



MANUAL
OF
Reservation for Scheduled Castes
AND
Backward Classes in Services

Government of Punjab,
Department of Welfare
(Reservation Cell)
CHANDIGARH

1982

PREFACE

This third addition of the Manual has been taken out to make it up-to-date by including all existing instructions etc. on the basis of reservation. Earlier Manual which was known as Compendium gave the instructions date and yearwise . In this Manual efforts have been made to list out the existing instructions tablewise so that it is easy to refer these instructions without much efforts. However, no change has been made in the text of the policy instructions so far issued. Although all possible care and precautions have been taken while compiling this Manual yet the Department of Welfare (Reservation Cell) of Punjab Government will be glad to receive any error or omission which is brought to the notice of this Department.

Dated Chandigarh,
the 29th Oct., 1982

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

CONTENTS

PART I

<i>Chapter No.</i>	<i>Title</i>	<i>Pages</i>
I.	Constitutional provisions	1
II.	Rate of reservation for Scheduled Castes and Backward Classes	2—4
III.	Rosters	5—6
IV.	Checking/Inspection of Rosters	7
V.	De-reservation of Reserved vacancies	8
VI.	Carryforward of	9
VII.	Interchangeability/Exchange of vacancies	10
VIII.	Seniority when appointments/promotions made on reservation basis	11
IX.	Protection from reversion and retrenchment	12
X.	Definition and list of Scheduled Castes	13—14
XI.	Definition and list of Backward classes	15—17
XII.	Appointment of Special Officer (Welfare) Liaison Officers (Reservation) and their duties and functions	18—19
XIII.	Periodical returns/statements	20
XIV.	Other instructions ; Concessions	21—22

PART II

Reservation of seats in admissions in educational and Professional institutions.

23

PART III

Annexures

24

PART IV

APPENDIX

Copies of relevant instructions

25—29

PART I

CHAPTER I

CONSTITUTIONAL PROVISIONS

Art. 335. "The claims of the members of the 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."

Art. 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."

Art. 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."

Art. 46. "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."

Art. 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."

Art. 341(I) "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 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."

Art. 366. "In this Constitution, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say

* * * * *

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

should remain earmarked and be filled up by members belonging to these classes.

7. Reservation is applicable in vacancies filled on *ad hoc* basis/ short-term vacancies etc.

Cir. No. 24-4-
WGI-66/3772,
dated 16th
February, 1966.

While regularising the services of *ad hoc* employees the reserve points on the roster should be kept in view and no reserve point should be offered to general category employee without obtaining prior approval of the Welfare Department.

No. 1/2/80 SWI/
13333, dated
12th June, 1980.

8. While sending requisitions to the Punjab Public Service Commission/Subordinate Services Selection Board/Employment Exchange or any other recruiting agency/committee, a copy of the same should invariably be forwarded to the Director, Welfare of Scheduled Castes and Backward Classes (in the Special Employment Cell) Punjab for sending the names of eligible persons of Scheduled Castes/Backward Classes.

Cir. No. 975-
OSD(W)2-70/
2633, dated
28th April,
1970.

9. In the matter of direct recruitment 50% of the reserved vacancies for the members of Scheduled Castes will be offered to the members belonging to Mazhbi Sikhs/ Balmikis, if available, as a first preference. If, the requisite number of candidates belonging to Mazhbi Sikhs/Balmikis are not available, vacancies fallen to their share will be filled by the members of other Scheduled Castes. This 50% of the reserved vacancies will be given by offering reserved vacancies alternatively e.g. if, vacancy falling at point No. 1 is given to Mazhbi Sikhs/Balmikis next reserved point will go to the other Scheduled Castes and so on. This will, however, not be applicable in promotions.

Cir. No. 1818-
SWI-75/10451,
dated 5th May,
1975.

10. In case vacancies are filled on the basis of qualifying any prescribed test, the various departments should recommend twice the number of candidates for a single reserved vacancy, exclusively for officials belonging to Scheduled Castes 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.

Cir. No. 4183-
4WGI-64/17314
dated 3rd
September,
1964.

11. The eligible Scheduled Castes/Backward Classes officials will be given promotion against the reserved points irrespective of their seniority in the general seniority list. To illustrate this point, if there is an official belonging to the Scheduled Caste/Backward Class placed at a position say 73rd in the general list seniority he would have precedence over the other 72 officials to take benefit out of the reserved points on the basis of reservation.

Cir. No. 2125-
4WGI-64/5213,
dated 18th
March, 1964.

12. Reservation both at the time of recruitment and at the time of promotions will not apply in the case of appointments to posts for conducting research or organising, guiding and directing research.

Cir. No. 2622-
SW2-75/20614,
dated 2nd
September,
1975.

Note 1—Such category of posts are not available in the State. However no post should be brought out of the reservation purview until the same is got identified as such from the Government in the Department of Welfare.

CHAPTER III

ROSTERS

1. To give proper effect to the reservation prescribed, every appointing authority will treat vacancies as "reserved" or "un-reserved" according to prescribed rosters each of 100-points as described below:—

(i) VACANCIES FILLED BY THE METHOD OF DIRECT RECRUITMENT OR BY TRANSFER IN CLASS I, II, III AND IV SERVICES.

Cir. No. 890-
SWI-74/10619,
dated 6th June,
1974.

Vacancies falling at the following points of 100-points roster will be treated as reserved for the members of Scheduled Castes :—

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.

Vacancies falling at serial numbers 15, 35, 55, 75 and 95 shall be treated as reserved for the members of Backward Classes.

(ii) VACANCIES FILLED BY PROMOTION TO OR WITHIN CLASS I AND II SERVICE BY SELECTION OR BY SENIORITY-CUM-FITNESS :—

Cir. No. 1494-
SWI-74/8105
dated 4th May
1974

Vacancies occurring from time to time falling against the following serial numbers of the 100-point roster shall 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 shall be treated as reserved for the members of Backward Classes.

(iii) VACANCIES FILLED BY PROMOTION TO OR WITHIN CLASS-III AND IV SERVICES BY SELECTION OR BY SENIORITY-CUM-FITNESS.

Cir. No. 3180-
SWI-70/893,
dated 11th
July, 1971

Vacancies occurring from time to time falling against the following serial numbers on the 100-point roster shall be treated as reserved for the members of Scheduled Castes :—

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

Vacancies falling at serial numbers 15 and 75 shall be treated as reserved for the members of Backward Classes.

2. The rosters will be maintained in the form of running account, e. g. if appointment/promotions at a time stop at point number 6 of 100-point roster, on the subsequent occasion of recruitment/promotion this will begin at point number 7 of the roster. No. gap will be kept in the maintenance of roster.

Cir. No. 6872/
WG-66/24917
dated 23rd
August, 1966
Para 2(4) (a)

CHAPTER IV

CHECKING/INSPECTION OF ROSTERS

Checking/Inspection of rosters for the proper implementation of reservation policy by Roster Cells of this Department.

1. All the Departments of the Government and Corporations/Boards under the control of respective Departments have been divided into three categories i. e. A, B and C. Categorywise list of departments is enclosed at annexure XIII.

No. 15 (4)-I.
SC (W)-78/7704,
dated 30th
August, 1982.

2. Roster registers of the Departments and other autonomous bodies under the control of the respective Departments listed in category A, will be checked once in a year.

3. Roster registers of the departments and autonomous bodies included in the category B list, will be checked by the roster checking parties once in one and a half year.

4. The departments and autonomous bodies included in category C list, will be checked by roster checking parties once in two years.

5. All the departments will be given notice for checking the rosters maintained by them and the departments in turn will send back the questionnaire (Annexure II) and the proforma (Annexure II) duly filled, complete in all respects which must reach the Welfare Department (Roster Cell) within a fortnight of the issue of notice so that after proper examination visit of Roster Checking parties can be arranged for inspection of rosters.

6. The Under-Secretaries/Deputy Secretaries of the Department of Welfare as well as the Secretary to Government Punjab, Department of Welfare, will inspect the rosters if felt necessary.

7. The Departments will make available necessary records relating to appointments/promotions to the Inspection parties on demand and necessary co-operation be extended to them in this regard.

CHAPTER VI

CARRYING FORWARD OF RESERVATIONS

1. According to 100-point running roster system (previously known as appointments on formula of rotation-block system), vacancies specified as reserved (Chapter III) should be filled by the members of Scheduled Caste/Backward Classes irrespective of their positions in the general merit/seniority, *inter-se* the other category persons. If required number of members of the reserved category are not available for appointments/promotions against reserved vacancies, such vacancies can be de-reserved after following the prescribed procedure of de-reservation as in Chapter IV and thereafter those can be filled by candidates/officials of other category (O.C.) but the reservations shall be carried forward to subsequent appointments/promotions.

2. The reservation should be carried forward from vacancy to vacancy in the same block until a Scheduled Caste or a Backward Class person, as the case may be, is appointed/promoted in the same block.

3. If, all the vacancies in any block determined on the basis of prescribed rosters are filled by other category persons due to non-availability of Scheduled Castes or Backward Classes persons, the reservation should be carried forward to the subsequent blocks. Thus, the reservation should be carried forward from vacancy to vacancy in each block and from block to block until the carried forward vacancies are filled by the members of the Scheduled Castes or the Backward Classes.

4. Only one reserved vacancy out of the carried forward vacancies should be filled in a block of appropriate roster in addition to the normal reserved point of that block. In this manner all such carried forward vacancies should be adjusted subject to the above condition.

Note 1 :— Appropriate rosters means rosters prescribed for direct recruitment in Class I, II, III and IV services, promotions in Class I and II services and promotions in Class III and IV services. Separate 100-point running rosters have been prescribed as per Annexures VI, VII and VIII. A block constitute of vacancies from a reserved point to the last unreserved point immediately before the next reserved point with relation to the appropriate rosters prescribed.

Note 2 :— The carry forward rule given above is applicable in direct appointments as well as in promotions.

Cir. No. 1097-
SWI-74/23071,
dated 19th
November, 1974.

CHAPTER VIII

ASSIGNMENT OF SENIORITY IN APPOINTMENTS/PROMOTIONS
MADE ON MERIT/SENIORITY BASIS

According to the instructions, appointments of Scheduled Castes and Backward Classes persons are made on the basis of appropriate prescribed 100-points rosters and they should be assigned seniority as per the points reserved for them in the relevant 100-point roster irrespective of their positions in general merit-list (in the case of direct recruitment) or in general seniority list, (in the case of promotions) in class-I, II, III and IV services. In other words, roster points are the seniority points in respect of the members of Scheduled Castes and Backward Classes. This should be strictly followed by the recruiting agencies/appointing authorities at the time of preparing merit lists and appointments made by direct recruitment or by promotions.

Note 1:—In case, a Scheduled Castes or Backward Classes person get selected or promoted on his own merit/seniority he should retain his original higher position secured by him.

Note 2:—In case, a Scheduled Caste or a Backward Class person get appointed /promoted on the basis of his merit/seniority against the reserved point, the very next point on the roster, will be treated as reserved for the members of Scheduled Caste or Backward Class, as the case may be, and the same will be filled on the basis of reservation.

Note 3:—While sending requisition to the Punjab Public Service Commission, Subordinate Services Selection Board and other recruiting agency, the vacancies/ points reserved for Scheduled Castes & Backward Classes should specifically be indicated therein according to running roster so that such recruiting agencies could prepare and recommend the names accordingly. The merit lists/appointments will be subject to prescribed rosters.

Cir. No. 7191-
OSD (W)-69/
18194, dated 19th
July, 1969.

Cir. No. 1071-
OSD (W)-69/
22340, dated 8th
September, 1969.

CHAPTER X

LIST OF SCHEDULED CASTES

The Constitution (Scheduled Castes) Order 1950

A person shall be held to be a member of Scheduled Caste if he belongs to a caste which under the Constitution (Scheduled Castes) Order, 1950 as amended from time to time, has been declared to be a Scheduled Caste. A list of Scheduled Castes recognised as such under the above order is given below :—

1. Throughout the State

1. Ad-Dharmi
2. Barar, Burar or Berar
3. Bangali
4. Batwal
5. Bauri or Bawaria
6. Bazigar
7. Balmiki, Chura or Bhangi
8. Banjara
9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasia or Ravidasia
10. Chanal
11. Dagi
12. Dhanak
13. Dumna, Mhasha or Doom
14. Gagra
15. Gandhila or Gandil, Gondola
16. Kabirpanthi or Julaha
17. Khatik
18. Marija or Marecha
19. Kori or Koli
20. Mazbhi
21. Megh
22. Nat
23. Od
24. Pasi
25. Perna
26. Pherera
27. Sanhai
28. Sanhal
29. Sansi, Bhedkut or Manesh
30. Sepela
31. Sarera
32. Sikligar
33. Sirkiband

CHAPTER XI

DEFINITION AND LIST OF BACKWARD CLASSES

1. The Backward Classes in the State of Punjab has been classified on the basis of their economic backwardness, social status of occupation, etc. as under :—

(a) The list of communities which are socially looked down upon and declared as backward classes and whose annual family income does not exceed Rs. 3,600 per annum is given below :—

- | | |
|--|---|
| 1. Aheria Aheri Heri, Naik, Thori, or Turi | } P.G. No. 6961-WG.53/
62307, dated 31st August
1953. |
| 2. Barra | |
| 3. Beta, Hensi or Hesi | |
| 4. Changar | |
| 5. Chirimar | |
| 6. Daiya | |
| 7. Gwaria, Gauria or Gwar | |
| 8. Kanjar or Kanchan | |
| 9. Kurmi | |
| 10. Nar | |
| 11. Rehar, Rahara or Re | |
| 12. Ghirath including Chang and Bahti | |

- | | |
|--------------------------------|---|
| 13. Kahar, Jhindwar or Dhinwar | } P.G.No. 11096-WG-55/
53380 dated 3rd Sep-
tember, 1955. |
| 14. Ghasi Ghasiara or Ghosi | |

- | | |
|-----------------------|---|
| 15. Bagria | } P.G.No. 1520-WG(3C)
56/3429, dated 8th
September, 1956. |
| 16. Riaigar | |
| 17. Weaver (Jhullaha) | |

- | | |
|---|--|
| 18. Labana. | P.G.No. 28585-WG.56/6014, dated 6th October, 1956. |
| 19. Gorkhas | P.G.No. 14980 WG-II-56/10352, dated 7/13th December, 1957; |
| 20. Kumharas, | P.G.No. 510.WG-II-58/21579 dated 15/19th March, 1958 |
| 21. Nais | P.G.No. 3059-WG-(c)56/8126, dated 10/12th November, 1956. |
| 22. Dhobis, | P.G. No. 12392-WGII-58/56330, dated 14th July 1958. |
| 23. Kamboj (Pb. Govt. No. 1235 (SWA-3)-79/2249, | dated 27-4-79. |
| 24. Rai Sikhs | |

further upto 29-1-83-1 vide
Cir. letter No. 5(111)-SWA-
3/153, dated 7-1-82.

62. Dhaula or [Soni

(P.G. No. 7066-6SW-73/
1145, dated 31st January,
1974)

63. Gujjar

(P.G. No. 6816-6 SW-
12BC-74/13359/ dated
12th July, 1974)

64. Christian

65. Arain

(4836-6SW-74/29BC/
9535 dated 22nd May,
1974.

(b) All the residence of Punjab State whose family income does not exceed more than Rs. 3600/- per annum irrespective of the fact as to which caste, community or class they belong to and what profession they are following shall also be treated as belonging to Backward class.

Cir. No. 2662-
SWG-11-63/6934,
dated 20th April,
1963 as amended
vide
Cir No. 5420
SWI-74 /23309,
dated 19th Nov.,
1974.

(c) There is no income limit for persons belonging to Backward class in the cases of promotion in case he was either recruited as Backward Class or produced/produce a Backward Class Certificate on the prescribed *pro forma* at Annexure XI.

No. 4651-SWI-
74/17691,
dated 4th Sept.,
1974.

2. A person who wants to avail of the benefit admissible to the Backward Classes shall have to produce a certificate on the prescribed *pro forma* at annexure 5 issued by one of the following authority of his district :—

Cir. No. 2/223/
79 SWI /15045
dated 12 August,
1980.

- (i) SDO (Civil);
- (ii) Executive Magistrate;
- (iii) Tehsildar;
- (iv) Naib Tehsildar;
- (v) Block Development and Panchayat Officer; and
- (vi) District Revenue Officer.

- (iv) ensuring the extension of necessary assistance to the Secretary to Govt., Punjab, Department of Welfare of Scheduled Castes and Backward Classes, in the investigation of complaints received by that Department in regard to the 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.

Departmental Selection/Recruitment Committees

Where the recruitment is made from the source other than S.S.S. Board i.e. through Departmental Committee one of the members of the committee should be an Officer belonging to such Castes equal in status to the other members of the committee to safeguard the interests of Scheduled Castes/Backward Classes according to Reservation policy of the State Govt.

No. 8132-SII
4(2)-68/33441,
dated 26-10-68.

CHAPTER XIV

OTHER INSTRUCTION

1. **Age Relaxation** :—Maximum age limit prescribed for a service or post as a condition for eligibility for appointments shall be relaxed by five years both for the Scheduled Castes and Backward Classes for gazetted and non-gazetted posts. The Scheduled Castes & Backward Class person may be allowed to club the age concession with one of the categories if he happened to be a physically handicapped, ex-service man, *ad hoc* employee etc.

Cir. No. 10972-4 WGI-65/3205 dated 16th, Feb., 1966.

Cir. No. 2/116/78-8001 dated 24th January, 1979.

2. **Examination Fee** :—The fee prescribed for admission to any examination or selection to a service or post shall be reduced to one fourth of the total amount of fee prescribed in respect of the members of Scheduled Castes and Backward Classes.

Cir. No. 6961-WG-53-62307 dated 21st August, 1953 [Para 2 (iii)]

Note.—The Scheduled Castes candidates belonging to all the States can enjoy the above fee concession admissible.

3. **Travelling Allowance** :—Scheduled Castes candidates when called for interview for appointment to Class-III and IV advertised posts or through the employment exchanges the recruiting authorities may allow such candidates single second class fare, fair chargeable by passenger train, by the shortest route, from the place of normal residence to the place of interview or test and back to the same station provided the distance travelled each way exceeds 80 kilometres. For road journey actual bus fare or road mileage as admissible to Government servants under Punjab Civil Services Rules, Volume III (T.A. Rules) whichever is less provided the distance covered by road is more than 32 kilometres.

Cir. No. 364 OSD (W)-2-70/877 dt. 12th March, 1970

Travelling Allowance on similar lines is also available to Scheduled Castes candidates for Class-I and Class II posts and to Backward Class candidates for Class-I, II, III and IV posts who are called for interview/test to posts recruitment to which is made through sources other than the Punjab Public Service Commission/Subordinate Services Selection Board.

The payment of Travelling Allowance ought to be paid on the spot but in the case of administrative difficulty if the payment is not made on the spot, the amount may be remitted to the candidate at the Govt. cost.

4. **Relaxation of Standard of suitability** :—In direct recruitment by examination or otherwise if sufficient number of Scheduled Caste Backward Classes candidates are not available on the basis of general

Cir. No. 1622-OSD (W)-2-69/11246 dated 5th 7, 1970.

PART II

**The reservation of seats for Scheduled Castes and Backward Classes
in Admission to Educational and Professional Institutions.**

No. 4933-SW I-74/2145
dated 5-11-1974.

25% of seats for scheduled castes and 5% for Backward Classes shall be reserved in all educational, Technical Institutions for admission. The non-utilization of reserved seats are inter changeable as per chapter VII Part I.

No. 3870-WGI-ASO. II-64/
20069 dated 6/9-10-1964.
Para I (iii)

Where admissions are restricted to candidates who obtained a certain minimum percentage of marks and not merely the passing of a certain examinations, there should be a 5% reduction in marks for the scheduled castes provided that the lower percentage prescribed does not fall below the minimum required to pass the qualifying examination.

No. 6758-4 SW-73/27469
dated 16-11-1973.

Students whose parents income is upto Rs. 6,000 per annum are eligible to avail of educational facilities for the members of Scheduled Castes.

No. 9642-4 SW-74/24222
dated 26-11-1974.

Students belonging to backward classes whose parents income is upto Rs. 6,000 per annum will be eligible for availing educational facilities for admission into Schools and Colleges.

No. 79-SW (10-Health)-
75/1223 dated 21-1-1975.

These instructions are also applicable to admission to post graduate classes.

PART IV
CONTENTS-APPENDIX

Sr. No.	Chapter No.	Para No.	Circular No.	Subject	Page
1	2	3	4	5	6
1.	II III	1 (i) 1 (i)	890-SWI-74/10619, dated 6-6-1974.	Reservation in vacancies filled by direct recruitment.	49
2.	II III	1 (ii) 1 (ii)	1494-SWI-74/8105, dated 4-5-1974.	Reservation in vacancies filled by promotion in Class-I and II posts.	50
3.	II III	1 (iii) 1 (iii)	3180-SWI-70/893, dated 11-1-1971.	Reservation in vacancies filled by promotion class III and IV posts.	51-52
4.	II	3	986-SWI-74 dated 29-3-1974.	Reservation policy in vacancies introduced in all public undertakings, Corporations, Boards, Municipal Corporations, Municipal Committees, Universities and other Autonomous Bodies.	53
5.	II	4	5246-PE (1)-65 dated 15th November, 1965.	Pro forma promotion will be counted for purpose of Reservation.	54
6.	II	5	1649-WG-54/23802, dated 28th April, 1954.	Appointments by transfer fall under the purview of reservation.	55
7.	II	6	WGII-13 (29)-61/ 5598, dated 6th March, 1961.	Resultant vacancy on the termination of service of a Scheduled Castes employee is to be filled on adhoc basis by an employee belonging to these communities.	56-57
8.	II	7	24-4 WGI-66/3772, dated 16-2-1966.	Reservation policy is applicable to posts filled on adhoc/short term basis.	58
8A	II	7	1/2/80-SWI/13330 dated 12-6-1980.	Regularisation of services of adhoc employees.	59-60
9.	II	8	975-OSD-(W)-2- 70/2633, dated 28th April, 1970.	Copy of requisition sent to the Punjab Public Service Commission/ Subordinate Services Selection Board should invariably be sent to Director Welfare (In Special Employment Cell.)	61-62

1	2	3	4	5	6
20.	V	1	1146, OSD (W)-2-70/13370, dated 28th May, 1970.	No reserve post can be filled by a member of general category without the approval of Welfare Department.	78
21.	VI	1	1097-SWI-74/23071, dated 19th November, 1974.	All reserve vacancies which could not be filled by a suitable Scheduled Castes/Backward Classes candidate, are to be carried forward and must be given effect to by reserving one more vacancy in each block till all the carried forward vacancies are given effect to	79
22.	VII	1	771-SWI-76, dated 6th April, 1976.	Due to non-availability of a candidate of a particular caste / class for appointment against reserve vacancy, will be interchanged between Scheduled Castes and Backward Classes and vice versa.	80
23.	VIII	1	719-OSD (W)-69/18194, dated 19th July, 1969.	Appointment of Scheduled Castes/Backward Classes candidate on the basis of merit-cum-seniority cum fitness are not to be counted for the purpose of reservation.	81
24.	VIII	1 Note 3	1071-OSD (W)-69/22340, dated 8th September, 1969.	Reserve vacancies are to be indicated on the requisition as per the points arises in the running roster while sending requisition to the PPSC/SSSB so that names can be recommended accordingly.	82

1	2	3	4	5	6
33.	XIV	3	Cir. No. 364-OSD(W) 2-70/877 of 12 March, 1970, (a) No. 2/399-78-801(a) 66/6 dated 26th July, 1982 (b) No. 4/7/79SWI 8768 dated 12th Oct. 82	Payment of T.A. to SC/BC persons when called for interviews/ written tests.	102-107
34.	XIV	4	Cir. No. 1622-OSD-(W)-2-69/11246 dated, 5th May, 1970.	Relaxation of Standard of suitability for members of SC & BC.	108
35.	Part-I	1	Cir. No. 4933-Snt.-74/2145 dated 6th November, 74	25 % & 5% seats reserved for SC & BC students respectively for admission into Educational/ Technical Institutions.	9
36.	Part-II	2	Cir. No. 3870-WGI-ASO-II-64/20069 dated 6/9th Oct., 1964.	5% relaxation in marks for SC students provided it does not fall below the maximum prescribed.	110
37.	Part II	3	Cir. No. 6758-4 SW-73/27469 dated 16th November, 1973	SC students whose parent income is upto 6000/- P.A. are eligible to avail of Educational facilities.	111
38.	Part II	4	Cir. No. 9642-4 SW-74/24222 dated 26th November, 1974	E.C. students whose parents income is upto Rs. 6000/- P.A. are eligible to avail educational facilities for admission into schools and colleges.	112
39.	Part II	5	79-SW (10-Health)-75/1223 dated 21st January, 1975.	All instructions for Educational purposes are also applicable for admission to Post-graduate classes.	113
40.	XI	I(b)	Cir. 7066-6SW-731 1145 dated 31st January, 1974	Dhauhar Soni Bradri	114
41.	XI	I(b)	Cir. No. 6816-6-SW 12Be-74/13359 dated 12th July, 1974	Gujjar Community	115
42.	XI	I(b)	Cir. No. 1235(SW. A-3)-79/2249 dated 27th April, 1979	Kamboj Community	116
43.	XI	I(b)	Cir. No. 5(111)-S WA-3-81/153 dated 7th January, 1982.	Sawarnkar Community	117

20. Punjab State Small Industries Corporation.
21. Punjab State Industrial Corporation.
22. Textile Corporation.
23. Punjab Hosiery and Knitwear Corporation.
24. Punjab Export Corporation.
25. Punjab Financial Corporation.
26. Land Development and Seed Corporation.
27. Punjab Warehousing Corporation.
28. Punjab Land Mortgage Banks.
29. Punjabi University, Patiala
30. Guru Nanak Dev University, Amritsar.
31. Punjab Agriculture University, Ludhiana
32. Lady Manager Doll Making Centre, Chandigarh.
33. Co-operative Sugar Mills.
34. Punjab State Electronics Development and production Corporation.
35. Punjab State Text Book Board.
36. Punjab State Tubewell Corporation.
37. Punjab State Water Supply & Sewerage Board.
38. Punjab Housing Development Board.
39. Punjab Seed Certification Authority.
40. Punjab Dairy Development Corporation.
41. Punjab Khadi & Village Industries Board.
42. Punjab Agro Industries Corporation.
43. Punjab State Agriculture and Marketing Board.

CATEGORY-C

1. Archives and Museum.
2. Languages.
3. Dairy Development.
(i) Milk Commissioner.
4. Local Government.
5. Architecture.
6. Consolidation.
7. Sainik Boards.
8. Advocate General.
9. Hospitality.
10. Prosecution and Litigation.
11. Chief Electrical Inspector.
12. Punjab State Planning Board.
13. Colonisation.
14. Lotteries Department.
15. Punjab Public Service Commission.
16. Civil Aviation.
17. Youth Welfare.
18. Director Tourism.
19. Punjab Tourism Development Corporation.

10. Whether immediately after appointments/promotions have been made, the particulars of persons appointed have been/are entered in the roster register in appropriate columns and the entries signed by the appointing authority or by the officer authorised to do so.
11. Whether rosters maintained have been/being checked by the Head of Deptt./Appointing Authority once in a quarter and a certificate appended to the effect that reservation have been provided to S.Cs./B.Cs. strictly in accordance with the Govt. policy, if not, reasons therefor.
12. Whether any gap is left in the rosters.
13. Whether the rosters have been/are maintained in the form of a running account.
14. Whether before appointing a general candidate against reserved vacancy—
 - (i) prior approval of the Welfare Department for dereservation was obtained.
 - (ii) Whether special measures/ steps were taken to secure S.Cs./B.Cs. persons against the reserved points before filling reserved points by the other categories.
15. Whether Non Available Certificate/ No Objection Certificate were obtained from the Department of Welfare before filing the reserved points from Other Categories.
16. Whether reserve points so de-reserved have been/being carried forward and adjusted in the subsequent recruitments/promotions.

(Ref. Circular No. 15(4)-1SC(W)-78/7704. dated 30th August, 1982.

ANNEXURE III

Information for Roster Inspection

[illegible]

15. Position of Roster :—

- (i) How many points filled so far:
- (ii) Share of Scheduled Castes/
Backward Classes:
- (iii) How many points are
correctly filled ? Which of
the reserve point with date
is in carried forward position:
- (iv) Whether carried forward reserved
point was got de-reserved
from the Welfare Department;
if so, No. and Date of the
letter be given :
- (v) Whether the roster checking
party had checked the roster? If so, then
a copy of their suggestion or
comments be attached:
- (vi) Copy of roster may be
attached:

16 Details of efforts made by the
Department to fill the post
by a Scheduled Castes/ Backward
Class person under service rules:

ANNEXURE-VI

100-Point Roster

Roster of reservation of vacancies for Scheduled Castes and Backward Classes in direct recruitment in all Classes of Services in the State of Punjab (in terms of Punjab Government Circular letter No. 890-SWI-74 10619, dated 6th June, 1974) 25% for Scheduled Castes and 5% for Backward Classes

Points in the Roster	Whether unreserved or reserved for	Points in the Roster	Whether un-reserved or reserved for	Point in the Roster	Whether un-reserved or reserved for
1	Reserved (SC)	34	Un-reserved	67	Un-reserved
2	Un-reserved	35	Reserved (BC)	68	-do-
3	-do-	36	Un-reserved	69	Reserved (SC)
4	-do-	37	Reserved (SC)	70	Un-reserved
5	Reserved (SC)	38	Un-reserved	71	-do-
6	Un-reserved	39	-do- A	72	-do-
7	-do-	40	-do-	73	Reserved (SC)
8	-do-	41	Reserved (SC)	74	Un-reserved
9	Reserved (SC)	42	Un-reserved	75	Reserved (BC)
10	Un-reserved	43	-do-	76	Un-reserved
11	-do-	44	-do-	77	Reserved (SC)
12	-do-	45	Reserved (SC)	78	Un-reserved
13	Reserved (SC)	46	Un-reserved	79	-do-
14	Un-reserved	47	-do-	80	-do-
15	Reserved (BC)	48	-do-	81	Reserved (SC)
16	Unreserved	49	Reserved (SC)	82	Un-reserved
17	Reserved (SC)	50	Un-reserved	83	-do-
18	Un-reserved	51	-do-	84	-do-
19	-do-	52	-do-	85	Reserved (SC)
20	-do-	53	Reserved (SC)	86	Un-reserved
21	Reserved (SC)	54	Un-reserved	87	-do-
22	Un-reserved	55	Reserved (BC)	88	-do-
23	-do-	56	Un-reserved	89	Reserved (SC)
24	-do-	57	Reserved (SC)	90	Un-reserved
25	Reserved (SC)	58	Un-reserved	91	-do-
26	Unreserved	59	-do-	92	-do-
27	-do-	60	-do-	93	Reserved (SC)
28	-do-	61	Reserved (SC)	94	Un-reserved
29	Reserved (SC)	62	Un-reserved	95	Reserved (BC)
30	Un-reserved	63	-do-	96	Un-reserved
31	-do-	64	-do-	97	Reserved (SC)
32	-do-	65	Reserved (SC)	98	Un-reserved
33	Reserved (SC)	66	Un-reserved	99	-do-
				100	-do-

Note;—SC stands for Scheduled Castes;
BC stand for Backward Classes;

ANNEXURE IX

100-Point Roster

Roster of reservation of vacancies for Scheduled Castes and Backward Classes in promotion in Class III and IV Services in the State of Punjab in terms of Punjab Government circular letter No. 3180 SW1-70/893, dated 11th January 1971, 20% for Scheduled Castes and 2% for Backward Classes

Points in the Roster	Whether un-reserved or reserved for	Points in the Roster	Whether un-reserved or reserved for	Points in the Roster	Whether un-reserved or reserved for
1	Reserved (SC)	34	Un-reserved	67	Un-reserved
2	Un-reserved	35	-do-	68	-do-
3	-do-	36	Reserved (SC)	69	-do-
4	-do-	37	Un-reserved	70	-po-
5	-do-	38	-do-	71	Reserved (SC)
6	Reserved(SC)	39	-do-	72	Un-reserved
7	Un-reserved	40	-do-	73	-do-
8	-do-	41	Reserved (SC)	74	-do-
9	-do-	42	Un-reserved	75	Reserved (BC)
10	-do-	43	-do-	76	Reserved(SC)
11	Reserved (SC)	44	-do-	77	Un-reserved
12	Un-reserved	45	-do-	78	-do-
13	-do-	46	Reserved (SC)	79	-do-
14	-do-	47	Un-reserved	80	-do-
15	Reserved (BC)	48	-do-	81	Reserved (SC)
16	Reserved (SC)	49	-do-	82	Un-reserved
17	Un-reserved	50	-do-	83	-do-
18	-do-	51	Reserved (SC)	84	-do-
19	-do-	52	Un-reserved	85	-do-
20	-do-	53	-do-	86	Reserved (SC)
21	Reserved (SC)	54	-do-	87	Un-reserved
22	Un-reserved	55	-do-	88	-do-
23	-do-	56	Reserved (SC)	89	-do-
24	-do-	57	Un-reserved	90	do-
25	-do-	58	-do-	91	Reserved (SC)
26	Reserved (SC)	59	-do-	92	Unreserved
27	Un-reserved	60	-do-	93	-do-
28	-do-	61	Reserved (SC)	94	-do-
29	-do-	62	Un-reserved	95	-do-
30	-do-	63	-do-	96	Reserved (SC)
31	Reserved (SC)	64	-do-	97	Un-reserved
32	Un-reserved	65	-do-	98	-do-
33	-do-	66	Reserved (SC)	99	-do-
				100	-do-

Note ;—SC stands for Scheduled Castes
BC stands for Backward Classes.

ANNEXURE XI

Form of Application for Declaration of Backward Class

1. Name of Applicant :
2. Father's/Guardian (if father not alive):
3. Permanent Address :
4. Postal Address ;
5. Parental Occupation ;
6. Caste :
7. Total Annual income of candidate and parents/Guardian (if parents are not alive) from all sources.

Declaration by parents/guardians (if parents are not alive) and the candidate)

We do hereby solemnly and sincerely affirm that the statement made and the information furnished above are true. If it is found at any stage lateron that any information furnished here is untrue in material particulars we undertake to forego the claim for public services under the State Government and shall be liable for penal action.

Signature of Candidate :

Signature of parents/
Guardian (if Parents are not
alive)

Station :

Date :

Form of Certificate to be produced by a Candidate belonging to a Backward Classes in Support of his Claim

Form of Certificate of Backward Class

This is to certify that Shri/Shrimati/Kumari*_____ of village/town *_____ in Son/Daughter* of _____ of the State of Punjab, belong to the _____ district/division* _____ Caste which is recognised as a Backward Class in terms of Punjab Government letter No. _____ of _____

2. This is also certified that income of the family from all sources does not exceed Rs. 3,600 per annum.

3. Shri/Shrimati/Kumari*_____ and/or* his/her* family ordinarily resides (s) in village/town*_____ of district/Division of the State of Punjab.

Place_____

Signature_____

State_____

Designation_____

Dated_____

(with seal of office)

* Delete which is not applicable

ANNEXURE XIII

(Reference Circular No. 15 (4) ISO(W)-78/7704 Dated the 30th August, 1982)

DIRECT RECRUITMENT AND RECRUITMENT MADE BY TRANSFER

Name of Department _____

Half-yearly returns regarding appointments made by direct recruitment or by transfer of SCs/BCs on reservation rosters in All classes of services during the half year ending 30-6-_____/31-12-____.

Name of Post	Class of Service	Total No. of vacancies filled during the half-yearly		No. of vacancies filled by		The number of the last point on the roster on close of		The No. of Starting point on the roster during the half-yearly under report		Reasons for not filling reserved vacancies indicating special efforts/measures taken to fill reserved vacancies by SCs/BCs
		SCs	BCs	SCs	BCs	SCs	BCs	SCs.	BCs	
1	2	3	4	5	6	7	8	9	10	11

Note.—Vacancies occurring from time to time are treated as reserved or un-reserved as per the rosters prescribed in the form running account. For example if last point on the roster during the previous half-yearly report falls, say at point No. 6, the next point on the roster during the half-yearly under report will start and be shown at point No. 7 of the roster etc.

APPENDIX No. I

Copy of letter No. 890-SWI-74/10619, dated 6th June, 1974 from Secretary to Government of Punjab, Welfare of Scheduled Castes and Backward Classes Department to All Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, District and Session Judges; Registrar, Punjab Haryana High Court and Sub-Divisional Officers (Civil) in the State, etc.

Subject.—Increase in the percentage of reservation in services for the members of Scheduled Castes and Backward Classes in all State Services.

I am directed to invite a reference to Punjab Government letter No. 8088-5WG-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.

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 prescribed in the foregoing paragraphs.

5. These orders take effect from 6th June, 1974.

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

APPENDIX NO. 3

Copy of letter No. 3180-SWI-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. 6486-5WGII-63/19193, dated the 12th September, 1963 read with para 2(e) 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(e) of Punjab Government letter No. 10181-4-WGI-63/795, dated the 14th January, 1964; and
- (ii) the percentage of reservation having been raised from 10 to 22 percent 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 members of Scheduled Castes as laid down in Punjab Government Circular letter No. 2360-4-WGI-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 numbers of vacancies filled or to be filled from time to time, in each cadre in Clases III and IV posts, has to be maintained in the form of a running account year to year, from the 12th September, 1963.

APPENDIX—4

Copy of D.O. No. 986-SWI-74/5791, dated 29th March, 1974 from Shri Joginder Singh, I.A.S., Secretary to Government, Punjab, Department of Welfare of Scheduled Castes and Backward Classes to Administrative Secretaries.

Subject:—Reservation in matter of appointments and promotions in services for members of Scheduled Castes and Backward Classes in Public Sector Undertakings and other autonomous Bodies, Municipal Committees, Panchayat Samitis, Zila Parishads etc.

Dear

I am desired to write to you on the subject relating to the implementation of Government policy in the matter of recruitment and promotions for the members of Scheduled Castes and Backward Classes in the services of Public Sector undertakings and all other Autonomous Bodies in the State. This matter was placed before the Council of Ministers in its meeting held on 6th March, 1974 and it was decided that :—

“Where Government have the power of issuing a directive in this matter all Government sponsored Corporations, Autonomous Bodies and Boards, Municipal Committees, Panchayat Samitis, Zila Parishads, etc. should be directed to adopt Government policy in the matter of recruitment and promotions for members of Scheduled Castes and Backward Classes in their respective organisations. Where this power is not available at present urgent steps should be taken to secure or assume this power through an amendment of the relevant Articles of Association, Rules, Regulations or Statutes as the case may be.”

2. I would request you to take urgent necessary steps to implement the above decision in the services of the concerned institutions under your administrative control. I am further to request you to inform this department of the action taken within 15 days positively .

Yours sincerely,

Sd/-

(Joginder Singh)

APPENDIX—6

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 Caste/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 not apply to vacancies to be filled by transfer.

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.

59

APPENDIX 8-A

GOVERNMENT OF PUNJAB
DEPARTMENT OF WELFARE
(RESERVATION CELL)

No. 1/2/80-SWI/13330

Dated, Chandigarh, the 12th
June, 1980

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."

Subject.—Regularisation of services of adhoc employees.

I am directed to invite a reference to circular letter No. 975-OSD-(W)-2-70/2633, dated 28-4-1970 and circular letter No. 1146-OSD-(W)-2-70/13370, dated 28-5-1970, *vide* which it was laid down that before offering a reserve point to a general category candidate non-availability certificate from the Director Welfare of Scheduled Castes and Backward Classes Department and non-objection certificate from the Government in the Department of Welfare, respectively should invariably be obtained. These instructions were re-iterated *vide* Punjab Government letter No. 206-SWI-76/3787, dated 19-2-1976 and No. 830-SW 2-76/9341, dated 29-3-1976. However, it has come to the notice of the Department of Welfare that while regularising the services of ad-hoc employees in the Punjab Government service, in accordance with the instructions contained in order of the President circulated *vide* No. 6541-3 GSI-77/18051-52, dated the 3rd May, 1977, the roster point/reserve point reserved for the Scheduled Castes /Backward Classes employees were regularised without obtaining N.A.C. and N.O.C. from the Department of Welfare. Even the reserve points on the roster for the Scheduled Castes/Backward Classes were given to general category employees. This created a number of anomalies. The Scheduled Castes and Backward Classes waiting for their appointment against reserve points on the live register maintained in the Employment Cell in the Directorate of Welfare of Scheduled Castes and Backward Classes remained un-adjusted and the percentage of Scheduled Castes/Backward Classes employees could not be achieved. This was not in the interest of the Scheduled Castes/Backward Class Employees. After careful consideration of the whole position, *it has now been decided*

APPENDIX—9

Copy of letter No. 975-OSD-(W)-2-70/2633 dated 28-4-70 from Secretary to Government of Punjab, Welfare of Scheduled Castes & Backward Classes Department to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

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 Castes/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' formula 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. The 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 educated 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 the District Welfare Officers on their mailing lists and to supply them with information regarding vacant posts so that the Welfare Officers could inform the educated unemployed 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 in 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

APPENDIX —10

Copy of letter No. 1818-SWI-75/10451 dated 5-5-1975 from Secretary to Government of Punjab, Welfare of Scheduled Castes & Backward Classes Department to All Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject : —Reservation for members of Scheduled Castes/Tribes in Services under the State Government.

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 Mazhibi Sikhs, if available, as a first preference from amongst the Scheduled Caste candidates.

APPENDIX—12

Copy of letter No. 2125-4WGI-64/5213 dated 18th March, 1964 from Secretary to Government of Punjab Welfare of Scheduled Castes & Backward Classes Deptt. to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar Punjab & Haryana High Court and Sub-Divisional officers (Civil) in the State etc.

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

I am directed to invite 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. 6485-5GWII-63/19193, should be considered as reserved vacancy for the Officer/Official 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 qualification 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 these 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 12 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.

APPENDIX—14

Copy of letter No. 6872-WG-66/24917 dated 23-8-1966 from Secretary to Government of Punjab, Welfare of Scheduled Castes & Backward Classes Deptt. to All Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

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

I am directed to refer to Punjab Government instructions contained in circular letter No. 6486-5WG-II-63/19193, dated the 12th September, 1963, supplemented by letter No. 10181-4WG-63/795, dated the 14th January, 1964, 2125-4WGI-64/5213, dated the 18th March, 1964, and No. 4917-4WGI-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 quarter 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 & 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/Tribe 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 percent for Backward Classes in promotions made by (I) 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.

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 order. 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.

APPENDIX—16

Copy of letter No. 1241-OSD (W)-2-70/12585, dated 20-5-1970, from Secretary to Government of Punjab, Welfare of Scheduled Castes and Backward Classes Deptt. to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject.—To give proper representation in Services to members of Scheduled Castes and Backward Classes.

I am directed to refer to the subject cited above and to say that High Power committee under the Chairmanship of the Chief Minister had decided that each Department should maintain register as per Government instructions on reservation and the Officer on special duty (Welfare) should check the roster of each Department.

2. Every Department should maintain, in roster Register for direct recruitment or posts filled by promotion in accordance with the current instructions of the Punjab Government so that the person/employees belonging to Scheduled Castes and Backward Classes should get proper representation as per Government instructions. The roster register are to be maintained for direct recruitment or transfer from 18th October, 1949 and for promotion from 12th September, 1963. This roster would be in running account from year to year so that the Scheduled Castes and Backward Class should get proper representation in the vacancies so filled.

3. Keeping in view decision of the Committee you are requested that officers of the your department and the offices under you, who are empowered to make appointments or promotions (appointing authority) should maintain roster register complete in all respect in respect of each cadre as per instructions issued by Government. These roster register will be checked by the Officer on Special Duty-cum-Under Secretary, Social Welfare Department of Punjab Government or officer specially appointed for this purpose. Government attach great importance to this matter and all type of co-operation may be extended to the Special Officer. These instructions may be brought to the notice of all the officers/employees.

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 the 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 Classes III and IV posts as per the vacancies reserved for them in block of 100 or the 3rd vacancy out of every 5 vacancies.

APPENDIX—19

Copy of letter No. 15(4)-ISC(W)-78/7704, dated 30th August, 1982 from Secretary to Government of Punjab, Welfare of Scheduled Castes & Backward Classes Department to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject:—Implementation of reservation policy in direct recruitment and promotion in Government Service and other Public Sector undertakings, Autonomous Bodies, Boards etc., under the control of the State Government.

I am directed to refer to the subject noted above and to say that in fulfilment of constitutional obligations contained in Article 16 (4), 46 and Article 335 of the Constitution of India, the State Government have made reservation in all appointments made by direct recruitment, transfer and by promotions in all Services and in all the public Undertakings, Municipal Corporations and Municipal Committees under the State. These reservations are implemented by means of 100-point running rosters. Every appointing authority is required to treat vacancies occurring from time to time as reserved or Un-reserved in accordance with the prescribed 100-point rosters. As a matter of rule of reservation, vacancies reserved for the members of Scheduled Castes and Backward Classes falling against reserved points specified for them in the rosters should necessarily be filled by the members of Scheduled Castes and Backward Classes and those should not be de-reserved or carried forward by the departments at their own. But in case, a Scheduled Castes/Backward Class employee is not available for appointment/promotion against vacancies reserved for them, such reserved vacancies can be got de-reserved with the prior approval of the Department of Welfare after obtaining 'Non-Availability Certificate' and 'No Objection Certificate' from this Department explaining the special efforts / measures taken by the Department to fill such reserved vacancies. Punjab Government have also laid down that it will be personal responsibility of the heads of departments/appointing authorities to ensure proper implementation of the reservation instructions issued by the Department of Welfare and they should also check the rosters once in a quarter and append a Certificate showing that due reservations have been provided to the members of Scheduled Castes and Backward Classes as per the vacancies reserved for them in the 100-Point roster.

2. For the purpose of ensuring that the Government policy of reservation is being followed in the departments and the public undertakings under the control of State Government, the State Government have set up Reservation Cell to look after the representation/grievances regarding service matters of the members of Scheduled Castes and Backward Classes and Roster Inspection Cells at the Government level to check the roster registers maintained by the Department for the implementation of the reservation policy. From the inspection reports of the Roster Checking Cells, it has been found that mostly vacancies have been de-reserved and carried forward by the appointing authorities at their own level without obtaining the prior approval of this Department as required under the instructions of the Government issued in this regard. It has also been observed that whenever Roster Inspection Parties are sent to check the

6. It is reiterated that in case of violation of reservation instructions issued by this Department, the responsibility of the same will rest upon the appointing authority and disciplinary action will be taken against the concerned authority found at fault. These instructions should be brought to the notice of all concerned.

7. The receipt of this communication may be acknowledged.

APPENDIX--21

Copy of letter No. 1097-SWI-74/23071, dated 19th November, 1974 from Secretary to Government of Punjab, Welfare of Scheduled Castes and Backward Classes Department to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar, Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

*Subject;—*Adoption of a Block System for the recruitment of Scheduled Castes and Backward Classes.

I am directed to refer to Punjab Government circular letter No. 9525-WG-53/94449, dated the 8th December, 1953 where in 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—5WG —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.

APPENDIX—23

Copy of letter No. 719.OSD(W)-69/18194, dated 19th July, 1969 from Secretary to Government Punjab, Welfare of Scheduled Castes and Backward Classes Department to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, District and Session Judges, Registrar, Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject:—Regarding fixation of seniority of those Scheduled Castes and Backward Classes persons who are appointed on reserve points at the time of initial recruitment.

I am directed to address you on the subject noted above. According to the Punjab Government instructions, 20% vacancies are reserved for Scheduled Castes and 2% are reserved for Backward Classes. According to the Government Circular letter No. 2360-4-WG-1-64/4860, dated 24th March, 1964. No. 1, 6, 11, 16.....are reserved for these categories on the prescribed roster. So many departments have sought clarification whether the seniority of Scheduled Castes/Backward Classes is to be fixed according to the merit list or on the basis of Roster.

2. This matter has been considered and it is made clear that the seniority of the general category people is to be determined according to the merit list prepared/recommended by Punjab Public Service Commission, Selection Committees. But where there are reserved vacancies for the candidates belonging to Scheduled Castes and Backward Classes, they should be appointed on the reserve points irrespective of the fact of their position in the merit list. So it is clear and necessary that even if the names of Scheduled Castes and Backward Classes persons are down in the merit list, they should be appointed on the reserved points i.e. 1,6,11,16 and according to this their seniority may be fixed. But it should be kept in mind that if their position in the general merit list is higher then that position should not be changed i.e. they should be placed on the higher position.

The receipt of this communication may kindly be acknowledged.

APPENDIX 25

Copy of letter No. 421-OSD (W)-67/28921, dated 4th October 1967, from Secretary to Government of Punjab, Welfare of Scheduled Castes & Backward Classes Department to all Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, District & Session Judges, Registrar, Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject:—Grant of protection to Schedule Castes and other Backward classes employees against retrenchment, reversion, in view of their lean representation in services.

With a view to safeguarding the interest of the Scheduled Castes/Backward classes 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. 193-5W/GII-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 Classes 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 Castes 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 Castes/Backward Classes employees, are promoted against the regular posts created in connection with the main Schemes, and activities of the Department 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 Castes/Backward Classes employees could not claim protection because the term of such posts is extended from year to year. The reversions/retrenchments of Scheduled Castes/Backward

APPENDIX 26

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 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 : | 7. Balmiki, Chura or Bhangi |
| 1. Ad Dharmi | 8. Bhanjara |
| 2. Bangali | 9. Chamar, Jatia, Chamar, Rehgar, Raigar, Ramdasia or Ravidasia |
| 3. Brar, Burar or Berar | 10. Chanal |
| 4. Batwal | 11. Dagi |
| 5. Bauria or Bawaria | 12. Dhanak |
| 6. Bazigar | 13. Dumna, Mahasha or Doon |

- | | | |
|---|---|--|
| 9. Kurmi | } | P.G. No. 6961
W.G. 53/62307
dated 21st
August, 1953 |
| 10. Nar | | |
| 11. Rehar, Rehara or Re. | | |
| 12. Ghirath including Chang and Bahti. | | |
| | | |
| 13. Kahar Jhiwar or Dhinwar. | — | P.G. No. 11096-WG-55/53380, |
| 14. Ghasi, Ghasiara or Ghosi | — | dated 3-9-1955. |
| | | |
| 15. Bagria | } | P.G.No. 1520-WG-(3C)-56/3429,
dated 8-9-1956. |
| 16. Riaigar | | |
| 17. Weaver (Jhullaha) | | |
| | | |
| 18. Labana, P.G. No. 28585-WG-56/6014, | | dated 6-10-1956. |
| 19. Gorkhas, P.G. No. 14980 WG-II-56/10352, | | dated 7/13-12-1957. |
| 20. Kumharas, P.G. No. 51S-WG-II-58/21759, | | dated 15/19-3-1958. |
| 21. Nais P.G. No. 3059-WG (c)-56/8126, | | dated 10/12-11-1956 |
| 22. Dhobis, P.G. No. 12392-WGII-58/56330, | | dated 14-7-1958 |
| 23. Kamboj Pb. Govt. No, 1235 (SWA-3)-79/2249 | | deted 27-4-74 |
| | | |
| 24. Rai Sikhs | } | From Serial No.
24 to 60,—vide
P.G. No. 9159-
4WGII-59/38353,
dated 9/23-12-1959 |
| 25. Barwar | | |
| 26. Barai, Tamoli | | |
| 27. Baragi, Bairagi | | |
| 28. Battera | | |
| 29. Bharbhunja, Bharbhunja | | |
| 30. Bhat, Bhatra, Darpi, Ramiya | | |
| 31. Bhuhalia Lohar | | |
| 32. Chahang | | |
| 33. Chimba, Chhippi, Chimba, Darzi, Tonk | | |
| 34. Dakaut | | |
| 35. Dhimar Mallah, Kashyap Rajputs | | |
| 36. Faquir | | |
| 37. Dhosali, Dosali | | |
| 38. Gawala, Gowala | | |
| 39. Gaddaria | | |
| 40. Jhangra Brahman | | |
| 41. Hajjam Nai, | | |
| 42. Jogi Nath | | |
| 43. Khati | | |
| 44. Rechhanad | | |
| 45. Khanghera | | |
| 46. Kucha band | | |
| 47. Thathera, Tamera | | |
| 48. Lakhera, Manihar | | |
| 49. Vanzara | | |
| 50. Madari | | |

APPENDIX 27

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 exceeds Rs. 1,800 per annum should be entitled privileges being enjoyed by Backward Classes.

APPENDIX 27 (b)

Copy of circular No. 2/223/79-SW-I/1198 dated 11th February, 1980 from Welfare Department (Reservation Cell) Government of Punjab, to all the heads of Department, Commissioners of Divisions, Deputy Commissioner's etc.

Subject.—Competent authority to issue the Backward Classes certificate.

I am directed to draw your attention on the above cited subject and to say that a form of affidavit was prescribed by Punjab Government *vide* letter No. 5376-5WGII-63, dated 4th July, 1963 after adoption of economic criteria for backward classes, which was to be attested by the Magistrates Ist Class. A new form (copies again attached) of certificates and applications showing caste and family income of the applicant was prescribed *vide* Punjab Government letter No. 2799-SWI-77/9517, dated 4-4-1978 instead of affidavit. It was not stated therein who is the competent authority to issue this certificate. This matter has been considered and decided that like the persons belonging to Scheduled Castes, the members of Parliament of Punjab and Members of Assembly and Gazetted Officers (With the seal of his offices) are authorised to issue Backward class certificate to the backward classes *vide* Punjab Govt. letter No. 5420-SWI-74/23309, dated 19-11-1974 the income limit has been fixed at rupees 3600/- per annum for backward classes of general categories and on caste basis.

It is therefore, necessary for the certificate issuing authority that he is aware of the economic condition of the person at the time of issuing Backward Classes certificate that income of his family from all sources is more than rupees 3600/- per annum at the time of issuing certificate so that possibility of obtaining a Backward Classes certificate on the basis of wrong facts to avail of the facility extended to them can be checked.

Its receipts may be acknowledged.

(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. etc.

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 accord-
ing to the instructions issued from time to time.

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 services 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 re-employment 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 as 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,

APPENDIX 30

Copy of letter No. 4101-SW-II-74/14741 dated 12-8-74 from Secretary to Government of Punjab, Welfare of Scheduled Castes / Backward Classes Deptt. to All Heads of Departments, Commissioners of the Divisions, Deputy Commissioners, Distt. / Session Judges, Registrar Punjab / Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

Subject.—Appointment of Liaison Officers.

I am directed to refer to the subject cited above and to say that Government have decided that there should be Liaison Officers in 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 functions 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 of 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) Specialy watching the cases of suppression 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.
-

APPENDIX 37

Copy of letter No. 6961-WG-53/62307, dated 21-8-53 from Secretary to Government of Punjab, Welfare of Scheduled Castes and Backward Classes Deptt. to All Heads of Departments Commissioners of the Divisions, Deputy Commissioners, Distt. & Session Judges, Registrar Punjab & Haryana High Court and Sub-Divisional Officers (Civil) in the State, etc.

WELFARE**GENERAL**

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

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. Chirimar
 6. Daiya
 7. Gwaria, Gauria or Gwar
 8. Kangar or Kanchan
 9. Kurmi
 10. Nar
 11. Rehar, Rehara or Re
 12. Ghirath
 13. Darain
 14. Ghai of Kangra District only.
- (b) Members of the following castes professing any other than Hind Religion (members of which have been notified as Scheduled Castes):—
 1. Ad-Dharmi
 2. Barar, Burar or Berar
 3. Bangali
 4. Batwal
 5. Bauri or Bawaria
 6. Bazigar
 7. Balmiki, Chura or Bhangi

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 *interse* 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.

3. This issues with the concurrence of the Finance Department conveyed by them *vide* their U.O. No. 31/123/80-7FR dated 17th May, 1982.

4. Please acknowledged receipt of this communication.

2. The Department, offices, or departmental recruitment Committee should invariably notify in their advertisement that T.A. will be admissible to Backward Classes candidates belonging to Punjab State when called for interview /written test as per Government instructions.

3. These concessions will take effect from the date of issue of these instructions.

4. This issue with the concurrence of the Finance Department conveyed by them vide their U.O.No. 31/45/80-7FR dated 12th July, 1982

5. Please acknowledge receipt of the communication.

APPENDIX 35

Copy of letter No. 4933-SWI-74/21145, dated 6th November, 1974 from Secretary to Government, Punjab Welfare of Scheduled Castes and Backward Classes Department to All Heads of Departments. Commissioners of the Divisional, Deputy Commissioners, District and Session Judges Registrar Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

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.

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-ASO2-64/4289, 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.

2. Keeping in view the latest population figures which have shown an increase of 5% the Government decided to increase reservations quota in Educational, Technical and Professional Institutions from 20% to 25% in case of members of Scheduled Castes and from 2% to 5% in case of members of Backward Classes for admission purpose in these institutions.

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

APPENDIX 37

Copy of letter No. 6758-4SW-73/27469, dated 16th November, 1973 from the Secretary to Government of Punjab, Welfare of Scheduled and Backward Classes Department to All Heads of Departments Commissioners of the Divisions, Deputy Commissioners, District and Session Judges, Registrar Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the Xtate etc.

Subject:—Enhancement of the income limit from Rs. 3,600 to Rs. 6,000 annum of the parents of the Scheduled Castes students for grant of education facilities.

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-IS W-69/26509, dated 15th December, 1969 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 through 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 concession 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. 756-6FGII-73, dated 22nd February, 1973 and with the approval of the Council of Ministers.

APPENDIX 39

Copy of letter No. 79-SW(18-Health)-75/1723, dated 21st January, 1975 from the Secretary to Government of Punjab, Welfare of Scheduled Castes and Backward Classes Department to All Heads of Departments Commissioners of the Divisions, Deputy Commissioners, District and Session Judges, Registrar Punjab and Haryana High Court and Sub-Divisional Officers (Civil) in the State etc.

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.

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 Technical and Professional Institutions.

The receipt of this communication may kindly be acknowledged.

APPENDIX 41

Circular No. 6816-6SW-12 BC-74/13359, dated 12th July, 1974 from 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.

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.

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. 6816-6SW-12 BC-74, dated Chandigarh, the 12th July, 1974.

No. 6816-6SW-12 BC-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.

APPENDIX 43

PUNJAB GOVERNMENT

Welfare of Scheduled Castes and Backward Classes Department
Circular No. 1235 (SWA-3)-79/2249, dated Chandigarh, the 27th April,
1979, 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.

Subject.—Inclusion of Kamboj Community in the list of Backward
Classes.

Sir,

I am directed to refer to the subject mentioned above, *vide* letter No.
1783-6SW-4 BC-74/5144, dated the 22nd March, 1974, the Kamboj
Community was declared backward for a period of five years only.
The matter has been reconsidered and it has now been decided that the
persons belonging to the Kamboj Community and having an annual
income of not more than Rs. 3,600 will be considered as Backward
Classes with immediate effect for an indefinite period.