



भारत सरकार  
राष्ट्रीय अनुसूचित जनजाति आयोग  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR SCHEDULED TRIBES

**Questionnaire for evaluation and monitoring of implementation of reservation policy (service safeguards) for Scheduled Tribes and schemes for their socio-economic development in Central Ministries/ Departments/ Organisation.**

Name of the Ministry \_\_\_\_\_

Name of the Department \_\_\_\_\_

Name of the Organisation \_\_\_\_\_

**1. Organisational Setup**

- (i) Please give the organizational chart of your Ministry/Department/ Organisation.
- (ii) Please indicate the Group-wise strength of your Ministry/ Department/ Organisation along with the representation of Scheduled Tribes in the following Table:

**TABLE 1**

Group of posts	Total No. of Sanctioned posts	Total No. of Employees in position	No. of ST Employees among them	Percentage of ST to total employees	Remarks
All Group 'A'					
Group 'A' at lowest rung ( entry by DR only) <u>Note:</u> In case induction is at the level, other than lowest rung, position in respect of all such levels to be indicated					
Group 'A' at lowest rung (to be filled by promotion)					
Group 'B'					

Group 'C'					
Group 'D' (other than Safai Karamcharies)					
Safai Karamcharies					
Total					

(iii) Please indicate separately the List of

(a) Attached Offices

(b) Subordinate Offices

(c) PSUs and Autonomous Organisations

under the administrative control of your Organisation/ Department/ Ministry.

(iv) Please indicate in a separate sheet/ sheets the Group-wise strength of each Attached/ Subordinate Offices/ PSUs and Autonomous Organisations under the Ministry/ Department/ Organisation if any, in the Performa as per TABLE 1 given above.

(v) Services/ Posts in respect of each Attached/ Subordinate Offices/ PSUs and Autonomous Organisations with respect to which your Ministry/ Department/ Organization is the Cadre Controlling Authority.

<b>(a) Name of the Service(s)</b>	<b>Name of Cadre Controlling Authority</b>	<b>Role of the Administrative Ministry</b>
i)		
ii)		
iii)		
iv)		
v)		

<b>(b) Name of the post/ posts</b>	<b>Scale of pay of the post.</b>	<b>Appointing Authority</b>
i)		
ii)		
iii)		

- iv)
- v)
- vi)
- vii)
- vii)

**2. Recruitment and Representation of STs. with reference to posts being controlled by the Ministry/ Department/ Organization**

- (i) Please give a brief note on the recruitment and promotion policy of all Grade/ posts indicating the available concessions/ relaxations for STs in direct recruitment and promotion. Copies of Recruitment Rules may be attached.
- (ii) Please furnish the information in the following TABLE with respect to sanctioned posts, number reserved for STs and unfilled reserved posts for the last three calendar years i.e. 2006, 2007 and 2008 in the format given below (**TABLE 2**) separately for Group 'A', 'B' 'C' & 'D' posts in direct recruitment and promotion.

**TABLE 2**

(Attach separate statement if necessary)

Year	Total No. of sanctioned posts	Percentage under		No. of vacancies occurred under		No. of vacancies actually filled under		No. of vacancies reserved for STs under		No. of ST candidates appointed (number of selections on own merit to be indicated in brackets) under		Shortfall		Backlog	
		DR	Pro	DR	Pro	DR	Pro	DR	Pro	DR	Pro	DR	Pro	DR	Pro
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Group 'A'														
2006															
2007															
2008															
	Group 'B'														
2006															
2007															
2008															
	Group 'C'														
2006															
2007															

2008															
	Group 'D'														
2006															
2007															
2008															

- (iii) Please also indicate whether any special efforts were made to fill up the unfilled reserved vacancies through Special Recruitment Drive(s) and the results thereof taking into consideration DoPT's guidelines contained in DoPT OM No. 36028/17/2001-Estt.(Res.) dated 5.08.2004 and A12027/1/2007-Estt(Pt) dated 4.11.2004 and F.No.36038/1/2008-Estt (Res.) dated 19/11/2008

**3. Maintenance of Rosters**

- (i) Whether separate rosters are being maintained for each post or group of posts separately for
  - (a) direct recruitment
  - (b) for posts filled by promotions (where reservation is applicable)?.

Please furnish details.

- (ii) Whether rosters are being maintained separately for
  - (i) permanent appointment or temporary appointments likely to become permanently or continue indefinitely
  - (ii) Ad-hoc appointments and purely temporary appointments of 45 days or more duration?.
  - (iii) Appointments made through outsourcing /contracts

Please furnish details.

- (iii) Whether steps have been taken to computerize the roster system? If yes, what difficulties are being faced and if not, the time-frame by which it will be established?
- (iv) Whether summary of the carry forward/ shortfall/ backlog/ excess of reserved vacancies is given in the roster register at the end of each recruitment year?
- (v) 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.

**4. (a) Relaxations and Concessions in Direct Recruitment and Promotions**

- (i) Please indicate the provision of concessions available to STs in the matter of Direct Recruitment and while making promotion to posts in groups 'C', 'B' and 'A' and within Gp 'A'.
- (ii) Whether up-to-date instructions contained in Chapter 9 of the DoPT brochure on reservation in services is being followed?. A copy of the internal instructions issued in this regard may be enclosed.

**(b) Seniority**

- (iii) Please indicate the problems if any, being faced in implementing the provision under Article 16 (4b) of the Constitution, relating to seniority of ST employees promoted earlier, for which instructions have also been notified vide DoPT O M dated 21.01.2002.

**5. Monitoring System for implementation of reservation policy**

- (i) What are the checks devised by your Ministry/ Department/ Organization to ensure that the reservation policy for STs is implemented properly in the Ministry and the Organisation/ PSUs under the control of the Ministry?.
- (ii) What is the procedure prescribed for redressal of grievances of Scheduled Tribes employees?
- (iii) Is a complaint register being maintained in order to register and monitor the grievances of ST employees?
- (iv) Whether Computerized Grievance Management System is being implemented or not?, if not, time frame for its establishment.
- (v) Has a Scheduled Tribes Cell been set up under the direct control of Liaison Officer? If so, please indicate the composition of this cell.
- (vi) Please indicate the name, designation, phone/ FAX number and e-mail addresses of the Chief Liaison Officer/ Liaison Officer in the Hq. Office and in the Attached/ Sub-Ordinate Office/ PSUs under the control of your Ministry/ Department/ Organization.
- (vii) Does your Ministry/ Department/ Organization hold periodical meetings with Scheduled Tribes employees/ ST Employees Welfare Association to sort out their problems and grievances? Please furnish details/ frequency of such meetings. The minutes of the last meeting with the Association may be enclosed.
- (viii) Please furnish details in the following TABLE 3 about the number of complaints received and disposed in respect of discrimination or violation of rights of ST employee:

**TABLE 3**

Year	Nature of complaints received during the year						
		Promotion	Seniority	Transfer	HRD including Training	Other type of harassment	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2006	No.						
	Disposal						
2007	No.						
	Disposal						
2008	No.						
	Disposal						

2009	No.						
	Disposal						
<b>TOTAL</b>	No.						
	Disposal						

(ix) Has any case of sexual harassment of ST women employee been brought to the notice of the Ministry/Department? If so, please furnish the details thereof and action taken.

**6. Dereservation of posts reserved for STs**

- (i) Please furnish the details of the posts reserved for STs inter-changed with SCs and vice-versa during last five years.
- (ii) Please furnish the details in the following TABLE 4 regarding proposals for dereservation of various posts in promotion and direct recruitment, if any, sent to the Deptt. of Personnel & Training & the National Commission for Scheduled Tribes for approval during last three years . In case dereservation proposal was not submitted to the National Commission for Scheduled Tribes, and post were dereserved, please explain the reasons thereof and the authority who had de-reserved the posts

**TABLE 4**

S.No.	Name of post	Grade and Pay Scale	Calendar year when ST vacancy arose	No. of ST reserved vacancies	Whether specific approval both of DoPT and NCST was received or not	If answer under Col. (6) is no, please indicate the Authority which approved dereservation and the grounds thereof.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
5						
6						
7						

**7. Selection procedure for appointing ST candidates**

- (i) Please indicate whether the Scheduled Tribe candidates are interviewed on separate dates i.e. other than the days on which the general candidates are interviewed for various

posts? A copy of the internal instructions issued in this regard may be enclosed.

- (ii) Please indicate whether any representative of Scheduled Tribes is included in various Recruitment Boards/ Selection Committees/ DPCs for the posts wherein reservations/ concessions for Scheduled Tribes are applicable? If, so, the level of ST representative as compared to the other members of the Recruitment Board/ Selection Committees/ DPCs may please be indicated? A copy of the internal instructions issued in this regard may be enclosed.
- (iii) Please also indicate whether at any occasion the ST representative(s) recorded note of dissent in the proceedings?.
- (iv) Please state whether the number of posts reserved for ST is clearly indicated in the advertisements for direct recruitment? Please state whether copies of advertisements are sent to Welfare Association and Organisations of Scheduled Tribes?

## 8. HRD and Training

- (i) Whether Ministry/ Department/ Organization has any HRD policy to provide extra support/ training to ST employees to enable them to cover up their deficiencies?. The details of such provisions may be spelt out for each category of employee.
- (ii) Please give the number of employees sent for specialized training abroad during the last three years and the number of Scheduled Tribes employees among them in each year.

## 9. Socio-economic development

- (i) Please give the details of the each scheme/activity undertaken by your Ministry/ Department/ Organization for the welfare and socio-economic development of Scheduled Tribes under the Tribal Sub-Plan of the Ministry/ Department/ Organization like development in tribal areas. Whether this information is also incorporated in the Annual Report of your Ministry/ Department/ Organization and subordinate offices and PSUs respectively?.
- (ii) Please indicate the allocation and expenditure of the funds allotted under the Tribal Sub Plan of the Ministry for the last 3 years in the following table:

(Rs. in Crores)

Year	Total Outlay	Amount allotted under Tribal Sub Plan	Expenditure incurred under		Percentage of expr. under TSP to total expr.
			Total Plan	Tribal Sub-Plan	
(1)	(2)	(3)	(4)	(5)	(6)
2006					
2007					
2008					

- (iii) Is there any project under the Ministry/ Department/ Organization which has involved or is likely to involve displacement of Scheduled Tribes? If yes, details thereof with the number of ST persons displaced/ to be displaced and scheme for their relief and rehabilitation. Information about the projects at conceptual stage may also be furnished.

## 10. Other related issues

- (i) Please furnish a set of transfer policy and Memorandum of agreement with the Employees Union or SC/ ST Employees Associations on the subject.
- (ii) Whether instructions issued by DoPT regarding protection to ST employees in the matter of transfer and postings are being followed?. A brief note on the transfer policy and the cases dealt in the last four years may be furnished.
- (iii) Please also state whether instances have come to the notice where persons have obtained employment in your 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.
- (iv) Whether a paragraph relating to representation of Scheduled Tribes (as also of Scheduled Castes) in services/posts in your organization and also in the attached and subordinate offices and PSUs is being incorporated in the Annual Report of your Ministry/ Department/ Organization and subordinate offices and PSUs respectively?.
- (v) Please indicate the number of Scheduled Tribes who have been allotted Government accommodation against the total number of employees provided such facilities.

### Additional Information to be furnished by Hospitals

#### (I) Academic activities - Admissions

S.No.	Name of course* run in the Medical College attached with the Hospital	Yr. 1		Yr. 2		Yr.3	
		Seats reserved for STs	Seats allotted to STs	Seats reserved for STs	Seats allotted to STs	Seats reserved for STs	Seats allotted to STs
a)	Under graduate courses						
(i)							
(ii)							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							
(viii)							
(ix)							
b)	Post Graduate courses						
(i)							
(ii)							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							
(viii)							
(ix)							



c)	M.Phil/ PHD courses/ Research Fellowships.						
(i)							
(ii)							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							
(viii)							
(ix)							

\* All courses included professional and vocational courses

## (II) Hostel facilities

		<u>Yr. 1</u>		<u>Yr. 2</u>		<u>Yr.3</u>	
1.1	No. of all Hostels						
1.2	Total No. of Seats						
1.3	Seats reserved for STs						
1.4	Seats allotted to STs						
2.1	No. of Hostels for STs only, if any						
2.2	Total No. of Seats						
2.3	Seats reserved for non-STs						
2.4	Seats allotted to STs						
2.5	Seats allotted to non-STs						

## (III) Medical and Health Services

- a) Please furnish details of schemes for weaker section of the society.
- b) Whether the scheme of free consultation, OPD services, medicines and Ward/ Room facilities for weaker sections of the society is available in the hospital. If so, the benefits flown to the Scheduled Tribes during last three years may be furnished.
- c) Whether the hospital is located in or near the tribal area/ scheduled area?. If so, whether priority and concession is given to the local tribals in matter of employment at appropriate level in the hospital.
- d) Whether all the medical as well as para-medical posts remained filled during the last three years?. If not, what was the impact in extending the requisite services to the tribal people during last three years.

- e) Whether local or satellite clinics have been set up by the hospitals and if so, the numbers functioning in tribal areas and the benefits accrued to the tribals during last three years.

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