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

D.O No. 43011/297/2010-Estt.(Res.)

Dated 3rd October, 2012

Dear Sir/Madam,

This department had been collecting annual Data about representation of SCs, STs & OBCs and Persons with Disability in Central Government Services as on 1st January of each year. In a step towards e-governance, the government has now decided to collect the aforesaid data 'on line'. For the purpose, an URL has been created. The data may be filled at www.rrcps.nic.in.

2. The user name and the login password are given in the enclosed annexure. A brief guideline for filling up the data on line is also furnished. There is suggestion box available online for your feed back. A nodal officer, preferably at the level of Director, who may supervise filling up of data may be nominated by each Ministry/Department. Details of the Nodal Officer etc. may be furnished to this department in the enclosed Format I.

3. The trial run of filling up of data is initiated herewith. Every Ministry/Department is supposed to fill up the data of representation of SCs, STs and OBCs and Persons with Disabilities as on 1st January, 2012 on trial basis.

4. I shall be grateful if the online filling up of the data is completed by 15th October, 2012. Needless to say that your feedback on improvement of this process, is extremely important and useful for us.

With regards,

Yours sincerely,

Manoj Joshi

(Manoj Joshi)

Encl: As above

To

Joint Secretary (Admn.),
All Ministries/ Departments of Government of India



सूचना का
अधिकार

<http://persmin.gov.in>

Guidelines/tips for Nodal Officer :

- The Nodal Officer at first has to Login using the given password and has to mandatorily change the "Password" and update "Profile" as Nodal Officer of the Ministry/Department.
- "Forgot Password details" are to be filled up also for getting new password.
- The data can be filled in at more than one level such as at the Ministry/Department level often referred to as **Ministry Admin** and at the level of organisations under the Ministry/Deptt. referred to as **User**
- Ministry Admin (through the Nodal Officer) may create user's login for Annual Data Entry by organisations under the Ministry/Deptt. by using **Update Login** option.
- Nodal Officer can update the profiles of these created Logins.
- Nodal Officer can also do the data entry on behalf of Min/Dept Proper as well as organisations under the Ministry/Deptt. by using **Annual Data Entry** option.
- Query for Output reports may be seen by clicking **Query/Reports** and then **View Output Report**.
- The Login Status (e.g. successful, unsuccessful login etc.) can be monitored of all Logins created by the Nodal Officer by clicking the "Login Audit" option.
- The list of organisations/Services under the Ministry/Department can be viewed on clicking **List of Ministries/Departments/Organisations/Services**.
- The list of Organisations, who have entered Annual Data, can be viewed by clicking **Query/Report->Annual Data Entered (All)**.
- The list of Organisations, who have sent the annual data to DoPT can be viewed by clicking **Query/Report->Annual Data Sent To DoPT**.
- The list of Organisations, who have entered annual data but still have to send data to DoPT, can be viewed by clicking **Query/Report->Annual Data Entered But not Send to DoPT**.
- On clicking **Register for Password** security questions asked while creating profile may be updated.
- The password can be changed on clicking **Change Password**. It is advised to change password from time to time as per the security issues.
- User manual is also provided for further help.
- After completing annual data entry, data must be sent to DoPT by clicking **Send To DoPT**. **After sending data to DoPT the data sent will be locked and no further modification can be done by the user**. However, if required, the nodal officer may contact DoPT for unlocking the data for further modification.

Format-1

Details of Ministry/Department/Organisation

1. Name (e.g. Civil Aviation) :

2. Type: Ministry Department Organisation

If Type is Organisation then "Organisation Type"

(e.g. Autonomous Organisation, Statutory Body, PSU etc)

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3. Location;

4. Is Cadre Controlling Authority also? Yes / No
 If "Yes" then Name(s) of Service(s) covered

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Details of Nodal Officer (Only in case of Ministry/Department/CCA)

5. Name :

6. Local Employee Code :

7. Designation :

8. Address :

9. Email : (preferably NIC-Email)

10. Phone :

11. Mobile :

12. Remarks :

Signature :

Date: