats in Educational, Technical and Professional Institutions.	55
50	2125-4WGI-64/5213, dated 18th March, 1964	Reserved vacancy is to be filled up by Scheduled Castes persons irrespective of position in the seniority list.	57
51	2360-4WGI-64/4860, dated 24th March, 1964	Specification of reserved vacancy— roster for filling vacancies.	58
52	2600-4WGI-64/5542, dated 28th March, 1964	Reservation in Government Services at the time of new recruitment.	59
53	2506-4WGI-64/6118, dated 10th April, 1964	Submission of quarterly statement regarding posts filled by promotions.	60
54	2460-4WGI-64/6115, dated 17th April, 1964	Half-yearly statements in regard to direct recruitments.	62
55	4401-4WGI-64/9114, dated 21st May, 1964	Changes in departmental rules detrimental to Scheduled Castes—All changes made in the departmental rules after 12th September, 1963, regarding promotion should be intimated to Government.	63
56	No. 11394-4WGI-63/ 11241, dated 18th June, 1964	Definition of the term family in relation to 'Backward Classes'.	64
57	7219-4WGI-64/10670, dated 18th June, 1964	Clarifications of instructions. A Scheduled Caste promoted against a reserved vacancy would be senior to those promoted thereafter.	65
58	No. 1776-WGI-ASO(2)- 64/13153, dated 14th August, 1964	Exercising of close seniority before giving certificates of Scheduled Castes/Backward Classes.	68

1	2	3	4
59	4183-4WGI-64/7314, dated 3rd September, 1964	Twice the number of Scheduled Castes candidates for a single post reserved for them should be recommended even though they do not come within the seniority of the total number of officials who have to be recommended subject to full-filling of minimum qualification and experience.	69
60	U.O. No. 11570-4WGI- 64, dated 8th December, 1964	<i>Pro-forma</i> promotion to be accounted for in reservation.	71
61	No. 3870-WGI-ASOII- 64/20069, dated 6th/ 9th October, 1964	Reservation of seats in Technical/Educational/Professional Institutions.	72
62	No. 13565-4WGI-64/ 23892, dated 11th November, 1964	Inter-changeability of reserved posts between Scheduled Castes and Backward Classes not permissible.	73
63	No. 14753-4WGI-64/ 28528, dated 23rd December, 1964	Comboy Community to continue as a Backward Class.	74
64	No. 2763-4WGI-65/ 6431, dated 31st March, 1965	Term of Comboy Community as Backward Class extended upto 8th December, 1966.	75
65	No. 110M-4WGI-65/ 30170, dated 15th November, 1965	Percentage of reservation from time to time in recruitment and promotion cases.	75
65-A	U.O. No. 5246-PE(I)- 65, dated 15th November, 1965	Reservation for the members of Scheduled Castes/Tribes and Backward Classes in promotion	79
66	U.O. No. 1059-4WGI-66, dated 21st February, 1966	<i>Pro-forma</i> promotion is to be counted in promotions for the purposes of reservation.	80
67	2068-OP-914/65, dated 22nd April, 1965	Caste alone not to be the basis of Backward Classes.	80
68	24-4WGI-66/3772, dated 16th February, 1966	Application of reservation orders in filling temporary and short-term vacancies—Instructions regarding reservation in recruitment equally apply on promotion cases.	81

x

1	2	3	4
88	3378-SW(ASO)-67/22108, dated 5th August, 1967	Clarification of instructions regarding promotion—Reservation in promotion is to be made on the basis of seniority-cum fitness as well as in Selection Grade posts and partly filled by direct recruitment or by promotion reserve vacancy would go to Scheduled Castes, notwithstanding the number of vacancies available at a particular terms.	111
89	8129-G-56/3964, dated 17th September, 1956	Procedure to be followed in selection of officers/officials for promotion to higher posts.	113
90	278-OSD(W)-67/27027, dated 19th September, 1967	Method adopted for filling up of reserved vacancies—Specification of vacancies to be reserved for Scheduled Castes and Backward Classes in promotion—Roster should be maintained in the form of running account year by year—Reserved vacancy not to be diverted—Personal responsibility of Heads of Departments/Appointing Authorities to ensure proper implementation of these instructions and checking Roster appending certificate, etc.	115
91	421-OSD(W)-67/28921, dated 4th October, 1967	Scheduled Castes/Backward Classes qualified and suitable and against whom there are no complaints are not to be reduced in rank or retrenched so long as their total strength does not exceed the prescribed limit of reservation in a cadre. Revision should not be made without first obtaining the orders of Secretary, Welfare.	118
92	MCII-4CII-10005-67/44844-47, dated 23rd December, 1967	The Municipal Committee should follow instructions issued by the Government on the subject from time to time.	121

xi

1	2	3	4
93	1033-OSD(W)-1-67A 37003, dated 26th December, 1967	Pending decision on a Writ Petition reserved posts should be kept unfilled.	123
94	67-OSD(W)-1-68/1742, dated 16th January, 1968	Reservation also applicable to III-A and III-B Services in promotions.	124
95	No. 962-Vava-Kaka-Aaara (Bhabha 68/15050, dated 25th May, 1968	Appointment of Liaison Officers in all Departments.	126
96	2062-SW(ASO)-68/11812, dated 1st/3rd June, 1968	Reservation in promotion applicable to Gazetted posts not classified as Class I or II that is B.D.P.O. and A.E.T.O., etc.	128
97	3485-GSW-68/19531, dated 17th September, 1968	Reserved vacancies kept unfilled should be filled by others subject to the condition that the <i>ad hoc</i> promotees will have to vacate these vacancies when decision on writ is in favour of Government.	129
98	7509-SII(5)-68/31797, dated 17th October, 1968	Scheduled Castes and Backward Classes are to be given their due representation in services and posts filled by direct recruitment and by promotion—Grievances should be promptly looked into. They are given due protection against unjust and unauthorised retrenchment or reservation—Reserved vacancy should not be diverted—OSD(W) authorised to look after the interest of these Classes—these employees can forward an advance copy to OSD(W).	131
99	2140-OSD(W)-68/23271, dated 11th November, 1968	The reserved vacancies filled by non-Scheduled Castes on <i>ad hoc</i> basis are to be got vacated and Scheduled Castes be posted on them on <i>ad hoc</i> basis till final decision by High Court. Stay applicable only on Deputy Superintendent, Cadre of Financial Commissioner's Office.	137

1	2	3	4
69	24-4WGI-66/3774, dated 16th February, 1966	Reserved vacancies should be notified to nearest Employment Exchange—Temporary and short-term vacancies also.	81
70	1016-4WGI-66, dated 16th February, 1966	Protection from reversion of Scheduled Castes so long as their total strength does not exceed the prescribed limit of reservation in a cadre.	84
71	No. 10972-4WG-I-65/3205, dated 16th February, 1966	Age concession of 5 years applicable to gazetted and non-gazetted posts.	86
72	No. 7102-4-WG-I-66/3203, dated 16th/19th February, 1966	Intimation of age concession in requisitions to be sent to Commission/Board.	87
73	1016-4WGI-66, dated 2nd March, 1966	No protection against reversion on short-term vacancy, etc.	87
74	1427-4WGI-66/5832, dated 2nd March, 1966	The period of reversion orders to restoration of original position should be treated as leave of the kind due.	88
75	155-4WGI-66/6467, dated 5th March, 1966	Measures to remove unemployment from educated youngmen of Scheduled Castes/Backward Classes. Employment Exchanges and Departments were asked to intimate the Welfare Officer regarding reserved vacancies, so that Welfare Officer may intimate these vacancies to Scheduled Castes unemployed persons.	90
76	2771-4WGI-66, dated 12th April, 1966	Protection in the matter of re-trenchment is to be given to the extent of prescribed reservation only.	92
77	2868-4WGI-65/13639, dated 4th May, 1966	Establishment of Harijans Grievance Cell.—Scheduled Castes persons can send advance copy of representation to Welfare Department.	93

1	2	3	4
78	3497-4WGI-56/13828, dated 5th May, 1966	Reserved Seats will not be offered to Backward Classes but included in general pool of vacancies.	94
79	2633-4WGI-66/13397, dated 12th May, 1966	Reserved and non-reserved vacancies should be notified to the Employment Exchanges on separate forms.	96
80	4479-4WGI-66/15019, dated 25th May, 1966	Reservation of vacancies in Public Undertakings and autonomous bodies.	98
81	No. 3505-I-G-S-II-66/16434, dated 22nd June, 1966	Powers to relax the provision of Rules.	100
82	4917-4WGI-66/19036, dated 21st June, 1966	Reverttees are to be absorbed first and reserved vacancy will only occur after the reverttees have been absorbed.	102
83	4533-WGI-66, dated 4th/5th July, 1966	Protection against reversion to Scheduled Castes.	104
84	4852-4WGI-66/2397, dated 3rd August, 1966	Carry forward rule and <i>ad hoc</i> appointment formula framed in order that the reserved percentage should not exceed 50 per cent.	105
85	6872-WG-66/24917, dated 23rd August, 1966	Reservation to Classes I and II withdrawn in promotion cases and reservation to Classes III and IV raised to 20 per cent and Roster should be maintained.	106
86	No. 1435-SW(ASO)-67/1245, dated 24th May, 1967	Indication of reserved/unreserved vacancies in requisitions to Employment Exchanges.	108
87	1470-SW(ASO)-67/1287, dated 29th May, 1967	Extension of Kamboj Community as Backward Class for two years from 9th December, 1966.	109

1	2	3	4
100	8132-SII(2)-4(2)-68/ 33441, dated 26th October, 1968	Constitution of Departmental Recruiting Committees for Subordinate Services—One member of the Committee is to be from among the Sched- uled Castes—Number of vacancies reserved for Sched- uled Castes are to be indi- cated separately—Committee to ensure the prescribed per- centage of reservation for them.	138
101	9886-6SW-68/27564, dated 30th November, 1968	Caste Certificates are to be given by F.B.D.Os. during President's Rule.	140
102	1726-SII-4(2)-69, dated 3rd March, 1969	Percentage Reservation pres- cribed from time to time for Scheduled Castes and Backward Classes should be strictly maintained in the Department.	142
103	3925-6SW-69/9778, dated 14th May, 1969	Reserved vacancies must be filled by members of Scheduled Castes and Backward Classes possessing minimum prescribed qualifications. No test is to be given to such candidates.	144
104	No. 3332-5-Sasa-Bha- bha-69/10439, dated 21st May, 1969	Issuing of certificates to Sched- uled Castes/Backward Classes.	145
105	400-OSD(W)-69/14141, dated 27th May, 1969	Action will be taken against those who violate these instruc- tions.	146
106	4075-6SW-69/12883, dated 24th June, 1969	Kamboj Community as Back- ward Class for 5 years, with effect from 9th December, 1968.	147
107	503-OSD(W)-69/16665, dated 16th June, 1969	Constitution of High Powered Committee ensuring due repre- sentation to Scheduled Castes and Backward Classes in Services.	148

1	2	3	4
108	719-OSD(W)-69/18194, dated 19th July, 1969	Fixation of seniority of members of Scheduled Castes in accord- ance with prescribed roster, i.e., 1, 6, 11, 16 etc.	152
109	1071-OSD(W)-69/22340, dated 8th September, 1969	Appointment of Scheduled Castes/Backward Classes candidates against the re- served posts specified for them. Merit list is to be prepared by the Commission. Vacancies reserved for them should particularly be indi- cated in advertisements.	154
110	1249 E.A.M(9)-69/27505, dated 17th/21st October, 1969	The deficiency in representation in services should be made up.	156
111	No. 8451-ISW-69/ 26509, dated 3rd De- cember, 1969	Enhancement of income limit from Rs 1,800 to Rs 3,600 per annum for educational facilities	157
112	No. 364-OSD(W)-II- 70/877, dated 12th March, 1970	T.A. to Scheduled Castes called for interview/tests, etc.	158
113	No. 975-OSD(W)-2-70/ 2633, dated 28th April, 1970	Establishment of a Special Em- ployment Cell.	160
114	No. 1622-OSD(W)-II- 69/11246, dated the 5th May, 1970	Scheduled Castes candidates pos- sessing minimum qualifica- tions not to be given any extra tests to ascertain suitability.	164
115	Appendix 1	List of Scheduled Castes.	166
116	Appendix 1	List of Backward Classes.	167
117	No. 801-OI SD(W)-2-70/ 2200, dated 17th April, 1970	Half year statements regarding representation of Scheduled Castes/Tribes and Backward Classes.	169
118	No. 1241-OSD(W)-2-70/ 12585, dated 20th May, 1970	Representation of Scheduled Castes and Backward Classes in Services—Maintenance of Rosters.	173

1	2	3	4
119	No. 1146-OSD(W)-2-70/ 13370, dated 28th May, 1970	Instructions regarding deser- vation of reserved vacancies.	176
120	No. 1244-OSD(W)-2-70/ 19996, dated 30th July, 1970	Measures to make up deficiency in the representation of Scheduled Castes and Back- ward Classes in services.	178
121	No. 1595-OSD(W)-2-70/ 25544, dated 9th Sep- tember, 1970	Reservation for the members of Scheduled Castes and Back- ward Classes in promotion— C.W.No. 2407 of 1967.	180
122	No. 3180-SWI-70/893, dated 11th January, 1971	Reservation in promotion for the members of Scheduled Castes and Backward Classes in services and posts under Punjab Government.	183
123	No. 6758-ASW-73/ 27469, dated 16th November, 1973	Income Limit raised from Rs 3,600 to Rs 6,000 Per annum of the parents of the Scheduled Castes students for grant of education facilities.	184
124	No. 7066-6SW-73/1145, dated 31st January, 1974	Daula or Soni Bradri included in the list of Backward classes.	185
125	No. 1438-4SW-74, dated 21st March, 1974	Income limit raised from Rs 3,600 to Rs 6,000 per annum of the parents of the students belonging to Backward Classes for grant of Education facilities.	186
126	No. 1722-6SW-3BC-74/ 5146, dated 22nd March, 1974	Swarankar Bradri included in the list of Backward Classes for a period of five years.	188
127	No. 1783-6SW-4BC-74/ 5144, dated 22nd March, 1974	Kamboi Community declared as Backward Class for a period of five years, i.e. from 9th December, 1973 to 8th December, 1978.	189
128	No. 938-SWI-74/6152, dated 8th April, 1974	Reservation in the rank of Foot Constables and Patwaris for the members of Scheduled Castes and Backward Classes.	190

1	2	3	4
129	No. 1411-SWI-74/7421, dated 26th April, 1974	Reservation for members of Scheduled Castes and Backward Classes in Promotion, in Class I, II Services.	191
130	1494-SWI-74/8105, dated 4th May, 1974	14 % and 2 % reservation for the members of Scheduled Castes and Backward Classes respectively in promotion in Class I and II Services.	192
131	No. 4836-6SW-74/29- BC/9535 dated 22nd May, 1974	Inclusion of Arian Community in the list of Backward Classes.	194
132	No. 890-SWI-74/10619, dated 6th June, 1974	Increase in the percentage of reservation for the members of Scheduled Castes and Backward Classes from 20 % to 25 % and 2 % to 5 %, respectively, in direct recruitment.	195
133	No. 1346-SWI-74/11491, dated 20th June, 1974	Reservation in Services for members of Scheduled Castes and Backward Classes—In- ter-changeability of reserved Posts between them.	196
134	No. 4487-ISII-74, dated 11th July, 1974	Reservation of Vacancies for Scheduled Castes, Backward Classes and Released Army Personnel not to exceed 50 % in year.	198
135	No. 6816-6SW-12 BC- 74/13359, dated 12th July, 1974	Inclusion of Gujar Community in the list of Backward Classes.	199
136	No. 4101-SWI-11-74/ 14741, dated 12th August, 1974	Appointment of Liaison Officers.	200
137	No. 43-5-SWI-74/15727, dated 12th/13th August, 1974	Reservation for the members of Scheduled Castes and Backward Classes in the Services—Supply of information.	202
138	No. 4651-SWI-74/17691, dated 4th September, 1974	Waiving of Income Limit for the Backward Classes in the case of Reservation in promotion.	203

1	2	3	4
139	No. 5184-SWL-74/20947, dated 11th October, 1974	Reservation of solitary vacancy for the members of Scheduled Castes and Backward Classes as a result of judgement in the case of Atri Ray Choudhary V/s Union of India	204
140	No. 4933-SWL-74/21145, dated 6th November, 1974	Increase in the percentage of reservation of seats for the members of Scheduled Castes and Backward Classes in all Educational, Technical, and Professional Institutions for admission.	205
141	No. 4697-SWL-74/23070, dated 19th November, 1974	Constitution of a Block of four Vacancies in-stead of five Vacancies.	206
142	No. 5420-SWL-74/23309, dated 19th November, 1974	Raising of income limit for the Socially and Economically Backward Classes from Rs 1,800 and Rs 1,000 respectively per annum to Rs 3,600 per annum	207
143	No. 1097-SWL-74/23071, dated 19th November, 1974	Adoption of a Block system for the recruitment of Scheduled Castes and Backward Classes and carry forward of vacancies.	208
144	No. 5419-SWL-74/23477, dated 26th November, 1974	Checking of Reservation rosters by District Welfare Officers and extension of maximum Co-operation by concerned Departments.	209
145	No. 5370-SWL-74/23833, dated 26th November, 1974	Constitution of the Subordinate Services Selection Board and sending of a copy of the requisition of Subordinate staff for the recruitment to the Special Employment Cell set up in the Directorate of Scheduled Castes and Backward Classes Department.	210
146	No. 9642-4SW-74/24222, dated 26th November, 1974	Enhancement of the income limit from Rs 3,600 per annum of the parents of the students belonging to Backward classes for the grant of Education facilities	212

1	2	3	4
147	No. 3039 SWL-74, dated 6th December, 1974	Reservation in services for members of Scheduled Castes and Backward Classes, Scheduled Tribes—Inter-Changeability of reserved posts between them and clarification of term "Exhaustion."	213
148	No. 79-SWL-18 (Health) 75/1723, dated 21st January, 1975	Increase in the percentage of reservation of seats for the members of Scheduled Castes and Backward Classes in all professional institutions for admission.	215
149	No. 1818-SWL-75/10451, dated 5th May, 1975	Reservation of 50% vacancies for the members of Balmikis and Mazbhi Sikhs.	216
150	No. 2622-SWL-75/20614, dated 2nd September, 1975	Appointment to posts for conducting research.	217
151	No. 1786-SWL-75/23005, dated 19th September, 1975	Reservation of 50% Vacancies for the members of Balmikis and Mazbhi Sikhs in direct recruitment.	218
152	No. 3568-SWL-75/31610, dated 5th December, 1975	Reservation of vacancies for the members of Scheduled Castes and Backward Classes in short-term Vacancies and maintenance of Reservation Roster.	219
153	ਨੰ: 3724-ਸਬਲ-76, ਮਿਤੀ 28 ਜਨਵਰੀ, 1976	ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ/ਗਰੇਡਾਂ ਵਿੱਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ ਪ੍ਰਾਪਤ ਸੇਵਾਵਾਂ/ਅਧਿਕਾਰੀਆਂ ਬਾਡੀਜ ਵਿੱਚ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਕਰੇ ਜਾਣ ਸਬੰਧੀ ਨਾਨ-ਫਿਪਲਡਰ/ਇਤਰਾਜ਼ੀਏ ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨ ਬਾਰੇ ਸਪਸ਼ਟੀਕਰਨ।	220

1	2	3	4
154	206-ਸਬ I-76/3787, ਮਿਤੀ 19 ਫਰਵਰੀ, 1976	ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ/ਗਰੇਡਾਂ ਵਿਚ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਪ੍ਰਤੀਸ਼ਠਤਾ-ਰੀਜ਼ਰਵ ਆਸਾਮੀਆਂ ਨੂੰ ਦੂਜਿਆਂ ਤੋਂ ਨਾ ਭਰੇ ਜਾਣ ਬਾਰੇ।	222
155	ਨੰ : 3476-ਸਬ I-76, ਮਿਤੀ 23 ਫਰਵਰੀ, 1976	ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਡਰਟੈਕਿੰਗ ਅਤੇ ਆਟੋਮੈਸਿਸ ਬਾਡੀਜ਼ ਵਿਚ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਨਿਯੁਕਤੀ ਅਤੇ ਤਰੱਕੀ ਸਮੇਂ ਰਿਜ਼ਰਵੇਸ਼ਨ ਹਿੱਸੇ ਸਬੰਧੇ ਐਕਟਾਂ ਵਿਚ ਤਰੱਕੀ ਕਰਨ ਬਾਰੇ।	224
156	ਨੰ : 830-ਸਬ Z-76/9341, ਮਿਤੀ 29 ਮਾਰਚ, 1976	ਪੰਜਾਬ ਰਾਜ ਦੀਆਂ ਸੇਵਾਵਾਂ I, II, III ਅਤੇ IV ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ। ਪਦ ਉਨਤੀ ਵਿੱਚ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਰਿਜ਼ਰਵ ਆਸਾਮੀਆਂ ਨੂੰ ਦੂਜਿਆਂ ਤੋਂ ਨਾ ਭਰੇ ਜਾਣ ਬਾਰੇ।	224
157	No. 771-SWI-76, dated 6th April, 1976	Reservation in services for the members of Scheduled Castes and Backward Classes—inter-changeability of reserved posts between them.	226
158	No. 915-SWI-76/13507, dated 11th May, 1976	Reservation in Promotion for members of the Backward Classes—Carry forward of vacancies at reserve points in vacancies occurring on or after the 6th March, 1974—Filling up of such post from among the members of the Backward classes, now declared eligible through waiving of the condition relating to ceiling on income.	228
159	ਨੰ : 1931-ਸਬ I-76/25178, ਮਿਤੀ 30 ਅਗਸਤ, 1976	ਸੇਵਾਵਾਂ/ਆਸਾਮੀਆਂ ਵਿੱਚ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰੀਜ਼ਰਵੇਸ਼ਨ—ਤਰੱਕੀ ਲਈ ਪੈਰਿਡਿਕ ਪ੍ਰਤੀ-ਬੋਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ।	229
160	ਨੰ : 1947-ਸਬ I-76, ਮਿਤੀ 21 ਸਤੰਬਰ, 1976	ਨਵੀਆਂ ਸੁਬਪਨ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਆਟੋਮੈਸਿਸ/ਪਬਲਿਕ ਅੰਡਰਟੈਕਿੰਗ ਦੇ ਐਕਟਾਂ/ਰੂਲਾਂ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੇ ਉਪਰੋਕਤ ਫਰਵਰੀ ਬਾਰੇ।	230

Copy of letter No. 13470-PG-49/65942, dated the 19th October, 1949 from the Chief Secretary to Government, East Punjab, to all Heads of Departments, etc., in the Punjab.

Subject.—Representation of members of the Scheduled Castes in service in East Punjab.

The East Punjab Government has had under consideration the question of reservation of certain percentage of appointments to services in East Punjab for the Scheduled Castes. They have decided that :—

- (i) The Scheduled Castes, as defined in the Draft Constitution of India, be given representation in service, according to their population.
- (ii) Pending the determination of the exact percentage of Scheduled Caste population in East Punjab, 15 per cent vacancies in all services be earmarked for Scheduled Caste candidates, provided suitable material for filling such appointments is available out of the Scheduled Caste candidates.
- (iii) It is to be clearly understood that the minimum qualifications prescribed for any post would not be lowered with a view to accommodating any Scheduled Caste candidate.

This reservation of percentage of appointments for Scheduled Castes should be brought into force while making all new appointment in your department/office. It will not apply to promotions which are to be governed by considerations of seniority and merits alone.

No. 134,0-PG-49/69276

From

B. R. Tandon Esquire, I.C.S.,
Chief Secretary to Government, East Punjab.

To

All Heads of Departments, Commissions of Divisions, Deputy Commissioner and District and Sessions Judges in East Punjab.

Dated Simla-2, the 3rd November, 1949

Subject.—Representation of members of the Scheduled Castes in services in East Punjab.

Sir,

I am directed to refer to East Punjab Government letter No. 13470-PG-49/65942, dated the 19th October, 1949, on the subject noted above, and to request you to submit to Government, through the Administrative Secretary concerned, half yearly statements in the enclosed form, showing the representation of members of Scheduled Castes in services in your Department/Office. While the first statement should be for the period ending the 31st December, 1949, the half-yearly statements should be for the period from January to June and from July to December and should invariably reach Government by the 31st July and 31st January, each year. This supersedes all the existing orders on the subject.

2. Meanwhile, Government may be informed of the existing number and percentage of Harijans working in your department/office.

(Sd.)
Under-Secretary, Political,
for Chief Secretary to Government, East Punjab.
Copies are forwarded to all Administrative Secretaries to Government East Punjab, for information.

2. The prompt submission of the half-yearly statement by the Heads of Departments etc. under their control should be insisted upon and on receipts, be consolidated before passing them on to Chief Secretary in the Political General Branch.

(Sd.)
Under-Secretary, Political,
for Chief Secretary to Government, East Punjab.

To

All Administrative Secretaries to Government, East Punjab.

U.O. No. 13470-PG-49, dated Simla-2, the 3rd November, 1949.

Statement showing the appointments of Members of the Schedule Castes in Services under the East Punjab Government for the period from ----- to ----- 1949.

Serial No.	Name of Office or Department	Name of Appointment	Existing strength	Total No. of vacancies	No. of vacancies reserved for the members of Scheduled Castes	No. of applications received from the members of the Scheduled Castes	No. of members of Scheduled castes accepted as candidates	No. of members of Scheduled castes who did not secure appointment	Whether the vacancies were advertised in the Press	Reasons for rejecting the applications of the members of the Scheduled Castes	Suggestions for making up the deficiency of the member of these Scheduled Castes	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Copy of letter No. 4368-PG-50/2951, dated Simla-2, the 3rd April, 1950, from M. R. Sachdev, Esquire, I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments.

Subject.—Representation of members of the Scheduled Castes in Services in the Punjab.

I am directed to invite a reference to Punjab Government letter No. 13470-PG-49/65942, dated the 19th October, 1949, on the subject noted above, and to express the hope that subject to the conditions contained therein, 15 per cent of the vacancies that may have since occurred in your Department/Offices must have been filled by the Scheduled Castes candidates. Government realise, however, that such candidates with the requisite qualifications are not readily forthcoming and that their number in services is not large. It has, therefore, been decided that members of the Scheduled Castes who are in service and are otherwise qualified and suitable and there are no complaints against them should not ordinarily be brought under reduction or retrenchment, so long as their total strength does not exceed 15 per cent.

2. The 'untills' for retention in service amongst the Scheduled Caste employees will of course continue to be treated like the non-Scheduled Caste Employees.

From

M. R. Sachdev, Esquire, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, High Court of Punjab at Simla.

No. 113-WG-51/199, dated Simla-2, the 15th January, 1951.

WELFARE

GENERAL

Subject.—Establishment of a Scheduled Castes Employment Section in the Punjab Civil Secretariat to ensure adequate representation of the members of the Scheduled Castes in the Service in Punjab.

Sir,

I am directed to invite a reference to Punjab Government letters No. 13470-PG-49/65942, dated the 19th October, 1949 and No. 4368-PG-50/2951, dated the 3rd April, 1950, regarding the representation of the members of the Scheduled Castes in the Services in Punjab.

2. With view to helping the members of the Scheduled Castes in securing suitable appointments in services, a Scheduled Castes Employment Section has been set up in the Punjab Civil Secretariat. Such Department/Offices as are not able to find suitable candidates from among the Scheduled Castes for posts reserved for them will in future send their requirement to the Chief Secretary to Government, Punjab (Welfare Branch), giving the particulars mentioned below. Suitable names of candidates on the register maintained in the Civil Secretariat will be forwarded to the indenting Departments:—

- | | |
|-------|--|
| (i) | Name of the Office with Headquarters. |
| (ii) | Name of the post. |
| (iii) | Place of appointment. |
| (iv) | Scale of Pay. |
| (v) | Minimum educational qualifications required. |
| (vi) | Other qualifications. |
| (vii) | Remarks. |

3. In view of what has been stated above, if any department or office is unable to find suitable Harijans for posts earmarked for them such posts should in no case be filled up by others unless the matter has first been referred to the Chief Secretary in the Welfare Branch.

4. The periodical statements in regard to the representation of the Scheduled Castes candidates should continue to be sent to Government as heretofore, so that the departments which do not have a due representation of the Scheduled Castes may receive special attention of the Government.

Yours faithfully,
M. R. SACHDEV,
Chief Secretary to Government,
Punjab.

REPORT OF THE COMMISSIONER FOR SCHEDULED CASTES AND SCHEDULED TRIBES FOR THE PERIOD ENDING 31st December, 1951

by

L. M. SHRIKANT

APPENDIX VIII

MINISTRY OF HOME AFFAIRS

Resolution

New Delhi, the 13th September, 1950

No. 42/21/49-NGS.—The policy of the Government of India in regard to communal representation in the Services immediately before the coming into force of the new Constitution was that in appointments made by open competition 12½ per cent of the vacancies filled by direct recruitment,

were reserved for candidates belonging to the Scheduled Castes while in regard to posts and services for which recruitment was made otherwise than by competition the principal communities in the country were given appointments in proportion to their population. Certain reservations were also made for Anglo-Indians in services with which they had special past associations.

2. The Government of India have now reviewed their policy in this regard in the light of the provisions of the Constitution of India which lay down *inter alia* that with certain exceptions no discrimination shall be made in the matter of appointments to the Services under the State on grounds of race, religion, caste, etc. The exceptions are that special provision shall be made for Scheduled Castes and Scheduled Tribes in all Services and for Anglo-Indians in those Services which they had special reservation on the 14th August, 1947. Pending the determination of the figures of population at the Census of 1951, the Government of India have decided to make the following reservations in recruitment to posts and services under them. :—

- (a) *Scheduled Castes*.—The existing reservation of 12½ per cent of vacancies filled by direct recruitment in favour of the Scheduled Castes will continue in the case of recruitment to posts and services made, on All-India basis, by open competition, i.e., through the Union Public Service Commission or by means of open competition tests held by any other authority. Where recruitment is made otherwise than by open competition the reservation for Scheduled Castes will be 16½ per cent, as at present.
- (b) *Scheduled Tribes*.—Both in recruitment by open competition and in recruitment made otherwise than by open competition there will be a reservation in favour of members of Scheduled Tribes of 5 per cent of the vacancies filled by direct recruitment.
- (c) *Anglo Indians*.—The reservations which were in force in favour of Anglo Indians in the Railways Services, the Posts and Telegraphs Department, and the Customs Department on the 14th August, 1947, will be continued subject to the provisions of Article 336 of the Constitution.

3. The reservations prescribed in the previous paragraphs will apply in the case of recruitment made on All-India basis. Under the Constitution all citizens of India are eligible for consideration for appointment to posts and services under the Central Government irrespective of their domicile or place of birth and there can be recruitment to any Central Service which is confined by rule to the inhabitants of any specified area. In practice however recruitment to Class I and Class II services and posts is likely to attract candidates from all over India and will be on a truly All-India basis, while for the majority of Class III and post which are filled otherwise than through the Union Public Service Commission only those residing in the area or locally in which the office is located are likely to apply. In the latter class of cases the percentages of reservations for Scheduled Castes and Scheduled Tribes will be fixed by Government taking into account the population of the Scheduled Castes and Scheduled Tribes in that area.

4. (1) The orders regarding reservation of vacancies in favour of the various communities will not apply to recruitment by promotion which will continue to be made as heretofore irrespective of communal considerations on the basis of seniority and/or merits as the case may be.

(2) In all cases a minimum standard of qualifications will be prescribed and the reservations will be subject to the overall condition that candidates of the requisite communities possessing the prescribed qualifications and suitable in all respects for the appointment in question, are forthcoming in sufficient numbers for the vacancies reserved for them.

(3) The maximum age limit prescribed for appointment to a service or post will be increased by three years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes and the fees prescribed for admission to any examination or selection will be reduced to one fourth in their case.

(4) For the purposes of these orders, a person shall be held to be a member of the Scheduled Castes or Scheduled Tribes as the case may be, if he belongs to a Caste or a Tribes which under the Constitution (Scheduled Castes) Order, 1950, or under the Constitution (Scheduled Tribes) Order, 1950, has been declared to be Scheduled Caste, or a Scheduled Tribe for the area in which he and/or his family ordinarily reside(s). Separate instructions will issue declaring the castes and tribes for the purpose of these orders in Part C states and Part D territories.

(5) These orders are applicable to any services under the control of the Government of India including posts and services in States in Part C of the First Schedule to the Constitution and will be deemed to have come into effect on the 26th January, 1950.

(6) The orders contained in the Ministry of Home Affairs Resolution No. 16/10/47-Esst., dated 21st August, 1947, Office Memo No. 31/93/47 Estt. dated the 22nd August, 1947, and other orders issued on the basis of those orders are hereby cancelled.

No. 3641-WG-51/1984,

From

M. R. SACHDEV, Esq., I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, High Court of Punjab, at Simla.

Dated Simla-2, the 2nd June, 1951.

Subject.—Establishment of a Scheduled Castes Employment Section in the Punjab Civil Secretariat.

Sir,

I am directed to refer to Punjab Government letter No. 113-WG-51/199, dated the 15th January, 1951.

2. It has now been decided that all departments/offices will in future notify their vacancies for the posts reserved for the Scheduled Castes to the nearest Employment Exchange direct in the prescribed form (reproduced below for ready reference) :—

- (i) Name of the office with headquarters;
- (ii) Name of the post (whether temporary/permanent);
- (iii) Place of appointment;
- (iv) Scale of pay;
- (v) Minimum educational qualifications required;
- (vi) Other qualifications;
- (vii) Remarks.

3. In case, the nearest Employment Exchange is unable to offer suitable candidate for the required posts, the local Employment Office will refer the particulars of vacancies to the District Employment Officer, Simla who maintains a Master Register of candidates on All Punjab Basis. The District Employment Officer, Simla will then give the names of suitable candidates to the employer under intimation to the Local Employment Exchange.

4. The above does not preclude appointing authorities from considering applications of the Scheduled Castes candidates who apply direct to them or from inviting applications direct and considering such applications on merits along with those of candidates whose names are submitted by the Employment Exchange.

5. Even on receipt of non-availability certificate from the Employment Exchange no department/office shall fill in any vacancy reserved for Scheduled Castes by appointing a non-Scheduled Castes without referring the matter to the Chief Secretary to Government, Punjab, in the Welfare Branch.

6. A list of the Scheduled Castes in the Punjab is enclosed.

Yours faithfully,

M. R. SACHDEV,
Chief Secretary to Government, Punjab.

No. 3641-WG-51/2227,

A copy with a copy of the enclosure, is forwarded to the Regional Director of Resettlement and Employment, Old Lodge Annexe, Simla-3, District Employment Officer, District Employment Exchange, Kennedy House, Simla-4, for information.

By order,

M. R. SACHDEV,
Chief Secretary to Government, Punjab.

A copy with a copy of the enclosure, is forwarded to All Administrative Secretaries to Government, Punjab, for information in continuation of the Department U. O. No. 113-WG-51, dated the 15th January, 1951.

M. R. SACHDEV,
Chief Secretary to Government, Punjab.

To

All Administrative Secretaries to Government, Punjab. U.O. No. 3641-WG-1-51, dated the 2nd June, 1951.

A list of Scheduled Castes in the Punjab State—

1. Ad-Dharmi	18. Kori or Koli
2. Bangali	19. Marija or Marecha
3. Barar	20. Mazhabi
4. Batwal	21. Megh
5. Bawaria	22. Nat
6. Bazigar	23. Od
7. Balmiki or Bhura	24. Pasi
8. Bhanjra	25. Perna
9. Chawar	26. Pherera
10. Chanal	27. Randasi or Ravidasi
11. Dagi	28. Sanhai
12. Dhanak	29. Sanhal
13. Dumna or Mahasha	30. Sansi
14. Gagra	31. Sapela
15. Gandhila	32. Sarera
16. Kabirpanthi	33. Sikligar
17. Khatik	34. Sirkiband

Note.—No person who professes a religion different from Hinduism shall be deemed to be member of a Scheduled Caste:

Provided that every member of the Ramdasi, Kabirpanthi, Mazhabi or Sikligar Caste resident in Punjab or the Patiala and East Punjab State Union shall in relation to that State be deemed to be a members of the Scheduled Castes whether he professes the Hindu or the Sikh religions.

Copy of letter No. 4153-W-51/2409, dated 20th June, 1951 from Shri M.R. Sachdev, Chief Secretary to Government, Punjab, to all Heads of Departments, etc.

Subject.—Representation of members of the Scheduled Castes in services in the Punjab.

It has come to the notice of Government that the Scheduled Castes employees have in some cases been brought under reduction or retrenchment, ignoring the instructions contained in Punjab Government letter No. 4368-PG-50/2851, dated the 3rd April, 1950. I am, therefore, to impress upon you again that the members of the Scheduled Castes who are suitable and qualified should not ordinarily be brought under reduction or retrenchment so long as their total strength in the department or the office concerned does not exceed 15 per cent.

Copy of Memo No. 6807-WG-51/3743, dated Simla-2, the 26th September, 1951, from M.R. Sachdev, Esq., I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

WELFARE

GENERAL

Subject.—Representation of members of the Scheduled Castes in services.

Reference Punjab Government letter No. 13470-PG-49/6276, dated the 3rd November, 1949.

2. The half-yearly statement showing the representation of Scheduled Castes in services in the Punjab State should in future be submitted in the enclosed form in two parts.

3. A consolidated statement for the department as a whole should come to Government. Piccemals for the various divisions circles and sub-offices, etc., should not be sent. The statement should reach Government by the due date, i.e., by the 31st July, or the 31st January as the case may be. The statement for the period ending the 31st December, 1951, should kindly be sent in the enclosed form punctually, i.e., by the 31st January, 1952.

EXTRACT

Rules relating to the appointment of Subordinate Judges in the Punjab (India)

HOME GAZETTE

Notification

The 26th October, 1951

No. 3010-G-51/1-6094.—In supersession of the rules published with Punjab Government Notification No. 24019, dated the 16th October, 1923, as subsequently amended and in exercise of the powers conferred by Article 234 read with the proviso to Article 309 of the Constitution of India the following rules are made after consultation with the State Public Service

Commission and the High Court of Punjab providing for the appointment of persons as Subordinate Judges in the Punjab Civil Service (Judicial Branch) and regulating the recruitment and the conditions of service of persons appointed thereto.

x x x x
PART C—Examination of Candidates

x x x x

Rule 10(i) The result of the examination will be published in the Punjab Government Gazette.

Candidates will be selected for appointment strictly in the order in which they have been placed by the Punjab Public Service Commission in the list of those who have qualified under rule provided that in the case of Scheduled Castes candidate Government will have a right to select in order of merits candidate who has merely qualified under rule 8 irrespective of the position obtained by him in the examination.

No. 4276-WG-52/2521.

From

S. Nawab Singh, I.C.S.,

Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges, in the Punjab.

Dated Simla-2, the 19th August, 1952.

Subject.—Representation of members of the Scheduled Castes and Scheduled Tribes in services in Punjab.

Sir,

I am directed to refer to Punjab Government letter No. 13470-PG-49/65942, dated the 19th October, 1949 and to say that henceforth the percentage of reservation in services for Scheduled Castes and Scheduled Tribes should be raised to 19 per cent. This reservation will, however, continue to be subject to the conditions and restrictions already prescribed as detailed below for ready reference :—

(a) the minimum qualifications are not to be lowered with a view to accommodating any Scheduled Castes or Scheduled Tribes candidate (Punjab Government letter No. 13470-PG-49/65942, dated the 19th October, 1949).

(b) the reservation percentage of appointments for Scheduled Castes and Scheduled Tribes is to be brought into force while making new appointments. It will not apply to promotions which are to be governed by considerations of seniority and merit alone (Punjab Government letter No. 13470-PG-49/65942, dated the 19th October, 1949).

(c) members of the Scheduled Castes and Scheduled Tribes who are in service and are otherwise qualified and suitable and there are no complaints against them, should not ordinarily be brought under reduction or retrenchment, so long as their total strength does not now exceed 19 per cent (Punjab Government letter No. 4153-WG-51/2409, dated the 20th June, 1951).

(d) No Departments/Office shall fill in any vacancy reserved for Scheduled Castes and Scheduled Tribes by appointing a member of another community without referring the matter to the Chief Secretary in the Welfare and General Branch, even on receipt of a non-availability certificate from the Employment Exchange (Punjab Government letter No. 3641-WG-51/1984, dated the 22nd June, 1951).

2. The half-yearly statement in the revised form prescribed in Punjab Government memorandum No. 6807-WG-61/8743, dated the 26th September, 1951, should continue to be sent as usual, through the administrative Secretary concerned.

3. A list of the Scheduled Castes and Scheduled Tribes in the Punjab is enclosed.

Yours faithfully,
M. D. AHUJA,
Under Secretary, Political,
for Chief Secretary to Government,
Punjab.

No. 4276-WG-52/2522, dated the 19th August, 1952.

A copy is forwarded to the Registrar, High Court of Punjab.

By order,
(Sd.) M.D. AHUJA,
Under Secretary, Political,
for Chief Secretary to Government,
Punjab.

No. 4276-WG-52/2523, dated the 19th August, 1952.

A copy is forwarded to the Deputy Secretary to Government of India, Ministry of Home Affairs, Delhi, for information with reference to his letter No. 42/152-N.G.S., dated the 20th March, 1952.

2. The population of Scheduled Tribes in the Punjab State is insignificant and on its basis they are not entitled even to 0.1 per cent of appointments. The reservation for Scheduled Castes and Scheduled Tribes has, therefore, been amalgamated.

By order,
(Sd.) M.D. AHUJA,
Under Secretary, Political,
for Chief Secretary to Government,
Punjab.

A copy is forwarded to all Administrative Secretaries to Government, Punjab, for information.

(Sd.) M. D. AHUJA,
Under Secretary Political,
for Chief Secretary to Government,
Punjab.

To

All Administrative Secretaries to Government, Punjab.

W. O. No. 4276-WG-52, dated Simla-2, the 19th August, 1952.

A list of Scheduled Castes in the Punjab State :—

1. Ad-Dharmi.
2. Bengali.
3. Brar.
4. Batwal.
5. Bawaria.
6. Bazigar.
7. Balimiki or Chura
8. Bhanjra
9. Chamar.
10. Chahal.
11. Dagl.
12. Dhanak.
13. Duma or Mahasha.
14. Gagra.
15. Gandhila
16. Kabirpanthi.
17. Khatik.
18. Kori or Koli.
19. Marja or Marecha.
20. Mazhabi.
21. Megh.
22. Nat.
23. Od.
24. Pasi.
25. Perna.
26. Pherera.
27. Randasi or Ravidasi.
28. Sanhai.

29. Sanhal.
30. Sansi.
31. Sepela.
32. Serera.
33. Sikligar.
34. Sirkiband.

Note.—No person who professes a religion different from Hinduism shall be deemed to be member of a Scheduled Caste;

Provided that every member of the Ramdasi, Kabirpanthi, Mazhabi or Sikligar caste, resident in Punjab or the Patiala and East Punjab States Union shall in relation to that State, be deemed to be a member of the Scheduled Caste whether he professes the Hindu or the Sikh Religion :—

Scheduled Tribes in the Punjab State. Tibetans of Lahaul and Spiti.

Copy of letter No. 4854-WG-52/4164, dated 21st August, 1952 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc.

Subject.—Representation of members of Scheduled Castes in Services in the Punjab.

I am directed to refer to Punjab Government letter No. 4153-WG-51/2409, dated the 20th June, 1951, on the subject noted above, in which it was reiterated that members of Scheduled Castes who were suitable and qualified as their total strength in the department or the office concerned did not exceed 15 per cent. Government regret to have to say that these instructions are still not being observed in certain departments and offices. I am therefore to impress upon you once again that the instructions referred to above should be strictly complied with. In order to ensure this, cases of proposed retrenchment where total strength of Scheduled Castes officials does not exceed 15 per cent should be referred to Government before orders are passed.

No. 6961-WG-53/62307

From

Nawab Singh, Esquire, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners, Ambala and Jullundur Divisions, Deputy Commissioners, and the District Sessions Judges in the Punjab and the Registrar, High Court of Punjab at Simla.

Dated the 21st August, 1953.

WELFARE

GENERAL

Subject.—Classification of certain classes of people as "Backward Classes".
Sir,

I am directed to address you on the above subject and to say that the question of classification of "Backward Classes" in the State has been engaging the attention of this State Government and it has now been decided to declare the following castes, races or tribes or part of group within castes or tribes resident in the State of Punjab as "Backward Classes" irrespective of their religion for purposes of special treatment for the promotion of their educational, economic and other interests :—

- (a)
 1. Aheria, Aheri, Heri, Naik, Thorior Turi
 2. Barra
 3. Beta, Hensor Hesi.
 4. Changar
 5. Chritmar
 6. Dalva
 7. Gwaria, Gauria or Gwar
 8. Kangar or Kanchar
 9. Kurmi
 10. Nar.
 11. Rehlar, Rehara or Re
 12. Githrath
 13. Darain
 14. Glat of Kangra district only.

- (b) Members of the following castes professing any other than Hindu Religion (members of which have been notified as Scheduled Castes):—

1. Ad-Dharmi
2. Barar, Burar or Borar
3. Bargali
4. Batwal
5. Bauri or Bavaria
6. Bazigar
7. Batniki, Chua or Bhangri
8. Banjara
9. Chumar, Jatia Chamar, Rehgar, Raigar, Ramdasi or Ravidasi
10. Chanal
11. Dagi
12. Dhanak
13. Duanna
14. Gagra
15. Gandhila or Gandil, Condola
16. Kabirpanthi or Julaha
17. Katik
18. Marja or Marecha
19. Kori or Koli
20. Mazhi

21. Megh
22. Nat
23. Od
24. Pasi
25. Parua
26. Pharara
27. Sanhai
28. Sanhai
29. Sansi Bhedkut or Manesh
30. Sapela

2. According to the existing policy of Government, the following concessions have been given to the members of the Scheduled Castes and Scheduled Tribes as specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950 :—

- (i) 19 per cent of vacancies in the State Government services have been reserved for Scheduled Castes and Scheduled Tribes together :
- (ii) The Scheduled Castes and Scheduled Tribes candidates have been granted age concession for entry into service under the Punjab State Government. In their case the maximum age limit for appointment to a non-gazetted service or a post has been raised by 5 years and for gazetted posts or appointment by 3 years.
- (iii) Members of the Scheduled Castes and Scheduled Tribes also enjoy concessions in respect of application/examination fee payable in connection with the appointment made in consultation with the State Public Service Commission. They are charged with 1/4th of the ordinary fees.
- (iv) Age and fee concessions are given to the Scheduled Castes and Scheduled Tribes candidates for the posts of Sub-Judges and Extra Assistant Commissioners. The recruitment to these services is made from among those Scheduled Castes candidates who are declared to be qualified by the State Public Service Commission in the P.C.S. (Executive Branch) Competitive Examination and in the competitive examination for the P.C.S. (Judicial Branch) keeping in view their seniority *inter-se* irrespective of the position obtained in the list of qualified candidates as a whole.
- (v) Under the Constitution of India, for a period of 10 years seats are reserved in the House of the People and in the Legislative Assembly of every State for members of Scheduled Castes.

3. All the concessions enumerated above except number (v) will now be allowed to members of the "Backward Classes" also. I am to request that these instructions may be brought to the notice of the Subordinate Offices under you and that they may be implemented carefully.

Yours faithfully,
(Sd.) J. N. THANDANI,
Under Secretary, Political,
for Chief Secretary to Government,
Punjab.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information.

(Sd.) J. N. THANDANI,
Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

To
All the Administrative Secretaries to Government,
Punjab.

U.O. No. 6991-WG/53, dated the 21st August, 1953.

No. 9525-WG-53/94449

From
NAWAB SINGH, ESQ. I.C.S.,
Chief Secretary to Government, Punjab.

To
All Heads of Departments, Commissioners, Ambala and Jullundur Divisions, Deputy Commissioners and District and Sessions Judges in the Punjab and the Registrar, High Court of Punjab at Simla.

WELFARE GENERAL

Dated Simla-2, the 8th December, 1953.

Subject.—Adoption of a block system for the recruitment of Scheduled Castes/Tribes in S Services.

Sir,

I am directed to say that Government have had under consideration the question of recruitment of members of Scheduled Castes and Scheduled Tribes in services or the posts reserved for them. At present, as you are aware, 19 per cent of all new vacancies are reserved for members of the Scheduled Castes and Scheduled Tribes subject to the conditions and restrictions mentioned in Punjab Government circular letter No. 4276-WG-52/2521, dated the 19th August, 1952. According to these instructions, no department/office can fill any vacancy reserved for Scheduled Castes and Scheduled Tribes by appointing a member of another community without referring the matter to the Chief Secretary (in Welfare and General Branch). Government feel however, that the progress of appointment of members of the Scheduled Castes and Scheduled Tribes in Government service has not been satisfactory.

2. In order to ensure to members of the Scheduled Castes and Tribes their due share in Government services, Government have decided to adopt a block system of recruitment based on a formula of rotation. This formula envisages a system of appointment on the basis of blocks of 5 vacancies expressed in the following manner :—

S plus O plus O plus O is equal to 5 vacancies or one Block

(S) stands for a post reserved for members of Scheduled Castes and Tribes and (O) stands for a post open to all others.

3. It has further been decided that in case it is not possible to fill the first reserved vacancy by appointment of a member of the Scheduled Castes or Tribes, this vacancy may be filled by a non-Scheduled Caste/Tribe candidate, in consultation with the Chief Secretary (in Welfare and General Branch), as already stated in Punjab Government letter No. 3641-WG-51/1984, dated the 2nd June, 1951 and the reservation should then be carried on from vacancy to vacancy in the same block until a suitable candidate for one vacancy in the block has been found. If all vacancies in the block are filled by non-Scheduled Castes/Tribes candidates in consultation with the Chief Secretary due to lack of suitable Scheduled Castes/Tribes candidates the vacancy should be carried over to the second blocks, which will in the circumstances read as follows :—

"S plus S plus O plus O plus O"

Here again, the reservation should be carried from vacancy to vacancy in the second block until it is possible to fill them. If, however, it is not possible to fill both the reserved vacancies in such a second block, then only one of the two reserved vacancies will be carried over to the third block. In other words not more than one reserved vacancy will be carried over from one block to the next in any case.

4. I am to request that these instructions should be followed strictly, in future, while filling new vacancies, and every effort should be made to fill all reserved vacancies by appointment of suitable members of the Scheduled Castes/Tribes.

Yours faithfully,
NAWAB SINGH,
Chief Secretary to Government,
Punjab.

Copies are forwarded to all Administrative Secretaries to Government, Punjab, for information and guidance.

(Sd.) A.B. MALHOTRA,
for Chief Secretary to Government,
Punjab.

All Administrative Secretaries to Government, Punjab.

U.O. No. 9525-WG-53, dated Simla-2, the 8th December, 1953.

No. 3555-WG-53/94627

From
NAWAB SINGH, ESQ., I.C.S.,
CHIEF SECRETARY TO GOVERNMENT, PUNJAB.
To

All Heads of Departments, Commissioners, Ambala and Jullundur Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, High Court of Punjab at Simla.

Dated Simla-2, the 14th December, 1953.

Subject.—Representation of members of Scheduled Castes/Tribes in services.

Sir,

I am directed to invite a reference to the instructions contained in Punjab Government letters No. 4368-PG-50/2951, dated the 3rd April, 1950, and No. 4852-WG-54/4164, dated the 21st August, 1952, on the subject noted above, wherein it was stated that members of Scheduled Castes/Tribes, who are in service and otherwise qualified and suitable and against whom there are no complaints, should not ordinarily be brought under reduction or retrenchment so long as their total strength does not exceed 15 per cent, (now 19 per cent) and that cases of proposed retrenchment of members of Scheduled Castes/Tribes officials does not exceed 19 per cent should be referred to Government before orders are passed. Government have had these instructions under consideration and it has been found that the present instructions allow the members of the Scheduled Castes/Tribes in Government services a superior claim over all other employees senior to them irrespective of the number of years that they may have been in service at the time of any reduction or retrenchment. It has, therefore, been decided that in future a member of Scheduled Castes/Tribes in Government service will be entitled to this preference only vis-a-vis non-Scheduled Castes employees who are senior to him by not more than one year. In other words a member of the Scheduled Castes/Tribes in Government service, should not be retrenched, even though he may be the junior most employee in the office/department concerned if at the time of the proposed retrenchment there are other temporary employees not more than one year senior to the Scheduled Castes/Tribes employees concerned; in such a case the senior most non-Scheduled Caste/Tribe employee senior to the Scheduled Caste/Tribe employee by not more than one year may be retrenched and the Scheduled Caste/Tribe employee should be retained.

2. I am further directed to point out that as laid down in the instructions contained in Punjab Government letter No. 4854-WG-52/4164, dated the 21st August, 1952, any cases of proposed retrenchment of members of Scheduled Castes/Tribes employees where total strength of Scheduled Castes/Tribes officials does not exceed 19 per cent should be referred to Government before orders are passed.

Yours faithfully,
(Sd.) Accounts Officer,
for Chief Secretary to Government,
Punjab.

Copy of letter No. 1945-WG-54/17246, dated the 17th March, 1954, from the Chief Secretary to Government, Punjab to all the Heads of Departments, Commissioners of Ambala and Jullundur Divisions, D.Cs, and District and Sessions Judges, etc., in the Punjab and the Registrar, High Court of Punjab at Simla.

Subject.—Reservation of vacancies in State Government Services of members of Backward Classes.

I am directed to address you on the subject noted above and to say that as you are aware, at present 19 per cent of vacancies in the State Government services have been reserved for members of the Scheduled Castes/Tribes together, on the basis of their total population in the Punjab. Recently Government reconsidered some socially and economically backward castes in the State as 'Backward Classes'. These are mentioned in Punjab Government letter No. 6961-WG-53/81398, dated the 6th October, 1953, and constitute about 2 per cent of the total population of the State. It was also decided that members of these backward classes will be entitled to the same concessions as are enjoyed by members of Scheduled Castes/Tribes except for reservation of seats in the House of the People and the State Legislature. Government have now decided that, on the basis of their population, an additional 2 per cent of vacancies in the State Government services should also be reserved for members of the 'Backward Classes' and that before vacancies reserved for Backward Classes are thrown open to others, they should first be offered to candidates of Scheduled Castes/Tribes, if available. In the same way, before vacancies meant for Scheduled Castes/Tribes are thrown open to others owing to unavailability of suitable candidates, they shall be offered first to the Backward Classes.

2. I am to add that the instructions contained in Punjab Government letter No. 9525-WG-53/94449, dated the 8th December, 1953, relating to the adoption of block system formula in the case of recruitment of Scheduled Castes/Tribes shall also apply to the vacancies reserved for Backward Classes. Similarly other conditions and instructions governing the recruitment of Scheduled Castes/Tribes mentioned in Punjab Government letter No. 4276-WG-52/2521, dated the 19th August, 1952, shall be applicable to the recruitment of members of Backward Classes.

Copy of letter No. 1946-WG-54/17248, dated Chandigarh, the 17th March, 1954 from Nawab Singh, esq., I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

HOMIE WELFARE

GENERAL

Subject.—Reservation of seats in educational, technical and professional institutions for admission of members of Scheduled Castes, Scheduled Tribes and Backward Classes.

I am directed to address you on the subject noted above and to say that at present 19 per cent of vacancies in the State Government services have been reserved for members of the Scheduled Castes/Tribes together. Government have recently decided that a further 2 per cent of vacancies should be reserved for members of the Backward Classes. Experience has, however shown that suitable candidates from Scheduled Castes/Tribes are not available for filling up the vacancies reserved for them especially for technical posts. One of the reasons for their non-availability appears to be that they are not able to secure admission to educational and technical institutions in adequate numbers. This is equally true in the case of the Backward Classes recently recognised.

2. After taking into consideration the present conditions prevalent in various institutions, it is felt that the policy of Government in this matter should be to encourage members of the Scheduled Castes/Tribes and other Backward Classes, to obtain higher education while ensuring at the same time that educational standards are not lowered. It has therefore been decided that on the basis of their population in the Punjab, 19 per cent of seats in educational, technical and professional institutions controlled by Government should be reserved for members of Scheduled Castes/Tribes and a further 2 per cent seats should be reserved for members of Backward Classes. The minimum qualifications, however, required of candidates for all these seats should not be relaxed in favour of members of Scheduled Castes/Tribes and Backward Classes.

3. I am further to add that if a sufficient number of candidates from Scheduled Castes/Tribes is not available, the seats reserved for them before they are thrown open to others should be offered first to members of Backward Classes, if available. In the same way, if a sufficient number of candidates of Backward Classes is not available the seats reserved for them should be offered first to candidates of Scheduled Castes/Tribes. If, however, they are not available the seats may then be thrown open to other candidates.

Copy of memorandum No. 1649-WG-54/23802, dated 28th April, 1954 from Shri Nawab Singh, Chief Secretary to Government, Punjab, to the Excise and Taxation Commissioner, Punjab, Jullundur with endorsement to all other Heads of Departments/all Administrative Secretaries

Subject.—Representation of members of Scheduled Castes/Tribes.

Reference your memo. No. 896/BC, dated the 22nd February, 1954, on the subject noted above.

2. Your presumption that the instructions relating to the recruitment of Block System contained in Punjab Government letter No. 9525-WG-53/94449, dated the 8th December, 1953, do not apply to appointments made by transfer is not correct. Since appointment by transfer (which implies that it is from another service) is not an appointment, by promotion these instructions do apply to vacancies to be filled by transfer.

From No. 34447-WG-54/30205

Nawab Singh, Esquire, I.C.S.,
Chief Secretary to Government, Punjab.

To All Heads of Departments, etc.

Dated, Chandigarh, the 25th May, 1954.

Subject.—Representation of members of Scheduled Castes and Scheduled Tribes in services.

Sir,
I am directed to invite a reference to Punjab Government letter No. 9525-WG-53/94449, dated the 8th December, 1953, relating to the adoption of a block system for the recruitment of members of S.Cs. and S.Ts. in services. According to the instructions contained therein, the first vacancy of every block case it is not possible to fill this reserved vacancy by appointing a Scheduled Caste/Tribe candidate, it can be filled up by appointing a non-Scheduled Caste/Tribe candidate, after obtaining permission of the Chief Secretary in the Welfare and General Branch, as laid down in para 5 of Punjab Government letter No. 3641-WG-51/1984, dated the 2nd June, 1951. Experience has however, shown that the present procedure is cumbersome and a lot of time is wasted in correspondence, by Departments which fail to secure a Scheduled Caste/Tribe candidate, in securing permission of the Chief Secretary in Welfare and General Branch to fill the post by appointment of a non-Scheduled Caste/Tribe candidate. It has been noted that many short-term vacancies lapse in the course of this correspondence, and the efficiency of offices suffers meanwhile.

2. After careful consideration, Government have decided to relax the condition that Department must seek the permission of the Chief Secretary before appointing a non-Scheduled Caste/Tribe candidate to a reserved post. All other conditions will remain as before. The outcome of this decision will be that (1) in the case of temporary reserved vacancies, which are to last for such a short term that they can be filled without reference to the Subordinate Services Selection Board or the Public Service Commission, and (2) in the case of reserved posts carrying salary of less Rs. 50 which can be filled without a reference to the S.S.S. Board, the Head of Department or other competent officer concerned may appoint a candidate not belonging to any Scheduled Caste/Tribe or Backward Class, if, after proper advertisement and reference to the Employment Exchange as prescribed in P.G. letter No. 3641-WG-51/1984, dated the 2nd June, 1951, he is unable to find a suitable candidate belonging to Scheduled Caste/Tribe or Backward Classes. In the case of posts to be filled through the Subordinate Services Selection Board or the Public Service Commission it may be laid down in respect of reserved vacancies that if a suitable candidate belonging to Scheduled Caste/Tribe or Backward Class is not available, the reserved vacancy will be thrown open to all others.

3. The procedure regarding carry-over of reservations from one post to another and from one block to the next will continue as stated in P.G. letter No. 9525-WG-53/94449, dated the 8th December, 1953. All other instructions of Government regarding reservation in services should be strictly followed.

Copy of letter No. 11096-WG-55/53380, dated 3rd September, 1955 from Shri S. Vohra, I.C.S., Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject.—Classification of certain classes of people as Backward Classes.

I am directed to invite a reference to Punjab Government letter No. 6961-WG-53/62307, dated the 21st August, 1953, on the subject noted above and to say that on further consideration Government have decided to declare the following more castes or part of, or group within the Castes residents in the State of Punjab as "Backward Classes" irrespective of their religion.

(1) Kahar, Jhinwar or Dhinwar.

(2) Ghosi, Ghastara or Ghosi.

Copy of letter No. 460-WG-56/4799, dated Chandigarh, the 25th January, 1956, from the Home Secretary to Government, Punjab, to the General Manager and Secretary to Government, Punjab, Irrigation Branch, Nangal Township.

Subject.—*Bona fide* of Scheduled Castes and Backward Classes candidates for recruitment to Services.

With reference to your memo No. 7902/BD/1395/53, dated the 7th September, 1955, on the subject noted above, I am directed to say that on reconsideration Government have decided to relax the condition regarding the production of a certificate by the candidates belonging to the Scheduled Castes/Tribes and Backward Classes, to the extent that he may be allowed to produce the relevant certificate from a member of Parliament, Mr L. A., M.L.C. or a (Gazetted Officer) with the seal of his Court or the stamp of his office (who knows the candidate personally and is also satisfied about his identity). The certificate should be in the following form:—

"I know Shri _____, son of Shri _____ District, of _____ and _____ caste, personally. He belongs to _____ caste, which has been declared a Scheduled Caste/Backward Classes in Punjab."

Copies are forwarded to all Heads of Departments, Deputy Commissioners, District and Sessions Judges and Registrar, Punjab High Court, for information and guidance.

Copy of letter No. 10067-WG-56/48349, dated Simla-2, the 11th/18th June, 1956, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc., in the Punjab.

Subject.—Adoption of a block system for the recruitment of Scheduled Castes/Tribes and Backward Classes in services.

I am directed to invite a reference to Punjab Government letter No. 9525-WG-53/94449, dated the 8th December, 1953, on the subject noted above, and to say that it has been noticed that while making recruitment to solitary posts some of the Departments do not follow strictly the block system for the representation of Scheduled Castes, Scheduled Tribes and Backward Classes. I am again to emphasise that the instructions relating to the block system should be carefully observed and steps taken to ensure that a block register is maintained in each and every cadre.

✓ Copy of circular letter No. 1520-WG(C)-56/3429, dated the 8th September, 1956, from Shri R.P. Kapoor, I.C.S., Home Secretary to Government, Punjab, to all Heads of Departments, etc.

Subjects.—Issue of certificate to *bona-fide* Scheduled Castes/Tribes and Backward Classes.

In continuation of Punjab Government endorsement No. 460-WG-56/4800, dated the 25th January, 1956, on the subjects noted above, I am directed to say that with a view to avoid delay in the issue of orders for a grant of Scholarship, it has been decided that Headmasters/Headmistresses can give certificates to students belonging to Scheduled Castes/Scheduled Tribes and other Backward Classes, certifying that student is a *bona-fide* member of the said caste. A list of the Scheduled Castes/Tribes / other Backward Classes is enclosed.

2. This authorization is applicable to all Headmasters/Headmistresses of High Schools in the State who receive grant in aid from Government and are affiliated to Punjab University and have a proper status. The certificates are only to be issued by them to those Harijan students who are on the rolls of the Schools and not to any other person. The certificates should be in the following form :—

I know Shri _____ son of _____
(of place and District) personally. He belongs to _____
declared a Scheduled Caste/Scheduled Tribe/Backward Classes in the State."

I. A list of Scheduled Castes in the Punjab State.

- | | |
|---------------|----------------------|
| (1) Ad Dharmi | (7) Balniki or Chura |
| (2) Bangali | (8) Bhanjara |
| (3) Barar | (9) Chamar |
| (4) Batwal | (10) Chanal |
| (5) Bawaria | (11) Dagi |
| (6) Bazigar | (12) Dhanak |

- | | |
|-----------------------|--------------------------|
| (13) Dumna or Malasha | (24) Pasi |
| (14) Gagra | (25) Perna |
| (15) Gandhiala | (26) Pherera |
| (16) Kabirpantli | (27) Ramdasi or Ravidasi |
| (17) Khatika | (28) Sanhai |
| (18) Kori or Koli | (29) Sanhal |
| (19) Marja or Marecha | (30) Sansi |
| (20) Mazhabi | (31) Sapela |
| (21) Megh | (32) Sarena |
| (22) Nat | (33) Sikligar |
| (23) Od | (34) Sirkiband |

✓ Note.—No person who professes a religion different from Hinduism shall be deemed to be member of a Scheduled Caste :

Provided that every member of the Ramdasi, Kabirpantli, Mazhabi or Sikligar caste resident in Punjab or the Patiala and East Punjab States Union shall, in relation to that State, be deemed to be a member of the Scheduled Castes whether he professes the Hindu or the Sikh religion.

II. List of Backward Classes recognised in Punjab.

(a) Members of the following castes professing any religion :—

- | | |
|--|---------------------------------------|
| (1) Aheria, Aheri, Heri, Naik, Thorri or Turi. | (10) Nar |
| (2) Barra | (11) Rehra, Rehare or Rer |
| (3) Beta, Hensi, or Hesi | (12) Ghirrah including Chang and Bahi |
| (4) Changar | (13) Darian of Kangra District only |
| (5) Chitimar | (14) Ghai of Kangra District only |
| (6) Daiya | (15) Kahar Jhinwar or Dithnar |
| (7) Gwaria, Gaurie or Gwar | (16) Ghos, Ghosara or Ghosi |
| (8) Kanjar or Kanchan | (17) Bagria |
| (9) Kurmi | (18) Raigar |
| | (19) Weaver (Julaha) |

(b) Members of the following castes professing any other than the Hindu Religion members of which have been notified as Scheduled Castes:—

(1) Ad Dharami	(16) Sirbandi
(2) Bangali	(17) Khatik
(3) Barar	(18) Kori or Koli
(4) Batwal	(19) Marija or Marecha
(5) Bawaria	(20) Megh
(6) Bazigar	(21) Nat
(7) Balmiki or Chura	(22) Od
(8) Bhanjra	(23) Pasi
(9) Chamar	(24) Perna
(10) Chanal	(25) Pherera
(11) Dagi	(26) Sanhai
(12) Dhanak	(27) Sanhal
(13) Dumna or Mahasha	(28) Sansi
(14) Gagra	(29) Sapela
(15) Gandhila	(30) Savera

(c) Members of the following (castes professing any religion other than the Hindu and Sikh religions members of which have been notified as Scheduled Castes) :

(1) Ramdasi	(3) Kabirpanthi
(2) Mazhabi	(4) Sikligar

Copy of letter No. 21609-WG-56/66979, dated Simla-2, the 1st/10th September, 1956, from Shri Nakul Sen, I.C.S., Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject.—Representation of Scheduled Castes/Tribes and Backward Classes in Services.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed that candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes are not being appointed to the posts reserved for them on the plea that suitable candidates belonging to these classes are generally not available. It has been noticed that some time non-

Scheduled Caste candidates with higher qualifications are taken in preference to Scheduled Caste candidates, although the latter have the advertised qualifications, with the result that the percentage fixed for their entry into service, i.e., 2 per cent is not reached in most of the Departments. In order to ensure that candidates belonging to the Scheduled Castes, Scheduled Tribes and Backward Classes get their due share in Services, I am directed to request that the candidates belonging to these classes possessing the minimum prescribed qualifications should not be rejected in favour of non-scheduled caste candidates having higher qualifications.

No. 28585-WG-56/6014

Shri Suroop Krishnan, I.C.S., Home Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject.—Classification of certain classes of people as Backward Classes.

Dated Chandigarh, the 6th October, 1956.

In continuation of P.G. letter No. 2156-WG-56/3275, dated the 19th August, 1956, on the subject noted above I am directed to say that Government have decided to declare the following caste or part of, or group within the caste, resident in the State of Punjab as a Backward Class irrespective of their religion.

"Labana".

No. 28400-WG-S-56/8090.

From

NAKUL SEN, Esquire, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab.
Planning Officer, Punjab and The Registrar, High Court, Punjab.

Dated, Chandigarh, the 9th November, 1956.

WELFARE

General

Subject.—Representation of members of the Scheduled Castes and Scheduled Tribes and Backward Classes in services in Punjab.

Sir,

It has come to the notice of Government that the instructions issued from time to time regarding the reservation of vacancies for members of Scheduled Castes, Scheduled Tribes and Backward Classes are not observed

properly and the formula of rotation prescribed is misinterpreted in many cases. With a view to avoid any confusion the position is further explained below :—

- (a) The percentage of reservation in services for members of Scheduled Castes Tribes is 19 per cent on the basis of their total population in the Punjab. In addition to this, 2 per cent of vacancies have been reserved for members of Backward Classes recognised by Government from time to time. The instructions further enjoin that before vacancies reserved for Backward Classes are thrown open to others, they should first be offered to candidates of Scheduled Castes and Scheduled Tribes, if available. In the same way, before vacancies meant for Scheduled Castes and Scheduled Tribes are thrown open to others owing to non-availability of suitable candidates, they should be offered first to Backward Classes (Punjab Government letter No. 1945-WG-54/17246, dated the 17th March, 1954).

- (b) With a view to ensuring due representation of members of Scheduled Castes, Scheduled Tribes and Backward Classes in Government services, a block system of recruitment based on a formula of rotation was prescribed in December, 1953. This formula envisages a system of appointment on the basis of block of five vacancies explained in the following manner.

$S+O+O+O+O=5$ vacancies or one block.

- (S) stands for a post reserved for members of Scheduled Castes, Scheduled Tribes and Backward Classes; and 'O' stands for a post open to all others).

According to the formula the first vacancy must be reserved for a member of the Scheduled Castes, Scheduled Tribes and Backward Classes irrespective of his position *inter-se* the other candidates and the remaining four vacancies for others. In case it is not possible to fill the first reserved vacancy by appointment of a member of the Scheduled Castes, Scheduled Tribes and Backward Classes this vacancy may be filled by a candidate other than that belonging to scheduled Castes, Scheduled Tribes and Backward Classes and the reservation should then be carried on from vacancy to vacancy in the same block until a suitable candidate for one vacancy in the block has been found. If all vacancies in the block are filled by non-Scheduled Castes, Tribes, etc., due to lack of suitable candidates the vacancy should be carried over to the second block. The reservation should be carried from vacancy to vacancy in each block until it is possible to fill it by a member of Scheduled Castes/scheduled Tribes and Backward Class candidate. If, however, it is not possible to fill both the reserved vacancies in such a second block then only one of the reserved vacancies will be carried over to the third block. In other words not more than one reserved vacancy will be carried over from one block to the next in any case. For

facility of reference the position is made clear in the folio in manner :—

$S+O+O+O+O+O$..	} First Block
$O+S+O+O+O+O$..	
$O+O+S+O+O+O$..	
$O+O+O+S+O+O$..	
$O+O+O+O+S+O$..	
$O+O+O+O+O+S$..	} Second Block
$*S+S+O+O+O+O$..	
$O+S+S+O+O+O$..	
$O+O+S+S+O+O$..	
$O+O+O+S+S+O$..	
$O+O+O+O+S+O$..	} Third Block
$O+O+O+O+O+S$..	
$O+O+O+O+O+O$..	
$*S+S+O+O+O+O$..	
$O+S+S+O+O+O$..	

(Punjab Government letter No. 9525-WG-53/94449, dated 8th December, 1953)

- (c) The condition prescribed in Punjab Government letter No. 9525-WG-53/94449, dated the 8th December, 1953, that the permission of Chief Secretary in the Welfare and General Branch should be obtained before filling a vacancy reserved for member of Scheduled Castes, Scheduled Tribes and Backward Classes was relaxed, *vide* para 2 of Punjab Government letter No. 3447-WG-54/30205, dated the 25th May, 1954. According to this decision the Heads of Departments or other competent officers concerned were permitted to appoint non-Scheduled Caste candidates in the case of temporary reserved vacancies, which are to last for such a short term that they can be filled without reference to the subordinate Services Selection Board or the Public Service Commission and reserved posts carrying a salary of less than Rs. 50, which can be filled without reference to the Subordinate Services Selection Board, if after proper advertisement and reference to the Employment Exchanges as prescribed in Punjab Government letter No. 3641-WG-51/1948, dated the 2nd June, 1951, they are unable to find a suitable candidate belonging to Scheduled Caste. Scheduled tribes and Backward Classes. In the case of posts to be filled through the Subordinate Services Selection Board or the Public Service Commission, it has been laid down in respect of reserved vacancies that if a suitable candidate belonging to Scheduled Castes, Scheduled Tribes and Backward Classes is not available the reserved vacancy will be thrown open to all others.

- (d) The minimum qualifications prescribed for any post are not to be lowered with a view to accommodating any Scheduled Castes, Scheduled Tribes, and Backward Classes candidate. The candidates belonging to these Castes possessing the minimum prescribed qualifications should not be rejected in favour of non-Scheduled Castes, Scheduled Tribes and Backward Classes, candidates having higher qualifications. (Punjab Government letter No. 21609-WG-56/66979, dated the 1st/10th September, 1956). P-2687

*Carried over vacancy.

†Reserved vacancy.

(e) The reservation of percentage of appointment for Scheduled Castes, Scheduled Tribes and Backward Classes is applicable to new appointments and not to promotions which are to be governed by consideration of seniority and merit alone.

(f) Members of the Scheduled Castes, Scheduled Tribes and Backward Classes, who are in service and are otherwise qualified and suitable and against whom there are no complaints should not ordinarily be brought under reduction or retrenchment so long as their total strength does not exceed the prescribed limit. No retrenchment should be made without first obtaining the orders of the Chief Secretary in the Welfare and General Branch. (Punjab Government letter No. 4368-PG-50/2951, dated the 3rd April, 1950, and No. 4153-WG-51/2409, dated the 20th June, 1951 and No. 4854-WG-52/4164, dated the 21st August, 1952).

It may, however, be made clear that a member of Scheduled Castes, Scheduled Tribes and Backward Classes in Government service will be entitled to this preference only when a non-Scheduled Caste employee is senior to him by not more than one year. In other words, a member of Scheduled Castes, Scheduled Tribes and Backward Classes in Government Service should not be retrenched, even though he may be the junior-most employee in the office or department concerned, if at the time of the proposed retrenchment there are other temporary employees not more than one year senior to the Scheduled Castes, Scheduled Tribes and Backward Classes employees concerned. In such a case, the junior-most non-Scheduled Castes, Scheduled Tribes and Backward Classes employee senior to the Scheduled Castes, Scheduled Tribes and Backward Classes employee by not more than one year may be retrenched and the Scheduled Castes, Scheduled Tribes and Backward Classes employee should be retained. (Punjab Government letter No. 3555-WG-53/94027, dated the 14th December, 1953).

(g) To encourage members of Scheduled Castes, Scheduled Tribes and Backward Classes to obtain higher education, 19 per cent of seats in educational, technical and professional institution, controlled by Government should be reserved for members of these classes, and a further 2 per cent seats should be reserved for members of the Backward Classes. The minimum qualifications, however, required for candidates for these seats should not, however, be relaxed in favour of members of Scheduled Castes, Scheduled Tribes and Backward Classes. If a sufficient number of candidates from Scheduled Castes, Scheduled Tribes are not available, the seats reserved for them, before they are thrown open to others, should be offered first to the members of the Backward Classes, if available. In the same way, if a sufficient number of candidates of Backward Classes is not available, the seats reserved for them should be offered first to candidates of Scheduled Castes and Scheduled Tribes. If, however, they are not available, the seats may thus be thrown open to other candidates. (Punjab Government letter No. 1946-WG-54/17248, dated the 17th March, 1954).

(h) The instructions regarding block-system are also applicable to vacancies to be filled by transfer. (Punjab Government Memo No. 1649-WG-54/23802, dated the 28th April, 1954). A block register should be maintained for each and every cadre so that while making recruitment to solitary posts, the block-system is observed. (Punjab Government letter No. 10067-WG-56/48349, dated the 11th/18th June, 1956).

(i) The half-yearly returns prescribed in Punjab Government Memorandum No. 6807/WG-51/3743, dated the 26th September, 1951, should continue to be submitted as usual through the Administrative Secretary concerned.

2. I am to request that these instructions should be followed strictly, in future, while filling new vacancies, and every effort should be made to fill all reserved vacancies by appointment of suitable members of the Scheduled Castes, Scheduled Tribes and Backward Classes.

Yours faithfully,

V. P. MALHOTRA,

Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

A copy is forwarded to all Administrative Secretaries to Government, Punjab, for information and guidance.

V. P. MALHOTRA,

Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

To
All Administrative Secretaries to Government, Punjab.

U.O. No. 28400-WG-S-56, dated Chandigarh, the 9th November, 1956.

A copy is forwarded to the Secretary to the Chief Minister and the Irrigation and Power Minister and Private Secretaries to the Ministers for information of the Chief Minister and Ministers.

V. P. MALHOTRA,

Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

To
(1) The Secretary to the Chief Minister, (2) the Secretary to the Irrigation and Power Minister and (3) Private Secretaries to the Ministers.

U. O. No. 28400-W-G-S-56, dated Chandigarh, the 9th November, 1956.

Copy of letter No. 3059-WG(C)-56/8126, dated 10th/12th November, 1956 from Shri Saroop Krishen, I.C.S., Home Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :—Classification of certain classes of people as Backward Classes.

In continuation of P.G. letter No. 28528-75-WG-56/6014, dated the 6th October, 1956, on the subject noted above, I am directed to say that Government have decided to declare the following caste or part of, or group within the caste, residing in the State of Punjab as a Backward Class irrespective of religion :

“NAIS”

No. 12674-WGII-57/88443

From

Shri NAKUL SEN I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges, in the Punjab and the Registrar, High Court, Punjab.

Dated Simla-2, the 11th/17th October, 1957.

Subject :—Representation of members of Scheduled Castes/Scheduled Tribes and Backward Classes in services in Punjab.

Sir,

I am directed to refer you to para (h) of Punjab Government letter No. 28400-WG-S-56/8090, dated the 9th November, 1956, on the subject noted above wherein it has been laid down that instructions regarding block system are also applicable to vacancies to be filled by transfer.

2. A point has arisen whether the block system is to be observed while making appointments by transferring an official from one cadre to another in the same department and it has been decided that where transfer from one cadre to another in the same department is involved due to promotion, the block system should not be observed. In order to clarify the matter, the words “the instructions regarding block system are also applicable to vacancies to be filled by transfer” appearing in para (h) of the letter referred to above may be substituted as follows :—

“The instructions regarding block system are also applicable to vacancies to be filled by transfer from one department to another and not from one cadre to another cadre in the same department.”

Yours faithfully,

(Sd.)

Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

A copy is forwarded to all Administrative Secretaries to Government Punjab, for information and guidance.

2. For Chief Secretary to Government Punjab, in the Gazette II Branch. His office papers are returned herewith.

(Sd.)

To
All Administrative Secretaries to Government, Punjab.
Under-Secretary, Political,
for Chief Secretary to Government, Punjab.

U.O. No. 12674-WGII-57, dated Simla-2, the 11th/17th October, 1957.

Copy of letter 14980-WGII-57/106352, dated 7th/13th December, 1957 from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Classification of certain classes of people as Backward Classes.

In continuation of P.G. letter No. 3059-WG(C)-56/8126, dated the 13th December, 1956, on the subject noted above, I am directed to say that Government have decided to declare the following caste or part of, or group within the caste residing in the State of Punjab as a Backward Class irrespective of religion :

“GORKHAS”

Copy of letter No. 5815-WG-II-58/21759, dated the 15th/19th March, 1958, from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Classification of certain classes of people as Backward Classes.

In continuance of Punjab Government letter No. 14980-WG-II-57/106352, dated the 7th/13th December, 1957, on the subject noted above, I am directed to say that Government have decided to declare the following caste or part of, Group within the caste residing in the State of Punjab as a Backward Class irrespective of religion :

“KUMHARS”

Addendum to Punjab Government, Circular letter No. 5815-WG-II-58/21759, dated 15th/19th March, 1958 regarding classification of certain classes of people as Backward Classes.

For the word “Kumhars” occurring in 7th line in the above quoted communication read as follows :—

“Kumhars (including Prajapats).”

SERLA GREWAL,
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

Copy of letter No. 12392-WG-II-58/56330, dated the 14th July, 1958 from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Classification of certain classes of people as Backward Classes.

In continuation of P.G. letter No. 5815-WG-II-58/21759, dated the 15th March, 1958, on the subject noted above, I am directed to say that Government have declared the following caste or part of or Group within the caste residing in the State of Punjab as a Backward Class irrespective of religion.

“DHOBIS”

Copy of letter No. 14352-WG-II-58/19938/3496 Ch), dated 24th/27th November, 1958, from Shri N. K. Mukerjee, I.C.S., to all Heads of Departments, etc. etc.

Subject.—Classification of certain classes of people as Backward Classes.

I am directed to invite your attention to P.G. letter No. 3059-WH(C)-56/8126, dated the 13th December, 1956, regarding the declaration of the caste ‘NAIS’ as backward class in the State and to say that Government have decided now that the sub-caste ‘Kulleen Brahmins’ may be backward with the caste ‘NAIS’.

No. 6028-WGII-58/2146

From

Shri R.S. Talwar, I.A.S.,
Special Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar, High Court, Punjab.

Dated Chandigarh, the 29th January, 1959.

Subject.—Representation of members of Scheduled Castes/Tribes and Backward Classes in services in Punjab.

Sir,

I am directed to say that the instructions issued,—vide Punjab Government letter No. 13237-WG-II-58/9630, dated the 15th October, 1958, on the subject noted above, may please be treated as cancelled. On reconsideration Government have decided that the following method should be followed for the filling up of the reserved vacancies as between the Scheduled Castes/Tribes and the Backward Classes :—

(i) As laid down in the Punjab Government letter No. 28400-WG-S-56/8090, dated 9th November, 1956 the first vacancy in each block of 5 vacancies must be reserved for members of the Scheduled

Castes, Scheduled Tribes and Backward Classes irrespective of his position *inter se* the other according to this formula out of 100 vacancies those occurring at the following numbers are to be treated as reserved :—

1—6—11—16—21—26—31—36—41—46—51—56—61—66—71—
76—81—86—91—96.

This number comes to only 20 whereas according to the reservation it should be 21. It has, therefore, been decided that the 27th vacancy should also be treated as reserved. This will mean that in the 6th block there will be two reserved vacancies, i.e., the 26th and the 27th :—

It has further been decided that :—

(ii) Out of the above 21 vacancies to be filled out of the Scheduled Castes, Scheduled Tribes, and Backward Classes candidates vacancies at serial Nos. 26 and 76 should be filled from amongst the Backward Classes candidates whereas the remaining 19 vacancies should be filled from amongst the Scheduled Castes and Scheduled Tribes candidates.

(iii) Previous instructions of the Government regarding carrying over of the reserved vacancies from one block to the other as also on other points should be followed strictly.

(iv) The percentage of reservation being very small it is likely that at the particular time when the 26th or the 76th vacancy occurs there, is no suitable Backward Class candidates available. In such a case the vacancy can be filled from amongst the Scheduled Caste candidates. The next reserved vacancy should then be given to a suitable Backward Class candidates. This procedure can be continued (only in respect of the reserved vacancies) till the turn for the next vacancy reserved for Backward Class candidate comes. To be more specific in case a suitable backward class candidate is not available for the 26th vacancy a Scheduled Caste/Scheduled Tribes candidate should be appointed to it and the earliest one out of the 27th or 31st or 36th or 71st vacancy should be given to a Backward Class candidate as soon as a suitable one becomes available. If no such candidate is available till 71st vacancy then it should no longer be carried over and only the 26th vacancy already reserved for Backward Class candidate will be available to them.

Yours faithfully,

(Sd.) . . .

Under-Secretary, Political,
for Special Secretary to Government,
Punjab.

Copy of letter No. 5621-4-WG-I-58/3168, dated 5th February, 1959 from Shri A. N. Kashyap, I.A.S., Home Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject.—Verification of claims of the candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes Passi (Khatri) and Passi (Scheduled Caste).

I am directed to refer to P.G. endorsement No. 460-WG-56/4800, dated the 25th January, 1956 (copy enclosed), on the subject noted above, wherein the Government, had decided to relax the condition regarding the production of certificate by the candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes to the extent that they may be allowed to produce the relevant certificates from a member of Parliament, M.L.A., M.L.C. or a Gazetted Officer (with the seal of his court of his office) who knows the candidate personally and is also satisfied about his identity.

In this connection it is pointed out that whereas Caste Passi is included in the Scheduled Castes, Khatri too have got a sub-caste named Passi. A has availed of some educational concessions to which, as a matter of fact, he was not entitled to. All Gazetted Officials are requested to ensure that a certificate of Caste is issued to the right persons. You are further requested to examine the cases of those Government servants whose Caste is Passi (Khatri) to see whether any of them has claimed the concession being enjoyed by the Scheduled Caste Passis.

Copy of letter No. 2078-4-WG-I-59/22419, dated 8th August, 1959 from Shri A.N. Kashyap, I.A.S., Home Secretary to Government, Punjab, to all Heads of Departments, Commissioners, etc., etc.,

Subject.—Verification of claims of candidates that they belong to Scheduled Castes, Scheduled Tribes and other Backward Classes—Issue of Community Certificates.

I am directed to invite your attention to the Punjab Government endorsement No. 460-WG-56-4800, dated the 25th January, 1956 on the subject noted above wherein the Government had decided to relax the conditions regarding the production of a community certificates by the candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes to the extent that they may be allowed to produce the relevant certificates from a member of Parliament, M.L.A., M.L.C. or a Gazetted Officer (with the seal of his Court or the stamp of his office) who knows the candidate personally and is also satisfied about his identity.

2. A few instances have, however, come to the notice of Government where candidates who did not belong to Scheduled Caste, Scheduled Tribes and other Backward Classes managed to get certificates to the effect that they belonged to Scheduled Castes, Scheduled Tribes and other Backward Classes. To check this tendency it has been decided that the issuing authorities may, in the absence of solid proof, and for their satisfaction ask the candidates to produce affidavits about the caste or class to which they belong.

3. I am, therefore, to request that all the Gazetted Officers should ensure, by adopting the aforesaid means, if necessary, that these certificates are issued to the right persons only.

Copy of letter No. 9139-WG-II-59/38353, dated 9th/23rd December, 1959 from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc., etc.

Subject.—Classification of certain classes of people as "Backward Classes".

In continuation of Punjab Government letter No. 1854-WG-II-59/14588, dated the 4th June, 1959, on the subject noted above, I am directed to say that Government have decided to declare the following castes or part of or group within the caste, residing in Punjab, as Backward Classes irrespective of religion :

- (1) Kamboj Community, for a period of five years ;
- (2) Rai Sikhs ;
- (3) Barwar ;
- (4) Baria, Tamboli ;
- (5) Bargai, Bairagi ;
- (6) Balerha ;
- (7) Bharbhunja, Bharbhujia ;
- (8) Bhat, Bhatra, Darpi, Ramiya ;
- (9) Bhulhalia, Lohar ;
- (10) Chang ;
- (11) Chimba, Chippi, Chimpa, Darzi, Tank ;
- (12) Dakaut ;
- (13) Dhimar Mallah, Kashyap Rajputs ;
- (14) Dhosali, Dosali ;
- (15) Faqir ;
- (16) Gadraria ;
- (17) Gwala, Gowala ;
- (18) Hajjam, Nai ;
- (19) Jhangra Bhahman ;
- (20) Khatri ;
- (21) Jogi Nath ;
- (22) Kangohra ;

- (23) Raichand ;
- (24) Thathora, Tampora ;
- (25) Kuchband ;
- (26) Vanzara ;
- (27) Lakhara, Manihar ;
- (28) Lohar ;
- (29) Madari ;
- (30) Mirasi ;
- (31) Mochi ;
- (32) Nalbad ;
- (33) Noongarh ;
- (34) Pinja ; Penja ;
- (35) Shorgir ;
- (36) Sighikant Singhiwal ;
- (37) Soi ;
- (38) Tell.

Copy of letter No. 1090-FRI-61/1504, dated the 9th/15th February, 1961 from the Secretary to Government, Punjab, Finance Department to all Heads of Departments.

Subject.—Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview/written test.

I am directed to say that for some time back the question of grant of travelling allowance to Scheduled Caste/Scheduled Tribes candidates called for interview and written tests in connection with their appointment to posts under Government has been engaging the attention of Government. The Governor of Punjab has been pleased to decide that when Scheduled Castes/Scheduled Tribes candidates are called for interview for appointment to Class III and Class IV advertised posts, the recruiting authority other than the Punjab Public Service Commission may allow such candidates single 3rd class rail fares, chargeable by Passenger train, by the shortest route from the railway station nearest to their normal place of residence or from which they actually performed the journey whichever is nearer to the place of interview and back to the same station, provided the distance travelled by rail each way exceeds fifty miles. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. As regard the road journeys between stations not connected by rail, the recruiting authority

may allow such candidates actual bus fare or road mileage at the lowest rate for Government servants admissible under Punjab Civil Service Rules, Volume III (T.A. Rules), whichever is less, provided the distance covered by road is more than 20 miles each way. Candidates called for written tests on the basis of which appointments to such Class III and Class IV advertised posts are made shall also be paid T.A. accordingly. Such candidates will however, be entitled to T.A. subject to the condition that the written test and any interview that may also be necessary is held at one and the same station and on the same or adjacent days so that the candidate gets travelling allowance for only one journey to and from the place of selections.

24. It has further been decided that the orders mentioned above will apply to the candidates of Scheduled Castes/Scheduled Tribes called through the Employment Exchanges for interview/written test for appointment to Class III and Class IV advertised posts.

No. WGII-13(29)-61/5598.

From

Shri E.N. Mangat Rai, I.C.S.
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the Punjab and the Registrar High Court Punjab.

Dated Chandigarh, the 6th March, 1961.

Subject.—Representation of members of Scheduled Castes/Tribes and Backward Classes in service in Punjab.

Sir,

I am directed to refer to Punjab Government letter No. 28400-WG-S-56/8090, dated the 9th November, 1956, wherein it is stated that with a view to ensuring due representation to members of Scheduled Castes/Tribes and Backward Classes in Government service recruitment on a Block System based on a formula of rotation is to be made and that the first vacancy is to be reserved for a member belonging to these Castes/Classes irrespective of his position *inter se* the other candidate and the remaining four vacancies for others. The instructions further enjoin that in case it is not possible to fill the first reserved vacancy by appointment of a candidate belonging to Scheduled Caste/Tribe or Backward Classes, this vacancy may be filled by a candidate other than the one belonging to Scheduled Caste/Tribe and Backward Classes and the reservation be carried on from vacancy to vacancy in the same block until a suitable candidate for the vacancy in the block has been found. According to the existing practice if the services of a Government servant belonging to Scheduled Caste/Tribe and Backward Classes are terminated the resultant vacancy is included in the normal pool of vacancies and is filled up in accordance with

the Block System. It has been observed that in this way the underlying idea of giving due representation to members of Scheduled Caste/Tribe and Backward Classes is not achieved. With a view to safeguard the interests of the members of the Scheduled Castes/Tribes and Backward Classes it has been decided that if the services of a Government Servant belonging to Scheduled Castes/Tribes or Backward Classes are terminated the resultant vacancy should not be included in the normal pool of vacancies to be filled in accordance with the Block System but should be filled up on an *ad hoc* basis from the candidates belonging to these castes and classes. In other words the intention is that the posts vacated by members of Scheduled Castes/Tribes and Backward Classes should remain earmarked and be filled up by members belonging to these Classes.

2. There will not be any practical difficulty in finding suitable candidates belonging to Scheduled Castes/Tribes and Backward Classes in so far as non-technical posts are concerned. However for the technical posts and those requiring specialised training or qualifications suitable personnel possessing requisite experience and qualification may not be available. Therefore, in order to avoid any administrative inconvenience by keeping these posts in abeyance for an indefinite period, such posts may be filled up by candidates other than those belonging to Scheduled Castes/Tribes and Backward Classes on the condition that whenever suitable persons belonging to such castes/Classes are available and there is need for filling up a new vacancy, the members of the Scheduled Castes/Tribes and Backward Classes should be given their earlier quota for making up their deficiency arisen out of non-availability of their technical persons at that time.

3. The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.) . . .

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

No. 193-5WG-1-63/3141.

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges in the Punjab and the Registrar, Punjab High Court, Chandigarh,

Dated Chandigarh, the 7th February, 1963.

Subject.—Representation of members of the Scheduled Castes, Scheduled Tribes and Backward Classes in Services in Punjab, Termination of Services.

Sir,

I am directed to invite a reference to Punjab Government letter No. 28400-WG-S-8090, dated the 9th November, 1956, on the subject cited above and to say that several representations have been received by Government to the effect that services of members of Scheduled Castes, Scheduled Tribes and Backward Classes are being terminated on account of National Emergency ignoring the fact that they belong to these castes/classes and have got a prior right over other persons in view of their lean-representation in services. I am, therefore, to impress upon you that the instructions contained in the Punjab Government letter referred to above should be kept in view while making retrenchment of members of Scheduled Castes, Scheduled Tribes and Backward Classes. The relevant para of the instructions referred above is produced below :—

"Members of the Scheduled Castes, Scheduled Tribes and Backward Classes who are in service and are otherwise suitable and against whom there are no complaints should not ordinarily be brought under reduction or retrenchment so long as their total strength does not exceed the prescribed limit no retrenchment should be made without first obtaining orders of the Chief Secretary in the Welfare and General Branch."

It may, however, be made clear that a member of Scheduled Castes, Scheduled Tribes and Backward Classes in Government services will be entitled to this preference only when a non-Scheduled Caste employee is senior to him by not more than one year. In other words a member of Scheduled Castes, Scheduled Tribes and Backward Classes in Government services should not be retrenched, even though he may be the junior most employee in the office or department concerned. If, at the time of the proposed retrenchment, there are other temporary employees not more than one senior to the Scheduled Caste, Scheduled Tribe and Backward Classes employees, concerned. In such case the junior most non-Scheduled Castes, Scheduled Tribes and Backward Classes senior to the Scheduled Caste, Scheduled Tribes and Backward Classes by not more than one year may be retrenched and the Scheduled Castes, Scheduled Tribes and Backward Classes employees should be retained.

Yours faithfully,

(Sd.) . . .

Assistant Secretary, Political,
for Chief Secretary to Government, Punjab.

Copy of letter No. 1380-FR(O)-62/1415, dated the 22nd February, 1963, from the Secretary to Government, Punjab, Finance Department to all Heads of Departments and Registrar High Court, Commissioners of Divisions, District and Sessions Judges and the Deputy Commissioners in the Punjab and copy endorsed to the Accountant-General, Punjab and all Administrative Secretaries, etc., etc.

Subject.—Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates called for interview—General Instructions regarding the mode of drawal of etc.

I am directed to invite a reference to Punjab Government Finance Department letter No. 1090-FR(D)-61/1504, dated the 9th/15th February, 1961, on the above subject and to say that the expenditure involved on account of the payment of travelling allowance to the Scheduled Castes/Scheduled Tribes candidates for interview should be treated as contingent expenditure. Accordingly all the rules regarding the drawal and disbursement of contingent expenditure should apply to these transactions.

2. The recruiting authority will be the drawing and disbursing officer for the purpose of the orders mentioned above. As far as possible the payments should be made on the spot after the interview is over. The disbursing officer shall have full discretion in the matter of verifying or satisfying himself as to the correctness of the payments to be made, to the candidates. If the amount required for the purpose is small, it can be met from the Permanent Advance of the disbursing officer. Where, however, the permanent advance sanctioned to the disbursing officer is not sufficient or the amount required for the payment is heavy, an on account advance may be sanctioned for the purpose by the competent authority. The advance drawn in such cases should, in due course, be accounted for by sending necessary adjustment bill to the audit officer, duly countersigned, where necessary unutilized portion of the advance, if any, should be refunded to the treasury.

Copy of letter No. 10868-ITRI-62/2486, dated 18th March, 1963, from the Secretary to Government, Punjab, Finance Department, to all Heads of Departments, etc.

The following clarifications of the instructions contained in Finance, Department letter No. 1380-FR-(D)-62/1415, dated the 22nd February 1962, regarding payment of Travelling Allowance to Scheduled Castes/Scheduled Tribes candidates have been issued :-

- (a) Since all the rules regarding the drawal and disbursement of contingent expenditure should apply to the transactions relating to the payment of T.A. to the candidates, whether the candidates' receipts for amounts exceeding Rs. 50 should be furnished to audit, as sub-voucher as in the case of normal contingent charges.

- (b) Whether it would be necessary for the Drawing Officer to furnish any certificate in support of amount disbursed and, if so, in what form.

A statement and Certificates as in the enclosed pro-forma may be furnished by the Drawing and Disbursing Officer.

- (c) Whether it would be necessary for Drawing Officer to obtain the ticket number of cash receipts from the candidates concerned before the payment.

The Disbursing Officer has full discretion in the matter of verifying the bona-fide or the claim. If he desires, he may require the candidate to furnish proof for having actually performed the 'Onward' journey to the place of interview.

- (d) Whether the distance travelled by road should be certified by the individuals or local transport authorities.

The payment may be made on the basis of written application from the candidates containing the relevant details where the Disbursing Officer is unable to verify the same himself independently.

- (e) Whether in cases where the payments cannot be made on the spot and are to be remitted by money order, the remittance charges, may be borne by the Government.

If, owing to administrative difficulties, the payment is not made on the spot after the interview written test the amount may be remitted to the candidates at Government cost.

Statement showing the amount of T.A. disbursed to Scheduled Castes/Tribes candidates called for interview.

Serial No.	Names of candidates	Date of Interview/ Written Test	Normal place of residence or place from where performed journey for interview, whichever is nearest	Distance by rail/ road	Third Class fare by passenger train/ road transport	T.A. admissible	Remarks
1	2	3	4	5	6	7	8

Certified that—

- (1) the candidates named above belongs to Scheduled Castes/Tribes and appeared interview/written test for the Class III/Class IV post.
- (2) the amount disbursed is admissible on the basis on actuals and is in accordance with the rates and conditions prescribed.
- (3) the payee receipt for Rs. is attached has been retained.

Signature

Copy of letter No. 2295-B&C-63/22, dated the 22nd March, 1963, from Shri L. C. Gupta, I.A.S., Joint-Secretary to Government, Punjab, Finance Department to all Heads of Departments, etc., etc.

Subject.—Economy in expenditure reduction in ministerial staff, etc.

Sir,

I am directed to say that since the declaration of National Emergency the question of affecting the maximum possible economy in expenditure has been under the consideration of the State Government and they have come to the conclusion that in spite of the measures taken in this connection so far various departments are carrying an excess of ministerial staff which can be reduced in the interest of economy as well as more efficient conduct of work. Government also considers that the emergency requires that the Government employees should make strenuous efforts and exert themselves more to increase the total out turn over and above the work load norms prescribed hitherto. They are further of the view that an essential step towards streamlining of the present procedures would be the general adoption of the single file system between the Heads of Departments and the Administrative Secretaries. It has accordingly been decided now that action should be taken on the following lines :—

I. Existing Staff—

II. The Ministerial Staff in the Secretariat and the offices of the Heads of Departments (including the offices of Divisional Commissioners and Chief Engineers) both on the plan and Non-Plan side, should be reduced by 15 per cent on an *ad hoc* basis subject to the exceptions indicated below :—

- (i) This reduction should be worked out on the basis of the sanctioned strength as it stood on the 1st of November, 1962, as well as of posts sanctioned after the 1st November, 1962. Whether for work connected with the Emergency or otherwise and well include the reduction made since the 1st November, 1962 in pursuance of the campaign for economy 15 per cent reduction it has to be added and has been laid down as the minimum and in case greater reduction is possible in any department this should be effected accordingly by the Department concerned.

- (ii) No reduction will, however, be made in the case of members of the Scheduled Castes, Scheduled Tribes and Backward Classes and they will not be retrenched or reverted to lower position, in pursuance of the present economy measures. The extent of over all reduction (15 per cent) would as a result be less by the number of the posts held by the member of the Scheduled Castes, Scheduled Tribes and Backward Classes. Moreover, if any member of these castes etc. have already been retrenched or reverted because of the economy measures adopted since the 1st November, 1962 they should be restored to their original posts.

- (iii) The reduction of 15 per cent need not, unless, it is feasible, be applied to supporting staff like steno-typists/stenographers Personal Assistants, etc. as their strength is determined on the basis of the number of officers and branches.
- (iv) There will be no reduction in the strength of Assistant Section Officers in the Secretariat.
- (v) In respect of Superintendents, Deputy Superintendents, etc., the norm regarding the number of officials to be supervised by them will remain unchanged as per example Superintendent in the Secretariat will continue to supervise 5 to 6 Assistants as before. Consequential adjustments to that extent may be carried out immediately.
- (vi) The aforesaid reduction of 15 per cent should be given effect to from 1st April, 1963, the precise extent being approved by the Finance Department.
- (vii) The Heads of Departments should also examine immediately the possibility of reduction in the strength of their subordinate offices and send their report to the Chief Secretary to the Emergency Branch, within one month of the receipt of this letter.

II. Retrenchment and Reabsorption—

- (i) The reversions or retrenchments which may be necessary as a result of the reduction in the strength of the staff should be carried out strictly on the basis of seniority namely, the junior most person in any particular organisation should be reverted or considered surplus as the case may be subject to the provision of para 2(ii) above.
- (ii) The services of temporary officials rendered surplus as a result of the proposed reduction should be dispensed with straightway after giving them the usual notice and an intimation about their retrenchment should be sent to the Public Service Commission/ Subordinate Services Selection Board, as well as the Chief Secretary within a fortnight.
- (iii) In the case of permanent staff the pay and grade admissible to them in their substantive capacity will, on re-absorption have to be protected. The permanent staff which becomes surplus (even after adjustments on substantive posts against which they hold a lien) should be allowed to continue under intimation to Commission/Board as well as the Chief Secretary within a fortnight.

(iv) It is intended that retrenched staff should be given preference in absorption in new posts. For filling all new vacancies whether through Public Service Commission or the Subordinate Services Selection Board, the first priority therefrom be given to the permanent officials who are rendered surplus by the continuance of emergency to the various offices pending absorption. The second priority will be given to retrenched temporary officials. The Chief Secretary's office will co-ordinate this work and when any vacancy has been filled, directly or through the Public Service Commission/Subordinate Services Selection Board, that office should be informed.

III. Work-load for Additional Staff—

4. (i) For future additional staff the norm obtaining in the different departments in respect of receipt per day to be dealt with by each Assistant/dealing hand should be deemed to have been increased by 50 per cent subject to the condition that receipts requiring less than five minutes to deal with should not be counted. This means that for calculating additional staff, an Assistant in the Secretariat who was previously expected to dispose of 8 fresh receipts per day would now be required to dispose of 12 fresh receipts per day the receipts requiring less than five minutes to deal with not being included in these 12 receipts.
- (ii) The existing staff will also have to give the increased out turn referred to above before additional staff can be sanctioned.
- (iii) The Assistant Section Officers in the Secretariat will be required to deal with 18 receipts per day excluding receipts which can be disposed of in less than five minutes.

IV. Single File System—

- (i) Government have decided that as a basic principle the single file system should be fully adopted between the Head of Department and the Administrative Secretary. Any exception which is considered to be absolutely essential should be determined by the Administrative Secretary concerned in consultation with the Chief Secretary. For this purpose a list of essential exceptions should be drawn up immediately by the Administrative Secretary and referred to the Chief Secretary within a fortnight.
- (ii) The switch over to single file system is also to be given effect to from 1st April, 1963 in respect of Departments whose heads are located at Chandigarh. As regards other Heads of Departments, arrangement should be made, to shift their offices to Chandigarh as far as possible.
- (iii) Any reduction in staff in the Secretariat which is feasible on account of adoption of single file system should be affected over and above the *ad hoc* reduction of 15 per cent specified in para (ii) above.
- (iv) The retrenchment of staff and its consequential re-absorption should be affected in accordance with the procedure laid down in para 3. The reduction so affected should be intimated to the Chief Secretary within one month of the receipt of this letter.

(v) Lastly, it has also been decided that the entire position should be reviewed after six months in order to consider whether any changes or modifications are necessary in regard to any of the items specified in this letter.

(vi) The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.) L. C. GUPTA,
Joint Secretary to Government, Punjab,
Finance Department.

Copy of circular letter No. 2662-5WGII-63/6934, dated the 20th April, 1963, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments.

Subject.—Classification of certain classes of people as Backward Classes other than the Scheduled Castes and Scheduled Tribes.

I am directed to address you on the subject noted above and to say that the question of classification of the people of the State as Backward on the basis of their economic backwardness, social status of occupation etc. other than castes had been engaging the attention of the Government for some time past. After careful consideration it has now been decided that :—

Besides the Scheduled Castes and Scheduled Tribes, who are separately enjoying certain privileges the other Backward Classes may include :—

- (a) all the residents of Punjab State, whose family income is less than Rs. 1,000 per annum irrespective of the fact as to which caste, community or class they belong to and what profession they are following.
- (b) Besides the above category certain other communities should also be declared as Backward by the State Government. These communities should be such as are socially looked down upon by the people of State. All the members belonging to these backward communities excluding those whose family income exceeded Rs. 1,800 per annum should be entitled privileges being enjoyed by Backward Classes.

No. 5376-5WGII-63

From
Shri Hardev Singh Chhina, I.A.S.,
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To
The Secretary,
Punjab Public Service Commission,
Patiala.

Dated Chandigarh, the 4th July, 1963.

Subject.—Classification of certain classes of people as Backward Class other than the Scheduled Castes and Scheduled Tribes.

Sir, With reference to your letter No. 72/P&G/63/23716, dated the 18th May, 1963, on the subject noted above, I am directed to state that although the State Government have agreed to the adoption of economic criterion other than caste for the classification of the people of the State, as 'Backward' class yet they have reserved with them the right of declaring of any class/community as 'Backward' from time to time on the basis of their social backwardness. In their case the ceiling of the annual income would be Rs. 1,800 per annum. Therefore, these classes would be entitled to the benefits allowed to Backward Classes, from the dates they are declared 'backward'. Further the classes/communities declared as 'backward' by the Government so far, would continue to be treated as such provided their family income does not exceed Rs. 1,800 per annum.

2. The candidate, who want to avail of the concessions admissible to 'Backward Classes' should be required to produce affidavits in the forms given in Annexure I & II.

3. The instructions issued,—vide Punjab Government letter WG-56/4799, dated the 25th January, 1956, are modified to this extent.

Yours faithfully,

(Sd.)
Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes and Scheduled Tribes,
and Backward Classes Departments.

No. 5376-5WG-II-63, dated Chandigarh, the 4th July, 1963.

A copy with copies of Annexures I and II is forwarded to all Heads of Departments, Commissioners of Divisions, Deputy Commissioners and District and Sessions Judges in the State and Registrar, Punjab High Court, in continuation of Punjab Government letter No. 2662-5WGII-63/6934, dated the 20th April, 1963.

(For Director Research and Medical Education, Punjab).

This also disposes of his letter No. 4353-2MBIV-63-5013, dated the 31st May, 1963.

(Sd.)
Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes and Scheduled Tribes
and Backward Classes Departments.

A copy with copies of Annexures I and II is forwarded to all (i) Financial Commissioners and (ii) Administrative Secretaries to Government, Punjab, for information and necessary action in continuance of this Department U.O. 2662-WGII-63, dated the 20th April, 1963.

(Sd.)
Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes and Scheduled Tribes
and Backward Classes Departments.

To

(i) All Financial Commissioners,
(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 5376-5WG-II-63, dated Chandigarh, the 4th July, 1963.

A copy with copies of Annexures I and II forwarded to Secretaries/Private Secretaries/Personal Assistants to Governor, Chief Minister, Ministers and Chief Parliamentary Secretary to Government, Punjab, in continuation of this Department U.O. 2662-5WG-II-63, dated the 20th April, 1963, for information of the Governor, Chief Minister, Ministers and Chief Parliamentary Secretary.

(Sd.)
Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes and Scheduled Tribes and
Backward Classes Departments.

To

The Secretaries/Private Secretaries/Personal Assistants to Governor, Chief Minister, Ministers and Chief Parliamentary Secretary.

U.O. No. 5376-5WG-II-63, dated Chandigarh, the 14th July, 1963.

ANNEXURE I

(Referred to in Punjab Government Letter No. 5376-5WGII-63, dated 4th July, 1963.

Affidavit in respect of persons having income less than Rs. 1,000 per annum.

I, _____, son of _____, resident of village _____, tehsil _____, District _____, solemnly affirm and declare as under —

- (i) that my family income from all sources is less than Rs. 1,000 per annum; and
- (ii) that I am classed as 'Backward' in terms of Punjab Government letter No. 2662-5WG-II-63/6934, dated the 20th April, 1963.

Deponent,
(Self/Father/Guardian).

I, _____ above named deponent solemnly affirm and declare that whatever is stated above is true and correct and I have kept nothing concealed therein.

Deponent,
(Self/Father/Guardian).

Attested.

Magistrate, 1st Class
(with the Seal of his Court).

ANNEXURE II

(Referred to in Punjab Government letter No. 5376-5WG-II-63, dated 4th July, 1963).

Affidavit in respect of persons already declared as 'Backward' and whose family income does not exceed Rs 1,800 per annum.

I, _____ son of _____, resident of village _____, Tehsil _____, District _____, solemnly affirm and declare that—

- (i) I belong to _____ caste which has been declared as Backward Class in Punjab State ;
- (ii) My family income from all sources does not exceed to Rs. 1,800 per annum ; and
- (iii) I am classed as Backward in terms of Punjab Government letter No. 2662-5WG-II-63/6934, dated 20th April, 1963, read with letter No. 5376-5WG-II-63, dated the 4th July, 1963.

Deponent,

(Self/Father/Guardian).

I, _____ above named deponent solemnly affirm and declare that whatever is stated above is true and correct and I have kept nothing concealed therein.

Deponent,

(Self/Father/Guardian).

Attested,
(Magistrate, 1st Class,
with the Seal of his Court.)

Copy of letter No. 7742-3GS-63/22947, dated 18th June, 1963 from **Sirdar Gian Singh Kahlon, I.C.S., Chief Secretary to Government, Punjab,** to all Heads of Departments, Commissioners of Divisions, Registrar, High Court, etc., etc.

Subject 1:—Concessions to Scheduled Castes/Tribes and Backward Classes in the matter of application/examination fee who apply for posts advertised by the Commission/Board.

I am directed to say that a concession in the matter of application/examination fee was originally granted to members of the Scheduled Castes/Tribes and Backward Classes, who seek admission to the examinations conducted by the Commission. This concession was further extended in respect of examination conducted by the Board.

2. A question arose whether the application/examination fee concession allowed by the State Government to Scheduled Castes/Tribes and Backward Classes was admissible to members of Scheduled Castes/Tribes and Backward Classes of all the States in the country or to persons residing in the State of Punjab alone. The matter has been considered by the Government and it has been decided that the concession allowed by the State Government to Scheduled Castes/Tribes will be admissible to Scheduled Castes/Tribes belonging to all the States in the country but the concessions to Backward Classes is admissible in the case of members of the Backward Classes of the Punjab State alone.

Copy of letter No. 8088-5WG-II-63/1844, dated **Chandigarh, the 7th September, 1963, from Secretary to Government, Punjab, Scheduled Castes/Backward Classes Departments, to all Heads of Departments, in the State.**

Subject 1:—Increase in the percentage of reservation in Services for the members of Scheduled Castes and Scheduled Tribes.

I am directed to invite a reference to Punjab Government letter No. 4276-WG-II-52/2521, dated the 19th August, 1952 on the subject noted above, and to say that the matter regarding the increase in the percentage of reservation in Government services, for the members of Scheduled Castes and Scheduled Tribes, on the basis of the latest figures of population as enumerated in the last Census Operation had been under consideration of Government for some time past. It has now been decided to increase this reservation in case of new appointments only from 19 per cent of 20 per cent. It will, however, be subject to the usual conditions that the minimum qualifications prescribed for any post would not be lowered with a view to accommodating any Scheduled Castes, Scheduled Tribes candidate.

2. Please acknowledge receipt of this communication.

No. 6486-5WG-II-63/19193.

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the State and Registrar, Punjab High Court, Chandigarh.

Dated Chandigarh, the 12th September, 1963.

Subject 1:—Reservation for the members of Scheduled Castes, Scheduled Tribes and Backward Classes in promotion cases.

Sir,

I am directed to refer you to the subject noted above and to say that present reservation for Scheduled Castes, Scheduled Tribes and other

Backward Classes is applicable to new appointments and not to promotions which are governed by consideration of merit and seniority alone. Since those castes/classes are poorly represented in various services in the upper grades under the State Government, it has been under the active consideration of Government that some reservation in higher grade posts as well should be made for them. It has now been decided that except in the case of All India Services, 10 per cent of the higher posts to be filled by promotion should be reserved for the members of Scheduled Castes, Scheduled Tribes and Backward Classes (9 per cent for the members of Scheduled Castes and Scheduled Tribes and 1 per cent for the Backward Classes) subject to the following conditions:—

(a) the persons to be considered must possess the minimum necessary qualifications; and

(ii) they should have at least a satisfactory record of service.

2. The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.)
Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes, Scheduled Tribes and
Backward Classes Department.

A copy is forwarded to all (i) Financial Commissioners, Punjab; and (ii) Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Assistant Secretary, Political,
for Secretary to Government, Punjab,
Scheduled Castes/Scheduled Tribes and
Backward Classes Departments.

To
(i) All Financial Commissioners, Punjab.

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 6486-SWG-II-63, dated Chandigarh, the 12th September, 1963.

Copy of letter No. 15784-GS-63/42393, dated the 22nd November, 1963, from Shri Saroop Krishen, I.C.S., Planning Commissioner and Additional Chief Secretary to Government, Punjab, to all Heads of Departments, Commissioners and Deputy Commissioners, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab.

Subject 1—Economy in expenditure-reduction in Ministerial Staff, etc. I am directed to invite a reference to Punjab Government Finance Department, Circular letter No. 2295 B&C 63/2831, dated the 22nd March, 1963,

on the subject noted above, and to say that a question has arisen as to whether on promotion the employees who were reverted as a result of the economy measures should rank junior to the members belonging to the Scheduled Castes, Scheduled Tribes and Backward Classes, who were allowed promotion, —vide para 2.11 (of these instructions notwithstanding the fact that the former were senior to the latter before their reversion).

2. The matter has been examined and it has been decided that the officials, who were reverted as a result of the implementation of the instructions referred to above and who were senior to the members of the Scheduled Castes, Scheduled Tribes and Backward Classes, should be restored their original seniority on subsequent promotion. The intention behind the protection provided to the members of Scheduled Castes, Scheduled Tribes and Backward Classes was to prevent them from reversion, etc., and it would not be equitable that they should also be allowed the benefit of added seniority in the promoted rank.

3. These instructions may please be brought to the notice of all concerned and necessary action may please be taken.

N. 964-SWGII-63/24786.

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Departments.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and District and Sessions Judges in the State, and Registrar, Punjab High Court, Chandigarh.

Dated Chandigarh, the 26th December, 1963.

Subject:—Requisition for direct recruitment sent to the Public Service Commission, Subordinate Services Selection Board—Sending of copies to Government.

Sir, I am directed to address you, on the subject noted above, and to say that it has been brought to the notice of Government that the various Heads of Departments while sending their requisition for staff recruitment to the State Public Service Commission/Subordinate Services Selection Board, etc., do not reserve the prescribed number of posts for the members of Scheduled Castes, Scheduled Tribes and other Backward Classes, which ultimately deprives them of their due share in services.

2. You are, therefore, requested to ensure that the number of reserved vacancies is calculated strictly in accordance with the instructions issued by Government from time to time in this regard and it should specifically be indicated in all requisitions sent to Public Service Commission/Subordinate Services Selection Board. A copy thereof should invariably be endorsed to this Department.

Yours faithfully,

(Sd.)
Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes/Backward Classes
Departments.

Copies are forwarded to all (i) Financial Commissioners in Punjab, and (ii) Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd).

Superintendent, Welfare General,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

(i) All Financial Commissioners in Punjab.

(ii) Administrative Secretaries to Government, Punjab.

U. O. No. 9649-5W-GII-63, dated Chandigarh, the 26th December, 1963.

No. 10181-4WGI-63/795.

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions,
Deputy Commissioners and District and Sessions Judges
in the State and Registrar, Punjab High Court, Chandigarh.

Dated Chandigarh, the 14th January, 1964.

Subject—Reservation for the members of Scheduled Castes, Scheduled Tribes and other Backward Classes in promotion cases.

Sir,

I am directed to invite a reference to Punjab Government letter No. 6486-5WGI-63/19193, dated the 12th September, 1963 wherein provision for reservation of ten per cent of the higher posts to be filled by promotion for the members of Scheduled Castes and other Backward Classes, had been made.

2. Government have since then been receiving references from several quarters seeking clarification in regard to the implementation of the said decision. After careful consideration of the matter, it has now been decided that :—

- (a) The said decision should be applied to all promotion posts already vacant on 12th September, 1963, or falling vacant thereafter.
- (b) The reservation should not imply that 10 per cent of the total posts reserved for promotion in any cadre have to be filled by Scheduled Castes personnel in the sense that all existing/future vacancies will be filled up by Scheduled Castes/Tribes and other Backward Classes candidates until their share in higher services comes up to 10 per cent.

(c) This provision of reservation applies to all State services including Class I, II, III and IV posts, the only exception being All-India Services.

(d) This reservation should apply even in the case of short term leave vacancies unless it is likely to involve unnecessary dislocation of work in different offices and avoidable expenditure and inconvenience due to mid-year transfers, etc.

(e) So far as Scheduled Castes/Tribes are concerned the very first vacancy existing on/arising after the 12th September, 1963 should be treated as reserved for them and only, if no such official is available for promotion against the vacancy reserved for them in the first block of 10 vacancies a candidate belonging to other Backward Classes may be selected. In preference to the remaining officials against one such post only out of one hundred since the reservation for other Backward Classes may not exceed 1 per cent. However, if Scheduled Castes/Tribes candidates are available to fill one out of every ten vacancies the specific reservation in favour of other Backward Classes should be the 51st vacancy.

(f) One reserved vacancy should be carried over to the next block of ten vacancies in case it cannot be filled up within any block of ten posts. Thus if no Scheduled Castes/Tribes/Backward Classes candidate is promoted against any of the first 10 vacancies the number of vacancies available to such candidates in the following block will be two.

(g) In case an out of turn promotion has already been given to a candidate belonging to Scheduled Castes/Tribes or Backward Classes against a reserved vacancy and then in the same block it happened to be the turn of a candidate belonging to the said Castes/Classes for promotion, such candidate should not be ignored on the ground that 10 per cent reservation has already been exhausted.

2. The receipt of this communication may please be acknowledged.

Yours faithfully,

D. N. DHIR,
Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes, Scheduled Tribes and
Backward Classes Department.

No. 1637-WGI-AS02-64/4289.

From

Shri H. S. Acharya, I.A.S.,
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Division, Deputy Commissioners, and District and Sessions Judges in the State and the Registrar, Punjab High Court, Chandigarh.

Dated the 6th/13th March, 1964.

Subject.—Reservation of seats in Educational/Technical and Professional Institutions for Admission to members of the Scheduled Castes/Scheduled Tribes and other Backward Classes.

Sir,

I am directed to invite a reference to Punjab Government letter No. 1946-WG-54/17248, dated the 17th March, 1954, on the subject cited above and to say that at present 19 per cent of seats in educational/technical and professional institutions controlled by Government are reserved for members of Scheduled Castes/Scheduled Tribes and further 2 per cent seats are reserved for members of other Backward Classes. The reservation of 19 per cent of seats for Scheduled Castes/Scheduled Tribes was based on the percentage of their population *vis-à-vis* the total population of the State.

2. According to the latest Census figures, the population of the Scheduled Castes has registered an increase of one per cent *vis-à-vis* the total population of the State in that they now form 20 per cent (instead of 19 per cent) of the total population of Punjab. As such, it has been decided that reservation of seats for Scheduled Castes/Scheduled Tribes in the Educational/Technical/Professional institutions should be raised from 19 per cent to 20 per cent. the position will, therefore, be as follows :—

- (1) 20 per cent of seats in educational, technical and professional institutions controlled by Government will be reserved for members of Scheduled Castes and Scheduled Tribes.
- (2) A further 2 per cent of these seats will continue to be reserved for the members of the other Backward Classes.
- (3) Minimum qualifications required of candidates for all these vacancies will not be as heretofore, relaxed in favour of members of Scheduled Castes and Scheduled Tribes and other Backward Classes.
- (4) If a sufficient number of candidates from Scheduled Castes and Scheduled Tribes is not available, the vacancies reserved for them, as heretofore, will be offered first to candidates of other Backward Classes if available, and *vice-versa*, before throwing them open to other candidates.

Yours faithfully,

D. N. DHIR,

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

No. 2125-4WGI-64/5213

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Deputy Commissioners and District
and Sessions Judges in State and Registrar, Punjab High
Court.

Dated the 18th March, 1964.

Subject.—Reservation in Promotion cases for the members of Scheduled Castes/Tribes and other Backward Classes.

Sir, I am directed to invite a reference to Punjab Government letter No. 10181-4WGI-63/795, dated the 14th January, 1964, on the subject noted above.

2. Your attention is invited to sub-para 2(e)(f) and (g) in which a mention has been made of the block of 10 vacancies in the promoted cadre and it has been laid down that the first vacancy existing on or arising after the 12th September, 1963, when instructions were circulated on the subject,—vide Punjab Government letter No. 6486-5WGI-63/19193 should be considered as reserved vacancy for the officers/officials belonging to Scheduled Castes/Tribes and Backward Classes. The mention of this block of 10 vacancies has been made with a view to ensure 10 per cent reservation of Scheduled Castes/Tribes and Backward Classes in the promoted cadre as also to specifying the number of vacancy which has to be considered as reserved for them. This should not be interpreted to mean that an officer/official belonging to Scheduled Castes/Tribes and Backward Classes must fall in the first 10 candidates invariably to be eligible to the first reserved vacancy in the block. The reservation for the members of these classes is governed by the policy letter issued on the 12th September, 1963, mentioned above. It states that subject to the conditions that the person to be considered must possess the minimum necessary qualifications and he should have at least a satisfactory record of service, an officer/official belonging to these classes shall be able to draw benefit out of this special reservation for those classes.

3. To illustrate the above point, if there is no official of the Scheduled Castes placed at a position say 73rd in the list prepared for promotion to the higher posts and a vacancy arises therein, he would have precedence over the other 72 officials to benefit out of the first vacancy that occurs on or after 12th September, 1963. His turn would not be withheld merely for the fact that his number on the select list is not in the first ten.

Yours faithfully,

D. N. DHIR,

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

No. 2360-4-WGI-64/4860

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions,
Deputy Commissioners and District and Sessions Judges in
The State and Registrar, Punjab High Court.

Dated Chandigarh, the 24th March, 1964.

Subject.—Reservation for the members of Scheduled Castes/Scheduled Tribes and other Backward Classes in Service—Specification of posts in regard to.

Sir,

I am directed to invite a reference to Punjab Government letter No. 6028-WGI-58/2146, dated the 29th January/3rd February, 1959, on the subject noted above and to state that since the increase in the percentage of reservation for the members of Scheduled Castes/Tribes made,—vide Punjab government letter No. 8038-WGI-68/18244, dated the 7th September, 1963, the issue of specifying vacancies to be reserved for the members of Scheduled Castes/Tribes and other Backward Classes had been under the consideration of Government. It has been decided that in a lot of 100 vacancies those occurring at serial number mentioned below fall to the share of the Scheduled Castes/Tribes:—

1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96.

Vacancies at serial numbers 27 and 77 should be treated as reserved for the members of Backward Classes. This would mean that in each of 6th and 16th blocks, there will be two reserved vacancies.

2. Punjab Government letter No. 6028-WGI-58/2146, dated the 29th January/3rd February, 1959, may be considered to be modified to the extent stated above.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd.)

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

Copies are forwarded to all (i) Financial Commissioners and (ii) Administrative Secretaries to Government, Punjab for information and necessary action, in continuation of this department U.O. No. 6028-WG-II-58, dated the 29th January/3rd February, 1959.

(Sd.)

Section Officer,

for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Financial Commissioners to Government, Punjab.
All Administrative Secretaries to Government, Punjab.

U.O. No 2360-WGI-64, dated Chandigarh, the 24th March, 1964.

No. 2600-4-WGI-64/5542

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Deputy Commissioners and District and Sessions Judges in the State and Registrar, Punjab High Court

Dated Chandigarh, the 28th March, 1964.

Subject.—Reservation for the members of Scheduled Castes, Scheduled Tribes and other Backward Classes in Government Services.

Sir,

I am directed to invite a reference to Punjab Government letter Nos. 1945-WG-54/17246, and 8088-WGI-63/18244, dated the 17th March, 1954, and 7th September, 1963, respectively, on the subject noted above and to state that a doubt has arisen whether or not the reservation of 22 per cent (20 per cent for the members of Scheduled Castes/Tribes and 2 per cent for other Backward Classes) in Government services at the time of new appointment should be in addition to the posts/vacancies secured by the members of the said classes on merit.

2. The object of making representation is that to the extent of reservation, appointment or posts should go to the said backward classes of citizens. The position has been examined in this context and it has been decided that in this connection the following points may be kept in view:—

(i) If the candidate belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes succeed on merit, either to the extent of reservation made for them or to a greater extent, the question of making any further appointment out of such candidates or giving them any additional posts would not arise.

(ii) In case, however, candidates belonging to the said classes do not succeed in securing posts on merit to the extent of the reservation made for them, then such candidates can be selected from lower down the list so that the total number of the selected candidates belonging to these classes is equal to the number of posts reserved for them.

(iii) In case a greater number of candidates belonging to Scheduled Castes/Tribes and other Backward Classes succeed on merit than the number of posts reserved for them, all of them subject to the number of vacancies available should be considered for appointment.

3. The receipt of this communication may pleased be acknowledged.

(Sd.) D. N. DHR,

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

No. 2506-4WGI-64/6118

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Deputy Commissioners and District
and Sessions Judges in the State and Registrar, Punjab High
Court.

Dated Chandigarh, the 10th April, 1964.

Subject.—Reservation of posts in promotion cases for the members of
Scheduled Castes, Scheduled Tribe and other Backward
Classes—Quarterly statement regarding.

Sir,
I am directed to invite a reference to Punjab Government letter No. 6486-5WGI-63/19193, and 10181-5WGI-63/795, dated the 12th September, 1963 and 14th January, 1964, on the subject noted above and to state that with a view to ensuring as to how for the Government policy regarding reservation of vacancies in promotion cases for the members of Scheduled Castes/Tribes and other Backward classes is being implemented, it has been decided that a quarterly statement in the enclosed *pro forma* may be sent to Government (in Welfare General I Branch) by all the departments. It is accordingly requested that the requisite statement as to *pro forma* enclosed may be furnished within 10 days of the expiry of the period to which it relates. Thus the first report for the quarter ending 31st March, 1964 should reach by 10th April, 1964.

2. The receipt of this communication may kindly be acknowledged.
(Sd.)

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

Copies are forwarded to all (i) Financial Commissioners, and Administrative Secretaries for information and necessary action in continuation of this Department U.O. No. 10181-4WGI-63/795, dated the 14th January 1964.
(Sd.)

Section Officer, Welfare General I,

for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

(1) All the Financial Commissioners.

(2) All Administrative Secretaries to Government, Punjab.

U. O. No. 2506-4WGI-64, dated Chandigarh the 10th April, 1964.

Quarterly statement showing the representation of the Scheduled Castes/Scheduled Tribes,
and other Backward Classes in promotion posts in the Department _____

for the quarter ending _____

Serial No.	Name of the post	Vacancies occurring during the quarter under report	Number of vacancies filled in by members of Scheduled Castes, Tribes and other Back- ward Classes if due according to the instruc- tions	Remarks
1	2	3	4	5

From No. 2460-4WGI-64/6115

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Deputy Commissioners and District
and Sessions Judges in the State and Registrar, Punjab High
Court.

Dated Chandigarh, the 17th April, 1964.

Subject.—Representation of the members of Scheduled Castes, Scheduled
Tribes and other Backward Classes—Submission of Half-
yearly statement regarding.

Sir,
I am directed to say that after reservation of a certain percentage in
vacancies in services for the members of Scheduled Castes/Tribes etc., it was
laid down in Punjab Government letter No. 13470-PG-49/69276, dated the
3rd November, 1949, that all Heads of Departments etc., should furnish
in a prescribed *pro forma* half-yearly statements showing the representa-
tion given to these classes in services. In practice, however, it has been
noted that these statements have not been received regularly.

2. For the convenience of the Heads of Departments, the statement
has been made simple and a copy of the revised *pro forma* is enclosed. It
is requested that half-yearly statements (in the enclosed *pro forma*) may be
furnished to Government (in Welfare General I Branch) direct by the 15th
July and 15th January, every year showing figures for the proceeding
period. You are requested to personally ensure that these statements
are sent to Government well in time.

3. The receipt of this communication may please be acknowledged.

(Sd.)

Deputy Secretary, Scheduled Tribes,
for Secretary to Government, Punjab,
Scheduled Tribes and Backward Classes Departments.

Copies are forwarded to (i) All Financial Commissioners and (ii) All
Administrative Secretaries to Government, Punjab for information and
necessary action.

(Sd.)

Section Officer, Welfare General-I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

(i) All Financial Commissioners.

(ii) All Administrative Secretaries to Government, Punjab.

U. O. No. 2460-4WGI-64, dated Chandigarh, the 17th April, 1964.

Half-yearly statement showing the representation of Scheduled Castes/Scheduled Tribes
and Backward Classes in Government Service in the Department of—

for the half year ending 30th June, 19
31st December, 19

Serial No.	Name of the post	Vacancies occurring during the half year under report	Number of vacancies filled by members of Scheduled Castes/ Scheduled Tribes and other Back- ward Classes, if due according to instructions	Remarks
1	2	3	4	5

From

No. 4401-4WGI-64/9114

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners and District and Sessions Judges in the State
and Registrar, Punjab High Court.

Dated Chandigarh, the 21st May, 1964.

Subject.—Changes in rules—Reservation for the members of Scheduled
Castes/Scheduled Tribes and Backward Classes in promo-
tion cases.

Sir,

I am directed to refer to you to the subject noted above and to say that
it has been brought to the notice of the Government in the Welfare Depart-

ment that since the issue of Punjab Government letter No. 6486-5W/GII-63/19193, dated the 12th September, 1963, some of the departments have changed their departmental rules for promotion from one post to another. There is also a feeling that these changes have proved detrimental to the interests of the Scheduled Castes/Tribes and Backward Classes and have deprived them of their chances of promotion which existed before the changes in question were made.

2. It is, therefore, requested that all changes made in the departmental rules after 12th September, 1963, regarding promotions may please be intimated to this department by the 15th June, 1964, at the latest. If no changes have been made, a nil report should be sent.

Yours faithfully,

(Sd.)

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

Copies forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To
All Financial Commissioners and Administrative Secretaries to
Government, Punjab.

U. O. No. 4401-4WG-64, dated Chandigarh, the 21st May, 1964.

Copy of letter No. 11394-4WGI-63/11241, dated 18th June, 1964, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments, etc., etc.

Subject.—Classification of certain classes of people as Backward Classes, other than the Scheduled Castes and Scheduled Tribes—Definition of the term 'family'.

I am directed to say that consequent upon the issue of instructions contained in P.G. letter No. 2662-5W/GII-63/6934, dated the 20th April, 1963, on the subject noted above a question has arisen as to what should be the definition of a family, as used in the aforesaid communication for the purpose of determining as to whether a particular individual is entitled to claim concessions admissible to Backward Classes.

2. The point has been examined and it has been decided that the term 'family' in this context should mean an individual's wife, legitimate children and step-children residing with and wholly dependent upon him. It would include, in addition, 'parents, sisters and minor brothers, if residing with and wholly dependent upon him. Family would not include an adopted mother, step-mother and such other adventitious dependents.

3. To conform to the economic criteria forming basis of backwardness in individual who could not be treated as a member of an economically backward family before getting an independent employment cannot become economically backward by virtue of the said employment on account of his emoluments being less than the prescribed limit, that is, in other words he cannot be treated as a separate head of the family merely on account of becoming an earning member instead of purely a dependant member of a family. The position will, however, be different, if on account of a person's marriage or otherwise he or she sets up a separate home and is no longer a part of the farmer house-hold. In that case that person would be regarded as a distinct head of family and may get any benefits of being economically backward when his or her income is below the prescribed limit.

4. The person who belongs to a Backward Class on account of his income being below Rs. 1,000 per annum or to a Backward Caste when his income does not exceed Rs. 1,800 per annum would cease to enjoy the concessions admissible to Backward Classes on income basis when his son or daughter gets some gainful employment to supplement the earnings of the family group resulting in the income going beyond the prescribed limit. If, however, the sons, daughter sets up a separate home due to marriage or otherwise that persons would be treated as a distinct head of family and both he/she and the family left by him/her would be entitled to the benefits accruing on account of economic criterion for the socially backward classes.

From

Shri H. S. Achreja,
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department, Punjab, Chandigarh.

No. 7219-4W/GII-64/10670

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges in the State and Registrar, Punjab High Court.

Dated Chandigarh, the 18th June, 1964.

Subject.—Reservation for members of Scheduled Castes/Tribes and other Backward Classes in promotion cases —Clarifications.

Sir,

I am directed to invite a reference to the instructions contained in Punjab Government circular letter No. 6486-5W/GII-63/19193, dated 12th September,

1963, in respect of reservation of 10 per cent of the higher posts (9 per cent for Scheduled Castes/Tribes and 1 per cent for Backward Classes) for persons or such castes/tribes/classes possessing minimum necessary qualifications and having at least satisfactory record of service. The doubts expressed by some of the Departments in this connection were also subsequently clarified in Punjab Government Circular letter No. 10181-4WGI-63/795, dated 14th January, 1964.

Some of the departments have sought for the clarification on various points, which have been duly considered and necessary elucidation thereto is given against each as below :—

Points raised

- (1) Whether the employees who were holding higher grade posts but had to be reverted to their substantive/lower posts consequent upon 15% reduction of staff due to the Emergency are to be absorbed in the higher grade posts in the first instance and if reservation is to be given effect to thereafter ?

Clarifications

Since at the time of reduction due to Emergency the member of Scheduled Castes/Tribes and other Backward Classes gained in the shape of non-reversion/non-retrenchment in terms of Punjab Government circular letter No. 193-SWGI-63/3141, dated the 7th February, 1963, it would not be justifiable to offord double benefit to members of such Castes / Tribes, Classes by now promoting them in the first vacancy. The right as initially belongs to those who had been reverted earlier, attention in this connection is invited to the instructions contained in para 3 of P. G. Circular letter No. 15784-3GS-63, dated the 22nd November, 1963, which may be kept in view while deciding cases of seniority and re-promotion in such cases.

- (2) What would be the relative seniority of a person who is promoted out of his turn against reserved posts not on the basis of his seniority-cum-ment?

(2) The point hardly needed any reference to Government because under the normal rules instructions it is manifestly clear that one who is appointed against the first vacancy falling after 12th September, 1963, would rank senior to others who were promoted thereafter.

- (3) Whether reservation of 10% in promotions would be in addition to the 20% reservation allowed at the time of recruitment.

(3) The instructions with regard to 20% reservation in services in matter of recruitment as indicated in P. G. circular letter No. 9525-WG-53/94449, dated the 8th December, 1953, read with subsequent letters No. 1945-WG-

- (4) Whether more than one reserved vacancy is to be carried over to the next block in case no suitable official from amongst members of Scheduled Castes/Tribes and other Backward Classes is available to be appointed against the reserved vacancies in the previous blocks ?

(4) The block system in promotion of Scheduled Castes/Tribes and Backward Classes is calculated to ensure them due share in Government services. A candidate belonging to such castes/tribes/classes is allowed to be promoted against the first reserved vacancy in a block of 10 to a higher post abrogating order of seniority as per condition laid down in P. G. circular letter No. 6486-SWGI-63/19193, dated 12th September, 1963. In view of infrequent occurrence of vacancies in higher grades, consideration of merit to main higher posts the need to maintain efficiency and other administrative and legal grounds it has been decided that only one vacancy is to be carried over to the next block of none is found suitable amongst Scheduled Castes/Tribes and other Backward Classes candidates for promotion and for this purpose a block of 10 vacancies considered as a block of 10 vacancies. The instructions already issued in this connection, — vide P. G. circular letter No. 10181-4WGI-63/795, dated 14th January, 1964, are already quite clear.

3. The questions as to whether the members of Backward Classes could benefit if their annual income is above Rs. 1,000 or 1,800 (as the case may be) by charge of criterion for backwardness or otherwise is yet receiving attention of the Government. Orders in this connection will follow as and when a decision is reached in this behalf.

Yours faithfully,
D. N. DHIR,

Deputy Secretary, Scheduled Castes, Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

Copies are forwarded to all, (i) Financial Commissioner, Punjab, and (ii) Administrative Secretaries to Government, Punjab, for information and necessary action, in continuation of this Department U. O. No. 10181-4WGI-63, dated 14th January, 1964.

(Sd.)

To
Section Officer/Welfare General (I),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

(i) All Financial Commissioners, Punjab,

(ii) All Administrative Secretaries to Government, Punjab.

U. O. No. 7219-4WGI-64, dated Chandigarh, the 18th June, 1964.

A copy is forwarded to the Secretary to Governor, Punjab, Secretaries/Private Secretaries to Ministers including Chief Minister and Chief Parliamentary Secretary in Continuation of this Department U. O. No. 10181-4WGI-63, dated 14th January, 1964.

(Sd.)

To
Section Officer/Welfare General (I),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

All Secretaries/Private Secretaries to Ministers including the Governor/Chief Minister and Chief Parliamentary Secretary.

U. O. No. 7219-4WGI-64, dated Chandigarh, the 18th June, 1964.

Copy of letter No. 1776-WGI-ASO2-64/13153, dated 14th August, 1964, from the Secretary to Government, Punjab Scheduled Castes and Backward Classes Department, to all Heads of Department, Commissioners of Divisions, etc.

Subject:—Scheduled Castes and Scheduled Tribes Castes Certificates.

I am directed to state that instances have repeatedly come to notice of the Government where persons who do not actually belong to the Scheduled Castes or the Scheduled Tribes manage to get certificate to the effect that they belong to the castes or tribes and thus get the benefits admissible to the Scheduled Castes and the Scheduled Tribes. Such instances have occurred both in the case of appointments to vacancies reserved for the Scheduled Castes and Scheduled Tribes in Government services as also in the matter of grant of post-matric scholarships to the Scheduled Castes and the Scheduled Tribes.

2. It will be appreciated that this is an unsatisfactory state of affairs and that the position has to be improved. Whenever a non-Scheduled Castes or non-Scheduled Tribes person gets the benefit intended for one belonging to a Scheduled Castes or a Scheduled Tribes, he not only receives an undeserved facility but, what is worse, thereby keeps out a genuine Scheduled Castes or Scheduled Tribes candidate (who really deserve that facility, from making use of the facility meant for him.

3. It is requested that you may kindly bring it to the notice of all officers empowered to give caste on tribe certificates that they should exercise close scrutiny and fully satisfy themselves of the facts before issuing these certificates.

4. The receipt of this communication may please be acknowledged.

No. 4183-4WGI-64/17314

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To
All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, the District and Sessions Judges, in the State Registrar, Punjab High Court, Chandigarh.

Dated Chandigarh, the 3rd September, 1964.

Subject:—Reservation for the member of Scheduled Castes/Scheduled Tribes and Backward Classes in promotion cases.

Sir,

I am directed to refer to you to para 1 of Punjab Government letter No. 6486-5WGI-63/19193, dated 12th September, 1963, wherein it has been laid down that except in the case of a All-India Services 10 per cent of the higher posts to be filled by promotion, should be reserved for the members of the Scheduled Castes, Scheduled Tribes and Backward Classes (9 per cent for the members of Scheduled Castes and Scheduled Tribes and 1 per cent for the Backward Classes) provided the persons to be considered possess the minimum necessary qualifications and at least a satisfactory record of service.

2. It has been observed that in certain cases Departmental promotion *inter alia* depends on qualifying in some prescribed test (e.g. post of an Assistant is filled up as a result of a test of the Clerk conducted by the S.S.S. Board). For appearing in these tests, candidates are recommended on the basis of seniority after completing a minimum number of years of service according to the provisions in the service rules. It may be that in certain cases there are no candidates belonging to Scheduled Castes/Tribes and other Backward Classes, who could be recommended for taking up this test on the basis of seniority. The obvious consequence would be that the reserved vacancy would be left unfilled for want of duly qualified official belonging to these backward classes.

3. With a view, therefore, to removing such difficulty, it is hereby laid down that the various Departments should recommend twice the number of candidates for a single post reserved exclusively for official belonging to Scheduled Castes/Tribes and Backward Classes even though they do not come within the seniority of the total number of officials who

have to be recommended for a particular test, provided the minimum qualifications and experience required for eligibility to take up the test are not relaxed in any case.

4. The receipt of this communication may please be acknowledged.

Yours faithfully,
(Sd) D. N. DHIR,
Deputy Secretary, Scheduled/Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and guidance.

(Sd) D. N. DHIR,
Deputy Secretary, Scheduled/Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

- (1) All Financial Commissioners, Punjab.
- (2) All Administrative Secretaries to Government, Punjab.
U.O. No. 4183-4WGL-64, dated Chandigarh, the 3rd September, 1964.

A copy is forwarded to the Secretary to the Chief Minister, Punjab and Private Secretaries to the Ministers for the information of the Chief Minister and Ministers.

(Sd) D. N. DHIR,
Deputy Secretary, Scheduled/Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

- (1) The Secretary to the Chief Minister, Punjab.
- (2) The Private Secretaries to the Ministers.
U.O. No. 4183-4WGL-64, dated Chandigarh, the 3rd September, 1964.

No. 4183-4WGL-64/17315, dated Chandigarh, the 3rd September, 1964.

A copy is forwarded, for information and necessary action to the:—

- (1) Secretary, Punjab Public Service Commission, Patiala.

(2) Secretary, Subordinate Services Selection Board, Punjab, Chandigarh.

(3) Controller of Printing and Stationery, Punjab, Chandigarh, with reference to his letter No. 5443-C, dated 30th January, 1964.

(Sd) D. N. DHIR,
Deputy Secretary, Scheduled/Tribes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

From

The Economic and Statistical Advisor, Punjab.

U.O. No. 17282-ESA(1)-64/733, dated 19th August, 1964.

Subject:— Declaration of certain classes as Backward Classes reservation of seats in departmental promotions to the members of Scheduled Castes/Tribes and Backward Classes.

1. E.S.A. has sought,—wide PUC, Government clarification on the following two points:—

- (i) Whether *pro forma* promotion in *absentia* given to a Scheduled Caste/Tribe and Backward Classes candidate against 10 per cent posts reserved for departmental promotion for these castes over the head of other government servants meets the required reservation of 10 per cent posts in departmental promotion or physical appointment of such a person to reservation post is required. E.S.A. is of the view that this reservation means actual appointment such a person with necessary qualifications.
- (ii) Whether members of all Backward Classes contained in the Schedule of Backward Classes to our Constitution or the Classes subsequently declared Backward Classes by the State Government are entitled to these benefits if the income of the family exceeds Rs 1,800 per annum.

2. Relevant instructions of Punjab Government regarding reservation for members of Scheduled Castes/Tribes and other Backward Classes in promotion cases may be seen at G/11-15. It is not clear whether or not the *pro forma* promotion given to a Scheduled Caste/Tribe candidate against reserved posts meets the requirement of 10 per cent reservation for such candidates, but office is of the view that *pro forma* promotion given in such cases should be considered as to meet the requirement of reservation, for in such cases such a candidate would rank senior to the candidates who might be otherwise senior to him simply because of this reservation. It does not matter whether he actually joins on the post to which he is promoted or remained on deputation on some other service.

3. As regards the other point raised by E.S.A. it may be stated that the condition of annual family income of Rs 1,800 per annum applied to only those classes which have been declared Backward by the Punjab Government and does not apply to the Scheduled Castes/Tribes which are recognised by our Constitution, and facilities meant for them irrespective of their family income.

4. C.S. in W.G. Branch may be requested to confirm the position taken in the above office note.

Dy Secy (W.G. Branch).

U.O. No. 839-PE-64, dated 7th September, 1964.

5. The presumption made in the notes (portions side lines 'X' and 'Y') on page 71 *ante* are correct.

(Sd) . . .

for Secretary, Scheduled Castes/
Backward Classes.

To

The Deputy Secretary to Government, Punjab,
(Plan Evaluation Branch)

U.O. No. 11570-4WGI-64, dated the 8th December, 1964.

Copy of letter No. 3870-WGI-ASOII-64/20069, dated 6th/9th October, 1964 from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments, etc

Subject.—Reservation of seats for Scheduled Castes/Tribe in Technical, Educational and Professional Institutions.

I am directed to refer to P.G. letter No. 1637-WGI-ASOII-64/4289, dated the 6th/13th March, 1964, on the subject cited above and to convey the following clarifications and decisions of the State Government for necessary implementation :—

- (i) 20 per cent reservation of seats for Scheduled Castes and Scheduled Tribes shall be collective for them without any distinct percentage *inter se* between them. There is 2 per cent separate reservation for other Backward Classes. Before the quota for Scheduled Castes and Scheduled Tribes is thrown open to others for want of adequate number of candidates from these castes and tribes, it shall be in the first instance, offered to students belonging to other Backward Classes and *vice versa*. It will be only if the requisite number of students is not available for filling the quota of reserved vacancies from Scheduled Castes and Scheduled Tribes and other Backward Classes, that the unutilized seats will be added to the general pool of vacancies to be filled exclusively on merit.

- (ii) It is understood that there is minimum qualifying standard for admission to various institutions. Students belonging to Scheduled Castes/Scheduled Tribes should be eligible for admission to the reserved seats if they attain this minimum standards without any reference to the gap between their marks and the marks of the last person admitted to the open seats.

(iii) Where admission are restricted to candidates who obtain a certain minimum percentage of marks and not merely the passing of a certain examination, there should be a 5 per cent reduction in marks for the Scheduled Castes and Scheduled Tribes provided that the lower percentage prescribed does not fall below the minimum required to pass the qualifying examination. These instructions were issued in 1955 for a period of 5 years. It has been decided that this should be continued till further revision.

(iv) According to the existing instructions, maximum age limit in respect of Scheduled Castes, Scheduled Tribes, other Backward and Vinnukar Jatis for admission to these institutions has been raised by 3 years in case where such a maximum has been prescribed. The *status quo* has to continue.

2. The receipt of this communication may kindly be acknowledged.

Copy of letter No. 13565-4WGI-64/23892, dated 11th November, 1964 from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments, etc. etc.

Subject.—Reservation in services for the members of Scheduled Castes/Tribes and Backward Classes Inter-changeability of reserved posts between them.

I am directed to say that while declaring certain classes of people as backward, *vide* P.G. Circular letter No. 6961/WG-53/62307, dated 21st August, 1953, it was *inter alia*, laid down that the concessions regarding reservation in Government services available to Scheduled Castes/Tribes will also be allowed to the members of these Backward Classes. The extent of this reservation was further prescribed, *vide* P.G. Order No. 1945-WG-54/17246, dated 17th March, 1954, at 2% in the vacancies at the time of recruitment in various services under the State Government. As Scheduled Castes/Tribes and Backward Classes were treated as one category as opposed to others generally, it was enjoined that before a reserved vacancy was thrown open to others, it was to be offered to a candidates of the Backward Classes in case none from the Scheduled Castes/Tribes was available at his turn and *vice versa*.

2. With a view to ensuring that due reservations were made of or the Scheduled Castes/Tribes in recruitment to Government services, the position of each reserved vacancy was assigned to them *vis-à-vis* Backward Classes, *vide* Government Circulars issued from time to time. Thus in a set of 100 vacancies the first one in a block of 5 was directed to be reserved for the members of Scheduled Castes/Tribes and the 27th and 77th for Backward Classes. So far as adjustment of reserved vacancies of Scheduled

Castes/Tribes and Backward Classes *inter se* is concerned, it was laid down that if at a particular position, a candidate belonging to a particular class was not available, the vacancy was to be offered to the candidate of the other class and at the actual turn of the latter, the reservation was due to be considered for the former category. If the reserved vacancy could not be filled up in this way, it was to be carried over from block to block, not more than one reserved vacancy being carried over in all to the succeeding block.

3. Consequent upon the adoption of economic criterion for backwardness it was noticed that the above concession worked in favour of Backward Classes to a far greater extent than it was anticipated. The percentage of Scheduled Castes/Tribes in service did not record any appreciable increase during the last decade or so, whereas the backward classes comparatively gained out of this concession in a larger number than was warranted by the population figures of backward classes, determined by caste alone. No periods having been laid down for the determination of percentages up to the reservation for each category of Scheduled Castes and Backward Classes, the various departments in the past, in fact, granted benefits to members of Backward Classes as and when a reserved vacancy arose for Scheduled Castes/Tribes and non belonging to such Castes/Tribes was available.

4. With a view to ensuring that the percentage of reserved vacancies for Scheduled Castes/Tribes does not suffer on account of absorption of members of other Backward Classes in the posts reserved for Scheduled Castes/Tribes the preference over others generally given to Backward Classes in the event of non-availability of Scheduled Castes/Tribes against a reserved vacancy for them and vice versa is hereby withdrawn. It has been further decided that if a reserved vacancy is not filled by a candidate belonging to the particular category for which reservation is made, it would either be carried forward to the next block in accordance with current instructions and if that is not possible, it would be thrown open to other generally.

5. The receipt of this letter may please be acknowledged.

Copy of letter No. 14755-4WGL-64/28528, dated 24th December, 1964, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department to all Heads of Departments, Commissioners of Divisions, District and Sessions Judges and Registrar, Punjab High Court.

Subject.—Classification of certain classes of people as Backward Classes—Kamboj Community.

In continuation of Punjab Government Circular letter No. 9139-WG-II-59/38353, dated 9th/23rd December, 1959 on the subject cited above, I am directed to say that till further orders Kamboj Community shall continue to be treated as a backward class.

Copy of letter No. 2763-4WGL-65/6431, dated 1st March, 1965, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department to all Heads of Departments, etc., etc.

Subject.—Classification of certain classes of people as Backward Classes—Kamboj Community.

In continuance of Punjab Government letter No. 14755-4WGL-65/28528, dated the 24th December, 1964, on the subject noted above, I am directed to say that Government have decided to extend the period to treat the Kamboj Community as "Backward" by two years from the date of expiry of the 5 years period previously allowed, i.e. from 9th December, 1964 to 8th December, 1966.

No. 110-M-4WGL-65/30170

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To
All Heads of Departments, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and Sub-Divisional Officers (Civil) in Punjab.

Dated Chandigarh, the 15th November, 1965.

Subject.—Representation in services for members of Scheduled Castes/Tribes and Other Backward Classes in Punjab, number of unfilled reserved posts during the last 16 years.

Sir,
I am directed to say that orders with regard to reservation in services for the members of Scheduled Castes, etc. were first issued on 19th October, 1949 and the following percentages were prescribed from time to time on that occasion and thereafter:—

(1) In matter of Recruitment :

P.G. Circular letter No. 13470-PG-49/65942, dated 19th October, 1949.	15% From 19-10-49 to 18-8-1952	} For Scheduled Castes and Scheduled Tribes.
P.G. Circular letter No. 4276-WG-52/2521, dated 19th August, 1952.	19% From 19-8-1952 to 6-9-1963	
P.G. Circular letter No. 8088-5WGL-63/18244, dated 7th September, 1963.	20% From 7-9-1963 to date	} For other Backward Classes.
P.G. Circular letter No. 1945-WG-54/17246, dated 17th March, 1954.	2% From 17-3-1954 to date	
P.G. Circular letter No. 13565-4WGL-64/23892, dated 11th November, 1964.	From 17th March, 1954 to 10th November, 1964, the vacancies reserved for other Backward Classes were first to be offered to candidates of Scheduled Castes/Tribes, if available before being thrown open to others. In the same way, before vacancies meant for Scheduled Castes/Tribes were thrown open	

to others owing to non-availability of suitable candidates they were to be offered first the Backward Classes. From 11th November, 1964 if a reserved vacancy is not filled by a candidate belonging to the particular category for which the reservation is made it would either be carried forward to the next block in accordance with the current instructions and if that is not possible it would be thrown open to others generally.

(ii) For purpose of promotion:

P.G. Circular letter No. 6486-5 } 9% From 12-9-1963 For Scheduled Castes
WGL-63/19193, dated 12th } to date and Scheduled
September, 1963. } 1% Ditto Tribes. For other
Backward Classes.

It is now intended to ascertain the number of posts category-wise reserved for members of such castes/Tribes/classes which were not filled up from the last 16 years in accordance with the proper reservation.

2. You are, therefore, requested to supply to the Government (in Welfare General I Branch) the requisite information in the form of enclosed *pro forma* year-wise for the period from 19th October, 1949 to 18th October, 1965 within a month positively. This may please be treated as urgent.

Yours faithfully,

(Sd)

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Departments.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab for information and necessary action.

SURAT SINGH,

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Departments.

To

(1) All Financial Commissioners, Punjab and
(2) All Administrative Secretaries to Government, Punjab.
U.O. No. 110-M-4WGL-65, dated Chandigarh, the 15th November, 1965.
Copies are forwarded to the Secretaries/Private Secretaries to the
Chief Minister/Chief Parliamentary Secretary, Ministers and Deputy Ministers
for information.

SURAT SINGH,

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Departments.

To

The Secretaries, Private Secretaries to Chief Minister/Chief Parliamentary
Secretary, Ministers and Deputy Ministers.
U.O. No. 110-M-4WGL-65, dated Chandigarh, the 15th November, 1965.

Statement showing extent of implementation of orders with regard to reservation in services for Members of Scheduled Castes, Scheduled Tribes and other Backward Classes for the period from 19th October, 1949 to 18th October, 1965 (Year-wise)

Period	Name of the post	Total number of vacancies occurring during the period	Number of vacancies reserved for		Vacancies actually filled by		Difference between columns 4 and 5	Reasons for unfilled reserved vacancies	REMARKS
			Scheduled Castes/Tribes	Other Backward Classes	Scheduled Castes/Tribes	Other Backward Classes			
1	2	3	4	5	6	7	8	9	10
1-10-49 to 31-3-50				(Con-	Recruit-				
1-10-50 to 31-3-51				cerning)	ment)				
1-4-51 to 31-3-52									
1-4-52 to 31-3-53									
1-4-53 to 31-3-54									
1-4-54 to 31-3-55									
1-4-55 to 31-3-56									
1-4-56 to 31-3-57									
1-4-57 to 31-3-58									
1-4-58 to 31-3-59									
1-4-59 to 31-3-60									
1-4-60 to 31-3-61									

Period	Name of the post	Total number of vacancies occurring during the period	Number of vacancies reserved for		Vacancies actually filled by		Difference between columns 4 and 5	Reasons for unfilled reserved vacancies	REMARKS
			Scheduled Castes/Tribes	Other Backward Classes	Scheduled Castes/Tribes	Other Backward Classes			
1	2	3	4	5	6	7	8	9	10
1-4-61 to 31-4-62 1-4-62 to 31-3-63 1-4-64 to 31-4-64 1-4-65 to 18-10-65				(Concerning)	Promotions)				
12-9-63 to 31-3-64 1-4-64 to 31-3-65 1-4-65 to 18-10-65									

Copy of U. O. No. 5246-PE(1)-65, dated 15th November, 1965 form the Financial Commissioner, Planning and Secretary to Government, Punjab, Planning Department to the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, Chandigarh.

Subject.—Reservation for the members of Scheduled Castes/Tribes and Backward Classes in promotion.

Will the Secretary to Government, Punjab, Scheduled Castes/Backward Classes Department please refer to the subject cited above ?

2. It was decided,—wide P.G. letter No. 6486-SWGII-63/19193, dated 12th September, 1963 that except in the case of All-India Services, 10 per cent of the higher posts to be filled by promotion should be reserved for the members of Scheduled Castes/Tribes and Backward Classes. In the Economic and Statistical Organisation the first vacancy after 12th September, 1963 of the District Statistical Officer/Research Officer in the scale of Rs. 250/600 was offered to a member of the Scheduled Caste, who was given *pro forma* promotion against this post. Since then there have been six such vacancies of District Statistical Officers/Research Officer which were earmarked for appointment by promotion. Against these vacancies Technical Assistants/Scrutiny Inspectors were promoted and three Technical Assistants Scrutiny Inspectors were given *pro forma* promotion. Now one of the Technical Assistants who is a member of the Scheduled Castes has represented that in view of the P.G. instructions, dated 12th September, 1963 the next vacancy of District Statistical Officer/Research Officer be reserved for the members of Scheduled Caste, Scheduled Tribes and Backward Classes as nine given *pro forma* promotion) have already been promoted as District Statistical Officers/Research Officers. His representation has been considered and it has been observed that P.G. instructions in question provide for the first vacancy in a block of 10 vacancies to be reserved for the members of Scheduled Caste, Scheduled Tribes and Backward Classes. It is not clear who as to whether or not the Technical Assistants/Scrutiny Inspectors who were given *pro forma* promotion against these posts are also to be considered to have been promoted against vacancies and in the case of the type referred to above the next vacancy is required to be reserved for members of Scheduled Caste/Scheduled Tribe and Backward Classes or a vacancy is to be reserved for members of Scheduled Castes, Scheduled Tribes and Backward Classes only after 9. Technical Assistants/Scrutiny Inspectors have actually been promoted against vacancies. Since the P.G. instructions are not clear on this point, he is requested that the position may be clarified for guidance.

Subject.—Reservation in promotion cases for Scheduled Castes/Tribes and Backward Classes—Clarification with regard to giving *pro forma* promotions in regard to the posts of District Statistical Officers/Research Officers in Economic and Statistical Organisation.

Will the Financial Commissioner, Planning and Secretary to Government, Punjab, Planning Department (in Plan Evaluation) kindly refer to his U.O. No. 5246-PE(1)-65, dated 15th November, 1965, on the subject noted above ?

2. The *pro forma* promotions are to be counted as promotions for purposes of reservation in services for Scheduled Castes etc. These may, therefore, be counted in a block of ten vacancies, the 11th vacancy may be given again to Scheduled Caste, etc.

(Sd.) . . .

SECTION OFFICER WELFARE GENERAL (III),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

The Financial Commissioner, Planning, and Secretary to Government,
Punjab, Planning Department (Plan Evaluation Branch).

U.O. No. 1059-4WGI-66, dated Chandigarh, the 21st February, 1966.

Subject.—Reservation of percentage for the members of Scheduled Castes/Tribes and Backward Classes in recruitment and promotion—Consideration of certain important points arising from the present State policy.

Will the Secretary to Government, Punjab, Welfare of Scheduled Castes and Backward Classes, kindly refer to his U. O. No. 15528-4WGI-65, dated the 10th March, 1965, on the subject noted above ?

2. The Advocate-General, Punjab, who was consulted in the matter has recorded the following with which this department agrees:—

"In view of the clear pronouncement of the Supreme Court in I.A.R. 1963 S. C. 649 reservation in services to the Backward Classes on the basis of caste alone will not be permissible. If apart from caste other considerations are also taken into consideration then it may be permissible. The order should, therefore, be so framed that caste alone should not be the basis."

(Sd.) . . .
Deputy Legal Remembrancer and
Deputy Secretary to Government, Punjab,
Legislative Department.

To

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

U. O. No. 2068-OP-914/65, dated Chandigarh, the 22nd April, 1965.

Copy of letter No. 24-4WGI-66/3772, dated the 16th February, 1966, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Departments, to all Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges in the State, Registrar, Punjab High Court, and Sub-Divisional Officers (Civil) and copies to all Financial Commissioners and Administrative Secretaries, etc.

Subject.—Representation of the members of Scheduled Castes/Tribes and other Backward Classes in the State Services—Application of the reservation orders in filling up temporary and short term vacancies.

I am directed to say that the intake of the persons belonging to Scheduled Castes/Tribes and Backward Classes in various services of the State is not adequate and in most cases they fall short of the vacancies reserved for them. Government had nowhere laid down that the reservation orders would not apply to temporary and short-term vacancies. Despite this fact some of the Departments are ignoring members of such Castes/Tribes/Classes in filling up such posts. Consequently there is a pressing demand from various quarters and this calls for grievance from Scheduled Castes, etc. not to exclude such posts out of consideration against the spirit of reservation orders.

2. So far as promotions are concerned it was specifically stated in sub-para (d) of para 2 of P. G. circular letter No. 10181-4WGI-63/795, dated 14th January, 1964, that the reservation is to apply even in the case of short-term leave vacancies provided it is not likely to involve unnecessary dislocation of work and avoidable expenditure and inconvenience due to mid-year transfers, etc. As the objective of removing the inadequacy of the representation of the members of Scheduled Castes/Tribes and other Backward Classes, is the same both in promotions and initial recruitment, the instructions in regard to reservation in services in recruitment equally apply as well by analogy and there appears to be no reason as to why these may be disregarded in this connection.

3. It is, therefore, emphasized upon all concerned that due representation as per prescribed percentages of 20 per cent for Scheduled Castes/Tribes and 2 per cent for other Backward Classes may please be made in all temporary and short-term vacancies. Government will take a serious view in all cases of reported breach of reservation orders in filling up such vacancies by any Department/Office in future.

4. The receipt of this communication may please be acknowledged.

No. 24-WGI-66/3774

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners,
District and Sessions Judges in the State,
Registrar, Punjab High Court and
Sub-Divisional Officers (Civil).

Dated Chandigarh, the 16th February, 1966.

Subject—Representation of the members of Scheduled Castes/Tribes and Other Backward Classes in State Services non-communication of reserved vacancies to the Employment Exchange by district-level recruiting authorities.

Sir,

I am directed to say that instructions were issued as far back as June, 1951,—vide Punjab Government circular letter No. 2641-WG-51/1984, dated 2nd June, 1951, to the effect that all departments/offices should notify their vacancies for the posts reserved for Scheduled castes, etc. to the nearest Employment Exchange in the prescribed form reproduced below :—

- (i) Name of the office with headquarters.
- (ii) Name of the post (whether temporary or permanent).
- (iii) Place of appointment.
- (iv) Scale of Pay.
- (v) Minimum educational qualifications required.
- (vi) Other qualifications.
- (vii) Remarks.

They were also advised to approach the District Employment Exchanges to suggest suitable names from their own registers in the event of failure of Local Employment Exchange to recommend any suitable candidates belonging to Scheduled castes/Tribes and other Backward classes. The underlying object in issuing these instructions was that no efforts should be spared to find suitable Scheduled Caste/Tribes & other Backward classes candidates lest the reserved vacancies might remain unavailed of by them.

2. It has, however, been brought to the notice of the Government that in the requisition forms sent to the Employment Exchanges most of the departments/offices omit to mention the number of vacancies earmarked for members of Scheduled castes/Tribes and other Backward classes and in consequence names of such persons are not recommended by Employment Exchanges. As a result most of the vacancies which could be manned by members of such castes/Tribes/classes according to the prescribed percentage are lost even those who have had adequate education and training remain unemployed and deprived of the benefit of reservation in services provided by Government. Such tendency on the part of defaulting departments/offices and particularly by district level authorities is most undesirable and needs to be curbed down in the interest of justice and equitable treatment to these backward classes of citizens in the State.

3. It is, therefore, urged that all recruiting authorities in general and all district officers in particular should please indicate invariably all reserved vacancies in all of their requisitions of staff sent to local or district Employment Exchanges so that suitable Scheduled castes/Tribes and Other Backward classes candidates should be recommended by them even in the case of temporary and short time vacancies.

4. Please acknowledge receipt.

Yours faithfully,
(Sd.)

Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab.

2. It may please be ensured that the instructions in question are followed by the departments under their administrative control.

SURAT SINGH,
Section Officer, Welfare General (I),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

- (i) All Financial Commissioners in the Punjab.
- (ii) All Administrative Secretaries to Government, Punjab.
- U. O. No. 24-4-WG-I-66, dated Chandigarh, the 16th February, 1966.
- No. 24-4-WG-I-66-3775, dated Chandigarh, the 16th February, 1966.
- A copy each is forwarded to :—

- (i) Regional Welfare Officers, Rohtak/Patiala/Jullundur;
- (ii) District Welfare Officers in the State;

for information.

SURAT SINGH,
Section Officer, Welfare General (I),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

No. 1016-4WGI-66/

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions,
District and Sessions Judges, Deputy Commissioners and Registrar,
Punjab High Court.

Dated Chandigarh, the 16th February, 1966.

Subject.—Grant of protection to Scheduled Castes/Tribes and other Backward Classes Employees against reduction/retenchment in view of their lean representation in services.

Sir,

Vide Punjab Government circular letter Nos. 28400-WG-S-56/8090, dated the 9th November, 1956 and 2295-BG-63/2234, dated the 22nd March, 1963, qualified protection was afforded to the members of Scheduled Castes/Tribes and Backward Classes in the matters of reversion and retrenchment. The issue of lean representation of the Scheduled Castes, Scheduled Tribes and other Backward Classes in services was reviewed and it has been found that despite adequate reservation at the time of recruitment and in promotions for these castes and classes, their representation in services is still very little. In order to make the deficiency good and in pursuance of the Government policy that these castes and classes should be adequately represented in various services, the Government has further decided as follows:—

(i) The members of the Scheduled Castes/Scheduled Tribes and Backward Classes who are in service and are otherwise qualified and suitable and against whom there are no complaints, should not be reduced in rank and retrenched so long as their total strength does not exceed the prescribed limits of reservation in a cadre; and

(ii) In case any employee belonging to the Scheduled Castes/Scheduled Tribes or Backward Classes has been reduced in rank or retrenched as a result of economy measures or any other reasons, during the last four months prior to 4th February, 1966, he should be restored to his original position and the break if any should be treated as leave without pay provided that he is otherwise qualified and suitable, and provided further that with such restoration, the total strength of the employees belonging to the scheduled castes, scheduled tribes and backward classes does not exceed the prescribed limit of reservation.

2. Further,—*vide* Punjab Government letter No. 15784-8GS-63/42383, dated the 22nd November, 1963, it has been decided that the officials who were reverted as a result of implementation of the instructions contained in the Finance Department circular No. 2295-B&C-63/2231, dated the 22nd March, 1963, and who were senior to the members of Scheduled Castes/Scheduled Tribes and Backward Classes, should be restored their original seniority on subsequent promotions. These instructions hold good in so far as these promotions. The officials other than those belonging to Scheduled Castes, etc. are reverted on account of over all reduction or retrenchment after affording necessary protection to the officials belonging to Scheduled Tribes and Backward Classes, the former on repromotion shall regain their original seniority.

3. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd.).

Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

Copies are forwarded for information to the :—

- (1) The Chief Secretary to Government, Punjab (in General Services II Branch) with reference to his U. O. No. 179-5-GSII-66, dated the 25th January, 1966.
- (2) Secretary to the Council of Ministers with reference to his U. O. No. 217-PCM-66, dated the 7th February, 1966.
- (3) Legal Remembrancer and Secretary to Government, Punjab, Legislative Department, with reference to his U. O. No. 299/OP-89/66, dated the 15th January, 1966.
- (4) Secretary to Government, Punjab, Finance Department, with reference to Council of Ministers' decision, dated 4th February, 1966.

(Sd.)

Section Officer,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To

1. The Chief Secretary to Government, Punjab (in General Services II Branch).
 2. The Secretary to the Council of Ministers.
 3. The Legal Remembrancer and Secretary to Government, Punjab, Legislative Department.
 4. The Secretary to Government, Punjab, Finance Department.
- U. O. No. 1016-4WGI-66, dated the 16th February, 1966

U. O. endorsement of this letter from the same officers is also forwarded to all Financial Commissioners in Punjab, and All Administrative Secretaries to Government, Punjab, with a request that it may please be ensured that the decision contained in this communication is implemented by all the Departments under their administrative control.

No. 10972-4WGI-65/3205

From
The Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

To

All the Heads of Departments, Deputy Commissioners, District Commissioners of Divisions, Registrar, Punjab High Court, Chandigarh, Sub-Divisional Officers (Civil).

Dated Chandigarh, the 16th February, 1966.

Subject.—Reservation in services for Scheduled Castes, Scheduled Tribes and Backward Classes brochures.

Sir, I am directed to refer to Punjab Government Circular letter No. 3905-4WGI-64/13507, dated 26th June, 1964, on the subject cited above and to inform you that instead of the maximum age limit prescribed for appointment to a non-gazetted service or post shown to have been raised by five years as for gazetted post or appointment by three years for Scheduled Castes/Tribes and other Backward Classes as per entry under "Age Limit" on page (ii) of the brochures sent with the aforesaid communication, it may please be read as five years both in the case of a gazetted and non-gazetted appointment for the purpose of entry in Government services; the brochures in question may please be treated to have been modified to that extent.

(Sd.)

Sectional Officer, Welfare (General),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

Copy of Letter No. 7102-4WGI-66/3203, dated 16th/19th February, 1966, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments, etc. etc.

Subject.—Classification of certain classes of people as backward classes—maximum age limit concessions for first appointment to gazetted and non-gazetted posts.

I am directed to refer to sub-para (ii) of para 2 and para 3 of P. G. circular letter No. 6961-WG-53/62307, dated 21st August, 1953, and to inform you that consequent upon the instructions issued subsequently, — vide P. G. circular letter No. 6716-G-65/32031, dated the 4th June, 1955, the maximum age limit for Scheduled Castes/Tribes and other Backward Classes at the time of entry into service for appointment to gazetted as well as non-gazetted service or post has since been raised to five years in either case. The instructions contained in the above quoted communication may thus be treated to have been amended accordingly.

2. It is, therefore, urged that while sending requisitions to the Punjab Public Service Commission, Punjab Subordinate Service Selection Board or other recruiting bodies, the maximum age limit concession as mentioned in the preceding para may please be extended to the members of Scheduled Castes/Tribes and other Backward Classes for purpose of entry in State Services.

No. 1016-4WGI-66/

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and Registrar, Punjab High Court.

Dated Chandigarh, the 2nd March, 1966.

Subject.—Grant of protection to Scheduled Castes/Tribes and other Backward Classes employees against reduction, retrenchment in view of their lean representation in service.

Sir, In further clarification of the Punjab Government instructions issued, — vide Circular No. 1016-4WGI-66, dated the 16th February, 1966, it is laid down that Scheduled Castes/Tribes and Backward Classes officials, who are appointed against purely temporary posts created for a limited period and short-term vacancies, which occur as a result of someone having proceeded on leave or on deputation, as indicated, — vide Punjab Government Circular No. 24-WGI-66/3772, dated the 16th February, 1966, shall not be afforded the aforementioned protection against non-retrenchment and non-reversion.

Yours faithfully,

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries in the Punjab for information in continuation of Punjab Government Circular Letter No. 1016-4WGI-66, dated the 16th February, 1966.

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

To

All Financial Commissioners and
Administrative Secretaries in the Punjab.

U. O. No. 1016-4WGI-66/ , dated Chandigarh, the 2nd March, 1966.

No. 1016-4WGI-66/ , dated Chandigarh, the 2nd March, 1966.

A copy each is forwarded to :—

- (i) Regional Welfare Officers Rohtak/Patiala/Jullundur ;
- (ii) District Welfare Officers in the State ; for information.

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes, and Backward
Classes Department.

No. 1427-4WGI-66/5832

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

All Heads of Departments,
Commissioners of Divisions, District and Sessions Judges, Deputy,
Commissioners and Registrar, Punjab High Court.

Dated Chandigarh, the 2nd March, 1966.

Subject.—Grant of protection to Scheduled Castes/Tribes and other Backward Classes employees against reduction/retenchment in view of their lean representation in services.

Sir,

I am directed to refer to sub-para (ii) of para 1 of Punjab Government circular No. 1016-4WGI-66, dated 6th February, 1966, on the subject cited above and to say that in the case of officers/officials belonging to Scheduled

Castes/Tribes and other Backward Classes who were on leave to avoid any reversion at any time during the four months preceding 4th February, 1966 and in whose case the actual reversion did not materialise the intervening period between the issue of reversion orders and restoration to original position shall be considered as leave of the kind due and not a leave without pay. The instructions in question may please be treated to have been amended to that extent.

Yours faithfully,

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

Copies are forwarded to the—

- (1) Chief Secretary to Government, Punjab (in General Services II Branch).
- (2) Secretary to Council of Ministers, Punjab.
- (3) Legal Remembrancer and Secretary to Government, Punjab, Legislative Department.
- (4) Secretary to Government, Punjab, Finance Department, in continuation of this Department U. O. No. 1016-4WGI-66, dated 16th February, 1966.

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To

1. The Chief Secretary to Government, Punjab (in General Services II Branch).

2. The Secretary to the Council of Ministers, Punjab.

3. The Legal Remembrancer and Secretary to Government Punjab, Legislative Department.

4. The Secretary to Government, Punjab, Finance Department.

U. O. No. 1427-4WGI-66, dated Chandigarh, the 2nd March, 1966.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab, for information in continuation of this Department U. O. No. 101-6-4WGI-66, dated 16th February, 1966.

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

1. All Financial Commissioners in Punjab.

2. All Administrative Secretaries to Government, Punjab.

U. O. No. 1427-4WGI-66, dated Chandigarh, the 2nd March, 1966.

No. 1427-4WGI-66/6833, dated Chandigarh, the 2nd March, 1966.

Copies are forwarded to :—

(1) The Regional Welfare Officers, Rohtak, Patiala and Jullundur.

(2) The District Welfare Officers in the State for information in continuation of Punjab Government endorsement No. 1016-4WGI-66, dated 16th February, 1966.

SURAT SINGH,
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 155-4WGI-66/6467

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

1. Regional Welfare Officers, Patiala and Rohtak.

2. All District Welfare Officers and Tehsil Welfare Officers in Punjab.

Dated Chandigarh the 5th March, 1966.

Subject.—Reservation in services for members of Scheduled Castes/Tribes and other Backward Classes—Measures for the removal of unemployment among the educated and technically trained members of such castes, tribes/classes.

Sir,

I am directed to say that it has been brought to the notice of Government that there are a number of Scheduled Castes/Tribes and other Backward Classes youth who have had adequate education and technical training but are still unemployed for want of timely information and the means to keep themselves aware of the jobs available to them. This might be due to their poverty in not being able to purchase newspapers or visit various recruiting centres including employment exchanges or to their staying in the outskirts of urban and suburban areas or in the interior in country side. The result has been that generally the intake of these classes falls short of the vacancies reserved for them. It, therefore, appears necessary to take steps to co-ordinate the activities of the various recruiting agencies with a view to ensure better employment for these youngmen.

2. To achieve the above objective, it is necessary that the field staff of Welfare Department should give positive help. It has, therefore, been decided that the following steps should be immediately taken —

(i) You should keep yourself well informed of the vacancies at District/Tehsil level by establishing necessary liaison with the various departments and officers, private and public undertakings, employment exchanges and recruiting bodies etc.

(ii) On the other hand, you should establish, personal contact with the unemployed youth among Scheduled Castes, Tribes and other Backward Classes. It would not be difficult because the number of such persons is extremely limited in a District/Tehsil.

(iii) After the above steps have been taken, it would only be a matter of conveying necessary timely information to the persons concerned about the vacancies that come to your notice. This will mean setting up of small service cell in every Tehsil and District Welfare Office.

3. This communication may be acknowledged and compliance with these instructions may be strictly ensured. Review of the working of this system be held every six months.

Yours faithfully,
(Sd.)
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 155-4WGII-66/6468, dated Chandigarh, the 5th March, 1966.

A copy is forwarded to the Director for Welfare of Scheduled Castes and Backward Classes, Punjab, 304, Sector 9-D, Chandigarh.

2. He would please ensure compliance at the field offices and also send to the Government a consolidated review of the working of these instructions in the field every six months.

(Sd.)
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 155-4WGII-66/6469, dated Chandigarh, the 5th March, 1966.

Copy is forwarded to the Director, Employment Exchanges Chandigarh, with a request that necessary instructions may be issued to the District Employment Officers to include District and Tehsil Welfare Officers concerned in their mailing list for sending information regarding the reserved vacancies.

(Sd.)
Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 155-4WGII-66/6470, dated Chandigarh, the 5th March, 1966.

Copy forwarded to all Deputy Commissioners/Sub-Divisional Officers (Civil) in the State with a request that the District Heads of the Departments should be asked to inform the District/Tehsil Welfare Officers about the reserved vacancies as and when they arise.

(Sd.)
Section Officer, 'Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

Copy of Memo No. 1682/SK, dated the 26th March, 1966, from the Deputy Commissioner, Bhatinda, to the address of the Secretary to Government Punjab, Scheduled Castes and Backward Classes Department.

Subject.—Grant of protection to scheduled castes/tribes and other Backward Classes employees against reduction/retenchment in view of their lean representation in services.

Reference letter No. 1016-4WGI-66, dated the 16th February, 1966, on the subject noted above.

2. *Vide* letter under reference Government have decided that the members of Scheduled castes/scheduled tribes and backward Classes who are in service and are otherwise qualified and suitable and against whom there are no complaints, should not be reduced in rank or retrenched as long as their total strength does not exceed the prescribed limits of reservation in a cadre.

3. The cadre strength of patwaries in this district is 255. Therefore, in the matter of retrenchment protection can be given to 51 members of Scheduled Castes/Tribes and to 5 members of Backward Classes. While the number of Patwaries belonging to Backward Classes is more than 5, the number of those belonging to Scheduled Castes/Tribes is less than 51. It may kindly be advised whether protection in the matter of retrenchment can be given to the excess number of members belonging to Backward Classes against the quota reserved for members of Scheduled Castes/Tribes.

4. As retrenchment of patwaries is taking place on a large scale in this district, it is requested that advice in the matter may kindly be conveyed immediately.

From The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.
To The Deputy Commissioner,
Bhatinda.

Memo No. 2771-4GWI-66,
Dated, Chandigarh the 12th April, 1966.

Subject.—Grant of protection to Scheduled castes/tribes and other Backward Classes employees against reduction retrenchment in view of their lean representation in service.

Reference your memo No. 1682/SK, dated the 26th March, 1966 on the subject cited above.

2. The protection in the matter of retrenchment can be given to the extent of prescribed reservations only, viz., 20 per cent scheduled castes/tribes and 2 per cent for backward classes to each category respectively, irrespective of the fact that these castes/classes gained at the cost of each other at the time of recruitment earlier.

SURAT SINGH,
Section Officer,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.

Endsl. No. 2771-4WGI-66, dated Chandigarh the 12th April, 1966

A Copy, with a copy of the Memorandum to which it is a reply, is forwarded to all Heads of Departments/Deputy Commissioners, Districts and Sessions Judges and Registrar, Punjab High Court, for information and guidance.

By order,
SURAT SINGH,
Section Officer,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

A Copy, with a copy of the Memorandum to which it is a reply, is forwarded to all Financial Commissioners and Administrative Secretaries in Punjab, for information and guidance.

SURAT SINGH,
Section Officer,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To All Financial Commissioners/Admn. Secretaries
U.O. No. 2771-4WGI-66, dated, Chandigarh, the 2nd April, 1966.

Copy of letter No. 2868-4WGI-65/13639, dated the 4th May, 1966 from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, to all Heads of Departments, etc.

Subject.—Reservation of services for the members of Scheduled Castes/Tribes and other Backward Classes.

Sir,

I am directed to say that with a view to safeguarding reservation in services for the members of Scheduled Castes/Tribes and other Backward Classes and for expeditious attendance upon grievances of officials of such

castes/tribes/classes, a Harijan Grievances Cell was created at Secretariat level in August, 1965, under this Department. In this connection attention is invited to Circular letter No. A/8/38859-908, dated the 27th November, 1965, from the Director, Welfare of Scheduled Castes and Backward Classes, Punjab.

2. With a view to avoid any delay in dispensing justice to aggrieved persons belonging to Scheduled Castes/Tribes and other Backward Classes, it has further been decided that aggrieved officials should be allowed to send their complaints in the matter of recruitment/promotion to the Heads of Departments concerned with an advance copy to this Department.
3. You are requested to circulate to all concerned accordingly.

No. 3497-4WGI-56/13828.

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

1. The Director of Public Instruction, Punjab, Chandigarh.
 2. The Chief Engineer, Punjab, P.W.D., B. & R. Branch, Patiala.
 3. The Director of Industries, Punjab, Chandigarh.
 4. The Director of Research and Medical Education, Punjab, Chandigarh.
 5. The Director of Industrial Training, Punjab, Chandigarh.
 6. The Director of Agriculture, Punjab, Chandigarh.
 7. The Director of Technical Education, Punjab, Chandigarh.
- Dated, Chandigarh the 5th May, 1966.

Subject.—Reservation of seats for Scheduled Castes/Tribes and Backward Classes in Technical Institutions and Professional Institutes.

Sir,

I am directed to refer to Punjab Government letter No. 3870-WGI-ASOI-64/20069, dated 6th/9th October, 1964, on the above subject, and to say that consequent upon the judgement of the Punjab High Court, in Civil Writ No. 1917 of 1965, Ramesh Chander *versus* the State of Punjab etc., the instructions laid down in (i) shall now read as under:—

“20 per cent reservation of seats for Scheduled Castes and Scheduled Tribes and 2 per cent reservation for other Backward Classes is made. If the requisite number of students is not available for

filling the quota of reserved vacancies from the Scheduled Castes/Tribes and other backward classes in separate categories of reservation, viz., 20 per cent and 2 per cent, the unutilised seats in either case will be added to the general pool of vacancies to be filled exclusively on merit.

2. The preference given to candidates from Backward Classes over others generally in filling up unfilled reserved seats of Scheduled Castes/Tribes and vice versa is to be considered as abrogated.
3. Please acknowledge receipt.

Yours faithfully,

(Sd.)
Deputy Secretary,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 3497-4WGI-66/13829, dated Chandigarh, the 5th May, 1966

A is copy forwarded to all Heads of Departments except those addressed above, Commissioners of Divisions, D.Cs. and Sessions Judges in the State and the Registrar, Punjab High Court, Chandigarh, for information and necessary action in continuation of Punjab Government endorsement No. 3870-WGI-ASOI-64/10070, dated 6th/9th October, 1964.

By Order,

(Sd.)
Deputy Secretary (B.C.),
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

A Copy is forwarded to all Financial Commissioners to Government, Punjab, for information in continuation of U.O. No. 3870-WGI-ASOI-64, dated 6th/9th October, 1964.

(Sd.)
Deputy Secretary (B.C.),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.

To

- (i) All Financial Commissioners in Punjab.
 - (ii) All Administrative Secretaries to Government, Punjab.
- U.O. No. 3497-4WGI-66, dated Chandigarh, the 5th May, 1966.

No. 2633-4WGI-66/13397

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department,
Chandigarh.

To

All Heads of Departments, Commissioners of Divisions,
Deputy Commissioners, District and Sessions Judges in the State,
Registrar, Punjab High Court and Sub-Divisional Officer (Civil).

Dated Chandigarh, the 12th May, 1966.

Subject.—Representation of the Members of Scheduled Castes/Tribes
and other Backward Classes in state Services non-communication of reserved vacancies to the Employment Exchanges by district level recruiting authorities.

Sir,

In partial modification of the Punjab Government instructions contained in circular letter No. 24-WGI-66/3774, dated the 16th February, 1966, on the subject noted above, I am directed to say that vacancies should be notified to the nearest Employment Exchange in the form S.E.M.-7 (copy enclosed) prescribed under the Employment Exchanges (compulsory Notification of Vacancies Act), 1959 and not in the form prescribed in the above instructions of 16th February, 1966.

2. In case some of the vacancies occurring in a Department are reserved for members of the Scheduled Castes/Tribes and Backward Classes and some are unreserved the reserved and unreserved vacancies should be notified to the concerned Employment Exchange on separate S.E.M.-7 forms.

3. Please acknowledge receipt.

Yours faithfully,

SURAT SINGH,

Section Officer,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

SURAT SINGH,

Copy, with a copy of its enclosure, is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, for necessary action.

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward
Classes Department.

To

(i) All the Financial Commissioners ;

(ii) All Administrative Secretaries.

U.O. No. 2633-4WGI-66, dated Chandigarh, the 12th May, 1966.

A copy, with a copy of its enclosure is forwarded to the Secretary to Government, Punjab, Labour and Employment Department with reference to his U.O. No. 2802-I-Lab. 1-66, dated the 24th March, 1966, for information.

SURAT SINGH,

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To

The Secretary to Government, Punjab,
Labour and Employment Departments.

U.O. No. 2633-4WGI-66, dated Chandigarh, the 12th May, 1966.

No. 2633-4WGI-66/13398, dated Chandigarh, the 17th May, 1966.

A copy with a copy of enclosure is forwarded to the :—

(i) Regional Welfare Officer, Rohtak/Patiala/Jullundur.

(ii) District Welfare Officers in the State.
for information.

SURAT SINGH,

Sectional Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.

Employment Exchanges—(Compulsory Notification of Vacancies) Act, 1959.

(Section 4 of the Act and Rules 4 of Rules, 1960).

Form for Notification of Vacancies.

1. Name and address of the employer.

2. Telephone number of the employer, if any.

Nature of vacancy—

(a) Type of workers required (Designation).

(b) Description of duties.

(c) Qualification required—

(i) Essential

(ii) Desirable.

(d) Age limits, if any.

(e) Whether women are eligible ?

4. Number of vacancies—

(a) Regular.

(b) Temporary.

5. Pay and allowances.

6. Place of work (name of town/village and district in which it is situated).

7. Probable date by which the vacancy will be filled.

8. Particulars regarding interview/test of applicants—

(a) Date of interview/test.

(b) Time of interview/test.

(c) Place of interview/test.

(d) Designation and address of the persons to whom applicants report.

9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up the vacancies ?

10. Any other relevant information.

To The Employment Officer,

(Please file in here the address of your local Employment Exchanges).

No. 4479-4WGL-66/15019

From The Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

To The Director of Industries, Punjab, Chandigarh.

2. The Registrar, Co-operative Societies, Punjab, Chandigarh.

Dated Chandigarh, the 25th May, 1966.

Subject.—Reservation in matter of appointments and promotion in services for the members of scheduled castes, scheduled tribes and other backward classes in public sector undertakings and other autonomous bodies.

Sir,

As you know, under clause 4 of Article 16 of the Constitution of India, it is within the competence of the State Government to make any provision for the reservation of appointments for posts in favour of any backward classes of citizens which in the opinion of the State Government, is not adequately represented in the services. Reservations have, accordingly, been made in services in the State for these backward classes. At the initial stage of recruitment 20 per cent has been laid down for scheduled castes/tribes and 2 per cent or other backward classes determined socially and economically and at the time of promotion in services, the relevant reservation is to the extent of 10 per cent—9 per cent for scheduled castes/tribes and 1 per cent for other backward classes.

2. Government have been considering the proposition for promulgating these reservations in public sector undertakings and other autonomous bodies. For the reason that employment under the corporations and autonomous bodies is not employment under the State, the Government could not lay down any reservation. But it is both appropriate and desirable if the corporations and autonomous bodies are requested to make reservations for scheduled castes/tribes and other backward classes in the same manner as has been done in the services in the State. It is relevant to point out here that the Government of India, on the recommendations of Central Advisory Board of Harijans Welfare have already advised the various Central Ministries to ensure that the public sector undertakings and autonomous bodies lay down reservations for the backward classes in services.

3. The State Government have certain public sector undertakings, such as Poultry Corporation, Small Scale Industries Corporation, Punjab Financial Corporation, Punjab State Iron Limited, Sugar Co-operative Mills etc. All these undertakings provide growing opportunities for employment. It is important that as in the case of employment in State Service, the Scheduled Castes/Tribes and other backward classes should also be given a fair share of appointment, in the undertakings.

4. I am, therefore, desired to request you to impress upon the managements concerned to follow Government instructions in the matter of reservation, both at the time of initial recruitment and also in promotion in their services. I am further to request you that you may inform this end of the action taken, and ask the managements concerned to keep this end informed about the reservations effected.

Yours faithfully,

(Sd.) D. N. DHIR,

Deputy Secretary, Backward Classes for Secretary to Government Punjab, Scheduled Castes and Backward Classes, Department.

No. 4479-4WGI-66/15020, dated Chandigarh the 25th May, 1966.

Copy forwarded to Vice-Chancellors Punjab University, Chandigarh Punjab University Patiala Punjab Agricultural University, Ludhiana and Kurukshetra University, Kurukshetra. They are requested to promulgate Government instructions in the matter of reservation for the scheduled Casts tribes and other backward classes in their university services if there be no objection.

(Sd.) D. N. DHIR,
Deputy Secretary Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward classes,
Department.

No. 4479-4WGI-66/15021, dated Chandigarh the 25th May, 1966.

A copy is forwarded to the Commissioner, Agricultural Production and Rural Development, with a request that similar instructions should be circulated to the Chairman of Zila Panchsads and Panchayat Samities in the State.

(Sd.) D. N. DHIR,
Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 4479-4WGI-66/15022, dated Chandigarh, the 25th May, 1966.

Copy forwarded to —

(i) Industries Commissioner and Secretary to Government, Punjab,
Industries Department.

(ii) Education Commissioner and Secretary to Government, Punjab,
Education Department.

(iii) Secretary to Government, Punjab, Co-operative Department, for
information and necessary action.

(Sd.) D. N. DHIR,
Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.

No. 3502-IGSI-66/16434

From

The Chief Secretary to Government, Punjab,
Chandigarh.

To

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 22nd June, 1966.

Subject — Rules relating to the powers of the State Government to dispense with or relax the requirements of any rule regulating conditions of services of Government employees for dealing with any case in a just and equitable manner.

Sir,

I am directed to invite to a reference to para 2 of the Punjab Government letter No. 2122-DSGS-63/38118, dated 27th November, 1964, on the subject noted above, in which you are/were advised that a general rule as indicated in the said rule para may be provided for relaxation of rules in the relevant services rule till the publication of General Service Rules. The question of powers of the State Government for the relaxation of rules has been again considered in consultation with the Legal Remembrancer, Punjab and the Government of India and it has been decided that instead of the phraseology already circulated, the following phraseology should be adopted —

“Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons”.

Yours faithfully,

(Sd.) . . .

Superintendent, General Service II,
for Chief Secretary to Government, Punjab.

A copy is forwarded for information and necessary action —

(1) All Financial Commissioners in the Punjab.

(2) All Administrative Secretaries to Government, Punjab.

(Sd.) . . . ,
Superintendent, General Services, II,
for Chief Secretary to Government, Punjab.

To

(1) All Financial Commissioners in the Punjab;

(2) All Administrative Secretaries to Government, Punjab.

U.O. No. 3502-IGSI-66, dated Chandigarh, the 22nd June, 1966.

No. 4917-4WGI-66/19036

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, in the State, Registrar, Punjab High Court and Sub-Divisional Officers (Civil).

Dated Chandigarh, the 21st/24th June, 1966

Subject.—Reservation for the members of Scheduled Castes/Tribes and Backward Classes in promotion cases.

Sir,

I am directed to invite a reference to para (2)(e) of the Punjab Government letter No. 10181-4WGI-63/795, dated the 14th January, 1964, on the subject noted above wherein a block system was laid down according to which the first vacancy in every block of 10 was to be considered as a reserved vacancy.

2. As a result of reduction of staff due to National Emergency non-scheduled castes employees were reverted and keeping in view the lean representation of members of Scheduled Castes/Tribes and Backward Classes, the officials belonging to these castes were given protection against such reversion. According to Punjab Government Circular letter No. 15784-GS-63/42393, dated the 22nd November, 1963 these reverts were to be promoted first and on re-promotion, they were to regain their original seniority viz-a-viz the members of Scheduled Castes/Tribes who were protected against such reversions.

3. A question has now arisen as to whether the reverts when they are re-promoted should form a part of the block of ten vacancies laid down for purposes of ensuring meticulous observance of the instructions for reservation in promotion or not. To illustrate, if 5 reverts have to be re-absorbed in preference to the Scheduled Castes/Tribes etc., the reserved vacancy should be No. 6 and if the five reverts were to form part of the block of the first ten vacancies the next reserved vacancy would be 11th. This would give weightage to the Scheduled Castes/Tribes etc. On the contrary if the posts to be offered to reverts were not to be counted then the block of ten would start from the first reserved vacancy after the absorption of the above-mentioned reverts' vacancy. After careful consideration Government has decided that in view of the inadequacy of representation of members of Scheduled Castes/Tribes and other Backward Classes in the State Services, all posts created and filled in after 12th September, 1963 when reservation in promotion was laid down, should count towards one block; and even if the gap between one reserved post and another is not ten due to preference in favour of reverts for re-absorption, the structure of the block may not be altered to further disadvantage of the Scheduled

Castes/Tribes and Backward Classes. You are, therefore, requested to follow these instructions. It is, however, reiterated that the reverts have to be absorbed first and the reserved vacancy will only occur after the reverts have been all accommodated.

Yours faithfully

(Sd.)

Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Departments.

Copies are forwarded to all Financial Commissioners and Administrative Secretaries to Government, Punjab for information in continuation of this Department's U.O. No. 10181-4WGI-63, dated the 14th January, 1964.

(Sd.) SURAT SINGH,

Section Officer, Welfare General
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

(1) All Financial Commissioners, Punjab,

(2) All Administrative Secretaries to Government, Punjab.

U.O. No. 4917-4WGI-66, dated Chandigarh, the 21st June, 1966.

A copy is forwarded to the Revenue Secretary to Financial Commissioner, with his reference to his U.O. No. 2741-I-Admn-I-65/1499, dated the 8th July, 1965.

(Sd.) SURAT SINGH,

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

The Secretary to the Financial Commissioner.

U.O. No. 4917-4WGI-66, dated Chandigarh, the 21st June, 1966.

A copy is forwarded to the Secretary to the Council of Ministers for information with reference to his U.O. No. 995-PCM-66, dated the 4th June, 1966.

(Sd.) SURAT SINGH,

Section Officer, Welfare General I,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

To

The Secretary to the Council Ministers,
Punjab.

U.O. No. 4917-4WGI-66, dated Chandigarh, the 21st June, 1966.

No. 4533-WGI-66, dated 4th/5th May, 1966, from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes to all Heads of Departments, etc., etc.

Subject—Grant of protection to Scheduled Castes/Tribes and other Backward Classes against reduction/retenchment in view of their lean representation in services.

Kindly refer to Punjab Government Circular No. 1016-4-WGI-66, dated 16th February, 1966, on the above subject, for proper interpretation of instructions laid down therein, the following further elucidation is offered :

Any scheduled caste employees working in short-term vacancy which occurs as a result of the occupant having proceeded on leave or on deputation will on latters' return make way for him.

It is understood that in certain departments posts are created on temporary basis for a limited period and the term is extended from year to year. In such cases the scheduled castes employees once promoted are to be given protection only till as such time as these temporary posts last.

In certain departments *ad hoc* posts are created for a limited period for a specific assignment. Some time these posts are extended from year to year basis or till such time as such time as the assignment is completed. In such cases also Scheduled Castes who have been promoted shall be given protection against retrenchment till such as time the *ad hoc* posts continue in the department.

The following illustrations may further be of use—

- (i) 'A' member of Scheduled Castes employees is promoted as Superintendent in the leave arrangement of 'B' a non-Scheduled Castes employees who has proceeded on leave for a period of say 2-3 months. No protection to 'A' will be given and he shall have to vacate the posts when 'B' comes.
- (ii) 'A' Temporary post of Assistant is created for a limited period of 2-3 months to clear the arrears in an office. A Scheduled Castes employee if promoted against that post shall have to be reverted to his original post on completion of the work.
- (iii) In certain departments a number of posts are created on *ad hoc* basis for a limited period. In such cases the Scheduled Castes employees shall continue to get concession of protection till such time the *ad hoc* posts continue in the department.

From

No. 4852-4WGI-66/2397

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes.

To

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, and Deputy Commissioners and District and Sessions Judges in the Punjab.

Dated Chandigarh, the 3rd August, 1966.

Subject—Representation of members of Scheduled Castes/Tribes and Backward Classes in services in Punjab.

Sir,

Kindly refer to the instructions contained in Punjab Government Circular letter No. 28400-WG-S-56/8090, dated the 9th November, 1956, on the above subject, wherein the rule of "carry over" had been evolved. According to this rule, if it is not possible to fill the first reserved vacancy by appointment of a member of Scheduled Castes, etc., the reservation should be carried over from vacancy to vacancy in the same block or if necessary to the succeeding block, not more than one vacancy being so carried forward.

2. Kindly also refer to Government Circular letter No. WGII-13(29)-61/5598, dated 6th March, 1961, wherein it was further laid down that if the service of a Government servant belonging to Scheduled Castes, etc., is terminated, the resultant vacancy should be filled up on *ad hoc* basis from candidates being in these castes. These instructions gave rise to what is known as "*ad hoc* appointment formula" to safeguard the interests of Scheduled Castes, etc., in the reserved vacancies.

3. The two sets of instructions mentioned above were recently challenged in Civil Writ No. 3063 of 1965 before the High Court of Judicature, Punjab, Chandigarh. Whereas these have been found to be in order, their applicability is circumscribed by the Court's ruling to the extent that with the application of the two formulae, the reserved percentage of vacancies for Scheduled Castes/Tribes and Backward Classes should not exceed 50 per cent of the total vacancies.

4. I am, therefore, to convey that the Government instructions issued, *vide* aforesaid communication, dated 6th March, 1961, stands modified to the extent that the number of *ad hoc* vacancies which give rise to an excess of reservation beyond 50 per cent should be considered as unreserved vacancies.

Kindly acknowledge receipt.

Yours faithfully,

(Sd)
Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes/Backward Classes,
Departments.

No. 6872-WG-66/24917

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes,
Department.

To

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and the Sub-Divisional Officer (Civil) in the Punjab.

Dated, Chandigarh, the 23rd August, 1966.

Subject.—Reservation for the members of Scheduled Castes/Tribes and Backward Classes in promotion cases.

Sir,

I am directed to refer to Punjab Government instructions contained in circular letter No. 6486-SWG-II-63/19193, dated the 12th September, 1963, supplemented by letter No. 10181-4WG-63/795, dated the 14th January, 1964, 2125-4WG-I-64/5213, dated the 18th March, 1964, and No. 4917-4WG-I-66/18026, dated the 21st June, 1966, on the subject noted above wherein decision of 10 per cent reservation in promotional posts for the members of Scheduled Castes/Tribes and Backward Classes had been detailed.

2. Government have since been receiving references from several quarters seeking clarifications on some basic points which cropped up as a result of actual implementation of the said policy. After careful consideration of the matter the Government have decided to fall completely in line with the policy obtaining in Government of India. On the basis of policy of Government of India, the following decisions are laid down :—

(1) **Class I /II appointments :**

(a) There will be no reservation for Scheduled Castes/Tribes and other Backward Classes in appointments made by promotion to a Class II or a higher service or post whether on the basis of seniority-cum-fitness, selection or competitive examination limited to departmental candidates.

(b) In the case of promotions made in or to Class I or II on the basis of seniority subject to fitness cases involving supersession of Scheduled Castes/Tribes Officers should be submitted for prior approval of the Minister concerned.

(2) **Class III, and IV appointments :**

(a) In the case of Class III and Class IV appointments, in grades or services to which there is no direct recruitment, there will be

reservation, at 20 per cent for Scheduled Castes/Tribes and 2 per cent for Backward Classes in promotions made by (1) Selection or (II) on the results of competitive examinations limited to departmental candidates. Where, however, there is direct recruitment the existing percentage of reservation at the time of recruitment will continue.

(b) Lists of Scheduled Castes/Tribes and Backward Classes officials should be drawn up to fill the reserved vacancies officials belonging to these classes will be adjudged separately, and not along with other officials and if they are suitable for promotion, they should be included in the list irrespective of their merit as compared to that of other officials. Promotions against reserved vacancies will, however, continue to be subject to the conditions of minimum necessary qualifications and satisfactory record of service.

(c) Cases involving supersession of Scheduled Castes/Tribes and Backward Classes, will be reported within a month to the Minister concerned for information.

(3) **Appointments to posts for conducting Research :**

It is considered that in appointments for conducting research or organising, guiding and directing research there may be a great deal of difference between the best person available and the one who only possesses the prescribed minimum qualifications. It is desirable to look for the persons with the highest talents and accomplishments rather than be content with those who may be just adequate. The number of such posts is not so large to affect the interests of a considerable number of persons belonging to the Scheduled Castes/Tribes and Backward Classes. On the other hand, the nature of work is such that if it is done conscientiously well, scientific progress and development of the country will be accelerated. It has, therefore, been decided that reservation both at the time of recruitment and at the time of promotions (20 per cent for Scheduled Castes/Tribes, 2 per cent for Backward Classes) will not apply in the case of appointments to posts for conducting research or organising, guiding and directing research.

(4) **Roster :**

(a) To give proper effect to the reservations prescribed every appointing authority will treat vacancies as reserved or unreserved according to model roster laid down in the Punjab Government Circular letter No. 2260-4-WGI-64/4860, dated the 24th March, 1964. The roster will be maintained in the form of running account year to year. For example, if promotion in a year stops at point 6, of a cycle promotion in the following year will begin at point 7.

(b) If there are only two vacancies to be filled on a particular occasion, not more than one may be treated as reserved and if there be only one vacancy it should be treated as unreserved. If on this account, a reserved point is treated as unreserved, the reserved

tion may be carried forward to the subsequent two recruitment years. Thus where the cadre strength is small say less than 5 and there is one post to be filled by promotion, it need not be treated as reserved but if on this account a reserved point is treated as unreserved the reservation may be carried forward to the subsequent two recruitment years.

3. The officials belonging to Backward Classes will cease to be eligible for reservation in promotion when the annual income of their family exceeds the prescribed limit of Rs 1,000 (in case of Backward Classes determined on economic criterion) and Rs 1,800 (in case of socially Backward Classes declared by Government).

4. The above decisions take effect from the date of issue of these orders. Promotions already made in accordance with the instructions-in-force prior to the issue of these orders, will not be disturbed. The pending cases may be decided immediately in accordance with these instructions.

5. You are requested to bring the above decisions to the notice of all concerned.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd.) D. N. DHIR,

Deputy Secretary, Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

Copy of Punjab Government letter No. 1435-SW(ASO)-67/1245, dated 24th May, 1967 from the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department, Chandigarh, to all Heads of Departments, etc. etc.

Subject.—Representation of the members of Scheduled Castes/Tribes and other Backward Classes in State services.

I am directed to address you on the subject noted above and to say that for filling up short-term vacancies in Government departments, vacancies are notified to the concerned Employment Exchanges in *pro forma* SEM 7, prescribed under Employment Exchange (Compulsory Notification of Vacancies) Act, 1959. In this *pro forma* the employer is required to furnish information in respect of unreserved vacancies and vacancies reserved for the members of Scheduled Castes, Scheduled Tribes and Backward Classes, separately for each class, in the following *pro forma*—

Number of vacancies	Reserved for Scheduled Castes	Unreserved for Scheduled Tribes	Total Backward Classes
---------------------	-------------------------------	---------------------------------	------------------------

2. It has, however, been brought to the notice of this department that this information is not invariably been given in the *pro forma*, with the result that members of Scheduled Castes and Backward Classes do not get their due share of vacancies filled through the Employment Exchanges. This shows that Government instructions regarding reservation of posts for the members of Scheduled Castes and Backward Classes are not being meticulously observed. With a view, to ensure that the members of Scheduled Castes and Backward Classes are not denied their due share in services, it is requested that Government instructions regarding reservation of vacancies for the members of these classes should be followed both in letter and spirit. To achieve this objective, therefore, you are requested to invariably indicate in the *pro forma* SEM 7 against item 4 the number of unreserved for the members of Scheduled Castes, Tribes and Backward Classes. Also against item 10 of the *pro forma* a certificate should be recorded to the effect that while placing this demand the representation of Scheduled Castes, Tribes and Backward Classes in the services as per orders of Punjab Government have been complied with strictly. I am to request you to ensure observance of these instructions faithfully.

Kindly acknowledge receipt.

No. 1470-SW(ASO)-67/1287

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes
Department.

To

All Heads of Departments, Commissioners of Patiala and Jullundur Divisions, Deputy Commissioners, District and Sessions Judges in the State and the Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 29th May, 1967.

Subject.—Classification of certain classes of people as Backward Classes—Kamboj Community.

Sir,

In continuation of Punjab Government letter No. 2763-4WGL-65/6431, dated the 31st March, 1965, on the subject noted above, I am directed to say that Government have decided to extend the period to treat the Kamboj Community as "Backward" by two years more, from the date of expiry of the two years period previously allowed, i.e., with effect from the 9th December, 1966 to the 8th December, 1968.

Yours faithfully,

(Sd.) . . . "

Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department.

No. 1470-SW(ASO)-67/1288, dated Chandigarh, the 29th May, 1965.

A copy is forwarded to the Accountant-General, Punjab, Haryana and Himachal Pradesh, Simla, for information, in continuation of Punjab Government endorsement No. 2763-4WGI-65/64032, dated the 31st March, 1965.

(Sd.) . . .

Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

Copies are forwarded to :—

- (i) the Financial Commissioners, and
- (ii) all Administrative Secretaries to Government, Punjab,

for information in continuance of this Department U.O. No. 2763-4WGI-65, dated the 31st March, 1965.

(Sd.) . . .

Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

- (i) the Financial Commissioners, and
- (ii) all Administrative Secretaries to Government, Punjab.

U.O. No. 1470-SW(ASO)-67, dated Chandigarh, the 29th May 1967.

Copies are forwarded to the Secretaries to Chief Minister and Ministers and Private Secretaries/Personal Assistants to the Ministers, Ministers of State, Deputy Ministers and Chief Parliamentary Secretary for the information of the Chief Minister, Ministers, Ministers of State, Deputy Ministers and Chief Parliamentary Secretary, in continuance of this Department U.O. No. 2763-4WGI-65, dated the 31st March, 1967.

(Sd.)

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

The Secretaries to the Chief Minister/Ministers, Private Secretaries/Personal Assistants to the Ministers/Ministers of State, Deputy Ministers and Chief Parliamentary Secretary.

U.O. No. 1470-SW(ASO)-67, dated Chandigarh, the 29th May, 1967.

A copy is forwarded to the Secretary to Government, Punjab, Finance Department, for information.

(Sd.) . . .

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

The Secretary to Government, Punjab,
Finance Department.

U.O. No. 1470-SW(ASO)-67, dated Chandigarh, the 29th May, 1967.

No. 3378-SW(ASO)-67/22108

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department, Punjab.

To

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners and District Sessions Judges, Sub-Divisional Officers (Civil), in Punjab.

Dated Chandigarh, the 5th August, 1967.

Subject.—Reservation in Services for the Members of Scheduled Castes/Scheduled Tribes and Backward Classes in Promotion Cases—Clarification of Policy Instruction.

Sir,

I am directed to refer to Punjab Government letter No. 6872-4WGI-66/24917, dated the 23rd August, 1966, on the subject noted above, and to say that it has been brought to the notice of Government that the instructions contained in the communication noted above are being interpreted differently by various departments in their implementation. After a careful consideration of the points, referred to this department from time to time for clarification, it has been decided to issue a general clarification for the guidance of all Departments so that these instructions are implemented uniformly by them. Clarification are generally sought on the following points :—

- (i) Regarding the purport of the word "selection" used in paragraph 2(2)(a) of Punjab Government letter, dated 23rd August, 1966, referred to above,
- (ii) Applications of reservation instructions to a cadre, the posts of which are partly filled up by direct recruitment and partly by promotion.

(iii) Treatment of vacancies when there is only one vacancy at a particular time.

2. The actual interpretation of these points is as follows :—

(i) The underlying idea of the expression "selection" used in para 2(2)(a) is that there will be a reservation at 20 per cent for the members of Scheduled Castes/Scheduled Tribes and 2 per cent for Backward Classes in promotions to be made on the basis of seniority-cum-fitness, in accordance with the procedure laid down in Punjab Government letter No. 8129-G-56/3964, dated the 17th September, 1956, as well as in the case of selection grade posts.

(ii) Under the existing instructions there is reservation at 22 per cent (20 per cent for Scheduled Castes/Scheduled Tribes and 2 per cent for the Backward Classes), in direct recruitment to all classes of State services whereas the same percentage of reservation is applicable in promotional posts in Classes III and IV services only. The intention of these instructions is that there will be a reservation to this extent in all cadres irrespective of the fact whether the posts are filled exclusively by direct recruitment or by promotion or partly by promotion and partly by direct recruitment. To make it more clear if in a cadre of 100 posts, 25 per cent posts are filled by direct recruitment and 75 per cent post are filled by promotion, the members of Scheduled Castes/Scheduled Tribes should get 5 posts out of the 25 posts to be filled by direct recruitment and 15 posts out of the 75 posts to be filled by promotion. This will give them 20 posts which are reserved for them.

(iii) The instructions contained in para 2(4)(b) of Punjab Government letter, dated 23rd August, 1966, are applicable in those cases only where the cadre strength is less than five and not to the cadres having a strength of five or more. In the latter case the usual procedure will be observed, i.e., the very first vacancy will be reserved for the members of Scheduled Castes, etc., notwithstanding the number of vacancies available at a particular time.

It has been brought to the notice of Government that some of the Departments have got the feeling that reservation instructions issued by Government have become infructuous in view of the recent judgment of the Punjab High Court and, therefore, they are not implementing them. It is pointed out that these instructions are still in force and so long as these are not modified, these should continue to be followed by all Heads of Departments.

The receipt of this letter may be acknowledged.

(Sd.) M. R. BHAGAT,

Officer-on-Special Duty (Welfare),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department, Punjab.

A copy is forwarded to all (i) Financial Commissioners, and (ii) all the Administrative Secretaries to Government, Punjab, for information and necessary action in continuation of Punjab Government letter No. 6872-4-WG-I-66/24917, dated 23rd August, 1966.

(Sd.) M. R. BHAGAT,

Officer-on-Special Duty (Welfare),
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department, Punjab.

U.O. No. 3378 SW(ASO) 67, dated 5th August, 1967.

No. 8129-G-56/3964

From

Shri Nakul Sen, I.C.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, and the Registrar, High Court, Punjab, Commissioners of Ambala and Jullundur Divisions, All District and Sessions Judges and all Deputy Commissioners in the Punjab.

Dated Chandigarh, the 17th September, 1956.

HOME

GAZETTE

Subject.—Procedure to be followed in selection of Officers/officials for promotion to higher posts—Greater emphasis on merit than on seniority.

Sir,

I am directed to refer to the correspondence resting with Punjab Government letter No. 2334-51/1-2152, dated the 6th April, 1951, regarding the maintenance of Ranking lists for the purpose of promotion and to state that the question of laying greater emphasis on merit rather than seniority has been engaging the attention of Government for some time past. Although theoretically, the principle is recognised that promotion to selection posts implies a conscious act of selection, Government are convinced that, in practice, promotion is primarily made not on the basis of merit but on the basis of seniority-cum-fitness. It cannot be ignored the selection for purpose of promotion also affords chances of abuse and therefore, some method has to be found which would safe guard against this. It is also necessary to ensure that, in an effort to widen the scope of eligibility for promotion to higher posts immature officers/officials are not included and due weight is given to experience.

Taking all the abovementioned points into consideration, it has been decided to adopt the following revised procedure for selecting officers/officials for promotion to selection posts :—

- (i) A standard of required minimum experience in respect of each kind of higher posts should be laid down in terms of years of service in consultation with the Public Service Commission/Subordinate Services Selection Board, except in cases, where a reference to the Commission/Board is not under the rules, required for making such appointments.
- (ii) A list should then be drawn up of officers/officials possessing the requisite minimum length of service as laid down above.
- (iii) Out of the lists so prepared, selection for filling the vacancies which may have arisen will be confined to first three candidates for each vacancy. For every vacancy a slab of three suitable officers/officials is to be formed and unless a junior among them happens to be of exceptional merit and suitability, the senior most will be selected. This does not mean that after selection has been made the other two become unsuitable. For the next vacancy another slab of three will be formed and the two who were not selected for first vacancy will necessarily have to be included in that slab. It is quite possible that one of them may be selected for the second vacancy. In effect, therefore, after ones slab has been formed for the first vacancy, every subsequent slab will necessarily contain two candidates of the slab preceding it.
- (iv) The criteria to be observed for making the final selection of officers/officials for the vacancies in question will be :—
 - (a) An officer known to be dishonest will not be promoted. For the rest, each officer/official would have to be judged on the basis of ability, industry, personality and being experience and aptitude. It is difficult to lay down generally what importance should be attached to each of these qualities. This would have to depend on the nature of the posts in question.
 - (b) While making selection for purposes of promotion to higher selection posts out of the three suitable candidates for each post, seniority would be ignored only in favour of that junior candidate who is considered to be of exceptional merit. No selection Committee need be formed or a written test or an interview need be introduced for the purposes of selection.

3. In respect of selection to gazetted posts, appeals against non-selection will be disposed of by the Council of Ministers, if they lie to Government. In other cases, where no appeals lie, or where the appeal lies to an authority subordinate to Government a representation against rejection of the appeal by the latter authority for non-selection will also lie to the Council of Ministers. The period for such appeals/representations to the Council or Ministers shall be one month from the date of receipt of the orders represented against. These appeals/representations will normally be disposed of by the Council of Ministers within two months of their receipt. It will not be necessary for the Council of Ministers to consult the Public Service Commission in these cases.

The following procedure in putting up the cases to the Council of Ministers would be followed. The memorandum, will in addition to the facts of the case, describe the history service of the officers/officials concerned and also include summary of their personal files. The personal files of the officers/officials concerned would also be made available to the Council of Ministers for reference if necessary. The Administrative Secretary will put up such memoranda through the Chief Secretary, in the Gazette Branch, who would examine the case and make such revisions in the draft as may be necessary with a view to ensuring that the case of the representing officer does not go by default.

4. It is intended that the new principles to be adopted for the selection of officers/officials should apply to all posts to be filled by selection, whether within the cadre of the same service or from one service to another even if consultation with the Public Service Commission/Subordinate Services Selection Board, as the case may be is required. Where a reference to the Commission/Board is required under the rules a list containing the names of officers/officials with the requisite minimum length of service, weeding out the unsuitables should be prepared and forwarded to the Commission/Board keeping in view the fact that if there is one vacancy, three names, if two, four names and if three five names and so on are recommended. In doing so, the character rolls of the officer recommended and also of those with the prescribed minimum length of service who are not recommended, will be forwarded to the Commission/Board.

5. These instructions supersede all previous instructions, if any on the subject and shall come into force with immediate effect. They should be brought to the notice of all concerned for information and guidance.

Yours faithfully,

NAKUL SEN,

Chief Secretary to Government, Punjab.

No. 278-OSD(W)-67/27027

From

N. Khosla,

Secretary to Government, Punjab,

Scheduled Castes and Backward Classes Department.

All Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, and District and Sessions Judges, Sub-Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 19th September, 1967.

Subject.—Reservation in service for the members of Scheduled Castes, Scheduled Tribes and Backward Classes in Classes III and IV by promotion.

Sir,

In continuation of Punjab Government letter No. 208-OSD(W)-67/25406, dated the 4th September, 1967, on the subject noted above I have the honour to state that on reconsideration, the Government have decided that in order to provide suitable stages for ensuring 22 per cent reservation (20 per cent for Scheduled Castes/Tribes and 2 per cent for Backward Classes) the following method should be adopted for filling up of the reserved vacancies in a block of 100 vacancies :—

3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98.

In other words, it would mean that every 3rd vacancy for promotion out of 5 should be treated as reserved for Scheduled Castes employees Class III and IV posts. The vacancies at No. 15 and 75 will be treated reserved for the Backward Classes.

2. In Punjab Government letter No. 6486-5W-GIL-63/19183, dated 12th September, 1963 Government provided, for the first time, 10 per cent reservation to be filled by promotion for members of Scheduled Caste Tribes and Backward Classes. Provided the Scheduled Castes employees possess the minimum necessary qualifications and have at least a satisfactory record of service. This 10 per cent reservation in promotion for the classes was raised to 22 per cent in Class III and IV posts,—vide Punjab Government letter No. 6872-4-WGI-66/24917, dated 23rd August, 1966.

3. In para 4(a) of the Punjab Government letter No. 6872-4WGI-66/24917, dated 23rd August, 1966 every appointing authority was required to maintain Model Rosters to give proper effect to the prescribed reservation. The Rosters should be maintained in the form of a running account year by year, showing conspicuously the posts offered to Scheduled Castes and others for promotion.

4. A large number of complaints have been pouring in that some of the appointing authorities do not keep regular Rosters in respect of different categories, with the result that the Scheduled Castes/Backward Classes employees do not get proper reservation provided for them by Government and in the absence of any regular Rosters, there is apprehension of the posts reserved for Scheduled Castes being diverted to the non-Scheduled Castes employees. Government takes a serious view of non-implementation of these instructions and for not maintaining regular Rosters and also, these instructions and for not maintaining regular Rosters and also, that reservation in promotion for members of Scheduled Castes has been made by the Government in pursuance of the directions given in Article 16(4) of the Constitution of India. Strict compliance of the Government instructions is, therefore, a constitutional obligation. Government therefore, expects that all the appointing authorities would strictly adhere to the block system as prescribed in para 1 of this letter. It will be the personal responsibility of the Heads of Departments/Appointing Authorities to ensure proper implementation of these instructions. They should further check Rosters once in a quarter and append a certificate showing that due reservation in promotion is being provided to the Scheduled Castes etc. employees in Class III and IV posts as per the vacancies reserved for them in block of 100 or 3rd vacancy out of every 5 vacancies.

Please acknowledge the receipt of this letter.

Yours faithfully,

A. S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes,
for Secretary to Government, Punjab, Scheduled Castes
and Backward Classes Department.

A copy is forwarded to :—

(i) all Financial Commissioners ; and

(ii) all Administrative Secretaries to Government, Punjab, for information and necessary action, in continuation of Punjab Government letter No. 208-OSD(W)-67/25406, dated 4th September, 1967.

A. S. CHATHA,

Deputy Secretary Scheduled Castes and Backward Classes,
for Secretary to Government, Punjab, Scheduled Castes
and Backward Classes Department.

To

(i) All Financial Commissioners ;

(ii) All Administrative Secretaries to Government, Punjab.

U. O. No. 278-OSD(W)-67, dated Chandigarh, the 19th September, 1967.

Copy is forwarded to the Legal Remembrancer, and Secretary to Government, Punjab, Legislative Department for information and with reference to his U.O. No. 2872, dated Nil.

A. S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes,
for Secretary to Government, Punjab, Scheduled Castes
and Backward Classes Department.

To

The Legal Remembrancer and Secretary to Government, Punjab,
Legislative Department.

U. O. 278-OSD(W)-67, dated Chandigarh, the 19th September, 1967.

Copy is forwarded to the Advocate-General, Punjab, with reference to his opinion contained in his note, dated 5th September, 1967.

A. S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes,
for Secretary to Government, Punjab, Scheduled Castes
and Backward Classes Department.

To

The Advocate-General,
Punjab, Chandigarh.

U. O. No. 278-OSD(W)-67, dated Chandigarh, the 19th September, 1967.

No. 278-OSD(W)-67/27028, dated Chandigarh, the 19th September, 1967.

Copies forwarded to the Vice-Chancellors of (i) Punjabi University, Patiala, and (ii) Punjab Agricultural University, Ludhiana, for information and suitable action.

A. S. CHATHA,

Deputy Secretary, Scheduled Castes
and Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

No. 278-OSD(W)-67/27029, dated Chandigarh, the 19th September, 1967.

A copy is forwarded to the Deputy Director, Welfare of Scheduled Castes, Government of India, 1585/18-D, Chandigarh, for information.

A. S. CHATHA,

Deputy Secretary, Scheduled Castes
and Backward Classes,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Departments.

No. 421-OSD(W)-67/28921

From

N. Khosla,
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department.

To
All Heads of Departments, Registrar, Punjab High Court, Commissioner of Divisions, Deputy Commissioners and District and Sessions Judges, Sub-Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 4th October, 1967.

Subject.—Grant of protection to Scheduled Castes/Tribes and other Backward Classes employees against retrenchment/reversion in view of their lean representation in services.

Sl.

With a view to safeguarding the interest of the Scheduled Castes/Backward class employees in services, Government have been issuing instructions from time to time *inter alia* that there should be no retrenchment or reversion of these employees so long as their total strength does not exceed the prescribed limit of reservation in a cadre. Despite clear instruction issued with Punjab Government letter No. 28400-WG-S-8090, dated the 9th November, 1956, repeated with Punjab Government letter No. 193-SW/GIL-63/3141, dated 7th February, 1963, Finance Department's letter No. 2295-BC-63/2231, dated the 22nd March, 1963 and Punjab Government letter No. 1016-4WGI-66, dated the 16th February, 1966, instances have come to the notice of Government that in certain Departments, the Scheduled Castes/Backward Class employees have been retrenched/reverted on one ground or the other or on the basis of interpretation of the clarifications made in Punjab Government letter No. 4533-WGI-66, dated 4th/5th July, 1966.

2. Attention is invited to Punjab Government letter No. 4533-WGI-66, dated 4th/5th July, 1966, which elucidates three types of cases, i.e. (i) promotions of the Scheduled Caste employees against short-term leave vacancies or posts vacated by deputationists; (ii) promotion against posts created on temporary basis for a limited period for special purpose/assignments, the term of which is extended for more than a year or from year to year; (iii) or the creation of posts on *ad hoc* basis. The Scheduled Caste/Backward Class employees promoted against these categories of posts are to be given protection only till such time as these temporary posts last. If on the other hand, Scheduled Caste/Backward Class employees are promoted against the regular posts created in connection with the main Schemes and activities of the Department and are extended from year to year, they cannot be reduced in rank, retrenched or reverted on the abolition of these posts if they are otherwise qualified, suitable and against them there are no complaints and so long as their total strength does not exceed the prescribed limit of reservation in a cadre as provided in Punjab Government letter No. 1016-4WGI-66, dated 16th February, 1966.

3. Instances have come to the notice of Government that in certain Departments (e.g. Irrigation) Scheduled Castes employees who were promoted against regular posts of certain Circles were reverted when some of the posts were abolished by giving a twisted interpretation to the instances mentioned in Punjab Government letter No. 4533-WGI-66, dated 4th/5th July, 1966, that the Scheduled Caste/Backward Class employees could not claim protection because the term of such posts is extended from year to year. The reversions/retenchments of Scheduled Castes/Backward Class employees is uncalled for as their cases fall under the general instructions issued with Punjab Government letter No. 1016-4WGI-66, dated 16th February, 1966, the relevant portion of which is reproduced below:—

(i) "the members of the Scheduled Castes/Tribes and Backward Classes who are in service and otherwise qualified and suitable and against whom there are no complaints should not be reduced in rank or retrenched so long as their total strength does not exceed the prescribed limits of reservation in a cadre".

The above instructions apply to all types of cases excepting (i) promotions of Scheduled Caste/Backward Class employees against short-term leave vacancies or posts vacated by deputationist; (ii) promotion against the posts created on temporary basis for a limited period of special purpose/assignment, the period of which is extended for more than a year or from year to year; (iii) or the creation of posts on *ad hoc* basis.

4. The Government has, therefore, decided that prior order should be obtained from the Government (in the Scheduled Castes and Backward Classes Department) before reverting the Scheduled Caste/Backward Class employees from a higher post to a lower post just as in the case of retrenchment, prior orders are required to be taken as per Chief Secretary's letter No. 193-5W/GI-63/314, dated the 7th February, 1963. The relevant portion of Punjab Government letter No. 1016-4W/GI-66, dated 16th February, 1966, after addition of the above provision, would read as below :-

"The members of Scheduled Castes/Scheduled Tribes and Backward Classes who are in service and otherwise qualified and suitable and against whom there are no complaints, should not be reduced in rank or retrenched so long as their total strength does not exceed the prescribed limit of reservation in a cadre. No reversion of Scheduled Caste/Backward Class employees should be made without first obtaining the orders of the Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department."

5. The Department while applying for permission for reversion of the Scheduled Caste/Backward Class employee should clearly state the number and nature of posts in a cadre, number of Scheduled Castes/Backward Class employees working in that cadre, their existing percentage and reasons for reversion. The reversion of the Scheduled Caste/Backward Class employees already made by any Department should be reviewed in the light of the above decision.

6. Government have noted with regret that in the case of retrenchment, Heads of Departments/Appointing Authorities have rarely approached Government for obtaining prior orders in the matter of retrenchment of Scheduled Castes/Backward Class employees. Government take a serious note of such a laxity in the non-observance of the instructions issued in this behalf. It would be the personal responsibility of the Heads of Departments/Appointing Authorities to ensure that no undue reversion or retrenchment of Scheduled Caste/Backward Class employees in violation of the instructions issued by Government from time to time granting protection to the Scheduled Caste/Backward Class employees in view of their lean representation in services.

Please acknowledge the receipt of this letter.

Yours faithfully,

A.S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes, for Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

A copy is forwarded to :-
(i) All Financial Commissioners, Punjab.
(ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

A.S. CHATHA,

Deputy Secretary Scheduled Castes and Backward Classes, for Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

To

- (i) All Financial Commissioners, Punjab.
(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 421-OSD(W)-67/28922, dated Chandigarh, the 4th October, 1967.

A copy is forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary for information and necessary action.

A.S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes, for Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

To

The Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State/Deputy Ministers and Chief Parliamentary Secretary, Punjab.

U.O. No. 421-OSD(W)-67, dated Chandigarh, the 4th October, 1967.

No. 421-OSD(W)-67/28923, dated Chandigarh, the 4th October, 1967.

Copies forwarded to the Vice-Chancellor of (i) Punjab University, Patiala, and (ii) Punjab Agricultural University, Ludhiana, for information and suitable action.

A.S. CHATHA,

Deputy Secretary, Scheduled Castes and Backward Classes, for Secretary to Government, Punjab, Scheduled Castes and Backward Classes Department.

From

The Secretary to Government, Punjab, Local Government Department.

To

All the Presidents of Municipal Committees and Deputy Directors, Local Government, Patiala, Jullundur and Ludhiana.

Memo. No. MCII-4CII-10005-67/44844-47, dated Chandigarh, the 23rd December, 1967.

Subject.—Reservation in service for the members of Scheduled Castes/Scheduled Tribes and Backward Classes.

All the Municipal Committees in the State are required to make provision in their service rules for reservation of seats in the services under their control for the members of Scheduled Castes and Scheduled Tribes. It has been brought to the notice of Government that some of the Municipal Committees in the State had not yet made any provision in their business bye-laws for making reservation of seats for members of Scheduled Castes and Backward Classes. A number of employees of Local Bodies, particularly Class IV and Sweepers have been representing to Government from time to time that 22 per cent posts of all cadre are not being filled in from amongst the Scheduled Castes/Backward Classes.

2. Government in the past have been stressing that reservation as prescribed by Government i.e., 20 per cent for members of Scheduled Castes and Scheduled Tribes and 2 per cent for Backward Classes should be made in the service rules of Local Bodies employees to mitigate their genuine hardships but with the passage of time these appear to have been forgotten. Government desire that all Municipal Committees in the State should be required to make provision in their service rules framed under section 31 of the Punjab Municipal Act, 1911, for reservation of seats in the services under their control for the members of Scheduled Castes/Backward Classes to the prescribed extent, i.e., 20 per cent for the Scheduled Castes and Scheduled Tribes and 2 per cent for Backward Classes if not done already. The Committees should follow instructions issued by the Government on the subject from time to time. In the case of defaulting Municipal Committees an appropriate action should be taken against them.

(Sd.) . . .

Deputy Secretary, Local Government,
for Secretary to Government, Punjab,
Local Government Department.

A copy is forwarded to the Officer on Special Duty (Welfare) for information with reference to his U.O. No. 332-OSD(W)-67, dated the 27th October, 1967.

(Sd.) . . .

Superintendent, Local Government (CI),
for Secretary to Government, Punjab,
Local Government Department.

To The Officer on Special Duty (Welfare), Punjab.

U.O. No. MCII-4CII-10005-67, dated Chandigarh, the 23rd December, 1967

No. 1033-OSD(W)-1-67/37003.

From

Shri N. Khosla, I.A.S.
Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To

The Deputy Secretary to Government, Punjab, Revenue Department
(II).

Subject.—Reservation in services for the members of Scheduled Castes/Tribes and Backward Classes in class III and IV by promotion—Civil Writ No. 2407 of 1967, namely, Shri Swaran Singh Randhawa and others permanent Assistants of F.C.'s Office *versus* F.C.

Sir,

I am directed to invite a reference to letter No. 27109/CO-670/67, dated the 22nd November, 1967, from the Legal Remembrancer and Secretary to Government, Punjab, Legislative Department, to your address on this subject and to say that pending decision of the Writ petition of some Assistants of the Financial Commissioner's office by the Punjab and Haryana High Court the instructions contained in Punjab Government circular letter No. 278-OSD(W) 67/27027, dated the 19th September, 1967, may be kept in abeyance and filling of new vacancies for ensuring 22 per cent reservation for Scheduled Castes/Tribes and Backward Classes be postponed in the meantime. The posts required to be reserved for these classes may be kept unfilled.

2. Please acknowledge the receipt of this letter.

Yours faithfully,

(Sd.) . . .

Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Building and Roads and Welfare Departments.

No. 1033-OSD(W)-1-67/37004, dated Chandigarh, the 26th September, 1967

A copy is forwarded to all Heads of Departments, Registrar, Punjab High Court, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab, for information and necessary action.

(Sd.) . . .

Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Buildings and Roads and Welfare Departments.

No. 1033-OSD(W)-1-67/37005, dated Chandigarh, the 26th December, 1967.

Copies forwarded to the Vice-Chancellors of (i) Punjab University, Patiala, and (ii) Punjab Agricultural University, Ludhiana, for information and suitable action.

(Sd.)
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Buildings and Roads and Welfare Departments.

No. 1033-OSD(W)-1-67/37006, dated Chandigarh, the 26th December, 1967

Copy with 10 spare copies forwarded to the Deputy Director, Welfare of Scheduled Castes, Government of India, 1585/18-D, Chandigarh, for information.

(Sd.)
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Buildings and Roads and Welfare Departments.

A copy is forwarded to —

- (i) The Legal Remembrancer and Secretary to Government, Punjab, Legislative Department, for information with reference to his U.O. No. 4135-CO/679, dated the 29th November, 1967.
- (ii) All Financial Commissioners ; and
- (iii) All Administrative Secretaries to Government, Punjab, for information and necessary action in continuation of this Departmental U.O. No. 278-OSD(W)-67, dated 19th September, 1967.

(Sd.)
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Buildings and Roads and Welfare Departments.

- To
- (i) The Legal Remembrancer and Secretary to Government, Punjab, Legislative Department ;
 - (ii) All Financial Commissioners ; and
 - (iii) All Administrative Secretaries to Government, Punjab, U.O. No. 1033-OSD(W)-1-67, dated Chandigarh, the 26th December, 1967

No. 67-OSD(W)-1-68/1742

From
The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To
All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab.
Dated Chandigarh, the 16th January, 1968.
Subject.—Reservation for the members of Scheduled Castes, Scheduled Tribes and Backward Classes in promotion cases.

Sir,
I am directed to refer to Punjab Government instructions containing in circular letter No. 6872-4WG-66/24917, dated the 23rd August, 1966, regarding with drawal of reservation for Scheduled Castes and Scheduled Tribes and other Backward Classes in appointments made by promotion to a class-II or a higher service or post, whether on the basis of seniority-cum-fitness selection or competitive examination limited to departmental candidates and to say that reservation in promotion was withdrawn from Class I and II posts only and it stands intact in promotions to all other categories, namely, Class III (III-A or III-B, etc., if any, in some departments) and IV. It is, therefore, requested that due representation to the eligible officials of these communities/classes may be given in promotions according to instructions issued by Government from time to time to Class III, III-A, etc., or IV, as the case may be.

Yours faithfully,
JASPAL SINGH,
Deputy Secretary Social Welfare,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

No. 67-OSD(W)-1-68/1743, dated Chandigarh, the 16th January, 1968.

Copies forwarded to the Vice-Chancellors of (i) Punjab University, Patiala, and (ii) Punjab Agricultural University, Ludhiana, for information and suitable action.

JASPAL SINGH,
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

No. 67-OSD(W)-1-68/1744, dated Chandigarh, the 16th January, 1968.

Copy with 10 spare copies forwarded to the Deputy Director, Welfare of Scheduled Castes, Government of India, 1585/18-D, Chandigarh, for information.

JASPAL SINGH,
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Scheduled Castes and Scheduled Tribes and Backward Classes Department.

A copy is forwarded to —

- (i) All Financial Commissioners, and
- (ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

JASPAL SINGH,
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department.

To
(i) All Financial Commissioners, and
(ii) All Administrative Secretaries to Government, Punjab, U.O. No. 67-OSD(W)-1-68, dated Chandigarh, the 16th January, 1968

ਵਲੰ

ਨੰ : 962-ਵਿ.ਕ.ਅ.(ਭ)-68/15050

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਚ

ਪੰਜਾਬ ਦੇ ਸਮੁਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਦੇ ਸੇਸ਼ਨ ਜੱਜਾਂ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਦੇ ਉਪਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 25 ਮਈ, 1968

ਵਿਸ਼ਾ :—ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ, ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਨੌਕਰੀਆਂ ਵਿਚ ਰਾਖਵੀਆਂ ਥਾਵਾਂ—ਇਸ ਕੰਮ ਨੂੰ ਵੇਖਣ ਲਈ ਸੰਪਰਕ ਅਫਸਰਾਂ ਦੀ ਨਿਯੁਕਤੀ ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਖੇ ਤੇ ਮੈਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਸਬੰਧਤ ਨੀਤੀ ਦਾ ਹਵਾਲਾ ਦਿੰਦੇ ਹੋਏ ਆਪ ਜੀ ਨੂੰ ਇਹ ਦੱਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਜਿਹੜੀਆਂ ਕਿ ਸਦੀਆਂ ਤੋਂ ਪਛੜੀਆਂ ਹੋਈਆਂ ਸਨ ਉਹਨਾਂ ਨੂੰ ਤਰੱਕੀ ਦੇਣ ਲਈ ਅਤੇ ਸਮਾਜ ਵਿਚ ਔਰੋਂ ਲਿਜਾਣ ਵਾਸਤੇ ਵਿਧਾਨ ਵਿਚ ਖਾਸ ਧਾਰਾਂ ਬਣਾਈਆਂ ਗਈਆਂ ਸਨ । ਵਿਧਾਨ ਦੀ ਧਾਰਾ 16(4) ਅਤੇ ਧਾਰਾ 335 ਦੇ ਅਧੀਨ ਰਾਜ ਸਰਕਾਰਾਂ ਇਹਨਾਂ ਜਾਤੀਆਂ ਅਤੇ ਵਿਰਥਿਆਂ ਵਾਸਤੇ ਨੌਕਰੀਆਂ ਵਿਚ ਰਾਖਵੀਆਂ ਥਾਵਾਂ ਰੱਖ ਸਕਦੀਆਂ ਹਨ । ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਸ਼੍ਰੇਣੀ 1, 2, 3 ਅਤੇ 4 ਵਿਚ ਸਿੱਧੀ ਭਰਤੀ ਵੇਲੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਵਾਸਤੇ 20% ਅਸਮੀਆਂ ਰਾਖਵੀਆਂ ਰਖੀਆਂ ਹਨ ਅਤੇ ਇਹਨਾਂ ਜਾਤੀਆਂ ਦੇ ਬੰਦਿਆਂ ਵਾਸਤੇ ਸ਼੍ਰੇਣੀ 3, 3-ਏ ਅਤੇ 4 ਵਿਚ ਤਰੱਕੀ ਸਮੇਂ ਵੀ 20% ਅਸਮੀਆਂ ਰਾਖਵੀਆਂ ਰਖੀਆਂ ਹਨ । ਇਸੇ ਤਰ੍ਹਾਂ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਾਸਤੇ 2% ਅਸਮੀਆਂ ਰਾਖਵੀਆਂ ਰਖੀਆਂ ਹਨ । ਪਰ ਤਜਰਬੇ ਤੋਂ ਪਤਾ ਲਗਦਾ ਹੈ ਕਿ ਕੇਵਲ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨ ਨਾਲ ਹੀ ਇਹਨਾਂ ਜਾਤੀਆਂ ਵਾਸਤੇ ਰਾਖਵੀਆਂ ਥਾਵਾਂ ਪੂਰੀਆਂ ਨਹੀਂ ਭਰੀਆਂ ਜਾਂਦੀਆਂ ।

2. ਭਾਰਤ ਸਰਕਾਰ ਨੇ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਪ੍ਰਕ੍ਰਿਤੀ ਨੂੰ ਵੇਖਣ ਵਾਸਤੇ ਆਪਣੇ ਹਰ ਵਿਭਾਗ ਵਿਚ ਇਕ ਸੰਪਰਕ ਅਫਸਰ ਨਿਯੁਕਤ ਕੀਤਾ ਹੈ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਨੂੰ ਵੀ ਪ੍ਰੋਵੀਡ ਕੀਤੀ ਹੈ ਕਿ ਉਹ ਉਸੇ ਤਰ੍ਹਾਂ ਹੀ ਆਪਣੇ ਮਹਿਕਮਿਆਂ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਪ੍ਰਕ੍ਰਿਤੀ ਵੇਖਣ ਵਾਸਤੇ ਸੰਪਰਕ ਅਫਸਰ ਲਗਾਉਣ । ਭਾਰਤ ਸਰਕਾਰ ਨੇ ਆਪਣੀ ਹਰ ਇਕ ਮਹਿਕਮੇ ਦੀ ਅਤੇ ਵਿਭਾਗ ਵਿਚ ਉਪ-ਸਕੱਤਰ ਪ੍ਰਸ਼ਾਸਨ ਜਾਂ ਜਿਹੜਾ ਵੀ ਕੋਈ ਅਮਲੇ ਦਾ ਇੰਚਾਰਜ ਹੈ, ਨੂੰ ਸੰਪਰਕ ਅਫਸਰ ਨੀਯਤ ਕੀਤਾ ਹੈ ਤਾਂ ਕਿ ਉਹ ਨੌਕਰੀਆਂ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਪ੍ਰੋਵੀਡ ਤੋਰ ਤੇ ਦੇਖ ਭਾਲ ਕਰ ਸਕਣ । ਇਹਨਾਂ ਅਫਸਰਾਂ ਦੀਆਂ ਡਿਊਟੀਆਂ ਦਾ ਵੇਰਵਾ ਇਸ ਪ੍ਰਕਾਰ ਹੈ :—

(ਓ) ਇਹ ਵੇਖਣਾ ਕਿ ਰਾਖਵੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਵਿਰਥਿਆਂ ਨੂੰ ਪੂਰੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਮਿਲਦੀ ਹੈ ਜਾਂ ਨਹੀਂ ।

- (ਅ) ਇਹਨਾਂ ਜਾਤੀਆਂ ਥਾਰੇ ਰਿਜ਼ਰਵੇਸ਼ਨ ਅਨੁਸਾਰ ਅੰਕੜੇ ਇਕੱਠੇ ਕਰਨੇ ।
(ਬ) ਗ੍ਰਹਿ ਮੰਤਰਾਲਾ ਨੂੰ ਸਾਲਾਨਾ ਅੰਕੜੇ ਇਸ ਸਬੰਧੀ ਭੇਜਣੇ ।
(ਜ) ਆਪਣੇ ਵਿਭਾਗ ਅਤੇ ਗ੍ਰਹਿ ਮੰਤਰਾਲਾ ਵਿਚਕਾਰ ਸੰਪਰਕ ਕਾਇਮ ਰੱਖਣੇ ।

3. ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਪਹਿਲਾਂ ਹੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਦੇਖ ਭਾਲ ਕਰਨ ਵਾਸਤੇ ਇਕ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫਸਰ (ਭਲਾਈ) ਨੀਯਤ ਕੀਤਾ ਹੋਇਆ ਹੈ । ਪਰ ਭਾਰਤ ਸਰਕਾਰ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੇ ਮਾਮਲੇ ਨੂੰ ਖਾਸ ਵਿਸ਼ੇਸ਼ਤਾ ਦਿੰਦੀ ਹੈ ਅਤੇ ਚਾਹੁੰਦੀ ਹੈ ਕਿ ਹਰ ਤਰ੍ਹਾਂ ਨਾਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਲਈ ਸਿਹਤੀਆਂ ਥਾਵਾਂ ਰਾਖਵੀਆਂ ਰੱਖੀਆਂ ਜਾਂਦੀਆਂ ਹਨ, ਉਹ ਭਰੀਆਂ ਜਾ ਸਕਣ । ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਭਾਰਤ ਸਰਕਾਰ ਦੀ ਉਪਰੋਕਤ ਨਵੀਂ ਹਦਾਇਤ ਨੂੰ ਪ੍ਰਵਾਨ ਕਰਦੇ ਹੋਏ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਸਾਡੇ ਵੀ ਹਰ ਮਹਿਕਮੇ ਵਿਚ ਆਪਣਾ ਅਫਸਰ ਜਾਂ ਪ੍ਰਸ਼ਾਸਕੀ ਅਫਸਰ ਜਿਹੜਾ ਕਿ ਅਸਲੇ ਸਬੰਧੀ ਕੰਮ ਕਰਦੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਸੰਪਰਕ ਅਫਸਰ ਨਿਯੁਕਤ ਕਰੇ ਅਤੇ ਜਿਸ ਨਾਲ ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਨੂੰ ਪੂਰਾ ਹਿੱਸਾ ਦਿਵਾਉਣ ਵੇਲੇ ਵਿਸ਼ੇਸ਼ ਧਿਆਨ ਦਿਤਾ ਜਾਵੇ ।

4. ਇਸ ਲਈ ਮੈਨੂੰ ਆਪ ਜੀ ਨੂੰ ਇਹ ਬੇਨਤੀ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪਣੇ ਦਫਤਰ/ਮਹਿਕਮੇ ਵਿਚ ਇਕ ਸੰਪਰਕ ਅਫਸਰ ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਨਿਯੁਕਤ ਕਰਕੇ ਸੂਚਨਾ ਘੱਲ ਕੇ ਕਿਰਤਰਾਥ ਕਰੋ । ਇਹਨਾਂ ਸੰਪਰਕ ਅਫਸਰਾਂ ਦੇ ਨਾਂ ਅਤੇ ਦਫਤਰੀ ਆਹੁਦੇ ਵੇਰਵੇ ਨਾਲ ਇਸ ਵਿਭਾਗ ਨੂੰ ਭੇਜੇ ਜਾਣ ਤਾਂ ਕਿ ਉਨ੍ਹਾਂ ਨਾਲ ਪੂਰੀ ਤਰ੍ਹਾਂ ਨਾਲ ਸੰਪਰਕ ਸਬੰਧ ਕਾਇਮ ਕੀਤੇ ਜਾ ਸਕਣ । ਅਜਿਹੇ ਸੰਪਰਕ ਅਫਸਰਾਂ ਦੀਆਂ ਡਿਊਟੀਆਂ ਵਿਸ਼ਾਧਾਰ ਪੂਰਬਕ ਇਸ ਤਰ੍ਹਾਂ ਨੀਯਤ ਕੀਤੀਆਂ ਜਾਣ :—

- (ਓ) ਇਹ ਵੇਖਣਾ ਕਿ ਰਾਖਵੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਪੂਰੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਮਿਲਦੀ ਹੈ ਜਾਂ ਨਹੀਂ । ਸਬਰਹਡੀਟ ਸੇਵਾਵਾਂ ਦੇਣ ਬੰਡ, ਪੰਜਾਬ, ਲੋਕ ਸੇਵਾਵਾਂ ਕਮਿਸ਼ਨ ਨੂੰ ਅਸਮੀਆਂ ਦੀ ਸੂਚਨਾ ਭੇਜਣ ਸਮੇਂ ਰਾਖਵੀਆਂ ਅਸਮੀਆਂ ਦਾ ਵੇਰਵਾ ਦੇਣਾ ਅਤੇ ਰੋਸ਼ਨਰ ਦੇ ਅਨੁਸਾਰ ਰਾਖਵੀਆਂ ਅਸਮੀਆਂ ਦਾ ਨੀਕ ਹਿੱਸਾ ਦੇਣਾ ਤੇ ਸਿਫਾਰਸ਼ ਔਣ ਤੇ ਸਰਕਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਰਾਖਵੀਆਂ ਅਸਮੀਆਂ ਨੂੰ ਭਰਨਾ ।
- (ਅ) ਇਹਨਾਂ ਜਾਤੀਆਂ ਥਾਰੇ ਰਿਜ਼ਰਵੇਸ਼ਨ ਅਨੁਸਾਰ ਅੰਕੜੇ ਇਕੱਠੇ ਕਰਨੇ ।
- (ਬ) ਅ.ਜ. ਅਤੇ ਪ. ਸ. ਵਿਭਾਗ ਨੂੰ ਸਮੇਂ ਤੇ ਅੰਕੜੇ ਇਸ ਸਬੰਧੀ ਭੇਜਣੇ ।
- (ਜ) ਆਪਣੇ ਦਫਤਰ-ਵਿਭਾਗ ਅਤੇ ਅ.ਜ./ਪ. ਸ. ਵਿਭਾਗ ਵਿਚਕਾਰ ਸੰਪਰਕ ਕਾਇਮ ਰੱਖਣੇ ਅਤੇ ਮਹਿਕਮੇ ਗਈਆਂ ਰਿਪੋਰਟਾਂ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਭੇਜਣੀਆਂ ।
- (ਹ) ਆਪਣੇ ਦਫਤਰ-ਵਿਭਾਗ ਦੇ ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ ਦੇ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਿਫਾਰਿਤਾਂ ਦੀ ਪੜਚੋਲ ਕਰਕੇ ਟਿੱਪਣੀ ਨਾਲ ਇਸ ਦਫਤਰ ਨੂੰ ਇੱਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਭੇਜਣਾ ।
5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਸੰਪਰਕ ਅਫਸਰਾਂ ਦੀ ਨਿਯੁਕਤੀ ਦੀ ਸੂਚਨਾ 15 ਦਿਨਾਂ ਦੇ ਵਿਚ ਵਿਚ ਘੱਲੀ ਜਾਵੇ ।

ਵਿਸ਼ਵਾਸਯੋਗਤਾ,

ਐਮ. ਆਰ. ਭਗਤ,

ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫਸਰ (ਭਲਾਈ),

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ

ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ।

ਐਮ. ਆਰ. ਭਗਤ,
 ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫਸਰ (ਭੁਲਾਈ),
 ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
 ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
 ਵਿਭਾਗ ।

ਸਮਰ ਫਾਈਨੈਨਸ਼ਲ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ।

- ਰਾਮੀ ਆਵ ਪੱਤਰ ਨੰ : 2062-ਸਭ (ਏ, ਐਸ.ਓ.)--68/11812, ਮਿਤੀ 11/3 ਜੂਨ, 1968, ਵਲੋਂ ਸਰਕਾਰ, ਭਲਾਈ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ, ਸੇਵਾ ਵਿੱਚ ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖ ਅਧਿਕਾਰੀ ਅਤੇ ਹੋਰ ।

ਮੇਂ ਆਪ ਜੀ ਦਾ ਪਿਆਰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗਲਤੀ ਚਿੱਠੀ ਨੰ: 67-ਉ, ਐਸ. ਡੀ. (ਡਬਲਿਊ)

ਜੇ ਅਪ ਜੀ ਦਾ ਪਿਆਰ ਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਯਾਨ ਨੀਤ ਨਾ ਹੋਵੇ।
1-68/1742, ਮਿਤੀ 16-1-68 ਜੋ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹੈ ਵੱਲੋਂ ਵਿਵਾਦਿਤ ਹੋਇਆ ਸੂਚਿਤ ਕਰਦਾ
ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗਣਤੰਤਰੀ ਚਿੰਤੀ ਨੰ: 6872(-) ਭਬੀਲਾਨੂ-ਜੀ 66/4918 ਮਿਤੀ 23-6-1966
ਦੁਆਰਾ ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ/ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਦਰਜਾ
1 ਅਤੇ 2 ਸੇਵਾਵਾਂ ਦੀਆਂ ਤਰੱਕੀ ਨਾਲ ਭਰਨ: ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਲਈ ਕਿਸਰਵੇਸ਼ਨ ਖਤਮ
ਕਰਕੇ ਦਰਜਾ 3 ਅਤੇ 4 ਸੇਵਾਵਾਂ ਵਿਚ ਰਿਜਰਵੇਸ਼ਨ 10 ਪ੍ਰਤੀਸ਼ਤ ਤੋਂ ਵਧਾ ਕੇ 22 ਪ੍ਰਤੀਸ਼ਤ—
20 ਪ੍ਰਤੀਸ਼ਤ ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ/ਕਬੀਲਿਆਂ ਲਈ ਤੇ 2 ਪ੍ਰਤੀਸ਼ਤ ਪਛੜੀਆਂ/ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਕਰ ਦਿਤੀ
ਗਈ ਸੀ। ਗਸਤੀ ਰਿਜ਼ੋਰੀ ਮਿਤੀ 16-1-1968 ਵਿਚ ਇਹ ਸਪੱਸ਼ਟ ਕਰ ਦਿਤਾ ਗਿਆ ਸੀ ਕਿ ਜੇਕਰ
ਕਿਸੇ ਵਿਭਾਗ ਵਿਚ ਦਰਜਾ 3 ਤੇ 3 ਬੀ ਸੇਵਾਵਾਂ ਹਨ ਤਾਂ ਭੀ ਉਹ ਦਰਜਾ 3 ਵਿਚ ਹੀ ਸ਼ਾਮਲ
ਸਮਝੀਆਂ ਜਾਣਗੀਆਂ ਅਤੇ ਉਹਨਾਂ ਤੇ ਵੀ ਕਿਸਰਵੇਸ਼ਨ ਦੀਆਂ ਹਦਾਇਤਾਂ ਲਾਗੂ ਹੋਣਗੀਆਂ। ਹੁਣ
ਇਸ ਵਿਭਾਗ ਦੇ ਨੋਟਿਸ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਕੁਝ ਵਿਭਾਗਾਂ ਵਿਚ ਕੁਝ ਆਸਾਮੀਆਂ ਹਨ ਜੋ
ਗਨਟਿਡ ਹੋਣ ਦੇ ਬਾਵਜੂਦ ਭੀ ਦਰਜਾ 2 ਸੇਵਾਵਾਂ ਵਿਚ ਸ਼ਾਮਲ ਨਹੀਂ ਹਨ। ਅਜਿਹੀਆਂ
ਆਸਾਮੀਆਂ ਜਾਂ ਭਾਂ ਦਰਜਾ 3 ਵਿਚ ਹਨ ਜਾਂ ਉਹਨਾਂ ਦਾ ਦਰਜਾ ਮੁਕੱਦਰ ਹੀ ਨਹੀਂ ਕੀਤਾ ਗਿਆ।
ਮਿਸਲ ਦੇ ਤੌਰ ਤੇ ਅਬਕਾਰੀ ਅਤੇ ਕਰ ਵਿਭਾਗ ਵਿਚ ਸਹਾਇਕ ਅਬਕਾਰੀ ਤੇ ਕਰ ਅਫ਼ਸਰਾਂ
ਦੀਆਂ ਆਸਾਮੀਆਂ ਗਨਟਿਡ ਹਨ ਪਰ ਹਨ ਦਰਜਾ 3 ਵਿਚ। ਉਸੇ ਤਰ੍ਹਾਂ ਵਿਕਾਸ ਵਿਭਾਗ ਵਿਚ
ਬੀ.ਡੀ.ਓ. ਐਂਡ ਪੀ. ਓ. ਦੀਆਂ ਆਸਾਮੀਆਂ ਗਨਟਿਡ ਹਨ ਪਰ ਉਹਨਾਂ ਦਾ ਦਰਜਾ ਮੁਕੱਦਰ
ਨਹੀਂ ਹੋਇਆ। ਇਹ ਵਿਭਾਗ ਇਨ੍ਹਾਂ ਆਸਾਮੀਆਂ ਨੂੰ ਤਰੱਕੀ ਨਾਲ ਭਰਨ ਲਈ ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ/
ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਕੋਈ ਰਿਜਰਵੇਸ਼ਨ ਨਹੀਂ ਕਰਦੇ

2. ਹੁਣ ਇਹ ਗੱਲ ਸਪੱਸ਼ਟ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਤਰੱਕੀ ਨਾਲ ਭਰਨ ਵਾਲੀਆਂ ਆਸਪਾਸੀਆਂ ਦੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਕੇਵਲ ਦਰਜਾ 1 ਅਤੇ 2 ਸੰਵਾਦਾਂ ਵਿੱਚ ਹੀ ਖਤਮ ਕੀਤੀ ਗਈ ਸੀ। ਜਿਹੜੀਆਂ ਗਰਾਟਿਡ ਆਸਪਾਸੀਆਂ ਦਰਜਾ 1 ਅਤੇ 2 ਸੰਵਾਦਾਂ ਵਿਚ ਨਹੀਂ ਹਨ ਉਹਨਾਂ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਹੈ। ਇਸ ਲਈ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਜਾਤਾਂ/ਕਬੀਲਿਆਂ/ਜ਼ਿੰਦੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਦਰਜਾ 1 ਅਤੇ 2 ਤੋਂ ਛੁੱਟ ਸਾਰੀਆਂ ਗਰਾਟਿਡ ਆਸਪਾਸੀਆਂ ਲਈ ਰਿਜ਼ਰਵੇਸ਼ਨ ਕੀਤੀ ਜਾਵੇ।

- ਨੰ : 3485-6ਸਤ-68/19531

ਸ੍ਰੀ ਐਨ. ਚੋਸਲਾ,
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨਮੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ
ਪਛਾਤੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਸਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਦੇ ਸੈਸ਼ਨ ਜੱਜਾਂ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਦੇ ਉਪ-ਮੰਡਲ ਅਫ਼ਸਰ (ਸਿਵਲ) ਜਿਲ੍ਹਾ ਚੈਂਬਰਜ਼, 18 ਸਤੰਬਰ, 1968।

ਵਿਸ਼ਾ—ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਤਰੱਕੀ ਦੇ ਲੋਚਨਾਂ
ਰਾਖਵੀਆਂ ਥਾਵਾਂ ।

ਸ੍ਰੀ ਮਾਠ ਜੀ,

ਉਪਰੋਕਤ ਵਾਕ ਤੇ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਗਸਤੀ ਚਿੱਠੀ ਨੰ. 1033-ਓ. ਐਸ. ਡੀ. (ਡਬਲਿਊ) 67/37003, ਮਿਤੀ 26-12-1967, ਵੱਲੋਂ ਵਿਵਸਥਿਤ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ। ਉਕਤ ਚਿੱਠੀ ਗਾਂਧੀ ਰਾਖਵੀਆਂ ਥਾਵਾਂ ਨੂੰ ਨਾ ਭਰਨ ਅਤੇ ਖਾਲੀ ਰੱਖਣ ਲਈ ਹਦਾਇਤ ਕੀਤੀ ਗਈ ਸੀ। ਇਸ ਸਬੰਧ ਵਿਚ ਕੁਝ ਵਿਵਹਾਰਾਂ ਦੇ ਮੁੱਖੀਆਂ ਨੇ ਸਰਕਾਰ ਦੇ ਨੋਟਿਸ ਵਿਚ ਲਿਆਂਦਾ ਕਿ ਇਸ ਤਰ੍ਹਾਂ ਇਨ੍ਹਾਂ ਆਸਪਾਸਾਂ ਨੂੰ ਅਨਿਸ਼ਚਿਤ ਸਮੇਂ ਲਈ ਖਾਲੀ ਰੱਖਣਾ ਲੋਕ ਹਿੱਤ ਵਿਚ ਨਹੀਂ ਕਿਉਂਕਿ ਇਸ ਤਰ੍ਹਾਂ ਖਰਨ ਨਾਲ ਸਰਕਾਰ ਦੇ ਕੰਮ ਬਾਜ ਵਿਚ ਰੁਕਾਵਟ ਪੈਂਦੀ ਹੈ। ਇਸ ਮਾਮਲੇ ਤੇ ਚੋਗੀ ਤਰ੍ਹਾਂ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਜਿਸ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਸਰਕਾਰ ਇਹ ਮਹਿਸੂਸ ਕਰਦੀ ਹੈ ਕਿ ਸਰਕਾਰੀ ਕੰਮ ਨੂੰ ਨੀਕ ਢੰਗ ਨਾਲ ਚਲਾਉਣ ਲਈ ਉਹ ਪਾਬੰਦੀ ਖਤਰੀ ਦੇਹ ਕਾਇਮ ਨਹੀਂ ਰੱਖੀ ਜਾ ਸਕਦੀ। ਇਨ੍ਹਾਂ ਹਾਲਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਦੇ ਹੋਏ ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਇਸ ਤਰ੍ਹਾਂ ਦੀਆਂ ਖਾਲੀ ਰੱਖੀਆਂ ਹੋਈਆਂ ਰਾਖਵੀਆਂ ਥਾਵਾਂ ਨੂੰ ਇਸ ਸਰਕਾਰ

ਤੇ ਭਰਿਆ ਜਾਵੇ ਕਿ ਜੇਕਰ ਹਵਾਲਾ ਅਧੀਨ ਦਿੱਤੇ ਦਾ ਫੈਸਲਾ ਸਰਕਾਰ ਦੇ ਹੱਥ ਵਿਚ ਹੋ ਗਿਆ ਤਾਂ ਆਰਜੀ ਤੋਰ ਤੇ ਪ੍ਰਮਾਣ ਕੀਤੇ ਹੋਏ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਆਪਣੇ ਪੁਰਵ ਔਰਦੇ ਤੇ ਜਾਣਾ ਪਵੇਗਾ ਅਤੇ ਇਸ ਸਬੰਧ ਵਿਚ ਉਨ੍ਹਾਂ ਦਾ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਮੰਨਿਆ ਜਾਵੇਗਾ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

(ਸਹੀ).....

ਅਧੀਨ ਸਕੱਤਰ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੁੱਚਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਇਸ ਦੀ ਇੱਕ ਨਕਲ ਫਾਨੂੰਨੀ ਮੁਸ਼ੀਰ ਅਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਧਾਨਕ ਵਿਭਾਗ, ਸਾਫ਼ ਵਿੱਤ ਕਮਿਸ਼ਨਰਾਂ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਗੈਰ-ਸਰਕਾਰੀ ਨੰ: 1033-ਓ.ਐਸ.ਡੀ. (ਭਬਾਲਿਯੂ)-1-67, ਮਿਤੀ 26-12-67 ਦੇ ਹਵਾਲੇ ਨਾਲ ਸੂਚਨਾ ਅਤੇ ਲੌੜੀਂਦੀ ਕਾਰ-ਵਾਈ ਲਈ ਭੇਜੀ ਜਾਦੀ ਹੈ।

(ਸਹੀ).....

ਅਧੀਨ ਸਕੱਤਰ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੁੱਚਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ

1. ਫਾਨੂੰਨੀ ਮੁਸ਼ੀਰ ਅਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਾਸਤਕ ਵਿਭਾਗ।
2. ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
3. ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਨੀ ਸਕੱਤਰ, ਪੰਜਾਬ।

ਗੈ.ਸ. ਨੰ: 3485-6 ਸਭ-68, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, ਸਤੰਬਰ, 1968।

ਇਸ ਪੱਤਰ ਦੀ ਇਕ ਕਾਪੀ ਸਕੱਤਰ ਰਾਜਪਾਲ ਅਤੇ ਸਲਾਹਕਾਰ ਰਾਜਪਾਲ ਨੂੰ ਭੇਜੀ ਜਾਦੀ ਹੈ।

(ਸਹੀ).....

ਅਧੀਨ ਸਕੱਤਰ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੁੱਚਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

1. ਸਕੱਤਰ ਰਾਜਪਾਲ।
2. ਸਲਾਹਕਾਰ, ਰਾਜਪਾਲ।

ਗੈ.ਸ. ਨੰ: 3485-6 ਸਭ-68, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ

ਨੰ: 3485-6 ਸਭ-68/19532, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, ਸਤੰਬਰ, 1968

ਇਸ ਪੱਤਰ ਦੀ ਇਕ ਕਾਪੀ ਵਾਈਸ ਚਾਂਸਲਰ (1) ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਪਟਿਆਲਾ (2) ਪੰਜਾਬ ਐਗਰੀਕਲਚਰ ਯੂਨੀਵਰਸਿਟੀ ਲੁਧਿਆਣਾ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਪਿੱਠ ਅੱਕਣ ਨੰ: 1033-ਓ.ਐਸ.ਡੀ. (ਭਬਾਲਿਯੂ)-1-67/37005, ਮਿਤੀ 26-12-1967 ਦੇ ਹਵਾਲੇ ਨਾਲ ਸੂਚਨਾ ਅਤੇ ਲੌੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਦੀ ਹੈ।

(ਸਹੀ).....

ਅਧੀਨ ਸਕੱਤਰ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੁੱਚਿਤ ਜਾਤੀਆਂ ਅਤੇ
ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਨੰ: 3485-6 ਸਭ-68/19532, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, ਸਤੰਬਰ, 1968

ਇਸ ਪੱਤਰ ਦੀ ਇਕ ਕਾਪੀ 10 ਵਾਯੂ ਕਾਪੀਆਂ ਸਮੇਤ ਉਪ-ਡਾਇਰੈਕਟਰ ਅਨੁਮੁੱਚਿਤ ਜਾਤੀਆਂ ਦੀ ਕਲਾਈ, ਭਾਰਤ ਸਰਕਾਰ, 1585/18--ਡੀ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਪਿੱਠ ਅੱਕਣ ਨੰ: 1033-ਓ.ਐਸ.ਡੀ. (ਭਬਾਲਿਯੂ) 1-67, ਮਿਤੀ 26-12-1967 ਦੇ ਹਵਾਲੇ ਨਾਲ ਭੇਜੀਆਂ ਜਾਦੀਆਂ ਹਨ।

(ਸਹੀ).....

ਅਧੀਨ ਸਕੱਤਰ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੁੱਚਿਤ ਜਾਤੀਆਂ
ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

No. 7509-SII(5)-68/31797

(An English version of
letter of even No. and
date)

From

Shri H.B. Lall, I.A.S.,
Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions Deputy
Commissioners in the Punjab; Registrar, High Court of Punjab and
Haryana District and Sessions Judges and Sub-Divisional Officers
(Civil) in the State.

Dated Chandigarh, the 17th October, 1968.

Subject.—Representation of members of Scheduled Castes/Tribes and Back-
ward Classes in services of the Punjab State Government—Effective
arrangements to ensure proper representation according to the
instructions issued from time to time.

Sir,

I am directed to address you on the subject noted above and to say that Government are particularly anxious to ensure that members of the Scheduled Castes/Tribes and Backward Classes are given due representation in the service and posts under the State Government and that their grievances are promptly looked into and redressed. For this purpose, it is essential that the Heads of Departments should take effective steps to ensure that Government instructions in this context are carefully observed so that members of the scheduled Castes/Tribes and Backward Classes are given due representation in service at the time of initial recruitment and also at the stage of promotion, and that due protection should be given to them against unjust and unauthorised retrenchment or reversion.

2. With a view to watching the interests of the Scheduled Castes/Tribes and Backward Classes in the matter of their representation in the State Services Government have appointed an Officer on Special Duty (Welfare) at the Secretariat level with a special cell attached to him. His main functions *inter alia* will be to collect figures to recruitment of scheduled castes/Tribes and Backward Classes from the Department, either by correspondence or at personal level, to verify that due representation is given to such persons to the extent of reservation made by Government from time to time, both at the initial stage of recruitment as well in cases of promotion. He will also collect details to ensure that there is no unnecessary retrenchment or reversion of personnel belonging to the Scheduled Castes/Backward Classes.

In this connection, he may also requisition the relevant files of the Department concerned, after obtaining orders, of the Secretary to Government Punjab, Welfare of Scheduled Castes and Backward Classes Department. In all such requisitions, the fact of the approval of the Secretary, Welfare Department, having been obtained will be specially mentioned by the Officer on Special Duty (Welfare).

3. It is essential that all representations in regard to grievances of Scheduled Castes/Backward Classes in service matters addressed to the Heads of Departments and other concerned authorities should be expeditiously looked into and suitable steps taken to redress the same promptly. Where representations from employees belonging to Scheduled Castes and Backward Classes are not disposed of and no replies are sent to the representations concerned within a period of two months, the aggrieved employees may make a complaint to the Officer on Special Duty (Welfare) who would call for comments of the Department concerned to reach him within a month. The employees of the State Government sending representations to their departmental authorities in respect of service matters send advance copies of their representations to the Officer on Special Duty (Welfare) who, after the expiry of two months may call for comments from the Departments concerned.

The Officer on Special Duty (Welfare) may discuss grievances of members of the Scheduled Castes and Backward Classes about service matters with in departmental authorities concerned during his visits to the Departments Institutions, etc.

4. I am directed particularly to emphasise that the instructions issued by the Government from time to time in regard to reservation for the Scheduled Castes/Backward Classes in services should be faithfully implemented and a

close watch should be kept at the time of recruitment and promotion to see that the members of these communities get their due share and that the reserved posts are not somehow diverted to general line. The importance of this work may be kept in view and the things arranged such a manner that members of these communities should not have a cause for any grievance and that the Government need not have to remain the departmental authorities again and again.

5. The receipt of this communication may please be acknowledged.

Yours faithfully
H.B. LALL,
Chief Secretary to Government, Punjab.

No. 7509-SII(5)-68/31798, dated Chandigarh, the 17th October, 1968

A copy is forwarded for similar action to the—

- (1) Registrar, Punjabi University, Patiala ;
- (2) Registrar, Punjab Agricultural University, Ludhiana ; and
- (3) Secretary, Punjab State Electricity Board, Patiala.

RESHAM SINGH,
Section Officer, Services II,
for Chief Secretary to Government, Punjab.

A copy is forwarded for information and necessary action to—

- (i) All Financial Commissioners in the Punjab ;
- (ii) All Administrative Secretaries to Government, Punjab.

(Sd.)
Section Officer, Services II,
for Chief Secretary to Government, Punjab.

- (i) All Financial Commissioners in the Punjab.
- (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 7509-SII (5)-68, dated Chandigarh, the 17th October, 1968.

A copy is forwarded to the—
(i) Secretary to the Governor, Punjab ;
(ii) Secretaries to the Advisers, Punjab,
for the information of the Governor and the Advisers.

(Sd.)
Section Officer, Services II,
for Chief Secretary to Government, Punjab.

- (i) The Secretary to Governor, Punjab ;
 - (ii) The Secretaries to the Advisers, Punjab.
- U.O. No. 7509-SII(5)-68, dated Chandigarh, the 17th October, 1968.

ਨੰ: 7509 ਜੇਵਾਵਾਂ 2(5)-68/31797

ਵਲੋਂ

ਸ੍ਰੀ ਐਚ. ਬੀ. ਲਾਲ, ਆਈ. ਏ. ਐਸ.
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਸੇਵਾ ਵਿਖੇ,

ਸਮੁਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼, ਪੰਜਾਬ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਿਰਾਨਾ ਹਾਈ ਕੋਰਟ, ਜਿਲਾ ਅਤੇ ਸੇਸ਼ਨ ਜੱਜ ਅਤੇ ਰਾਜ ਦੇ ਉਪ ਮੰਡਲ ਅਡਸਰ (ਸਿਵਲ)

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ, 17 ਅਕਤੂਬਰ, 1968।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਗਿਣਤੀ ਸਰਕਾਰੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਸਾਰ ਲੱਭੀਦੀ ਗਿਣਤੀ ਦੀ ਪਰਾਪਤੀ ਵਾਸਤੇ ਨੌਜਵਾਨ ਪੁੰਨ ਕਰਨੇ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਬਾਰੇ ਆਪ ਜੀ ਨੂੰ ਸੰਬੰਧਤ ਕਰਨ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਇਹ ਦੱਸਿਆ ਜਾਵੇ ਕਿ ਰਾਜ ਸਰਕਾਰ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਇਹ ਪੁੰਨ ਕਰਨ ਦੀ ਚਾਹਵਾਨ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਅਧੀਨ ਸੇਵਾਵਾਂ ਅਤੇ ਅਸਾਮੀਆਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਗਿਣਤੀ ਯੋਗ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ, ਅਤੇ ਇਸ ਮਾਮਲੇ ਬਾਰੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਸਕੈਟਾਂ ਵਲੋਂ ਸੀਘਰ ਧਿਆਨ ਦਿਤਾ ਜਾਵੇ ਅਤੇ ਡਾਟੀ ਦੁਰ ਕਰਨ ਦਾ ਯਤਨ ਕੀਤਾ ਜਾਵੇ। ਇਹ ਅਤੀ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਇਸ ਗਲ ਦਾ ਯੋਗ ਯਤਨ ਕਰਨ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਪਰ ਨੀਕ ਢੰਗ ਨਾਲ ਅਮਲ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਜੋ ਅਨੁ-ਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀ ਸੇਵਾਵਾਂ ਵਿਚ ਪ੍ਰਿਥਮ ਨਿਯੁਕਤੀ ਅਤੇ ਤਰੱਕੀ ਦੇ ਸਮੇਂ ਗਿਣਤੀ ਪ੍ਰਾਪਤ ਕਰ ਸਕਣ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਸੇਵਾਵਾਂ ਜਾਂ ਅਸਾਮੀਆਂ ਵਿਚ ਕਟੌਤੀ ਜਾਂ ਪੂਰਵ ਉਨ੍ਹਾਂ ਤੋਂ ਪਰਤਾਉਣ ਸਮੇਂ ਬੇਇਨਸਾਫੀ ਜਾਂ ਗ਼ੈਰ ਅਧਿਕਾਰੀ ਤੌਰ ਤੇ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਸਲੂਕ ਤੋਂ ਬਚਾਇਆ ਜਾਵੇ।

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਹਿਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਣ ਵਾਸਤੇ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਸਰਕਾਰ ਅਧੀਨ ਸੇਵਾਵਾਂ ਵਿਚ ਮਿੱਥੀ ਗਿਣਤੀ ਬਾਰੇ ਯਤਨ ਕਰਨ ਵਾਸਤੇ ਸਰਕਾਰ ਨੇ ਸਕੱਤਰੇਤ ਪੱਧਰ ਤੇ ਇਕ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਨਿਯੁਤ ਕੀਤਾ ਹੈ ਅਤੇ ਉਸ ਦੇ ਅਧੀਨ ਇਕ ਵਿਸ਼ੇਸ਼ ਸ਼ਾਖਾ ਖੋਲ੍ਹੀ ਹੈ। ਇਸ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ ਦੇ ਮੁੱਖ ਕੰਮ ਇਹ ਹੋਣਗੇ ਕਿ ਚਿੱਠੀ ਪੱਤਰ ਰਾਹੀਂ ਜਾਂ ਨਿੱਜੀ ਪੱਧਰ ਤੇ ਵਿਭਾਗਾਂ ਪਾਸੋਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਗਿਣਤੀ ਦੇ ਅੰਕੜੇ ਇਕੱਠੇ ਕਰਨੇ; ਅਤੇ ਇਹ ਜਾਂਚ ਕਰਨੀ ਕਿ ਉਨ੍ਹਾਂ ਜਾਤੀਆਂ ਨੂੰ ਸਰਕਾਰੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਸਾਰ ਪ੍ਰਿਥਮ ਨਿਯੁਕਤੀ ਵੇਲੇ ਅਤੇ ਤਰੱਕੀ ਦੇ ਸਮੇਂ ਵੀ ਯੋਗ ਗਿਣਤੀ ਵਿਚ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ। ਇਹ ਅਫ਼ਸਰ ਇਸ ਬਾਰੇ ਵੀ ਅੰਕੜੇ ਮੰਗਾਉਣ ਦਾ ਪ੍ਰਬੰਧ ਕਰੇਗਾ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਸੇਵਾਵਾਂ ਅਸਾਮੀਆਂ ਤੋਂ ਢੰਗ ਨਾਲ ਹਟਾਇਆ ਨਾ ਜਾਵੇ ਅਤੇ ਨਾ ਹੀ ਪੂਰਵ ਅੰਗ ਦੇ ਪੂਰ ਪਰਤਾਇਆ ਜਾਵੇ।

ਇਸ ਬਾਰੇ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਆਪਣੇ ਵਿਭਾਗ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਅਬਦਾ ਸਕੱਤਰ ਸਾਹਿਬ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ, ਦੀ ਮਨਜ਼ੂਰੀ ਨਾਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਪਾਸੋਂ ਲੋੜੀਂਦੀਆਂ ਮਿਸਲਾਂ ਮੰਗਵਾ ਸਕਦਾ ਹੈ। ਅਜਿਹੇ ਮਾਮਲਿਆਂ ਵਿਚ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਖਸ ਤੌਰ ਤੇ ਦਸੰਬਰ ਵਿਚ ਸਕੱਤਰ ਸਾਹਿਬ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ, ਦੀ ਮਨਜ਼ੂਰੀ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾ ਚੁਕੀ ਹੈ। ਇਹ ਅਤੀ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ ਬਾਰੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਕੀਤੀਆਂ ਹੋਈਆਂ ਪ੍ਰਤਿ ਬੇਨਤੀਆਂ ਵਲੋਂ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਅਤੇ ਹੋਰ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਸੀਘਰ ਹੀ ਧਿਆਨ ਦੇਣ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਸਕਾਇਤਾਂ ਨੂੰ ਦੂਰ ਕਰਨ ਲਈ ਛੇਤੀ ਯੋਗ ਸਾਧਨ ਅਪਣਾਏ ਜਾਣ। ਜੇ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਆਈ ਹੋਈ ਪ੍ਰਤਿਬੇਨਤੀ ਪੂਰ ਦੇ ਮਹੀਨੇ ਦੇ ਸਮੇਂ ਤਕ ਅੰਤਮ ਫੈਸਲਾ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ਅਤੇ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਜਵਾਬ ਨਹੀਂ ਭੇਜਿਆ ਜਾਂਦਾ ਤਾਂ ਸਕਾਇਤ ਕਰਨ ਵਾਲਾ ਕਰਮਚਾਰੀ ਆਪਣੀ ਸਕਾਇਤ ਦੀ ਇਕ ਕਾਪੀ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਨੂੰ ਭੇਜ ਸਕਦਾ ਹੈ; ਅਤੇ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ ਸਬੰਧਤ ਵਿਭਾਗ ਪਾਸੋਂ ਰਿਪੋਰਟ ਮੰਗਵਾਏਗਾ ਜੋ ਇਕ ਮਹੀਨੇ ਦੇ ਸਮੇਂ ਵਿਚ ਪਹੁੰਚ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ। ਰਾਜ ਸਰਕਾਰ ਦੇ ਉਪਰੋਕਤ ਕਰਮਚਾਰੀ ਆਪਣੀਆਂ ਪ੍ਰਤਿ ਬੇਨਤੀਆਂ ਜੋ ਉਹ ਸਬੰਧਤ ਵਿਭਾਗ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਆਪਣੀਆਂ ਸੇਵਾਵਾਂ ਦੇ ਮਾਮਲਿਆਂ ਬਾਰੇ ਭੇਜਦੇ ਹਨ, ਦੀ ਅਗੇਤਰੀ ਨਕਲ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ ਨੂੰ ਭੇਜ ਸਕਦੇ ਹਨ। ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਦੇ ਮਹੀਨੇ ਦੇ ਸਮੇਂ ਤੋਂ ਬਾਅਦ ਸਬੰਧਤ ਵਿਭਾਗਾਂ ਪਾਸੋਂ ਰਿਪੋਰਟ ਮੰਗਵਾਏਗਾ। ਜਦੋਂ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਡਵਾਈ) ਕਿਸੇ ਵਿਭਾਗਾਂ ਜਾਂ ਸੰਸਥਾਵਾਂ ਵਿਚ ਦੌਰੇ ਪੂਰ ਜਾਵੇਗਾ ਤਾਂ ਉਹ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਕਾਇਤਾਂ ਬਾਰੇ ਸਬੰਧਤ ਵਿਭਾਗੀ ਅਧਿਕਾਰੀਆਂ ਨਾਲ ਵਿਚਾਰ ਵਟਾਂਦਰਾ ਕਰ ਸਕਦਾ ਹੈ। ਅੰਤ ਵਿਚ ਮੈਨੂੰ ਇਹ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਪੂਰ ਦਸਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਅਤੇ ਤਰੱਕੀ ਦੇ ਸਮੇਂ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਵਿਚ ਉਨ੍ਹਾਂ ਦੀ ਗਿਣਤੀ ਬਾਰੇ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਨੂੰ ਚੰਗੀ ਤਰ੍ਹਾਂ ਮੁੱਖ ਰੱਖਿਆ ਜਾਵੇ, ਅਤੇ ਧਿਆਨ ਨਾਲ ਉਨ੍ਹਾਂ ਪੂਰ ਅਮਲ ਕੀਤਾ ਜਾਵੇ, ਅਤੇ ਇਸ ਗਲ ਦਾ ਜ਼ਰੂਰ ਖਿਆਲ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਵਿਚ ਰੱਖੇ ਜਾਣ ਅਤੇ ਉਨ੍ਹਾਂ ਬਾਰੇ ਰਾਖਵੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਆਮ ਕਰਮਚਾਰੀਆਂ ਵਾਲੇ ਪਾਸੇ ਨਾ ਬਦਲਿਆ ਜਾਵੇ। ਇਸ ਕਾਰਜ ਦੀ ਮਹਾਨਤਾ ਨੂੰ ਜ਼ਰੂਰ ਮੁੱਖ ਰੱਖਿਆ ਜਾਵੇ ਅਤੇ ਅਜਿਹਾ ਪ੍ਰਬੰਧ ਕੀਤਾ ਜਾਵੇ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਕੋਈ ਸਕਾਇਤ ਕਰਨ ਦਾ ਮੌਕਾ ਨਾ ਮਿਲੇ ਅਤੇ ਰਾਜ ਸਰਕਾਰ ਨੂੰ ਬਾਰ ਬਾਰ ਵਿਭਾਗੀ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਲਿਖਣ ਦੀ ਲੋੜ ਨਾ ਪਵੇ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਹਮੀਦ ਜ਼ਰੂਰ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,
(ਸਹੀ)
ਐਚ. ਬੀ. ਲਾਲ,
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਨੰ: 7509 ਜੇਵਾਵਾਂ 2(5)-68/31798, ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ, 17 ਅਕਤੂਬਰ, 1968,

ਇਕ ਕਾਪੀ, ਉਕਤ ਕਰਵਾਈ ਵਾਸਤੇ ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜੀ ਜਾਵੀ ਹੈ:—

1. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ;

2. ਰਜਿਸਟਰਰ, ਪੰਜਾਬ ਖੇਤੀਬਾੜੀ ਭੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ ;
3. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।

(ਸਹੀ)
ਸੈਕਸਨ ਅਫਸਰ, ਜੇਵਾਵਾਂ 2,
ਵਾਸਤੇ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਇਕ ਕਾਪੀ, ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਹਿਤ, ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ :--

1. ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ,
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਨੀ ਸਕੱਤਰ।

(ਸਹੀ)
ਸੈਕਸਨ ਅਫਸਰ, ਜੇਵਾਵਾਂ 2,
ਵਾਸਤੇ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਜੇਵਾ ਵਿਖੇ,

1. ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ ;
2. ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਨੀ ਸਕੱਤਰ।

ਗੈ. ਸ. ਨੰ. 7509 ਜੇਵਾਵਾਂ 2(5)-68, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 17 ਅਕਤੂਬਰ, 1968।

ਇਕ ਕਾਪੀ ਗਵਰਨਰ ਸਾਹਿਬ ਅਤੇ ਸਲਾਹਕਾਰਾਂ ਦੀ ਸੂਚਨਾ ਹਿਤ ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ :--

1. ਸਕੱਤਰ, ਗਵਰਨਰ ਸਾਹਿਬ, ਪੰਜਾਬ ;
2. ਸਕੱਤਰ, ਸਲਾਹਕਾਰ 1 ਅਤੇ ਸਲਾਹਕਾਰ 2, ਪੰਜਾਬ।

(ਸਹੀ)
ਸੈਕਸਨ ਅਫਸਰ, ਜੇਵਾਵਾਂ 2,
ਵਾਸਤੇ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਜੇਵਾ ਵਿਖੇ,

1. ਸਕੱਤਰ, ਗਵਰਨਰ ਸਾਹਿਬ, ਪੰਜਾਬ,
2. ਸਕੱਤਰ, ਸਲਾਹਕਾਰ 1 ਅਤੇ ਸਲਾਹਕਾਰ 2, ਪੰਜਾਬ।

ਗੈ. ਸ. ਨੰ. 509 ਜੇਵਾਵਾਂ 2(5)-68, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 17 ਅਕਤੂਬਰ, 1968।

ਨੰ. 2140 ਵਿ. ਕ. ਮ. (ਬ)-68/23271

ਵਲੋਂ,
ਸ਼੍ਰੀ ਐਨ. ਖੋਸਲਾ, ਆਈ. ਏ. ਐਸ.,

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਜੇਵਾ ਵਿਖੇ,
ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਮੁੱਖ ਅਧਿਕਾਰੀ,
ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਸਿਲਾ ਦੇ ਸੈਸ਼ਨ ਜੱਜਾਂ
ਅਤੇ ਜਿਲ੍ਹਾ ਦੇ ਉਪ ਮੈਂਡਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 11 ਨਵੰਬਰ, 1968

ਵਿਸ਼ੇ:- ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਨੌਕਰੀਆਂ ਵਿਚ ਤਰੱਕੀ
ਦੀਆਂ ਰਾਖਵੀਆਂ ਥਾਵਾਂ ਸਿਵਲ ਹਿਟ ਨੰ. 2407 ਜੰਨ 1967 ਸ਼੍ਰੀ ਸਵਰਨ ਸਿੰਘ ਰੰਧਾਵਾ
ਅਤੇ ਹੋਰ ਸਥਾਈ ਸਹਾਇਕ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ-ਬਨਾਮ ਵਿੱਤ ਕਮਿਸ਼ਨਰ ਪੰਜਾਬ
ਅਦਿ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਆਪ ਜੀ ਦਾ ਵਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 1033 ਓ ਐਸ. ਡੀ. (ਡਬਲਯੂ)-1-67/
37003, ਮਿਤੀ 26-12-1967, ਸਿਹਤਾ ਕਿ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹੈ, ਵਲ ਦਵਾਇਆ ਜਾਂਦਾ ਹੈ, ਜਿਸ
ਵਿੱਚ ਸਮੂਹ ਵਿਭਾਗਾਂ ਨੂੰ ਅਦੇਸ਼ ਦਿਤਾ ਗਿਆ ਸੀ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 278-ਓ-
ਐਸ. ਡੀ. (ਡਬਲਯੂ)-67/27027, ਮਿਤੀ 19 ਸਤੰਬਰ, 1967 ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅਨੁ-
ਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਹਿੱਸੇ ਆਉਣ ਵਾਲੀਆਂ ਰਾਖਵੀਆਂ
ਆਸਪੀਆਂ ਨੂੰ ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਖਾਲੀ ਰੱਖਿਆ ਜਾਵੇ। ਇਸ ਰੋਕ ਨੂੰ ਆਰਜ਼ੀ ਤੌਰ ਇਸ ਸਹਤ
ਤੇ ਦਿਲਾ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਅਜਹੀਆਂ ਖਾਲੀ ਰੱਖੀਆਂ ਆਸਪੀਆਂ ਨੂੰ ਤਦ ਅਰਥ (ad hoc)
ਤਰੀਕੇ ਨਾਲ ਗੈਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨਾਲ ਭਰਿਆ ਜਾਵੇ ਤਾਂ ਜੋ ਇਹ ਰਾਖ-
ਵੀਆਂ ਆਸਪੀਆਂ ਸਿਹਤੀਆਂ ਗੈਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨਾਲ ਭਰੀਆਂ ਜਾਣਗੀਆਂ
ਨੂੰ ਖਾਲੀ ਕਰਨਾ ਪਵੇਗਾ। ਮੈਨੂੰ ਇਹ ਦਸਣ ਦਾ ਆਦੇਸ਼ ਹੋਇਆ ਹੈ ਕਿ ਇਹ ਫੈਸਲਾ ਹੋਇਆ ਹੈ
ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਮਿਤੀ 26-12-1967 (ਜਿਸ ਦਾ ਹਵਾਲਾ ਉਪਰ ਦਿੱਤਾ ਹੋਇਆ ਹੈ)
ਦੀ ਬਿਨਾਂ ਸਿਹਤੀਆਂ ਸਾਰੀਆਂ ਆਸਪੀਆਂ ਖਾਲੀ ਰੱਖੀਆਂ ਗਈਆਂ ਸਨ ਅਤੇ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕੁਝ
ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 3485-6ਸਤ-68/19531, ਮਿਤੀ 18-9-1968 ਦੁਆਰਾ ਭਰੀਆਂ
ਗਈਆਂ ਹੋਣ, ਨੂੰ ਖਾਲੀ ਕਰਵਾਇਆ ਜਾਵੇ ਅਤੇ ਇਨ੍ਹਾਂ ਉੱਤੇ ਤੁਰਤ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਪਛੜੀਆਂ
ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ 19-9-1967 ਦੇ ਪੱਤਰ ਅਨੁਸਾਰ ਲਾਇਆ ਜਾਵੇ
ਅਤੇ ਇਹ ਸਰਤ ਲਾਈ ਜਾਵੇ ਕਿ ਇਨ੍ਹਾਂ ਲਿਯੁਕਤੀਆਂ ਨੂੰ ਉਪਰੋਕਤ ਹਿਟ ਦੀ ਹਾਲੀ ਕੋਰਟ 'ਵੇਚ
ਫੈਸਲਾ ਹੋਣ ਤਕ ਤਦ ਅਰਥ ਸਮਝਿਆ ਜਾਵੇ।

ਕੇਵਲ ਵਿੱਤ ਕਮਿਸ਼ਨਰ ਦੇ ਦਫਤਰ ਲਈ

ਹੱਕ ਕੇਵਲ ਵਿੱਤ ਕਮਿਸ਼ਨਰ ਦੇ ਦਫਤਰ ਵਿਚ ਡਿਪਟੀ ਸੁਪਰਡੈਂਟਾਂ ਦੇ ਕਾਫ਼ਰ ਵਿਚ ਉਨੀ ਦੇਰ ਰਹੇਗੀ ਜਿੰਨੀ ਦੇਰ ਉਪਰੋਕਤ ਕਿੱਟ ਦਾ ਹਾਈਕੋਰਟ ਵਿਚ ਫੈਸਲਾ ਨਹੀਂ ਹੋ ਜਾਂਦਾ। ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਦੇ ਦਫਤਰ ਦੇ ਬਾਕੀ ਕਾਫ਼ਰਾਂ ਵਿਚ ਆਸਾਮੀਆਂ ਨੂੰ ਤਦ ਅਰਬ ਨਿਯੁਕਤੀਆਂ ਦੇ ਹਿਸਾਬ ਨਾਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 278-ਓ, ਐਸ. ਡੀ. (ਡਬਲਿਊ)-67/27027, ਮਿਤੀ 19 ਸਤੰਬਰ, 1967 ਅਨੁਸਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨਾਲ ਡਰਿਆ ਜਾਵੇ।

ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,
(ਸਹੀ) ਐਮ. ਆਰ. ਭਗਤ,
ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਭਲਾਈ),
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਇਸ ਦੀ ਇਕ ਨਕਲ ਕਾਨੂੰਨੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਧਾਨਕ ਵਿਭਾਗ, ਸਾਰੇ ਵਿੱਤ ਕਮਿਸ਼ਨਰਾਂ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ ਗ਼ਰ ਸਰਕਾਰੀ ਨੰ: 3485-6-ਜੰਡ-88, ਮਿਤੀ 18 ਸਤੰਬਰ, 1968 ਦੇ ਹਵਾਲੇ ਨਾਲ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ) ਐਮ. ਆਰ. ਭਗਤ,
ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫ਼ਸਰ (ਭਲਾਈ),
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ,
ਪੰਜਾਬ।

ਨੰ: 8132 ਐਸ (2) 4 (2)-68/33441

ਵਲੋਂ

ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਸੇਵਾ ਵਿੱਚ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਅਤੇ

ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ।

ਮਿਤੀ: ਚੰਡੀਗੜ੍ਹ, 26 ਅਕਤੂਬਰ, 1968

ਵਿਸ਼ਾ:—ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਨੂੰ ਅਧੀਨ ਸੇਵਾਵਾਂ ਸਬੰਧੀ ਭਰਤੀਕਰਨ ਦਾ ਕੰਮ ਸੌਂਪਣਾ,—ਇਸ ਸਬੰਧੀ ਕਾਰਜ ਵਿਧੀ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਨੂੰ ਇਹ ਦਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ ਤੱਥਨ ਦੇ ਕਾਰਟ ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ 50.00 ਰੁਪਏ ਤੋਂ 150.00 ਰੁਪਏ (ਦੋਵੇਂ ਸਮਾਨ ਹਨ) ਪ੍ਰਤੀ ਮਹੀਨਾ ਤਨਖਾਹ ਤਕ ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਲਈ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਭਰਤੀ ਕਰਨ ਦਾ ਕੰਮ ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਦੁਆਰਾ ਕੀਤਾ ਜਾਵੇ, ਜਿਹੜੀਆਂ ਕਿ ਇਸ ਮੰਤਵ ਲਈ ਸਥਾਪਿਤ ਕੀਤੀਆਂ ਜਾਣਗੀਆਂ। ਵਿਭਾਗੀ ਕਮੇਟੀ ਦਾ ਚੇਅਰਮੈਨ ਵਿਭਾਗ ਦਾ ਮੁੱਖ ਅਧਿਕਾਰੀ ਜਾਂ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ਅਤੇ ਇਸ ਵਿਚ ਉਚਿਤ ਆਹੁਦੇ ਦੇ ਚੋ ਮੈਂਬਰ ਹੋਰ ਵਿਭਾਗਾਂ ਵਿਚੋਂ ਲਏ ਜਾਣ, ਜਿਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ ਮੈਂਬਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦਾ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ। ਕਮੇਟੀ ਦਾ ਚੇਅਰਮੈਨ ਚੋਣ ਕਰਨ ਲਈ ਇਕ ਮਾਹਿਰ ਨੂੰ ਵੀ ਇਨਟਰਵਿਊ ਵਿਚ ਸ਼ਾਮਲ ਕਰ ਸਕਦਾ ਹੈ। ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਦੇ ਕੰਮ ਕਾਜ ਲਾਗੂ ਨਿਮਨ ਲਿਖਤ ਜਾਬਤਾ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਗਿਆ ਹੈ:—

(1) ਮਿਲਣ ਯੋਗ ਖਾਲੀ ਆਸਾਮੀ ਦੇ ਸਬੰਧ ਵਿਚ ਹਰ ਮਹੀਨੇ ਦੀ ਨਿਯਤ ਮਿਤੀ ਨੂੰ ਜਿਵੇਂ 15 ਤਾਰੀਖ ਨੂੰ ਅਖਬਾਰਾਂ ਵਿਚ ਕਾਫੀ ਇਸ਼ਤਿਹਾਰ ਦਿੱਤੇ ਜਾਣ, ਤਾਂ ਕਿ ਦੂਰ ਦੂਰੀਏ ਇਲਾਕਿਆਂ ਵਿਚ ਰਹਿਣ ਵਾਲੇ ਲੋਕਾਂ ਨੂੰ ਕੇਵਲ ਉਸੇ ਵਿਸ਼ੇਸ਼ ਮਿਤੀ ਦਾ ਅਖਬਾਰ ਪੜ੍ਹਕੇ ਮੌਜੂਦ ਖਾਲੀ ਆਸਾਮੀਆਂ ਦਾ ਪਤਾ ਲੱਗ ਸਕੇ। ਇਨ੍ਹਾਂ ਇਸ਼ਤਿਹਾਰਾਂ ਵਿਚ ਮੌਜੂਦਾ ਆਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ਪਾਤਰਤਾ ਨਹੀਂ ਨਿਯੁਕਤ ਕੀਤੀਆਂ ਯੋਗਤਾਵਾਂ ਅਤੇ ਸ਼ਰਤਾਂ ਅਸਾਮੀ ਦੀ ਤਨਖਾਹ ਸਕੇਲ ਕੀ ਆਸਾਮੀ ਪੱਕੀ ਹੈ ਜਾਂ ਅਫਰੀਕੀ ਕੀ ਚੋਣ ਕਰਨ ਦਾ ਤਰੀਕਾ ਇਨਟਰਵਿਊ ਹੈ ਜਾਂ ਲਿਖਤੀ ਟੈਸਟ ਜਾਂ ਦੋਵੇਂ ਬਾਰੇ ਦਸਿਆ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ।

(2) ਚੋਣਗਰ ਦਫਤਰਾਂ ਨੂੰ ਭੇਜੇ ਜਾਂਦੇ ਮੰਗ ਪੱਤਰਾਂ ਵਿਚ ਵੀ ਉਕਤ (1) ਵਿਚ ਦਸੀ ਪੂਰਣ ਜਾਣਕਾਰੀ ਭੇਜੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ ਅਤੇ ਇਨ੍ਹਾਂ ਨਾਲ ਇਸ਼ਤਿਹਾਰ ਵਿਚ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਦੀ ਸ਼੍ਰੇਣੀ ਤੇ ਲਾਗੂ ਹੁੰਦੇ ਸਬੰਧਤ ਸੇਵਾ ਨਿਯਮਾਂ ਦੀਆਂ ਕਾਪੀਆਂ ਵੀ ਭੇਜੀਆਂ ਜਾਣੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ।

(3) ਭਿੰਨ ਭਿੰਨ ਆਸਾਮੀਆਂ ਦੇ ਭਰਨ ਦੇ ਮਿਆਰ ਵਿਚ ਇਕਸਾਰਤਾ ਰਖਣ ਵਾਸਤੇ ਲਿਖਤੀ ਟੈਸਟ ਦਾਤਰੀਕਾ ਨਿਸ਼ਚਿਤ ਕਰਨਾ ਜ਼ਰੂਰੀ ਹੈ। ਉਦਾਹਰਣ ਵਜੋਂ ਕਲਰਕ ਦੀ ਆਸਾਮੀ ਲਈ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਇਕ ਛੋਟਾ ਲੇਖ ਲਿਖਣਾ, ਹੋਣਾਂ ਦਿੱਤੇ ਪੈਰੇ ਦਾ ਸਾਰ ਤਿਆਰ ਕਰਨਾ। ਇਲਾਕਾਈ ਭਾਸ਼ਾ ਦੇ ਪੈਰੇ ਦਾ ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਅਨੁਵਾਦ ਕਰਨਾ ਤਾਂ ਕਿ ਕੰਮ ਚਲਾਉਣ ਜਿੰਨੀ ਜਾਣਕਾਰੀ ਦੀ ਪਰਖ ਕੀਤੀ ਜਾ ਸਕੇ। ਸਾਧਾਰਣ ਗਿਆਨ ਸਬੰਧੀ ਕੁਝ ਪ੍ਰਸ਼ਨਾਂ ਦਾ ਉਤਰ ਦੇਣ ਲਈ ਕਿਹਾ ਜਾਵੇ। ਜਿਥੇ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਏ ਗਿਣਤ ਦਾ ਸਾਧਾਰਣ ਟੈਸਟ ਵੀ ਨਿਯਤ ਕੀਤਾ ਜਾਵੇ, ਇਸੇ ਤਰ੍ਹਾਂ ਸਟੈਨਡਰਡ ਟਾਈਪਿਸਟਾਂ ਜਾਂ ਕਿਸੇ ਤੋਰ ਤਕਨੀਕੀ ਆਸਾਮੀਆਂ ਲਈ ਇਕ ਟੈਸਟ ਨਿਯਤ ਕੀਤਾ ਜਾਵੇ ਜਿਥੇ ਕਿਤੇ ਲੋੜ ਪਵੇ ਸਰਕਾਰ ਦੇ ਸੇਵਾਵਾਂ ਵਿਭਾਗ ਤੋਂ ਸਲਾਹ ਲਈ ਜਾ ਸਕਦੀ ਹੈ।

(4) ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਅਨੁਸੂਚਿਤ ਕਬੀਲਿਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਅਤੇ ਛਾਟੀ ਕੀਤੀ ਸੈਨਿਕ ਅਸਲੇ ਲਈ ਰਾਖਵੀਆਂ ਰਖਣ ਵਾਲੀਆਂ ਖਾਲੀ ਆਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ

ਵਖਰੇ ਤੌਰ ਤੇ ਦਰਸਾਈ ਜਾਵੇ। ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਗੀਆਂ ਕਿ ਸਰਕਾਰ ਦੁਆਰਾ ਰਾਖਵੀਆਂ ਅਸਾਮੀਆਂ ਦੀ ਸਮੇਂ ਸਮੇਂ ਨਿਯਤ ਕੀਤੀ ਪ੍ਰਤੀ ਸੈਕਸ਼ਨ ਨਿਸ਼ਚਿਤ ਵਿਭਾਗ ਵਿਚ ਪੁਰਣ ਤੌਰ ਤੇ ਕਾਇਮ ਰੱਖੀ ਜਾਵੇ।

(5) ਇੰਟਰਵਿਊ ਚੋਣ ਦਾ ਇਕ ਲਾਜ਼ਮੀ ਭਾਗ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ਤਾਂਕਿ ਉਮੀਦਵਾਰਾਂ ਦੀ ਮਾਨਸਿਕ ਚੁਜਤੀ ਅਤੇ ਆਮ ਰੁਝਾ ਦੀ ਪਰਖ ਕੀਤੀ ਜਾ ਸਕੇ।

(6) ਉਮੀਦਵਾਰਾਂ ਪਾਸੋਂ ਸਿੱਧੇ ਜਾਂ ਰੋਜ਼ਗਾਰ ਦਫਤਰਾਂ ਰਾਹੀਂ ਬੰਨੇ-ਪਤਰ ਪ੍ਰਾਪਤ ਕਰਨ ਤੇ ਅਸਾਮੀਆਂ ਲਈ ਯੋਗ ਪਾਏ ਜਾਂਦੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੂਚੀ ਟੈਸਟ/ਇੰਟਰਵਿਊ ਲਈ ਤਿਆਰ ਕੀਤੀ ਜਾਵੇ।

(7) ਸਰਕਾਰ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੂਚੀ ਉਹਨਾਂ ਦੁਆਰਾ ਲਏ ਨੰਬਰਾਂ ਦੇ ਆਧਾਰ ਤੇ ਤਿਆਰ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਨੰਬਰਾਂ ਅਨੁਸਾਰ ਹੀ ਨਿਯੁਕਤੀਆਂ ਕੀਤੀਆਂ ਜਾਣ। ਆਪਣੀ ਹੀ ਮਰਜ਼ੀ ਨਾਲ ਕਿਤੇ ਕਿਤੇ ਚੋਣ ਕਰਨ ਦੀ ਕੋਈ ਕੋਸ਼ਿਸ਼ ਨਾ ਕੀਤੀ ਜਾਵੇ।

(8) ਚੁਣੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੀਨੀਅਰਤਾ ਉਨ੍ਹਾਂ ਨੰਬਰਾਂ ਦੇ ਆਧਾਰ ਤੇ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਜਾਵੇ ਜਿਹੜੇ ਕਿ ਨਤੀਜੇ ਦੀ ਸਾਰਣੀ ਤਿਆਰ ਕਰਨ ਸਮੇਂ ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਦੁਆਰਾ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਜਾਣਗੇ।

(9) ਉਨ੍ਹਾਂ ਵਿਭਾਗੀ ਉਮੀਦਵਾਰਾਂ ਨੂੰ, ਜਿਹੜੇ ਛੁੱਟੀ ਕਾਰਣ ਖਾਲੀ ਅਸਾਮੀ ਤੇ ਜਾਂ ਹੋਰਨੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਖਾਕਾਇਦਾ ਰੁਪ ਵਿਚ ਕੰਮ ਕਰ ਰਹੇ ਹੋਣ ਅਤੇ ਜੋ ਉਹ ਸੇਵਾ ਨਿਯਮਾਂ ਆਦਿ ਅਨੁਸਾਰ ਉਸ ਯੋਗ ਹੋਣ ਨੂੰ ਖਾਕਾਇਦਾ ਜਾਂ ਉਚੇਰੀ ਅਸਾਮੀ ਤੇ ਲਾਏ ਜਾਣ ਲਈ ਟੈਸਟ ਦੇਣ ਲਈ ਉਤਸ਼ਾਹ ਦਿਤਾ ਜਾਵੇ।

ਵਿਭਾਗਾਂ ਨੂੰ ਇਹ ਬੇਨਤੀ ਖਾਸ ਤੌਰ ਤੇ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਉਕਤ ਨਿਸ਼ਚਿਤ ਲਾਏਨਾਂ ਤੇ ਵਿਭਾਗੀ ਕਮੇਟੀਆਂ ਦੇ ਕੰਮ ਕਰਨ ਤੇ ਨਿਗਰਾਨੀ ਰੱਖਣ।

ਵਲੋ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ,
ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਭਿਖਰੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਸੈਸ਼ਨ ਜੱਜਾਂ ਅਤੇ ਜਿਲ੍ਹਿਆਂ ਦੇ ਉਪ ਮੈਂਡਲ ਅਫਸਰਾਂ
(ਸਿਵਲ)
ਮੀਮੋ ਨੰ: 9886-6 ਸ.ਭ.-68/27564

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 30 ਨਵੰਬਰ, 1968।

ਵਿਸ਼ਾ:--ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਦੀਆਂ ਹਦਾਇਤਾਂ।

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਨੋਟਿਸ ਵਿਚ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਰਾਜ ਵਿਚ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਹੋਣ ਉਪਰੰਤ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਨਾਲ ਸਬੰਧ ਰੱਖਣ ਵਾਲੇ ਲੋਕਾਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫੀਕੇਟ ਜਿਸ ਦੀ ਕਾਲਜਾਂ/ਸਕੂਲਾਂ ਵਿਚ ਦਾਖਲੇ, ਸਰਕਾਰੀ ਨੌਕਰੀ ਵਿਚ ਸ਼ਾਮਲ ਹੋਣ ਅਤੇ ਜ਼ਮੀਨ ਦੀ ਅਲਾਟ-ਮੈਂਟ ਆਦਿ ਲਈ ਜ਼ਰੂਰਤ ਪੈਂਦੀ ਹੈ, ਪ੍ਰਾਪਤ ਕਰਨ ਵਿਚ ਕਨਨਾਈ ਮਹਿਸੂਸ ਹੋ ਰਹੀ ਹੈ। ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ ਦੇ ਭੰਗ ਹੋ ਜਾਣ ਨਾਲ ਰਾਜ ਵਿਚ ਕੋਈ ਐਮ. ਐਲ. ਏ. ਨਹੀਂ ਹੈ ਜਿਨ੍ਹਾਂ ਨੂੰ ਕਿ ਹੋਰਨਾਂ ਦੇ ਨਾਲ ਨਾਲ ਇਹੋ ਜਿਹੇ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਪ੍ਰਾਪਤ ਸੀ। ਇਸ ਲਈ ਜ਼ਰੂਰੀ ਸਮ-ਭਿਆ ਗਿਆ ਹੈ ਕਿ ਅਜਿਹੇ ਅਫਸਰਾਂ ਨੂੰ ਜਿਨ੍ਹਾਂ ਦਾ ਸਿੱਧਾ ਪੇਂਡੂ ਲੋਕਾਂ ਨਾਲ ਵਾਹ ਪੈਂਦਾ ਹੋਵੇ ਲੋੜੀਂਦਾ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ।

2. ਰਾਜ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਲੋਕਾਂ ਦੀ ਇਸ ਐਕਸ਼ਨ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰਖਦੇ ਹੋਏ ਭਾਰਤ ਦੇ ਰਾਸ਼ਟਰਪਤੀ ਪਰਸੰਨਤਾ ਪੂਰਵਕ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਬਲਾਕ ਡਿਵੀਲਪਮੈਂਟ ਅਤੇ ਪੰਚਾਇਤ ਅਫਸਰਾਂ ਨੂੰ ਅਧਿਕਾਰ ਦਿੰਦੇ ਹਨ ਕਿ ਉਹ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਦੇ ਲੋਕਾਂ ਨੂੰ ਸਬੰਧਤ ਵਿਅਕਤੀ ਹੀ ਪਰੋਵਾਰਾਂ ਦਵਾਰਾ ਸਨਾਖਤ ਕਰਵਾਉਣ ਮਗਰੋਂ ਲੋੜੀਂਦੇ ਜਾਤੀ ਸਰਟੀਫੀਕੇਟ ਜਾਰੀ ਕਰਨ। ਇਹ ਅਧਿਕਾਰ ਉਨ੍ਹਾਂ ਨੂੰ ਕੇਵਲ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੇ ਦੌਰਾਨ ਵਿਚ ਹੀ ਪ੍ਰਾਪਤ ਰਹਿਣਗੇ।

(ਸਹੀ),

ਅਧੀਨ ਸਕੱਤਰ (ਸਮਾਜਕ ਭਲਾਈ),
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਨੰ: 9886-6 ਸ.ਭ.-68/27565 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 30 ਨਵੰਬਰ, 1968।

ਇਸ ਦੀ ਇਕ ਕਾਪੀ ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਬਲਾਕ ਡਿਵੀਲਪਮੈਂਟ ਅਤੇ ਪੰਚਾਇਤ ਅਫਸਰਾਂ ਨੂੰ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ),

ਅਧੀਨ ਸਕੱਤਰ (ਸਮਾਜਕ ਭਲਾਈ),
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਇਸ ਦੀ ਇਕ ਨਕਲ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਅਤੇ ਵਿੱਤ ਕਮਿਸ਼ਨਰਾਂ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ (ਸਮਾਜਕ ਭਲਾਈ),
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਜੇਵਾ ਵਿਖੇ,

1. ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਨੀ ਸਕੱਤਰ, ਪੰਜਾਬ।
 2. ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
- ਸ਼੍ਰੀ. ਸ. ਨੰ: 9886 6 ਸ: ਭ 68/ ਜਿਤੀ, ਚੰਡੀਗੜ੍ਹ, ਨਵੰਬਰ, 1968।
- ਨੰ: 9886-6 ਸ: ਕ: 68/27566, ਜਿਤੀ, ਚੰਡੀਗੜ੍ਹ ਨਵੰਬਰ, 1968।
- ਇਸ ਪੱਤਰ ਦੀ ਇਕ ਕਾਪੀ ਸਕੱਤਰ, ਰਾਜਪਾਲ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਨੌਟ ਨੰ: 9498-2 ਜੀ-68, ਜਿਤੀ 8 ਨਵੰਬਰ, 1968 ਦੇ ਹਵਾਲੇ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ)
ਅਧੀਨ ਸਕੱਤਰ (ਸਮਾਜਿਕ ਭਲਾਈ),
ਵਾਸਤਵ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਨੰ: 9886-6 ਸ: ਭ: - 68/27567, ਜਿਤੀ, ਚੰਡੀਗੜ੍ਹ ਨਵੰਬਰ, 1968।

ਇਸ ਪੱਤਰ ਦੀ ਇਕ ਨਕਲ ਹੇਠਾਂ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:-

1. ਵਾਈਸ ਚਾਂਸਲਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਵਾਈਸ ਚਾਂਸਲਰ, ਪੰਜਾਬ ਐਗਰੀਕਲਚਰ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।

(ਸਹੀ)
ਅਧੀਨ ਸਕੱਤਰ, (ਸਮਾਜਿਕ ਭਲਾਈ),
ਵਾਸਤਵ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ, ਵਿਭਾਗ।

IMMEDIATE

No. 1726-SII-4(2)-6

From

The Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions and Deputy Commissioners in the State.

Dated Chandigarh, the 3rd March, 1969.

Subject—Absorption of candidates selected by the Board/Secretariat Committee/Departmental Committee.

Sir,

I am directed to invite a reference to the Punjab Government circular letter No. 11633-S(II)(2)-68, dated the 1st January, 1969 on the subject noted above, wherein while stressing the need of absorption of qualified persons on the basis of selection/examinations held by the Defunct Board/Secretariat Committee etc., the Heads of Departments were advised to terminate the services of persons appointed on *ad hoc* basis forthwith. The matter has been reconsidered and it has been decided in supersession of all instructions on this subject that such *ad hoc* appointees who were eligible for recruitment if accordance with the prescribed qualifications and age at the time of initial appointment to the service and have put in at least one year's service on 28th February, 1969 (inclusive of national break, if any) and whose work and conduct is considered satisfactory, should be given preference for regular appointment over—

- (a) persons selected by the defunct Board and have also been found suitable after screening by the Departmental Committees; and
- (b) persons selected by the Secretariat Committee and the Departmental Committees

In case, any such *ad hoc* appointee has been discharged to facilitate absorption of a candidate selected by the defunct Board/Secretariat Committee/Departmental Committees, he should be taken back into Government service and the break in service between the dates of recent discharge and the new appointment, should be regularised in accordance with the prescribed procedure. The benefit of this decision would be available to all *ad hoc* appointees irrespective of the fact whether they had taken any test/examination conducted by the defunct Board or Secretariat Committee or the Departmental Committees, or not or the result obtained therein. The persons who had been selected by the defunct Board or the Secretariat Committee or the Departmental Committees will as such be offered vacancies which will be vacated by *ad hoc* employees who do not fulfil the conditions stated above, or which will occur in future. It is, however, once again emphasized that in implementing this decision, percentage of reservation, prescribed from time to time for ex-servicemen or members of backward classes/Scheduled Castes should be strictly maintained in the Department.

Yours faithfully,
(Sd.)
Deputy Secretary, Services and Political,
for Chief Secretary to Government, Punjab.

A copy is forwarded to the Administrative Secretaries to Government, Punjab, for information.

(Sd.)

Deputy Secretary, Services and Political,
for Chief Secretary to Government, Punjab.

All the Administrative Secretaries to Government Punjab.

U.O. No. 1726-SII(4)-69, dated the 3rd March, 1969.

ਵਲੋਂ

ਨੰ: 3925 6: ਸ: ਭ: - 69/9778

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,

ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲ੍ਹਾ ਅਤੇ

ਸੈਸਨ ਜੱਜ ਅਤੇ ਉਪਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 14 ਮਈ, 1969।

ਵਿਸ਼ਾ:-ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਸੇਵਾਵਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਵਾਸਤੇ ਨਿਸ਼ਚਿਤਤਾ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਪੁਰ ਆਪ ਜੀ ਨੂੰ ਸਬੰਧਤ ਕਰਨ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ। ਇਹ ਕਿਹਾ ਗਿਆ ਹੈ ਕਿ ਕਈ ਵੇਰੀ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਭਰਤੀ ਕਰਨ ਵੇਲੇ ਘੱਟ ਤੋਂ ਘੱਟ ਨਿਯਤ ਯੋਗਤਾਵਾਂ ਤੋਂ ਇਲਾਵਾ ਇਮਤਿਹਾਨ ਰੱਖ ਲਿਆ ਜਾਂਦਾ ਹੈ, ਜਿਸ ਕਰਕੇ ਨਿਜਰਵ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਯੋਗਤਾਵਾਂ ਉਹੀਆਂ ਹੋ ਜਾਂਦੀਆਂ ਹਨ ਅਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਜਿਹੜੇ ਉਸ ਅਸਾਮੀਆਂ ਵਾਸਤੇ ਘੱਟ ਤੋਂ ਘੱਟ ਨਿਯਤ ਯੋਗਤਾਵਾਂ ਰੱਖਦੇ ਹਨ, ਉਹਨਾਂ ਨਿਜਰਵ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਨਹੀਂ ਆ ਸਕਦੇ।

2. ਇਸ ਸਵਾਲ ਤੇ ਸਰਕਾਰ ਨੇ ਵਿਚਾਰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜਿੱਥੇ ਘੱਟ ਤੋਂ ਘੱਟ ਯੋਗਤਾਵਾਂ ਨਿਯਤ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ, ਅਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰ ਉਹ ਘੱਟ ਤੋਂ ਘੱਟ ਨਿਯਤ ਯੋਗਤਾਵਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਹੋਣ ਤਾਂ ਉਸੇ ਮੁੱਲ ਕੋਈ ਹੋਰ ਅਜਿਹਾ ਇਮਤਿਹਾਨ ਜਾਂ ਟੈਸਟ ਨਾ ਰੱਖਿਆ ਜਾਵੇ ਜਿਸ ਨਾਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰ ਉਨ੍ਹਾਂ ਵਾਸਤੇ ਰੱਖੀਆਂ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਵੱਧੇ ਰੁਕਿਸਕਣ। ਜੇਕਰ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ/ਭਰਤੀ ਸੰਸਥਾਵਾਂ ਨੇ ਸਮਝਣ ਤਾਂ ਹੋਰ ਕੋਈ ਇਮਤਿਹਾਨ ਕੇਵਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦ-ਵਾਰਾਂ ਦੀ ਆਪਸ ਵਿਚ ਦੀ ਲਿਆਕਤ ਦਾ ਮਿਆਰ ਪਰਖਣ ਵਾਸਤੇ ਤਾਂ ਕਰ ਸਕਦੇ ਹਨ ਪਰੰਤੂ ਉਨ੍ਹਾਂ ਦੀ ਨਿਸ਼ਚਿਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਉਨ੍ਹਾਂ ਦੀ ਯੋਗਤਾਵਾਂ ਦੇ ਹਿਸਾਬ ਨਾਲ ਦਿੱਤੀਆਂ ਜਾਣ। ਸਪਸ਼ਟ ਸਬਦਾਂ ਵਿਚ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦਾ ਭਾਵ ਇਹ ਹੈ ਕਿ ਨਿਸ਼ਚਿਤ ਅਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ, ਜਿਹੜੇ ਉਸ ਨਿਸ਼ਚਿਤ ਅਸਾਮੀਆਂ ਵਾਸਤੇ ਘੱਟ ਤੋਂ ਘੱਟ ਨਿਯਤ ਯੋਗਤਾਵਾਂ ਪੂਰੀਆਂ ਕਰਦੇ ਹੋਣ ਹੀ ਦਿੱਤੀਆਂ ਜਾਣ ਤਾਂ ਜੋ ਇਨ੍ਹਾਂ ਨੂੰ ਰਾਜ ਸੇਵਾਵਾਂ ਵਿਚ ਇਨ੍ਹਾਂ ਦਾ ਨਿਯਤ ਹੱਕ ਮਿਲ ਸਕੇ।

ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਜ਼ਰੂਰੀ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

(ਸਹੀ) . . .

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ

ਭਲਾਈ ਵਿਭਾਗ।

ਵਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ,

ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,

ਡਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ

ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਸੈਸਨ ਜੱਜ ਅਤੇ ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਉਪਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)

ਮੀਮੋ ਨੰ: 3332 6 ਸ: ਭ: 69/10439,

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 21 ਮਈ, 1969।

ਵਿਸ਼ਾ:-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ ਹਦਾਇਤ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਇਸ ਮਮਲੇ ਬਾਰੇ ਜਾਰੀ ਕੀਤੇ ਗਏ ਮੀਮੋ ਨੰ: 3886-6-ਭ-68/27564, ਮਿਤੀ 30 ਨਵੰਬਰ, 1968, ਵੱਲ ਦਵਾਇਆ ਜਾਂਦਾ ਹੈ। ਇਸ ਸਬੰਧ ਵਿਚ ਦਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜਿਹੜੇ ਅਧਿਕਾਰ ਉਪਰੋਕਤ ਪੱਤਰ ਰਾਹੀਂ ਪੰਜਾਬ ਰਾਜ ਦੇ ਸਮੂਹ ਬਲਾਕ ਡਿਵੀਜ਼ਨਾਂ ਅਤੇ ਪਰਾਇਤ ਅਫਸਰਾਂ ਨੂੰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਨਾਲ ਸਬੰਧ ਰੱਖਣ ਵਾਲੇ ਲੋਕਾਂ ਨੂੰ ਜਾਤੀ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਬਾਰੇ ਦਿੱਤੇ ਗਏ ਸਨ, ਉਹ ਕੇਵਲ ਰਾਸ-ਟਰਪਤੀ ਰਾਜ ਦੇ ਦੌਰਾਨ ਹੀ ਦਿੱਤੇ ਗਏ ਸਨ। ਹੁਣ ਕਿਉਂਕਿ ਰਾਸਟਰਪਤੀ ਰਾਜ ਸਮਾਪਤ ਹੋ ਚੁੱਕਾ ਹੈ, ਇਸ ਲਈ ਇਹ ਅਧਿਕਾਰ ਹੁਣ ਉਨ੍ਹਾਂ ਕੋਲ ਨਹੀਂ ਹਨ।

2. ਇਹ ਅਧਿਕਾਰ ਹੁਣ ਉਹਨਾਂ ਅਧਿਕਾਰੀਆਂ ਕੋਲ ਹੀ ਰਹਿਣਗੇ ਜਿਨ੍ਹਾਂ ਕੋਲਕਿ ਇਹ ਰਾਸਟਰ-ਪਤੀ ਰਾਜ ਲਾਗੂ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਸਨ, ਜਿਵੇਂ ਕਿ ਇਸ ਸਬੰਧ ਵਿਚ ਪਹਿਲਾਂ ਤੋਂ ਹੀ ਹਦਾਇਤਾਂ ਹੋਈਆਂ ਹੋਈਆਂ ਹਨ।

ਐਮ. ਆਰ. ਭਗਤ,

ਅਧੀਨ ਸਕੱਤਰ (ਸਮਾਜਕ ਭਲਾਈ),

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ-ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਵਲੋਂ

ਸੇਵਾ ਵਿਚ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਤਲਾਈ ਵਿਭਾਗ।

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਾਢੀਜਲਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ ਮੈਂਬਰ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 27 ਮਈ, 1969।

ਵਿਸ਼ਾ:--ਪੰਜਾਬ ਸਰਕਾਰ ਸੇਵਾਵਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਵਾਸਤੇ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਸੰਬੰਧਤ ਕਰਨ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ
ਕਿ ਰਾਜ ਸਰਕਾਰ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਚਾਹਵਾਲ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਸੇਵਾਵਾਂ ਅਤੇ ਅਸਾਮੀਆਂ ਵਿਚ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਜਿੰਨੀ ਅਤੇ ਚੌਕੀ ਵਿੱਚ ਯੋਗ ਪ੍ਰਤਿਨਿਧਤਾ ਮਿਲਣੀ
ਚਾਹੀਦੀ ਹੈ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਸਰਕਾਰ ਸਮੇਂ ਸਮੇਂ ਤੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀਆਂ ਤੇ
ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਤੇ ਜੋਰ ਦਿੰਦੀ ਰਹੀ ਹੈ ਕਿ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹੋਈਆਂ ਰਿਜ਼ਰਵੇਸ਼ਨ ਹਦਾਇਤਾਂ ਤੇ
ਨੀਤ ਅਸਰਦਾਰ ਢੰਗ ਨਾਲ ਅਮਲ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਜੋ ਇਹਨਾਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਸੇਵਾਵਾਂ ਵਿਚ ਪੂਰਾ
ਹੱਕ ਮਿਲ ਸਕੇ।

2. ਇਸ ਸਵਾਲ ਤੇ ਵਿਚਾਰ ਕਰਨ ਤੋਂ ਬਾਅਦ ਸਰਕਾਰ ਨੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ
ਜਦੋਂ ਕੋਈ ਮਹਿਕਮਾ ਤਰੱਕੀ ਦੁਆਰਾ ਦਰਜਾ 3 ਤੇ 4 ਦੀਆਂ ਅਸਾਮੀਆਂ ਭਰੇ ਤਾਂ ਉਹ ਸਰਕਾਰ ਨੂੰ
(ਭਲਾਈ ਵਿਭਾਗ) ਵਿੱਚ ਸੂਚਨਾ ਦੇਵੇ ਜੋ ਮਹਿਕਮੇ ਨੇ ਗਸਤੀ ਪੱਤਰ ਨੰ. 278-ਓ, ਐਸ. ਡੀ.
(ਭਲਾਈ-67)-27027, ਮਿਤੀ 19 ਮਈ 1967 ਨੂੰ ਨਿਸ਼ਚਤ ਕੀਤੀਆਂ ਅਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ
ਜਾਤੀਆਂ ਤੇ ਨਹੀਂ ਭਰੀਆਂ। ਇਹ ਵੀ ਦੇਖ ਦਿਤਾ ਜਾਵੇ ਕਿ ਕਿਤਨੀ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਖੋਲ੍ਹੀਆਂ
ਸਨ ਤੇ ਉਹ ਕਿਉਂ ਨਹੀਂ ਭਰੀਆਂ ਜਾ ਸਕੀਆਂ।

3. ਸਰਕਾਰ ਨੇ ਇਹ ਵੀ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜਿਹੜੇ ਸਰਕਾਰੀ ਅਧਿਕਾਰੀ ਜਾਣ ਬੁਝ ਕੇ ਇਨ੍ਹਾਂ
ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਦੇ ਹਨ, ਉਨਾਂ ਦੇ ਵਿਰੁੱਧ ਕੌੜੀਵੀਂ ਖਾਹਵਾਈ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਦੀ ਪੁਨਰ ਗੰਜੀਤ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ: ਪਾਤਰ,

(ਸਹੀ) . . .

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਤਲਾਈ ਵਿਭਾਗ।

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes
Department, Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners, District and Sessions Judges, in the State and the
Registrar, Punjab and Haryana High Court, Chandigarh.

Chandigarh, dated the 24th June, 1969.

Subject.—Classification of Kamboj Community as Backward Class.

Sir,

In continuation of Punjab Government letter No. 1470-SW(ASO)-67/1287, dated the 29th May, 1967, on the subject noted above, I am directed to say that Government have decided to extend the period to treat the Kamboj Community as "Backward" by five years more, from the date of expiry of the two years period previously allowed, i.e. with effect from the 9th December, 1968 to the 8th December, 1973.

Yours faithfully,

(Sd.) . . .

Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 4075-SW-69/12884, dated Chandigarh, the 24th June, 1969.

A copy is forwarded to the Accountant-General, Punjab, Simla, for information in continuation of Punjab Government endorsement No. 1470-SW(A.S.O.)-67/1288, dated the 29th May, 1967.

(Sd.)

Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

Copies are forwarded to—

(i) All the Financial Commissioners, and

(ii) All Administrative Secretaries to Government, Punjab,

for information in continuation of this Department, U.O. No. 1470-SW(ASO)-67, dated the 24th May, 1967.

(Sd.) . . .

Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (i) All the Financial Commissioners, and
 (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 4075-6SW-69, dated Chandigarh, the 24th June, 1969.

A copy each of this letter is forwarded to the Secretary to Governor, Punjab and Secretary to the Chief Minister, Punjab and Secretaries/Private Secretaries to all the Ministers, for information.

BALBIR SINGH,

Superintendent, Social Welfare,

*for Secretary to Government, Punjab,
 Welfare of Scheduled Castes and
 Backward Classes Department.

To

- (i) The Secretary to the Governor, Punjab.
 (ii) Secretary to the Chief Minister, Punjab.
 (iii) Secretaries/Private Secretaries to all the Ministers.
 U.O. No. 4075-6SW-69, dated Chandigarh, the 24th June, 1969.

A copy is forwarded to the Commissioner for Finance and Secretary to Government, Punjab, Finance Department, Chandigarh, for information.

BALBIR SINGH,

Superintendent, Social Welfare,

for Secretary to Government, Punjab,
 Welfare of Scheduled Castes and
 Backward Classes Department.

To

The Commissioner for Finance and
 Secretary to Government, Punjab,
 Finance Department.

U.O. No. 4075-6SW-69, dated Chandigarh, the 24th June, 1969.

(TO BE SUBSTITUTED FOR THE SAME NUMBER
 AND DATE)

WELFARE DEPARTMENT

Notification

No. 503-OSD(W)-69/16665.—The Governor of Punjab is pleased to constitute a High Powered Committee to safeguard the interests and ensuring due

representation of Scheduled Castes and Backward Classes in all State Services. This Committee will consist of the following members :—

OFFICIAL MEMBERS—

- | | | |
|--|----|------------------|
| (1) Chief Minister, Punjab | .. | Chairman |
| (2) Social Welfare Minister | .. | Member |
| (3) Irrigation and Power Minister | .. | Do |
| (4) Revenue Minister | .. | Do |
| (5) Chief Secretary to Government, Punjab | Do | |
| (6) Secretary to Government, Punjab Scheduled Castes and Backward Classes Department | Do | |
| (7) Director, Employment, Punjab | Do | |
| (8) Director of Public Instructions, Punjab | Do | |
| (9) Chief Engineer, Irrigation, Punjab | Do | |
| (10) Administrative Member, Punjab State Electricity Board, Patiala | Do | |
| (11) Director, Welfare of Scheduled Castes and Backward Classes | .. | Member-Secretary |

NON-OFFICIAL MEMBERS—

- (12) Shri Tara Singh Layalpuri, M.L.A.
 (13) Shri Gurdev Singh, M.L.A.
 (14) Shri Basant Singh, M.L.A.
 (15) Shri Dalip Singh Pandhi, M.L.A.
 (16) Shri Dalip Singh, M.L.A.

2. This Committee will examine and consider the date regarding representation of members of Scheduled Castes and Backward Classes in State Services and posts furnished by the various Departments and review the performance in the matter of representation of Scheduled Castes and Backward Classes in the Services and posts under the Punjab Government and after consideration take necessary action for ensuring due representation of these communities in State Services. Besides, the Secretary, Welfare will hold meetings with the departments and submit necessary suggestions to the Committee for consideration.

The Committee will also consider matters concerning proper implementation of the schemes or programmes formulated for the Welfare of Scheduled Castes and Backward Classes by the Central and State Governments.

3. The Members of the Legislature will get T.A./D.A. in their *ex-officio* capacity as admissible to them under the Punjab Legislative Assembly/Council (Allowances of Members) Act, 1942/1952 and the rules made thereunder. The T.A. Bills of the Members of the Legislature will be countersigned by the Secretary, Punjab Vidhan Sabha/Parishad.

4. The expenditure on account of T.A./D.A. of non-official members will be debitable to the Head 26—Miscellaneous Departments—D(V) Scheme for the benefit of Backward Classes and Scheduled Castes.

5. This notification issues with the concurrence of Finance Department received,—vide their U.O. No. 3041-6FFG-69, dated 10th October, 1969.

Dated Chandigarh, the
16th June, 1969.

DALJEET SINGH,
Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 1288-OSD(W)-69/28321, dated Chandigarh, the 22nd October, 1969.

A copy is forwarded to Accountant-General, Punjab, Simla, for information.

DALJEET SINGH,

Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 1288-OSD(W)-69/28322, dated Chandigarh, the 22nd October, 1969.

A copy is forwarded to all Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab, for information and necessary action.

By Order,

BALBIR SINGH,

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 1288-OSD(W)69/28323, dated Chandigarh, the 22nd October, 1969.

Copies are forwarded to the :—

(i) Deputy Controller, Printing and Stationery, Punjab Chandigarh. It is requested that this notification may please be published in the next issue of Punjab Government Gazette Part II.

(ii) Director, Scheduled Castes and Backward Classes Department, for information and necessary action. The members may be informed accordingly.

By Order,

BALBIR SINGH,

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

Copies are forwarded to all Financial Commissioners, Punjab and all Administrative Secretaries to Government, Punjab, for information.

BALBIR SINGH,

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

(i) All Financial Commissioners, Punjab.

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 1288-OSD(W)-69, dated Chandigarh, the 22nd October, 1969.

Copies are forwarded to the Principal Secretary/Chief Minister, Secretaries/Private Secretaries, to Irrigation and Power Minister, Revenue Minister/Social Welfare Minister and Chief Secretary for information of C.M./I.P.M./H.M./S.W.M. and Chief Secretary to Government, Punjab.

BALBIR SINGH,

Superintendent, Social Welfare,
for Secretary to Government, Punjab.

To

The Principal Secretary/Chief Minister, Secretaries and Private Secretaries to Irrigation and Power Minister/Revenue Minister, Social Welfare Minister/Chief Secretary.

U.O. No. 1288-OSD(W)69/ dated, Chandigarh, the 22nd October, 1969.

A copy is forwarded to the Secretary to Government, Punjab, Finance Department, for information with reference to his U.O. No. 3041-FCG-69, dated 10th October, 1969.

BALBIR SINGH,

Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

The Secretary to Government, Punjab,
Finance Department.

U.O. No. 1288-OSD(W)69, dated Chandigarh, the 22nd October, 1969.

ਨੰ: 719 ਵ. ਕ. ਅ (ਭ)-69/18194

ਵਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,
ਫ਼ਵੀਜਲਾ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ
ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ-
ਮੰਡਲ ਅਡਮਰ (ਸਿਵਲ)

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 19 ਜੁਲਾਈ, 1969

ਵਿਸ਼ਾ:-ਸਿਰੀ ਭਰਤੀ ਸਮੇਂ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ
ਤੇ ਪਛੜੀਆਂ ਕਰਮਚਾਰੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਜਿਨਿਆਰਤਾ ਨਿਸ਼ਚਿਤ ਕਰਨ ਬਾਰੇ।

ਸੰਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਸੰਬੰਧਨ ਕਰਨ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ
ਦੀਆਂ ਇਹ ਹਦਾਇਤਾਂ ਹਨ ਕਿ ਭਰਤੀ ਕਰਨ ਸਮੇਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਵਾਸਤੇ 20 ਪ੍ਰਤੀਸ਼ਤ ਅਤੇ 2 ਪ੍ਰਤੀਸ਼ਤ ਆਸਾਮੀਆਂ ਕ੍ਰਮਵਾਰ ਰਾਖਵੀਆਂ ਕੀਤੀਆਂ ਜਾਣ। ਪੰਜਾਬ
ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 2360-4 ਭਬਟਿਯੂ. ਜੀ. 1-64/4860, ਮਿਤੀ 24 ਮਾਰਚ, 1964
ਵਿਖੇ ਨਿਸ਼ਚਿਤ ਰੋਸਟਰ ਦੇ ਅਨੁਸਾਰ ਨੰ: 1, 6, 11, 16 ਆਦਿ ਤੇ ਆਉਂਦਿਆਂ ਆਸਾਮੀਆਂ ਇਹਨਾਂ
ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਦੇਣ ਵਾਸਤੇ ਸਪਸ਼ਟ ਕੀਤਾ ਗਿਆ ਹੈ। ਕਈਆਂ ਮਹਿਕਮਿਆਂ ਨੇ
ਸਪਸ਼ਟੀਕਰਨ ਮੰਗੇ ਹਨ ਕਿ ਆਇਆ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਜਿਨਿਆਰਤਾ
ਜੋਗਤਾ ਸੂਚੀ ਅਨੁਸਾਰ ਨਿਸ਼ਚਿਤ ਕਰਨੀ ਹੈ ਜਾਂ ਉਪਰੋਕਤ ਰੋਸਟਰ ਦੇ ਆਧਾਰ ਤੇ ਕਰਨੀ ਹੈ।

2. ਇਸ ਸਵਾਲ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਨੌਕ ਸੇਵਾ
ਕਮਿਸ਼ਨ, ਕਮੇਟੀਆਂ ਵਲੋਂ ਸਿਫਾਰਸ਼ ਕੀਤੇ ਹੋਏ ਆਮ ਉਮੀਦਵਾਰਾਂ ਦੀ ਨਿਯੁਕਤੀ ਜੋਗਤਾ ਸੂਚੀ

ਅਨੁਸਾਰ ਹੀ ਕਰਨੀ ਜ਼ਰੂਰੀ ਹੈ। ਪਰ ਜਿਥੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦ-
ਵਾਰਾਂ ਵਾਸਤੇ ਰਾਖਵੀਆਂ ਜਾਂ ਰਿਜ਼ਰਵ ਥਾਵਾਂ ਹਨ, ਉਥੇ ਜੋਗਤਾ ਸੂਚੀ ਵਿਚ ਉਹਨਾਂ ਦੀ ਸਥਿਤੀ
ਦਾ ਖਿਆਲ ਨਾ ਰਖਦੇ ਹੋਏ, ਉਹਨਾਂ ਨੂੰ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇ। ਇਸ
ਤਰ੍ਹਾਂ ਸਪਸ਼ਟ ਤੌਰ ਤੇ ਇਹ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਮੌਰਿਟ ਲਿਸਟ
ਵਿਚ ਉਹਨਾਂ ਦਾ ਨਾਂ ਭਾਵੇਂ ਥੱਲੇ ਹੋਵੇ, ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਅਰਥਾਤ 1, 6, 11, 16 ਅਨੁਸਾਰ
ਨਿਯੁਕਤੀ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸੇ ਤਰ੍ਹਾਂ ਉਹਨਾਂ ਦੀ ਜਿਨਿਆਰਤਾ ਨਿਰਧਾਰਨ ਕੀਤੀ ਜਾਵੇ। ਪਰ
ਇਹ ਧਿਆਨ ਵਿਚ ਰੱਖਿਆ ਜਾਵੇ ਕਿ ਜੇ ਉਹਨਾਂ ਦੀ ਪੰਜੀਸ਼ਨ ਆਮ ਜੋਗਤਾ ਸੂਚੀ ਵਿਚ ਉੱਚੀ
ਹੈ ਤਾਂ ਉਹਨਾਂ ਦੀ ਪੰਜੀਸ਼ਨ ਨੂੰ ਛੇੜਿਆ ਨਾ ਜਾਵੇ ਅਰਥਾਤ ਉਹਨਾਂ ਨੂੰ ਉੱਚੀ ਥਾਂ ਹੀ ਦਿੱਤੀ ਜਾਵੇ।
ਇਸ ਦੀ ਪੁਰੋਚ ਰਜੀਦ ਭੇਜੀ ਜਾਵੇ।

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਨੰ: 719 ਵ. ਕ. ਅ. (ਭ) 69/18195, ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 19 ਜੁਲਾਈ, 1969।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:—

1. ਸਕੱਤਰ, ਪੰਜਾਬ ਪਬਲਿਕ ਸਰਵਿਸ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ।
2. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
3. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਖੇਤੀਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
5. ਚੇਅਰਮੈਨ, ਪੈਪਸੂ ਹਾਈ ਟਰਾਂਸਪੋਰਟ ਕਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਇਕ ਨਕਲ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਉਹਨਾਂ ਦੇ ਗ. ਸ. ਅਡਵਾਈਸ ਨੰ: 5836
ਜੋਵਾਵਾਂ 2(1) 69, ਮਿਤੀ 9 ਜੁਲਾਈ, 1969 ਦੇ ਹਵਾਲੇ ਵਿਚ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

(ਜੋਵਾਵਾਂ 2 ਸਾਖਾ)

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਗ. ਸ. ਨੰ: 719 ਵ. ਕ. ਅ. (ਭ) 69, ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 19 ਜੁਲਾਈ, 1969।

ਇਕ ਨਕਲ ਪੰਜਾਬ ਦੇ (1) ਸਮੂਹ ਵਿਚ ਕਮਿਸ਼ਨਰ ਅਤੇ (2) ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ
ਜੁਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ)

ਸੁਪਰਡੈਂਟ, ਸਮਾਜਕ ਭਲਾਈ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਚੋਂ

1. ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ।

ਗ. ਸ. ਨੰ: 719 ਵ. ਕ. ਅ. (ਭ) 69, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 19 ਜੁਲਾਈ, 1969।

ਨੰ: 1071 ਵ. ਕ. ਅ. (ਭ)-69/22340

ਵਲੋਂ,

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,

ਫਤਹਿਗੜ੍ਹ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰਾਜਸਥਾਨ, ਪੰਜਾਬ ਤੇ

ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲ੍ਹਾ ਤੇ ਜੇਸ਼ਨ ਜੇਜ਼ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 8 ਸਤੰਬਰ, 1969।

ਵਿਸ਼ਾ:-ਸਿੱਧੀ ਭਰਤੀ ਸਮੇਂ ਵਿਸ਼ੇਸ਼ ਰਾਖਵੀਆਂ ਆਸਾਮੀਆਂ ਵਿਰੁੱਧ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਨਿਯੁਕਤੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਖੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਗ਼ਜ਼ਤੀ ਪੱਤਰ ਨੰ: 9649-ਡਬਲਿਊ. ਜੀ. 2-63/24786, ਮਿਤੀ 26 ਦਸੰਬਰ, 1963, ਦੁਆਰਾ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦੁਆਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਹ ਵੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਪੰਜਾਬ ਪਬਲਿਕ ਕਮਿਸ਼ਨ ਉਮੀਦਵਾਰਾਂ ਦੀ ਲਿਸਟ ਮੰਨਿਟ ਦੇ ਆਧਾਰ ਤੇ ਭੇਜਦਾ ਹੈ ਜਿਸ ਵਿਚ ਆਮ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਾਮ ਅਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਾਮ ਹੁੰਦੇ ਹਨ। ਆਮ ਤੌਰ ਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਾਮ ਕਮਿਸ਼ਨ ਵਲੋਂ ਵਿਭਾਗਾਂ ਨੂੰ ਭੇਜੀ ਗਈ ਲਿਸਟ ਵਿਚ ਥੱਲੇ ਹੀ ਦਿੱਤੇ ਹੁੰਦੇ ਹਨ ਅਤੇ ਆਮ ਉਮੀਦਵਾਰਾਂ ਅਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੀਆਂ ਸੂਚੀਆਂ ਵੱਖ ਵੱਖ ਨਹੀਂ ਹੁੰਦੀਆਂ। ਵਿਭਾਗ ਕਮਿਸ਼ਨ ਵਲੋਂ ਭੇਜੀ ਜਾਣੀ ਮੰਨਿਟ ਲਿਸਟ ਦੇ ਆਧਾਰ ਤੇ ਨਿਯੁਕਤੀਆਂ ਕਰ ਦੇਂਦੇ ਹਨ। ਇਸ ਤਰ੍ਹਾਂ ਕਰਨ ਨਾਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਪਾਲਸੀ ਹਦਾਇਤਾਂ ਨੰ: 2360-4 ਡਬਲਿਊ. ਜੀ. ਆਈ. 64/4860, ਮਿਤੀ 24 ਮਾਰਚ, 1964, ਵਿਚ ਦਿੱਤੇ ਰੋਸ਼ਟਰ ਅਨੁਸਾਰ ਇਹਨਾਂ ਲਈ ਨਿਸ਼ਚਿਤ ਪੋਸਟਾਂ (ਅਰਥਾਤ ਨਿਯੁਕਤੀ ਲਈ ਤਿਆਰ ਕੀਤੀ ਗਈ ਰੈਕਰੂਟਿੰਗ ਆਸੀਸੀ ਵਲੋਂ ਲਿਸਟ ਵਿਚ ਨੰ: 1, 6, 11, 16 ਆਦਿ ਤੇ ਆਉਂਦੀਆਂ ਆਸਾਮੀਆਂ) ਨਹੀਂ ਦਿੱਤੀਆਂ ਜਾਂਦੀਆਂ। ਇਹ ਤਰੀਕਾ ਸਰਕਾਰ ਦੀਆਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੇ ਉਲਟ ਹੈ।

2. ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਅਸਰਦਾਰ ਢੰਗ ਨਾਲ ਲਾਗੂ ਕਰਨ ਵਾਸਤੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਜਦੋਂ ਮਹਿਕਮੇ ਆਸਾਮੀਆਂ ਭਰਨ ਸਬੰਧੀ ਪੰਜਾਬ ਪਬਲਿਕ ਸਰਵਿਸ ਕਮਿਸ਼ਨ ਨੂੰ

ਮੰਗ ਪੱਤਰ ਭੇਜਣ ਤਾਂ ਉਹ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਮੰਗ ਪੱਤਰ ਫਾਰਮ ਵਿਚ ਇਹ ਦੱਸਣ ਕਿ ਭਰਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਵਿਚ ਫਲਾਣੇ ਫਲਾਣੇ ਨੰਬਰਾਂ ਤੇ ਆਉਂਦੀਆਂ ਆਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਾਸਤੇ ਰਾਖਵੀਆਂ ਹਨ। ਮਹਿਕਮੇ ਨਾਲ ਹੀ ਜ਼ਰੂਰੀ ਤੇ ਸ਼ਾਸ਼ਤ ਤੌਰ ਤੇ ਕਮਿਸ਼ਨ ਨੂੰ ਇਹ ਵੀ ਬੇਨਤੀ ਕਰਨ ਕਿ ਉਹ (ਕਮਿਸ਼ਨ) ਮੰਨਿਟ ਲਿਸਟ ਸਰਕਾਰ ਦੀਆਂ ਉਪਰੋਕਤ ਰਿਜ਼ਰਵੇਸ਼ਨ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਸਾਰ ਤਿਆਰ ਕਰਨ ਤਾਂ ਜੋ ਕਮਿਸ਼ਨ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਵਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਇਸ ਤਰੀਕੇ ਨਾਲ ਕਰ ਸਕੇ ਕਿ ਇਹਨਾਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਰੋਸ਼ਟਰ ਅਨੁਸਾਰ ਨਿਸ਼ਚਿਤ ਥਾਵਾਂ ਇਹਨਾਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਹੀ ਦਿੱਤੀਆਂ ਜਾ ਸਕਣ।

3. ਉਪਰੋਕਤ ਲਈ, ਜੇ ਕੋਈ ਮਹਿਕਮਾ 6 ਆਸਾਮੀਆਂ ਭਰਨ ਲਈ ਪਬਲਿਕ ਸਰਵਿਸ, ਕਮਿਸ਼ਨ ਨੂੰ ਮੰਗ ਪੱਤਰ ਭੇਜਦਾ ਹੈ ਤਾਂ ਰੋਸ਼ਟਰ ਅਨੁਸਾਰ ਜੋ ਦੋ ਆਸਾਮੀਆਂ ਅਰਥਾਤ ਨੰਬਰ 1 ਅਤੇ ਨੰਬਰ 6 ਤੇ ਆਉਣ ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਨੂੰ ਦਿੱਤੀਆਂ ਜਾਣੀਆਂ ਹਨ ਤਾਂ ਸਬੰਧਤ ਮਹਿਕਮੇ ਸਾਫ਼ ਤੌਰ ਤੇ ਮੰਗ ਪੱਤਰ ਵਿਚ ਲਿਖੇ ਕਿ ਛੇ ਆਸਾਮੀਆਂ ਵਿਚੋਂ ਨੰਬਰ 1 ਤੇ 6 ਵਾਲੀ ਆਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਲਈ ਰਿਜ਼ਰਵ ਹਨ ਅਤੇ ਕਮਿਸ਼ਨ ਨੂੰ ਦੱਸੋ ਕਿ ਜਾਵੇ ਕਿ ਮੰਨਿਟ ਲਿਸਟ ਵਿਚ ਇਹਨਾਂ ਨੰਬਰਾਂ ਦੇ ਵਿਰੁੱਧ ਕੋਵਲ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੇ ਨਵਾਂ ਦੀ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਜਾਵੇ।

4. ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪੂਰੇ ਤੌਰ ਤੇ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਮੰਗ ਪੱਤਰ ਦੀ ਨਕਲ ਇਸ ਵਿਭਾਗ ਨੂੰ ਹਮੇਸ਼ਾ ਭੇਜੀ ਜਾਵੇ ਜਿਸ ਤਰ੍ਹਾਂ ਕਿ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਧੀਨ ਹਦਾਇਤਾਂ ਵਿਚ ਕਿਹਾ ਗਿਆ ਹੈ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,
ਦਲਜੀਤ ਸਿੰਘ,
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ
ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਨੰ: 1071 ਵ. ਕ. ਅ. (ਭ) 69/22341, ਮਿਤੀ 8 ਸਤੰਬਰ, 1969।

ਇਸ ਨਕਲ ਸਕੱਤਰ, ਪੰਜਾਬ ਪਬਲਿਕ ਸਰਵਿਸ ਕਮਿਸ਼ਨ, ਪਟਿਆਲਾ, ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਮੰਨਿਟ ਲਿਸਟ ਤਿਆਰ ਕਰਨ ਲਾਗਿਆਂ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਵਲ ਧਿਆਨ ਰੱਖਿਆ ਜਾਵੇ ਤਾਂ ਜੋ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਨੂੰ ਨਿਯੁਕਤੀ ਸਮੇਂ ਇਹਨਾਂ ਲਈ ਨਿਸ਼ਚਿਤ ਥਾਵਾਂ ਮਿਲ ਸਕਣ।

(ਸਹੀ)
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਨੰ: 1071-ਵ. ਕ. ਅ. (ਭ)-69/22342, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 8 ਸਤੰਬਰ, 1969।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:-

1. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਖੇਤੀ ਬਾਜ਼ੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
3. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
4. ਚੇਅਰਮੈਨ, ਪੀਪਸੂ ਰੋਡ ਟਰਾਂਸਪੋਰਟ ਯਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਇਕ ਨਕਲ (1) ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਉਹਨਾਂ ਦੇ ਗ. ਸ. ਕੋ: 6603 ਸ 2 (3) 69, ਮਿਤੀ 8 ਅਗਸਤ, 1969 ਦੇ ਹਵਾਲੇ ਵਿਚ (2) ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ (3) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

(ਸਹੀ)

ਸੁਪਰਡੈਂਟ ਸਮਾਜਕ ਭਲਾਈ,
ਵਾਸਤਵ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁ-
ਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਜੇਵਾ ਵਿਚ.

1. ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਜੇਵਾਵਾਂ 2 (ਸਾਖਾ)।
 2. ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
 3. ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ।
- ਗ. ਸ. ਨੰ: 1071 ਵ. ਕ. ਅ. (ਭ)-69/ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 8 ਸਤੰਬਰ, 1969।

ਦਲਜੀਤ ਸਿੰਘ, ਆਈ. ਏ. ਐਸ.,

ਸਕੱਤਰ, ਸਿੱਖਿਆ ਤੇ ਭਲਾਈ ਵਿਭਾਗ।

ਅ. ਸ. ਨੰ: 1249 ਵ. ਕ. ਅ. (ਭ)-69/27505।

ਸਿੱਖਿਆ ਤੇ ਭਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

ਅਕਤੂਬਰ 17/21, 1969।

ਪ੍ਰਿਯਾਰੋ

ਮੈਂ ਤੁਹਾਡਾ ਧਿਆਨ ਆਪਣੇ ਅ. ਸ. ਪੱਤਰ ਨੰ: 995 ਵ. ਕ. ਅ. (ਭ) 69/22203, ਮਿਤੀ 26 ਅਗਸਤ, 1969 ਅਤੇ ਨੰ: 750 ਵ. ਕ. ਅ. (ਭ) 69/17068, ਮਿਤੀ 14 ਜੁਲਾਈ, 1969 ਅਤੇ ਨੰ: 1099 ਵ. ਕ. ਅ. (ਭ) 69/22202, ਮਿਤੀ 28 ਅਗਸਤ, 1969, ਜਿਨ੍ਹਾਂ ਵਿਚ 1 ਜਨਵਰੀ, 1968 ਤੋਂ 1 ਜਨਵਰੀ, 1969 ਨੂੰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸਰਵਸਿਖ ਵਿਚ ਪ੍ਰਤੀਨਿਧਤਾ ਬਾਰੇ ਅੰਕੜੇ ਮੰਗੇ ਸਨ, ਵਲ ਦੁਆਉਂਦਾ ਹਾਂ। ਬੜੇ ਖੇਦ ਨਾਲ ਕਹਿਣਾ ਪੈਂਦਾ ਹੈ ਕਿ ਇਹ ਅੰਕੜੇ ਮਹਿਕਮੇ ਨੂੰ ਅਜੇ ਤਕ ਨਹੀਂ ਆਏ। ਇਹ ਚੀਜ਼ ਹਾਲੀ ਪਾਵਰਡ ਕਮੇਟੀ ਦੇ ਨੋਟਿਸ ਵਿਚ ਆਈ ਹੈ ਤੇ ਉਨ੍ਹਾਂ ਹੁਕਮ ਦਿਤਾ ਹੈ ਕਿ ਨਾਲ ਨੱਥੀ ਕੀਤੇ ਪਰੋਵੈਰਮੇਂ ਵਿਚ ਇਹ ਅੰਕੜੇ 30 ਜੂਨ, 1969 ਦੀ ਪੰਜੀਸ਼ਨ ਬਾਬਤ ਦਸਾਂ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਭੇਜੇ ਜਾਣ। ਨਾਲ ਹੀ ਮੈਨੂੰ ਇਹ ਖੇਤਰੀ ਕਰਨ ਦਾ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਜਿਥੇ ਪ੍ਰਤੀ ਨਿਧਤਾ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਘੱਟ ਹੈ, ਉਹ ਪੂਰੀ ਕਰਨ ਦੀ ਵੱਧ ਤੋਂ ਵੱਧ ਕੋਸ਼ਿਸ਼ ਕੀਤੀ ਜਾਵੇ। ਅਗਲੇ ਮਹੀਨੇ ਇਨ੍ਹਾਂ ਅੰਕੜਿਆਂ ਬਾਬਤ ਹਾਲੀ ਪਾਵਰਡ ਕਮੇਟੀ ਦੀ ਵਿਰ ਮੀਟਿੰਗ ਹੋਵੇਗੀ ਤੇ ਤੁਹਾਨੂੰ ਉਸ ਮੀਟਿੰਗ ਵਿਚ ਤੁਹਾਡੇ ਮਹਿਕਮੇ ਦੀ ਪੰਜੀਸ਼ਨ ਬਾਬਤ ਬੁਲਾਇਆ ਜਾਵੇਗਾ।

2. ਮੈਂ ਫਿਰ ਬੇਨਤੀ ਕਰਦਾ ਹਾਂ ਕਿ ਤੁਸੀਂ ਆਪਣਾ ਨਿੱਜੀ ਧਿਆਨ ਇਸ ਚੀਜ਼ ਵਲ ਦਿਓ ਤਾਂ ਕਿ ਤੁਹਾਡੇ ਮਹਿਕਮੇ ਦੀ ਪੰਜੀਸ਼ਨ ਭਲਾਈ ਮੰਤਰੀ ਜੀ ਤੇ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੇ ਸਾਹਮਣੇ ਪੇਸ਼ ਕੀਤੀ ਜਾਵੇ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਅਫਸਰਾਂ ਦੇ ਵਿਰੁਧ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

ਰਿਤੂ,

(ਸਹੀ)
(ਦਲਜੀਤ ਸਿੰਘ)

ਸਾਰੇ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਅਤੇ
ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ।

No. 8451-ISW-69/26509.

From

The Secretary to Government, Punjab,
Scheduled Castes and Backward Classes Department,
Chandigarh.

All Heads of Departments, Commissioners of Divisions,
District and Sessions Judges and Deputy
Commissioners, in Punjab.

Chandigarh, the December, 1969.

Subject.—Enhancement in the income limit of the parents of the Scheduled Castes and Backward Classes students for grant of educational facilities from Rs. 1,800 to Rs. 3,600 per annum.

Sir,

I am directed to say that the matter with regard to the enhancement of income limit of the parents of the students belonging to the Scheduled Castes and Backward Classes for grant of educational facilities has been under consideration of the Government for some time. After careful examination, the Governor of Punjab has been pleased to enhance the income limit of parents of the students for the purpose of grant of educational facilities upto school level from Rs. 1,800 to 3,600 per annum with immediate effect.

2. This issue with the concurrence of the Finance Department conveyed,—vide No. 5788-6FG-69, dated the 29th November, 1969.

(Sd.) . . .

Secretary to Government, Punjab,
Scheduled Castes and Backward Classes
Department, Chandigarh.

No. 364-OSD(W)-2-70/877

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

All Heads of Departments, Registrar, Punjab and Haryana High Court
Commissioners of Divisions, Deputy Commissioners, District and
Sessions Judges and Sub-Divisional Officers, in the Punjab.

Dated Chandigarh, the 12th March, 1970.

Subject.—Payment of travelling allowance to the members of Scheduled Castes and Scheduled Tribes called for interview or written tests, etc.

Sir,

I am directed to invite a reference to the Punjab Government Finance Department Circular letters noted in the margin on the subject noted above where it is laid down that—

- (i) N. 1030-FRI-61/
1504 dated 9th February, 1961.
- (ii) 1380-FRI-62/
14015, dated 2nd February, 1962.
- (iii) No. 10868-FRI
62/24086, dated
18th March, 1963.

when the Scheduled Castes/Scheduled Tribes candidates are called for interview for appointment to Class I, II and Class IV advertised posts or through the Employment Exchanges, the recruiting authorities may allow such candidate single 3rd class rail fares chargeable as passenger train, by the shortest route from the place of normal resident to the place of interview or test and back to the same station provided the distance travelled each way exceeds fifty miles. In respect of rail journeys between stations not connected by rail, the recruiting authority may allow such candidates actual bus fares or road mileage as admissible for Government servants, under Punjab Civil Services Rules Vol. III (T.A. Rules).

whichever is less provided the distance covered by the road is more than 20 miles each way etc. These instructions further enjoin that the payment should be made on the spot from the contingent expenditure or permanent advance etc. as the case may be, after the interview/written test is over and if owing to administrative difficulty the payment is not made on the spot, the amount may be remitted to the candidate at the Government cost. In this context, it has come to the notice of Government that the above-mentioned instructions as contained in the Manual of Finance Department Instructions, 1968 (Para 3.116) are not being followed by some departments meticulously and the departments or departmental Recruiting Committees while inviting applications for post (s) do not mention in their advertisements that T.A. will be admissible to Scheduled castes and Scheduled Tribes candidates called for interview/written tests etc.

2. It may, however, be made clear that the Scheduled, Castes/Scheduled Tribes candidates will be entitled to Travelling Allowance when called for interview or written test as per instructions mentioned above. The departments, offices or the Departmental Recruiting Committees should invariably notify in their advertisements that T.A. will be admissible to Scheduled Castes/Scheduled Tribes candidate when called for interview/written test as per Government instructions referred to.

3. I am, therefore, to request you to ensure that these instructions should be strictly complied with and the Government need not have to remind the departmental authorities on the subject again and again. These instructions may also be brought to the notice of the Subordinate Officers for guidance.

4. The receipt of this communication may please be acknowledged.

Yours faithfully,

S. S. BEDI,

Secretary to Government, Punjab,
Welfare of Scheduled Castes/Backward
Classes Department.

A copy is forwarded to all Financial Commissioners and all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Departments.

(i) All Financial Commissioners in Punjab.

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 364-OSD(W)-2-70, dated Chandigarh, the 12th March, 1970.

No. 975-OSD—(W)-2-70/2633.

From
The Chief Secretary to Government,
Punjab.

To
All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners, Registrar, Punjab and
Haryana High Court, District and Sessions
Judges and Sub-Divisional Officers (Civil)
in the State.

Dated Chandigarh, the 28th April, 1970.

Subject.—Measures to provide due representation in services to the members of Scheduled Castes/Tribes, and the Backward Classes and to ensure employment to the educated and suitable unemployed persons of these castes and classes—Establishment of a special Employment Cell.

Sir,

According to the instructions issued by the Government from time to time on the subject noted above, reservation of vacancies in all State Services filled through the method of direct recruitment or appointments by transfer from other departments, has been made for the members of Scheduled Caste Tribes and Backward classes to the extent of 20 per cent and 2 per cent respectively. The same percentage of reservation has also been made for them in respect of recruitment made by promotion in Class III (III-A, III-B) and Class IV Services. With a view to safeguarding their interests, further instructions were issued to ensure that due representation was given to members of these classes at the time of initial recruitment as also appointments by promotion by following 'carry forward' and 'ad hoc appointment' formulae strictly, so that the percentage of reservation is maintained in their case and that the vacancies brought forward could also be given to them. It has, however, come to the notice of Government that quite a number of educated and trained young men belonging to these communities are unemployed. At District/Tehsil Welfare Officers have, therefore, been directed to maintain liaison with the Employment Exchange and other offices, collect information regarding vacant posts and to supply the same to the unemployed educational persons residing in remote areas thereby enabling them to apply for the vacancies reserved for them. The Employment Exchanges and the Heads of Offices at District level were requested that while filling up vacancies information regarding reserved vacancies should particularly be supplied to the District Welfare Officers. The Employment Officers were also asked to place information regarding vacant posts so that the Welfare Officers could inform educated un-employed persons belonging to the Scheduled Castes and Backward Classes, who, in turn, could apply against the reserved or other vacancies for which they were found suitable. In spite of all this, the statistics received by the Government from the different departments indicate that members of these castes are still inadequately represented in Class I and II services

particular and in Class III in general. This is apparently due to the fact that either the departments, at the time of initial recruitment or at the time of filling up of vacancies by promotions did not adhere to the reservation policy and that the vacancies reserved for them were diverted to general line or no suitable candidates belonging to Scheduled Castes/Tribes and Backward Classes were available for recruitment.

2. The matter has thoroughly been considered by the Government and with a view to ensuring due representation to members of these classes and also to provide employment to the unemployed educated persons belonging to Scheduled Castes/Tribes and Backward Classes, the following decisions have been taken :—

(i) A 'Scheduled Castes Employment cell' has been set up in the Directorate of Welfare of Scheduled Castes and Backward Classes to register the names of un-employed educated persons of these classes throughout the State, who are in possession of certificates in respect of academic/technical qualifications. Those persons who have already got their names registered in the Employment Exchanges can also get themselves registered with this special Cell. But the Employment Exchanges would continue their usual efforts to find jobs for such Scheduled Castes and Backward Classes candidates against reserved as well as general vacancies and would not cease their efforts in this direction. Whenever the Departments (whether at Headquarters or at District/Tehsil level) advertise any permanent, temporary or short-term vacancies, to be filled up through the Department Committees or place requisitions for this purpose with the Public Service Commission/Board/Employment Exchanges, a copy of such an advertisement/requisition should invariably be sent to this Special Cell, and the Cell, in turn, would forward the names of suitable persons on its list to the Department/Recruiting Agency concerned. The recruiting authorities/Organisations will consider such candidates along with others in order to select suitable candidates belonging to Scheduled Castes and Backward Classes according to their need. The Department shall have to obtain a non-availability certificate from the 'Scheduled Castes Employment Cell' before the vacancies reserved for Scheduled Castes/Backward Classes are offered to other candidates. The persons belonging to Scheduled Castes and Backward Classes can send their applications on the enclosed proforma No 1 direct to the Director, Welfare of Scheduled Castes and Backward Classes Department, Chandigarh to enable the Department to make best efforts to secure employment for them.

(ii) **For Welfare Officers.**—The District and Tehsil Welfare Officers should give due publicity by visiting remote places personally so that the educated unemployed residents in such areas could derive the maximum benefit out of this scheme. The District Welfare Officers will also maintain such lists and forward the names of suitable candidates to the local offices from time to time for consideration. The local offices will consider the names of Scheduled Castes/Tribes and Backward Classes candidates supplied by the Welfare Officers along with the candidates sent by the Employment Exchanges and the reserved vacancies will be filled up by suitable candidates belonging to these classes only.

(iii) **For Employment Exchanges.**—The Employment Officers in the State are requested to send in the enclosed proforma No. 2 details

of candidates belonging to Scheduled Castes and Backward Classes, who have got themselves registered with their offices and have not got any employment so far, to the Director, Welfare of Scheduled Castes and Backward Classes Department, Punjab, Chandigarh within 15 days of the receipt of this letter to enable this Cell to start functioning. This may be treated as urgent.

3. I am directed to say that the above instructions may be brought to the notice of all concerned for strict compliance. The receipt of this communication may please be acknowledged to the Secretary to Government, Punjab, Welfare of Scheduled Castes and Backward Classes Department.

Yours faithfully,

A.N. KASHYAP,

Chief Secretary to Government, Punjab.

No. 975-OSD(W)-2-70/2634, dated the 28th April, 1970.

A copy is forwarded to the Director, Welfare of Scheduled Castes and Backward Classes Department with request that effective measures should be taken to ensure immediate implementation of the Government decision. Necessary instruction in this behalf should also issue to the Welfare Officers for meticulous compliance. The statistics of the un-employed persons may be collected and progress made in the matter communicated to Government within one month, from the issue of these instructions.

(ii) The Director, Employment, Punjab, for information and necessary action. The District Employment Officers may please be asked to send the requisite information to this Cell immediately, under intimation to Government,

(iii) The Director, Public Relation, Punjab with the request that wide publicity may be given to this scheme through press.

(Sd.) . . .

Under Secretary, Services,
for Chief Secretary to Government, Punjab.

A copy is forwarded to (i) all Financial Commissioners, Punjab and (ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

Under-Secretary, Services,
for Chief Secretary to Government,
Punjab.

To

(1) All Financial Commissioners, Punjab, and

(2) All Administrative Secretaries to Government, Punjab.

U.O. No. 975-OSD(W)-2-70, dated the 28th April, 1970.

FORM No. 1

APPLICATION FORM

1. Name
2. Father's Name
3. Occupation and Caste
4. Residential address (full)
5. Date of Birth
6. Educational qualifications and experience

Academic qualifications	School/ College	Division	Marks Obtained
(i) Middle			
(ii) Matric/Higher Secondary			
(iii) F.A.			
(iv) B.A.			
(v) M.A.			
(vi) Details of experience			

7. Other qualifications not mentioned above.
8. Registration No. of Employment Exchange of
9. Index Number
10. Copies of certificates attached

Dated

Signatures of applicant.

Full address

Note.—Copies of certificate in regard to educational qualifications, technical qualifications, experience and caste, etc. duly attested by a gazetted officer should be attached.

ਵਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ, ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਚ

ਸਕੱਤਰ, ਪੰਜਾਬ ਲੇਬ ਸੇਵਾ ਕਮਿਸ਼ਨ,

ਪਟਿਆਲਾ।

ਮੀਮੋ ਨੰ. 1622 ਵ.ਕ.ਅ. (ਭ) -2-69/11246

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 5 ਮਈ, 1970।

ਵਿਸ਼ਾ :- ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਸੇਵਾਵਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਵਾਸਤੇ ਰਿਜ਼ਰਵੇਸ਼ਨ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਆਪ ਜੀ ਦੇ ਪੱਤਰ ਨੰ. 198/69/ਸੀ. ਏ. ਜੀ. ਮਿਤੀ 22 ਦਸੰਬਰ, 1969 ਵੱਲ ਦੁਆਇਆ ਜਾਂਦਾ ਹੈ।

2. ਇਸ ਸਬੰਧ ਵਿਚ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 3925-6-ਸਭ-69/9778, ਮਿਤੀ 14 ਮਈ, 1969 ਵਿਚਲੀਆਂ ਹਦਾਇਤਾਂ ਮੁਕਾਬਲੇ ਦੇ ਇਮਤਿਹਾਨਾਂ ਦੁਆਰਾ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਤੋਂ ਛੁਟ, ਇੰਟਰਵੀਊ ਜਾਂ ਹੋਰ ਸਾਧਨਾਂ ਦੁਆਰਾ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਭਰਤੀ ਤੇ ਲਾਗੂ ਹੋਵੇਗਾ। ਇਮਤਿਹਾਨ ਦੁਆਰਾ ਭਰਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਅਸਾਮੀਆਂ ਵਾਸਤੇ, ਜਿਹੜੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰ ਇਮਤਿਹਾਨ ਲਈ ਨਿਰਧਾਰਤ ਕੀਤੀ ਗਈ ਘੱਟ ਤੋਂ ਘੱਟ ਯੋਗਤਾ ਨੂੰ ਪ੍ਰਾਪਤ ਕਰ ਲੈਣਗੇ, ਉਹ ਰਾਖਵੀਆਂ ਅਸਾਮੀਆਂ ਵਾਸਤੇ ਵਿਚਾਰੇ ਜਾਣਗੇ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਯੋਗਤਾ ਦਾ ਮੁਕਾਬਲਾ ਆਪਸ ਵਿਚ ਹੀ ਹੋਵੇਗਾ।

3. ਜਿਥੇ ਤੱਕ ਇੰਟਰਵੀਊ ਜਾਂ ਹੋਰ ਸਾਧਨਾਂ ਰਾਹੀਂ ਅਸਾਮੀਆਂ ਨੂੰ ਭਰਨ ਦਾ ਸਬੰਧ ਹੈ, ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਉਪਰੋਕਤ ਦੱਸੇ ਪੱਤਰ ਵਿੱਚ ਹਦਾਇਤਾਂ ਬਿਲਕੁਲ ਸਪਸ਼ਟ ਹਨ। ਭਾਵੇਂ ਇਹ ਹੈ ਕਿ ਜਿੱਥੇ ਘੱਟ ਤੋਂ ਘੱਟ ਨਿਰਧਾਰਤ ਯੋਗਤਾ ਰੱਖਣ ਵਾਲੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਮਿਲ ਸਕਦੇ ਹੋਣ ਜਾਂ ਉਸੇ ਹੋਰ ਕਿਸੇ ਕਾਰਨ ਕਰ ਕੇ ਉਨ੍ਹਾਂ ਨੂੰ ਨੌਕਰੀਆਂ ਲੈਣ ਤੋਂ ਵਾਂਝੇ ਨਾ ਰੱਖਿਆ ਜਾਵੇ ਅਤੇ ਅਜਿਹਾ ਕਰਨ ਲਈ ਕੋਈ ਹੋਰ ਟੈਸਟ ਜਾਂ ਇਮਤਿਹਾਨ ਨਾ ਰੱਖਿਆ ਜਾਵੇ ਇਸ ਦਾ ਅਸਰ ਵਿਦਿਅਕ ਅਤੇ ਤਜਰਬੇ ਆਦਿ ਯੋਗਤਾਵਾਂ ਤੋਂ ਬਿਨਾਂ ਹੋਰ ਕਿਸੇ ਕਿਸਮ ਦੀ ਯੋਗਤਾ ਤੇ ਬਲ ਦੇਣਾ ਹੋਵੇ।

4. ਇਹ ਵੀ ਦੱਸ ਦਿਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇ ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ ਅਤੇ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਯੋਗ ਉਮੀਦਵਾਰ ਇਨ੍ਹਾਂ ਲਈ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਤੋਂ ਬਿਨਾਂ ਪੰਜਾਬ ਵਿਚ ਹੋਣ ਤਾਂ ਇਹੋ ਜਿਹੇ ਕੋਸ਼ਿਸ਼ ਵਿਚ ਉਨ੍ਹਾਂ ਉਮੀਦਵਾਰਾਂ ਵਿਚੋਂ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਦੀ ਸੰਖਿਆ ਅਨੁਸਾਰ ਅੱਛੇ ਅਤੇ ਉੱਚੇਰੀ ਯੋਗਤਾ ਵਾਲੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਨਿਯੁਕਤੀ ਲਈ ਮਿਥਾਵਰ ਕੀਤੀ ਜਾਵੇ।

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,
ਭਲਾਈ ਵਿਭਾਗ।

ਨੰ. 1622 ਵ.ਕ.ਅ. (ਭ) 2-69/11

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖ
ਹਾਈ ਕੋਰਟ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਾਂ,
ਸਬ-ਡਵੀਜ਼ਨਲ ਅਕਸਰ (ਮਿਫਲ) ਨੂੰ ਸਰ
ਮਿਤੀ 14 ਮਈ, 1969 ਦੇ ਸਿਲੇ ਸਿਲੇ।

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿੱਚ

ਸਰਕਾਰ ਨੂੰ ਇਸ ਵਿਭਾਗ ਦੇ
ਸਿਲੇ ਵਿਚ ਸੂਚਨਾ ਅਤੇ ਜਾ

ਸੇਵਾ ਵਿਚ

(1) ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।

(2) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਰਾ. ਸ. ਨੰ. 1622 ਵ.ਕ.ਅ. (ਭ) 2-69, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 5 ਮਈ, 1970।

ਨੰ. 1622 ਵ.ਕ.ਅ. (ਭ) 2-69/11248, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 5 ਮਈ, 1970।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਆਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਬਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

1. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਖੇਤੀਬਾੜੀ, ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
3. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਪਟਿਆਲਾ।
4. ਚੇਅਰਮੈਨ, ਪੇਪਰ ਫੈਡ ਟਰਾਂਸਪੋਰਟ ਕਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।
5. ਰਜਿਸਟਰਾਰ, ਹੁਣੇ ਹਾਲਕ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾ. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ
ਸ਼੍ਰੇਣੀਆਂ, ਭਲਾਈ ਵਿਭਾਗ।

APPENDIX I

THE CONSTITUTION (SCHEDULED CASTES)

ORDER, 1950

In exercise of the powers conferred by clause 1(1) of article 341 of the Constitution of India, the President, after consultation with the Governors and Rajpramukhs of the States concerned, is pleased to make the following Order, namely :—

1. This Order may be called the Constitution (Scheduled Castes) Order, 1950.
2. Subject to the provisions of this Order, the castes, races or tribes or parts, or or groups within, castes or tribes specified in Parts I to XIII of the Schedule to this Order shall, in relation to the States to which those Parts, respectively relate, be deemed to be Scheduled Castes so far as regards members thereof resident in the localities specified in relation to them in those parts of that Schedule.

3. Notwithstanding anything contained in paragraph 2 no person who professes a religion different from the Hindu or the Sikh religion shall be deemed to be a member of a Scheduled Caste.

4. Any reference in this Order, except in parts IV, IVA, VIIA and X of the Schedule, to a State or to a district or other territorial division thereof, shall be construed as a reference to the State, district or other territorial division constituted as from the first day of November, 1956, any reference in Parts IV and VIIA of the Schedule to a State or to a district or other territorial division thereof shall be construed as a reference to the State, district or other territorial division constituted as from the first day of May, 1960 ; and any reference in Parts IVA and X of the Schedule to a State or to a district or other territorial division thereof shall be construed as a reference to the State, district or other territorial division constituted as from the first day of November, 1956.

THE SCHEDULE

PART X PUNJAB

1. Throughout the State :

- | | |
|-----------------------------|--|
| 1. Ad Dharmi | 8. Bhanjra |
| 2. Bangali | 9. Chamar, Jatia, Chamar Rehagar, Raigar, Randasi or Ravidas |
| 3. Brar, Burar or Betar | 10. Chahal |
| 4. Batwal | 11. Dagl |
| 5. Bauria or Bawaria | 12. Dhanak |
| 6. Bhatia | 13. Dhilli, Malhi or Dham |
| 7. Balmiki, Chura or Bhangl | 14. Gagra |

- | | |
|-------------------------------|------------------------------|
| 15. Gandhla or Gandil Gondola | 24. Pasi |
| 16. Kabirpanthi or Julaha | 25. Perna |
| 17. Khatik | 26. Pherera |
| 18. Kori or Koli | 27. Sanhai |
| 19. Marjia or Marecha | 28. Sanhal |
| 20. Mazhabli | 29. Sansi, Bhedkur or Manesh |
| 21. Megh | 30. Sapela |
| 22. Nat | 31. Sarera |
| 23. Od | 32. Sikligar |
| | 33. Sirkiband |

2. Throughout the State except the districts of Patiala, Bhatinda, Kapurthala and Sangrur :—

- (1) Darain.
 - (2) Dhogri, Diangri or Siggi.
 - (3) Sansol.
3. In the districts of Patiala, Bhatinda, Kapurthala and Sangrur :—
- Dehu, Dhaya or Dhea.

APPENDIX II

LIST OF BACKWARD CLASSES IN PUNJAB STATE

Castes, races or tribes or part of group within castes or tribes resident in the State of Punjab and declared as Backward Classes irrespective of their religion for purposes of special treatment for the promotion of their educational, economic and other interests :—

1. Aheria, Aheri, Heir, Naik, Thorir or Turir
2. Barra.
3. Beta, Hensi or Hesi
4. Changer
5. Chitmar
6. Daiya
7. Gwaria, Gauria or Gwar
8. Kanjar or Kanchar
9. Kurmi
10. Nar
11. Rehar, Rehara or Re.
12. Ghrath including Chang and Bahli.
13. Darain
14. Ghai

P.G. No. 6961-
W.G.-53/62307,
dated 31st August,
1953

(of Kangra District only)

15. Kahar Jhinwar or Dhinwar. } P.G. No. 11096-WG-55/53380,
16. Ghast, Ghastara or Ghosi } dated 3-9-1955.
17. Bagria } P.G. No. 1520-WG-(3C)-56/3429,
18. Riagar } dated 8-9-1956
19. Weaver (Jhullaha) }
20. Labana. P.G. No. 28585-WG-56/6014, dated 6-10-1956
21. Gorkhas, P.G. No. 14980-WG-II-56/10352, dated 7/13-12-1957
22. Kumharas, P.G. No. 510-WG-II-58/21759, dated 15/19-3-1958
23. Nais P.G. No. 3059-WG(c)-56/8126, dated 10/12-11-1956
24. Gaddis (in Kangra District excluding Lahaul and Spiti)
25. Dhobis, P.G. No. 12392-WGII-58/56330, dated 14-7-1958
26. Kamboj (community for a period of 5 years with effect from 9th December, 1959 afterwards for five years more with effect from 9th December, 1968,—vide No. 4075-SW6-69/12883, dated 24-6-1969).

27. Rai Sikhs
28. Barwar
29. Barai, Tamoli
30. Baragi, Baragi
31. Balera
32. Bharbhunja, Bharbhunja
33. Bhat, Bhatra, Darpi, Ramiya
34. Bhudalia Lohai
35. Chahang
36. Chimba, Chhippi, Chimba, Darzi, Tonk
37. Dakaut
38. Dhinat, Mallah, Kashyap Rajputs
39. Fagur
40. Dhosali, Dosali
41. Gawala, Gowala
42. Gaddaria
43. Jhangra Brahman
44. Hajjam, Nai
45. Jogi Nath
46. Khati
47. Rechhanad
48. Khanghera
49. Kucha band
50. Thahera, Tamera
51. Lakhera, Manihar
52. Vanzara
53. Madari
54. Lohar
55. Mochi
56. Mirasi
57. Noonagar
58. Nalband
59. Shorgar
60. Punjab Ponja
61. Sol
62. Singhi Kant, Singhiwala
63. Tell

From Serial No. 26 to 63,—vide P.G. No. 9159-4-WGII-59/923-12-1959

ਨੰ. 801 ਵਿ.ਬ. ਅ. (ਬ) 2-70/2200

ਸਰਕਾਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਭਲਾਈ ਲਈ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਸਿਲ੍ਹਾ ਤੇ ਸੈਸਨ ਜੱਜ ਅਤੇ ਸਬ-ਡਵੀਜ਼ਨਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 17 ਅਪ੍ਰੈਲ, 1970।

ਵਿਸ਼ਾ: ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਕਬੀਲਿਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੇਵਾਵਾਂ ਵਿਚ ਪ੍ਰਤੀਨਿਧਤਾ
ਔਪ ਸਾਲਾ ਸਟੇਟਮੈਂਟਾਂ ਭੇਜਣ ਬਾਰੇ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਖੇ ਤੇ ਮੈਨੂੰ ਆਪ ਜੀ ਨੂੰ ਇਹ ਦੱਸਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਭਾਰਤ ਦੇ ਵਿਧਾਨ ਦੇ ਅਨੁਵੇਦ 16(4) ਅਤੇ 385 ਦੁਆਰਾ ਦਿੱਤੇ ਗਏ ਇਖਤਿਆਰ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਆਪਣੇ ਹਰ ਪ੍ਰਕਾਰ ਦੀਆਂ ਆਸਾਮੀਆਂ/ਗਰੇਡਾਂ ਵਿਚ ਬਦਲੀ ਜਾ ਸਿਧੀ ਭਰਤੀ ਦੁਆਰਾ ਭਰੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਆਸਾਮੀਆਂ ਵਿਚ 20 ਵੀਂ ਸਦੀ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ 2 ਵੀਂ ਸਦੀ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀਆਂ ਹਦਾਇਤਾਂ 1949 ਤੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਪੂਰਤੀ ਨੂੰ ਵੇਖਣ ਵਾਸਤੇ ਸਰਕਾਰ ਨੇ ਗਤੀ ਪੱਤਰ ਨੰ. 2480 ਡਬਲਿਊ. ਜੀ. 1-64/6115, ਮਿਤੀ 17 ਅਪ੍ਰੈਲ, 1964 ਦੁਆਰਾ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਸਨ ਕਿ ਹਰ ਵਿਭਾਗ ਆਪਣੇ ਅਤੇ ਅਧੀਨ ਸਾਰੇ ਛੋਟੇ ਦਫਤਰਾਂ ਸਬੰਧੀ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੇਵਾਵਾਂ ਵਿਚ ਪ੍ਰਤੀਨਿਧਤਾ ਸਬੰਧੀ ਅੰਕਿਤਾਂ ਦੀਆਂ ਔਪ-ਸਾਲਾ ਸਟੇਟ ਮੈਂਟਾਂ ਕਨਸਲੀਡੇਟਿਡ ਰੂਪ ਵਿਚ ਸਰਕਾਰ ਨੂੰ ਬਕਾਲਿਆ ਭੇਜਿਆ ਕਰਨ। ਸਰਕਾਰ ਨੇ ਗਤੀ ਪੱਤਰ ਨੰ. 962 ਵਿ. ਬ. ਅ. (ਭ) 68/15050, ਮਿਤੀ 25 ਮਈ, 1968 ਦੁਆਰਾ ਵਿਭਾਗਾਂ ਨੂੰ ਆਪਣੇ ਆਪਣੇ ਦਫਤਰਾਂ ਵਿਚ ਅਮਲਾ ਅਫਸਰਾਂ ਜਾਂ ਪ੍ਰਸ਼ਾਸਕੀ ਅਫਸਰਾਂ ਨੂੰ ਜਿਹੜੇ ਅਸਲੇ ਸਬੰਧੀ ਕੰਮ ਕਰਦੇ ਹੋਣ ਨੂੰ ਸੰਪਰਕ ਅਫਸਰ ਨਿਯੁਕਤ ਕਰਨ ਬਾਰੇ ਵੀ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਇਹਨਾਂ ਦੀਆਂ ਹਰ ਡਿਊਟੀਆਂ ਨਾਲ ਇਹ ਜ਼ਿੰਮੇਵਾਰੀ ਵੀ ਨੀਯਤ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਉਹ ਸਰਕਾਰ ਨੂੰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ ਬਾਰੇ ਅੰਕਿਤ ਕਨਸਲੀਡੇਟਿਡ ਕਰ ਕੇ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਭੇਜਣ। ਪਰ ਇਹ ਵਿਸ਼ੇਸ਼ ਹਦਾਇਤਾਂ ਹੋਣੀਆਂ ਵਿਭਾਗਾਂ ਦੇ ਮੁਖ ਅਧਿਕਾਰੀ ਅਤੇ ਉਹਨਾਂ ਦੇ ਵਿਭਾਗਾਂ ਦੇ ਸੰਪਰਕ ਅਫਸਰਾਂ ਨੇ ਇਹ ਵਿਵਰਣ ਸਰਕਾਰ ਨੂੰ ਨਹੀਂ ਭੇਜਦੇ ਰਹੇ।

2, ਇਹ ਮਾਮਲਾ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਬਨਾਈ ਗਈ ਹਾਈ ਪਾਵਰਡ ਕਮੇਟੀ ਅੱਗੇ ਪੇਸ਼ ਕੀਤਾ ਗਿਆ ਹੈ। ਕਮੇਟੀ ਨੇ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਨਾ ਪਾਲਣਾ ਕੀਤੇ ਜਾਣ ਦਾ ਸਖਤ ਨੋਟਿਸ ਲਿਆ ਹੈ ਅਤੇ ਫੇਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਇਸ ਸਬੰਧੀ ਮੁੜ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਜਾਣ ਅਤੇ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ ਅਤੇ ਮੁੱਖ ਮੰਤਰੀ ਸਰਕਾਰ ਵੀ ਉਹਨਾਂ ਅਧੀਨ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿ-

ਥਾਰੀਆਂ ਨੂੰ ਪ੍ਰਤੀਨਿਧਤਾ ਸਬੰਧੀ ਅੰਦਰੋਂ ਹਰ ਸਾਲ ਦੀ 31 ਜਨਵਰੀ, ਅਤੇ 31 ਜੁਲਾਈ ਤਕ ਭੇਜਣ ਵਾਸਤੇ ਹਦਾਇਤਾਂ ਕਰਨ। ਇਹ ਅੰਦਰੋਂ ਹੇਠ ਲਿਖੀਆਂ ਹਦਾਇਤਾਂ ਮੁਤਾਬਕ ਭੇਜੇ ਜਾਣਿਆਂ ਕਰਨ :—

- (1) ਹਰ ਵਿਭਾਗ ਆਪਣੇ ਅਤੇ ਉਹਨਾਂ ਅਧੀਨ ਛੋਟੇ ਦਫਤਰਾਂ ਸਬੰਧੀ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਸੇਵਾਵਾਂ ਵਿਚ ਪ੍ਰਤੀਨਿਧਤਾ ਬਾਰੇ ਹਰ ਸਾਲ ਦੀ 30 ਜੂਨ ਅਤੇ 31 ਦਸੰਬਰ ਤਕ ਦੇ ਅੰਦਰੋਂ ਕੰਨਸਾਈਡੇਟਿਡ ਰੂਪ ਵਿਚ ਨਿਯਤ ਪਰਫਾਰਮੇ ਤੇ ਸਰਕਾਰ ਨੂੰ 31 ਜੁਲਾਈ ਅਤੇ 31 ਜਨਵਰੀ, ਤਕ ਹਰ ਹਾਲਤ ਵਿਚ ਭੇਜਣਗੇ। ਇਹਨਾਂ ਵਿਚ ਆਈ. ਏ. ਐਸ., ਪੀ. ਸੀ. ਐਸ. (ਐਗਜ਼ੈਕਟਿਵ) ਅਤੇ ਜੂਡੀਸ਼ਲ ਅਤੇ ਆਈ. ਪੀ. ਐਸ. ਸੇਵਾਵਾਂ ਸਬੰਧੀ ਸੂਚਨਾ ਸ਼ਾਮਲ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

- (2) ਆਈ. ਏ. ਐਸ. ਪੀ. ਸੀ. ਐਸ., (ਐਗਜ਼ੈਕਟਿਵ ਅਤੇ ਜੂਡੀਸ਼ਲ) ਸਬੰਧੀ ਸੂਚਨਾ ਮੁੱਖ ਸਕੱਤਰ (ਸੇਵਾਵਾਂ ਵਿਭਾਗ) ਅਤੇ ਆਈ. ਪੀ. ਐਸ. ਸਬੰਧੀ ਇਨਸਪੈਕਟਰ ਜਨਰਲ, ਪੁਲਿਸ, ਵੱਖਰੇ ਵੱਖਰੇ ਤੌਰ ਤੇ ਭੇਜਿਆਂ ਕਰਨਗੇ।

- (3) ਰਿਪਟੀ ਕਮਿਸ਼ਨਰ ਆਪਣੇ ਦਫਤਰ ਅਤੇ ਉਹਨਾਂ ਦੇ ਅਧੀਨ ਉਪ ਮੰਡਲ ਬਾਰੇ ਸੂਚਨਾ ਇਕੱਠੀ ਕਰ ਕੇ ਆਪਣੇ ਸਬੰਧਤ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਾਂ ਨੂੰ ਭੇਜਣਗੇ ਅਤੇ ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ ਅਗੋਂ ਆਪਣੇ ਦਫਤਰ ਦੀ ਸੂਚਨਾ ਸਮੇਤ ਕੰਨਸਾਈਡੇਟਡ ਸੂਚਨਾ ਸਰਕਾਰ ਨੂੰ ਭੇਜਣ।

- (4) ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਆਪਣੇ ਦਫਤਰ ਅਤੇ ਉਹਨਾਂ ਅਧੀਨ ਦਫਤਰ ਸਬੰਧੀ ਸੂਚਨਾ ਸਿੱਧੇ ਭੇਜਣਗੇ।

- (5) ਇਹ ਵਿਵਰਣ ਵਿਭਾਗ ਤੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਆਪਣੇ ਆਪ ਹੀ ਸਮੁੱਚੇ ਵਿਭਾਗ ਸਬੰਧੀ ਕੰਨਸਾਈਡੇਟਡ ਰੂਪ ਵਿਚ ਭੇਜਣਗੇ ਅਤੇ ਉਸ ਨੂੰ ਚੈਕ ਕਰ ਕੇ ਭੇਜਣਗੇ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਬਾਰੇ ਵਖ ਵਖ ਪਰਫਾਰਮੇ ਤੇ ਸੂਚਨਾ ਭੇਜੀ ਜਾਵੇ।

3. ਇਸ ਲਈ ਬੇਨਤੀ ਹੈ ਕਿ ਆਪ ਅਤੇ ਆਪ ਦੇ ਦਫਤਰ ਦੇ ਸੰਪਰਕ ਅਧਿਕਾਰ ਇਹ ਸਟੇਸ਼ੀਨਾਂ ਭੇਜਣ ਵਾਲੇ ਨਿਜੀ ਅਤੇ ਵਿਸ਼ੇਸ਼ ਧਿਆਨ ਦੇਣ ਅਤੇ ਸਮੇਂ ਸਿਰ ਉਪਰੋਕਤ ਵਿਧੀ ਅਨੁਸਾਰ ਸੂਚਨਾ ਸਰਕਾਰ ਨੂੰ ਭੇਜੀ ਜਾਇਆਂ ਕਰੇ। ਹੁਣ 31 ਦਸੰਬਰ, 1969 ਤਕ ਦੀ ਸੂਚਨਾ ਨਾਲ ਨੱਥੀ ਪਰਫਾਰਮੇ ਤੇ ਸਰਕਾਰ (ਭਲਾਈ ਵਿਭਾਗ) ਨੂੰ 15 ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਅੰਦਰ ਜ਼ਰੂਰੀ ਤੌਰ ਤੇ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,
ਪ੍ਰੀਤਮ ਸਿੰਘ,

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੋਦਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ, ਭਲਾਈ
ਵਿਭਾਗ।

ਇਸ ਦੀ ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ :

- (1) ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ (ਸੇਵਾਵਾਂ ਸ਼ਾਖਾ)
- (2) ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
- (3) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

2. ਬੇਨਤੀ ਹੈ ਕਿ ਉਹਨਾਂ ਦੇ ਅਧੀਨ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਉਹਨਾਂ ਵਲੋਂ ਵੀ ਜ਼ਰੂਰੀ ਬਾਰਵਾਈ ਲਈ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਜਾਣ। ਇਹ ਵੀ ਬੇਨਤੀ ਹੈ ਕਿ ਉਹਨਾਂ ਦੇ ਅਧੀਨ ਮਹਿਕਮਿਆਂ ਦੇ ਸਬੰਧਤ, ਉਪ-ਸਕੱਤਰਾਂ ਨੂੰ ਵੀ ਇਸ ਵਿਭਾਗ ਦੇ ਗ. ਸ. ਪਿਠ ਅੰਕਨ ਨੰ. 962 ਵਿ. ਕ. ਅ (ਭ) 68, ਮਿਤੀ 25 ਮਈ, 1968 ਅਨੁਸਾਰ ਸਰਕਾਰੀ ਪੱਤਰ ਤੇ ਬਤੌਰ ਸੰਪਰਕ ਅਫਸਰ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਜੋ ਉਹ ਵਿਭਾਗਾਂ ਦੇ ਸੰਪਰਕ ਅਫਸਰਾਂ ਅਤੇ ਇਸ ਵਿਭਾਗ ਨਾਲ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ ਅਤੇ ਹੋਰ ਮਾਮਲਿਆਂ ਸਬੰਧੀ ਤਾਲ ਮੇਲ ਕਾਇਮ ਰੱਖਣ। ਸੰਪਰਕ ਅਫਸਰ ਦੀ ਨਿਯੁਕਤੀ ਦੀ ਸੂਚਨਾ ਇਸ ਵਿਭਾਗ ਨੂੰ ਤੁਰੰਤ ਭੇਜੀ ਜਾਵੇ ਤਾਂ ਜੋ ਜ਼ਰੂਰਤ ਸਮੇਂ ਉਹਨਾਂ ਨਾਲ ਗੱਲ ਬਾਤ ਕੀਤੀ ਜਾ ਸਕੇ।

ਪ੍ਰੀਤਮ ਸਿੰਘ,

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ, ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੋਦਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਸਮੂਹ ਵਿਤ ਕਮਿਸ਼ਨਰ ਪੰਜਾਬ : ਅਤੇ

ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਗ. ਸ. ਨੰ. 801 ਵਿ. ਕ. ਅ. (ਭ) 2-70, ਮਿਤੀ ਚੰਡੀਗੜ 17 ਅਪ੍ਰੈਲ, 1970।

ਨੰ. 801 ਵਿ. ਕ. ਅ. (ਭ) 270/2201, ਮਿਤੀ ਚੰਡੀਗੜ, 17 ਅਪ੍ਰੈਲ, 1970।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਬਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ :

- (1) ਰਾਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
- (2) ਰਾਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਖੇਤੀ ਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
- (3) ਰਾਜਿਸਟਰਾਰ, ਗੁਰੂ ਨਾਨਕ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
- (4) ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
- (5) ਚੇਅਰਮੈਨ, ਪੈਪਸੂ ਰੇਡ ਟਰਾਂਸ ਪੋਰਟ ਕਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।

ਪ੍ਰੀਤਮ ਸਿੰਘ,

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਮੋਦਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ।

(1) ਵਿਭਾਗ ਦਾ ਨਾਂ

(2) 30 ਜੂਨ
ਤਕ ਦੀ ਪੰਜੀਸ਼ਨ
31 ਦਸੰਬਰ

ਕ੍ਰਮ ਨੰ:	ਸੇਵਾ ਦਾ ਦਰਜਾ	ਪੋਸਟਾਂ ਦੀ ਕੁਲ ਸੰਖਿਆ	ਇਹਨਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਸੰਖਿਆ	ਕੁਲ ਵਿਚ ਪਰਸੈਂਟੇਜ
			4	5
1	1.			
2	2.			
3	3.			
4	4. (ਸਵੀਪਰਾਂ ਨੂੰ ਛੱਡ ਕੇ)			

172

ਤਸਦੀਕ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਸੂਚਨਾ ਰਿਕਾਰਡ ਦੇ ਮੁਤਾਬਕ ਬਿਲਕੁਲ ਠੀਕ ਹੈ।

ਦਸਖਤ,
ਵਿਭਾਗ/ਦਫਤਰ ਦੇ ਮੁੱਖ ਅਥਿਕਾਰੀ।

ਅੰਤਿ ਜ਼ਰੂਰੀ

ਨੰ: 1241-ਵ.ਕ.ਅ(ਬ)-2-70/12585

173

ਵੱਲੋਂ

ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗ ਦੇ ਮੁੱਖ ਅਥਿਕਾਰੀ, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ
ਹਾਈ ਕੋਰਟ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਜ਼ਿਲਾ ਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 20 ਮਈ, 1970।

ਵਿਸ਼ਾ:—ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਸੇਵਾਵਾਂ ਵਿਚ ਯੋਗ ਪ੍ਰਤਿਨਿਧਤਾ ਦੇਣ
ਬਾਰੇ।

ਮੈਂਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਬਾਰੇ ਆਪ ਜੀ ਨੂੰ ਸਬੰਧਤ ਕਰਨ ਅਤੇ ਇਹ ਬਹਿਣ ਦੀ ਆਗਿਆ ਹੋਈ
ਹੈ ਕਿ ਮੁੱਖ ਮੰਤਰੀ ਜਾਂਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਬਣਾਈ ਹਾਈ ਪਾਵਰਡ ਕਮੇਟੀ ਨੇ ਵੈਸਲਾ ਕੀਤਾ ਸੀ
ਕਿ ਹਰ ਵਿਭਾਗ ਸਰਕਾਰ ਵਲੋਂ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੀ ਜਾਰੀ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਰੋਸਟਰ ਰਜਿਸਟਰ
ਬਣਾਈ ਰੱਖਣ ਅਤੇ ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫਸਰ (ਰੋਲਾਈ) ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਦੇ ਰੋਸਟਰ ਚੈਕ
ਕਰਨ।

2. ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਵਰਤਮਾਨ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹਰ ਵਿਭਾਗ ਨੂੰ ਸਿੱਧੀ ਭਰਤੀ
ਜਾਂ ਤਰੱਕੀ ਦੁਆਰਾ ਕੀਤੀ ਭਰਤੀ ਬਾਰੇ ਰੋਸਟਰ ਰਜਿਸਟਰ ਬਣਾਉਣੇ ਚਾਹੀਦੇ ਹਨ ਤਾਂ ਜੋ ਅਨੁ-
ਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਰਿਜ਼ਰਵੇਸ਼ਨ ਹਦਾ-
ਇਤਾਂ ਅਨੁਸਾਰ ਯੋਗ ਪ੍ਰਤਿਨਿਧਤਾ ਮਿਲ ਸਕੇ। ਸਿੱਧੀ ਭਰਤੀ ਜਾਂ ਬਦਲੀ ਦੁਆਰਾ ਕੀਤੀ ਗਈ
ਭਰਤੀ ਸਬੰਧੀ ਰੋਸਟਰ ਮਿਤੀ 18 ਅਕਤੂਬਰ, 1949 ਤੋਂ ਅਤੇ ਤਰੱਕੀ ਦੁਆਰਾ ਕੀਤੀ ਭਰਤੀ ਸਬੰਧੀ
ਰੋਸਟਰ ਮਿਤੀ 12 ਸਤੰਬਰ, 1963 ਤੋਂ ਬਣਾਈ ਰੱਖੇ ਜਾਣੇ ਹਨ। ਇਹ ਰੋਸਟਰ ਸਾਲਾਂ ਸਾਲ ਥਾਨੂੰ
ਖਾਤੇ ਦੇ ਆਧਾਰ ਤੇ ਬਣਾਈ ਜਾਂਦੇ ਹਨ ਤਾਂ ਜੋ ਸਮੇਂ ਸਮੇਂ ਭਰਤੀਆਂ ਆਸਾਮੀਆਂ ਵਿਚ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਨੂੰ ਯੋਗ ਪ੍ਰਤਿਨਿਧਤਾ ਮਿਲ ਸਕੇ।

3. ਕਮੇਟੀ ਦੇ ਫੈਸਲੇ ਨੂੰ ਮੁੱਖ ਕਾਰਜਾਂ ਰਾਹੀਂ ਆਪ ਨੂੰ ਬੋਲਣੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪ ਦੇ
ਵਿਭਾਗ ਅਤੇ ਆਪ ਅਧੀਨ ਛੋਟੇ ਦਫਤਰਾਂ ਦੇ ਅਥਿਕਾਰੀਆਂ ਜਿਨ੍ਹਾਂ ਨੂੰ ਭਰਤੀ ਕਰਨ ਜਾਂ ਤਰੱਕੀ ਕਰਨ
ਦੇ ਅਧਿਕਾਰ ਹਨ (ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਹਨ), ਸਰਕਾਰ ਵਲੋਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁ-
ਸਾਰ ਹਰ ਕਾਫ਼ਰ ਸਬੰਧੀ ਨਿਯਤ ਫਾਰਮ ਵਿਚ ਰੋਸਟਰ ਰਜਿਸਟਰ ਹਰ ਪੰਖ ਤੋਂ ਪੂਰਨ ਅਤੇ
ਤਿਆਰ ਰੱਖਣ। ਵਿਸ਼ੇਸ਼ ਕਾਰਜ ਅਫਸਰ (ਰੋਲਾਈ) ਕੰਮ ਅਧੀਨ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਸਮਾਜ ਭਲਾਈ ਵਿਭਾਗ, ਜਾਂ ਸਰਕਾਰ ਵਲੋਂ ਇਸ ਕੰਮ ਲਈ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ

ਅਧਿਕਾਰੀ ਰੋਸਟਰ ਰਜਿਸਟਰ ਚੋਖ ਕਰਨਗੇ। ਇਸ ਕੰਮ ਨੂੰ ਸਰਕਾਰ ਮਹੱਤਤਾ ਦਿੰਦੀ ਹੈ ਅਤੇ ਵਿਰਸੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਹਰ ਪ੍ਰਕਾਰ ਦਾ ਸਹਿਯੋਗ ਦਿਤਾ ਜਾਵੇ। ਇਹ ਹਦਾਇਤਾਂ ਸਾਰੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦੀਆਂ ਜਾਣ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

ਰ. ਸ. ਫੂਲਕਾ,

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ

ਭਲਾਈ ਵਿਭਾਗ।

ਨੰ: 1241-ਵ. ਕ. ਅ. (ਭ)-2-70/12586, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 20 ਮਈ, 1970।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:--

- (1) ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
- (2) ਰਜਿਸਟਰਾਰ, ਪੇਤੀ ਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
- (3) ਰਜਿਸਟਰਾਰ, ਗੁਰੂ ਨਾਨਕ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
- (4) ਸਕੱਤਰ, ਪੰਜਾਬ ਸਟੇਟ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
- (5) ਚੇਅਰਮੈਨ, ਪੇਪਰ ਰੋਡ ਟਰਾਂਸਪੋਰਟ ਡਾਕੂਮੈਂਟੇਸ਼ਨ, ਪਟਿਆਲਾ।

ਪ੍ਰਿਤਮ ਸਿੰਘ,

ਅਧਿਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ

ਭਲਾਈ ਵਿਭਾਗ।

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿੱਚ ਰਜਿਸਟਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਖਾਸਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਪ੍ਰਿਤਮ ਸਿੰਘ,

ਅਧਿਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ

ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

(1) ਸਮੂਹ ਵਿੱਚ ਰਜਿਸਟਰ, ਪੰਜਾਬ; ਅਤੇ

(2) ਸਮੂਹ ਪ੍ਰਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਗ. ਸ. ਨੰ: 1241-ਵ. ਕ. ਅ. (ਭ)-2-70, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 20 ਮਈ, 1970।

ਫਾਰਮ

ਰੋਸਟਰ ਦੇ ਆਧਾਰ ਤੇ ਰਿਜ਼ਰਵੇਸ਼ਨ ਲਾਗੂ ਕਰਨ ਲਈ ਰੋਸਟਰ ਰਜਿਸਟਰ ਦਾ ਫਾਰਮ

ਵਿਭਾਗ ਦਾ ਨਾਮ ----- ਕਾਡਰ -----

ਸਿੱਧੀ/ਤਰੱਕੀ ਰਾਹੀਂ ਭਰਤੀ।

ਭਰਤੀ ਦਾ ਵੇਰਵਾ

ਰਿਜ਼ਰਵੇਸ਼ਨ ਕੋਰੀ ਫਾਰਵਰਡ

ਭਰਤੀ ਦਾ ਸਾਲ	ਰੋਸਟਰ ਅਤੇ ਪ੍ਰਮਾਣਿਤ ਨੰ:	ਲਾਗੂ ਰੋਸਟਰ ਦੇ ਮਤਾਬਿਕ ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਿਜ਼ਰਵ ਜਾਂ ਅਣ-ਰਿਜ਼ਰਵ	ਨਿਯੁਕਤ ਵਿਅਕਤੀ ਦਾ ਨਾਂ	ਨਿਯੁਕਤ ਦੀ ਮਿਤੀ	ਅਨੁਸੂਚਿਤ ਜਾਤਾਂ/ਪਛੜੀਆਂ ਦਾ ਜਾਂ ਨਹੀਂ	ਅਨੁਸੂਚਿਤ ਪਛੜੀਆਂ ਜਾਤਾਂ ਸ਼੍ਰੇਣੀਆਂ ਦਸਖਤ ਨਿਯੁਕਤੀ ਰਿਮਾਰਕਸ ਅਧਿਕਾਰੀ	1	2	3	4	5	6	7	8	9	10
-------------	------------------------	--	----------------------	----------------	-----------------------------------	--	---	---	---	---	---	---	---	---	---	----

ਵਲੋਂ

ਨੰ: 1146-ਵ. ਬ. ਅ(ਭ) -2-70/13370

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖਅਧਿਕਾਰੀ, ਭਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲ੍ਹਾ
ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ-ਮੈਂਬਰ ਅਵਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 28 ਮਈ, 1970।

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ/ਗਰੇਡਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ—ਰਿਜਰਵ ਆਸਾਮੀ ਨੂੰ ਦੂਜਿਆਂ ਤੋਂ ਨਾ ਭਰੇ ਜਾਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ, ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਸੰਬੰਧਨ ਕਰਨ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਨੂੰ ਸੇਵਾਵਾਂ ਵਿਚ ਪੂਰੀ ਪ੍ਰਤੀਨਿਧਤਾ ਦਵਾਉਣ ਲਈ ਮੁੱਖ ਮੰਤਰੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਹਾਈ ਪਾਵਰਡ ਕਮੇਟੀ ਨੇ, ਹੇਠ ਗੱਲਾਂ ਨਾਲ ਇਹ ਵੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜਿਹੜੀਆਂ ਆਸਾਮੀਆਂ ਅਨੁ-ਸੂਚਿਤ ਜਾਤੀਆਂ ਲਈ ਰਿਜਰਵ ਕੀਤੀਆਂ ਜਾਣ (ਰਿਜਰਵਡ ਖਾਣਦੀਆਂ ਹਨ) ਉਹ ਅਨ-ਰਿ-ਜਰਵਡ ਨਹੀਂ ਪੈਰੀਆਂ ਜਾਣਗੀਆਂ, ਜਿਨ੍ਹਾਂ ਚਿਰ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਭਲਾਈ ਵਿਭਾਗ ਦੀ ਸਹਿਮਤੀ ਨਹੀਂ ਲੈ ਲਈ ਜਾਂਦੀ। ਪਰਵਾਨਗੀ ਮੰਗਣ ਵਾਲੇ ਸਬੰਧਤ ਵਿਭਾਗ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਬਿਆਨ ਕਰਨ ਕਿ ਰਿਜਰਵਡ ਆਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਤੇ ਕਿਨ੍ਹਾਂ ਕਾਰਨਾਂ ਕਰ ਕੇ ਨਹੀਂ ਭਰੀਆਂ ਜਾ ਸਕਦੀਆਂ ਅਤੇ ਇਹ ਵੀ ਦੱਸਣ ਕਿ ਰਿਜਰਵਡ ਆਸਾਮੀ ਨੂੰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਹੇਠ ਉਮੀਦਵਾਰੀ ਭਾਂਡੇ ਜਾਣ ਵਾਲੇ ਕਿਹੜੇ ਕਿਹੜੇ ਕਦਮ ਲਏ ਗਏ ਹਨ।

2. ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਵਰਤਮਾਨ ਹਦਾਇਤਾਂ ਨੰ: 7509-ਸੇਵਾਵਾਂ 2(5)---68/31797, ਮਿਤੀ 17 ਅਕਤੂਬਰ, 1968 ਅਤੇ ਨੰ: 278-ਓ. ਐਸ. ਡੀ. (ਭਵਾਲਿਯੁ)-67/27027, ਮਿਤੀ 19 ਸਤੰਬਰ, 1967, ਦੇ ਮੁਤਾਬਕ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਿਜਰਵਡ ਆਸਾਮੀ, ਕਿਸੇ ਭਰ੍ਹਾਂ ਵੀ ਰੀਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਤੋਂ ਨਹੀਂ ਭਰੀ ਜਾਣੀ ਚਾਹੀਦੀ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਹੋਰ ਅਸਰਦਾਰ ਦੰਗ ਨਾਲ ਨਾਗੂ ਕਰਨ ਵਾਸਤੇ ਕਮੇਟੀ ਦੇ ਵੈਸਲੇ ਨੂੰ ਪਰਵਾਨ ਕਰਦੇ ਹੋਏ, ਇਹ ਵੈਸਲਾ ਕੀਤਾ ਹੈ।—

(1) ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਧਰ ਨੰ: 2360-4 ਭਵਾਲਿਯੁ. ਜੀ. 1-64/4860, ਮਿਤੀ 24 ਮਾਰਚ, 1964 ਅਤੇ ਨੰ: 278-ਓ ਐਸ. ਡੀ. (ਭਵਾਲਿਯੁ)-67/27027, ਮਿਤੀ 19 ਸਤੰਬਰ, 1967, ਅਨੁਸਾਰ ਰਿਜਰਵ ਖਾਣਦੀਆਂ ਜਾਂ ਰਿਜਰਵਡ ਕੀਤੀਆਂ ਗਈਆਂ ਆਸਾਮੀਆਂ, ਕਿਸੇ ਭਰ੍ਹਾਂ ਵੀ ਅਣ-ਰਿਜਰਵਡ ਨਾ ਕੀਤੀਆਂ ਜਾਣ ਅਤੇ ਰਿਜਰਵ ਕੀਤੀਆਂ ਗਈਆਂ ਆਸਾਮੀਆਂ ਦੇ ਵਿਰੁਧ ਰੀਫ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ

ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਨਿਯੁਕਤ ਨਾ ਕੀਤਾ ਜਾਵੇ। ਰਿਜਰਵ ਆਸਾਮੀਆਂ ਨੂੰ ਰੀਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਤੋਂ ਭਰਨ ਵਾਸਤੇ, ਸਰਕਾਰ (ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ) ਦੇ ਅਗੇਤੀ ਪਰਵਾਨਗੀ ਜ਼ਰੂਰ ਅਤੇ ਹਮੇਸ਼ਾ ਲਈ ਜਾਇਆ ਕਰੇ।

(2) ਪਰਵਾਨਗੀ ਲੈਣ ਵਾਸਤੇ ਬੇਨਤੀ ਕਰਨ ਸਮੇਂ ਸਬੰਧਤ ਵਿਭਾਗ ਇਹ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਜ਼ਰੂਰ ਦੱਸਿਆ ਕਰਨ ਕਿ ਰਿਜਰਵ ਆਸਾਮੀ/ਆਸਾਮੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ/ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਤੋਂ ਨਾ ਭਰੇ ਜਾਣ ਦੇ ਕੀ ਕਾਰਣ ਹਨ ਅਤੇ ਰਿਜਰਵ ਆਸਾਮੀਆਂ ਇਨ੍ਹਾਂ ਜਾਤੀਆਂ/ਸ਼੍ਰੇਣੀਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਅਕਤੀਆਂ ਤੋਂ ਹੀ ਭਰਨ ਵਾਸਤੇ ਕੀ ਕੀ ਉਪਾਏ/ਯਤਨ ਕੀਤੇ ਗਏ ਹਨ।

3. ਇਹ ਹਦਾਇਤਾਂ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਅਤੇ ਅਧੀਨ ਦਫਤਰਾਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦੀਆਂ ਜਾਣ ਅਤੇ ਇਨ੍ਹਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

(ਸਹੀ)

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਨੰ: 1146-ਵ. ਬ. ਅ. (ਭ)-2-70/13371, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 28 ਮਈ, 1970।

ਇਕ ਨਕਲ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:—

1. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਰਜਿਸਟਰਾਰ, ਖੇਤੀ ਥਾਵਾਂ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
3. ਰਜਿਸਟਰਾਰ, ਗੁਰੂ ਨਾਨਕ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਟੇਟ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
5. ਚੇਅਰਮੈਨ, ਪੈਪਸੂ ਰੇਡ ਟਰਾਂਸਮਿਟ ਕਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।

(ਸਹੀ)

ਪ੍ਰੀਤਮ ਸਿੰਘ,

28-5-1970

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਇਸ ਨਾਲ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਦੋ ਪਾਲਣਾ ਯੋਜਨਾਵਾਂ ਬਣਾਈ ਜਾਵੇ।

(ਸਹੀ)
ਪ੍ਰੀਤ ਸਿੰਘ,

28.5.1970

ਅਹੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੋ, ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਂਚੀਆਂ ਅਤੇ ਪਾਲਣੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ
2. ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਗ.ਸ.ਨੰ. 1146-ਵ. ਕ.ਅ. (3)-2-70, ਮਿਤੀ 28 ਮਈ, 1970।

No. 1244 OSD(W)-2-70/19996

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department,
Punjab, Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges and Sub-Divisional Officers (Civil), in the Punjab.

Dated Chandigarh, the 30th July, 1970

Subject.—Reservation for the members of Scheduled Castes and Backward Classes in services—Measures to make up deficiency.

Sir,

I am directed to invite a reference on the subject noted above and to say that the Government is wedded to the policy of providing adequate representation to the members of Scheduled Castes and Backward Classes in services on the basis of their population in the State and accordingly 22 per cent reservation is provided for Scheduled Castes and 2 per cent of Backward Classes in the State services. It is, however, regrettable that in many cases the actual percentage of reservation is not sufficient to provide adequate representation to the members of these classes. In such cases, the Government has decided to make up the deficiency from time to time, the representation of these classes will be made up in the State continues to be inadequate and in most cases it falls short of prescribed percentage.

2. Certain references have been received from various quarters seeking clarification as to whether the members of the Scheduled Castes/Backward Classes who get selected to particular posts on the basis of merit against the vacancies meant for the general pool or those who become eligible by promotion to higher posts by virtue of their seniority-cum-fitness may or may not be included in the percentage of reservation meant for them. The matter has been carefully examined by the Government and it has been decided that the 22 per cent reservation in services only indicates the broad-based policy of the Government to provide the requisite quantum of reservation in services but there is no bar to a larger number of posts being secured by the members of the Scheduled Castes/Backward Classes. In consequence the members belonging to the Scheduled Castes/Backward Classes who get selected on merits in the general list (in the case of direct recruitment) and those who become eligible for promotion to next higher posts by virtue of their seniority-cum-fitness should not be included, while calculating percentage of the reservation meant for Scheduled Castes/Backward Classes. These instructions may kindly be got strictly implemented by the Departments/Officers under you and the receipt of this letter may please be acknowledged.

(Sd.)

Under Secretary, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 1244-OSD(W)-2-70/19997, dated Chandigarh, the 30th July, 1970.

A copy is forwarded for similar action, to the—

- (1) Registrar, Punjab University, Patiala ;
- (2) Registrar, Punjab Agricultural University, Ludhiana ;
- (3) Secretary, Punjab State Electricity Board, Patiala ;
- (4) Registrar, Guru Nanak University, Amritsar ;
- (5) Chairman, Pepsu Road Transport Corporation, Patiala ; and
- (6) All Heads of Government/Semi-Government Institutions, Punjab.

(Sd.)

Under Secretary, Social Welfare.

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

A copy is forwarded, for information and necessary action, to :—

- (i) All Financial Commissioners in the Punjab ;
- (ii) All Administrative Secretaries to Government, Punjab.

(Sd.)

Under Secretary Social Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (i) All F.C.'s in Punjab ;
- (ii) All Administrative Secretaries, Punjab.

U.O. No. 1244-OSD(W)-2-70 dated, Chandigarh, the 30th July, 1970.

ਜਰੂਰੀ

ਨੰ. 1595-ਵ. ਕ. ਅ. (ਭ)-2-70/25544

ਵਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਖੇ

ਰਾਜ ਵਿਚ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼,
ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼, ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ, ਜਿਲ੍ਹਾ ਤੇ ਸੈਸ਼ਨ
ਜੱਜ ਅਤੇ ਸਬ-ਡਵੀਜ਼ਨਲ ਅਫਸਰ (ਸਿਵਲ)

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 9 ਸਤੰਬਰ, 1970 ।

ਵਿਸ਼ਾ :—ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਤਰੱਕੀ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਿਵਲ
ਰਿਟ ਨੰ. 2407 ਆਡ 1967—ਸ੍ਰੀ ਸਵਰਨ ਸਿੰਘ ਰੰਧਾਵਾ ਆਦਿ ਬਨਾਮ ਪੰਜਾਬ ਸਰਕਾਰ
ਅਤੇ ਦੂਜੇ ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸਟੀ ਪੱਤਰ ਨੰ. 2140-
ਵ. ਕ. ਅ. (ਭ)—68/23271, ਮਿਤੀ 11 ਨਵੰਬਰ, 1968, ਵਿਚ ਦਰਜ ਹੋਇਆ ਵਲ ਦੁਆਉਣ ਅਤੇ
ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ ਵੈਸਲਾ ਕਰ ਚੁਕੀ ਹੈ ਅਤੇ
ਰਾਜ ਸਰਕਾਰ ਦੀ ਤਰੱਕੀ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਪਾਲੀਸੀ ਦੇ ਵਿਰੁਧ ਦਾਇਰ ਕੀਤੀਆਂ ਰਿਟ ਪਟੀਸ਼ਨਾਂ ਨੂੰ

ਜ਼ਮਾਨਿਸ਼ ਕਰ ਦਿਤਾ ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 278-ਵ. ਐਸ. ਡੀ. (ਡਬਲਯੂ)—67/27027,
ਮਿਤੀ 19-9-1967 ਵਿਚ ਦਰਜ ਰਿਜ਼ਰਵੇਸ਼ਨ ਪਾਲੀਸੀ ਅਪਰੈਲਡ (up held) ਕੀਤੀ ਗਈ ਹੈ,
ਇਸ ਲਈ ਮੈਂ ਬੇਨਤੀ ਕਰਦਾ ਹਾਂ ਕਿ, ਜੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 2140-ਵ. ਕ. ਅ. (ਭ)—
68/23271, ਮਿਤੀ 11 ਨਵੰਬਰ, 1968 ਦੇ ਅਨੁਸਾਰ, ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਬਣਦੀਆਂ ਤਰੱਕੀਆਂ ਤਦ-ਅਰਥ ਅਧਾਰ ਤੇ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਤਾਂ ਉਹ
ਤੁਰੰਤ ਨਿਰਮਿਤ (Regularise) ਕਰ ਦਿਤੀਆਂ ਜਾਣ ਅਤੇ ਨਿਯਤ ਰੋਸਟਰ ਦੇ ਅਨੁਸਾਰ
ਉਨ੍ਹਾਂ ਨੂੰ ਪ੍ਰਾਪਤ ਸਥਾਨ ਤੇ ਸੀਨੀਅਰਤਾ ਦਿਤੀ ਜਾਵੇ ।

2. ਇਕ ਵਾਰ ਹਿਰ ਆਪ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸੇਵਾਵਾਂ ਵਿਚ ਸਿੱਧੀ
ਭਰਤੀ ਅਤੇ ਤਰੱਕੀ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਦੀ ਪਾਲੀਸੀ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਦੀ ਆਰਟੀਕਲ 16(4)
ਅਧੀਨ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਅਤੇ ਇਸ ਲਈ, ਇਸ ਦੀ ਸਖਤ ਪਾਲਣਾ ਸਾਰੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/
ਕਰਮਚਾਰੀਆਂ ਲਈ ਲਾਜ਼ਮੀ ਹੈ। ਆਪ ਨੂੰ ਇਸ ਲਈ, ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਯਕੀਨੀ
ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੀ ਰੋਸਟਰ ਸਾਲ-ਸਾਲ, ਚਾਲੂ ਖਾਤੇ ਦੇ ਅਧਾਰ ਤੇ ਠੀਕ ਤਰ੍ਹਾਂ
ਬਣਾਏ ਰੱਖੇ ਜਾਣ ਜੋ ਆਪ ਵਲੋਂ ਹਰ ਤਿੰਨਾਂ ਮਹੀਨਿਆਂ ਬਾਅਦ ਚੇਕ ਕੀਤੇ ਜਾਣ ਅਤੇ ਇਸ
ਸਬੰਧੀ ਇਕ ਸਰਟੀਫਿਕੇਟ ਰਿਕਾਰਡ ਕੀਤਾ ਜਾਵੇ, ਜਿਸ ਤਰ੍ਹਾਂ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ. 278-
ਵ. ਐ. ਡੀ. (ਡਬਲਯੂ) 2-67/27027, ਮਿਤੀ 19 ਸਤੰਬਰ, 1967 ਵਿਚ ਦਸਿਆ ਗਿਆ
ਹੈ ।

3. ਕਿਰਪਾ ਕਰ ਕੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ ।

9-9-70

ਨੰ. 1595-ਵ. ਕ. ਅ. (ਭ)-2-70/25545, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ, 9 ਸਤੰਬਰ, 1970 ।

ਇਕ ਨਕਲ ਕਾਨੂੰਨੀ ਮੁਖੀਰ ਅਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿਧਾਨ ਵਿਭਾਗ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ
ਗ. ਸ. ਨੰ. 2689-ਚਾਏ-1746/70, ਮਿਤੀ 12 ਅਗਸਤ, 1970 ਦੇ ਹਵਾਲੇ ਵਿਚ ਸੂਚਨਾ ਲਈ
ਭੇਜੀ ਜਾਂਦੀ ਹੈ ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ ।

ਨੰ. 1595-ਵ. ਕ. ਅ. (ਭ)-2-70/25546, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 9 ਸਤੰਬਰ, 1970।

ਇਕ ਨਕਲ ਨਿਮਨ ਲਿਖਤ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਜ਼ਰੂਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ :

1. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ।
2. ਰਜਿਸਟਰਾਰ, ਖੇਤੀ ਖਾਤੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
3. ਰਜਿਸਟਰਾਰ, ਗੁਰੂ ਨਾਨਕ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਖਿਜਤੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
5. ਜਨਰਲ ਮੈਨੇਜਰ, ਪੇਪਰ ਰੋਡ ਟਰਾਂਸਪੋਰਟ ਕਾਰਪੋਰੇਸ਼ਨ, ਪਟਿਆਲਾ।
6. ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਸਿੱਖਿਆ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿੱਤੀ ਬੰਨ੍ਹਤਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਨੂੰ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

2. ਬੇਨਤੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਇਨ੍ਹਾਂ ਖਿੱਲੇ ਲਾਗੂ ਕੀਤਾ ਜਾਵੇ ਅਤੇ ਇਹ ਵੀ ਯਕੀਨੀ
ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਅਧੀਨ ਵਿਭਾਗ ਇਨ੍ਹਾਂ ਤੇ ਟੀਕਾ ਅਤੇ ਅਸਰ ਦਾਰ ਵੱਗ ਨਾਲ
ਅਮਲ ਕਰਨ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿਖੇ,

(1) ਸਮੂਹ ਵਿੱਤੀ ਬੰਨ੍ਹਤਰ, ਪੰਜਾਬ।

(2) ਸਮੂਹ ਪ੍ਰਬੰਧੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਗ.ਸ. ਨੰ. 1595-ਵ. ਕ. ਅ. (ਭ)-2-70, ਮਿਤੀ 9 ਸਤੰਬਰ, 1970।

Copy of letter No. 3180-SWL-70/893, dated 11th January, 1971 from Shri R.S. Phoolka, I.A.S., Secretary to Government, Punjab, Welfare of Scheduled Castes and Backward Classes Department to All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, Registrar, Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State, etc.

Subject: Reservation in promotions for the members of Scheduled Castes and Backward Classes in Services and posts under Punjab Government.

Sir,

I am directed to invite a reference to Punjab Government letter No. 10181-4WGI-63/795, dated the 14th January, 1964, on the subject cited above and to say that the appeal filed by the State of Punjab before the Supreme Court of India, against the decision of the Punjab and Haryana High Court in Civil Writ No. 271 of 1966—Hira Lal versus the State of Punjab etc. has been accepted and the reservation policy of the State Government in the matter of promotions has been upheld by the Supreme Court of India, as constitutionally valid. The Government have, therefore, decided to supercede its earlier instructions circulated,—vide para 1 of Punjab Government letter No. 278-OSD(W)-67/27027, dated the 19th September, 1967 and restore the original instructions contained in letter No. 6486-5WGI-63/19193, dated the 12th September, 1963 read with para 2(c) of letter No. 10181-4GI-63/795, dated the 14th January, 1964.

2. In consequence thereof:—

(i) As against the ten per cent reservation effective from the 12th September, 1963 to the 22nd August, 1966, the vacancies at serial numbers 1, 11, 21, 31, 41, 51, 61, 71, 81, and 91 in a lot of 100, as filled from time to time, shall be treated as reserved for the members of Scheduled Castes/Backward Classes, as laid down in para 2(c) of Punjab Government letter No. 10181-4WGI-63/795, dated the 14th January, 1964; and

(ii) the percentage of reservation having been raised from 10 to 22 per cent, with effect from the 23rd August, 1966, the vacancies occurring at serial numbers 1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91 and 96, in a lot of 100 as filled or may be filled from time to time, shall be treated as reserved for the members of Scheduled Castes as laid down in Punjab Government Circular letter No. 2360-4WGI-64/4860, dated 24th March, 1964 read with para (2) (4) (a) of Circular letter No. 6872-WG-66/24917, dated the 23rd August, 1966. Vacancies at numbers 15 and 75 only shall be treated as reserved for the members of Backward Classes.

3. As already indicated,—vide para 2 of Punjab Government letter No. 1241-OSD(W)-2-70/12585, dated the 20th May, 1970, the roster of vacancies, irrespective of number of vacancies filled or to be filled, from time to time, in each cadre in Classes III and IV posts, has to be maintained in the form of a running account year to year, from the 12th September, 1963.

4. I am to request that all cases of promotions made on or after the 19th September, 1967 in accordance with instructions circulated,—vide Punjab

Government letter No. 278-OSD(W)-67/27027, dated the 19th September, 1967, should be reviewed and such Scheduled Castes, officials who were entitled to promotions as per instructions, dated the 12th September, 1963, read with instructions, dated the 14th January, 1964 and those case covered under para 2(4)(a) of the instructions, dated the 23rd August, 1966, referred to above, but were denied their right to promotion as a result of impugned order of the Punjab and Haryana High Court and the revised instructions contained in para 1 of letter, dated the 19th September, 1967, be promoted and assigned seniority against the reserved points specified above from the date they became eligible for promotion in accordance with the roster to be maintained,—*vide* Punjab Government instructions, dated the 29th May, 1970, referred to above.

5. These instructions may kindly be brought to the notice of all Establishment Officers working under you for faithful implementation.

6. The receipt of this communication may please be acknowledged.

No. 6758-4SW-73/27469

From

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Division, District and Session Judges and Deputy Commissioners in Punjab

Dated Chandigarh, the 16th November, 1973

Subject:—Enhancement of the income limit from Rs 3,600 to Rs 6,000 per annum of the parents of the Scheduled Castes students for grant of education facilities.

Sir,

I am directed to say that the matter regarding the enhancement of income limit of Rs 3,600 per annum fixed with Punjab Government No. 8451-ISW-69/26509, dated 15th December, 1965 for the parents of the students belonging to the Scheduled Castes for grant of education facilities, has been engaging the attention of Government for some time past. After thorough consideration of the matter the Governor of Punjab is pleased to enhance the income ceiling of the parents of students belonging to Scheduled Castes, for being eligible to avail of educational concessions up to school level, from Rs 3,600 per annum to Rs 6,000 per annum with immediate effect.

2. This issues with the concurrence of the Finance Department received,—*vide* No. 756-6FGH-73, dated 22nd February, 1973 and with the approval of the Council of Ministers.

(Sd.).....
Joint Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

No. 6768-4SW-73/27470, dated Chandigarh, the 16th November, 1973
A copy is forwarded to the Accountant-General, Punjab, for information and necessary action.

(Sd.).....
Joint Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary Action.

(Sd.).....
Superintendent, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

1. All the Financial Commissioners, Punjab, and

2. All the Administrative Secretaries to Government, Punjab.

U.O. No. 6758-4SW-73, dated Chandigarh, the 16th November, 1973.

A copy is forwarded to the Secretary to the Council of Ministers for information.

(Sd.).....
Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

The Secretary to the Council of Ministers, Punjab
(in Cabinet Section).

U.O. No. 6758-4SW-73, dated Chandigarh, the 16th November, 1973

No. 7066-6SW-73/1145

From

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges in the State and Registrar, Punjab and Haryana High Court.

Dated Chandigarh, the 31st January, 1974

Subject—Inclusion of Daula or Soni Bradri in the list of Backward Classes.
Sir,

I am directed to refer you to the Subject cited above and to say that the Government have decided to declare Dhaula or Soni Bradri within the Castes residents of the State of Punjab, as a Backward Class irrespective of their religion.

(Sd.).....
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded for information and necessary action to all Financial Commissioners and All Administrative Secretaries to Government, Punjab.

(Sd.).....
for Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

All Financial Commissioners and All Administrative Secretaries to Government, Punjab.

U.O. No. 7066-6SW-73, dated Chandigarh, the 31st January, 1974

No. 1438-4SW-74/

From

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Division, District and Sessions Judges and Deputy Commissioners in Punjab.

Dated Chandigarh, the 21st March, 1974

Subject.—Enhancement of the income limit from Rs. 3,600 per annum of the parents of the students belonging to Backward Classes for grant of educational facilities.

Sir,

In continuation of Punjab Government No. 6758-4-SW-73/27469, dated the 16th November, 1973, on the subject cited above, I am directed to convey the sanction of the Governor of Punjab to the enhancement of the income ceiling of the parents of students belonging to Backward Classes for being eligible to avail of educational concessions up to school level from Rs. 3,600 per annum to Rs. 6,000 per annum with immediate effect.

2. Sanction of the Governor of Punjab is also accorded to the extension of grant of educational facilities and concessions at School level to the members belonging to the Backward Classes on the same pattern as is adopted for the members of the Scheduled Castes.

3. This issues with the concurrence of the Finance Department received, vide No. 5341-IFGII-73, dated 21st December, 1973.

(Sd.).....
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

No. 1438-4SW-74, dated Chandigarh, the 21st March, 1974.

A copy is forwarded to the Accountant General, Punjab, for necessary action.

(Sd.).....
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.).....
Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

1. All the Financial Commissioners, Punjab, and

2. All the Administrative Secretaries to Government, Punjab.

U.O. No. 1438-4SW-74, dated Chandigarh, the 21st March, 1974.

No. 1438-4SW-74, dated Chandigarh, the 21st March, 1974.

A copy is forwarded to the Secretary to the Council of Ministers with reference to his U.O. No. 187-Cabinet-74, dated 15th March, 1974, for information.

(Sd.).....
Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded to the Commissioner for Finance and Secretary to Government, Punjab, Finance Department, for information with reference to his U.O. No. 5341-IFGII-73, dated 21st December, 1973.

(Sd.).....
Superintendent, Social Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

The Commissioner for Finance and
Secretary to Government, Punjab,
Finance Department.

U.O. No. 1438-4SW-74, dated Chandigarh, the 21st March, 1974.

No. 1722-6SW-3BC-74/5146

From

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners, District and Sessions Judges in the State and
Registrar, Punjab and Haryana High Court.

Dated Chandigarh, the 22nd March, 1974

Subject.—Inclusion of Swarnakar Bradri in the list of Backward Classes.

Sir,

I am directed to refer to the subject noted above and to say that the
Government have decided to declare Swarnakar Bradri within the Castes
residents of the State of Punjab, as Backward Class for a period of five years
from the date of this circular irrespective of their religion.

Yours faithfully,

(Sd.).....

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded for information and necessary action to all Financial
Commissioners and All Administrative Secretaries to Government, Punjab.

(Sd.).....
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

All Financial Commissioners and All Administrative Secretaries to
Government, Punjab.

U.O. No. 1722-6SW-3BC-74, dated Chandigarh, the 22nd March, 1974.

A copy is forwarded to the Accountant-General, Punjab, for informa-
tion and necessary action.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

No. 1783-6SW-4BC-74/5144

From

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Com-
missioners, District and Sessions Judges in the State and the
Secretary, Punjab and Haryana High Court.

Dated Chandigarh, the 22nd March, 1974

Subject.—Classification of Kamboj Community as Backward Class.

Sir,

In continuation of Punjab Government letter No. 4075-6SW-69/12883,
dated the 24th June, 1969 on the subject noted above, I am directed to say
that the Government have decided to extend the period for which the Kamboj
Community were included in the list of Backward Classes by five years from
the date of expiry of the five years period previously allowed, i.e., with effect
from the 9th December, 1973 to the 8th December, 1978.

Yours faithfully,

(Sd.)

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

No. 1783-6SW-4BC-74/5145, dated Chandigarh, the 22nd March, 1974

A copy is forwarded to the Accountant-General, Punjab, for informa-
tion in continuation of Punjab, Government endst. No. 4075-6SW-69/12884,
dated the 24th June, 1969.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

Copies are forwarded to—

(i) All the Financial Commissioners, and

(ii) All Administrative Secretaries to Government, Punjab, for information in continuation of this Department U.O. No. 4075-65W-69, dated the 24th June, 1969.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

To

(i) All the Financial Commissioners, and

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 1783-SW-4BC-74, dated Chandigarh, the 22nd March, 1974

No. 938-SWI-74/6152

From

The Secretary to Government, Punjab
Welfare of Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (C) in Punjab State.

Dated Chandigarh, the 8th April, 1974

Subject.—Reservation in the ranks of Foot Constables and Patwaris for the members of Scheduled Castes and Backward Classes.

Sir,

I am directed to refer you on the subject noted above and to say that Government have decided that the percentage of reservation of members of Scheduled Castes and Backward Classes for appointment as Constables and Patwaris should be at the rate of 40 per cent and 10 per cent, respectively in each category till their strength in these categories reaches the prescribed proportion of reservation, i.e., 25 per cent and 5 per cent for members of Scheduled Castes and Backward Classes, respectively.

2. I am further directed to request that a review of the reservation for these categories may be undertaken after every 6 months in order to ascertain the percentage of reservation which has been attained in each category. A detailed report of the latest percentage of reservation arrived at may kindly be sent to this Department by the 15th October and 15th February each year without fail.

3. This will take effect from the 6th March, 1974.

Yours faithfully,

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to all (i) Financial Commissioners, and (ii) all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

(i) All Financial Commissioners, Punjab, and

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 938-SWI-74, dated Chandigarh, the 8th April, 1974

1411-SWI-74/7421

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the State of Punjab.

Dated Chandigarh, the 26th April, 1974

Subject.—Reservation for members of Scheduled Castes/Tribes and Backward Classes in promotion cases in Class I and II Services.

Sir,

I am directed to refer to the subject cited above and to say that the Punjab Government have decided to make reservation in promotions for members of Scheduled Castes and Backward Classes in Class I and II Services to the extent of 14 per cent and 2 per cent, respectively. Instructions on the subject are in preparation and would take effect from 6th March, 1974.

2. I am, therefore, desired to request you not to make promotions in or to Class I and II grades or services under your control till the issue of instructions on the subject.

Yours faithfully,

(Sd.)

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to (1) All Financial Commissioners, and (2) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

- (1) All Financial Commissioners ; and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 1411-SWL-74, dated Chandigarh, the 26th April, 1974.

No. 1494-SWL-74/8105

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Registrar, Punjab and Haryana High Court,
Commissioners of Divisions, Deputy Commissioners, District
and Sessions Judges and the Sub-Divisional Officers (Civil) in the
Punjab.

Dated Chandigarh, the 4th May, 1974

Subject—Reservation for the members of Scheduled Castes/Tribes and Backward Classes in the cases of promotion.

Sir,

In continuation of Punjab Government Circular letter No. 1411-SWL-74/7421, dated 26th April, 1974, I am directed to refer to the subject noted above and to say that at present reservation for Scheduled Castes and Backward Classes is applicable in promotions to and within Class III and IV only. Since these Castes/Classes are poorly represented in various higher services in the State Government, it has been under the active consideration of the

State Government that some reservation in promotions within higher services as well should be made for them. It has now been decided that except in the case of All India Services, 16 per cent of the posts to be filled by promotion to or within Class I and II services under the State Government should be reserved for members of Scheduled Castes and Backward Classes (14 per cent for members of Scheduled Castes and 2 per cent for members of Backward Classes) subject to the following conditions :—

(a) the persons to be considered must possess the minimum necessary qualifications, and

(b) they should have a satisfactory record of service.

2. In a lot of 100 vacancies occurring from time to time, those falling at serial numbers mentioned below should be treated as reserved for the members of Scheduled Castes ;

1, 7, 15, 22, 30, 37, 44, 51, 58, 65, 72, 80, 87, 94 and so on. Vacancies falling at serial numbers 26 and 76 should be treated as reserved for the members of Backward Classes.

3. The reservation prescribed shall be given effect to in accordance with a roster to be maintained in each Department. The roster will be implemented in the form of a running account from year to year.

4. Reservation in promotion for Scheduled Castes and Backward Classes in Class III and IV services should continue to be followed as laid down in Punjab Government circular letters issued from time to time.

5. The above instructions will take effect from the 6th March, 1974 and vacancies arising in Class I and II Services under the State Government existing on arising after the 6th March, 1974, should be filled up in accordance with these instructions.

6. The receipt of this letter may please be acknowledged.

Yours faithfully,

(Sd.)

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

A copy is forwarded to (i) all Financial Commissioners, Punjab and (ii) all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

(i) All Financial Commissioners, Punjab, and

(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 1494-SWL-74, dated Chandigarh, the 4th May, 1974

No 4836-6SW-74/29BC/9535

From

The Secretary to Government,
Punjab, Social Welfare Department, Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges in the State and Registrar, Punjab and Haryana High Court, All Sub-Divisional Officers (Civil).

Dated Chandigarh, the 22nd May, 1974

Subject.—Inclusion of Arain Community in the list of Backward Classes.

Sir,

I am directed to refer to the subject noted above and to state that Government have decided to declare Arain Community resident within the State of Punjab, as a Backward Class for a period of five years, irrespective of their religion, with immediate effect.

Yours faithfully,

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded for information and necessary action, to all Financial Commissioners and all Administrative Secretaries to Government, Punjab.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Social Welfare Department.

All Financial Commissioners and all Administrative Secretaries to
Government, Punjab.

U.O. No. 4836/6SW-74/29BC/, dated Chandigarh, the 22nd May, 1974.

No. 4836/6SW-74/29BC/9535, dated Chandigarh, the 22nd May, 1974

A copy is forwarded to the Accountant-General, Punjab, for information and necessary action.

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab
Social Welfare Department.

No. 890-SWL-74/10619

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in Punjab State.

Dated Chandigarh, the 6th June, 1974. ✓

Subject.—Increase in the percentage of reservation in services for the members of Scheduled Castes and Backward Classes in all State Services.

Sir,

I am directed to invite a reference to Punjab Government letter No. 8038-SWG-II-63/18244, dated the 7th September, 1963, and letter No. 1945-WG-54/17246, dated the 17th March, 1954, on the subject noted above and to say that the matter regarding the increase in the percentage of reservation in Government services for the members of Scheduled Castes and Backward Classes on the basis of the latest figures of population, as enumerated in the last census operation, has been under consideration of Government for some time past. It has now been decided to increase the percentage of reservation in direct recruitment in all services from 20% to 25% in the case of members of Scheduled Castes and from 2% to 5% in the case of members belonging to Backward Classes.

2. The reservation in services will, however, continue to be subject to the condition that minimum qualifications prescribed for a post would not be lowered with a view to accommodating any candidate, as also other conditions laid down in Government instructions issued from time to time.

3. I am also directed to invite a reference to Punjab Government letter No. 2360-4WG-I-64/4860, dated the 24th March, 1964 and to say that vacancies to be reserved for the members of Scheduled Castes in a lot of 100 vacancies would be at the points specified below :—

1. 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93 and 97, and so on.

196

Vacancies at Serial Nos. 15, 35, 55, 75, and 95 should be treated as reserved for the members of Backward Classes.

4. I am further directed to clarify that the Roster already existing would not be abandoned, but would now be maintained in continuation from the vacancy in the existing Roster last filled up according to the new pattern of reservation that has been described in the foregoing paragraphs.

5. These orders take effect from 6th March, 1974.

6. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd.) . . .

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

A copy is forwarded to :—

(i) All Financial Commissioners, Punjab, and

(ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

(i) All Financial Commissioners, Punjab, and

(ii) All Administrative Secretaries to Government, Punjab.

U. No. 890-SWL-74, dated Chandigarh, the 6th June, 1974.

No. 1346-SWL-74/11491

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

197

To

All Heads of Departments, Commissioners of Divisions, Deputy, Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in Punjab State.

Dated Chandigarh, the 20th June, 1974.

Subject.—Reservation in services for members of Scheduled Castes, Scheduled Tribes and Backward Classes—Inter-changeability of reserved posts between them.

Sir,

I am directed to refer to the Subject noted above and to say that prior to 11th November, 1964, in the event of Non-availability of Scheduled Castes/Tribes candidate against a reserved vacancy, preference was given to Backward Classes candidates and *vice versa*, over other general candidates. This inter-changeability of reserved vacancies was withdrawn,—vide para 4 of Punjab Government letter No. 13565-4WGL-64/23892, dated 11th November, 1964, with the result that if a reserved vacancy is not filled by the candidate belonging to the particular category for which it is reserved it is carried forward in accordance with the current instructions, or, if this is not possible it is thrown open to other generally.

2. This matter has been engaging the attention of Government for some time past and it has now been decided that after the carry forward rule has been exhausted and a suitable scheduled caste candidate has still not become available, a vacancy reserved for this category should first of all be offered to a candidate belonging to the Backward Classes, before it is thrown open for general recruitment. In case a Backward Class candidate avails of such a vacancy, the vacancy properly reserved for a Backward Class candidate later in the roster would then go to a Scheduled Caste candidate instead.

3. The receipt of this communication may please be acknowledged

(Sd) P. K. VERMA,

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Departments.

N, 1346-SWI-74/11491, dated Chandigarh, the June 20, 1974.

A copy is forwarded to—

- (i) All the Financial Commissioners, Punjab, and
- (ii) all the Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd) P. K. VERMA,

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Departments.

No. 4487-ISII-74/

From
The Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions,
Deputy Commissioners, District and Sessions Judges and
Registrar, Punjab and Haryana High Court and Sub-Divisional
Officers (C) in the State of Punjab.

Dated Chandigarh, the 11th July, 1974.

Subject.—Reservation of vacancies for Scheduled Castes, Backward Classes and Released Army personnel—total reservation not to exceed 50 per cent in a year.

Sir,

I am directed to invite a reference to Punjab Government circular letter No. 220-SII(3)-71, dated the 19th January, 1971, providing for a maximum limit of 45 per cent reservation for Scheduled Castes, Scheduled Tribes, Backward Classes and released Armed Forces personnel taken together in a particular year and to say that as a result of enhancement of reservation percentage for Scheduled Castes and Backward Classes from 20 per cent and 2 per cent to 25 per cent and 5 per cent respectively,—vide Social Welfare Department's circular letter No. 890-SWI-74/1061, dated 6th June, 1974, it has become necessary to revise the above limit. The matter has been considered and it has been decided that all types of reservation in services in a particular year should not, as mentioned above, exceed 50 per cent. You are, therefore, requested to bring this to the notice of all concerned and ensure compliance of this decision, *inter alia* by amendment to Rules where necessary.

The receipt of this communication may also be acknowledged.

Yours faithfully,

(Sd) R. KKASHYAP,

Joint Secretary, Services and Political,
for Chief Secretary to Government, Punjab.

A copy is forwarded to :—

- (1) The Financial Commissioners, Punjab.
- (2) The Administrative Secretaries to Government, Punjab, for compliance.

(Sd) G. L. SARDANA,

Section Officer Services II,
for Chief Secretary to Government, Punjab
Financial Commissioners, Punjab/The Administrative Secretaries.

U. O. No. 4487-ISII-74, dated Chandigarh, the 11th July, 1974.

From

No. 6816-6SW-12BC-74/13359

The Secretary to Government, Punjab,
Social Welfare Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners, District and Sessions Judges, All Sub-Divisional
Officers in Punjab and the Registrar, Punjab and Haryana High
Court.

Dated Chandigarh, the 12th July, 1974.

Subject.—Inclusion of Gujar Community in the list of Backward Classes.

Sir,

I am directed to refer to the subject noted above and to state that the Government have decided to declare Gujar Community resident within the State of Punjab, as a Backward Class for a period of five years, irrespective of their religion, with immediate effect.

Yours faithfully,

(Sd) ...

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Social Welfare Department.

A copy is forwarded to all Financial Commissioners and all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd) ...

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Social Welfare Department.

To

All Financial Commissioners and all Administrative Secretaries to Government, Punjab.

U.O. No. 6816-6SW-12 BC-74, dated Chandigarh the 12th July, 1974.

No. 6816-6SW-12BC-74/13360, dated Chandigarh, the 12th July, 1974

A copy is forwarded to the Accountant-General, Punjab, for information and necessary action.

(Sd) ...

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Social Welfare Department.

No. 4101-SW-II-74/14741

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Departments.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the State of Punjab.

Dated Chandigarh the 12th August, 1974.

Subject.—Appointment of Liaison Officers.

Sir,

I am directed to refer to the subject cited above and to say that Government have decided that there should be Liaison Officers each Administrative Department for ensuring effective implementation of the reservation policy of the State Government.

2. I am, therefore, desired to request you to nominate an officer not below the rank of Deputy Secretary to Government, Punjab, in your Department to function as Liaison Officer who will be responsible for —

- (i) ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation vacancies in favour of Scheduled Castes, Scheduled Tribes and Backward Classes and other benefits admissible to them ;

- (ii) ensuring submission, scrutiny and consolidation of annual returns relating to representations of Scheduled Castes and Backward Classes ;

- (iii) Specially watching the cases of supersession in promotions of Scheduled Castes and Backward Classes ;

- (iv) ensuring the extension of necessary assistance to the Secretary to Government, Punjab, Department of Welfare of Scheduled Castes and Backward Classes, in the investigation of complaints received by that department in regard to service matters ;

- (v) conducting annual inspection of the rosters maintained by various authorities with a view to ensuring proper implementation of reservation orders ; and

- (vi) acting as a Liaison Officer between his department and the department of Welfare of Scheduled Castes and Backward Classes for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

3. The name, designation and telephone No. of the officer nominated may please be sent to the undersigned immediately.

4. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Sd) ...

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

A copy is forwarded to (1) All Financial Commissioners and (2) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd) ...

Deputy Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (1) All Financial Commissioners, and

- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 4101-SW-II-74, dated Chandigarh, the 12th August, 1974.

MOST URGENT

DATE BOUND

No. 4345-SWL-74/15727

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department,
Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and the Sub-Divisional Officers (Civil) in the Punjab.

Dated Chandigarh, the 12th/13th August, 1974.

Subject.—Reservation for the members of Scheduled Castes and Backward Classes in the Services.

Sir,

Government desire that the following information be submitted within 24 hours positively :—

- (i) Whether the policy of reservation in services for persons belonging to the Scheduled Castes and Backward Classes as contained in Government circular letters issued from time to time is being followed in your department and by your subordinate offices strictly in letter as well as in spirit ?
- (ii) Whether the fact that the percentage of reservation in services for these classes has been increased from 20 % to 25 % in the case of Scheduled Castes and from 2 % to 5 % in the case of Backward Classes with effect from the 6th March, 1974, has been noted ? The date from which this increase in the percentage of reservation has been given effect to in your department may kindly be intimated.
- (iii) Whether the fact that reservation has been introduced in promotion in Class I and II Services to the extent of 14 % in the case of Scheduled Castes and 2 % in the case of Backward Classes with effect from the 6th March, 1974, has been noted ? The date from which this reservation has been given effect to in your department may kindly be intimated.

2. As the information asked for has to be submitted to the Chief Minister, Punjab within 24 hours, it is requested that a reply may be sent on TOP PRIORITY Bases.

Yours Faithfully,

P. K. VERMA,
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

A copy is forwarded to :—

- (i) All the Financial Commissioners, Punjab ; and
- (ii) All the Administrative Secretaries to Government, Punjab,
for information and necessary action.

P.K. VERMA,

Deputy Secretary, Welfare
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (i) All the Financial Commissioners, Punjab ; and
- (ii) All the Administrative Secretaries to Government, Punjab.

U.O. No. 4345-SWL-74, dated Chandigarh, the 12th August, 1974.

No. 4651-SWL-74/17691

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

All the Heads of the Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil), in the state of Punjab.

Dated Chandigarh, the 4th September, 1974.

Subject.—Waiving of Income Limit for the Backward Classes in the case of Reservation in promotion.

Sir,

I am directed to address you on the subject cited above and to say that the Government have decided that there should be no income limit for employees belonging to the Backward Classes in the cases of the availing by them of the concession of reservation in promotion. Instructions circulated, vide Punjab Government Circular No. 2662-SWGII-63/6934, dated the 20th April, 1963 and circular letter No. 6872-WG-66/24917, dated the 23rd August, 1966 may be considered as having been modified to this extent.

2. This decision takes effect from the 6th of March, 1974.
3. The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

No. 5184-SWI-74/20947

From
The Secretary to Government, Punjab,
Social Welfare Department.

To
All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the State of Punjab.

Dated Chandigarh, the 11th October, 1974.

Subject.—Reservation for members of Scheduled Castes and Backward Classes.

Sir,
I am directed to refer to the instructions contained in Paragraph 2(4) (b) of Punjab Government circular letter No. 6872-WG-66/24917, dated the 23rd August, 1966, read with instructions contained in Paragraph 2(ii) of Punjab Government circular letter No. 3378-SW(ASO)-67/22108, dated the 5th August, 1967. According to these instructions, in a cadre of less than five posts, if there be only one vacancy, it should be treated as 'UNRESERVED', but if on this account a reserved point is treated as un-reserved, the reservation is to be carried forward to the subsequent two recruitment years. In view, however, of the Judgment of the Supreme Court of India in the case of Arti Ray Choudhary Vs. Union of India, it has now been decided that the reservation with respect to the solitary vacancy so un-reserved and carried forward must be given effect to on the occasion next arising when a solitary vacancy occurs in the same cadre.

2. The afore-mentioned instructions may be considered as having been modified to the extent indicated above.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

A copy is forwarded to—

- (i) All Financial Commissioners, Punjab ; and
- (ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

Deputy Superintendent, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To
(i) All Financial Commissioners, Punjab, and
(ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 5184-SW-1-74/

Dated Chandigarh, the 11th October, 1974.

No. 4933-SWI-74/21145

From
The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To
All the Heads of the Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab State.

Dated Chandigarh, the 6th November, 1974.

Subject.—Increase in the percentage of reservation of seats for the members of Scheduled Castes and Backward Classes in all Educational, Technical, and Professional Institutions for admission.

Sir,

I am directed to invite a reference to Punjab Government letter No. 1946-WG-54/17248, dated 17th March, 1954 and letter No. 1637-WCI-ASO2-64/1289, dated 6th/13th March, 1964 on the subject cited above and to say that at present 20% and 2% seats are reserved for the members of Scheduled Castes/tribes and Backward Classes in Educational, Technical and Professional institutions at the time of admission.

In view, the latest population figures which have shown an increase in the Government decided to increase reservations quota in Educational and Professional Institutions from 20% to 25% in Scheduled Castes and from 2% to 5% in case of members of Backward Classes in these institutions.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

No. 4697-SWL-74/23070

From
The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in the Punjab State.

Dated Chandigarh, the 19th November, 1974

Subject.—Representation of members of Scheduled Castes and Backward Classes in Services in Punjab.

Sir,
I am directed to refer to Punjab Government circular letter No. 28400-WG-S-56/8090, dated the 9th November, 1956, on the subject cited above, and to state that since the percentage of representation for the Scheduled Castes in direct recruitment has been raised from 20 percent to 25 per cent with effect from the 6th of March, 1974, the number of vacancies forming a single block under the Block System of recruitment shall now be four instead of five.

2. Instructions issued with Government circular letter referred to above may be considered as having been amended to the extent indicated above.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd). P. K. VERMA,

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Departments.

A copy is forwarded to—

- (1) All Financial Commissioners, Punjab ; and
- (2) All Administrative Secretaries to Government, Punjab

for information and necessary action.

(Sd)
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (1) All Financial Commissioners, Punjab.
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 4697-SWL-1974, dated Chandigarh, the 19th
November, 1974.

No. 5420-SWL-74/23309

From
The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes Department.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners and the District and Sessions Judges in the State and Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 19th November, 1974

Subject.—Classification of certain classes of people as Backward Classes other than the Scheduled Castes and Scheduled Tribes.

Sir,

I am directed to refer to Punjab Government circular letter No. 2662-5WGII-63/6934, dated the 20th April 1963, on the subject cited above, and to say that the Government have decided to raise both the income limits of (b) respectively thereof, to Rs 3,600 per annum.

2. Instructions contained in the circular letter under reference may be considered to have been modified to the extent indicated above.

3. The receipt of this communication may kindly be acknowledged.

Yours faithfully,

P. K. VERMA,

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

Copies are forwarded to all (i) Financial Commissioners in Punjab and (ii) Administrative Secretaries to Government, Punjab for information and necessary action.

(Sd).
Deputy Secretary Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes, Department.

To

- (i) All Financial Commissioners in Punjab.
- (ii) All Administrative Secretaries to Government, Punjab.
- U.O. No. 5420-SWL-74, dated Chandigarh, the 19th November, 1974.

No. 1097-SWL-74/23071

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes.

To

All the Heads of Departments, Commissioners of Divisions,
Deputy Commissioners, District and Session Judges, Registrar,
Punjab and Haryana High Court, etc., etc.

Dated Chandigarh, the 19th November, 1974.

Subject.—Adoption of a Block System for the recruitment of Scheduled
Castes and Backward Classes.

Sir,

I am directed to refer to Punjab Government circular letter No. 9525-WG-53 94449, dated the 8th December, 1953 wherein it is laid down that in case it is not possible to fill a reserved vacancy in a particular block, it is to be carried forward to the succeeding block and that in case it is not possible to fill both the resulting vacancies in this block, then only one of the two reserved vacancies will be carried forward to the third block. The instructions under reference go on to say "In other words not more than one reserved vacancy will be carried over from one block to the next in any case".

2. It has been brought to the notice of this Department that afore cited instructions are being interpreted to mean that in case it becomes not possible to fill several reserved vacancies on any particular occasion, not more than one reserved vacancy is to be carried forward from one block to next and that the remaining vacancies lapse.

3. I am, however, directed to emphasize that as laid down in Punjab Government Circular letter No. 193-SWG-1-63/3141, dated the 7th February, 1963, all reserved vacancies must eventually be given effect to. Thus, since not more than two vacancies can be treated as reserved in any block of four (then five) vacancies, two vacancies in each block would continue to be reserved till such time as all reserved vacancies which could not be filled up earlier by Scheduled Castes candidates on account of their non availability, are given effect to.

4. The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.) P. K. VERMA,
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes.

A copy is forwarded to :—

- (1) All Financial Commissioners, Punjab.

- (2) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)—P. K. VERMA,
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes.

To

- (1) All Financial Commissioners, Punjab, and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 1097-SWL-74/23071, dated Chandigarh, the 19th November, 1974.

No. 5419-SWL-74/23477

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners, Registrar, Punjab and Haryana High Court,
District and Sessions Judges, Sub-Divisional Officers (Civil)
and District Welfare Officers in the State.

Dated Chandigarh, the 26th November, 1974.

Subject.—Reservation in service for the members of Scheduled Castes and
Backward Classes and maintenance of Reservation Rosters.

Sir,

I am directed to refer to Punjab Government instructions contained in circular letter No. 278-OSD(W)-67/27027, dated the 19th September, 1967, on the subject noted above, wherein it was stressed that regular Rosters in respect of different categories of personnel be maintained and checked by appointing authorities regularly.

2. For the proper implementation of Reservation Policy and maintenance of Rosters, all District Welfare Officers in the State have been authorised to check Rosters in all the Government offices in their respective districts. You are requested to please extend maximum co-operation to the District Welfare Officers in the checking of the Rosters pertaining to your department/office, so that Government policy for providing due representation to the members of Scheduled Castes and Backward Classes is implemented in the State in letter and spirit.

3. The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-
(P. K. VERMA),
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to—

- (1) All Financial Commissioners, Punjab, and
- (2) All Administrative Secretaries to Government, Punjab, for information and necessary action.

Sd/-
Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes Department.

To

- (1) All Financial Commissioners, Punjab, and
- (2) All Administrative Secretaries to Government, Punjab.

U.O. No. 5419-SWI-74/
November, 1974
Chandigarh, the 26th

No. 5370-SWI-74/23833

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes, Punjab, Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, Registrar, Punjab and Haryana High Court and Sub-Divisional Officer (Civil) in the Punjab.

Dated Chandigarh, the 26th November, 1974.

Subject.—Measures to provide due representation in services to the members of Scheduled Castes/Backward Classes and to ensure employment to the educated and suitable unemployed persons of those castes and classes—Establishment of a Special Employment Cell.

Sir,

I am directed to refer to Punjab Government letter No. 975-OSD-(W)-2.70/2633, dated the 28th April, 1970 on the subject noted above and to say that Punjab Government has constituted the Subordinate Services Selection Board for the recruitment of subordinate staff. In order to ensure due representation to the members of the Scheduled Castes/Backward Classes under reservation policy, a copy of requisition of the Staff which is sent to the S.S.S. Board, may also be endorsed to Director, Welfare of Scheduled Castes and Backward Classes Department, Chandigarh for his information and necessary action.

2. Its receipt may please be acknowledged.

Yours faithfully,
(Sd.)
Deputy Superintendent,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes.

No. 5370-SWI-74/23834, dated Chandigarh, the 26th November, 1974.

A copy is forwarded to the Director, Welfare of Scheduled Castes and Backward Classes, Punjab, for information and further necessary action.

2. He may please ensure that the members of the S.C./B.C. who fulfil the requisite qualifications/experience for the advertised one directed to apply for that post positively.

(Sd.)
Deputy Superintendent,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

A copy is forwarded to (i) all Financial Commissioners, Punjab, and (ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)
Deputy Superintendent,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

- (1) All Financial Commissioners, Punjab, and
 (2) All Administrative Secretaries, Government, Punjab.
 U.O. No. 5370-SWI-74/ , dated Chandigarh, the 26th November,
 1974.

No. 9642-4SW-74/24222

From

The Secretary to Government, Punjab,
 Social Welfare Department.

To)

All Heads of Departments, Commissioners of Divisions, District
 and Sessions Judges and Deputy Commissioners in the Punjab.

Dated Chandigarh, the 26th November, 1974.

Subject.—Enhancement of the income limit from Rs 3,600 per annum of the
 parents of the students belonging to Backward Classes for grant
 of educational facilities.

Sir,

In continuation of Punjab Government circular letter No. 1438-4SW-74,
 dated the 21st March, 1974, on the subject cited above, I am directed to con-
 vey the sanction of the Governor, Punjab to the enhancement of the income
 limit of the parents of students belonging to Backward Classes in the matter
 of their admission into Colleges from Rs 1,800 to Rs 6,000 per annum with
 immediate effect.

Yours faithfully,

(Sd.)
 Deputy Secretary, Social Welfare,
 for Secretary to Government, Punjab,
 Social Welfare Department.

U.O. No. 9642-4SW-74/24223, dated Chandigarh, the 26th November, 1974.
 A copy is forwarded to the Accountant-General, Punjab, Chandigarh, for
 information and necessary action.

(Sd.)
 Deputy Secretary, Social Welfare,
 for Secretary to Government, Punjab,
 Social Welfare Department.

A copy is forwarded to :—

- (i) All Financial Commissioners, Punjab ;
 (ii) All Administrative Secretaries to Government, Punjab ;
 for information and necessary action.

(Sd.)
 Superintendent, Social Welfare,
 for Secretary to Government, Punjab,
 Social Welfare Department.

To

- (i) All Financial Commissioners, Punjab ;

- (ii) All Administrative Secretaries to Government, Punjab ;
 U.O. No. 964/4SW/74 , dated Chandigarh, the 26th November,
 1974.

No. 9642-4SW-74/4224, dated Chandigarh, the 26th November, 1974.

A copy is forwarded to the Secretary to the Council of Ministers with
 reference to his U.O. No. 2018/Cabinet/74, dated nil, for information.

(Sd.)
 Superintendent, Social Welfare,
 for Secretary to Government, Punjab,
 Social Welfare Department.

No 3039-SWI-74

From

The Secretary to Government, Punjab,
 Welfare of Scheduled Castes and Backward Classes.

To

The All Heads of Departments,
 Commissioners of Divisions, Registrar, Punjab
 and Haryana High Court, District and
 Sessions Judges, and Sub-Divisional Officers
 (Civil), in Punjab State.

Dated Chandigarh, the 6th December, 1974.

Subject.—Reservation in services for members of Scheduled Castes, Scheduled
 Tribes and Backward Classes, Inter chargeability of reserved
 posts between them.

Sir,

I am directed to refer to Punjab Government circular letter No. 1346-SWT-74/11491, dated the 20th June, 1974, on the subject cited above, wherein it was laid down that a vacancy reserved for a Scheduled Castes candidate should, in the event of non-availability of such candidate, first be offered to candidate belonging to the backward classes, before it is thrown open for general recruitment, but only after the carry forward has been exhausted.

2. It has been brought to the notice of this department that there is some doubt as to the meaning of the exhaust of the carry forward rule. The term refers to instructions contained in Paragraph 2(4) (b) of the Punjab Government circular letter, dated the 23rd August, 1966, in accordance with which it is possible that circumstances may arise in which a vacancy reserved for the Scheduled Castes is being carried forward for only two subsequent recruitment years. It is clarified that a part from the aforementioned circular letter. There is no provision for the exhaustion of the carry forward rule in the instructions issued on the subject from time to time.

3. The receipt of this communication may please be acknowledged.

Yours faithfully,

(Sd.) P.K. VERMA,

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to :—

- (1) all Financial Commissioners, Punjab ; and
- (2) all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) P.K. VERMA,

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

To

- (1) all Financial Commissioners in the State ; and
 - (2) all Administrative Secretaries to Government, Punjab.
- U.O. No. 3039-SWT-74, dated Chandigarh, the 6th December, 1974.

No 79-SW-(18 Health)-75/1723

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes
Department.

To

All Heads of Departments, Commissioner of Divisions, Deputy Commissioners, Registrar, Punjab and Haryana High Court, District and Sessions Judges and Sub-Divisional Officers (Civil) in Punjab State.

Dated Chandigarh, the 21st January, 1975

Subject.—Increase in the percentage of reservation of seats for the members of Scheduled Castes and Backward Classes in all Education, Technical and Professional Institutions for admission.

Sir,

I am directed to refer to Punjab Government letter No. 4933-SWII-74/21145, dated 6th November, 1974 on the subject cited above and to clarify that the instructions contained therein are applicable also to Post-Graduate Classes in all Educational Technical and Professional Institutions.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

(Sd.)
Deputy Superintendent,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to :—

- (i) all Financial Commissioners, Punjab ; and
- (ii) all Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.)

Deputy Superintendent,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes, Department.

To

- (i) all Financial Commissioners, Punjab ; and
 - (ii) all Administrative Secretaries to Government, Punjab.
- U.O. No. 79-SWII(18-Health)-75, dated Chandigarh, 21st January, 1975.

No. 1818-SWL-75/10451

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes,
Department.

To

All Heads of Departments, Registrar, Punjab and Haryana High Court,
Commissioners of Divisions, Deputy Commissioners, District and
Sessions Judges and Sub-Divisional Officers (Civil) in the State of
Punjab.

Dated Chandigarh, the 5th May, 1975.

Subject.—Reservation for members of Scheduled Castes/Tribes in Services
under the State Government.

Sir,

I am directed to refer to the subject noted above and to say that Government have decided that henceforth, 50 per cent vacancies of the quota reserved for Scheduled Castes should be offered to Balmikis and Mazhabi Sikhs, if available, as a first preference from amongst the Scheduled Caste candidates.

Yours faithfully,

(Sd.) . . .

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward
Classes Department.

A copy is forwarded to :—

(i) all Financial Commissioners, Punjab, and

(ii) all Administrative Secretaries to Government, Punjab, for information
and necessary action.

(Sd.) . . .

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare and Scheduled Castes and Backward
Classes Department.

To

(i) all Financial Commissioners, Punjab; and

(ii) all Administrative Secretaries to Government, Punjab.

U.O. No. 1818-SWL-75, dated Chandigarh, the 5th May, 1975.

No. 2622-SWL-75/20614

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

All Heads of Departments, Commissioners of Divisions, Deputy
Commissioners, District and Sessions Judges in the Punjab, and the
Registrar, Punjab and Haryana High Court, Chandigarh, etc. etc.

Dated Chandigarh, the 2nd September, 1975.

Subject.—Appointments to post for conducting research.

Sir,

I am directed to refer to paragraph 3 of Punjab Government circular letter No. 6872-WG-66/24917, dated the 23rd August, 1966, in terms of which reservation for the Scheduled Castes and other Backward Classes stand withdrawn in the case of appointments to posts for conducting research or organising, guiding and directing research.

2. It has been brought to the notice of this department that the term 'research' is being widely interpreted by various departments to include therein even such posts where qualifications and training in the Sciences is not required and laboratory research is not involved. There are several posts in various departments whose incumbents are designated as 'Research Officers' but whose duties comprise simply the collection of statistical data and its tabulation, compilation and publication. The instructions referred to above were not intended to apply to such posts. It is clarified that the above-mentioned instructions apply only to posts for conducting research or organising, guiding and directing research in a Science Laboratory along scientific lines and with scientific instruments.

Yours faithfully,

(Sd.) . . .

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

Copies forwarded to All Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

Deputy Secretary, Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

To

All Financial Commissioners and
Administrative Secretary to Government, Punjab.
U.O. No. 2622-SW2-75/

Dated Chandigarh, the 2nd September, 1975.

No. 1786-SWL-75/23005

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

All Heads of Departments, Registrar, Punjab and Haryana High Court,
Commissioners of Divisions, Deputy Commissioners, District and
Sessions Judges and Sub-Divisional Officers (Civil) in the state of
Punjab.

Dated Chandigarh, the 19th September, 1975.

Subject :—Reservation for members of Scheduled Castes/Tribes in Services
under the State Government.

Sir,
I am directed to refer to Punjab Government letter No. 1818-SWL-75/10451, dated the 5th May, 1975 on the subject noted above and to say that Government have now decided that henceforth 50% vacancies of the quota reserved for Scheduled Castes should be offered to Balihiks and Mazhbi Sikhs, if available, as a first preference, from amongst the Scheduled Castes Candidates, in direct recruitment only and not in promotion cases. It has also been decided that promotion cases already decided in light of aforesaid instructions are not to be opened. Receipt of this letter may please be acknowledged.

Yours faithfully,
Under-Secretary, Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

A copy is forwarded to :—

- (i) All Financial Commissioners, Punjab, and
- (ii) All Administrative Secretaries to Government, Punjab for information and necessary action.

(Sd)

Under Secretary Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

- (i) All Financial Commissioners, Punjab, and
- (ii) All Administrative Secretaries to Government, Punjab.

U.O. No. 1786-SWL-75/

Dated Chandigarh, the 19th September, 1975.

From

No. 3568-SWL-75/31610
The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

The Heads of Departments, Commissioners of Divisions,
Deputy Commissioners, Registrar, Punjab and Haryana High
Court, District and Sessions Judges and Sub-Divisional Officers
(Civil) in the State.

Dated Chandigarh, the 5th December, 1975.

Subject :—Representation of the members of Scheduled Castes/Tribes and
Backward Classes in the State Services-Application of the
reservation orders in filling up temporary and short terms
vacancies maintenance of Roster.

Sir,

I am directed to refer to Punjab Government circular letter No. 244WGL-66/3772, dated the 16th February, 1966 vide which reservation policy was introduced in the case of short-term leave vacancies and temporary vacancies in initial recruitment on the subject noted above and to say that introduction of reservation policy in the short-term has been misinterpreted by some of the Departments of the Government. It has come to the notice of the Government that members of the Scheduled Castes/Backward Classes have been promoted on short-terms vacancies against reserved point and thereafter reserved points have been considered to have been exhausted. To avoid this situation it has been decided that two types of Reservation Rosters in the prescribed proforma be maintained i.e. one for the regular vacancies and the other for the short-terms vacancies. It is therefore requested that the requisite Reservation Rosters be prepared immediately.

Its receipt may please be acknowledged.

Yours faithfully,

(Sd)

(ONKAR SINGH BAINS)

Under Secretary Welfare,

for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

A copy is forwarded to :—

- (i) All Financial Commissioners and,
(ii) All Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . .

Under-Secretary Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and
Backward Classes.

To

- (i) All Financial Commissioners; and
(ii) All Administrative Secretaries to Government, Punjab,
U. O. No. 3568-SWT-75/ dated Chandigarh, the 5th December, 1975

ਨੰ : 3724-ਸਭ 1-76

ਵੱਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ।
ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਜ਼ਿਲਾ ਅਤੇ ਸੇਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ-ਮੈਂਡਲ ਅਫਸਰ (ਸਿਵਲ) ।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 28 ਜਨਵਰੀ, 1976

ਵਿਸ਼ਾ:—ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ/ਗਰੇਡਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ-ਰਿਜ਼ਰਵ ਆਸਾਮੀ ਨੂੰ ਦੂਜਿਆਂ ਤੋਂ ਭਰੇ ਜਾਣ ਬਾਰੇ ।

ਸ਼੍ਰੀਮਾਤ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ : 1146-ਵ.ਕ.ਅ. (ਭ)-2-70/13370, ਮਿਤੀ 28-5-1970 ਅਤੇ ਨੰ : 975-ਓ.ਐਸ.ਡੀ.(ਡਬਲਿਊ)-2-70/2633, ਮਿਤੀ 28-4-1970, ਜਿਨ੍ਹਾਂ ਅਨੁਸਾਰ ਸਿੱਧੀ ਭਰਤੀ/ਤਰੱਕੀ ਰਾਹੀਂ ਰਜਿਸਟਰਾਰ ਆਸਾਮੀਆਂ ਨੂੰ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਭਰਨ ਲਈ ਨਾਨ-ਉਪਲਬਧਤਾ ਸਰਟੀਫੀਕੇਟ/ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਕਰਨੇ ਪੈਂਦੇ ਹਨ, ਵੱਲ ਦਿਵਾਣ ਦਾ ਅਤੇ ਇਹ ਕਾਰਜ ਦਾ ਆਦੇਸ਼ ਹੋਇਆ

ਏ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਜਦੋਂ ਵੀ ਕੋਈ ਰਜਿਸਟਰਾਰ ਆਸਾਮੀ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ ਵਿਚ ਸਿੱਧੀ ਭਰਤੀ/ਤਰੱਕੀ ਰਾਹੀਂ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀ ਦੁਆਰਾ ਭਰੀ ਜਾਣੀ ਹੁੰਦੀ ਹੈ ਤਾਂ ਉਸ ਲਈ ਨਾਨ-ਉਪਲਬਧਤਾ ਸਰਟੀਫੀਕੇਟ/ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਲੈਣਾ ਪੈਂਦਾ ਹੈ ਇਹ ਹਦਾਇਤਾਂ ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗਜ਼ ਅਤੇ ਅਟੋਨੇਰਿਸ ਥਾਈਜ਼ ਬਾਰੇ ਦੁਪ (silent) ਹਨ ।

2. ਇਸ ਸਬੰਧ ਵਿਚ ਇਹ ਵੈਸਲਾ ਰੀਤਾ ਗਿਆ ਹੈ ਕਿ ਜਦੋਂ ਵੀ ਕਿਸੀ ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗ/ਅਟੋਨੇਰਿਸ ਥਾਈ ਵਿਚ ਸਿੱਧੀ ਭਰਤੀ/ਤਰੱਕੀ ਰਾਹੀਂ ਰਜਿਸਟਰਾਰ ਆਸਾਮੀ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀ ਦੁਆਰਾ ਭਰੀ ਜਾਣੀ ਹੁੰਦੀ ਹੈ ਤਾਂ ਉਸ ਲਈ ਡੀ ਨਾਨ-ਉਪਲਬਧਤਾ ਸਰਟੀਫੀਕੇਟ/ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਸਬੰਧਤ ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗਜ਼/ਅਟੋਨੇਰਿਸ ਥਾਈ ਨੂੰ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਰਾਹੀਂ ਡਾਇਰੈਕਟਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ/ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸਮਾਜ ਭਲਾਈ ਵਿਭਾਗ ਪਾਸੋਂ ਪਰਾਪਤ ਕਰਨਾ ਹੋਵੇਗਾ

3. ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਹਦਾਇਤਾਂ ਸਬੰਧਤ ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗਜ਼/ਅਟੋਨੇਰਿਸ ਥਾਈਜ਼ ਦੇ ਧਿਆਨ ਵਿਚ ਤੁਰੰਤ ਲਿਆਂਦੀਆਂ ਜਾਣ । ਜਿਹੜੀਆਂ ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗਜ਼/ਅਟੋਨੇਰਿਸ ਥਾਈਜ਼ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਉਹਨਾਂ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ ।
ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਤੁਰੰਤ ਕੇਜੀ ਜਾਵੇ ।

ਸਹੀ.....

ਅਧੀਨ ਸਕੱਤਰ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ।

ਇਸ ਨਕਲ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਨਾ ਕਰਨੀ ਝਟਕਾਈ ਜਾਵੇ ।

ਸਹੀ.....

ਅਧੀਨ ਸਕੱਤਰ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ
ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਚ,

- (1) ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ
(2) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ।

ਗੁਪਤਾ ਨੰ : 3724-ਸਭ 1-76, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 28 ਜਨਵਰੀ, 1976

ਵੱਲੋਂ

ਨੰ : 206-ਸਬ1-76/3787

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,

ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿੱਚ

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,

ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,

ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,

ਜਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ)।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 19-2-1976।

ਵਿਸ਼ਾ :--ਪੰਜਾਬ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ/ਗਰੇਡਾਂ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੀ ਪ੍ਰਤੀਨਿਧਤਾ-ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਨੂੰ ਦੂਜਿਆਂ ਤੋਂ ਨਾ ਭਰੇ ਜਾਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 975-ਓ.ਐਸ.ਡੀ(ਡਬਲਿਊ)-2-70/2633, ਮਿਤੀ 28-4-1970 ਅਤੇ ਨੰ: 1146-ਵ.ਕ.ਅ.(3)-2-70/1337, ਮਿਤੀ 28-5-1970 ਵੱਲ ਵਿਦਿਉਤ ਅਤੇ ਕਹਿਣ ਦਾ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੋਈ ਰੀਜ਼ਰਵ ਅਸਾਮੀ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀ ਦੁਆਰਾ ਨਹੀਂ ਭਰੀ ਜਾ ਸਕਦੀ, ਜਿਨ੍ਹਾਂ ਚਿਰ ਡਾਇਰੈਕਟਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਪਾਸੋਂ ਨਾਨ-ਉਪਲਭਧਾ ਸਰਟੀਫੀਕੇਟ ਅਤੇ ਸਰਕਾਰ ਪਾਸੋਂ ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਨਾ ਕੀਤਾ ਜਾਵੇ। ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਕਈ ਵਿਭਾਗਾਂ ਜਦੋਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀ ਪੰਜਾਬ ਲੋਕ ਸੇਵਾ ਕਮਿਸ਼ਨ/ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਤੋਂ ਨਹੀਂ ਮਿਲਦੇ ਤਾਂ ਉਹ ਬਿਨਾਂ ਨਾਨ-ਉਪਲਭਧਾ/ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਭਰ ਲੈਂਦੇ ਹਨ। ਸਰਕਾਰ ਨੂੰ ਇਸ ਕੁਤਾਹੀ ਉਤੇ ਬੜਾ ਖੇਦ ਹੋਇਆ ਹੈ। ਇਸ ਸਬੰਧ ਵਿਚ ਆਪ ਨੂੰ ਮੁੜ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰੀਜ਼ਰਵ ਅਸਾਮੀਆਂ ਬਿਨਾਂ ਨਾਨ-ਉਪਲਭਧਾ/ਇਤਰਾਜ਼-ਹੀਣ ਸਰਟੀਫੀਕੇਟ ਪ੍ਰਾਪਤ ਕੀਤੇ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਭਰੀਆਂ ਨਾ ਜਾਣ। ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਕਰਮਚਾਰੀ/ਅਫਸਰ ਵਿਰੁਧ ਕੌਮੀ ਥਾਵਾਂ ਦੀ ਕੀਤੀ ਜਾਵੇਗੀ।

ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

ਗੁਰਦਿਆਲ ਸਿੰਘ ਫਿਜੀ,

ਅਧੀਨ ਸਕੱਤਰ, ਭਲਾਈ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ

ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,

ਭਲਾਈ ਵਿਭਾਗ।

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਨਾ ਧਰੀਨੀ ਬਣਾਈ ਜਾਵੇ।

(ਸਾਰੀ) . . .

ਅਧੀਨ ਸਕੱਤਰ, ਭਲਾਈ,

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ

ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ

ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿੱਚ,

(1) ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ

(2) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਰਾ: ਮ: ਪੱਤਰ ਨੰ: 206-ਸਬ 1-76/ ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 14-2-1976।

ਵਿਸ਼ਾ :--ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਡਰਟੇਕਿੰਗ ਅਤੇ ਅਟਾਰਨੀਸ ਬਾਡੀਜ ਵਿਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਨਿਯੁਕਤੀ ਅਤੇ ਤਰੱਕੀ ਸਮੇਂ ਰੀਜ਼ਰਵੇਸ਼ਨ ਦੇਣ ਸਬੰਧੀ ਸਬੰਧਤ ਐਕਟਾਂ ਵਿਚ ਤਰਮੀਮ ਕਰਨ ਬਾਰੇ।

ਕੀ ਸਮੂਹ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ, ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਅ.ਸ. ਪੱਤਰ ਨੰ: 986-ਐਸ. ਡਬਲਿਊ-1-74, ਮਿਤੀ 29-3-1974 ਅਤੇ ਇਸ ਸਬੰਧ ਵਿਚ ਜਾਰੀ ਕੀਤੇ ਸਮੇਂ ਸਮੇਂ ਚਿਤਾਵਨੀ ਪੱਤਰਾਂ ਵਲ ਧਿਆਨ ਦੇਵੇਗੇ ?

2. ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਧਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਸਰਕਾਰ ਦੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਪਾਲਸੀ ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਡਰਟੇਕਿੰਗ ਅਤੇ ਅਟਾਰਨੀਸ ਬਾਡੀਜ ਵਿੱਚ ਇਨ੍ਹਾਂ ਭਿੰਨ ਲਾਗੂ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ। ਉਹਨਾਂ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਸੰਸਥਾਵਾਂ ਵਿਚ ਰੀਜ਼ਰਵੇਸ਼ਨ ਪਾਲਸੀ ਲਾਗੂ ਕਰਨ ਲਈ ਹਰ ਸੰਭਵ ਥਾਵਾਂ ਦੀ ਕੀਤੀ ਜਾਵੇ। ਇਸ ਸਬੰਧ ਵਿਚ ਕ੍ਰਿਪਾ ਕਰਕੇ ਹੇਠ ਦਿਤੀ ਸੂਚਨਾ ਧਿਆਨ ਭੇਜੀ ਜਾਵੇ :--

(1) ਕੀ ਜਿਹੜੀਆਂ ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਡਰਟੇਕਿੰਗ/ਅਟਾਰਨੀਸ ਬਾਡੀਜ ਉਹਨਾਂ ਦੇ ਅਧੀਨ ਹਨ ਉਹਨਾਂ ਦੇ ਕੋਈ ਐਕਟਸ ਜਾਂ ਰੂਲਜ ਹਨ ਅਤੇ ਜੇ ਹਨ ਤਾਂ ਕੀ ਸੇਵਾਵਾਂ ਵਿਚ ਰੀਜ਼ਰਵੇਸ਼ਨ ਪਾਲਸੀ ਲਾਗੂ ਕਰਨ ਲਈ ਐਕਟ ਜਾਂ ਰਲਜ ਵਿਚ ਤਰਮੀਮ ਕੀਤੀ ਗਈ ਹੈ।

(2) ਜੇ ਐਕਟਸ/ਰੂਲਜ ਵਿਚ ਤਰਮੀਮ ਨਹੀਂ ਕੀਤੀ ਗਈ ਤਾਂ ਦੱਸਿਆ ਜਾਵੇ ਕਿ ਸਰਕਾਰ ਦੀ ਰਿਜ਼ਰਵੇਸ਼ਨ ਪਾਲਸੀ ਇਸ ਤਰ੍ਹਾਂ ਲਾਗੂ ਕੀਤੀ ਗਈ ਹੈ।

(3) ਇਹ ਵੀ ਦੱਸਿਆ ਜਾਵੇ ਕਿਨ੍ਹਾਂ ਕਿਨ੍ਹਾਂ ਪਬਲਿਕ ਸੈਕਟਰ ਅੰਡਰਟੇਕਿੰਗ ਅਤੇ ਅਟਾਰਨੀਜ਼ ਬਾਡੀਜ਼ ਵਿਚ ਐਕਟ/ਰੂਲਜ਼ ਨੂੰ ਤਰਾਸ਼ੀਮ ਕਰਕੇ ਰੀਜਰਵੇਸ਼ਨ ਪਾਲਸੀ ਲਾਗੂ ਕੀਤੀ ਗਈ ਹੈ।

(ਸਹੀ)
ਅਧੀਨ ਸਕੱਤਰ, ਭਲਾਈ,

ਵਸਤੇ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ, ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿੱਚ

ਸਮੂਹ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,

ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ।

ਗੈ : ਸ. ਪ. ਨੰ : 3476-ਸਭ-1-76, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 23-2-1976

ਇਕ ਨਕਲ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

(ਸਹੀ)

ਅਧੀਨ ਸਕੱਤਰ, ਭਲਾਈ,

ਵਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਸੇਵਾ ਵਿੱਚ

ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।

ਗੈ:ਸ.ਪ.:347-ਸਭ-1-76, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 23-2-1976

ਨੰ : 830-ਸਭ2-76/9341

ਵੱਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਵੱਲੋਂ

ਪੰਜਾਬ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
ਰੀਜ਼ਨਲ ਆਫਿਸਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਉਪ-ਮੈਂਬਰ ਅਫਸਰ (ਸਿਵਲ)।
ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 29 ਮਾਰਚ, 1976।

ਵਿਸ਼ਾ :--ਪੰਜਾਬ ਰਾਜ ਦੀਆਂ ਸੇਵਾਵਾਂ I, II, III ਅਤੇ IV ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ/ਪਦ-ਉਨਤੀ ਵਿੱਚ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਲਈ ਰਿਜਰਵੇ ਅਸਾਮੀਆਂ ਨੂੰ ਦੁੱਜਿਆਂ ਤੋਂ ਨਾਂ ਭਰੇ ਜਾਣ ਬਾਰੇ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ 'ਤੇ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਤੇ ਗਜ਼ਤੀ ਪੱਤਰ ਨੰ: 206-ਸਭ-1-76/9341, ਮਿਤੀ 19-2-1976 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦਾ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੋਈ ਰਿਜ਼ਰਵ ਅਸਾਮੀ ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਵਿਅਕਤੀਆਂ ਦੁਆਰਾ ਨਹੀਂ ਭਰੀ ਜਾ ਸਕਦੀ ਪਰ ਕਈ ਮਹਿਕਮਿਆਂ ਵੱਲੋਂ ਇਹ ਸੁਆਲ ਉਠਾਇਆ ਗਿਆ ਹੈ ਕਿ ਆਇਆ ਇਹ ਹਦਾਇਤਾਂ ਸਿੱਧੀ ਭਰਤੀ ਜਾਂ ਪਦ-ਉਨਤੀ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਲਾਗੂ ਹਨ ਅਤੇ ਇਸ ਤੋਂ ਇਲਾਵਾ ਇਹ ਹਦਾਇਤਾਂ ਕਲਾਸ I ਅਤੇ II ਦੀਆਂ ਸੇਵਾਵਾਂ ਵਿੱਚ ਵੀ ਲਾਗੂ ਹਨ ਕਿ ਨਹੀਂ। ਇਸ ਲਈ ਇਸ ਬਾਰੇ ਇਹ ਸਪੱਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ :--

(ਉ) ਸਿੱਧੀ ਭਰਤੀ:--ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਕਲਾਸ I, II, III ਅਤੇ IV ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਲਈ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ, ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਉਮੀਦਵਾਰਾਂ ਦੁਆਰਾ ਨਹੀਂ ਭਰੀਆਂ ਜਾ ਸਕਦੀਆਂ, ਜਦੋਂ ਤੱਕ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ : 975-ਓ.ਐਸ.ਡੀ.(ਡਾਇਲਗੂ) 2-70/2633, ਮਿਤੀ 28 ਅਪਰੈਲ, 1970 ਅਨੁਸਾਰ ਡਾਇਰੈਕਟਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਵਿਭਾਗ ਤੋਂ ਨਾਨ-ਉਪਲਭਤਾ ਸਰਟੀਫੀਕੇਟ ਅਤੇ ਇਸ ਉਪਰੰਤ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ : 1146-ਵ.ਕ.ਅ.(ਭ) 2-70/13370, ਮਿਤੀ 28-5-1970 ਅਨੁਸਾਰ ਸਰਕਾਰ ਪਾਸੋਂ ਪਰਵਾਨਗੀ ਨਹੀਂ ਲੈ ਲਈ ਜਾਂਦੀ।

(ਅ) ਪਦ-ਉਨਤੀ:--ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਕਲਾਸ I, II, III ਅਤੇ IV ਵਿੱਚ ਪਦ-ਉਨਤੀ ਲਈ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ, ਗੈਰ-ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਦੇ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੁਆਰਾ ਨਹੀਂ ਭਰੀਆਂ ਜਾ ਸਕਦੀਆਂ, ਜਦੋਂ ਤੱਕ ਕਿ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ : 1146-ਵ.ਕ.ਅ.(ਭ) 2-70/13370, ਮਿਤੀ 28-5-1970 ਅਨੁਸਾਰ ਰਿਜ਼ਰਵ ਅਸਾਮੀਆਂ ਨੂੰ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ਤੋਂ ਡੀ-ਰਿਜ਼ਰਵ ਕਰਾਉਣ ਦੀ ਪਰਵਾਨਗੀ ਨਹੀਂ ਲੈ ਲਈ ਜਾਂਦੀ।

ਹਵਾਲਾ ਅਧੀਨ ਹਦਾਇਤਾਂ ਮਿਤੀ 19-2-1976 ਉਕਤ ਅਨੁਸਾਰ ਸ਼੍ਰੇਣੀਆਂ ਸਭੀਆਂ ਜਾਣ।
2. ਇਹ ਹਦਾਇਤਾਂ ਅਧੀਨ ਦਫਤਰਾਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਂਦੀਆਂ ਜਾਣ ਅਤੇ ਇਨ੍ਹਾਂ ਦੀ ਇਨ੍ਹਾਂ ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ। ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਵਾਲੇ ਕਰਮਚਾਰੀ/ਅਧਿਕਾਰੀ ਵਿਰੁੱਧ ਡੀ-ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

ਇਸ ਦੀ ਪਹੁੰਚ ਗਜ਼ਤ ਭੇਜੀ ਜਾਵੇ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

ਗੁਰਦਿਆਲ ਸਿੰਘ ਫਿਜ਼ੀ,
ਉਪ-ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ।

ਇਹ ਨਕਲ ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਵਾਈ ਜਾਵੇ।

(ਸਹਿਮਤ)

ਉਪ-ਸਕੱਤਰ, ਸਮਾਜ ਭਲਾਈ,
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
ਭਲਾਈ ਵਿਭਾਗ।

ਜੇਵਾ ਵਿੱਚ

- (1) ਸਮੂਹ ਵਿੱਚ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ। ਅਤੇ
 - (2) ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।
- ਗ: ਮ: ਪੱਤਰ ਨੰ: 830-ਸਭ2-76/ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 29 ਮਾਰਚ, 1976।

No. 771-SWL-76/

From

The Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

All Heads of Departments,
Commissioners of Divisions,
Deputy Commissioners, Registrar, Punjab and
Haryana High Court,
District and Sessions Judges and
Sub-Divisional Officers (Civil) in Punjab State.

Dated, Chandigarh, the 6th April, 1976.

Subject—Reservation in services for the members of Scheduled Castes and Backward Classes—Interchangeability of reserved posts between them.

Sir, I am directed to refer to Punjab Government letter No 1346-SWL-74/11491, dated the 20th June, 1974 on the subject noted above and to say that interchangeability in between the members of Scheduled Castes and Backward Classes was thereby introduced in services subject to certain conditions.

2. On receipt of references from various Departments whether interchangeability of reserved posts was admissible in a Cadre of less than five posts only or was admissible in a Cadre of more than five posts also, the concerned Departments were advised that interchangeability was admissible to a Cadre of less than five posts only. The Government have now decided to allow interchangeability in all Cadres irrespective of the fact whether the

Cadre is of less than five posts or more than five posts. The instructions issued, *vide* Punjab Government letter, dated 20th June, 1975 mentioned above are clarified as follows :—

- (i) A vacancy upon its being de-reserved on account of non-availability of a Scheduled Caste person be offered to a Backward Class person but the vacancy so de-reserved would be carried forward for the Scheduled Castes just as is done at present.
- (ii) The vacancy next reserved for the Backward Classes would, in case a person belonging to Backward Classes has already availed of a vacancy meant for the Scheduled Castes be thrown open to non-Scheduled Caste.
- (iii) The same conditions would apply to cases in which vacancies reserved for the Backward Classes are offered to Scheduled Castes on account of non-availability of persons belonging to the former category.
- (iv) Subject to the instructions contained in Punjab Government circular letter dated the 30th July, 1970, the percentage prescribed for each category in a lot of 100 vacancies would not be exceeded in any case.
- (v) In the case of promotion 2nd vacancy should only be given to members of Backward Classes if the Roster has crossed 50 points. Similarly, in the case of direct recruitment 2nd vacancy should be given to the members of Backward Classes after Roster has crossed 20 points, 3rd vacancy after Roster has crossed 40 points and so on.

3. Its receipt may please be acknowledged.

Yours faithfully,
(Sd.)

Deputy Secretary Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

A copy is forwarded to:—

- (i) All the Financial Commissioners, Punjab;
- (ii) All the Administrative Secretaries to Government, Punjab for information and necessary action.

(Sd.)
Deputy Secretary, Social Welfare,
for Secretary to Government, Punjab,
Welfare of Scheduled Castes and Backward Classes.

To

- (i) All the Financial Commissioners, Punjab.
 (ii) All the Administrative Secretaries to Government, Punjab.
 U. O. No. 771-SWL-76, dated, Chandigarh, the 6th April, 1976.

No. 915-SWL-76/13507

From

The Secretary to Government, Punjab,
 Welfare of Scheduled Castes and
 Backward Classes Department.

To

All Heads of Departments, Commissioners of
 Divisions, Deputy Commissioners, Registrar
 Punjab and Haryana High Court,
 District and Sessions Judges etc.

Dated, Chandigarh, the 11th May, 1976

Subject.—Reservation in promotion for members of the Backward Classes—
 carry forward of vacancies at reserve points to vacancies occurring
 on or after the 6th March, 1974—filling up of such posts from among
 members of the Backward Classes now declared eligible through
 waiving of the condition relating to ceiling on income

I am directed to refer to the modification of the Punjab Government instructions contained in Circular letter No. 2662-SWGII-63 6934, dated the 20th April, 1963, on the subject of classification of certain classes of people as Backward Classes, and in paragraph 3 of the Circular letter No. 6872-WG-66/24917, dated the 23rd August, 1966, on the applicability of this classification to cases of reservation in promotion for members of Backward Classes, through Circular letter No. 4651-SWL-74/17691, dated the 4th September, 1974, which states that the ceiling on income has ceased to be a criterion for determining the eligibility of members of the Backward Classes for grant of the concession of reservation in promotion.

2. It has come to the notice of Government that vacancies reserved for members of these Backward Classes at points Nos. 15 and 75 in a lot of 100 vacancies and carried forward on account of non-availability of members of the Backward Classes eligible under the income ceiling criterion, have not been offered to members of the Backward Classes who are now eligible after the income ceiling criterion has been waived. It is hereby clarified that the concession of reservation in promotion to members of the Backward Classes should be made available to them by offering the first vacancy occurring on or after the 6th March, 1974 carried forward as a result of non-utilization of reserved point vacancies.

3. You are requested to bring this decision to the notice of all concerned.
 The receipt of this communication may please be acknowledged.

Yours faithfully,
 (Sd.) . . .

Deputy Secretary Welfare,
 for Secretary to Government, Punjab,
 Welfare of Scheduled Castes and
 Backward Classes.

A copy is forwarded for information and necessary action to :—

- (i) All Financial Commissioners in Punjab.
 (ii) All the Administrative Secretaries to Government, Punjab.

(Sd.) . . .

Deputy Secretary Welfare,
 for Secretary to Government, Punjab,
 Welfare of Scheduled Castes and
 Backward Classes.

To

- (1) All the Financial Commissioners in Punjab,
 (2) All the Administrative Secretaries to Government, Punjab.

U. O. No. 915-SWL-76, dated, Chandigarh, the 11th May, 1976.

ਨੰ : 1931-ਸਬ 1-76/25178

ਵੱਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
 ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ
 ਭਲਾਈ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਖੇ

ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,
 ਡਾਈਜ਼ਲਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ,
 ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
 ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨਜ਼ ਜੱਜ ਅਤੇ ਉਪ-ਮੈਂਬਰ ਅਵਸਰ (ਸਿਵਲ) ।

ਮਿਤੀ: ਚੌਥੀ ਮਾਰਚ, 30 ਅਗਸਤ, 1976

ਵਿਸ਼ਾ :—ਸੇਵਾਵਾਂ/ਆਸਾਮੀਆਂ ਵਿਚ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰੀਜ਼ਰਵੇਸ਼ਨ—
 ਤਰੱਕੀ ਲਈ ਪ੍ਰੋਤਿਗ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ।

ਮੈਂ ਉਪਰੋਕਤ ਵਿਖੇ ਤੇ ਆਪ ਜੀ ਨੂੰ ਸੰਬੰਧਤ ਕਰਨ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ । ਵਿਧਾਨ
 ਸਭਾ ਵੱਲੋਂ ਅਨੁਮੋਦਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੀ ਭਲਾਈ ਲਈ ਸੇਵਾ-ਆਪ (ਸਮਾਪਤ)

ਕੀਤੀ ਕਮੇਟੀ ਨੇ ਆਪਣੀ ਰੋਬੀ ਰਿਪੋਰਟ ਜਿਹੜੀ ਵਿਧਾਨ ਸਭਾ ਨੂੰ ਮਿਤੀ 9-2-76 ਨੂੰ ਪੇਸ਼ ਕੀਤੀ ਗਈ ਸੀ ਉਸ ਵਿਚ ਸਿਫਾਰਸ਼ ਕੀਤੀ ਹੈ ਕਿ ਜਿਹੜੀਆਂ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਦੇ ਬਰਾਮਦਾਰੀਆਂ ਦੀਆਂ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਤਰੱਕੀ ਲਈ ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਵਿਚ ਪ੍ਰੋਤਿਭਿਗ ਪਈਆਂ ਹੋਈਆਂ ਹਨ ਉਹਨਾਂ ਦਾ ਨਿਪਟਾਰਾ 6 ਮਹੀਨੇ ਵਿਚ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ।

2. ਇਸ ਸਬੰਧ ਵਿਚ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਜੇ ਆਪ ਦੇ ਵਿਭਾਗ ਵਿਚ ਤਰੱਕੀ ਲਈ ਕੋਈ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਪ੍ਰੋਤਿਭਿਗ ਹੈ ਤਾਂ ਉਸ ਦਾ ਨਿਪਟਾਰਾ ਤੁਰੰਤ ਕੀਤਾ ਜਾਵੇ । ਤਰੱਕੀ ਲਈ ਪ੍ਰੋਤਿਭਿਗ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਹਰ ਹਾਲਤ ਵਿਚ ਇਸ ਪੱਧਰ ਦੇ ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ 6 ਮਹੀਨੇ ਦੇ ਵਿਚ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ ।

3. ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

(ਹਸਤਾਖਰ)

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ।

ਇਹ ਨਕਲ ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਇਸ ਬੇਨਤੀ ਨਾਲ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ।

(ਹਸਤਾਖਰ)

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਵਿੱਤ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ
2. ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

ਗ. ਸ. ਪ. ਨੰ. : 1931 ਸਭਾ I-76/1, ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 30 ਅਗਸਤ, 1976

ਵੱਲੋਂ

ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,
ਭਲਾਈ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ,
ਭਵੀਜਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਟਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਜਿਲਾ ਅਤੇ ਸੈਸ਼ਨ ਜੱਜ ਅਤੇ ਰਜਿਸਟਰਾਰ ਦੇ ਉਪ-ਮੈਂਬਰ ਅਫਸਰ (ਸਿਵਲ) ।
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 21 ਸਤੰਬਰ, 1976

ਵਿਸ਼ਾ :-- ਨਵੀਆਂ ਸਥਾਪਨਾ ਕੀਤੀਆਂ ਜਾ ਰਹੀਆਂ ਅਟਾਰਨੇਸ਼ ਬਾਡੀਜ਼/ਪਬਲਿਕ ਅੰਡਰਟੇਕਿੰਗਜ਼ ਦੇ ਐਕਟ/ਰੂਲਾਂ ਵਿਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੀ ਉਪਬੰਧ ਧਰਵਾਉਣ ਬਾਰੇ ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ 'ਤੇ ਆਪ ਜੀ ਨੂੰ ਜ਼ਬੋਰਤ ਕਰਨ ਅਤੇ ਇਹ ਬਹਿਰ ਦਾ ਹੁਕਮ ਹੋਇਆ ਹੈ ਕਿ ਹੁਣ ਜਦੋਂ ਵੀ ਕਿਸੇ ਵਿਭਾਗ ਅਧੀਨ ਕੋਈ ਅਟਾਰਨੇਸ਼ ਬਾਡੀ/ਪਬਲਿਕ ਸੇਕਟਰ ਅੰਡਰਟੇਕਿੰਗ

ਸਥਾਪਤ ਕੀਤੀ ਜਾਵੇ, ਉਸ ਦੇ ਐਕਟ/ਆਰਟੀਕਲ ਐਂਡ ਐਜੋਜੀਏਸ਼ਨ ਵਿਚ ਰੀਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੀ ਉਪਬੰਧ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ, ਜਿਸ ਅਨੁਸਾਰ ਉਪਰੋਕਤ ਬਾਡੀਜ਼ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਅਸਮਾਨੀ ਰੀਜ਼ਰਵ ਕਰਨੀਆਂ ਲਾਜ਼ਮੀ ਹੋਣ ।

2. ਜਿਹੜੀਆਂ ਅਟਾਰਨੇਸ਼ ਬਾਡੀਜ਼/ਪਬਲਿਕ ਸੇਕਟਰ ਅੰਡਰਟੇਕਿੰਗਜ਼ ਸਥਾਪਤ ਕੀਤੀਆਂ ਜਾ ਚੁਕੀਆਂ ਹਨ, ਉਨ੍ਹਾਂ ਦੇ ਐਕਟ/ਆਰਟੀਕਲਜ਼ ਆਫ ਐਜੋਜੀਏਸ਼ਨ ਵਿਚ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਪ੍ਰੋਵੀਜ਼ਨਜ਼ ਕੀਤੇ ਜਾਣ, ਜੇਕਰ ਪਹਿਲਾਂ ਨਹੀਂ ਕੀਤੇ ਗਏ । ਇਸ ਸਬੰਧ ਵਿਚ ਆਪ ਨੂੰ ਪਹਿਲਾਂ ਵੀ ਕਈ ਵਾਰ ਲਿਖਿਆ ਜਾ ਚੁਕਾ ਹੈ ।

3. ਕ੍ਰਿਪਾ ਕਰਕੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਤੁਰੰਤ ਕੀਤੀ ਜਾਵੇ । ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

(ਹਸਤਾਖਰ)

ਉਪ-ਸਕੱਤਰ, ਭਲਾਈ.

ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ।

ਇਸ ਦੀ ਇਕ ਨਕਲ ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਅਤੇ ਵਿੱਤ ਕਮਿਸ਼ਨਰਾਂ, ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਸੂਚਨਾ ਤੇ ਧੀਰ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ।

(ਹਸਤਾਖਰ)

ਉਪ-ਸਕੱਤਰ, ਭਲਾਈ.
ਵਾਸਤੇ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਭਲਾਈ ਵਿਭਾਗ ।

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ/ਵਿੱਤ ਕਮਿਸ਼ਨਰਜ਼, ਪੰਜਾਬ ਸਰਕਾਰ ।

ਗ. ਸ. ਪ. ਨੰ. : 1947-ਸਭਾ I-76/1, ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 21 ਸਤੰਬਰ, 1976