

(For official use only)

COMPENDIUM PART II

OF

**HARYANA GOVERNMENT INSTRUCTIONS**

ON

RESERVATION FOR MEMBERS OF SCHEDULED CASTES,  
SCHEDULED TRIBES, BACKWARD CLASSES,  
EX-SERVICEMEN AND THE PHYSICALLY  
HANDICAPPED PERSONS

IN

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



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CHIEF SECRETARY TO GOVERNMENT, HARYANA  
(IN GENERAL ADMINISTRATION DEPARTMENT)

## PREFACE

CCCompendium of Haryana Government Instructions on reservation for members of Scheduled Castes, Scheduled Tribes and Backward Classes in services and posts filled by direct recruitment by transfer and by promotion in Haryana, was published and issued on 8th September, 1974 by the Commissioner and Secretary to Government, Haryana, Welfare of Scheduled Castes, Scheduled Tribes and Backward Classes Department.

22. The present Compendium constitutes as Part-II to the above Compendium in the matter of reservation policy instructions regarding reservation of Scheduled Castes, Backward Classes, Ex-servicemen and Physically Handicapped persons issued from time to time. Efforts have been made to include in this Compendium all available Government Instructions regarding reservation policy of the Haryana State which pertain to the period after Sept., 74 and not finding references in the Compendium issued by the Welfare of Scheduled Castes and Backward Classes Department on 8th Sept., 1974. Furthermore, the present Compendium Part-II to the aforementioned Compendium contains reservation instructions in respect of Scheduled Castes, Backward Classes, Ex-servicemen and the Physically Handicapped persons (deaf, dumb and the orthopedically handicapped persons) and also on reservations of seats for outstanding sportsmen in Technical/Medical Institutions and in service of the State Government. Although all possible care and precautions have been taken while compiling this Compendium, yet the General Administration Department (in C.S.G. III Branch) of Haryana Government will be glad to receive any error or omission which is brought to the notice of this department.

P.P. CAPRIHAN

Dated, Chandigarh  
the 19th March, 1985

Chief Secretary to Govt., Haryana.

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(iii)

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

**ARTICLE 15 (4)**

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

**ARTICLE 16 (4)**

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

**ARTICLE 46**

**Promotion of educational and economic interest of Scheduled Castes, Scheduled Tribes and other weaker Sections**

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

**ARTICLE 320 (4)**

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

**ARTICLE 335**

**Claims of Scheduled Castes and Scheduled Tribes and Services and posts**

The claims of the members of Scheduled Castes and the Scheduled Tribes shall be taken into consideration consistently

(iv)

with the maintenance of efficiency of administration in the making of appointments to services and posts in connection with the affairs of the Union or of a State.

#### ARTICLE 341 (1)

##### **Scheduled Castes**

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

#### ARTICLE 366

##### **Definitions**

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

x            x            x            x            x            x            x            x

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

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Copy of letter No. 1016-4WGI-66, dated 16-2-1966 from the Secretary to Government, Punjab. Scheduled Castes and Backward Classes Department addressed to all Heads of Departments, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and Registrar, Punjab High Court,

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

Vide Punjab Government Circular letter No. 28400-WG-S-56/8090, dated the 9th November, 1956 and 2295-B&C-3/2234 dated the 22nd March, 1963, qualified protection was afforded to the members of Scheduled Castes/Tribes and Backward Classes in the matters of reversion and retrenchment. The issue of lean representation of the Scheduled Castes, Scheduled Tribes and other Backward Classes in services was reviewed and it has been found that despite adequate reservation at the time of recruitment and in promotions for these castes and classes, their representation in services is still very little. In order to make the deficiency good and in pursuance of the Government policy that these castes and class should be adequately represented in various services, the Government has further decided as follows :—

- (i) The members of the Scheduled Castes/Scheduled Tribes and Backward Classes who are in service and are otherwise qualified and suitable and against whom there are no complaints, should not be reduced in rank and retrenched so long as their total strength does not exceed the prescribed limits of reservation in a cadre; and
- (ii) In case any employees belonging to Scheduled Castes/Scheduled Tribes or Backward Classes has been reduced in rank or retrenched as a result of economy measures or any other reasons, during the last four months prior to 4th February, 1966, he should be restored to his original position and the break, if, any should be treated as leave without pay provided that he is otherwise qualified and suitable and provide further that with such restoration,



the total strength of the employees belonging to the Scheduled Castes, Scheduled Tribes and Backward Classes does not exceed the prescribed limit of reservation.

2. Further—Vide Punjab Government letter No. 15784 8GS-63/15383, dated the 22nd November, 1963, it has been decided that the officials who were reverted as a result of implementation of the instructions contained in the Finance Department circular No. 2295/B&C-63/2231; dated the 22nd March, 1963 and who were senior to the members of Scheduled Castes/Scheduled Tribes and Backward Classes, should be restored their original seniority on subsequent promotions. These instructions hold good in so far as these promotions. The officials other than those belonging to Scheduled Castes, etc. are reverted on account of over all reduction or retrenchment after affording necessary protection to the officials belonging to Scheduled Tribes and Backward Classes, the former on repromotion shall again their original seniority.

3. Receipt of this communication may kindly be acknowledged.

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Copy of letter No. 10266-5GS-61/1134, dated the 11th January, 1962, for the Chief Secretary, to Government Punjab, to all Heads of Departments, etc. etc.

*Subjects* : Reservation of seats for Outstanding Sportsmen in Technical/Medical Institutions in service of the State Government.

I am directed to inform you that with a view to encourage sports talent Government have been considering the question of reserving certain percentage of seats for them for—

- (i) admission to technical/medical institutions in the State; and
- (ii) recruitment to service under the State, through the Punjab Public Service Commission/Subordinate Services Selection Board.

2. After careful consideration, Government have decided in regard to (i) above that 2 per cent of the seats in technical/medical institutions in the State should be reserved for outstanding sportsmen provided that they possess the minimum educational qualifications prescribed for admission to such institutions.

As for (ii) above, Government have been advised that any reservation for sportsmen in services would offend the provisions of the Constitution except where the character of the post is such that an ability in sports is considered a direct preferential qualification for the kind of work involved. For example proficiency in sports may be considered a preferential directly connected qualification for post in the Police Department, where physical courage and balance of body and mind are necessary for the performance of duties. Similarly such posts in the Education Department which involve contact with children and youth can be suitably considered as directly benefitting from such qualification. Government have, therefore, decided that for these posts where the nature of duty may be such that persons who are good athletes or sportsmen may prove more useful, the qualifications should be so modified as to give them preference. As regards posts in Departments, other than police and the Education, the Education Department should consider with a liberal emphasis whether particular posts justifiably attract the qualifications mentioned and if they do adopt similar procedure subject to the condition that the minimum educational qualifications prescribed for the posts are fulfilled. Steps may also be taken to amend the relevant Service Rules, where necessary.

3. In so far as the question of judging whether a person is a sportsman of requisite standard for the concessions referred to above, it has been decided that the sportsmen should be graded as follows :—

- (i) Grade A—Sportsmen of international standing, i. e., those who have represented India in international tournaments, meets, events, competitions etc.
- (ii) Grade B—Sportsmen of national standing, i. e., those who have represented their State, University, Service, School etc, in recognised National tournaments, Contests, Competitions etc. who hold National Records in any event.
- (iii) Grade C—Sportsmen who have achieved State status by representing their College, School, Service Contests etc. or hold State Records in any event.
- (iv) Grade D—Sportsmen who claim to have played for their College, School, Institution etc. without achieving State status.

Rating within a particular grade will depend on a number of considerations, the more important of which would be—

- (a) the number of events in which distinction has been achieved;
- (b) the number of records held;
- (c) the number of times the Country, State, College etc. has been represented, and
- (d) the positions or places secured. For instance, one who got a first place may be rated above one who secured a second or third place only. Undue weightage will not be given to this factor as Government are more concerned with 'Sportsmen' and not 'winners'.

4. As regards the award of marks to 'Sportsmen' candidates, by the Punjab Public Service Commission or the Punjab Subordinate Services Selection Board or other body responsible for selection, it is considered that where a system of marking is followed by the Selection Authority, each department while placing a requisition to such authority, should specify therein the quantum of maximum marks which should not exceed 25 of the total marks, which may be awarded to a candidate who, is a sportman. This quantum will, however, vary from Service to Service to at the discretion of the recruiting department.

5. To achieve the object in view, it has been decided by Government that the persons concerned should obtain a certificate from the Sports Department. Only such persons as are in possession of the certificates issued by the Sports Department, will be eligible for these concessions.

6. The Director of Public Relations, Punjab, is requested kindly to give wide publicity to these decisions.

7. The receipt of this letter may be acknowledged.

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Copy of letter No. 7954-DSGS-64/31831, dated the 9th October, 1964 from the Chief Secretary Government, Punjab to all Heads of Departments, etc. etc.

**Subject: Reservation of seats for outstanding sportsmen in Technical/Medical Institutions and in service of the State.**

I am directed to invite a reference to para 2 of Punjab Government circular letter No. 10266-5GS- 1/1134, date the 11th January, 1962, wherein it is laid down that 2% of the seats in

**Technical/Medical Institutions in the State should be reserved for outstanding sportsmen provided that they possess the minimum educational qualifications prescribed for admission to such institutions. In this respect, it is clarified that the idea of grading sportsmen into grades 'A', 'B', 'C', and 'D' grade certificates, even if the letter may be superior to the former in academic qualifications, provided of course, the holders of 'A' grade certificates fulfil the minimum academic qualifications prescribed for admission to such institutions. In case, no candidate possessing 'A' grade certificate is available, the candidates possessing 'B' grade certificates should be given preference for admission and so on.**

2. The receipt of this letter may be acknowledged.

Copy of letter No. 3412-5GS-67/17968, dated 23rd/24th September, 1967, from the Chief Secretary to Government, Haryana, to all Heads of Departments, etc.

**Subject :—Reservation of seats for outstanding Sportsmen in Technical/Medical Institutions and in service of the State Government.**

I am directed to refer to Punjab Government letter No. 10266/5-GS-61/1134, dated the 11th January, 1962, on the above subject wherein 2 per cent of seats in Technical/Medical Institutions in the State were reserved for outstanding Sportsmen; provided they possess the minimum educational qualifications prescribed for admission to such Institutions. The Haryana State Government have now decided to split up the present 2% reservation of seats in favour of Sportsmen under :—

- (1) 1% seats for women candidates.
- (2) 1% seats for men candidates.

2. This concession would be permissible only to those candidates who are in possession of the certificate issued by the Sports Department are covered under the grades mentioned in the Punjab Government letter No. 10266-5-GS-61/1134, dated 11th January, 1962.

3. These orders will come into force from the date of issue and old cases not to be reopened.

परिपत्र की एक प्रति क्र०न० 5441-2 जी एस०-1-72/28901, दिनांक 18-10-72 जो कि मुख्य सचिव, हरियाणा सरकार द्वारा र्भ विभा, गार्डर, आयुक्त मण्डल, सभी उपायुक्त तथा मण्डल अधिकारी, हरियाणा र्जिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय और सभी जिला तथा सब न्यायाधीश, हरियाणा को प्रेषित की गई है ।

**विषय :-तकनीकी/मंडिवल संस्थाओं तथा राज्य सरकार को सेवा में उच्च खिलाड़ियों के लिए स्थानान्तरण ।**

मुझे निदेश हुआ है कि आप का ध्यान उपरोक्त विषय पर संयुक्त पंजाब के परिपत्र क्रमांक 10266-5जीएस०-61/1134, दिनांक 11/1/1962 (प्रति संलग्न) के पैरा 3 में दिए हुए अनुदेशों की और दिलाऊं तथा वहुं कि कुछ समय पूर्व सरकार के नोटिस में शिकायत आई थी कि एक खिलाड़ी को खेल विभाग ने प्रतिनिधित्वता के आधार पर "बी" ग्रेड का खिलाड़ी घोषित किया था जब कि वह खिलाड़ी अच्छे दर्जे का नहीं था । इसके अतिरिक्त यह भी नोटिस में आया है कि जब टीमों का चुनाव किया जाता है तो निर्धारित संख्या से अधिक खिलाड़ियों को टीम के लिए चुना जाता है और यह घोषित नहीं किया जाता उनमें से कौन सा खिलाड़ी खेलेगा और कौन सा आरक्षित रहेगा । इस प्रकार कई खिलाड़ी ऐसे होते हैं जिनका टीम के लिए चुनाव किया जाता है तथा वास्तव में उनको खेलने का अवसर ही नहीं मिलता । किन्तु खेल विभाग की ओर से ऐसे खिलाड़ियों को खेल प्रमाण-पत्र देने के लिए एक ही स्तर का माना जाता है । इसी तरह जिन प्रतियोगिताओं में कुछ खिलाड़ी तो व्यक्तिगत रूप में कोई स्थान प्राप्त करते हैं और कुछ खिलाड़ी कुछ स्थान प्राप्त नहीं करते इन दोनों प्रकार के खिलाड़ियों को खेल प्रमाण-पत्र देने के लिए एक ही स्तर का माना जाता है और कोई मतभेद नहीं रखा जाता ।

(2) इन सभी मामलों पर विचार करने तथा सिफारिशें प्रस्तुत करने के लिए सरकार (खेल विभाग) ने एक कमेटी बनाई थी । इस कमेटी की सिफारिशों के आधार पर सरकार ने निर्णय लिया है, कि एक टीम के खिलाड़ियों को प्रमाण पत्र देने के लिए उनके बीच में कोई मतभेद नहीं रखा जा सकता तथा एक ही टीम के सभी खिलाड़ियों को एक ही प्रकार का खेल प्रमाण-पत्र प्रदान

किया जाए चाहे उनमें कुछ खिलाड़ियों ने प्रतियोगिता में भाग लिया हो या रिजर्व में रहे हों, तथा किसी प्रतियोगिता में स्थान प्राप्त किया हो या कोई स्थान प्राप्त न किया हो। इसके अतिरिक्त यह निर्णय लिया गया है कि पुरुषों के लिए बड़ी तथा छोटी खेलों में अन्तर होना चाहिए तथा छोटी खेलों की अपेक्षा बड़ी खेलों के खिलाड़ों को अधिमानता दी जाए। इसके अतिरिक्त निम्नलिखित खेलों, जिनमें बहुत कम मुकाबलें होते हैं, छोटी श्रेणी की मानी जाएं :—

- (1) खोखो ।
- (2) साफ्ट बाल ।
- (3) बेस बाल ।
- (4) कबड्डी ।

3. सरकार ने यह भी निर्णय लिया है, कि अच्छे तथा मध्यम दर्जे के खिलाड़ियों में कुछ अन्तर डालने के लिए ए, बी, तथा सी दर्जे के प्रमाण पत्रों में अधिक ग्रेड बनाए जाएं और ऐसा करने के लिए परिपत्र जिसका हवाला ऊपर दिया गया है, के पैरा 3 में खिलाड़ियों के लिए निर्धारित ग्रेडों में निम्न प्रकार से प्रतिस्थापित कर दिया जाए :—

“ए” ग्रेड

(क) “ए”—1

इस श्रेणी में वे खिलाड़ी रखे जाएं, जो देश का अन्तरराष्ट्रीय ओलम्पिकस, एशियन खेलों, कामन वेल्थ खेलों में तथा अन्य अन्तरराष्ट्रीय मान्यता प्राप्त दुर्गमों में प्रतिनिधित्व करें। जो खिलाड़ी देश का मान्यता प्राप्त क्रिकेट टेस्ट मैचों में प्रतिनिधित्व करते हैं, उनको भी इसी श्रेणी में रखा जाए ।

“ए”—2

इस श्रेणी में मान्यता प्राप्त मैट्रिक तथा अस्याई मैचों में भाग लेने वाले खिलाड़ी रखे जाएं ।

(ख) “बी”—1

खुली राष्ट्रीय तथा अन्तर विश्व-विद्यालय प्रतियोगिताओं में भाग लेने वाले खिलाड़ियों को एक ही श्रेणी के खिलाड़ी माना जाए तथा उनको “बी” 1 श्रेणी का प्रमाण पत्र दिया जाए ।

### “बी” 2

जो खिलाड़ी राष्ट्रीय स्तर पर विभागीय तथा अन्य सीमित स्थाई टूर्नामेंटों जैसे अन्तर सेवा टूर्नामेंट ग्रामीण संस्था टूर्नामेंट तथा अखिल भारतीय तार व डाक विभाग टूर्नामेंट इत्यादि में भाग लें उन्हें “बी” 2 श्रेणी का माना जाए तथा उसी स्तर का खेल प्रमाण पत्र दिया जाए ।

### (ग) “सी”-1

जो खिलाड़ी राज्य स्तर के स्कूलों, विश्वविद्यालयों के अधीन कालेजों के टूर्नामेंट तथा खुली अन्तर जिला प्रतियोगिताओं में भाग लेते हैं और सेमी-फाईनल स्तर तक टीम के साथ खेलते हैं उनको “सी” ग्रेड का प्रमाण-पत्र दिया जाए । इसी प्रकार जो इन्डिविजुअल इवेंट में प्रथम, द्वितीय, या तृतीय स्थान प्राप्त करते हैं उनको भी “सी” 1 का प्रमाण पत्र दिया जाए ।

### “सी” 2

जो खिलाड़ी “सी” 1 ग्रेड के अधीन वर्णित प्रतियोगिताओं में सेमी फाईनल स्तर तक टीम के साथ नहीं खेलते अथवा इन्डीविजुअल इवेंट में कोई स्थान प्राप्त नहीं करते उनको “सी” 2 ग्रेड प्रमाण-पत्र दिया जाए ।

### (घ) “डी”

“डी” ग्रेड प्रमाण-पत्र केवल उन सभी खिलाड़ियों को दिया जाए जिन्होंने स्कूल कालेज अथवा संस्था की ओर से किसी स्तर तक के टूर्नामेंट में भाग लिया हो ।

प्रतिलिपि क्रमांक 1884-4 जी०एस०-11-81/10051, दिनांक 15 मई, 1971 जो मुख्य सचिव, हरियाणा सरकार की ओर से सभी विभागाध्यक्षों आदि को सम्बोधित है ।

विषय :-भूतपूर्व सैनिकों की सिविल सेवा में पुनरस्थापन तथा उनके लिए पदों की आरक्षण करना ।

मुझे निदेश हुआ है कि हरियाणा सरकार के परिपत्र नं० 5948-6जी०एस०-67/6942, दिनांक 25-3-1968 उपरोक्त विषय का हवाला दे कर और कहें कि

अब सरकार ने यह निर्णय किया है कि जो भूतपूर्व सैनिक दूसरी श्रेणी में आते हैं जिनके लिए अलग से आरक्षण है जैसे अनुसूचित जातियां, अनुसूचित कबीले आदि, नियुक्ति होने पर, उनकी श्रेणी में आरक्षित कोटे के पदों के प्रति गिना जाना चाहिए, भूतपूर्व सैनिकों के आरक्षित कोटे में नहीं । दूसरे शब्दों में ऐसी नियुक्तियों का उन आरक्षण पदों पर कोई प्रभाव नहीं होगा जो भूतपूर्व सैनिकों के लिए आरक्षित है और इनका अनुसूचित जातियों आदि के कोटे में ही समायोजित किया जाएगा ।

2. यह प्रार्थना की जाती है कि इन अनुदेशों की ध्यानपूर्वक अनुपालना की जाए और इस पत्र की पावति भेजने की कृपा करें ।

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**Form of register to be maintained to give effect to the roster for reservation of posts for Scheduled Castes/Backward Classes**

Grade of groups of posts \_\_\_\_\_

Permanent/Temporary \_\_\_\_\_

Reservations brought forward from previous years			Particular of recruitment made.				Reservation carried forward		Signature of other authorised officer.	Remarks
Sch. Castes	Bak-ward Classes	Dt. of recruitment	Whether General Roster and points No.	Name of person appointed and date of appointment.	Whether S.C./B.C. if not Say 'Neither'.	Scheduled Castes	Backward Classes.			
1	2	3	4	5	6	7	8	9	13	11

प्रतिलिपि क्रमांक 8408-4 जी0एस0-11-72/1153, दिनांक 12 जनवरी, 1973 जो मुख्य सचिव, हरियाणा सरकार की ओर से सभी विभागाध्यक्षों आदि को प्रेषित है ।

**विषय :— भूतपूर्व सैनिकों को सिविल पदों में पुनरस्थापन तथा उसके लिए पदों का आरक्षण करना ।**

मुझे निदेश हुआ है कि मैं आपका ध्यान उपर्युक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 1884-4 जी0एस0-11-71/10051, दिनांक 15/18-5-1971 की ओर आकर्षित करूँ जिसमें दूसरी बातों के साथ-साथ यह उल्लेख किया गया है कि जो भूतपूर्व सैनिक ऐसी दूसरी श्रेणी में आते हैं, जिनके लिए अलग से आरक्षण है, जैसे अनुसूचित जातियाँ, अनुसूचित कबीले आदि, उन्हें नियुक्ति पर उस दूसरी श्रेणी के आरक्षित कोटे के पदों के प्रति गिना जाना चाहिए, भूतपूर्व सैनिकों के आरक्षित कोटे में नहीं ।

2. इस प्रश्न पर पुनर्विचार कर यह निर्णय लिया गया है कि भविष्य में ऐसे भूतपूर्व सैनिकों को जो किसी ऐसी श्रेणी से सम्बन्ध रखते हैं, जिसके लिए अलग से आरक्षण है, तो उन्हें या तो भूतपूर्व सैनिक समझा जाएगा या उस श्रेणी से सम्बन्धित समझा जाएगा जिसके लिए अलग से आरक्षण है जो भी उसके लिए अधिक लाभदायक होगा और इस अनुसार ही उन्हें आरक्षण तथा अन्य फायदे दिए जाने हैं ।

क्रमांक 6746-2 जी0एस0 I-74/30508

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मंडल, सभी उपायुक्त तथा उप मंडल अधिकारी, हरियाणा ।

2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सब न्यायाधीश।

दिनांक चण्डीगढ़ 31-12-74

विषय :—अनुसूचित जातियों तथा पिछड़े वर्गों के उम्मीदवारों के लिए सेवाओं में आरक्षण।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 2558-2 जी:एस:-1-74/12278 दिनांक 24-5-74 में जारी की गई हिदायतों की ओर दिलाऊँ जिन में यह स्पष्ट किया गया था कि यदि आरक्षित पदों के लिए अनुसूचित जातियाँ एवं पिछड़े वर्गों के उम्मीदवार उपलब्ध न हों तो उस दशा में पदों को अन्य वर्गों के उम्मीदवारों द्वारा न भरा जाये बल्कि इन पदों को केवल अनुसूचित जातियाँ तथा पिछड़े वर्गों के उम्मीदवारों द्वारा ही भरने के लिए आयोग/अधीन सेवार्थे प्रवरण मंडल, हरियाणा को दोबारा लिखा जाए। यदि दोबारा विज्ञापन कराने पर भी सम्बंधित जाति के उम्मीदवार उपलब्ध नहीं हों तो इन पदों को एक बार फिर उक्त वर्ग के उम्मीदवारों के लिए आरक्षित करते हुए विज्ञापित करवाया जाए परन्तु विज्ञापन में यह लिखा जाए कि यह पद अनुसूचित जातियों एवं पिछड़े वर्गों, के लिए आरक्षित है, पर यदि इन जातियों से सम्बंधित उपयुक्त उम्मीदवार न उपलब्ध हुए तो इन पदों को अन्य उम्मीदवारों से भर लिया जाएगा। इस बारे में यह स्पष्ट किया जाता है कि सरकार ने मामले में पुनः विचार कर यह निर्णय लिया है कि उपरोक्त पद्धति केवल उन पदों में अपनाई जाए जिन पर विशेषज्ञों (Experts) की नियुक्ति नहीं की जानी है।

2. जहाँ तक ऐसे पदों का संबंध है, जिन पर विशेषज्ञों को नियुक्त किया जाना आवश्यक होता है और ऐसे पदों के यदि अनुसूचित जाति या पिछड़े वर्ग के उम्मीदवार उपलब्ध नहीं होते तो ऐसे पदों को केवल एक बार दोबारा विज्ञापित करवाया जाए और विज्ञापन में यह स्पष्ट तौर पर लिख दिया:

जाये कि यदि इन पदों के लिए अनुसूचितजातियों एवं पिछड़े वर्गों से सम्बंध रखने वाले उम्मीदवार नहीं मिलेंगे तो पदों को सामान्य जाति के उम्मीदवारों से भर लिया जाएगा ।

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति—

1. वित्तायुक्त राजस्व, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

को हरियाणा सरकार के अशा: क्रमांक 2558-2 जी:एस:-1-74, दिनांक 24-5-74 के संदर्भ में सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है ।

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त राजस्व, हरियाणा,
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा: क्रमांक 6746-2 जी:एस:-174/

31-12-74

क्रमांक 1257-2 जी:एस: 1-75/7995

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उपमण्डल अधिकारी ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक चंडीगढ़ 25 मार्च, 1975

विषय : योग्यता (मैरिट) पर चयन किए गए अनुसूचित जाति/अनुसूचित आदिम जाति के उम्मीदवारों को उनके लिए आरक्षित कोटे के प्रयोजन के लिए गिना जाना—स्पष्टीकरण ।

महोदय,

उपरोक्त विषय पर आपको सम्बोधित करते हुए मुझे यह कहने का निदेश हुआ है कि कुछ समय पूर्व से सरकार के पास यह प्रश्न विचाराधीन रहा है कि अनुसूचित जातियों के सदस्यों को आरक्षण देते समय आरक्षित पदों में से उतनी पोस्टें घटा दी जानी चाहिए जितनी अनुसूचित जातियों के उम्मीदवार योग्यता (मैरिट) के आधार पर ले लिए गए हैं । इस बारे में यह बताया जाता है कि आरक्षण की नीति का ध्यय यह है कि एक खास प्रतिशतता तक आरक्षित जातियों के उम्मीदवार सरकारी सेवा में आ सकें । यदि सरकार द्वारा अपनाई गई नीति के फलस्वरूप कुछ आरक्षित जातियों के उम्मीदवार अपनी मैरिट के आधार पर सेवाओं में चुन लिए जाते हैं तो ऐसे उम्मीदवारों की संख्या आरक्षित रिक्तियों की संख्या से निकाल दी जानी चाहिए अर्थात् उस हद तक आरक्षित रिक्तियों की संख्या कम कर दी जानी चाहिए । इसी प्रकार यदि पदोन्नति द्वारा पद को हरियाणा सरकार के परिपत्र क्रमांक

5874-एस: डब्ल्यू-1-71/21351-413, दिनांक 10-12-71 अनुसार अनुसूचित जातियों तथा पिछड़े वर्गों से संबंध रखने वाले कर्मचारियों से आरक्षण के आधार पर भरा जाना है, और दरिष्ठता के अनुसार अनुसूचित जाति से संबंध रखने वाले कर्मचारी की बारी पदोन्नति की आ जाती है और उस समय अनुसूचित जाति के कर्मचारियों के लिए हिदायतों अनुसार पदोन्नति में कोई आरक्षण नहीं दिया जाता है तो अनुसूचित जाति के संबंध रखने वाले उम्मीदवार को सामान्य पद के ऊपर पदोन्नति दे दी जाए परन्तु बाद में उन सभी सामान्य पद पर अनुसूचित जातियों के कर्मचारियों को पदोन्नत कर दिया गया है, कम कर दिया जाए ।

2. आपसे अनुरोध किया जाता कि उपरोक्त हिदायतें अपने अधीन कार्य कर रहे सभी कर्मचारियों के नोटिस में बठौरता से पालन किए जाने के लिए लाई जानी चाहिए ।

कृपया हिदायतों की पावती भेजी जाए ।

उप सचिव सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

एक प्रति :

- (1) वित्तायुक्त राजस्व, हरियाणा सरकार ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

को सूचनार्थ तथा आवश्यक कार्यवही के लिए भेजी जाती है ।

उप सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) वित्तायुक्त राजस्व, हरियाणा सरकार ।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार ।

प्रशासकीय क्रमांक 1257-2-जी0एस0-1-75, दिनांक चण्डीगढ़ 25 मार्च 1975

क्रमांक 1202-2 जी: एस:—1-75/11267

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, हरियाणा के सभी उपायुक्त तथा उपमण्डल अधिकारी।
2. रजिस्ट्रार पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा स्तर न्यायाधीश।

दिनांक, चण्डीगढ़ 30 अप्रैल, 1975

विषय :—अनुसूचित जातियों तथा पिछड़े वर्ग के उम्मीदवारों के लिए आरक्षित पदों को तदर्थ आधार पर भरने के बारे में।

महोदय,

मुझे निदेश हुआ है कि मैं उपरोक्त विषय पर आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 4885-2 स: क:-71, दिनांक 25-10-71 की ओर विलाऊं (प्रति संलग्न है) और आपको सूचित करूं कि इस पत्र में जारी की गई हिदायतों अनुसार अनुसूचित जाति तथा पिछड़े वर्ग के उम्मीदवारों के लिए आरक्षित पदों को निचे लिखे आर्डर अनुसार भरा जाना है :—

1. अनुसूचित जाति तथा पिछड़े वर्ग के उन उम्मीदवारों द्वारा जिनके बारे में लोक सेवा आयोग/अधीन सेवाएं में प्रवरण मण्डल सिफारिश करें।
2. अनुसूचित जाति तथा पिछड़े वर्ग के उन उम्मीदवारों द्वारा जो पहले तदर्थ आधार पर लगे हुए हैं।
3. अनुसूचित जाति तथा पिछड़े वर्ग के लिए नये उम्मीदवारों को तदर्थ रूप से लगा दिया जाए।
4. यदि अनुसूचित जाति तथा पिछड़े वर्ग के उम्मीदवार तदर्थ नियुक्ति के लिए उपलब्ध न हों तो फिर अनुसूचित जाति तथा पिछड़े वर्ग से सम्बन्ध न रखने वाले उम्मीदवारों को तदर्थ रूप में लगा लिया जाए।

2. इस बारे में सरकार के नोटिस में यह बात आई है कि जब अधीन सेवार्यो प्रवरण मण्डल/लोक सेवा आयोग द्वारा आरक्षित पदों के लिए उम्मीदवारों की सिफारिश नहीं की जाती है क्योंकि उनके पास इन जातियों से सम्बन्ध रखने वाले उम्मीदवार उपलब्ध नहीं हैं तो सामान्य जाति से सम्बन्ध रखने वाले उम्मीदवारों द्वारा प्रतीक्षा सूचि से विभागों द्वारा आरक्षित पदों को तदर्थ आधार पर भर लिया जाता है। ऐसा करना सरकार की हिदायतों के विरुद्ध है। इस अनियमितता को रोकने के लिए एक बार फिर आपसे अनुरोध किया जाता है कि जिन अनुसूचित जाति तथा पिछड़े वर्ग के उम्मीदवारों के लिए आरक्षित पदों के लिए बोर्ड/आयोग द्वारा इस जाति के उम्मीदवारों की सिफारिश की जाती तो ऐसे पदों को बोर्ड/आयोग द्वारा भेजी गई उम्मीदवारों की प्रतीक्षा सूचि से सामान्य जाति से सम्बन्ध रखने वाले उम्मीदवारों द्वारा तदर्थ आधार पर न भरा जाए बल्कि आरक्षित पदों को उपरोक्त बताई गई हिदायतों अनुसार ही भरा जाए। यह आशा की जाती है कि इन हिदायतों का भविष्य में दृढ़ता से पालन किया जाएगा।

#### भवदीय

उप सचिव सामान्य प्रशासन  
कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति :—

1. वित्तायुक्त, हरियाणा सरकार।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार। सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

उप सचिव सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. वित्तायुक्त, हरियाणा सरकार,
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा0 क्रमांक 1202/2जी: एस:-1-75 दिनांक, चण्डीगढ़ 30 अप्रैल, 75



प्रतिलिपी क्रमांक 3672-2 जी0एस-1-75, दिनांक 7-8-1975 जो मुख्य सचिव, हरियाणा की ओर से सभी विभागाध्यक्षों आदि को प्रेषित है।

**विषय :—**अनुसूचित जातियों एवं पिछड़े वर्गों को सरकारी नौकरियों में आरक्षण के विषय में रोस्टर कायम रखने के लिए प्रोफार्मा का निर्धारित किया जाना।

उपरोक्त विषय पर आपको सम्बोधित करते हुए मुझे यह कहने का निदेश हुआ है कि सरकार द्वारा अनुसूचित जातियों एवं पिछड़े वर्गों से सम्बन्धित सदस्यों को सेवा में आरक्षण दिए जाने के बारे में समय पर हिदायतें जारी की गई हैं परन्तु इन हिदायतों में यह स्पष्ट नहीं किया गया था कि आरक्षण देते समय रिक्तियों का रोस्टर किस प्रोफार्मा में रखा जाए जिससे यह मालूम हो सके कि कौन सा पद अनुसूचित जातियों एवं पिछड़े वर्गों के सदस्यों के लिए आरक्षित किया गया है। इस बारे में सरकार ने मामले पर विचार करने के बाद यह निर्णय लिया है कि अनुसूचित जातियों एवं पिछड़े वर्गों से सम्बन्धित सदस्यों को सेवा में समय समय पर जारी की गई हिदायतों के अनुसार आरक्षण देते समय संलग्न प्रोफार्मा में रोस्टर रखा जाए और तदनुसार ही आरक्षित पदों को भरा जाए।

2. आपसे यह अनुरोध किया जाता है कि उपरोक्त हिदायतों का दृढ़ता से पालन किया जाए तथा इसकी पावती भी भेजी जाए।

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**Form of register to be maintained to give effect to the roster for reservation of post for Scheduled Castes/Backward Classes.**

Grade of groups of posts \_\_\_\_\_

Permanent/Temporary \_\_\_\_\_

Reservations brought forward from previous years				Particular of recruitment made			Reservation carried forward		Signature of appointing authority other authorised officer.	Remarks
Sch. Castes	Back-ward Classes	Dt. of recruit-ment.	Roster and posts No.	Whether General or reserved for S.C./B.C. according to roster.	Name of the person appointed and Date of appointment.	Whether S.C./B.C. if not Say 'Neither'.	Sch. Castes	Back-ward Classes.		

1	2	3	4	5	6	7	8	9	10	11
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No. 38776/2 G.S-I.-75/29249

From

The Chief Secretary to Govt.  
Haryana.

To

1. All Heads of departments, Commissioners of Ambala and Hissar Divisions, all Deputy Commissioners and all Sub Divisional officers (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 9th October, 1975.

*Subject* :—Status of—

- (i) a child whose one parent belongs to a member of the Scheduled Castes/Scheduled Tribes ;
- (ii) a woman from High Caste family marrying a member of the Scheduled Caests/Tribes.

Sir,

I am directed to address you on the subject cited above to say that the matter regarding the status of child whose one parent is a member of Scheduled Castes/Tribes and the status of woman from a High Castes family marrying a member of the Scheduled Castes/Tribes has been engaing the attention of the Government for some time past. In this connection, the legal position in explained below for information and guidance :—

*When the mother of a child is a member of the Schedule Castes/Tribes, but the child is accepted by the Community of his father and brought up in the surroundings of his father's relation.*

In such a case, the child cannot be treated as a member of the Scheduled Castes/Tribes and cannot get any benifit as such.

*When the member belongs to a higher caste and the father is a member of the Scheduled Castes/Tribes, the father may*

*remain away from his community and the child may be brought up in different surroundings under the disfluence of his mother's relations and members of her community.*

In such a case too, the child cannot be treated as a member of the Scheduled Castes/Tribes and cannot get any benefit as such.

*When a child irrespective of the fact whether the father or the mother is a member of Scheduled Castes/Tribes is brought up in the Scheduled Castes/Tribes Community as a member of such community.*

In such a case the child has to be treated as a member of the Scheduled Castes/Tribes and should be entitled to receive benefits as such :—

*When a Women belonging to a High Caste family married a member of the Scheduled Castes/Tribes.*

In such a case the women does not become a member of the Scheduled Castes/Tribes and cannot get any benefits as such.

2. Kindly acknowledge receipt of this letter.

Yours faithfully

Sd/-

Deputy Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

A copy is forwarded for information and necessary guidance to :—

- (1) The Financial Commissioner, Haryana.
- (2) All Administrative Secretaries to Govt., Haryana.

Sd/-

Deputy Secretary General Admn.,  
for Chief Secretary to Govt. Haryana.

To

1. The Financial Commissioner, Haryana.
2. All Administrative Secretaries to Govt., Haryana.

U.O.No. 3877-2G8-I-75

Dated Chandigarh, 1975.

No. 1996-2G. S-I—76/8148

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Department's, Commissioners Ambala and Hissar Divisions. All Deputy Commissioners and all Sub-Divisional Officers in Haryana.
- 2 The Registrar,  
Punjab & Haryana High Court and  
All District & Sessions Judges in Haryana.

Dated Chandigarh, the 1 April, 1976.

**Subject :—Reservation for ex-servicemen and persons belonging to Scheduled Castes and Backward Classes.**

Sir,

I am directed to say that the Government has, from time to time, issued clear instructions regarding the percentage of reservation to be given to ex-servicemen and persons belonging to Scheduled Castes and Backward Classes as also the procedure to be adopted for the same. But a random survey of certain departments indicates that these instructions are not being followed carefully. In some cases these instructions have been violated. This is a very serious lapse and must be rectified without any delay.

2. It should be ensured by all heads of offices that in any requisition sent for filling up posts, the number of posts reserved for different categories of candidates is notified strictly according to Government instructions. It should also be ensured that the roster prescribed by the Government is maintained in every department.

3. The monitoring of this system will henceforth be done by the Employment Department. Detailed information should be supplied to the Director of Employment invariably by the 20th of the month following the quarters ending March, June,

September and December. This information should include the total number of posts category-wise, filled up during the quarter and the number of notified reserved posts. The reasons for any shortfall in actual reservation should be clearly stated. The information should be collected and compiled in the enclosed proforma by Heads of Departments. The Director of Employment, on the basis of the information received, should report to the Chief Secretary (General Services Branch) any shortfall in actual reservation, explained or unexplained.

4. You are requested to bring these instructions to the notice of all concerned. Any violation there of will in future be taken serious note of.

Yours faithfully,

Sd/-

Deputy Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

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

1. Financial Commissioner, Haryana.
2. All Administrative Secretaries to Govt. Haryana.

Sd/-

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

To

1. The Financial Commissioner, Haryana.
2. All Administrative Secretary to Govt. Haryana.

U.O.No. 1996-2GSI-76/ dated Chandigarh, [the 1st April, 1976.

(To be substituted for the letter bearing the same number & date)

Copy of letter No. 2812-2GSI-76/11578, dated 5th May, 1976 from the Chief Secretary to Government Haryana to all Heads of Departments Commissioners Ambala and Hissar Divisions, all Deputy Commissioners and sub-Divisional Officers (Civil) in Haryana State and the Registrar Punjab and Haryana High Court and all the District and Sessions Judges in Haryana.

**Subject —Reservation of post for Scheduled Castes, Backward Classes and Ex-servicemen under the services of Haryana State.**

I am directed to address you on the subject noted above and to say that the State Government has reviewed the existing policy of reservation for ex-servicemen and persons belonging to Scheduled Castes and Backward Classes in the services of Haryana Government and has decided as follows:—

- (i) Separate rosters for direct recruitment and promotion as laid down in erstwhile Punjab Government letter No. 2360-4WG1-64/4860, dated the 24th March, 1964, and Haryana Government letter No. 5874-SW-71/21351-413, dated the 10th December, 1971, should be done away with and a single combined roster should be maintained both for direct recruitment and for promotion. Each year of recruitment is to be considered separately by itself and a fresh roster should be prepared for each calendar year. If there are only two permanent posts to be filled in a particular calendar year, then only one vacancy should be treated as reserved. If there is only one post to be filled in a calendar year, it has to be treated as un-reserved, irrespective of the fact that it occurs in the Model roster at a point of reservation.
- (ii) Henceforth, in a block of 100 posts, the following posts should be reserved for ex-servicemen and persons belonging to Scheduled Castes and Backward Classes:—
  - (a) *For persons belonging to Scheduled Castes*

(for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts.)

4-8-14-18-24-28-34-38-42-50-54-58-64-68-74-78-84-88-92 and 100.

(b) *For persons belonging to Backward Classes*

(for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts.)

46 and 96.

(c) *For ex-servicemen for direct recruitment to class III and class IV posts.*

2-6-10-12-16-20-22-26-30-32-36-40-44-48-52-56-60-62-66-70-72-76-80-82-86-90-94 and 98.

(iii) When a requisition for the reserved posts, in accordance with sub-para (ii) above is sent to the Haryana Public Service Commission/Subordinate Services Selection Board, it shall advertise the same. If as a result of this advertisement, suitable candidates for the reserved posts are not available, then these posts shall be re-advertised immediately by the Haryana Public Service Commission/Subordinate Services Selection Board, as the case may be, without awaiting further reference from the concerned department. If suitable candidates are not available even on the basis of the second advertisement, then the Commission/Board shall immediately re-advertise the posts for the third time indicating therein that if candidates belonging to the reserved categories are not available, the posts shall be filled by candidates belonging to the general category. This process shall be completed by the Commission/Board in the shortest possible time preferably by the end of the same year so that the reserved posts may not remain vacant for an unnecessarily long period. In respect of the posts on which experts are to be appointed, if suitable candidates are not available on the basis of the first advertisement, the Commission/Board shall re-advertise the posts immediately for the second time indicating therein that, if candidates belonging to reserved categories are not available, the posts shall be filled by candidates belonging to the general category. The Commission/Board shall keep the concerned department informed of these advertisement.

(iv) Unfilled reserved posts shall be carried forward for a maximum of two years subject to the condition that



this should not result in more than 50% reservation during any year, or on any particular occasion.

- (v) In erstwhile Punjab Government letter No. 2360-4WGI-64/4860, dated the 24th March, 1964 and Haryana Government letter No. 5874-SWI-71/21351-413, dated the 10th Dec., 1971, reserved posts have been shown in a block of 100 posts. It is not clear to various Departments whether reservation is to be given against the sanctioned number of posts or against vacancies occurring against sanctioned posts. For Example, a post may fall vacant a number of times if the person appointed against it is promoted, retired, proceeds on leave, goes on deputation etc. It means that the same post may fall vacant a number of time. It has now been decided that reservation should be given against posts, whether permanent or temporary and not against vacancies.
- (vi) All instructions issued from time to time in this behalf shall, however, continue to remain in force subject to above modifications. The modified instructions shall come into effect forthwith, it should, however, be ensured that the reservation made on the basis of the previous policy and the reservation which shall now be made does not exceed 50% of the total number of available permanent and temporary posts to be filled in during the year 1976, i.e. from 1st January, 1976 to 31st December, 1976.
- (vii) These instructions should be brought to the notice of all the officers working under you for strict compliance. Receipt of this communication may kindly be acknowledged.

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No. 5074-2GSI-75/21828  
Dt. 17-8-1976

**From**

The Chief Secretary to Govt. Haryana.

**To**

- (1) All Heads of Departments, Commissioner Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.

- (2) The Registrar,  
Punjab and Haryana High Court and all the  
Districts and Sessions Judges in Haryana.  
Dated, Chandigarh, the 17th Aug., 1976.

**Subject : Reservation of posts for Scheduled Castes, Scheduled Tribes, Backward Classes under the services of the Haryana Government.**

Sir,

I am directed to address you on the subject noted above and to say that in the instructions issued vide Joint Punjab Government letter No. 1945-WG-54/17246 dated the 17th March 1954 (Copy enclosed for ready reference) It was laid down that before posts reserved for Backward Classes are thrown open to others, they should first be offered to candidates of Scheduled Castes/Tribes, if available. In the same way before Posts meant for Sch. castes/Tribes are thrown open to others owing to non-availability of suitable candidates, they are to be offered first to the candidates belonging to Backward Classes.

2. In this connection, I am also to invite your attention to the instructions issued vide Haryana Government letter No. 2812-2GSI-76/11578 dated the 5th May, 1976. In para I (iii) of these instructions it was laid down that if as a result of an advertisement issued by the Haryana Public Service Commission/ Subordinate Services Selection Board, suitable candidates for the reserved posts are not available, then those posts shall be re-advertised by the Commission/Board, as the case may be without awaiting a further reference from the concerned Department, before they are de-reserved on account of non-availability of suitable candidates. In view of the instructions contained in Joint Punjab Government letter No. 1945-IWG-54/17246 dated the 17th March, 1954, referred to above, it has now been decided that the Commission/Board shall also mention in the second and third advertisements that in case candidates belonging to Scheduled Castes/Backward Classes are not available, the posts shall be filled up from amongst the candidates belonging to Backward Classes/Scheduled Castes and if suitable candidates are still not available then the posts shall be de-reserved and filled up from amongst the candidates belonging to the general category. When a post reserved for Scheduled Castes is filled up from amongst the candidates belonging to Backward Classes, the necessary adjustment will be carried out in the

block i.e. the next reserved post will be given to the candidates belonging to Backward Classes, and vice versa, provided that the total reservation to a particular class in any category of posts does not exceed the prescribed percentage of reservation.

3. These instructions may be brought to the notice of all concern working under you for strict compliance.

Your faithfully,

Sd/-

Deputy Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

क्रमांक 1549-2 जी:एस-1-77/दि0 5-4-1977

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

- (1) हरियाणा के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप मण्डल अधिकारी ।
- (2) रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक चण्डीगढ़ 5, अप्रैल, 1977

विषय : अनुसूचित जातियों एवं पिछड़े वर्गों से सम्बन्धित व्यक्तियों को आकस्मिक भ्रम में आरक्षण देना ।

महोदय,

उपरोक्त विषय पर आपको सम्बोधित करते हुए मुझे यह कहने का निदेश हुआ है कि हरियाणा राज्य में वर्तमान जारी की गई हिदायतों के अनुसार सेवाओं में अनुसूचित जातियों एवं पिछड़े वर्गों से सम्बन्धित व्यक्तियों को निम्नलिखित आरक्षण प्रदान किया जाता है :—

- |                                     |     |
|-------------------------------------|-----|
| (1) अनुसूचित जातियों के लिए         | 20% |
| (2) पिछड़े वर्गों के सदस्यों के लिए | 2%  |

2. वर्तमान नीति के अनुसार अनुसूचित जातियों एवं पिछड़े वर्गों से सम्बन्धित व्यक्तियों को राज्य सरकार के विभागों में दैनिक तथा मासिक तौर पर भर्ती की जाने वाली आकस्मिक श्रम को भर्ती के समय आरक्षण नहीं दिया जाता है। इसलिए इस मामले को विचारने के उपरान्त सरकार ने यह निर्णय लिया है कि अनुसूचित जातियों तथा पिछड़े वर्गों से सम्बन्धित व्यक्तियों को यथा सम्भव राज्य सरकार के सभी विभागों द्वारा दैनिक तथा मासिक तौर पर भर्ती की जानी वाली आकस्मिक श्रम में भी आरक्षण ऊपर पैरा-1 में बताए गए प्रतिशत के हिसाब से दिया जाए।

3. यह अनुरोध किया जाता है कि उपरोक्त हिदायतों का कठोरता से पालन किया जाए तथा सभी सम्बन्धित कर्मचारियों के नोटिस में लाया जाए,

भवदीय,

Sd/

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा, सरकार।

एक प्रति निम्नलिखित :—

- (1) वित्तायुक्त राजस्व, हरियाणा सरकार।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

को सूचनार्थ तथा आवश्यक कार्यवाही के लिए भेजी जाती है।

Sd/

उप सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

- (1) वित्तायुक्त राजस्व, हरियाणा सरकार।
- (2) सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा: क्रमांक 1549-2 जी.एस:-1-77, दिनांक चण्डीगढ़ 5-4-1977.

No. 38/48/78-G.S.I.

**From**

The Chief Secretary to Government, Haryana.

**To**

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 14th September, 1978.

**Subject** :—Reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen under the services of Haryana Government.

Sir,

I am directed to refer to Haryana Government letter No. 2812—2-GSI-76/11578, dated the 5th May, 1976, on the subject noted above and to say that the State Government has now decided to increase the quota for reservation of posts in services for Backward Classes from 2% to 5% and also to decrease the reservation of posts for Ex-servicemen from 28% to 25%. Henceforth the reservation for Backward Classes and Ex-servicemen will be as under :—

**By direct recruitment**

- |                          |                                   |
|--------------------------|-----------------------------------|
| (i) For Backward Classes | 5%                                |
| (ii) For Ex-servicemen   | (a) 25% (in Class—III & IV posts) |
|                          | (b) 5% (in Class—I & II posts)    |

**By promotion**

- |                          |  |
|--------------------------|--|
| (i) For Backward Classes | 5% (in Class-III & IV posts on the basis of seniority-cum-merit) |
|--------------------------|--|

2. In view of this decision in a block of 100 posts, the following posts should be reserved for Backward Classes and Ex-servicemen :—

- (i) For persons belonging to Backward Classes (For promotion to Class—III and IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts) 16, 32, 46, 70 and 96.
- (ii) For Ex-servicemen (for direct recruitment to Class—III and Class—IV posts.)  
2, 6, 10, 12, 20, 22, 26, 30, 36, 40, 44, 48, 52, 56, 60, 62, 66, 72, 76, 80, 82, 86, 90, 94, and 98.

The orders contained in Haryana Government letter referred to in paragraph (i) above, may be deemed to have been modified to this extent.

3. These instructions should be brought to the notice of all concerned working under you for strict compliance.

4. Receipt of this communication may please be acknowledged.

*Sd/—*

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

A copy each is forwarded to the :—

- (i) Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana for information and necessary action.

*Sd/—*

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

To

- (i) The Financial Commissioner, Haryana.
- (ii) All Administrative Secretaries to Govt., Haryana.

U.O. No. 38/48/78-GSI, Dated, Chandigarh, the 14th September 1978.

No. 38/20/78-2GSI

From

The Chief Secretary to Govt., Haryana

To

1. All Heads of Departments,  
Commissioners, Ambala & Hissar Divisions,  
All Deputy Commissioners and  
Sub Divisional Officers (Civil) in Haryana State.
2. The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated, Chandigarh, the 9th February, 1979.

**Subject :** Reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen under the services of Haryana State.

Sir,

In supersession of Haryana Government instructions issued vide letter No. 2812-2GS-I-76/11578, dated the 5th May, 1976, letter No. 5074-2GSI- 76/21898, dated the 17th August, 1976, and subsequent letter No. 38/48/78-GSI, dated the 14th September, 1978 on the subject noted above, I am directed to say that the State Government has further reviewed on the existing policy of reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen in the services of Haryana and have decided as follows :—

- (1) (i) The quantum of reservation will be as under :—

**By Direct Recruitment**

- |                          |   |
|--------------------------|---|
| (a) For Scheduled Castes | 20% (in classes I, II, III and IV posts). |
| (b) For Backward Classes | 5% ( -do- )                               |
| (c) For Ex-servicemen    | (i) 5% (in class I & H posts)             |
|                          | (ii) 25% (in class III and IV posts)      |

**By promotion**

- (a) For Scheduled Castes 20% (in class III and IV posts) on the basis of seniority/cum-merit. There will be no reservation in class I & II posts)
- (b) For Backward Classes 5% ( -do- )
- (c) For Ex-servicemen Nil

(ii) Henceforthwith, in a block of 100 posts in each cadre, the following posts should be reserved for persons belonging to Scheduled Castes and Backward Classes and for Ex-servicemen :—

- (a) *For persons belonging to Scheduled Castes (for direct recruitment to all classes of posts i.e. Class I, II, III and IV and for promotion to Class III and Class IV posts on the basis of selection from a slab of 3 officials).*

4—8—14—18—24—28—34—38—42—50—54—58—64—68—74—78—84—88—92 and 100.

- (b) *For persons belonging to Backward Classes (for direct recruitment to all classes of posts and for promotion to class III and IV posts on the basis of selection from a slab of 3 officials)*

16—32—46—70 and 94.

- (c) *For Ex-servicemen :*  
(for direct recruitment to class I and II posts)

12—36—52—72 and 96.

(For direct recruitment to class III and IV posts)

2—6—10—12—20—22—26—30—36—40—44—48—52—56—60—62—66—72—76—80—82—86—90—94— and 98.

It is clarified that a single roster of 100 posts both for direct recruitment and promotion will be prepared as referred to above. This roster will continue from year to year till it is exhausted and thereafter a new roster will be prepared.



The aforesaid benefit of reservation will be given till such time as the number of employees belonging to reserved categories in each cadre/grade does not come upto the prescribed percentage.

- (2) When a requisition for the reserved posts, in accordance with sub-para (i) (ii) above, is sent to the Haryana Public Service Commission/Subordinate Services Selection Board, it shall advertise the same. If as a result of this advertisement, suitable candidates for the reserved posts are not available, then these posts shall be re-advertised immediately by the Haryana Public Service Commission/Subordinate Services Selection Board, as the case may be, without awaiting a further reference from the concerned Department. If suitable candidates are not available even on the basis of the second advertisement then the Commission/Board shall immediately re-advertise the posts for the third time indicating therein that if candidates belonging to the reserved categories are not available, the posts shall be filled by candidates belonging to the general category. This process shall be completed by the Commission/Board within the shortest possible time so that the reserved posts may not remain vacant for an unnecessarily long period. In respect of the posts on which candidates having technical and specialised qualifications are to be appointed, if suitable candidates are not available on the basis of the first advertisement, the Commission/Board shall re-advertise the posts immediately for the second time indicating therein that, if candidates belonging to reserved categories are not available, the posts shall be filled by candidates belonging to the general category. The Commission/Board shall keep the concerned Department informed of these advertisements.
- (3) Reserved posts not filled by the candidates belonging to reserved categories should be carried forward for two recruitment years. The recruitment year shall mean a calendar year and the two years limit for carry-forward of reserved posts shall start from the year in which recruitment is actually made. The

carry-forward would mean that if a sufficient number of suitable candidates eligible for reserved posts are not available from the appropriate classes in any year of recruitment, such posts should be treated as un-reserved and filled in as un-reserved posts but should be carried forward to subsequent years of recruitment so that posts then occurring may be filled in by the persons belonging to reserved categories. For example, if a requisition for filling up of five posts of clerks, is sent to the Subordinate Services Selection Board in the month of January, 1977 and the recommendations of the Board are received in March, 1978, but the Board could not recommend any candidate against the reserved post, then the reserved posts would be carried forward for a period of two years viz 1979 and 1980. In this connection, it is further clarified that, in future, the carried forward reserved posts would be available togetherwith the current posts for utilisation even when the total number of such reserved posts exceeds 50% of the posts filled in that year provided that the overall representation of Scheduled Castes/Backward Classes in the total strength of the concerned cadre does not exceed the prescribed percentage of reservation.

- (4) In case a single post arises in the initial recruitment year and it falls at a reserved point in the roster, it has to be treated as un-reserved and filled accordingly in that year but the reservation would be carried forward to subsequent years. In the first subsequent year if again a single posts occurs then it should be treated as reserved against the reservation carried forward from the initial recruitment year and a candidate from the reserved category should be appointed against that post inspite of the fact that the post happens to be the only post in that recruitment year. In the event of a candidate belonging to reserved categories not being available to fill the reserved post in the subsequent year also the reservation should be carried forward to the subsequent year. When also a single post, fills up in that year it should be treated as reserved against the carried forward reservation and thereafter the reservation will lapse e.g. a single year recruitment cadre of a particular department of the State which

Sub-National Systems Unit

National Institute of Educational

Planning and Administration

17-A, Aurangzeb Marg, New Delhi-110016

DOC. No.....2.5...2.5.....

Date.....13/5/85.....

falls at a reserved point, that single post shall not be treated as reserved. But the single subsequent vacancy shall be treated as reserved and in case a candidate (belonging to scheduled Castes) for the reserved seat is not available the post shall be treated as reserved for the next two years under the carry-forward formula. The year in which no post arises is to be ignored for the purpose of counting the effective year towards the period of carry forward.

- (5) At present the reservation is given against posts and not against vacancies. It has been decided that the reservation should be given both against the new posts whether permanent or temporary, as well as vacancies which may occur as a result of death, retirement, resignation, removal or dismissal.
- (6) In the case of posts to be filled up by way of promotion the benefit of reservation should be given where the basis of promotion is seniority-cum-merit and the benefit of reservation should not be made available where promotion is to be given on the basis of seniority-cum-fitness.

2. These instructions should be brought to the notice of all concerned working under you for strict compliance.

3. Receipt of this communication may kindly be acknowledged.

Sd/-

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

A copy is forwarded to :

1. Financial Commissioner, Haryana;
  2. All Administrative Secretaries to Govt., Haryana;
- for information and necessary action,

Sd/-

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

To

1. Financial Commissioner, Haryana.
2. All the Administrative Secretaries to Govt., Haryana.

U.O. No. 38/20/78-2GSI, dated, Chandigarh, the 9th February, 1979.

No. 4/12/79-GS-III

**From**

The Chief Secretary to Government, Haryana.

**To**

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar, Punjab and Haryana High Court Chandigarh.

Dated Chandigarh, the 18th September, 1979.

**Subject :—Increase in the percentage of reservation for persons belonging to Backward Classes.**

Sir,

I am directed to refer to Haryana Government letter No. 38/20/78-2GS-I, dated the 9th February, 1979, on the subject noted above and to say that the State Government has decided to increase the quota of reservation of posts for Backward Classes from 5% to 10% and to decrease the reservation of posts for ex-servicemen from 25% to 20% in the services of Haryana. Accordingly, the quantum of reservation for these categories of persons will be as under :—

**By direct recruitment**

- |                          |   |
|--------------------------|---|
| (i) For Backward Classes | 10% (in class I, II, III, and IV posts) |
| (ii) For Ex-servicemen   | (a) 5% (in class I & II posts)          |
|                          | (b) 20% (in class III & IV posts)       |

**By promotion**

- |                          |  |
|--------------------------|--|
| (i) For Backward Classes | 10% (in class III and IV posts on the basis of seniority-cum-merit. There will be no reservation in Class I and II posts). |
| (ii) For Ex-servicemen   | Nil.   |

2. Henceforth, in a block of 100 posts in each cadre, the following posts should be reserved for persons belonging to Backward Classes and for Ex-servicemen :—

- (i) For persons belonging to Backward Classes. (for promotion to Class III and IV posts on the basis of selection from a slab of 3 officials and direct recruitment to all classes of posts)  
10-16-22-32-46-56-70-76-86 and 96.
- (ii) For ex-servicemen (for direct recruitment to Class-III and IV posts).  
2-6-12-20-26-30-36-40-44-48-52-60-62-66-72-80-82-90-94 and 98.

3. These instructions should be brought to the notice of all concerned working under you for strict compliance.

4. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

- (i) Financial Commissioner Revenue, Haryana;
- (ii) All Administrative Secretaries to Government, Haryana.

for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

- (i) The Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Govt. Haryana.

U.O. No. 4/12/79-GS-III, dated Chandigarh, the 18th Sept. 1979

No. 4/20/79-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 8-5-80.

*Subject*—Reservation of posts for Scheduled Castes, Backward Classes and Ex-Servicemen in the Services of Haryana State.

Sir,

I am directed to invite a referenc to para 1(5) of the Haryana Government letter No. 38/20/78-2GSI, dated the 9th February 1979 on the obove subject and to say that on further consideration it has been decided by the State Government that the benefit of reservation should be given to the reserved categories of persons also in respect of those vacancies which may occur as a result of promotion on regular basis. Henceforth; para 1(5) of Haryana Government letter referred to above shall be read as under:—

“The reservation should be given both against the new posts, whether permanent or temporary, as well as against vacancies which may occur as a result of death, retirement, resignation, removal, dismissal or promotion on regular basis”.

3. The above decision should be brought to the notice of all concerned working under you for strict compliance.

4. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

1. All Financial Commissioners, Haryana; and
2. All administrative Secretaries to Govt. Haryana; for information and necessary action.

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

1. All Financial Commissioners, Haryana;
2. All Administrative Secretaries to Govt., Haryana.

U. O. No. 4/20/79-3GSIII dated Chandigarh, the 8th May, 1980.

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No. 4/20/79-3 GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions. All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 27th May, 1980.

**Subject—Reservation of posts for Scheduled Castes, Backward Classes and Ex-Servicemen in the service of Haryana State.**

Sir,

I am directed to refer to Haryana Government circular letters No. 38/20/78-2GSI, dated the 9th February, 1979, No. 4/12/79-GSIII, dated the 18th September, 1979 and No. 4/20/79-3-GSIII, dated the 8th May, 1980 (copies enclosed) where in the policy of reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen in the services of Haryana has been laid down.

2. It is requested that the above circular letters may again be brought to the notice of all concerned for strict implementation.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

1. All Financial Commissioners, Haryana; and
2. All Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

1. All Financial Commissioners, Haryana; and
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 4/20/79-3GSIII, dated Chandigarh, the 27th May, 1980.

No. 24/17/80-3 GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.
2. The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 16th December, 1980.

**Subject :—Reservation of posts for the physically handicapped persons in Groups C & D posts (Class III & IV) services under the State Government.**

Sir,

I am directed to refer to Haryana Government circular letters noted in the margin regarding reservation of posts for the



1.38/20/78-2 Scheduled Castes, Backward Classes and Exservice-  
 GSI, dt. 9-2-79 men in the services of Haryana State and to say  
 2.4/12/79-GSIII that the State Government has decided to reserve  
 dt. 18-9-79. 3% posts in direct recruitment for the physically  
 3.4/20/79-3GS handicapped persons in such Class III & Class IV  
 III, dt. 8-5-80. (Groups C&D) posts/services under the State Government as are  
 identified to be suitable for them and, in consequence, to decrease  
 the reservation of posts for Ex-servicemen from 20% to 17% in  
 those posts/services. Accordingly, the quantum of reservation in  
 posts/services under the State Government will now be as under :

**By direct recruitment**

- |   |  |
|---|--|
| (a) For Scheduled Castes  | 20% (in Class I, II, III & IV posts)                                 |
| (b) For Backward Classes  | 10% (in Class I, II, III & IV posts).                                |
| (c) For Ex-servicemen   | (i) 5% (in Class I & II posts)<br>(ii) 17% (in Class III & IV posts) |
| (d) For physically handicapped persons (the Blind, the Deaf and the Orthopaedically Handicapped). | 3% (1% for each category in Class III & IV posts).                   |

**By promotion**

- |                          |   |
|--------------------------|---|
| (a) For Scheduled Castes | 20% (in Class III & IV posts on the basis of seniority-cum-merit. There will be no reservation in Class I & II posts)   |
| (b) For Backward Classes | 10% (in Class III & IV posts). On the basis of seniority-cum-merit. There will be no reservation in Class I & II posts. |
| (c) For Ex-servicemen    | Nil   |

2. (i) In view of the decision in para—1 above, in a block of 100 posts in each cadre, the following posts will be reserved for persons belonging to the categories of Scheduled Castes, Backward Classes, Ex-servicemen and the Physically handicapped persons :—

(a) *For persons belonging to Scheduled Castes*

(for direct recruitment to all classes of posts i.e. Class I, II, III and IV and for promotion to class III and class IV posts on the basis of selection from a slab of 3 officials).

4—8—14—18—24—28—34—38—42—50—54—58—64—68  
74—78—84—88—92 and 100.

(b) *For persons belonging to Backward Classes*

(for direct recruitment to all classes of posts and for promotion to class III and IV posts on the basis of selection from a slab of 3 officials)

10—16—22—32—46—56—70—76—86 and 96.

(c) *For Ex-servicemen*

(for direct recruitment to class III and IV posts).

2—6—12—20—30—36—40—44—48—60—62—66—72—  
80—90—94 and 98.

(d) *For Physically handicapped persons.*

(for direct recruitment to such class III & IV posts as are considered suitable for them).

26—52 and 82.

(ii) There may be posts in a cadre which are considered suitable for one category or two categories of the physically handicapped persons. In that event, the remaining post(s) in the cadre reserved for the handicapped person will be filled in by the persons belonging to the category of Ex-servicemen. Thus, where in a cadre a post is not identified as suitable for any of the above three categories of the physically handicapped persons, the quantum of reservation for the ex-servicemen in that Cadre will be 20% as before.

3. The definition of the categories of the handicapped for the purpose of these instructions will be as under :—

#### **The Blind**

The blind are those who suffer from either of the following conditions :—

- (a) Total absence of sight.
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- (c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

#### **The Deaf**

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

#### **The Orthopaedically Handi-capped**

The Orthopaedically Handicapped are those who have a physical defect or deformity which causes interference with the normal functioning of the bones muscles and joints.

*Note* :—A candidate claiming the benefit of reservation as a handicapped person shall have to produce a certificate from the Chief Medical Officer of a District to the effect that he is covered by any of the aforesaid definitions of handicapped persons.

4. The State Government has taken the following further decisions in this behalf :—

- (a) The posts/services (Class III and Class IV) which can be filled by the various categories of the physically handicapped persons as mentioned above without loss.

or productivity should immediately be identified by the Departments and information to this effect sent to the Welfare of Scheduled Castes and Backward Classes Department and also to the Chief Secretary to Government, Haryana (in GS-III Branch).

- (b) The above mentioned reservation in Class III and IV posts identified as suitable for the physically handicapped persons should be made by the Departments in the respective rosters which are currently in force.
- (c) The extant concessions/facilities for the physically handicapped persons in the matter of employment under the State Government shall continue to be available.
- (d) If a physically handicapped person availing himself of the benefit of the reservation under these instructions, belongs to some other reserved category, he shall be entitled to the benefits available to that reserved category to which he belongs.
- (e) Eleven Vocational Rehabilitation Centres are functioning in the country at Ludhiana, Delhi, Kanpur, Calcutta, Jabalpur, Ahmedabad, Madras, Bombay, Hyderabad, Bangalore and Trivandrum. It has been decided that the evaluation done by the Vocational Rehabilitation Centres about the suitability of a particular occupation may be taken as final for the employment of the physically handicapped persons under the State Government. Detailed instructions in this regard will be issued by the Health Department.

5. It has been considered essential to provide monitoring and control mechanism to watch the placement of the physically handicapped persons under these instructions. A 'cell' already exists in the Welfare of Scheduled Castes and Backward Classes Department to watch the progress of reservation of Scheduled Castes and Backward Classes in the services under the State Government. It has been decided to entrust the duty of watching the recruitment of the physically handicapped persons in Class III and Class IV posts/services to the above mention 'Cell' Detailed instructions in this connection will be issued by the Welfare of Scheduled Castes and Backward Classes Department. It is requested that information in this, connection as and when required by that Department, may be supplied to them.

6. The other instructions issued vide Haryana Government circular letters noted in the margin will also apply to the reservation of posts/services for the physically handicapped persons.

7. These instructions may be brought to the notice of all concerned working under you for strict compliance.

8. Receipts of this communication may please be acknowledged.

Yours faithfully,

*Sd/—*

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

(i) All Financial Commissioners to Govt. Haryana ;

(ii) All Administrative Secretaries to Government, Haryana.

for information and necessary action.

*Sd/—*

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

(i) All Financial Commissioners to Govt., Haryana;

(ii) All Administrative Secretaries to Government, Haryana.

U.O.No. 24/17/80-3 GSIII dated Chandigarh, the 16th Dec. 1980.

क्रमांक 22/54/80-3 जी: एस: III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. हरियाणा सरकार के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा द्विसार मंडल, सभी उपायुक्त तथा उप मंडल अधिकारी (सिविल) ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय ।

दिनांक, चण्डीगढ़ 5-2-1981 ।

**विषय**—अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों तथा अपंग व्यक्तियों को सरकारी सेवाओं में आरक्षण प्रदात करना ।

महोदय,

उपरोक्त विषय पर आपका ध्यान सरकार के परिपत्र क्रमांक 1996-2 जी: एस: I-76/8148, दिनांक 1-4-76 (जिसके अनुसार अनुसूचित जातियों, पिछड़े वर्ग तथा भूतपूर्व सैनिकों को आरक्षित पदों के विरुद्ध दी गई नौकरियों बारे सूचना त्रैमासिक रिपोर्ट के रूप में निदेशक, रोजगार विभाग को भेजनी अपेक्षित है) की ओर दिलाते हुए मुझे यह कहने का निर्देश हुआ है कि मामले पर सरकार द्वारा पुनः विचार किया गया है और अब यह निर्णय लिया है कि अनुसूचित जातियों एवं पिछड़े वर्ग कल्याण विभाग में स्थित "सैल" अन्य कार्यों के अतिरिक्त निम्नलिखित कार्य भी करेगा :—

1. यह "सैल" सभी आरक्षित श्रेणियों (अर्थात् अनुसूचित जातियों/पिछड़े वर्ग/भूतपूर्व सैनिकों/अपंग व्यक्तियों) के द्वारा पदों के भरने बारे त्रैमासिक रिपोर्ट विभागों/पब्लिक अडरटेकिंगज आदि से मंगवाएगा ।

2. यह "सैल" भिन्न-2 विभागों/पब्लिक अडरटेकिंगज में आरक्षण सम्बन्धी नीति की कार्यान्वित को देखने हेतु समय-समय पर निरीक्षणों/परांत रिपोर्ट्स मुख्य सचिव, हरियाणा सरकार (जी: एस: --III) में तथा निदेशक, रोजगार विभाग को भेजेगा ।

3. अतः आपसे अनुरोध किया जाता है कि उक्त त्रैमासिक रिपोर्ट निदेशक, रोजगार विभाग को भेजने की बजाए अब अनुसूचित जातियां व पिछड़े वर्ग कल्याण विभाग को प्रत्येक त्रैमाही के समाप्त होने के 10 दिन के भीतर भेजी जाया करे। उन द्वारा इस बारे "प्रोफार्मा" निर्धारित करके आपको सूचित कर दिया जाएगा। आपसे यह भी अनुरोध है कि आप सरकार के अनुदेशानुसार आरक्षण सम्बन्धी "रोस्टरज" तुरन्त तैयार करें और उक्त "सैल" द्वारा निरीक्षण के लिए मांगे जाने पर यह उन्हें प्रस्तुत कर दिए जाया करें। इसके अतिरिक्त जो सूचना भी उन्हें चाहिए वह भी तत्काल उन्हें उपलब्ध कराई जाया करें।

4. सरकार के परिपत्र क्रमांक 1996-2 जी: एस: I-76/8148, दिनांक 1-4-76 में निहित अनुदेश रद्द किए जाते हैं।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।

एक प्रति सभी वित्तायुक्त/प्रशासकीय सचिव, हरियाणा को आवश्यक कार्यवाही हेतु भेजी जाती है। कृपया यह सुनिश्चित किया जाए कि उनके अधीन सभी विभाग/निगम/बोर्ड इत्यादि अपेक्षित सूचना उचित समय पर अनुसूचित जातियां व पिछड़े वर्ग कल्याण विभाग को अवश्य भेजा करें।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में,

1. सभी वित्तायुक्त, हरियाणा सरकार।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

एक प्रति आयुक्त एवं सचिव, हरियाणा सरकार, अनुसूचित जातियों एवं पिछड़े वर्ग कल्याण विभाग को उनके अशा० क्रमांक 2390 सी० एच० डब्ल्यू-89, दिनांक 12-11-80 के संदर्भ में भेजी जाती है।

2. उनसे अनुरोध है कि पत्र में वर्णित कार्य "सैल" को तुरन्त सौंप दें। उनसे यह भी अनुरोध है कि एक समेकित त्रैमासिक रिपोर्ट प्रत्येक त्रैमाही के समाप्त होने के 15 दिन के अन्दर-अन्दर मुख्य सचिव, हरियाणा सरकार (जी० एस०-3 शाखा) को अवश्य भेजी जाया करे तथा इस रिपोर्ट की एक प्रति निदेशक, रोजगार विभाग को भी भेजी जाया करे। इसके लिए इस समय परिचालित "प्रोफार्मा" की प्रति भेजी जाती है। इसे उनकी आवश्यकता अनुसार संशोधित कर लिया जाए और सभी विभागों/निगमों आदि की सूचित कर दिया जाए।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।

सेवा में,

आयुक्त एवं सचिव, हरियाणा सरकार,  
अनुसूचित जातियां एवं पिछड़े वर्ग कल्याण,  
हरियाणा, चण्डीगढ़।

अशा० क्रमांक 22/54/80-3 जी० एस०-III दिनांक, चण्डीगढ़ 5-2-1981।

पृ० क्रमांक 22/54/80-3 जी० एस०-III दिनांक, चण्डीगढ़ 5-2-1981।

एक प्रति हरियाणा राज्य के सभी निगमों/बोर्ड्स के प्रबन्धक निदेशकों/सचिवों को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है। उनसे अनुरोध है कि अपेक्षित सूचना अनुसूचित जातियों एवं पिछड़े वर्ग कल्याण विभाग को निर्धारित समय पर भेजी जाया करें।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,

कृते : मुख्य सचिव, हरियाणा सरकार।



**Subject:— Fourth Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes, presented to Haryana Vidhan Sabha on 29-3-79 Recommendation regarding relaxation in experience.**

**IMMEDIATE**

Will the Administrative Secretaries to Government, Haryana kindly refer to the subject noted above ?

2. In their 4th report, the Committee on the Welfare of Scheduled Castes and Scheduled Tribes made the following recommendation:—

“The Committee feel that Government may not relax the academic qualifications for the posts reserved for the persons belonging to Scheduled Castes but the conditions of experience required for the post should be relaxed for the Scheduled Castes/Scheduled Tribes candidates.”

The above recommendation is under consideration of this Department. It has been decided that the extant position regarding provision about experience in various service Rules may be ascertained and the comments of the Departments on the proposal to relax experience, qualifications may also be obtained. It is, therefore, requested that information as in the enclosed statement may kindly be sent to this Department within 10 days at the latest.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

All Administrative Secretaries to Govt., Haryana  
Chandigarh.

U. O. No. 22/55/81-3-GS. III

Dated Chandigarh, the 21-8-81

(To be substituted for the letter bearing the same No. & date)

No. 22/65-81-3GSIII,

From

The Chief Secretary to Government, Haryana.

To

- 1 All Heads of Departments, Commissioners, Ambala and Hissar Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
- 2 The Registrar,  
Punjab & Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 1st October, 1981.

**Subject:—Issue of No suitable Candidates Available Certificates—  
Filling of posts/vacancies by persons belonging to reserved categories**

Sir,

I am directed to invite your attention to the subject noted above and to say that very often the posts/vacancies reserved for the members of Scheduled Castes, Backward Classes and Ex-Servicemen are not filled on the ground that suitable candidates belonging to these categories are not available. It will be noted that as a part of recruitment process a selecting authority has first to see whether the candidates are eligible for the post (s) i.e. to say whether they possess the requisite educational qualifications and experience prescribed if any. The question of suitability arises subsequently. Therefore while reporting about the non-availability of candidates for reserved posts vacancies, it should invariably be indicated whether eligible candidates were available or not and whether they were suitable or not for the post/vacancies which were to be filled by them. This is necessary to obviate criticism that eligible candidates for reserved posts are generally available but they are declared unsuitable for inadequate reasons.

2. The above instructions may kindly be brought to the notice of all the appointing/selecting authorities under your control.

Yours faithfully,

Sd-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to : -

- (i) The Financial Commissioner, Revenue, Haryana, and
- (ii) All Administrative Secretaries to Government, for information & necessary action.

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

- (i) The Financial Commissioner, Revenue, Haryana, and
- (ii) All Administrative Secretaries to Government, Haryana

U.O. No. 22/65/81/3GSIII, Dated Chandigarh, the 1st October, 1981

-----  
No. 22/59/81-3GS III

Form

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala & Hissar Divisions.  
All Deputy Commissioners & Sub Divisional Officers (C) Haryana.
2. The Registrar  
Punjab & Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 14th October, 1981

**Subject:— Regarding employees belonging to the Scheduled Castes and Backward Classes appointed on ad hoc basis continuance in service thereof.**

Sir,

I am directed to say that the Committee on the Welfare of Scheduled Castes and Scheduled Tribes in their Fourth Report

presented to the Haryana Vidhan Sabha on the 29th March, 1979 have observed that persons belonging to the Scheduled Castes are not getting adequate share in respect of adhoc appointments made by various departments of the Govt. and that this should not be repeated in future and the Government should be vigilant to check to such defaults wherever these are committed.

2. In this connection, your attention is invited to State Government circular letter No. 4885-SW-71/ dated the 25th October, 1971 and circular letter 1201-2-GSI-75, dated the 30th April, 1975 which lay down the manner in which appointment should be made to the posts reserved for the persons belonging to the Scheduled Castes and Backward Classes. The State Government desire that the above mentioned instructions should be followed meticulously and any deviation coming to your notice should be taken up for corrective action immediately. It should be made clear to all concerned that strict action would be taken for any default in this behalf.

Yours faithfully,

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to:—

- (i) The Financial Commissioner, Revenue, and
- (ii) All Administrative Secretaries to Government, Haryana for information and necessary action.

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

- (i) The Financial Commissioner, Revenue, and
- (ii) All Administrative Secretaries to Government, Haryana.

U.O.No. 22/59/81-3GS III, dated Chandigarh, the 14th Oct., 1981

संख्या

पत्रांक 22/91/81-3 जी०एस० III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. हरियाणा राज्य के सभी विभागाध्यक्ष,  
आयुक्त अम्बाला व हिसार मण्डल, राज्य के सभी उपायुक्त तत्काल  
उप-मण्डल अधिकारी (नागरिक)
2. रजिस्ट्रार, पंजाब व हरियाणा उच्च न्यायालय, चण्डीगढ़ ।  
दिनांक चण्डीगढ़, 12 जनवरी, 1982

विषय : — भूतपूर्व सैनिकों के लिए रोजगार ।

महोदय,

मुझे आपका ध्यान उपर्युक्त विषय की ओर आकर्षित करते हुए यह कहने का निर्देश हुआ है कि सरकार के ध्यान में यह लाया गया है कि भूतपूर्व सैनिकों की श्रेणी-III तथा IV के पदों पर सीधी भर्ती द्वारा नियुक्ति के लिए राज्य सरकार द्वारा निर्धारित 17 प्रतिशत के आरक्षित कोटे का पुरी तरह उपयोग (Utilise) नहीं किया जा रहा है। सरकार इस मामले को बहुत गम्भीर समझती है। अतः यह निर्णय किया गया है कि भविष्य में आप अपने अधीन विभागों/सरकारी व अर्द्ध-सरकारी एजेंसियों में भर्ती के समय भूतपूर्व सैनिकों की नौकरियों में in-take को और अधिक बढ़ाएं ताकि उनके लिए श्रेणी III व IV में सीधी भर्ती में आरक्षित 17 प्रतिशत के कोटे का पूर्ण उपयोग हो सके ।

भवदीय,

संयुक्त सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

पृष्ठांकन क्रमांक 22/91/81-3 जी०एस० III, दिनांक चण्डीगढ़ 12 जनवरी, 1982

एक प्रति हरियाणा राज्य के सभी विंगों/बोर्डों के प्रबन्धक-निदेशकों/ सचिवों को इस अनुरोध के साथ भेजी जाती है कि भर्ती करते समय वे भूत-पूर्व सैनिकों के लिए सरकार की धारणा नीति का ध्यान रखें तथा यह सुनिश्चित करें कि नौकरियों में भूतपूर्व सैनिकों की इन-टेक निर्धारित प्रतिशतता तक पूरी की जाए।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
 कृते : मुख्य सचिव, हरियाणा सरकार।

उपर्युक्त की एक प्रति हरियाणा राज्य के सभी प्रशासकीय सचिवों को भेजना तथा आवश्यक कार्रवाई हेतु भेजी जाती है।

हस्ता/-

संयुक्त सचिव सामान्य प्रशासन,  
 कृते : मुख्य सचिव, हरियाणा सरकार।

केसा में;

हरियाणा राज्य के सभी प्रशासकीय सचिव।

क्रमांक ७० 22/91/81-3 बी० एन० III;

दिनांक 12-1-82

**MOST IMMEDIATE**

**DATE BOUND**

*Subject :* Fourth Report of the Committee on the welfare of Scheduled Castes and Scheduled Tribes, presented to Haryana Vidhan on 29-3-79 Recommendation regarding relaxation in experience qualification.

Will the Administrative Secretaries to Government, Haryana kindly refer to the subject noted above ?

2. In their 4th report, Committee on the Welfare of Scheduled Castes and Scheduled Tribes made the following recommendation :—

“The Committee feel that Government may not relax the academic qualifications for the posts reserved for the

persons belonging to Scheduled Castes but the conditions of experience required for the post should be relaxed for the Scheduled Castes/Scheduled Tribes candidates."

The above recommendation is under consideration of this Department. However, before a decision is taken, the views of all the Administrative Secretaries to Government, Haryana, are required in the matter. With this end in view, it is requested that the information as required vide the following questionnaire may kindly be sent to this Department (within four days) at the latest:

1. Name of the Department.
2. Whether relaxation in experience, qualification as prescribed in the service rules of the Department, should be made in the case of the members of Scheduled Castes in direct recruitment?  
Whether the relaxation in experience, qualification should also cover members of other categories such as Backward Classes, Ex-servicemen and handicapped etc., for whom reservation in services posts under the State Government is administered?
4. Whether it is necessary to make a provision for the proposed relaxation in experience qualification in the service rules?
5. The existing provision, if any, with regard to relaxation in experience qualification in the service rules relating to different service rules in the Department.

Sd/-  
Joint Secretary General Admn.,  
for Chief Secretary to Government,  
Haryana, Chandigarh.

To: All Administrative Secretaries to Government, Haryana,  
Chandigarh.

U.O. No. 22/55/81-3 G.S. III, Dated Chandigarh, the 17/18-3-1982.

(To be substituted for the letter bearing same No. & date).

क्रमांक 22/21/81-3 जी० एस०-III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में,

1. सभी विभागाध्यक्ष, आयुक्त ग्रम्बाला तथा हिसार मण्डल, सभी उपायुक्त तथा उप-मंडल अधिकारी, हरियाणा ।
2. इन्स्पेक्टर पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़ 10-6-1982

विषय : अनुसूचित जातियों, भूतपूर्व सैनिकों तथा पिछड़े वर्गों के सम्बन्धितों के लिए सेवाओं में आरक्षण ।

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान उपरोक्त विषय पर हरियाणा सरकार के परिपत्र क्रमांक 38/20/78-2 जी० एस०-III, दिनांक 19-2-79 द्वारा जारी की गई हिदायतों की ओर दिलाऊँ और कहूँ कि सरकार ने इस विषय पर निर्णय लिया है कि identical time scale of pay के अर्थ यदि स्थानान्तरण द्वारा भरे जायें तो उनमें आरक्षण की आवश्यकता नहीं परन्तु यदि Higher पद स्थानान्तरण द्वारा भरे जाएँ तो वहाँ आरक्षण का लाभ दिया जाना चाहिए ।

हस्ता/-

संयुक्त सचिव, हरियाणा सरकार,

कृते : मुख्य सचिव, हरियाणा सरकार ।

एक-एक प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है :—

1. वित्तायुक्त राजस्व एवं सचिव, हरियाणा सरकार, राजस्व विभाग ।



2. हरियाणा सरकार के सभी प्रशासकीय सचिव ।

हस्ता/

संयुक्त सचिव, हरियाणा सरकार,  
कृपे : मुख्य सचिव, हरियाणा सरकार ।

सेवा में.

1. वित्तीयकृत राजस्व एवं सचिव, हरियाणा सरकार, राजस्व विभाग ।
2. हरियाणा सरकार के सभी प्रशासकीय सचिव ।

अज्ञात क्रमांक 22/21/81-3 जी० एस०-II

दिनांक 10-6-1982

No. 22/41/82-3GSIH

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioners Ambala and Hissar  
Divisions, All Deputy Commissioners  
in Haryana, and
2. The Registrar,  
Punjab & Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 21st June, 1982.

**Subject :-** Reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen under the services of Haryana State

Sir,

I am directed to invite your attention to the Haryana Govt. letter No. 31/20/78-2GSI, dated 9th Feb. 1979 and No. 4/20/79-3GSIH dated 8-5-80 on the above cited subject. It has been

observed that the Government instructions regarding reservation are not being followed by some of the departments. It is, therefore, reiterated that the instructions issued by Govt. in the matter of reservations be meticulously followed.

2. Receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Govt., Haryana

A copy each is forwarded to :-

- (i) The Financial Commissioner, Revenue Haryana ; and
- (ii) All Administrative Secretaries to Govt. Haryana, for information and necessary action.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

To

- (i) The Financial Commissioner, Revenue. Haryana ;
  - (ii) All Administrative Secretaries to Govt., Haryana
- U. O. No. 22/41/82-3GSIII dated Chandigarh, the 21st June, 1982.

No. 22/84/82-3GS III

From

Chief Secretary to Government, Haryana  
Chandigarh.

To

1. All Heads of Departments,  
Commissioner Ambala & Hissar Divisions ;

2. The Registrar, Punjab & Haryana High Court, Chandigarh and all District & Session Judges in Haryana
3. All the Deputy Commissioners in Haryana, and
4. All S. D. O. (Civil) in Haryana

Dated Chandigarh, the 10th September, 1982

**Subject :—**Extracts of the proceedings of the meetings of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes of Haryana Vidhan Sabha, held on 26-8-1982-Implementation of:

Sir,

I am directed to refer to Haryana Government instructions contained in letter No. 2244/82-3 G.S. III dated 21-6-1982 and to say that it has been observed by the Committee on Welfare of the Scheduled Castes and Scheduled Tribes of Haryana Vidhan Sabha in their meeting held on 26-8-82 that even after 35 years of independence, the candidates belonging to the Scheduled Castes have not got their due reservation in class III posts. The matter has been considered by Government and it has been decided that the shortfall in the reserved quota of the posts should be made up under intimation to the said Committee at the earliest.

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

Yours faithfully

Sd/-

Joint Secretary, General Admn.,  
for Chief Secretary to Govt., Haryana

A copy is forwarded to the Financial Commissioner, Revenue and All Administrative Secretaries, Haryana, for information and necessary action.

Sd/-

Joint Secretary, General Admn.,  
for Chief Secretary to Govt., Haryana.

To

The Financial Commissioner, Revenue, and  
All Administrative Secretaries, to the Government,  
Haryana.

U. O. No. 22/84/82-3GS III Dated 10-9-1982

Endst. No. 22/84/82-3GS III Dated 10-9-1982

A copy is forwarded to the Secretary, Haryana Vidhan Sabha for information.

2. He is requested to bring these instructions to the notice of Hon'ble Committee.

Sd/-

Joint Secretary, General Admn.,  
~~for Chief Secretary to Govt,~~ Haryana

Subject: The recruitment policy of the Government in the reserved categories Review thereof Meeting on the 15th October, 1982 at 9-30 a.m. (Office room of the Chief Secretary, Haryana)

Will the Financial Commissioner Revenue and all the Administrative Secretaries to Government Haryana, kindly refer to this department U. O. letter No. 22/89/82-3GSIII dated the 22nd September, 1982 on the above cited subject ?

2. In the meeting proposed to be held on 15-10-82 at 9.30 a.m. in the office room of Chief Secretary, the following items will be discussed :—

1. Shortfalls in the appointments to the posts in the reserved categories, SC/BC/Ex-servicemen and handicapped persons ; and
2. Timely submission of the required information relating to reservation in appointments to posts in the reserved categories to the departments of Welfare of Scheduled

Castes and backward Classes in accordance with the State Government instructions contained in letter No. 22/54/80-3GSIII, dated 5-2-1981

3. It is requested that information upto the end of August, 1982 as per overleaf enclosed proforma pertaining to item No. 1 above, should be sent to C.S. (in G. S. Branch-III), in quadruplicate in respect of all the departments under his control, in a consolidated form by the 8th October, 1982, positively.

Sd/-

**Under Secretary General Administration,  
for Chief Secretary to Government, Haryana,**

To

**The Financial Commissioner Revenue, and  
All Administrative Secretaries (By name)  
(with 8 spare copies)**

**U. O. No. 22/89/82-3GSIII Dated Chandigarh, the 30-9-82**

**Information regarding shortfalls in filling up the posts meant for Scheduled Castes/Backward Classes/Ex-servicemen/Handicapped persons in various departments as on 31-8-1982**

Sr. No.	Name of Deptt.	Total Number of posts				No. of posts filled in by S. C. candidates				Shortfalls %			
		Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV
1	2	3	4	5	6	7	8	9	10	11	12	13	14

No. of posts filled in by B. C. candidates				Shortfalls %				No. of posts filled in by Ex-servicemen			
Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV
15	16	17	18	19	20	21	22	23	24	25	26

Shortfalls %				No. of posts filled in by Handicapped Persons				Shortfall %				Remarks, if any
Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV	Class I	Class II	Class III	Class IV	
27	28	29	30	31	32	33	34	35	36	37	38	39

**IMMEDIATE**  
**DATE BOUND**

**Subject:-- Review of shortfall in appointments to the reserved categories quota posts.**

Will all the Financial Commissioners, and Administrative Secretaries to Govt., Haryana kindly refer to the subject noted above.

2. In the meeting of the Administrative Secretaries held on 22/10/82, it emphasized that shortfall in the appointment to the reserved quota posts should be made up in order to give due representation to the reserved categories personnel. The Committee desired that information regarding the shortfall in respect of all the reserved categories be collected from all the departments in suitably devised proformae so that the progress could be reviewed periodically. Accordingly he is also requested to send the information in the prescribed proformae 'A' & 'B' sent herewith.

3. The following Points may be kept in view while filling up the proformae:—

- (a) The information may be given about the sanctioned strength of the posts and the posts/vacancies held by each of the reserved categories of personnel and the shortfall in appointment of reserved quota posts may be worked out on the basis of posts/vacancies available on 9-2-1979 from which the new reservation policy contained in letter No. 38/20/78. 2GS- I, dated 9/2/79 and those occurring thereafter.
- (b) With introduction of new reservation policy with effect from 9-2-79 the previous instructions on the subject were superseded. According to the new policy a roster of 100 Posts both for direct recruitment and promotion, has to be prepared *de novo* taking into account the vacancies existing on 9/2/79 and those occurring thereafter. The shortfall may therefore be worked out with reference to the new policy.
- (c) In accordance with the new policy dated 9/2/79 reservation in class I & II posts is only for direct recruitment and not for Promotion. As such only

those posts be indicated in the proforma which are to be filled by direct recruitment.

- (d) The different percentages of reservation of posts for reserved category of personnel have been fixed from time to time. In this connection, it may be mentioned that the quota of reserved posts for backward Classes has been raised from 5% to 10% and by reducing the quota for Ex-servicemen from 25% to 20% in Class III & IV posts, vide instructions contained in letter No. 4/12/79-GS-III dated 18-9-79. Similarly three percent posts have been reserved for the Handicapped persons by reducing the reserved quota posts of Ex-servicemen from 20% to 17% in Class III & IV posts vide Haryana Govt. Instructions contained in letter No. 24/17/80-3GSIII dated 16-12-80. As such the shortfall may be indicated by taking into consideration the different percentages fixed by the Government from time to time.

4. It is requested that the information in the proforma 'A' may be supplied separately, in respect of each category of personnel belonging to Scheduled Castes, Backward Classes and Ex-servicemen.

5. As regards the Handicapped personnel, the information may be furnished in the proforma 'B'

6. The requisite information in the proscribed proformae in respect of all the departments under his administrative control may be sent in a consolidated form, in duplicate, by the 6th Dec. 1982 positively.

Sd—

Joint Secretary, General Administration,  
for Chief Secretary to Government Haryana.

To

All the Financial Commissioners, and  
Administrative Secretaries to Government,  
Haryana.

U.O. No. 22/115/82-3GS-III dated, Chandigarh, the 29th Nov., 82



REPRESENTATION OF \_\_\_\_\_

NAME OF THE DEPARTMENT \_\_\_\_\_

1	2	3	4			
Category of posts	Sanctioned Strength	No. of posts filled by _____	Position regarding posts to be filled by _____ as per new roster prepared/being maintained in accordance with the new policy.			
		(i) No. of carried over posts/ vacancies available on 9.2.79.	(ii) No. of posts/ vacancies created occurred between 9.2.79 and 30.9.82	(iii) Total (i+ii)	(iv) No. of posts/ vacancies filled by _____	(v) Shortfall & percentage.

99

Note :- (I) The number of reserved posts should be indicated as per different percentages fixed by the Govt. with the issue of instructions contained in letter No. 38/20/78-2GS.I, dated 9.2.79, lette No. 4/12/79-GSIII, dated 18.9.79, and No. 24/17/80-3GS III, dated 16.12.1980.

Note :- (II) Since no reservation is made in the promotion quota in respect of class I & Class II posts, reservation in these posts should be indicated against the posts to be filled by direct recruitment.

PERFORMA 'B'

REPRESENTATION OF HANDICAPPED PERSONS

NAME OF THE DEPARTMENT

1	2	3	4	5
Total No. of posts/ vacancies available on 16.12.80	No. of posts/ vacancies occurred sub- sequently.	Total of column 1 and 2	No. of posts/ vacancies req- uired to be fill- ed in by the Handicapped at the rate of 3%	No. of posts/ vacancies filled by handicapped. Shortfall, if any in their appointment and its percent- age.

**IMMEDIATE**  
**DATE BOUND**

*Subject* : **Review of the representation of the Scheduled Castes and other reserved categories. In services in various departments of Haryana—Meeting held on 6.1.83 at 10.00 a.m.**

Will all the Financial Commissioners and Administrative Secretaries to Govt., Haryana kindly refer to the U.O. No. 22/115/82-3G SIII dated the 5th Jan., 1983 on the above cited subject ?

2. During the discussions in the afore-mentioned meeting it was observed that the proforma circulated to the Administrative Secretaries were not clear with the result that the different departments had sent varying information/figures to their respective Administrative Secretaries. Accordingly amendments in the proforma were suggested. In the light of these suggestions, revised proforma have been devised and are enclosed.

3. It is requested that information in the enclosed proforma A, B, C, and D be sent to this office in respect of all the departments under their control. While working out the number of posts, in column 6 of proforma B & C, different percentages of reservation of posts, as fixed by the Govt. from time to time, may be kept in view. In this connection, it is pointed out that the quota of reserved posts for Backward Classes has been raised from 5% to 10% and that for Ex-Serviceman reduced from 25% to 20% in class III & IV posts vide instructions contained in letter No. 4/12/79- GSIII, dated 18.9.79. Similarly, 3% posts have been reserved for the handicapped by reducing the reserved quota posts of Ex-serviceman from 20% to 17% in class III & IV posts vide Haryana Govt. instructions contained in letter No. 24/17/80-3GSIII, dated 16.12.80.

It may kindly be ensured that complete information in these proforma, in duplicate, is sent to this office by 20.1.1983 positively.

It is also intimated that the Chief Secretary has called a meeting of all the Administrative Secretaries on 27.1.83 at 10.00 A.M. In this office room to review the position in the above quoted proforma A, B, C, & D. All the Financial Commissioners &

Administrative Secretaries are also requested to attend the said meeting.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners &  
Administrative Secretaries to Govt., Haryana.

U.O. No. 22/115/82-3GSIII Dated Chandigarh, the 7th Jan., 1983.

No. 22/115/82-3GSIII Dated Chandigarh, the 7th Jan., 1983.

A copy, alongwith a copy of each proforma mentioned above, is forwarded to :—

1. All Heads of Departments in Haryana.
2. Commissioners of Ambala & Hissar Divisions, and
3. Registrar, Punjab & Haryana High Court, Chandigarh, for information and necessary action. They are requested to send the information, in prescribed proforma, in triplicate, to their Administrative Secretaries by 14.1.83 positively.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

No. 22/115/82-3GSIII Dated Chandigarh the 7th Jan., 1983.

A copy is forwarded to the Secretary, Rajya Sainik Board, Haryana, Chandigarh for information and necessary action.

2. He is requested to attend the above quoted meeting on 27.1.83 at 10-00 A.M. in Chief Secretary's office.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

For quarter ending 30-9-82

PROFORMA 'A'

REPRESENTATION OF SCHEDULED CASTES

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by S.C. at the end of quarter	No. of posts on 9.2.79 required to be filled by S.C. in accordance with instruction 9.2.79	Total number of posts created/ fallen vacant between 9.2.79 & end of the quarter.	Number of posts means for S.C. out of posts in col. 5	Total number of posts reserved for S.C. as on 30.9.82 (4+6)	Shortfall (Col. 7 minus col. 3)
1	2	3	4	5	6	7	8
Class-I							
Class-II							
Class-III							
Class-IV							

REPRESENTATION OF BACKWARD CLASSES

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by B.C. at the end of quarter	No. of posts on 9.2.79 required to be filled by B.C. in accordance with instructions dated 9.2.79	Total number of posts created/fallen vacant between 9.2.79 & end of quarter.	Number of posts meant for B.C. out of posts in col. 5	Total number of posts reserved for B.C. as on 30.9.82 (4+6)	Shortfall (Column 7 minus Column 3)
1	2	3	4	6	6	7	8
Class-I							
Class-II							
Class-III							
Class-IV							

For quarter ending 30-9-82

PROFORMA 'C'

**REPRESENTATION OF EX-SERVICEMEN**

Category of posts.	Total sanctioned strength at end of quarter	No. of posts filled by E.S.M. at the end of the quarter	No. of posts on 9.2.79 required to be filled by E.S.M. in accordance with instructions dated 9.2.79	Total number of posts created/ fallen vacant between 9.2.79 & end of quarter	Number of posts meant for E.S.M. out of posts in Col. 5	Total number of posts reserved for E.S.M. as on 30.9.82 (4+6)	Shortfall (Column 7 minus Column 3)
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1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

Class-I

Class-II

Class-III

Class-IV

For quarter ending 30.9.82

PROFORMA 'D'

**REPRESENTATION OF HANDICAPPED**

Category of posts	Total sanctioned strength at the end of quarter	No. of posts filled by Handicapped at the end of the quarter	No. of posts on 16-12-80 required to be filled by Handicapped in accordance with the instructions * dated 16-12-80	Total number of posts created/ fallen between 16.12.80 & 30-9-82	Number of posts meant for Handicapped out of posts in Col. 5	Total Number of posts reserved for Handicapped as on 30.9.82 (4+6)	Shortfall (Col. 7 minus Col. 3)
1	2	3	4	5	6	7	8

Class-I

Class-II

Class-III

Class-IV

\* Issued vide letter No. 24/17/80-3GS-III, dated 16-12-80.



**MOST IMMEDIATE**  
**DATE BOUND**

**Subject :—Review of the representation of the Scheduled Castes and other reserved categories in services in various departments of Haryana-Meeting held on 27-1-1983 at 10-00 A.M.**

Will all the Financial Commissioners and administrative Secretaries to Government Haryana kindly refer to this department U.O. No. 22/6/83 dated 8-2-1983 on the above cited subject?

2. While reviewing the position with regard to shortfall in the appointments to the reserved categories posts for Scheduled Castes/Backward classes/Ex-servicemen/Handicapped persons the proformae circulated were discussed and as a result, new proformae has been devised. The revised proformae, A, B, C and D are now enclosed.

3. It may kindly be ensured that complete information in these proformae, in triplicate, is sent to this office by 23-2-83 positively. The entire responsibility for not sending the information by this date will be of the Administrative department concerned.

4. It is also intimated that the Chief Secretary has called a meeting of all the Administrative Secretaries on 28-2-83 at 10.00 A.M. in his office room to review the position regarding the representation of reserved categories in the services. All concerned may kindly participate in the said meeting.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

All Financial Commissioners and Administrative Secretaries to Government, Haryana.

U.O. No. 22/6/83-3 GSIII Dated Chandigarh, the 16 Feb., 1983

Endst. No. 22/6/83-3GSIII Dated Chandigarh, the 16th Feb., 1983

A copy alongwith a copy of proformae A,B,C, & D is forwarded to :—

1. All Heads of Departments;
2. All Commissioners in Haryana; and
3. The Registrar, Punjab and Haryana High Court, Chandigarh.

for information and necessary action with reference to the department endst. No. 22/6/83-3GSIII, dated 8-2-1983. They are requested to send the information in the prescribed proformae in quaduplicate to their Administrative Secretaries by 21-2-83 positively.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

Endst. No. 22/6/83-3GSIII Dated Chandigarh, the 16-12-1983.

A copy alongwith a copy of the proforma A,B,C & D is forwarded to the Secretary, Haryana Rajya Sainik Board, Chandigarh for information and necessary action. He is requested to attend the above quoted meeting.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

**PROFORMA****REPRESENTATION OF SCHEDULED CASTES FOR THE**

Name of Department :—

Cat. of posts	Total strength at the end of quarter		Cadre strength on 9-2-79	No. of posts meant for SC as on 9-2-79	No. of posts actually filled up by SC out of posts in col 4.	Short fall (col 4-5)
	Sanctioned a	Filled b				
1	2		3	4	5	6

**Class-I**

(i) Direct Appointment

(ii) By promotion

**Class-II**

(i) Direct appointment

(ii) By promotion

**Class-III**

(i) Direct appointment

(ii) By promotion

**Class-IV**

(i) Direct appointment

(ii) By promotion

A

## QUARTER ENDING 30-9-82

No. of posts created/ falling vacant and filled up between 9-2-79 & 30-9-82	No. of posts meant for SC/ out of posts in col. 7	No. of posts actually filled up by out of posts in col. 8	Shortfall between 9-2-79 30-9-82 (col. 8-9)	Position at the end of quarter 30-9-82		Remarks (reasons for short-fall.
				Total No. of Sch-Castes Employees a	Overall short-fall (col. 6+10] b	
7	8	9	10	11	12	

**PROFORMA****REPRESENTATION OF BACKWARD CLASSES FOR THE**

Name of Department :

Cat. of posts	Total strength at the end of quarter		Cadre strength on 9-2-79	No. of posts meant for BC as on 9-2-79	No. of Posts actually filled up by BC out of posts in col. 4	Short fall (col. 4-5)
	Sanctioned	Fill-ed.				
	a	b				
1		2	3	4	5	6

**Class-I**

- i) Direct appointment
- ii) By promotion

**Class-II**

- i) Direct appointment
- ii) By Promotion

**Class-III**

- i) Direct appointment
- ii) By promotion

**Class-IV**

- i) Direct appointment
- ii) By Promotion

## B

## QUARTER ENDING 30-9-1982

No. of posts created falling vacant and filled up between 9-2-79 & 30-9-82	No. of posts meant for BC out of posts in col. 7.	No. of posts actually filled up by BC out of posts in col. 8	Shortfall between 9-2-79 30-9-82 (col. 8-9).	Position at the end of quarter 30-9-82	Total No. of employees Over all short-fall (Col. 6+10 a b)	Remarks (Reasons for Shortfall)
7	8	9	10	11	12	

**PROFORMA****REPRESENTATION OF EX-SERVICEMEN FOR THE**

Name of the Department :

Category of posts	Total Strength at the end of quarter		Cadre strength on 9-2-79	No. of posts meant for ES as on 9-2-79	No. of posts actually filled up by ES out of posts in Col. 4	Short-fall (col. 4-5)
	Sanctioned a	Filled b				
1	2	3	4	5	6	

**Class-I**

- i) Direct appointment
- ii) By promotion

**Class-II**

- i) Direct appointment
- ii) By promotion

**Class-III**

- i) Direct appointment
- ii) By promotion

**Class-IV**

- i) Direct appointment
- ii) By promotion

'C'

## QUARTER ENDING 30-9-82

No. of posts created falling vacant and filled up between 9-2-79 & 30-9-82	No. of posts meant for ES out of posts in Col. 7	No. of posts actually filled up by ES out of posts in Col. 8.	Shortfall between 9-2-79 & 30-9-82 (col. 8-9)	Position at the end of quarter 30-9-82 Total ES employ- yees. A      B	Remarks (Reasons for short-fall).
7	8	9	10	11	12



**PROFORMA****REPRESENTATION OF PHYSICALLY HANDICAPPED**

Name of Department :

Cat. of posts.	Total strength at the end of quarter		No. of posts created/falling vacant and filled up between 16-12-80 & 30-9-82.
	Sanctioned a	Filled b	
1		2	3

**Class-I**

i) Direct appointment

ii) By promotion

**Class-II**

i) Direct appointment

ii) By promotion

**Class-III**

i) Direct appointment

ii) By promotion

**Class-IV**

i) Direct appointment

ii) By promotion

'D'

## FOR THE QUARTER ENDING 30-9-82

No. of posts meant for PH out of posts in col. 3.	No. of posts actually filled up by PH out of posts in col. 4.	Shortfall between 16-12-80 & 30-9-82 (Col. 4—5)	Remarks (Reasons for shortfall).
4	5	6	7

No. 22/55/81-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Hissar & Ambala Divisions and all Deputy Commissioners and S.D.Os. (Civil), in Haryana ; and
2. The Registrar, Punjab & Haryana High Court and All District & Sessions Judges, in Haryana.

Dated, Chandigarh, the 15th March, 1983.

**Subject :—Relaxation of experience conditions for members of Scheduled Castes, Backward Classes, Ex-servicemen & Handicapped Candidates.**

Sir,

I am directed to address you to the subject noted above and to say that it has been noted that the number of Scheduled Castes, Backward Classes, Ex-servicemen and Handicapped employees in various cadres, is below the prescribed percentage. The matter has accordingly been examined and it has been decided that provision should be made to the effect that, where some period of experience is prescribed as an essential qualification for direct recruitment to a post, and sufficient number of persons with the prescribed experience are not available from Scheduled Castes, Backward Classes, Ex-servicemen and Handicapped, the experience qualification shall be relaxable to the extent of 50% provided that such relaxation in each individual case is not inconsistent with efficiency on the Govt. of India pattern. The Government of India have made the following provisions under the essential qualification in the Recruitment Rules :—

- (a) where the post is filled by direct recruitment through the U.P.S.C., the provision to be inserted will be :—

“The qualification regarding experience is relaxable at the discretion of the U.P.S.C. in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes

if at any stage of selection, the U.P.S.C. is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them”.

- (b) where the post is filled by direct recruitment otherwise than through the U.P.S.C. the provision to be inserted will be :—

“The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection, the sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.”

It has further been provided that :

“The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so.”

In Haryana, the relaxation will thus be made by H.P.S.C./Subordinate Services Selection Board in case of vacancies to be filled through them, and by the competent authority in other cases.

2. It has, therefore, been decided that all the departments should review the relevant Service Rules of all cadres and make suitable provisions/amendments wherever necessary in the respective service rules on the lines specified in the preceding paragraph in accordance with the instructions contained in Haryana Government letter No. 1334-2GSIII-71/12367, dated 27.5.71.

3. Whenever any vacancies reserved for Scheduled Castes, Scheduled Tribes, Backward Classes, Ex-servicemen and Physically Handicapped are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed in relaxable at the discretion of the Haryana Public Service Commission/Subordinate Services Selection Board or the competent authority, as the case may be, in the case of Scheduled Castes, Scheduled Tribes, Backward Classes, Ex-servicemen and Physically Handicapped candidates as provided in the Recruitment Rule.

This is intended to ensure that the aspirants who may fall slightly short of the requisite experience come to know about the possibility of relaxation in experience in their favour.

3. These instructions should be complied with without any delay and the receipt of this communication may please be acknowledged.

Your faithfully,

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

No. 22/86/82-3-GS III

From

The Chief Secretary to Government,  
Haryana.

To

1. All Heads of Departments in Haryana,  
Commissioners Ambala & Hissar Divisions,  
All Deputy Commissioners and Sub-Divisional  
Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High  
Court, Chandigarh and All District &  
Sessions Judges in Haryana.

Dated, Chandigarh, the 23rd November, 1983.

**Subject :—Reservation of posts for Scheduled Castes, Backward Classes, Ex-Servicemen and Physically handicapped persons.**

Sir,

I am directed to state that in Haryana Govt. letter No.22/54/80-3GSIII dated 5.2.1981, it was intimated that the work of

watching the progress of implementation of the policy of Government regarding reservation of posts for Scheduled Castes, Backward Classes, Ex-Servicemen and physically handicapped persons, had been entrusted to the Welfare of Scheduled Castes and Backward Classes Department and it was requested that the quarterly progress reports regarding representation of reserved category personnel in services should be sent to that Department. Since then the position regarding representation of reserved category personnel in Govt. services has been reviewed by the Chief Secretary himself in a number of meetings of the Administrative Secretaries and the proformae in which various Departments are required to send the information about the aforementioned representation were also devised. The Departments have since been sending this information in the prescribed proformae quarterly to Chief Secretary (in General Services-III Branch.)

2. It has now been decided that this information in the prescribed proformae would henceforth be obtained every quarter on behalf of the Chief Secretary by the Department of Welfare of Scheduled Castes and Backward Classes. This information would then be tabulated and processed by the Implementation Cell functioning in that Department and then put before the Commissioner and Secretary to Government, Haryana Welfare of Scheduled Castes and Backward Classes Department. The latter would hold quarterly meeting to review the position regarding representation of personnel of each reserved category. Further, in view of the importance of the matter, two such quarterly meetings would be presided over by the Chief Secretary to Government, Haryana.

3. I am to request that in order to enable the Welfare of Scheduled Castes and Backward Classes Department to arrange the quarterly meetings regularly, it may be ensured that the aforementioned quarterly reports are sent to that Department in time.

Yours faithfully,

Sd/-

Under Secretary General Admn.,  
for Chief Secretary to Government, Haryana.

A copy is **forwarded** to all the Financial Commissioners and Administrative Secretaries to Government, Haryana with

reference to this Department U.O. No. 22/54/80-3GSIII, dated 5.2.1981, for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners & Administrative Secretaries to Government, Haryana.

U.O. No.22/86/82-3GSIII, dated, Chandigarh, the 23rd Nov; 1983.

Endst. No.22/86/82-3GSIII, dated, Chandigarh, the 23rd Nov; 1983.

A copy each is forwarded to all Corporations/Boards with reference to Haryana Government Endst. No.22/54/80-3GSIII, dated 5.2.1981, for information & necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

**MOST IMMEDIATE**

**DATE BOUND**

**Subject :- Review of shortfall in reserved categories-meeting held on 28-2-1983.**

Will all the Financial Commissioner and Administrative Secretaries to Government, Haryana kindly refer to the U.O.No. 22/6/83-3GSIII, dated the 16th February, 1983 regarding subject noted above ?

2. A copy of the proceedings of the meeting of the Administrative Secretaries held on 28.2.83 at 10.00 A.M. is enclosee for information and necessary action. He is requested to send the requisite information in proformae A,C,B & D in triplicate on the basis of the decision of the meeting of the Administrative Secretaries held on 28 2.83 by the 5th March, 1983 without fail.

D.S. Cheema

Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

To

All the Financial Commissioners and  
Administrative Secretaries to Govt. Haryana.

U.O. No. 22/6/83-3GSIII, dated, Chandigarh, the 2.3.83

Endst. No. 22/6/83-3GSIII, dated, Chandigarh, the 2.3.83

A copy alongwith a copy of the proceedings of the meeting  
of the Administrative Secretaries is forwarded to :—

1. All Heads of Departments to Govt. Haryana.
2. All Commissioners & Deputy Commissioners in Haryana.
3. Registrar, Punjab & Haryana High Court, Chandigarh  
for information & necessary action.

It is requested that the requisite information complete in all  
respects be sent to his concerned Administrative Secretary in  
triplicate by the 4th March, 1983 without fail.

D.S. Cheema

Under Secretary General Administration,  
*for* Chief Secretary to Govt. Haryana.

No. 22/6/83-3GSIII, dated, Chandigarh, the 2.3.83.

A copy is forwarded to the Secretary, Rajya Sainik Board  
Haryana, Chandigarh, with reference to endst. No. 22/6/83-3GSIII,  
16th February, 1983 for information and necessary action.

D.S. Cheema

Under Secretary General Administration,  
*for* Chief Secretary to Govt. Haryana.



**Proceedings of the meeting of the Administrative Secretaries held on  
28.2.83 at 10.00 A.M.**

The following Administrative Secretaries alongwith other departmental representatives were present :—

- |                       |   |
|-----------------------|---|
| 1. Sh. P.P. Caprihan. | C.S.                                      |
| 2. Sh. L.C. Gupta.    | F.C.R.                                    |
| 3. Sh. Kulwant Singh. | F.C.C.                                    |
| 4. Sh. V.K. Sibal     | Commissioner Transport<br>and Local Govt. |
| 5. Sh. K.K. Sharma.   | Commissioner PWD &<br>B&R                 |
| 6. Sh. M. Kuttapan.   | Commissioner Labour and<br>Employment.    |
| 7. Sh. J.D. Gupta.    | Commissioner Agriculture.                 |
| 8. Sh. S.K. Sharma.   | Commissioner Social<br>Welfare.           |

Sh. S.S. Yadav, Secretary, Rajya Sainik Board was also present.

2. The position with regard to short-fall in the appointments to the reserved categories quota posts for Scheduled Castes, Backward Classes, Ex-Servicemen and Physically handicapped persons was reviewed.

3. It was decided that wherever there are short-falls these should be removed by taking following steps :—

- (a) That where adhoc appointments have been made by the candidates belonging to general category, but the posts are meant for the reserved categories, the services of such adhoc employee may be dispensed with and these posts may be filled up by appointing candidates belonging to reserved categories.
- (b) That where promotions have not been given to the reserved personnel in accordance with the Govt. instructions, but actually such posts are meant for the reserved

category personnel, such posts may be given to them after reviewing the position.

4. It was pointed out by the Administrative Secretaries while giving figures in columns 4 of the proformae A, B, and C almost all departments have worked out figures on the basis of the cadre strength on 9-2-1979 whereas the information was required to be given on basis of the vacancies available on 9-2-1979 for the reserved category posts in accordance with instructions contained in letter No. 38/20/78-2GS-I dated 9-2-1979. It was also decided that all the departments may be given correct figures in columns No. 4 of the statements and send the revised statements A, B, C, & D to the Chief Secretary (in General Services III Branch), by the 5th March, 1983 without fail. A number of questions are likely to be asked in the coming session on this subject.

5. It was also decided that the Administrative Secretaries should review the representation of Scheduled Castes and other reserved category personnel in the boards, corporations and other autonomous bodies under their control at their own level.

6. Administrative Secretaries should also show the positions obtaining in the departments/ corporations under them, to their respective Ministers.

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**Subject : Reservation for members of Scheduled Castes etc. in the services under the Public Sector Undertakings/Autonomous Bodies etc.**

Will all the Financial Commissioners and Administrative Secretaries to Government, Haryana, kindly refer to this department U.O. No. 22/58/81-3GSIII, dated the 14th October, 1981 on the above cited subject ?

2. It was reiterated that the policy of the State Government in regard to reservation for various categories of persons for employment in various Public Undertakings/Autonomous Bodies should be meticulously implemented vide communication referred to above. But it has been found that these instructions

are not being followed, and adequate representation to the Scheduled Castes and other reserved categories of personnel has not been given in the services of the various Boards, Corporations etc. As such it is requested that it should be ensured that these Instructions are followed in letter & spirit in all Public Undertakings/Autonomous Bodies etc. under their administrative control.

3. The Administrative Secretaries are also requested to review the representation of Scheduled castes and other reserved categories personnel in the Boards, Corporations and other Autonomous Bodies under their control at their own level as already conveyed vide this department U.O. No. 22/6/83-3GSIII, dated 2-3-83. This review may be made quarterly, and, a copy of the quarterly review undertaken may also be forwarded to this department. A copy of the Review of shortfalls of Class III & IV posts for the quarter ending 30-6-82 made by this Department is also enclosed, for perusal.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

All Financial Commissioners & Administrative  
Secretaries to Government, Haryana.

U.O. No. 22/36/83-3 GSIII, dated Chandigarh, the 20th May, 1983

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U.O. No. 22/36/83-3 GSIII, dated Chandigarh, the 20th May, 1983.

A copy is forwarded to :

- 1) All Corporations, Boards, Co-operative Bodies/Public Undertakings in Haryana.
- 2) All Zila Parishads, Local Bodies like Municipal Committees, Tehsil Samities, in Haryana.

For information and necessary action.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

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**MOST IMMEDIATE DATE BOUND**

**Subject :—Review of Shortfalls in reserved categories Collection of information pertaining to the quarter ending 31-3-1983.**

Will all the Financial Commissioners and Administrative Secretaries to Govt., Haryana, kindly refer to this Department U.O. No. 22/6/83-3 GSIII, dated 2-3-83 on this subject ?

2. In order to review the shortfalls in appointments to the reserved categories of posts upto the quarter ending 31-3-1983, it is requested that the information, may please be supplied in the enclosed proformas A, B, C & D in triplicate, by 20-6-1983 positively failing which the entire responsibility for its non-supply will be with the department concerned.

Sd/-  
Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

All Financial Commissioners and  
Administrative Secretaries to Govt., Haryana

U.O. No. 22/6/83-3 GSIII Dated Chandigarh, the 2nd/6th June, 1983..

No. 22/6/83-3 GSIII Dated Chandigarh, the 2nd/6th June, 1983.

A copy alongwith a copy of revised proformas, A, B, C & D is forwarded to :—

1. All Heads of Departments :
2. All Commissioners & Deputy Commissioners in Haryana; and
3. Registrar, Punjab & Haryana High Court, Chandigarh.

with reference to this department letter No. 22/6/83-3 GSIII dated 2-3-1983 for information & necessary action.

It is requested that the requisite information complete in all respects be sent to his concerned Administrative Secretary in quadruplicate by the 18th June, 1983 without fail.

Sd/-  
Union Secretary General Administration,  
for Chief Secretary to Government, Haryana.

No. 22/6/83-3GSIII Dated Chandigarh, the 2nd/6th June, 1983.

A copy is forwarded to the Secretary, Rajya Sainik Board, Haryana, Panchkula with reference to this department letter No. 22/6/83-3GSIII, dated 2-3-83 for information and necessary action.

Sd/-  
Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

**PROFORMA A**

**REPRESENTATION OF SCHEDULED CASTES FOR THE QUARTER ENDING  
31-3-83**

Name of Department :

Cat. of posts.	Total strength at the end of quarter	Cadre strength on 9-2-79	No. of posts meant for SC. as on 9-2-79	No. of posts actually filled up by SC, out of posts in Col. 4.	Short fall posts (col. 4-5)	No. of posts created/ falling vacant and filled up between 9-2-79 & 31-3-83	No. of posts meant for SC/ out of posts in col. 7	No. of posts actually filled up by out of posts in col. 8	Short-fall between 9-2-79 & 31-3-83	Position at the end of quarter 31-3-83	Remarks (reasons for short-fall)
	Sanct- ioned a	Filled b								Total No. of Sch. Castes Emple- yees a	over- all short fall (col. 6+10) b
1	2	3	4	5	6	7	8	9	10	11	12

**Class—I**

- (i) Direct appointment
- (ii) By promotion

1	2	3	4	5	6	7	8	9	10	11	12
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**Class—II**

(i) Direct appointment

(ii) By promotion

**Class —III**

(i) Direct appointment

(ii) By promotion

**Class—IV**

(i) Direct appointment

(ii) By promotion.

Total :

Signature of the Officer  
concerned.

**PROFORMA B**

**REPRESENTATION OF BACKWARD CLASSES FOR THE QUARTER ENDING 31-3-83**

Name of the Department :

Total Cat. of posts	Total strength at the end of quarter	Cadre strength on 9.2.79	No. of posts meant for BC as on 9-2-79	No. of posts actually filled up by BC out of posts in col. 4	Short- fall (col. 4-5)	No. of posts created/ falling vacant and filled up bet- ween 9-2-79 & 31-3-83	No. of posts meant for BC out of posts col. 7. BC	No. of posts actu- ally filled up by & out of posts in col.: 8	Short- fall bet- ween 9-2-79 & 31-3-85 (col. 8-9)	Position at the end of quarter 31-3-83 & Total Emp- loyees (col. 6+10)	Rem- arks (rea- sons for short- fall). Total over fall). No. of all short- fall (col. 6+10)
1	2	3	4	5	6	7	8	9	10	11	12

**Class—I**

- (i) Direct appointment
- (ii) By promotion

**Class—II**

- (i) Direct appointment
- (ii) By promotion



1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

**Class—III**

- (i) Direct appointment
- (ii) By promotion

**Class—IV**

- (i) Direct appointment
- (ii) By promotion

Total

Signature of the officer concerned.

**PROFORMA C**

**REPRESENTATION OF EX-SERVICEMEN FOR THE QUARTER ENDING 31-3-83**

Name of the Department :

Category of posts	Total strength at the end of quarter		Cadre strength on 9-2-79	No. of posts meant for Es as on 9-2-79	No. of posts actually filled up by Es out of posts in col. 4	Short-fall (col. 4-5)	No. of posts created vacant and filled up between 9-2-79 & 31-3-83	No. of posts meant for Es out of posts in col. 7	No. of posts actually field up by Es out of posts in col. 8.	Short fall between 9-2-79 & 31-3-83	Position at the end of quarter		Remarks (reasons for short fall.)
	Sanctioned a	Filled b									Total No. of Es (col. 8-9) A	Over-fall short-fall (col. 6+10) B	
1	2	3	4	5	6	7	8	9	10	11	12		

**Class—I**

(i) Direct appointment

(ii) By promotion

**Class—II**

(i) Direct appointment

(ii) By promotion

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1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

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**Class—III**

- (i) Direct appointment
- (ii) By promotion

**Class—IV**

- (i) Direct appointment
- (ii) By promotion

Total :

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Signature of the Officer concerned

**PROFORMA D**

**REPRESENTATION OF PHYSICALLY HANDICAPPED FOR THE QUARTER  
ENDING 31-3-83**

Name of the Department :

Category of posts	Total strength at the end of quarter		No. of posts created/falling vacant and filled up between 16-12-80 & 31-3-83	No. of posts meant for PH out of posts in col. 3.	No. of posts actually filled up by PH out of posts in col. 4.	Shortfall between 16-12-80 & 31-3-83 (col. 4-5)	Remarks (Reasons for short-fall.)
	Sanctioned a	Filled b					
1	2	3	4	5	6	7	
<b>Class—I</b>							
(i) Direct appointment							
(ii) By promotion							
<b>Class—II</b>							
(i) Direct appointment							
(ii) By promotion							

1	2	3	4	5	6	7
---	---	---	---	---	---	---

**Class—III**

(i) Direct appointment

(ii) By promotion

**Class—IV**

(i) Direct appointment

(ii) By promotion

Total :

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Signature of the officer concerned

No. 22/4/84-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Hissar & Ambala Divisions and all Deputy Commissioners and S.D.Os. (Civil), in Haryana ; and
2. The Registrar, Punjab & Haryana High Court and All District & Sessions Judges, in Haryana.

Dated, Chandigarh, the 8th March, 1984,

**Subject** :—Relaxation of experience conditions for members of Scheduled Castes, Backward Classes, Ex-servicemen and Handicapped candidates.

Sir,

I am directed to invite your attention to Haryana Govt. circular letter No. 22/55/81-3GSIII dated 15-3-1983, on the subject noted above, and to say that a question had arisen whether the instructions contained wherein can be enforced without amending the Service Rules. The matter has been examined in consultation with the Law Department and they have advised in this behalf as below :—

“Answer to the query posed is in the affirmative. Contemplated relaxation in experience can be granted to members of scheduled castes, scheduled tribes, backward classes, ex-servicemen and physically handicapped (contra-distinguished from individuals belonging to these categories) by the Administrative Department on the recommendation of Selection Committee if it is certified by the Selection Committee aforesaid that sufficient number of candidates from these communities, possessing the requisite experience, are not likely to be available to fill up the vacancies reserved for them. The appointing authority shall then record reasons for contemplated relaxation and issue it in writing.

Amendment in the Service Rules mentioned in para 2 of the instructions obtaining in letter No. 22/55/81-3GSII dated 15-3-1983 can be made in due course even thereafter.

Relaxed qualifications regarding experience shall have to be set out in the advertisement for information of candidates applying for these posts before these are acted upon or availed of in cases of persons of these categories."

2. The above advice of the Law Deptt. is brought to your notice for necessary action in future.

Yours faithfully,

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Haryana, for information and necessary action in continuation of this Department U.O. No. 22/55/81-3GSIII dated 15-3-83.

Sd/-

Joint Secretary General Admn.,  
for Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners and  
Administrative Secretaries to Govt., Haryana.

U.O. No. 22/4/84-3GSIII, dated Chandigarh, the 8th March, 1984.

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No. 22/4/84-3GSIII, dated Chandigarh, the 8th March, 1984.

A copy is forwarded to all Managing Directors/Secretaries to all Boards, Corporations and Co-operative Institutions and Universities in Haryana, with reference to this Department endst. No. 22/55/81-3GSIII, dated 15-3-83, for information and necessary action.

Sd/-

Joint Secretary General Admn.,  
for Chief Secretary to Govt., Haryana.

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No. 22/66/80-3GSIII

From

The Chief Secretary to Govt., Haryana.

To

- 1 All the Heads of Departments in Haryana, Commissioners Hissar and Ambala Divisions. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana ; and
- 2 The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated, Chandigarh, the 18th July, 1984.

**Subject :—Concessions/benefits to Ex-servicemen belonging to Scheduled Castes etc. in services.**

Sir,

I am directed to refer to the Haryana Government letter No. 8408-4GSII-72/1153, dated 12th January, 1973 on the above cited subject and to say that according to the instructions contained therein an ex-servicemen belonging to any other category for which also there is reservation in services/posts should be treated either as ex-serviceman or one belonging to any other category for which also reservation has been provided, (whichever is more beneficial) and he should be given reservation and other benefits accordingly.

2. The matter has been examined further and it has been decided that it would be appropriate to count the selection and appointment of an ex-serviceman who is also SC/BC, against the quota of the choice of the appointing authority. He will, however be entitled to the benefits given subsequently to both ex-servicemen and SC/BC personnel.

3. These instructions may be brought to the notice of all concerned for compliance.

Yours faithfully,

Sd/-

Under Secretary General Admn.,  
for Chief Secretary to Govt. Haryana.



No. 22/20/83-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments in Haryana. Commissioners, Ambala and Hissar Divisions, all Deputy Commissioners and S. D.Os. (Civil) in Haryana.
2. The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated, Chandigarh, the 26th July, 1984.

**Subject :—Reservation of posts for the children of Freedom Fighters in Haryana State.**

Sir,

In continuation of Haryana Government letter No. 24/17/80-3GSIII, dated 16-12-80 regarding reservation of posts for the Physically Handicapped persons in Haryana. I am directed to say that the State Government has further decided to reserve 2% posts in Class I, II, III and IV posts in direct recruitment for the Children and grand children of Freedom Fighters subject to the condition that these 2% posts will be available for Freedom Fighters and their children and grand children, only if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen, or their dependents. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the freedom fighters.

2. These instructions may be brought to the notice of all concerned for compliance.

Yours faithfully

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to all the Financial Commissioners, Commissioners and Administrative Secretaries to Government, Haryana for information and necessary action.

2. These instructions may be brought to the notice of all concerned working under their control for information and compliance.

Sd/-  
Joint Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

To

All the Financial Commissioners & Administrative Secretaries to Govt., Haryana.

U.O. No. 22/20/83-3GSIII, dated, Chandigarh, the 26th July, 1984.

क्रमांक 12/44/84-2 जी०एस० II

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1--सभी विभागाध्यक्ष, अम्बाला तथा हिसार मंडलों के आयुक्त,  
सभी उपायुक्त एवं उप मंडल अधिकारी (सिविल) हरियाणा ।

2--रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट, चण्डीगढ़ ।

दिनांक, चण्डीगढ़ 10 अगस्त 1984

विषय :—राज्य में भूतपूर्व सैनिकों के लिये श्रेणी III तथा IV पदों में आरक्षण समय ।

महोदय,

मुझे निदेश हुआ है कि मैं उपयुक्त विषय पर आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 12/51/79-जी०एस० II, दिनांक 25-11-79 की ओर

दिसाऊं और कहूं कि हरियाणा सरकार ने श्रेणी III तथा IV के पदों में भूतपूर्व सैनिकों के लिये आरक्षण की अवधि पांच वर्ष आगे, अर्थात् 30 जून, 1989 तक बढ़ाने का निर्णय लिया है। अतः सभी विभागों में श्रेणी III तथा IV के पदों को सरकार के आदेशानुसार भरने हेतु 30 जून 1989 तक आरक्षण जारी रहेगा।

2. कृपया इस पत्र की पावती भेजें।

भवदीय,

हस्ता/-

अवर सचिव सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार।

एक-एक प्रति निम्नलिखित को सूचना तथा आवश्यक कार्यवाही हेतु भेजी जाती है :

1. सभी वित्तायुक्त, हरियाणा।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

हस्ता/-

अवर सचिव सामान्य प्रशासन

कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सभी वित्तायुक्त, हरियाणा।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

अशा० क्रमांक 12/44/84-जी० एस० II दिनांक 10-8-84

No. 22/32/84-3GSIII

From

The Chief Secretary to Government, Haryana.

To

- 1 All Heads of Departments, Commissioners, Ambala and Hissar Divisions, all Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

2. The Registrar,  
Punjab and Haryana High Court,  
Chandigarh and all District & Sessions Judges in Haryana.

Dated, Chandigarh, the 20-9-1984.

*Subject* :—9th Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes of Haryana Vidhan Sabha Implementation of the recommendations of the Committee relating to the Implementation of the recommendations of the Commissioner for Scheduled Castes and Scheduled Tribes.

Sir,

I am directed to address you on the above cited subject and to say that the Committee on Welfare of Scheduled Castes and Scheduled Tribes has observed in its 9th Report that no department of the State Government supplied the information and cared to comply with the recommendations contained in the 27th report of the Commissioner for Scheduled Castes and Scheduled Tribes and a result of which the Committee was unable to take further action on it and examine the concerned department.

2. The matter has been considered and it has been decided that the recommendation of the Committee should be implemented by all the departments well in time.

3. The above instructions may be brought to the notice of all concerned, for strict compliance, in future.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

A copy is forwarded to the Financial Commissioners, Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

To

All Financial Commissioners/Commissioners and Administrative Secretaries to Govt. Haryana.

U.O. No. 22/32/84-3GSIII Dated, Chandigarh, the 20-9-1984.

No. 22/32/84-3GSIII, Dated, Chandigarh, the 20-9-1984.

A copy is forwarded to the :—

1. Secretary, Haryana Vidhan Sabha; and
2. The Director, Welfare of Scheduled Castes and Backward Classes, Haryana.

with reference to (1) his letter No. 26/Wel-Sch./83-84/13898-937 dated 5-4-84; and (2) her memo No. EC/84-14654-59, dated 26-7-84 for information.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt. Haryana.

No. 22/67/83-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners Hissar and Ambala Divisions, All Deputy Commissioners and S.D.Os. (Civil) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh and all District and Sessions Judges in Haryana.

Dated Chandigarh, the 23-10-84

**Subject :—Civil Writ Petition No. 4715-18/83-Shri Chander Pal Singh and others V/s Haryana State—in Hon'ble Supreme Court—Reservation of posts for the Scheduled Castes, Backward Classes, Ex-Servicemen and Handicapped persons.**

Sir,

I am directed to address you on the above cited subject and to say that some employees of the Haryana Civil Secretariat

have challenged Haryana Government instructions issued vide letters No. 38/20/78-2GSI, dated 9-2-79, and No. 24/17/80-3GSIII, dated 16-12-1980 regarding reservation of posts for Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped persons in the Supreme Court. The Hon'ble Court passed the following orders thereon :—

“Prayer for amendment and add additional grounds allowed. All promotions made will be subject to the result of these Writ Petitions.”

It is, therefore, requested that in future while deciding cases of promotions in which reservation of Scheduled Castes/Backward Classes is also to be considered, the order of promotion of members for reserved categories should be passed subject to the decision of the Supreme Court. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to All F.Cs., Commissioners and Administrative Secretaries, Haryana for information and necessary action.

Sd/-

Joint Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

All F.Cs., Commissioners and Administrative  
Secretaries, Haryana.

U.O. No. 22/67/83-3GSIII, dated, Chandigarh, the 23rd Oct., 1984.

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No. 22/32/84-3GSIII

From

The Chief Secretary to Govt. Haryana.

To

1. All Heads of Departments, Commissioners Ambala and Hissar Divisions, All Deputy Commissioners and All Sub Divisional Officers (Civil) in Haryana State; and
2. The Registrar,  
Punjab and Haryana High Court, Chandigarh, All Distt. and Sessions Judges in Haryana.

Dated, Chandigarh, the 7-11-84.

*Subject*:—**Observations of Committee on Welfare of Scheduled Castes and Scheduled Tribes of Haryana Vidhan Sabha. To make the shortfalls.**

Sir,

I am directed to refer to the subject noted above and to say that the Committee on Welfare of Scheduled Castes and Scheduled Tribes in their meeting held on 4-7-84 has pointed out with great concern that the reservation quota was not fulfilled in any department. The matter has been considered by the State Govt., and it is emphasised once again that earnest efforts should be made to make up the shortfall in the representation of Scheduled Castes.

These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Sd-/

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

A copy each is forwarded to All Financial Commissioners and Administrative Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

To

All Financial Commissioners and Administrative Secretaries to Govt. Haryana.

U.O. No. 22/32/84-3GSIII                      Dated, Chandigarh, the 7-11-84

No. 22/32/84-3GSIII                      Dated, Chandigarh, the 7-11-84

A copy is forwarded to All Managing Directors of Boards/Corporations, etc. in Haryana for information and necessary action.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

No. 22/32/84-3GSIII                      Dated, Chandigarh, the 7-11-84

A copy is forwarded to the Secretary Haryana Vidhan Sabha with reference to his letter No. 21-Wel-Seh./1984/22920 dated 30-7-84 for information.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Govt., Haryana.

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No. 22/43/80-3GSIII

From

The Chief Secretary to Government, Haryana.

To

The Vice Chancellor,

- (i) Kurukshetra University, Kurukshetra,
- (ii) Maharishi Dayanand University, Rohtak; and
- (iii) Haryana Agriculture University, Hissar.

Dated Chandigarh, the 17th June, 1980.

**Subject:—Reservation for members of Scheduled Castes, Backward Classes and Ex-servicemen in the services.**

Sir,

In May, 1966, a request was made to all the Universities in the composite Punjab to issue instructions to adopt and follow Government instructions in the matter of reservation of posts for the Scheduled Castes/Tribes and other Backward Classes in their services.

2. In this connection, I am now directed to enclose copies of Haryana Government letters Nos. 38/20/78-2GSI, dated the 9th Feb, 1979, No. 4/12/79-G. S. III dated the 18th September, 1979 and No. 4/20/79-3 GSIII, dated the 8th May, 1980, wherein the policy of reservation for Scheduled Castes, Backward Classes and Ex-servicemen in the services of Haryana has been laid down.

3. The State Government desires that instructions contained in the letters of Haryana Government, referred to in para 2 above may be followed for giving due share of appointments to Scheduled Castes, Backward Classes and Ex-servicemen in the services of your University.

4. Action taken in this behalf may be intimated to the State Government urgently.

Yours faithfully,

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

No. 24/17/80-3GSII

**From**

The Chief Secretary to Government, Haryana.

**To**

1. The Managing Director, Haryana Harijan Kalyan Nigam, Chandigarh.
2. The Managing Director, Haryana Agro-Industries, Corporation, Chandigarh.
3. The Managing Director, Haryana Financial Corpn. Chandigarh.
4. The Managing Director, Haryana Dairy Development Corporation, Chandigarh.
5. The Managing Director, Haryana State Industrial Development Corporation, Chandigarh.
6. The Secretary, Haryana Housing Board, Chandigarh.
7. The Managing Director, Haryana State Agriculture Marketing Board, Chandigarh.
8. The Secretary, Haryana State Electricity Board, Chandigarh.
9. The Managing Director, Haryana Ware-Housing Corporation, Chandigarh.
10. The Managing Director, Haryana State Minor Irrigation (Tubewells) Corporation, Chandigarh.
11. The Managing Director, Haryana State Federation of Sugar Mills Ltd., Chandigarh.
12. The Managing Director, Haryana Breweries, Ltd., Chandigarh.
13. The Managing Director, Haryana Tanneries Ltd., Chandigarh.
14. The Managing Director Haryana Minerals Ltd., Chandigarh.

15. The Managing Director, Haryana Matches Ltd., Chandigarh, C/o Haryana State Industrial Development Corporation Ltd., Chandigarh.
16. The Managing Director, Haryana Television Ltd. Faridabad.
17. The Managing Director, Haryana Concast Ltd., Hissar.
18. The Managing Director, Haryana Small Industries & Export Corporation, Chandigarh.
19. The Managing Director, Haryana Tourism Corporation, Chandigarh.
20. The Managing Director, Haryana State Handloom and Handicraft Corporation, Chandigarh.
21. The Managing Director, Haryana Land Reclamation and Development Corporation, Chandigarh.
22. The Managing Director, Haryana Urban Development Authority, Chandigarh.
23. The Managing Director, Haryana Apex Handloom Co-operative Ltd., Panipat.
24. The Managing Director, Khitria Gramin Bank Ltd., Bhiwani, Gurgaon.
25. The Secretary, Khadi and Village Industries Board Chandigarh.
26. The Secretary, Haryana State Board for prevention and Control of Water Pollution, Chandigarh.
27. The Managing Director, Haryana State Federation Consumer Co-op. Wholesale Stores Ltd., Chandigarh.
28. The Managing Director, Haryana Dairy Development Co-operative Federation, Chandigarh.
29. The Managing Director, Haryana Seeds Development Corporation Ltd., Chandigarh.
30. The Secretary, Haryana Education Board, Bhiwani.
31. The Registrar, Maharshi Dayana nd University Rohtak.

32. Registrar, Kurukshetra, University, Kurukshetra.

33. Registrar, Agriculture University, Hissar.

Dated Chandigarh, the January, 1981.

**Subject—Reservation of posts for the physically handicapped persons in Groups C and D posts (Class III and IV) services under the State Government.**

In continuation of Govt. letter No. 22/43/80-3GSIII dated the 17th June, 1980, I am directed to enclose a copy of Haryana Govt. circular letter No. 24/17/80/-3 GSIII dated 16th Dec., 1980 where in the policy of reservation for physically handicapped persons has been laid down.

2. All the public Sector Undertakings/Boards in the State are requested to follow these instructions in the matter of reservation of posts for the physically handicapped persons meticulously.

3. Action taken in this behalf may be intimated to the State Govt. urgently.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

Endst. No. 24-17-80-3GSIII Dated Chandigarh, the 14th Jan., 81.

A copy is forwarded for information to the :—

- (1) Director Scheduled Castes & Backward Classes Welfare, Haryana, Chandigarh.
- (2) Director, Employment, Haryana, Chandigarh.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

Enclst. No. 24/17/80-3GSIII dated Chandigarh, the 14th Jan., 81.

A copy alongwith copies of enclosures, is forwarded to the Registrar, Co-operative Societies, Haryana, with the request that all Government Co-operative undertakings (viz. Sugar Mills and Co-op Banks etc.) under the control of the Co-operative Department, may kindly be instructed, under intimation to Govt. to follow the instructions of the State Government in the matter of reservation of posts for Scheduled Castes and Backward Classes and Ex-servicemen meticulously.

Sd/-

Under Secretary General Administration,  
for Chief Secretary, to Government, Haryana.

A copy alongwith copies of enclosures is forwarded to:—

- (i) All Financial Commissioners, Haryana ; and
- (ii) All Administrative Secretaries to Government, Haryana for information and necessary action.

2. (For local Government & Development Department) It is requested that all local Bodies like Municipal Committees, Tehsil Samities and Zila Parishads etc., may also be asked, under intimation to Govt., to follow the policy of State Government in the matter of reservation of posts for Scheduled Castes, Backward Classes and Ex-servicemen, meticulously.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana

To

1. All Financial Commissioners, Haryana; and
2. All Administrative Secretaries to Government, Haryana.

U. O. No. 24/17/80 3GSIII dated Chandigarh, the 14th Jan., 81.

**Subject : RESERVATION**

**Reservation of posts for the persons of reserved categories in the universities/boards/corporations, cooperative institutions submission of quarterly report.**

क्या—

1. वित्तायुक्त एवं सचिव, हरियाणा सरकार, सिंचाई विभाग ।
2. सचिव, हरियाणा सरकार, डायरी विकास विभाग ।
3. आयुक्त एवं सचिव, हरियाणा सरकार, कृषि विभाग ।
4. आयुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग ।
5. आयुक्त एवं सचिव, हरियाणा सरकार, अनुसूचित जातियाँ पिछड़े वर्ग कल्याण विभाग ।
6. आयुक्त एवं सचिव, हरियाणा सरकार, उद्योग विभाग ।
7. आयुक्त एवं सचिव, हरियाणा सरकार, शहरी सम्पदा विभाग ।
8. सचिव, हरियाणा सरकार, खाद्य एवं पूर्ति विभाग ।
9. आयुक्त एवं सचिव हरियाणा सरकार, पर्यटन विभाग ।
10. आयुक्त एवं सचिव, हरियाणा सरकार, आवास विभाग ।
11. आयुक्त एवं सचिव, हरियाणा सरकार, शिक्षा विभाग ।

इस विभाग के अशा: क्रमांक 22/43/80-3 जी. एस. III, दिनांक 17.6.80 की ओर ध्यान देंगे ।

2. इस संदर्भ में यह निर्णय लिया गया है कि सम्बंधित प्रशासकीय विभाग को विशेष रूप से यह जिम्मेदारी सौंपी जाए कि वे अपने कार्यक्षेत्र में आने वाली निगमों/बोर्डों/विश्वविद्यालयों इत्यादि में अनुसूचित जातियों, पिछड़े वर्गों, भूतपूर्व सैनिकों तथा अंगहीन व्यक्तियों को सरकार की निर्धारित आरक्षण नीति के अनुसार नियुक्तियाँ करवाना सुनिश्चित करें तथा इस बारे में अपेक्षित सूचना संलग्न प्रोफार्मा में इस विभाग को प्रत्येक त्रैमाही के समाप्त होने के 20 दिन के अन्दर अन्दर अवश्य भिजवाने की व्यवस्था करें । अतः उन से अनुरोध

है कि कृपया इस निर्णय के अनुसार अपेक्षित कार्यवाही तुरन्त की जाए । 31.12.80 को समाप्त होने वाली त्रिमाही की रिपोर्ट 15-2-81 तक अवश्य भेज दी जाए ।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त एवं सचिव, हरियाणा सरकार, सिंचाई विभाग ।
2. सचिव, हरियाणा सरकार, डायरी विकास विभाग ।
3. आयुक्त एवं सचिव, हरियाणा सरकार, कृषि विभाग ।
4. आयुक्त एवं सचिव, हरियाणा सरकार, वित्त विभाग ।
5. आयुक्त एवं सचिव, हरियाणा सरकार अनुसूचित जातियां एवं पिछड़े वर्ग कल्याण विभाग ।
6. आयुक्त एवं सचिव, हरियाणा सरकार, उद्योग विभाग ।
7. आयुक्त एवं सचिव, हरियाणा सरकार, शहरी सम्पदा विभाग ।
8. सचिव, हरियाणा सरकार, पर्यटन विभाग ।
9. आयुक्त एवं सचिव, हरियाणा सरकार, पर्यटन विभाग ।
10. आयुक्त एवं सचिव, हरियाणा सरकार, आवास विभाग ।
11. आयुक्त एवं सचिव, हरियाणा सरकार, शिक्षा विभाग ।

अशा: क्रमांक 22-3-81-3 जी एस. III दिनांक, चंडीगढ़ 2-2-1981.

एक प्रति, संलग्नक की प्रति सहित, आयुक्त एवं सचिव, हरियाणा सरकार स्थानीय प्रशासन विभाग को इस विभाग के अशा: क्रमांक 22/43/80-3 जी. एस. III दिनांक 17.6.80 के संदर्भ में भेजी जाती है ।

2. उनसे अनुरोध है कि उनके अधीन आने वाली नगरपालिकाओं आदि के बारे सूचना, संलग्न प्रोफार्मा में, इक्टठी करके इस विभाग को प्रत्येक त्रैमाही के समाप्त होने के 20 दिन के अन्दर-2 अवश्य भेजी जाया करें। 31-12-80 को समाप्त होने वाली त्रैमाही की रिपोर्ट 15-2-81 तक अवश्य भेजी जाए।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

आयुक्त एवं सचिव, हरियाणा सरकार,  
स्थानीय प्रशासन विभाग।

अशा: क्रमांक 22-3-81-3 जी. एस. III दिनांक 2.2.1981.

एक प्रति वित्तायुक्त एवं सचिव, हरियाणा सरकार, सहकारी समितियां विभाग को इस विभाग के अशा: क्रमांक 22/43/80-3 जी.एस. III, दिनांक 17.6.80 के संदर्भ में भेजी जाती है।

2. उनसे अनुरोध है कि उनके अधीन आने वाली सरकारी संस्थाओं आदि के बारे सूचना, संलग्न प्रोफार्मा में इक्टठी करके इस विभाग को प्रत्येक त्रैमाही के समाप्त होने के 20 दिन के अन्दर-2 अवश्य भेजी जाया करे। 31-12-80 को समाप्त होने वाली त्रैमाही की रिपोर्ट 15.2.81 तक अवश्य भेजी जाए।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
सहकारी समितियां विभाग।

अशा: क्रमांक 22/3/81-3 जी.एस. III दिनांक 2-2-1981.

एक प्रति आयुक्त एवं सचिव, हरियाणा सरकार, विकास तथा पंचायत विभाग को इस विभाग के अशा: क्रमांक 22/43/80-3 जी.एस. III, दिनांक 17-6-80 के संदर्भ में भेजी जाती है।



2. उनसे अनुरोध है कि उनके अधीन आने वाले पंचायत समितियों आदि के बारे सूचना संलग्न प्रोफार्मा में इक्टडी करके प्रत्येक त्रैमाही के समाप्त होने के 20 दिन के अन्दर-2 अवश्य भेजी जाया करें। 31-12-80 को समाप्त होने वाली त्रैमाही की रिपोर्ट 15-2-81 तक अवश्य भेज दी जाए।

हस्ता/-

अवर सचिव, सामान्य प्रशासन  
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवा में

आयुक्त एवं सचिव, हरियाणा सरकार,  
विकास तथा पंचायत विभाग।

अशा: क्रमांक 22/3/81-3 जी.एस. III

दिनांक 2-2-1981.

पृ क्रमांक 22/3/81-3 जी.एस. III

दिनांक

एक प्रति, संलग्नक की प्रति सहित, हरियाणा सरकार के सभी निगमों/बोर्डों इत्यादि के प्रबंधक निदेशकों तथा विश्वविद्यालयों के रजिस्ट्रारों को अवश्य कार्यवाही के लिए भेजी जाती हैं। कृपया अनेकित त्रैमासिक रिपोर्ट हर त्रैमाही की समाप्ति पर अपने प्रशासकीय विभाग को बिना विलम्ब भेजी जाया करें।

हस्ता/-

अवर सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

Name of the Board/

## Statement showing the position regarding reservation of Posts for

Class of post, (Class I, II, III IV	Number of employees Categorywise at the beginning of the Quarter.					
	Scheduled Castes	Back- ward Classes	Ex-ser- vicemen.	Phy- sical- ly hand- icapped.	Gene- ral cate- gory.	To tal
	(a)	(b)	(c)	(d)	(e)	(f)
1	2					
Class I						
Class II						
Class III						
Class IV						

Note :—The post/vacancies held or filled by the dependents of Column but included under column 2 (c) and column 4

Corporation s etc-----

persons of reserved categories for the quarter ending-----

Total number of posts/ vacancies which occurred during the quarter under report.	Number of posts/ vacancies filled during the quarter under report by persons of each category.				Remarks	
	S.C.B.C.	Ex. Ser- vic- men.	Phy- sical- ly hindi. capped.	Genl. Cate- gories	Total	
(a)	(b)	(c)	(d)	(e)	(f)	
3		4			5	

ex-servicemen should be indicated in the Remarks  
(c)

No. 22/58/81-3GSII

From

The Chief Secretary to Government, Haryana.

To

1. The Managing Director, Haryana Harijan Kalyan Nigam, Chandigarh.
2. The Managing Director, Haryana Agro-Industries Corporation, Chandigarh.
3. The Managing Director, Haryana Financial Corporation, Chandigarh.
4. The Managing Director, Haryana Dairy Development Corporation, Chandigarh.
5. The Managing Director, Haryana State Industrial Development Corporation, Chandigarh.
6. The Secretary, Haryana Housing Board, Chandigarh.
7. The Managing Director, Haryana State Agriculture Marketing Board, Chandigarh.
8. The Secretary, Haryana State Electricity Board, Chandigarh.
9. The Managing Director, Haryana Ware-Housing Corporation, Chandigarh.
10. The Managing Director, Haryana State Minor Irrigation (Tubewells) Corporation, Chandigarh.
11. The Managing Director, Haryana State Federation of Sugar Mills Ltd., Chandigarh.
12. The Managing Director, Haryana Breweries, Ltd., Chandigarh.
13. The Managing Director, Haryana Tanneries Ltd., Chandigarh.

14. The Managing Director, Haryana Minerals Ltd., Chandigarh.
15. The Managing Director, Haryana Matches Ltd., Chandigarh c/o Haryana State Industrial Development Corporation Ltd., Chandigarh.
16. The Managing Director, Haryana Television Ltd., Faridabad.
17. The Managing Director, Haryana Concast Ltd., Hissar.
18. The Managing Director, Haryana Small Industries & Export Corporation, Chandigarh.
19. The Managing Director, Haryana Tourism Corporation Chandigarh.
20. The Managing Director, Haryana State Handloom and Handicraft Corporation Chandigarh.
21. The Managing Director, Haryana Land Reclamation & Development Corporation, Chandigarh.
22. The Chief Administrator, Haryana Urban Development Authority, Chandigarh.
23. The Managing Director, Haryana Apex Handloom Corporation Ltd., Panipat.
24. The Managing Director, Khitria Gramin Bank Ltd., Bhiwani, Gurgaon,
25. The Secretary, Haryana Khadi and Village Industries Board, Chandigarh.
26. The Secretary, Haryana State Board for Prevention & Control of Water Pollution, Chandigarh.
27. The Managing Director, Haryana State Federation Consumer Co-operative Wholesale Stores, Ltd., Chd.
28. The Managing Director, Haryana Dairy Development Co-operative Federation, Chandigarh.

29. The Managing Director, Haryana Seeds Development Corporation Ltd., Chandigarh.
30. The Secretary, Haryana Education Board, Bhiwani.
31. The Registrar, Maharish Dayanand University, Rohtak.
32. Registrar, Kurukshetra University, Kurukshetra.
33. Registrar, Agriculture University, Hissar.

Dated Chandigarh, the 14th October, 1981.

**Subject—Reservation for members of Scheduled Castes etc. in the services under the Public Sector Undertakings/Autonomous Bodies.**

Sir,

I am directed to say that the committee on the Welfare of Scheduled Castes and Scheduled Tribes in their 4th Report presented to the Haryana Vidhan Sabha on 29-3-79 have *interalia*, observed as follows :—

“By and large the reservation policy as laid down by the Government is not being followed by the Public Sector Undertakings and other Autonomous Bodies in the State. Keeping in view the overall very low representation of Scheduled Castes in these Bodies, the Committee are constrained to draw a irressitable conclusion that it is a negation of employment opportunities to the weaker section of the society viz. Scheduled Castes. The Govt. should ensure that reservation policy as laid down by it should be followed strictly in letter and spirit by all Public Sector Undertakings and Autonomous Bodies. To achieve the object in view, all hurdles including the legal ones, if any, be removed expeditiously by making suitable provisions in the relevant statues or Articles of Association of the respective bodies.

2. In this connection, your attention is invited to the State 1) No. 6919-SW- State Government circular letters noted in the margin. The Government is committed to ensure the implementation of the reservation policy framed for the -55, Dated 13-12-72 employment of the various reserved categories including the Scheduled Castes so that their representation in the 2) No.22/ various services under the State Govt. as well

43/80- as in the Public Sector Undertakings and Autonomous  
 3GSIII, Bodies comes up to the prescribed percentage. The State  
 Dated Govt. has, therefore, decided to accept the above mention-  
 17-6-8) ed recommendation of the Committee. Accordingly it is  
 3) No, reiterated that the policy the State Government in  
 24/17/ regard to reservation for various categories of persons  
 80-3GS including those belonging to the Scheduled Castes for  
 III, employment in your Organisation should be meticulously  
 Dated implemented and all necessary steps as suggested  
 14-1-81 by the Committee taken.

Yours faithfully,

Sd/  
 Under Secretary General Administration,  
 for Chief Secretary to Government, Haryana.

Enst. No. 22/58/81-3GSIII dated, Chandigarh the 14th Oct., 1981.

A copy is forwarded for information to the :—

1. Director, Scheduled Castes and Backward Classes Welfare,  
Haryana, Chandigarh.
2. Director, Employment Haryana, Chandigarh.

Sd/  
 Under Secretary General Administration,  
 for Chief Secretary to Government, Haryana.

Enst. No. 22/58/81-3GSIII Dated Chandigarh, the 14th Oct.,  
 1981.

A copy is forwarded to the Registrar, Cooperative Societies,  
 Haryana with the request that all Government Co-operative  
 Undertakings (viz. Sugar Mills and Cooperative Banks etc.) under  
 the control of the Co-operative Department, may kindly be  
 instructed under intimation to Government, to follow the instru-  
 ctions of the State Government, in the matter of reservation of  
 posts for Scheduled Castes, Backward Classes and Ex-  
 servicemen meticulously.

Sd/  
 Under Secretary General Administration,  
 for Chief Secretary to Government, Haryana.

A copy is forwarded to :—

1. The Financial Commissioner, Revenue Haryana, and
2. All Administrative Secretaries to Government, Haryana for information and necessary action.

2. (For Local Government & Development Department).

It is requested that all local Bodies like Municipal Committees Tehsil Samities and Zila Parishads etc. may also be asked under intimation to Govt. to follow the policy of State Govt. in the matter of reservation of posts for Scheduled Castes, Backward Classes and Ex-Servicemen, meticulously.

Sd/-

Under Secretary General Administration,  
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioner, Revenue, Haryana, and
2. All Administrative Secretaries to Govt., Haryana.

U. O. No. 22/58/81-3GSIII Dated Chandigarh, the 14th Oct., 1981.

क्रमांक 1680-2 जी: एस:- 1-77/14342

प्रेषक

मुख्य सचिव, हरियाणा सरकार।

सेवा में

1. सचिव,  
लोक सेवा आयोग, हरियाणा, चण्डीगढ़।
2. सचिव,  
ग्रामीण सेवा प्रवरण मण्डल हरियाणा, चण्डीगढ़।  
दिनांक चण्डीगढ़ 8 जून, 1977.

विषय :— अनुसूचित जातियों/आदिम जातियों एवं पिछड़े वर्गों से सम्बन्धित उम्मीदवारों के दावों का सत्यापन-जाति प्रमाण पत्र जारी करने के बारे में।

महोदय,

मुझे निदेश हुआ है कि आपका ध्यान हरियाणा सरकार के पत्र क्रमांक 6627-सक-1-72/17327, दिनांक 5-10-1972 (प्रति संलग्न है), में जारी क



गई हिदायतों की ओर दिलाऊँ तथा यह कहूँ कि भविष्य में किसी उम्मीदवार द्वारा अनुसूचित जाति/आदिम जाति एवं पिछड़े वर्ग का होने के बारे में एम0 पी0/ एम0 एल0 ए0/राजपत्रित अधिकारी/ओथ कमिशनर से प्राप्त प्रमाण पत्र को प्रथम श्रेणी मैजिस्ट्रेट अथवा जी0 ए0 टू डी0 सी: द्वारा तभी सत्यापित किया जाए, जब सम्बन्धित व्यक्ति के रिहायशी इलाके से सम्बन्धित राजस्व अधिकारी द्वारा इस तथ्य की तसदीक कर दी गई हो ।

भवदीय,

हस्ता/-

उप सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 1680-2 जी0 एस0 1-77/14343 दिनांक चन्डीगढ़ 8 जून, 1977

एक प्रति सूचना तथा मार्ग दर्शन के लिये हरियाणा सरकार के पृ0 क्रमांक 66-27-स क-1-72/17330- दिनांक 5-10-72 के सिलसिले में निम्नलिखित को भेजी जाती है :--

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मण्डल तथा हरियाणा के सभी उपयुक्त तथा सभी उप-मण्डल अधिकारी ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

हस्ता/-

उप सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

एक प्रति सूचना के लिए निम्नलिखित को भेजी जाती है :—

1. वित्तायुक्त राजस्व, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

हस्ता/-

उप सचिव, सामान्य प्रशासन,  
कृते : मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. वित्तायुक्त राजस्व, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

अशा : क्रमांक 1680-2 जी. एस0-1-77, दिनांक चण्डीगढ़ 8 जून, 1977

पत्रांक 22/67/81-3 जी एस-III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, आयुक्त अम्बाला व हिसार मण्डल तथा हरियाणा के सभी उपायुक्त तथा सभी उप मण्डल अधिकारी (नागरिक)
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।

दिनांक चण्डीगढ़

3 मई, 1982

**विषय :—**अनुसूचित जाति से सम्बन्धित प्रमाण पत्र जारी करते समय "हरिजन" शब्द का प्रयोग करना ।

महोदय,

मुझे निदेश हुआ कि मैं आपका ध्यान हरियाणा सरकार के परिपत्र क्रमांक 6627-सक-1-72/17327, दिनांक 5-10-1972 (प्रति संलग्न है) की ओर दिलाऊँ और यह कहूँ कि संदर्भित पत्र में अनुसूचित जाति/कबीले/पिछड़े वर्ग के उम्मीदवारों को दिये जाने वाले प्रमाण पत्र के प्राफार्मों में brackets के अन्दर उस व्यक्ति (जिसे प्रमाण पत्र दिया जाये) की जाति लिखने के लिये जो रिक्त स्थान निर्धारित है, उसमें उस व्यक्ति की जाति लिखनी होती है जिससे कि वह सम्बन्धित हो ।

2. सरकार के ध्यान में यह बात लाई गई है कि कुछ अधिकारी, जिन्हें अनुसूचित जाति/अनुसूचित जनजाति प्रमाण पत्र जारी करने के लिये प्राधिकृत किया गया है, अनुसूचित जाति से सम्बन्धित व्यक्तियों को प्रमाण पत्र जारी करते समय निर्धारित प्रोफार्मा में जाति प्रदर्शित करने के रिक्त स्थान (within brackets) में "हरिजन" शब्द का प्रयोग कर रहे हैं जो कि संवैधानिक दृष्टि से भी उचित

नहीं है क्योंकि ऐसी जातियों के लिये संविधान में "अनुसूचित जातियाँ", यह शब्द प्रयुक्त हुआ है। इसके अतिरिक्त अनुसूचित जातियों से सम्बन्धित कुछ संस्थायें भी उक्त प्रमाण पत्र में, सम्बद्ध व्यक्ति की जाति दिखाने के लिये, "हरिजन" शब्द के प्रयोग पर आपत्ति कर रही हैं। अतः आपसे अनुरोध है कि अनुसूचित जातियों से सम्बन्धित व्यक्तियों को प्रमाण पत्र देते समय, प्रमाण पत्र के निर्धारित प्रोफार्मा में जाति (belongs to the Caste) के आगे brackets के रिक्त स्थान के अन्दर, चमार, धानक, रामदासिया इत्यादि ऐसी जातियों का ही स्पष्ट उल्लेख किया जाये जिससे कि वह व्यक्ति सम्बन्धित है और जिनका उल्लेख ऐसी जातियों की अनुसूचि (Schedule) में भी भारत सरकार द्वारा किया गया है।

3. कृपया इन हिदायतों का पालन दृढ़तापूर्वक किया जाये।

भवदीया

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

इसकी एक प्रति निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु भेजी जाती है :—

1. अध्यक्ष, हरियाणा लोक सेवा आयोग,
2. अध्यक्ष, अधीन सेवार्थ प्रवरण मण्डल, हरियाणा।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

सेवामें

1. अध्यक्ष, हरियाणा लोक सेवा आयोग,
2. अध्यक्ष, अधीन सेवार्थ प्रवरण मण्डल, हरियाणा।

क्रमांक 22/28/82-3 जी० एस०—III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. सभी विभागाध्यक्ष, हरियाणा, आयुक्त हिसार एवं अम्बाला मण्डल ।
2. रजिस्ट्रार, पंजाब तथा हरियाणा हाई कोर्ट तथा हरियाणा के सभी जिला तथा सत्र न्यायाधीश ।
3. सभी ज्पायुक्त, हरियाणा व
4. सभी उपमण्डल अधिकारी (सिविल) हरियाणा ।

दिनांक चण्डीगढ़ 19-8-82

**विषय :—**अनुसूचित जाति और अनुसूचित जनजाति प्रमाण पत्रों के जारी करने के बारे में स्पष्टीकरण ।

महोदय,

मुझे यह कहने का निदेश हुआ है कि राज्य सरकार के ध्यान में यह लाया गया है कि अनुसूचित जातियों/अनुसूचित जनजातियों के बच्चों को, जो एक राज्य से दूसरे राज्य में रहने के लिए चले गए/जाते हैं, इस सबूत के अभाव में कि वे इसी राज्य से वास्तव में सम्बन्धित हैं उन्हें जाति प्रमाण पत्र प्राप्त करने में बड़ी कठिनाई का सामना करना पड़ता है । इस कठिनाई को दूर करने के लिए, राज्य सरकार ने विचार उपरोक्त यह निर्णय लिया है कि जाति सम्बन्धी प्रमाण पत्र जारी करने वाले प्राधिकारी अनुसूचित जातियों और अनुसूचित जनजातियों से सम्बन्धित उन व्यक्तियों के बच्चों को, जो इस राज्य से चले गये/जाते हैं, उनके माता पिता को पहले जारी किए गए वास्तविक प्रमाण पत्र के प्रस्तुत करने पर जाति प्रमाण पत्र/जनजाति प्रमाण पत्र जारी कर दें, सिवायें उन मामलों के जहाँ पर प्रमाण पत्र जारी करने वाले प्राधिकारी का यह विचार हो कि अनुसूचित जाति/अनुसूचित जनजाति, प्रमाण पत्र जारी करने से पहले विस्तृत जांच पड़ताल करने की आवश्यकता है । तथापि जिन मामलों में बच्चे उस प्रमाण पत्र को प्रस्तुत करने में असफल रहते हैं, जो उनके माता पिता को जारी हुआ था, उन मामलों में जाति/जनजाति प्रमाण पत्र साधारण तरीके से जांच पड़ताल करने के पश्चात् जारी किए जाएं ।

2. यह स्पष्ट किया जाता है कि माता पिता को जारी हुए अनुसूचित जाति/अनुसूचित जनजाति प्रमाण पत्र को प्रस्तुत करने के आधार पर उन व्यक्तियों के बच्चों को अनुसूचित जाति/अनुसूचित जनजाति प्रमाण पत्र जारी करने के लिए केवल उस राज्य के प्राधिकारी सक्षम होंगे जहां से वे कहीं और चले गये हैं न कि उस राज्य के प्राधिकारी जहां वे जाकर रहने लगे हैं ।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव, हरियाणा सरकार ।

क्रमांक 22/28/82-3-जी0एस0-III

दिनांक 19-8-82

इसकी एक एक प्रति :—

1. अध्यक्ष, हरियाणा लोक सेवा आयोग, चण्डीगढ़ ।
2. अध्यक्ष, अधीन सेवार्थ प्रवरण मण्डल, हरियाणा ।
3. सभी प्रबन्धक निदेशक/सचिव, हरियाणा सरकार के निगमों/बोर्डों को

सूचनाार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है ।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव हरियाणा सरकार ।

एक एक प्रति :—

1. वित्तायुक्त राजस्व, हरियाणा सरकार तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार को अपेक्षित कार्यवाही

हेतु प्रेषित है ।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,

कृते: मुख्य सचिव हरियाणा सरकार ।

सेवामें

1. वित्तायुक्त राजस्व, हरियाणा सरकार ।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार ।

प्रशा: क्रमांक 22/28/82-3 जी0 एस0-III दिनांक 19-8-82

No. 22/64/82-3GS. III

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments and Commissioners, Ambala and Hissar Divisions in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh and all District and Sessions Judges, in Haryana.
3. All Deputy Commissioners and all Sub-Divisional Officers (Civil) in Haryana.

Dated, Chandigarh, the 3rd November, 1982.

**Subject : Issue of Scheduled Castes/Scheduled Tribes Certificates Providing of punishments for officials issuing such certificates without proper Verification.**

Sir,

I am directed to refer to the subject noted above and to say that it has been brought to the notice of Government that in a number of cases Scheduled Castes/Tribes Certificates have been issued to ineligible persons carelessly or deliberately without proper verification by the officials empowered to issue such certificates. This has resulted in some persons availing the benefits meant for the Scheduled Castes and Scheduled Tribes on false pretexts. The consultative committee constituted by the Government of India, New Delhi have desired that suitable steps should be taken to prevent such wrong issue of certificates.

2. The matter has been considered by the State Government and it has been decided that deterrent action should be taken against officials who issue such wrong certificates carelessly or deliberately without proper care or verification. Such officials should be informed that action would be taken against them under the relevant provisions of the Indian Penal Code in addition to the action to which they are liable under the appropriate disciplinary rules applicable to them.

Yours faithfully,

Sd/-

Under Secretary, General Admn.,  
for Chief Secretary to Govt., Haryana,

A copy is forwarded to all Financial Commissioners and Administrative Secretaries to Govt., Haryana for information and necessary action.

Sd/-

Under Secretary, General Admn.,  
for Chief Secretary to Govt., Haryana.

To

All Financial Commissioners, and  
All Administrative Secretaries to Govt., Haryana.

U.O. No. 22/64/82-3GS. III, Dated, Chandigarh, the 3rd Nov., 1982.

Copy of letter No. 5290-7GII-59/6949, dated the 10th July, 1959 from the Chief Secretary to Government, Punjab to all Heads of Department, etc.etc.

**Subject : Employment of handicapped persons in the Public Service.**

I am directed to enclose a copy each of Government of India, Ministry of Home Affairs' letter No. 60/137/50—Ests., dated the 28th July, 1950, and No. F. 20/29/57-RPS, dated the 15th January, 1958, on the subject noted above and to say that the Punjab Government have decided to follow the Government of India in the matter. It is accordingly requested that in the cases of class III or class IV posts of the artisan class or those involving manual or skilled labour or a routine type of work, deaf-muteness or deafness by itself need not be regarded as a disqualification against appointment provided that the person concerned is otherwise fit and qualified to hold the post and that subject to the condition mentioned and subject to other rules and orders in force the possibility of affording avenues of employment to deaf and deaf-mute persons should be examined at the time of making recruitment to such posts.

Copy of Circular letter No. 7833-7GS-60/33698, dated the 21st September, 1960, from Chief Secretary to Government, Punjab, to All Heads of Departments, etc. etc.

**Subject—Employment of Handicapped persons in the Public Service.**

I am directed to invite a reference to the instructions contained in the Punjab Government letter No. 5290-7GII 59/6949, dated the 7th/11th July, 1959 on the subject cited above, which *inter-alia* lay down that in the cases of Class III or class IV posts of the artisan class or those involving manual or skilled labour or a routine type of work, deaf-muteness or deafness by itself need not to be regarded as a disqualification against appointment provided that the person concerned is otherwise, fit and qualified to hold the post. Ever-since the issue of these instructions, the question of extending the scope of absorption of the physically handicapped persons, e.g. the Blind, Deaf and Dumb in the national economy, after their completion of training in the institutions established for them or otherwise, has been engaging the attention of Government. It has now been decided that they may be considered for employment against the categories of the post listed at Annexure I, provided they are not otherwise unqualified and unfit to discharge the duties of the posts, against which they can be suitably employed. Whenever there is a vacancy or vacancies of the type mentioned at Annexure I, the appointing authority will circulate the vacancy or vacancies to the institutions mentioned at Annexure II and others and also to the Director of National Employment Service, Punjab.

2. In this connection, I am to add that the criterion of unfitness because of a bodily defect, etc., should be assessed very carefully and actually with reference to the nature of duties of the particular post or service against which the physically handicapped persons are to be appointed. The recruitment rules should be interpreted liberally whenever it is necessary and as far as possible, the physically handicapped personnel should be given preference over other persons in filling up posts in various services and departments in which they can be suitably employed without serious detriment to efficiency.

3. It is requested that receipt of this communication may be acknowledged and these instructions brought to the notice of all concerned.



## ANNEXURE I

List of categories of jobs for absorbing persons who are physically handicapped.

Blind	Deaf	Dumb
1. Weaving	1. Bench Fitting	1. Cane Work
2. Toy Making	2. Electronics	2. Poultry Farming
3. Basket making	3. Wireman	3. Bangle Making
4. Cane Work	4. Carpentry	4. Bee Keeping
5. Newar Making	5. Blacksmith	5. Dairy Farming
6. Hand Spinning (Charkha Work)	6. Moulting	6. Book Binding
7. Hand Pump Operators	7. Tin and Copper Smithing	7. Composing
	8. Toy making	8. Leather Work
		9. Tailoring and Cutting

## ANNEXURE II

1. Government Institute for the Blind, Panipat.
2. Home for the Blind, Ferozepore City.
3. Institute for the Blind, Ambala Cantt.
4. Institute for the Blind, Andh Vidyalaya, Durgiana.
5. Deaf and Dumb School, Jullundur.
6. Sakey (Home for the Orthopaedically Handicapped), Chandimandir.
7. Khalsa Dewan, Andh Vidyalaya, Amritsar.

Copy of Punjab Government Circular letter No. 13928—4GS—61/44512, dated 18th December, 1961, from the Chief Secretary to Government Punjab, to all Heads of Departments, etc., etc.

**Subject :—Employment of inmates of Homes/Infirmaries in Government Offices in the Punjab State.**

I am directed to address you on the subject noted above and to inform you that the question of employment of inmates of Homes/Infirmaries controlled by the Social Welfare Department (Relief Organisation) in Government Offices in the Punjab State, has been engaging the attention of Government for some time past. After careful consideration, it has been decided that in future other things being equal preference for appointment to Government posts, should be given to the trained inmates from these Homes/Infirmaries. I am accordingly to request you kindly to keep in mind these instructions while making appointments to Government posts.

No. 2417-5 GSII-66/10248.

From

The Chief Secretary to Government, Punjab.

To

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

Dated Chandigarh, the 4th May, 1966.

**Subject :—Employment of handicapped persons in the Public Service.**

Sir,

I am Directed to invite reference to Punjab Government circular letter No. 7833-7GS-60/33698, dated the 21st September, 1960, on the subject noted above, and to say that the question:

of grant of age concession for entry into Government Service to the physically handicapped persons has been engaging the attention of the Government for some time past. After careful consideration of the matter, it has been decided that the physically handicapped persons, viz. deaf, dumb, blind and orthopaedically handicapped persons may be given the age concession 10 years over and above the existing upper age limit for direct recruitment in respect of the jobs given in the enclosed list.

2. I am further to state that the physically handicapped persons mentioned above may be considered for employment against the categories of posts given in the enclosed list provided they are not otherwise, unqualified and unfit to discharge the duties of the posts, against which they can be suitably employed. The physically handicapped persons recommended by the Employment Exchange or the Special Employment Exchange, Chandigarh, where otherwise found suitable, may be given preference in employment.

Yours faithfully,

Sd/-

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

### LIST OF JOBS FOR PHYSICALLY HANDICAPPED PERSONS

#### BLIND

1. Weaving.
2. Toy Making.
3. Basket making.
4. Cane Work.
5. Newar Making.
6. Hand Spinning (Charkha works).
7. Hand Pump Operators.
8. Musical Instrument.

**DEAF**

1. Bench fitting.
2. Electricians.
3. Wireman.
4. Carpentry,
5. Blacksmithy.
6. Moulding.
7. Tin and Copper Smithing.
8. Toy making.
9. Shoe making.
10. Watch making.

**DUMB**

1. Cane Work.
2. Poultry Farming.
3. Bangle making.
4. Bee Keeping.
5. Dairy Farming.
6. Book Binding.
7. Composing.
8. Leather Work.
9. Tailoring and Cutting.

**ORTHOPAEDIC**

1. Teachers.
2. Ministerial jobs (Clerks, Stenographers, Office Assistant etc.)
3. Class IV Jobs (Daftri, Peons etc. )

**PROFICIENCING IN TECHNICAL TRADES:**

1. Carpenter.
2. Fitters.
3. Painters.
4. Tailors and Mechanics.
5. Decorators.

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No. 24/7/80-3GSIII

**From**

The Chief Secretary to Government, Haryana.

**To**

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions. All Deputy Commissioners and Sub-Divisional Officers (Civil) Haryana.
2. The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 23rd April, 1980.

**Subject :—Providing of re-caning work to blind in Haryana.**

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Sir,

It has been observed that the blind persons who have received professional training either from the Government training centres for the adult blind or from private institutions fail to get work on regular basis. Thus the training given to them remains an effort in vain, whereas it was intended to enable them to earn their livelihood.

2. In view of the above the Government desires that blind persons who know the work of re-caning chairs may be given maximum facilities to earn their livelihood and all the Government offices should entrust this work to the blind in preference to others if the rates offered by them are competitive.

Yours faithfully,

*Sd/-*  
Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

1. Financial Commissioner, Revenue, Haryana; and
2. All Administrative Secretaries to Government Haryana.

for information and necessary action.

*Sd/-*  
Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioner, Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 24/7/80-3GSIII, dated Chandigarh, the 23rd April, 1980.

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No. 24/17/80-3GS-III

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions. All Deputy Commissioners & Sub Divisional Officers (Civil) Haryana.

2. The Registrar,  
Punjab & Haryana High Court,  
Chandigarh.

Dated, Chandigarh, the 3rd March, 1981.

*Subject:—Providing of re-caning work to blind in Haryana.*

Sir,

I am directed to refer to Haryana Government letter No. 24/17/80-3GSIII dated the 23rd April, 1980 which provides that blind persons who know the work of re-caning chairs may be given maximum facilities to earn their livelihood and all the Government offices should entrust this work to the blind in preference to others if the rates offered by them are competitive.

2. It has been decided to launch a special drive during 1981, the International year of Disabled Persons, to provide jobs to the maximum number of blind persons. With that end in view it is suggested that the re-caning of chairs should be got done only through blind persons and, where there is sufficient workload regular post of chair-recaner may be created and filled up by a suitable person from among the blind. It is requested that necessary action may be taken accordingly during the current year and a quarterly report be sent to the Government within 10 days after the close of each quarter.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to the :—

- (i) Financial Commissioner Revenue, Haryana ; and
- (ii) All Administrative Secretaries to Government, Haryana,

for information and necessary action.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioner Revenue, Haryana; and
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 24/17/80-3GSIII dated, Chandigarh the 3rd March, 1981.

क्रमांक 24/4/81-3 जी० एस०-III

प्रेषक

मुख्य सचिव, हरियाणा सरकार ।

सेवा में

1. हरियाणा सरकार के सभी विभागाध्यक्ष, आयुक्त अम्बाला तथा हिसार मंडल हरियाणा सभी उपायुक्त तथा उप मंडल अधिकारी (ना)
2. रजिस्ट्रार, पंजाब तथा हरियाणा उच्च न्यायालय तथा हरियाणा के सभी जिला एवं सत्र न्यायाधीश ।

दिनांक, चण्डीगढ़

27 अप्रैल, 1981. ।

विषय :—सेवा अवधि के दौरान अन्धे होने वाले कर्मचारियों की सेवा से निवृत्त न करने बारे ।

महोदय,

मुझे निदेश हुआ है कि उपरोक्त विषय की ओर आपका ध्यान दिलाऊँ और सूचित करूँ कि सरकार ने इस बारे में विचार किया है कि सेवा अवधि के दौरान जो सरकारी कर्मचारी अन्धे हो जाएँ उन्हें सेवा से निवृत्त न किया जाए । सरकार ने इस निमित्त यह निर्णय लिया है कि जो सरकारी कर्मचारी निवर्तन-



आयु (superannuation age) प्राप्त करने से पूर्व अन्धा हो जाए उसे सेवा निवृत्त न किया जाए बल्कि जहां तक सम्भव हो पंजाब सी० एस० आर० वाल्यूम-II के नियम 3.12 के अनुसार कार्यवाही करते हुए उसे किसी उपयुक्त पद पर नियुक्त कर दिया जाए। यदि ऐसा कर्मचारी अपने विभाग में नियुक्त न किया जा सकता हो तो उसका नाम, पूरे विवरण तथा पंजाब सी० एस० आर० वाल्यूम-II के नियम 5.26 के अर्न्तगत निर्धारित प्रमाण पत्र सहित सामान्य प्रशासन विभाग (जी: एस:-III शाखा) को भेजा जाए ताकि उसे किसी अन्य विभाग में खपाने हेतु कार्यवाही की जा सके।

2. कृपया इस पत्र की पावती भेजी जाए।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

एक एक प्रति :—

1. वित्तायुक्त एवं सचिव, हरियाणा सरकार, राजस्व विभाग तथा
2. सभी प्रशासकीय सचिव, हरियाणा सरकार, को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,  
कृते: मुख्य सचिव, हरियाणा सरकार।

वेवा में

1. वित्तायुक्त एवं सचिव, हरियाणा सरकार,  
राजस्व विभाग।
2. सभी प्रशासकीय सचिव, हरियाणा सरकार।

प्रा: क्रमांक 24/4/81-3 जी० एस०-III

दिनांक, चण्डीगढ़ 27-4-81

No. 24/33/81-3GSIII

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments Commissioner, Ambala/ Hissar Divisions, All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.
- (2) The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 28th September, 1981.

**Subject :—Employment of the physically handicapped persons in public services.**

Sir,

I am directed to refer to Haryana Government Circular letter No. 24/17/80-3GSIII, dated the 16th December, 1980, providing 3% reservation in Class-III & IV posts/services in direct recruitment for the physically handicapped persons and subsequent letter No. 24/17/80-3GSIII, dated the 5th March, 1981, advising that during the year 1980-81 (the International year of Disabled Persons) at least one blind person should be given employment every month in the posts/vacancies as may arise and to say that from the reports received by the Government, it appears that the desired achievement has not been made in the matter. In order therefore, to achieve the desired results, the matter has been considered by the State Government and it has been decided that while making recruitment of the blind persons against the posts considered suitable for them, the standard of suitability may be relaxed by the recruiting/appointing authorities without making any relaxation in the minimum qualifications prescribed for the post. The recruiting/appointing authorities should however, exercise their discretion in this behalf very carefully so that unsuitable persons do not get entry into Government Service.

2. If a blind person who is given employment belongs to any of the reserved categories i.e. Scheduled Castes/Backward

Classes/Ex-servicemen; he shall be considered to have been appointed against the post reserved for any of the aforesaid categories to which he belongs.

3. These instructions may kindly be brought to the notice of all concerned working under your control.

Yours faithfully,

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy each is forwarded to :—

1. The Financial Commissioner (Revenue), Haryana;
2. All Administrative Secretaries to Government, Haryana.

for information and necessary action.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

1. The Financial Commissioner (Revenue), Haryana;
2. All Administrative Secretaries to Govt., Haryana.

U.O. No. 24/33/81-3GSIII Dated Chandigarh, the 28th Sept., 1981.

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No. 24/42/81-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments and  
Commissioner, Ambala and Hissar Divisions  
in the Haryana State.

## 2. All Deputy Commissioners in the Haryana State.

Dated Chandigarh, the 13th August, 1982.

*Subject* :—**Employment of inmates of Homes/Infirmaries in Govt. offices in the Haryana State.**

Sir,

In modification of the composite Punjab Govt. letter No. 13928-4GS-61/44512 dated 18th December, 1961, it has been decided that in future, other things being equal, preference for appointment to Govt. posts should be given to trained inmates from the following institutions being run under the control/supervisions of the Social Welfare Department :—

- (i) Mahila Ashram, Karnal.
- (ii) Kasturba Seva Sadan, Faridabad.
- (iii) Infirmary (Mahila Ashram) Rohtak
- (iv) State After Care Home, Sonapat.
- (v) Special School, Sonapat.
- (vi) Adult Blind Training Centre, Sonapat.
- (vii) Govt. Blind School, Panipat.
- (viii) State After Care Home (for Girls) Karnal.
- (ix) Widow & Destitute Home, Faridabad, Rohtak and Karnal.

I am accordingly to request you kindly to keep in mind these instructions while making appointments to Govt. posts.

Yours faithfully,

Sd/-  
Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to the Financial Commissioner, Revenue and all Administrative Secretaries to Govt., Haryana, for information and compliance.

Sd/-

Joint Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner, Revenue.

All Administrative Secretaries to Govt., Haryana.

U.O. No. 24/42/81-3GSIII Dated Chandigarh, the 13th August, 1982.

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No. 24/3/83-3GSIII

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments,  
Commissioners Ambala & Hissar Divisions  
All Deputy Commissioners in Haryana and  
Sub Divisional Officers (Civil) in Haryana.
2. The Registrar,  
Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 23rd March, 1983.

*Subject* :—Providing of re-canning work to blind in Haryana.

Sir,

I am directed to refer to this Department letter No. 24/17/80-3GSIII, dated 3-3-81 on the above cited subject and to say that it has been brought to the notice of the State Government

by the National Association for the Blind, Haryana State Branch, Faridabad that the Association is finding difficulty in securing re-caning work for the blind from Government Offices. As such, it is requested that the blind persons who know the work of re-caning may be given the maximum facilities to earn their livelihood and all the Govt. offices should entrust this work to the blind in preference to others if the rates offered by them are competitive, as laid down in Haryana Govt. letter No. 24/17/80-3GS-III, dated the 23rd April, 1980.

These instructions may be brought to the notice of all concerned for their guidance and compliance. The receipt of this letter may please be acknowledged.

Yours faithfully

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded to all the Financial Commissioners & Administratives Secretaries to Govt. Haryana with reference to U.O. No. 24/17/80-3GS-III, dated 3-3-1981 for information and necessary action.

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

All the Financial Commissioners and Administrative Secretaries to Government, Haryana.

U.O. No. 24/3/83-3GS-III Dated Chandigarh, the 23rd March, 1983.

\_\_\_\_\_  
No. 38/14/78-3 GSI

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments, Commissioners, Ambala and Hissar Divisions, All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana State.

(2) The Registrar,  
Punjab and Haryana High Court,  
Chandigarh.

Dated Chandigarh, the 9th February, 1979.

*Subject* :—Facilities granted to persons belonging to the economically backward classes—Raising of the annual income limit.

Sir,

I am directed to refer to the composite Punjab Government letters No. 6961-WG-83/62397 dated 21-8-1953 and 2662-5 WGII-63/6934, dated the 20th April, 1963 on the subject noted above, vide which the following two facilities were given to the economically backward classes whose family income from all sources was less than Rs. 1,000/-.

- (i) Relaxation of five years in the maximum age limit for entry into Government Service ;
- (ii) Exemption upto 75% in the fees for examinations to be conducted by the Haryana Public Service Commission/ Subordinate Services Selection Board.

2. The State Government has been considering the question of raising this income limit for some time past, and it has now been decided to raise the family income limit from Rs. 1000/- to Rs. 3600/- per annum for the above two concessions admissible to the persons belonging to the economically backward classes.

3. The above instructions may be deemed to have been modified to this extent; these will be applicable from the date of issue of this letter.

4. These instructions should be brought to the notice of all concerned working under you for their information, guidance and compliance.

5. Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

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

A copy each is forwarded to the :—

- (i) Financial Commissioner, Revenue, Haryana.
- (ii) All Administrative Secretaries to Government, Haryana.  
for information and necessary action.

Sd/-

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

To

1. The Financial Commissioner Revenue, Haryana.
2. All Administrative Secretaries to Government, Haryana.

U.O. No. 38/14/78-3 GSI dated Chandigarh, the 9th February, 1979.

15034—C.S.—H.G.P., Chd.

**Sub. National Systems Unit,**  
National Institute of Educational  
Planning and Administration  
17-B, Sri Aurobindo Marg, New Delhi-110016  
DOC. No.....2533.....  
Date.....13/6/85.....