



**GOVT OF NCT OF DELHI
HEALTH & FAMILY WELFARE DEPARTMENT
9TH LEVEL, A-WING, I.P. ESTATE, DELHI SECRETARIAT,
NEW DELHI**

No.F 2(110)/ H&FW /Admn/2011/ 9200 - 9245

Dated: 11/9/13

To,
**The All Superintendent
Health & Family Welfare Department,
Govt. NCT of Delhi.**

**The Medical Superintendent /Director/H.O.D.
All Govt. Hospital/Medical institutions,
Govt. NCT of Delhi.**

Sub.:- Implementation of instructions/guideline for inclusion of SC/ST category and Minority community members in the Selection Board/Committee.

Sir/Madam,

Please find enclosed herewith the latter dated 02/07/2013, received from Services Department, Govt. NCT of Delhi on the above mentioned subject , for your information and further necessary action in the matter at your end.

Yours faithfully

B.K.
11.9.13

**(BINOD KUMAR)
SUPERINTENDENT(ADMN)**

① A.O. K. (Admn) 11/9/13
② I.T. J.C. for uploady it on our website
12/9/13

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT- BRANCH -IV)
7TH LEVEL, 'B'-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002

No. F.19 (07)/2010/S-IV/1303-1306

Dated: 02/07/2013

To

HFO/13/8580
08/07/13

All Head of the Departments,
Local / Autonomous Bodies / PSUs under Govt. of N.C.T. of Delhi

Sub: Implementation of instructions / guidelines for inclusion of SC/ST category and Minority community members in the Selection Boards/Committees.

Madam / Sir,

Please find enclosed herewith a copy each of D.O. letter NO. 39016/7(s)/2006-Estt.(B) dated 11th April, 2013 alongwith copies of DOPT's O.M.s dated 8th January, 2007 and 4th June, 2010 regarding Implementation of instructions / guidelines for inclusion of SC / ST category and Minority community members in the Selection Boards / Committees.

In this regard, it is requested to comply these guidelines / instructions strictly.

Yours faithfully,

Encls: As above

Richa
(RICHHA)
JOINT SECRETARY (SERVICES)

No. F.19 (07)/2010/S-IV/1303-1306

Dated: 02/07/2013

Copy forwarded for information to: -

1. Pr. Secretary to Lt. Governor, Delhi.
2. Pr. Secretary to Chief Minister, Delhi.
3. Secretaries to Ministers.

Richa
(RICHHA)
JOINT SECRETARY (SERVICES)

Delhi Sachivalaya
R&I Br.
Govt. of NCT of Delhi

10/2/13

SSCS

10/2/13

GAD/2013/22726

To
Dy. No.

F.No.13039/7/2013-Plg.Cell
Government of India
Ministry of Home Affairs

383/1

MOST IMMEDIATE
Govt. of NCT of Delhi

04 JUN 2013

New Delhi, the 30th May, 2013

1. The Chief Secretary
Govt. of NCT of Delhi
Delhi Sachivalaya,
I.P. Estate, New Delhi-110002.
2. The Chief Secretary,
Government of A&N Islands,
Port Blair
3. The Chief Secretary,
Government of Puducherry,
Puducherry.
4. The Adviser to the Administrator,
UT Chandigarh,
Chandigarh.
5. The Administrator,
UTs of Daman & Diu and
Dadra & Nagar Haveli,
Secretariat Silvassa, Silvassa.
6. The Administrator,
UT of Lakshadweep,
Kavaratti.
7. The Commissioner of Police, Delhi
Delhi Police Headquarters,
I.P.Estate, New Delhi

Sub.: **Implementation of instructions/guidelines for inclusion of SC/ST category and Minority community members in the Selection Boards/Committees**

Sirs,

I am directed to enclose herewith a copy each of D.O. letter No.39016/7(s)/2006-Estt.(B) dated 11th April, 2013 along with copies of DOPT's O.M.s dated 8th January, 2007 and 4th June, 2010 addressed to Secretary(Boarder Management) received from D/o Personnel & Training on the above subject, which is self explanatory.

2. It is for all UT Administrations for strict compliance and requested to furnish the compliance report of the instructions/guidelines contained in the aforesaid O.M. directly to D/o Personnel & Training under intimation to the undersigned.

Yours faithfully,

(Smt. Neeta Gupta)

Dy. Secretary to the Govt. of India

11/6/13
Neeta Pandey

S. No. 11704

15/4

382/c

MAMTA KUNDRA
Joint Secretary (Estt.)
Tel. 23094276



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

544/Coord-1/2013
18/4/13

D.O. No. 39016/7(s)/2006-Estt.(B)

April 11, 2013

Dear Secretary,

Kindly refer to this Department's Office Memorandum No. 39016/7(S)/2006 – Estt (B) dated 8th January, 2007 & subsequent OM of even number dated 4th June, 2010 regarding Prime Minister's New 15 – Point Programme for the Welfare of Minorities – Measures to give special consideration to minorities in recruitment. (Copies enclosed).

2. I would like to invite the attention to the Para 3 of the above mentioned OM letters dated 8th January, 2007 requiring all appointing authorities to scrupulously observe the guidelines in the composition of selection Boards / Committees to have a representative belonging to minority community. Wide publicity was required to be given to all appointments in Govt., Public Sector Enterprises, Public Sector Banks, Financial Institutions & Railways for disseminating information about vacancies.

3. I shall be grateful if the compliance report of these instructions/guidelines pertaining to your ministries/departments be provided by 30.04.2013 so that the Cabinet is kept apprised of the position.

With regards,
Shri A. K. Mangotra,
Secretary,
Department of Border Management,
North Block, New Delhi.

Yours sincerely,

(Mamta Kundra)



✓
9/18/07
381

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

.....
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.

.....

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,

230 - 2- 30
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

379/e

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.

3786 (S)

PR 1 - 100

No. 39016/7(S)/2006-Estt.(B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, the 4th June, 2010.

OFFICE MEMORANDUM

Subject:- Inclusion of SC/ST category and Minority community members in the Selection Boards/Committees.

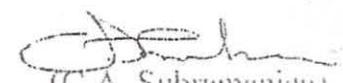
The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. of even number dated 8.1.2007 which was issued in pursuance of the Prime Minister's New 15 Point Programme for Welfare of Minorities. Para 3 (i) and (ii) of the aforesaid O.M. provided as follows:-

(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.

2. A doubt has been expressed regarding the applicability of above instructions in respect of Group A and B posts. It is re-iterated that the above instructions are applicable to Selection Committees/Boards for making recruitment to Group A and B posts also. Accordingly, all concerned authorities are requested to comply with the above guidelines while making recruitment to any category of posts.

Handwritten routing notes and stamps, including a box with 'To' and 'By' fields.


(C.A. Subramanian)
Director

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