

Proforma for conducting inspection of rosters maintained for providing reservation for Scheduled Castes and Scheduled Tribes in service

Name of the Office

Date of last inspection

Name of post/group of posts

Date of current inspection

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotions (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster *viz* the one prescribed for (1) direct recruitment on an all India basis by open competition (2) direct recruitment on an all India basis otherwise than by open competition (3) direct recruitment on a local or regional basis or (4) promotion as the case may be is being followed.
3. Whether rosters are being maintained separately for (1) permanent appointment and temporary appointments likely to become permanent or to continue indefinitely and (2) purely temporary appointments of 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed *viz.*, appendix 4 to the Brochure.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.
6. Whether immediately after an appointment has been made the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointed authority or by the officer authorized to do so.
7. Whether any gap is left in the roster.
8. Whether the roster is being maintained in the form of a running account from year to year.
9. Whether before appointing a general candidate against reserved vacancy, (i) prior approval of the Department of Personnel for dereservation was obtained in the case of vacancies included in the rosters for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 26 of the Brochure to secure Scheduled Casts/Tribes candidates were taken in the case of vacancies included in the roster for purely temporary appointments.
10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H.A.O.M. No. 31/10/63 SCT(l), dated 27.03.1963 and 02.05.1963.
11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year.

12. Whether reservation has been carried forward to three subsequent years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in MHAO.M. No. 27/25/68 Estt.(SCT), dated 25th March 1970 before treating them lapsed.
13. Any other remarks.

Summing up

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, the particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer.

Designation.

Date.

Remarks of Head of
Department / Secretary of
The Ministry