

No. 36027/1/2010-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated the 1st January, 2010

Office Memorandum

Subject:-Annual Reports regarding representation of SCs, STs, OBCs and Persons with Disabilities in the Central Government Services as on 1.1.2010.

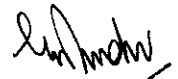
The undersigned is directed to say that as per instructions contained in this Department's O.M. No.43011/10/2002-Estt.(Res.) dated 19.12.2003 and O.M. No 36035/3/2004-Estt.(Res.) dated 29.12.2005, each Ministry/Department is required to send the following reports to this Department by 31.3.2010:-

- (i) SC/ST/OBC Report-I regarding representation of SCs, STs, and OBCs in services as on 1.1.2010;
- (ii) SC/ST/OBC Report-II regarding representation of SCs, STs, OBCs in various grades of organized Group 'A' services as on 1.1.2010;
- (iii) Persons with Disabilities (PWD) Report-I regarding representation of persons with disabilities in services as on 1.1.2010;and
- (iv) PWD Report-II regarding appointments of persons with disabilities during the year 2009.

2. The proformae prescribed for the above reports are enclosed for ready reference. It is requested that the reports may be sent to this Department by the stipulated date i.e. by 31.3.2010. 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 Offices, and send such consolidated information to this Department.



3. The Ministries/Departments 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 but **not** in respect of Public Sector Undertaking, Statutory, semi- Government and Autonomous Bodies. Since 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.



(G.S. Pundir)

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, North Block for uploading in the web site. (Circular→Estt (Res.) and what is new)
3. Guard file- 2010.

PWD REPORT -I

**STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS
WITH DISABILITIES IN SERVICES
(AS ON 1.1.2010)**

**MINISTRY / DEPARTMENT:
ATTACHED / SUBORDINATE OFFICE:**

GROUP	Number of Employees				
	Total	In Identified Posts	VH	HH	OH
(i)	(ii)	(iii)	(iv)	(v)	(vi)
Group A					
Group B					
Group C					
Group D					
Total					

STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES IN SERVICES APPOINTED DURING THE YEAR 2009

Group	DIRECT RECRUITMENT							PROMOTION						
	No. of Vacancies reserved			No. of Appointments Made				No. of Vacancies reserved			No. of Appointments Made			
	VH	HH	OH	Total	VH	HH	OH	VH	HH	OH	Total	VH	HH	OH
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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)