

IMPORTANT CIRCULAR

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt. 110010

AN/VIII/19001/Circular/Vol-II

Date: 10.05.2013

To

J
The All PCA (FYS)/ PCsDA/CsDA

Sub:- Prime Minister's New 15 point Programme for the Welfare of Minorities to give special consideration to minorities in Recruitment.

The copies of Ministry of Personnel, PG & Pensions Deptt. of Personnel & Training O.M No. 39016/7(S)/2006-Estt (B) dated 8th January 2007 and 39016/7(S)/2006-Estt (B) dated 4th June 2010 on the above subject are forwarded herewith for information and compliance please.

Please acknowledge receipt and confirm compliance.

PKR
(Praveen Kumar Rai)
Sr.ACGDA(AN)

No.o.copy to:

✓ EDP Cell (LOCAL) :

For uploading on the website of the CGDA.

PKR
(Praveen Kumar Rai)
Sr.ACGDA(AN)

~~ANNEXURE~~
27/1/07

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.

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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.

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.

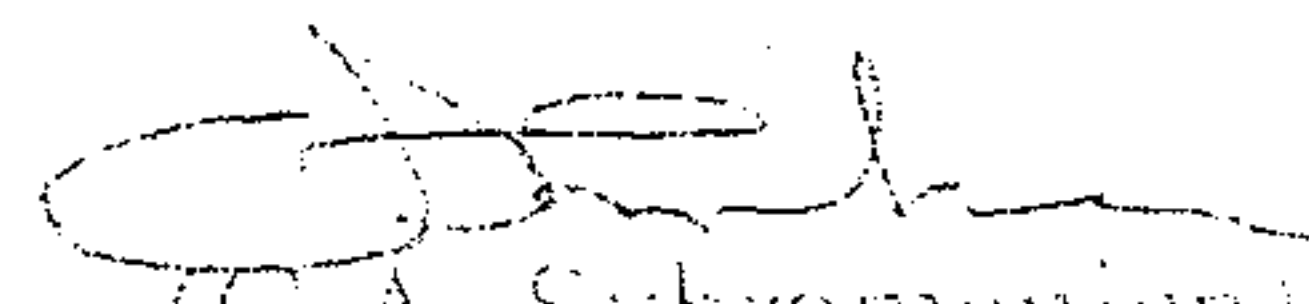
OFFICE MEMORANDUM

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.


(C.A. Subramanian)

Director

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