

No.36027/1/2012-Estt.(Res.)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

North Block, New Delhi

Dated 3rd February 2012

Office Memorandum

Subject:- Annual Reports regarding Representation of SCs, STs, OBCs and Persons with Disabilities in the Central Government Services as on **1.1.2012**.

The undersigned is directed to say that as per instructions contained in this Department's O.M. No.43011/10./2002-Estt.(Res.) dated 19.12.2003 and O.M. No 36035/3/2004-Estt.(Res.) dated 29.12.2005, each Ministry/Department is required to send following reports to this Department by 31.3.2012 :-

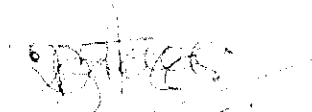
- (i) SC/ST/OBC Report-I regarding representation of SCs, STs, and OBCs in services as on 1.1.2012 and number of appointments made during the calendar year 2011.
- (ii) SC/ST/OBC Report-II regarding representation of SCs, STs, OBCs in various grades of organized Group 'A' services as on 1.1.2012;
- (iii) Persons with Disabilities (PWD) Report-I regarding representation of persons with disabilities in services as on 1.1.2012 ; and
- (iv) PWD Report-II regarding appointments persons with disabilities during the year 2011.

2. The proformae prescribed for above reports are enclosed for ready reference. It is request that the reports may be sent to this Department by stipulated date i.e. by 31.3.2012. While collecting information from the attached/Subordinate offices, the concerned offices may be advised not to send information direct to this Department. The concerned Ministry/Department should consolidate the information in respect of entire Ministry /Department including the information in respect of the Attached and Subordinate Office, and send such consolidated information to this Department.

3. The Ministries/Department should ensure that the reports sent to this Department **contain consolidated information in respect of the concerned Ministry/Department and its Attached and Subordinate Offices only.**

4. Information in respect of the Statutory, Semi-Government and Autonomous Bodies may be collected and maintained by the concerned administrative Ministries/Departments **but the same should not be sent to this Department.** Similarly, the Department of Public Enterprises may collect similar information in respect of all public sector undertaking and may maintain it.

5. As the information called for relates to persons and not to posts, the posts, which are lying vacant, should not be taken into account. Persons on deputation should be included in the establishment of borrowing Ministry/Department/Office and not in the establishment of their parent office. Persons permanent in one grade but officiating or holding temporary appointment in a higher grade should be shown in the figures relating to the class of service in which the higher grade concerned is included. It may also be noted that figures in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities have to include persons appointed by reservation as well as appointed on their own merit.



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tel:-23092110

Encls: As above

1. All Ministries/Departments of the Government of India (As per the list enclosed).
2. ✓ NIC, DOPT, North Block for uploading to the web site. (Circular-> Estt.(Res.) and **what is new**).

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PWD Report I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS
WITH DISABILITIES IN SERVICES
(As on 1ST January of the year)

MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE.

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6
Group A					
Group B					
Group C					
Group D					
Total					

- Note:** (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision);
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment);
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

PWD REPORT II

STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR
(For the Year _____)

MINISTRY / DEPARTMENT
ATTACHED / SUBORDINATE OFFICE

GROUP	DIRECT RECRUITMENT									PROMOTION						
	No. of vacancies reserved			No. of Appointments Made						No. of vacancies reserved			No. of Appointments Made			
	VII	III	OII	Total	In Identified Posts	VII	III	OII	VII	III	OII	Total	In Identified Posts	VII	III	OII
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group A									NIL	NIL	NIL					
Group B									NIL	NIL	NIL					
Group C																
Group D																

- Note: (i) VII stands for Visually Handicapped (persons suffering from blindness or low vision)
(ii) III stands for Hearing Handicapped (persons suffering from hearing impairment)
(iii) OII stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)
(iv) There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts provided the concerned post is identified suitable for persons with disabilities