

RESERVATION POLICY FOR SCs

**Bharat Sanchar Nigam Limited**  
**(A Government of India Enterprise)**

MOST URGENT

TIME BOUND

**Corporate Office, (SCT Cell)**  
**Room No. 221, Eastern Court**  
**Janpath, New Delhi –110001**

No. 50-25/2011-SCT/233

Dated: 15.05.2012

To

1. All Heads of Circles and Metro Districts, BSNL
2. CVO, BSNL.
3. Company Secretary & Sr. GM (Legal), BSNL
4. PGM ( Arch.), PGM (Elect.), PGM (FP), PGM (CPM), Sr. GM (Pers.), Sr. GM (Estt.), Sr. GM(Admn.), Sr. GM (TF), Sr.GM (SR), Sr. GM (Rectt.), Sr. GM (Trg.) and Sr.GM (CM) BSNL CO.

**SUBJECT : Review & Monitoring of Rules of Reservation and service safeguard provided to the Scheduled Castes under the Constitution in respect of BSNL.**

Kindly find enclosed herewith a copy of letter No. 79-48/2011-SU dated 01.05.2012 receiving from Shri Vijay Kumar Section Officer (SU) Department of Telecommunication forwarding therewith a copy of letter No. 3/9/Review-Central Ministries/2012/SSW-II dated 28.03.2012 from Shri S.N. Meena Under Secretary National Commission for Scheduled Castes New Delhi on the subject cited above.


In this connection, it may be stated that similar questionnaire have already been circulated earlier vide office letter No. 50-25/2011-SCT/427 dated 11.10.2011 and in response to that some Circles /Branches of BSNL CO have already furnished the information. However, the replies from few Circles/Branches of BSNL CO are still awaited.

Meanwhile, the fresh enclosed questionnaire received from the National Commission for Scheduled Castes, New Delhi addressed to all Ministries / Departments asking for information up to 2011, are required to be provided to the National Commission for Scheduled Castes urgently for review and monitoring of implementation of reservation policy for SCs.

It is, therefore, requested kindly to furnish the information as per the Fresh Questionnaire supplied by the National Commission for Scheduled Castes New Delhi latest by 25<sup>th</sup> May, 2012 positively for onward transmission to NCSC New Delhi through Department of Telecom.

This may kindly be treated as most urgent.

Encl: As above

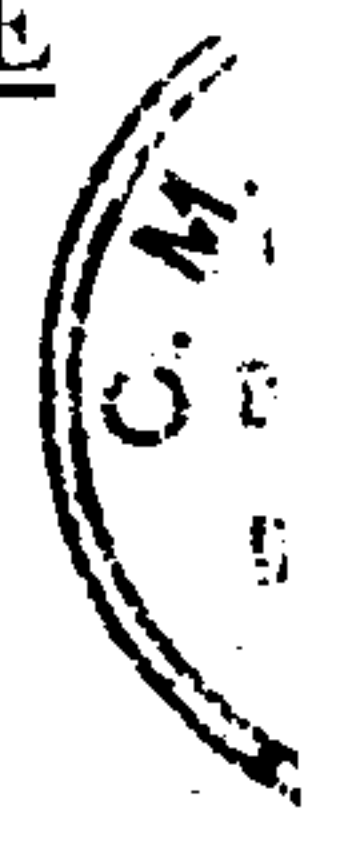
  
( Ram Shakal )  
Chief Liaison Officer(SCT)  
PH.01123037363  
FAX01123766143

Copy to:

1. Addl. GM(Pers.) and Addl.GM(Estt.), BSNL CO New Delhi.
2. AGM (CSS), AGM (Pers.- I), AGM (Pers.-II), AGM (Pers.-III), AGM (Pers.IV), AGM (DPC) and AGM (SEA), BSNLCO New Delhi.
- ✓ 3. Intranet Portal, BSNL
4. Guard File.

**MOST IMMEDIATE**

Government of India  
Department of Telecommunication  
Sanchar Bhawan, Ashoka Road,  
(SU Section)



File No.79-48/2011-SU

Dated: 01.05.2012

831  
4/5/12

To

**The CMD,**  
Bharat Sanchar Nigam Limited,  
Bharat Sanchar Bhawan, Janpath,  
New Delhi-110001.

724  
4/5/12

**Subject: Review & Monitoring of Rules of Reservation and service safeguard provided to the Scheduled Castes under the Constitution.**

Sir

Reference is invited to letter. No. 10-4/2012-SCT dated 23<sup>rd</sup> April, 2012 received from SCT Cell, DoT enclosing a letter dated 28.03.2012 received from National Commission for Scheduled Castes addressed to the Secretary, Department of Telecommunications on the subject mentioned above.

2. In this regard it is informed that the National Commission for Scheduled Castes has decided to review the implementation of reservation policy for Scheduled Castes in order to safeguard provided to the Scheduled Castes under the Constitution. Accordingly, a copy of the questionnaire is enclosed herewith for furnishing the information duly filled to the NCSC.

3. The Secretary (T) has desired that comments on the same may kindly be arranged to be furnished to the undersigned at the earliest.

Encl: As above.

Yours faithfully  
  
(Vijay Kumar)  
Section Officer (SU)  
Tele: 23036758

*Handwritten notes:*  
315/11  
K M Peters  
2/11/12  
4.5.12

*Handwritten notes:*  
AM (SCT)  
8/11/12  
7/5/12

*Handwritten notes:*  
AM-1 pl-8pk  
It would be appropriate to circulate the questionnaire as the latest information is required.



MOST URGENT  
TIME BOUND

No.10-4/2012-SCT  
Government of India  
Ministry of Communications & Information Technology  
Department of Telecommunications  
(SCT CELL)

New Delhi, dated the 23<sup>rd</sup> April, 2012.

Sub: Review & Monitoring of Rules of Reservation and service safeguard provided to the Scheduled Castes under the Constitution.

Enclosed is a letter dated 28.3.12 received from National Commission from Scheduled Castes on the above mentioned subject. The letter under reference is a questionnaire to review the implementation of reservation policy for Scheduled Castes in order to safeguards provided to SCs in services under the Constitution of India.

It is, therefore, requested to furnish the duly filled in questionnaire within a week positively for further course of action.

1. Sh. B B Kaura  
JS(A)
2. Ms. Shikha Kumar Mathur  
DDG(FEB)
3. Sh. S C Sharma  
DDG(C&A)
4. Sh. PK Panigrahi  
Sr. DDG (BW)
5. Sh. Shakeel Ahmed  
DDG(Estt)
6. Sh. Malay Shrivastava  
JS(T)
7. Sh. V V Singh  
Director  
WMO, New Delhi
8. Sh. Ashok Chandra  
Wireless Advisor

M. Joshi  
(NK Joshi)  
DDG (SU)

HL

to coordinate  
Dy. PSob Sep 2012

Dn/TJ

Today H

30/4/12  
Pl send it to BSM for  
comments & give a copy  
to me also

S. Chandra  
Smt. Chandra  
1/5/12

940/Dire CPSU-I  
11/5/12

व्युक्त (परम नार)  
Joint (Tote  
डा. Dv 2123...  
दिनांक/Date 30.4.12

ED-9001812371W

18/4



Government of India  
National Commission for Scheduled Castes

No. 3/9/Review-Central Ministries/2012/SSW-II Floor Vth, Loknayak Bhawan,  
Khan Market,  
New Delhi-110003  
Dated: - 28.03.2012

To

The Secretary,  
All Ministries/Departments  
(As per list attached)

**Sub: - Review & Monitoring of Rules of Reservation and service safeguard provided to the Scheduled Castes under the Constitution.**

Sir,

The National Commission for Scheduled Castes, has decided to Review the implementation of reservation policy for Scheduled Castes of your Ministry/ Department in order to safeguards provided to SCs in services under the Constitution of India.

Accordingly a copy of the questionnaire is enclosed herewith for furnishing the information duly filled to this Commission by 15th, April, 2012.

It is, therefore, requested to submit the above information to enable the Commission to fix up the date of review meeting.

. This may please be treated as **most urgent.**

Yours faithfully,

*(Signature)*  
(S. N. Meena)

Under secretary to Govt. of India

69/507/12  
20/4

14	M/o Communication & I.T., (D/o Telecommunication), Sanchar Bhavan, Ashoka Road, New Delhi - 11 0 001
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*Urgent*

*SET*

*25/4/12*

*BS(A)*

*DDG (F&A)*

*DDG (CR)*

*DDG (NW)*

*DDG (SH)*

*SS(T)*

*SSC*  
*MO*

1584/AS(T)  
19/4

2691-*(Signature)*  
18/4

427  
19/4/12



National Commission for Scheduled Castes

Questionnaire regarding implementation of reservation policy in Central Ministries and its attached/subordinate offices for Review meeting.

1. Please furnish a chart showing the organization set-up of the Ministry/ Deptt./ Organization.
2. Please give the composition of the Board indicating whether any of the members belongs to Scheduled Castes.
3. Please state the percentage of reservation applicable in favour of Scheduled Castes and the dates from which enforced in respect of:
  - (i) Posts filled by direct recruitment.
  - (ii) Posts filled by promotion.
4. Please state the procedures followed for direct recruitment to various level/categories of posts in various grades/indicating the concessions/ relaxations given to Scheduled Castes employees.
5. Please state the promotion policy followed in the Ministry/ Deptt./Organization indicating the relaxation/concessions given to Scheduled Castes employees in promotions.
6. What are the levels/categories of posts in the Ministry/Deptt./Organization both technical and non-technical for which reservation for Scheduled Castes has not been prescribed and the reasons therefore. Information may be given separately for direct recruitment and promotion indicating the level, pay scales and number of such posts.
7. Are there any subsisting agreements between the Ministry / Deptt./ Organization and the employees' Unions which come in the way of Government Policy on reservation for Scheduled Castes in the matter of direct recruitment and promotions, If so, give details.
8. Please furnish the backlog of SCs on vacancy based roster in all categories prior to 1.1.1997 and the short fall as switching over to post based roster vide DOP&T O.M. No. 3601212/96-Estt.(Res) dated 2.7.1997.
9. Please furnish a statement showing level-wise staff strength as on the date when reservation were enforced in the Ministry/Deptt/Organization and on 1.1.2009, 1.1.2010 and 1.1.2011 thus indicating the progress achieved in the following Performa separately.

1	2	3	4	5
Category/Level of Post	Total No. of Post	Number of SCs	Percentage of SCs	Remarks

Information in respect of Sweepers may be given separately.

9. (a) Please furnish statements, year-wise in the following Performa showing the recruitment made during the last three years i.e. 2009, 2010 & 2011.

Year	Category /Level of Posts	Total No. of Vacancies Occurred	Total No. of Vacancies Actually filled	No. of vacancies Reserved of SC			No. of Candidates Appointed.	No. of Vacancies Carried forward
				B/F from Prev's Yr.	Res'vd During the Year	Total		
1	2	3	4	5	6	7	8	9
2009								
2010								
2011								

9 (b) Please give the representation of Scheduled Castes on 1. Above.

9 (c) Please state the reasons for shortfall, if any in the employment of SCs against their reserved quota and the remedial measures taken or proposed to be taken to wipe out the shortfall.

10 Please indicate the number of backlog/shortfall vacancies of Scheduled Castes identified and number of vacancies filled in all the Special Recruitment Drives launched so far.

11 Please furnish a statement in the following Performa showing the total number of employees promoted and the number and percentage of Scheduled Castes. respectively among them during each of the last three years i.e. 2009, 2010 and 2011 in respect of various levels / categories of posts separately.

Year	Category/Level of Post	Total No. of Employees Promoted	Number of SCs Promoted	Percentage Of SCs Promoted	Remarks
1.	2.	3.	4.	5.	6.
2009					
2010					
2011					

12. The impact and the resultant action taken by the Ministry/Deptt./Organization on the DOP&T



- (1) O.M. No. 36012/28/96-Estt. (Res) Vol II dated 3.10.2000- Reservation in promotion- prescription of under qualifying marks/lessees standard of evolution.
- (2) O.M. No. 20011/1/2001-Estt. (D) dated 21.1.2002 -Seniority of SC/STs Govt. servant on promotion by virtue of rule of Reservation/Roster.
- (3) O.M. No. 36028/17/2001-Estt. (Res) dated 11.7.2002.-Reservation in promotion of SC/ST candidates promoted on their own merit.

13. Please indicate whether pre-recruitment and pre-promotion training is given to SC candidates? If so, please give details for level/categories of posts.

14. What are the checks devised by Ministry/Deptt./Organization to ensure that the reservation policy for Scheduled Castes is implemented properly.

15.(a) What is the procedure prescribed for redressal of grievances of Scheduled Castes employees?

(b) Has the Ministry / Deptt. / Organization appointed a Liaison Officer? If so, please indicate the level of Liaison Officer.

(c) Has a Scheduled Castes Cell been set-up under the direct control of Liaison - Officer? If so, please indicate the position of this cell and the staff attached to it.

(d) Is a complaint register being maintained in order to register the grievances of SC employees?

(e) How many complaints, were received from SC employees during each of the last three years?

(f) What was the nature of these complaints, the number of complaints disposed of favorably and the time taken for disposal of each complaint? The number and nature of complaints pending disposal may also be furnished.

(g) Have you come across any case (s) of harassment or discrimination against SC employees on grounds of social origin? If yes, please indicate the number of such cases during last three years and the action taken therein?

(h) Does the Ministry / Deptt. / Organization hold periodical meetings with Scheduled Castes employees to sort out their problems and grievances?

16 (a) Are rosters being maintained for direct recruitment and promotion for all posts as per orders on the subject?

(b) Is the procedure of grouping the posts in the direct recruitment adopted for maintaining rosters? If so, please give details indicating the posts with their pay scale covered under the grouping procedure. Also, please indicate the authority who approved the grouping of posts.



(c) Are the rosters being periodically inspected by Liaison Officer? If so, action taken on the inspection reports of the Liaison Officer for the last three years.

17. Is any representative of Scheduled Castes included in various recruitment Boards/ Selection Committees/ DPCs for the post wherein reservations/ Concessions for Scheduled Castes are applicable?
18. Is the number of posts reserved for Sc clearly indicated in the advertisements for direct recruitment? Also, please state whether copies of advertisements are sent to Welfare Associations and Organizations of Scheduled Castes?
19. Are the Scheduled Castes candidates interviewed on separate dates i.e. other than the days on which the general candidates are interviewed for various posts ?
20. According to the instructions issued by the Government, whenever recruitment is made on the basis of the competitive examination, centers for such examinations should be set-up at all places where a sizeable number of candidates appear in the examination in addition to usual centers of examination.
21. Please state whether these instructions are followed invariably? If not, what are the reasons?
22. State the procedure followed for de-reservation of vacancies reserved for Scheduled Castes.
23. Please, give the numbers of vacancies de-reserved and also the number of such vacancies separately for Scheduled Castes having been carried forward to three subsequent years in respect of various posts /level in last three years.
24. Please give the number of posts level /category-wise which were reserved for Scheduled Castes but were filled-up by promotion of general candidates for want of adequate number of eligible Scheduled Castes candidates where promotions were made by selection during the last three years.
25. Is there any specific transfer policy for the employees? If so, what concessions safeguards have been provided for Scheduled Castes, in this policy? A copy of the policy may be furnished.
26. Please give the number of employees sent for specialized training abroad during the last three years and the number of Scheduled Castes employees among them in each year.

27. Are there instances where persons have obtained employment in you Organization on the basis of false caste certificate? If so, please indicate the number of such cases, action taken and present position of each case. Also, please indicate the steps taken to avoid the occurrence of such cases.
28. Whether a chapter about implementation of reservation policy for Scheduled Castes is incorporated in the Annual Report of the Organization? If not, the reasons thereof. A copy of the latest Annual Report be enclosed.
29. Please give the details of the various schemes/ activities under taken up by the Ministry/Deptt./Organization for the welfare and socio-economic development of Scheduled Castes under the SCP of the Organization like adoption of villages, development in tribal areas etc.
30. Please intimate the number of Scheduled castes who have been allotted accommodation against the total number of employees provided such facilities.