No. 39016/7(S)/2006-Estt (B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

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New Delhi, 08th January, 2007

OFFICE MEMORANDUM

Subject:- Prime Minister's New 15-Point Programme for the Welfare of Minorities-Measures to give special consideration to minorities in recruitment.

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The undersigned is directed to invite attention to the instructions contained in this Department's O.M.No. 39016/9(s)/89-Estt.(B) dated 16th August, 1990 (copy enclosed) regarding inclusion of one member belonging to Scheduled Castes/Scheduled Tribes and one Member belonging to minority community in the Selection Committees/Boards constituted for making recruitment to Group 'C' and Group 'D' posts.

2. As the various Ministries/Departments etc. are aware, the Prime Minister's New 15-Point Programme for the welfare of Minorities, *inter-alia* provides for giving special consideration to minorities in recruitment and for this purpose making the Selection Committees representative. Available evidence indicates that the representation of minorities in Government service and public sector employment is not satisfactory and certainly not in proportion to the population of the minorities. Government is committed to ensuring fair representation to the minorities in Government employment, including public sector enterprises, public sector banks and financial institutions and the Railways. To this end, it is expected that the Central and State Governments will give special consideration to minorities in appointments.

3. All heads of Departments, public sector enterprises, public sector banks and financial institutions, quasi-Government organizations,

autonomous bodies etc. and all appointing authorities may be instructed to scrupulously observe the following guidelines:-

(i) The composition of Selection Committees should be representative. It should be mandatory to have one member belonging to SC/ST and one member belonging to minority community in Selection Boards/Committees for making recruitment to 10 or more vacancies.

(ii) Where the number of vacancies against which selection is to be made is less than 10, efforts should be made to have the Scheduled Caste/Tribes officer and a Minority community officer included in such Committees/Boards.

(iii) Wide publicity should be given to all appointments in Government, public sector enterprises and public sector banks and financial institutions. Advertisements should be issued in the language(s) spoken by large number of people of the State/UTs, apart from English and Hindi. Further, for Group C & D level posts, having only basic qualifying requirements, information about vacancies for recruitment should also be disseminated through schools and colleges in that area, in addition to normal channels.

(iv) Where there is concentration of minority community population in local areas, the vacancy circular in local language may be distributed in those areas by suitable arrangements.

4. With a view to monitoring the trends in recruitment of minorities, all the Ministries/Departments are requested to submit Half Yearly/Annual Reports in the enclosed proforma-I and II respectively to this Department with a copy to Ministry of Minority Affairs. The report should include information in respect of their attached/subordinate

offices/autonomous bodies also. The consolidated report in respect of all public sector enterprises and public sector banks and financial institutions will be sent by the Department of Public Enterprises and the Department of Economic Affairs respectively. Ministry of Home Affairs will furnish the consolidated data in respect of the Central Police Forces/Central Para Military Forces and also issue suitable guidelines to State Governments for recruitment/representation of Minorities in State Police Forces. Report for the half year ending 31st March shall be submitted by 30th April and that for 30th September by 31st October of every year in Proforma-I. The consolidated annual position for period ending 31st March shall be submitted by 30th April each year in Proforma-II. The first half yearly report shall be for the period ending 31st March, 2007.

5. It is further requested that the information relating to the total number of existing employees (Group-wise) and those belonging to minority communities, as on 31.03.2007 may also be furnished to this Department and the Ministry of Minority Affairs, alongwith the first half yearly report.

6. Similar instructions in respect of public sector enterprises and financial institutions, including public sector banks will be issued by the Department of Public Enterprises and Ministry of Finance respectively.

Hindi version will follow.

(C.B.Paliwal)
Joint Secretary to the Government of India

To

By name to Secretaries of All Ministries/Departments of Government of India.

PROFROMA - I

HALF YEARLY REPORTING FORMAT ON SELECTION COMMITTEES/BOARDS CONSTITUTED AND PERSONS RECRUITED.

PROGRESS REPORT FOR IMPLEMENTATION OF PRIME MINISTER'S NEW 15 POINT PROGRAMME FOR THE WELFARE OF MINORITIES

Ministry/ Department: _____

Half Yearly Ending: _____

	Group A		Group B		Group C		Group D		Total A+B+C+D	
	Total no. of vacancies during the period	Minorities selected during the period	Total no. of vacancies during the period	Minorities selected during the period	Total no. of vacancies during the period	Minorities selected during the period	Total no. of vacancies during the period	Minorities selected during the period	Total no. of vacancies during the period	Minorities selected during the period
Ministry/Department										
Attached/ Subordinate offices/ Autonomous bodies										
Total										

PROFROMA - II

ANNUAL REPORTING FORMAT ON SELECTION COMMITTEES/BOARDS CONSTITUTED AND PERSONS RECRUITED.

PROGRESS REPORT FOR IMPLEMENTATION OF PRIME MINISTER'S NEW 15 POINT PROGRAMME FOR THE WELFARE OF MINORITIES

Ministry/ Department: _____

Annual Year Ending: _____

	Group A			Group B			Group C			Group D			Total A+B+C+D		
	Total no. employees as on 31st March	Total no. of persons employed during the year	Minority persons employed during the year	Total no. employees as on 31st March	Total no. of persons employed during the year	Minority persons employed during the year	Total no. employees as on 31st March	Total no. of persons employed during the year	Minority persons employed during the year	Total no. employees as on 31st March	Total no. of persons employed during the year	Minority persons employed during the year	Total no. employees as on 31st March	Total no. of persons employed during the year	Minority persons employed during the year
Ministry/ Department															
Attached/ Subordinate offices/ Autonomous bodies															
Total															

No.39016/9(S)/89-Estt.(B)
Government of India
Ministry of Personnel, Public Grievances
and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001,
Dated the 16th August, 1990

OFFICE MEMORANDUM

Subject: Representation of Scheduled Castes/Tribes and Minorities on Selection Boards/Committees

As the Ministries/Departments of the Government of India are aware, the instructions contained in this Department's OM No.16/1/74-Estt.(SCT) dated 23rd May, 1975 enjoin upon the Ministries/Departments to nominate a Scheduled Castes/Scheduled Tribes Officer while constituting Selection Committees/Boards for recruitment to various posts/services under them. In this Department's OM No. 39016/6(S)/87-Estt.(B) dated 10th June, 1987, Ministries/Departments were instructed to nominate a member of the minority community also in the Selection Committees/Boards for recruitment to Group C and Group D posts within the overall sanctioned strength of the Committee/Board. It has been observed that in spite of the above instructions, a number of Selection Committees/Boards are constituted by various Ministries/Departments which do not have a representative belonging to the Scheduled Castes/ Scheduled Tribes and the minority communities.

2. The matter has been reviewed and in partial modification of the above instructions, it has now been decided that wherever a Selection Committee/Board exists or has to be constituted for making recruitment to 10 or more vacancies in Group C or Group D posts/services, it shall be mandatory to have one member belonging to SC/ST and one member belonging to minority community in such Committees/Boards. Where, however, the number of vacancies against which selection is to be made is less than 10, no effort should be spared in finding a Scheduled Castes/Scheduled Tribes Officer and a Minority Community Officer for inclusion in such Committees/Boards.

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3. Similar instructions in respect of public sector undertakings and financial institutions, including public sector banks, will be issued by the Department of Public Enterprises and Ministry of Finance respectively.

4. Hindi version will follow.

(J.S. MATHUR)
JOINT SECRETARY TO THE GOVERNMENT OF INDIA

To

1. All Ministries/Departments of Government of India
2. UPSC, New Delhi
3. SSC, New Delhi
4. CVC, New Delhi
5. Department of Public Enterprises, New Delhi
6. Ministry of Finance, (Banking and Insurance Division), New Delhi.

It is requested that similar instructions may be issued in respect of public sector undertakings and financial institutions including Public Sector Banks and insurance corporations.

7. All attached and subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
8. All Officers and Sections of the Ministry of Personnel, Public Grievances and Pensions.