

National Commission for Scheduled Castes

Questionnaire regarding implementation of reservation policy in PSUs/Public Sector Banks*.

1. Please furnish a chart showing the organization set-up of the Ministry/Deptt./Organization like PSUs/Public Sector Banks.
2. Please give the composition of the Board of Directors indicating whether any of the members belong to Scheduled Castes.
3. Please state the percentage of reservation applicable in favour of Scheduled Castes (SC) as per Recruitment Rules and the dates from which enforced in respect of:

Mode of recruitment	% of reservation	Date from which reservation is enforced
Posts filled by direct recruitment		
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 give details of the promotion policy followed in the Ministry/ Deptt./Organization/PSUs/Banks indicating the relaxation/concessions given to Scheduled Castes employees in promotions.
6. What are the levels/categories of posts in the Ministry/Deptt./Organization /PSUs/ Banks both technical and non-technical for which reservation for Scheduled Castes has not been prescribed and the reasons thereof. Information may be given separately for direct recruitment and promotion indicating the level, pay scales and number of such posts.

Level	Pay Scale	Number of posts
Group 'A'		
Group 'B'		
Group 'C' (including erstwhile Group 'D')		

*The information may be furnished in point wise form & sent in soft copy as well as hard copy.

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7. Are there any subsisting agreements between the Ministry /Deptt./Organization PSUs/ Bank 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 and linked Annexures.

8. Please furnish the backlog of SCs on vacancies based roster in all categories prior to 01.01.1997 and the short fall as switching over to post based roster vide DOP&T O.M. No. 3601212/96-Estt.(Res) dated 02.07.1997.

A) Backlog SCs on vacancy based roster in all category prior to 01.01.1997.

Level of post	No. of Backlog vacancies
Group 'A'	
Group 'B'	
Group 'C' (including erstwhile Group 'D')	

B) Short fall as on 02.07.1997 switching over to Post Based Roster.

Level	Shortfall
Group 'A'	
Group 'B'	
Group 'C' (including erstwhile Group 'D')	

➤ *However, Ministries/Departments who have not been reviewed earlier, may furnish Group wise backlog/shortfall of SCs during last ten years.*

9. Please furnish a statement showing level-wise staff strength as on the date when reservation were enforced in the Ministry/Deptt/Organization/ PSUs/ Banks and on 31.3.2016, 31.3.2017, 31.3.2018 and 2019 thus indicating the progress achieved in the following Performa separately.

Level-wise staff strength as on the date when reservation were enforced in all Group of Post.

S. No.	Total Staff	No.of SCs	% SCs

Staff Position* & as on 31.3.2016, 31.3.2017, 31.3.2018 and 31.03.2019**

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

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*The SC candidates who selected on their own merit may be excluded and information in respect of Sweepers may be given separately.

** If. in case, PSUs/Banks etc. have their regional offices, then data may be given region wise.

9. (a) Please furnish statements, year-wise in the following Performa showing the recruitment * & ** made during the last three years i.e. 2016, 2017, 2018 & 2019 (upto June,2019).

Year	Category /level of Posts	Total No. of Vacancies Occurred	Total No. 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
2016								
2017								
2018								
2019 (upto June,19)								

* The SC candidates who selected on their own merit may be excluded.

** If in case, PSUs/Banks etc. have their regional offices, then data may be given region wise.

9 (b) Please give the representation of Scheduled Castes on (a) 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 (a) Are rosters being maintained for direct recruitment and promotion for all posts as per orders on the subject? Date of last updation of Roster.

Mode of RRs	Level at which roster is maintained	The No. of Rosters	Date of upgradation of roster
Direct Recruitment			
Promotion			

(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.

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Grouping of posts

Level of posts	Pay scales	Authority who approved the Grouping
Group 'A'		
Group 'B'		
Group 'C' (including erstwhile Group 'D')		

(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. The dates of inspection of rosters may be furnished in table below, while comments & action taken reports may be furnished as Annexures and duly linked.

Inspection of rosters by Liaison Officer.

Year	Date of Inspection by Liaison Officer	Comments of Liaison Officer	Action Taken Report
2016			
2017			
2018			
2019 (upto June,19)			

11. Please indicate the number of backlog/shortfall vacancies of Scheduled Castes identified and number of vacancies filled in all the Special Recruitment Drives launched in last five years.

Special Recruitment Drive last five years

Years	Shortfall of SCs			Filled up		
	A	B	C (including erstwhile Group 'D')	A	B	C (including erstwhile Group 'D')
2016						
2017						
2018						
2019 (upto June,19)						

12. 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. 2015 -16, 2016 -17, 2017-18 & 2018-19 in respect of various levels / categories of posts separately.

Year	Category/Level of Post	Total No. of Employees	Number of SCs	Percentage Of SCs Promoted	Remarks

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		Promoted	Promoted		
1.	2.	3.	4.	5.	6.
2016-17					
2017-18					
2018-19					

13. The impact and the resultant action on each category of post 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.

(4)O.M. No. 36012/45/2005-Estt. (res.) dated 10.08.2010- Reservation in promotion of SC/ST candidates promoted on their own merit.

Level	No. of SCs selected on their own merit
Gr A	
Gr B	
Gr. C (including erstwhile Group 'D')	

14. Please indicate whether pre-recruitment and pre-promotion training is given to SC candidates? If so, please give details for level/categories of posts and date's of training given for the last three years 2016, 2017 & 2018 in form of a table.

No. of SCs Pre-Recruitment & Pre- Promotional training provided. Give separately

	2016-17	Date of training	2017-18	Date of training	2018-19	Date of training
Group 'A'						
Group 'B'						
Group 'C' (including erstwhile Group 'D')						

15. While doing the Recruitment in the Campuses does the Bank / PSUs etc. follow concessions and relaxations for SC's? What are the norms and the details thereof be specified for the last years ?

Level	Date of Compus.	Total selected	General	SCs	% of SCs
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	Rectt.				
Group 'A'					
Group 'B'					
Group 'C' (including erstwhile Group 'D')					

16. When conducting the Campus interview's and selecting the candidates does the Bank / PSUs etc. conduct pre examination training to the prospective SC candidates, mock interviews or group discussions and other similar related rips to the weaker section's of the society by the HR so that, these candidates especially from the rural and other backward areas are able to compete with the others and do not suffer any handicap. What are the measures that are adopted by the Bank/PSUs to ensure on these issues? Please elicit. Details may please be filled in the table below:

Details	Date of Pre-examination coaching	Interview/group discussion

17. While taking the persons for work on contractual basis does the Bank / PSUs etc. follow the rule of ensuring that the requisite percentages of persons belonging to the SCs are there? What is the systemic check to ensure these provisions? Details may please be filled in the table below:

Contractual basis

Category/ Level of post	Total selected	General	SCs	% of SCs

18. What are the checks devised by Ministry/Deptt./Organization to ensure that the reservation policy for Scheduled Castes are implemented properly. What are the levels of check & dates when the said checking was done may be furnished.

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

- (b) How many complaints, were received from SC employees during each of the last three years? Data may please be furnished in table below:

Sr. No.	No. of grievances	Opening Balance	Addition during the year	Closed / disposed off during the year.	Closing Balance
2016					
2017					

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2018					
2019 (upto June)					

A copy of complaint register of 2018-19 may be enclosed.

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

(d) 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 details of the staff attached to it.

(e) 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. The information to be furnished as per format:

Sr.No.	Number of complaints Opening balance	Nature of complaints	Disposed of favorably	The most frequent nature of complaints	Systematic correction measures taken	Number of closing balance

(f) 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.

Year	Opening balance of harassment & discrimination	Received during the year	No. of disposed off	Closing balance
2016				
2017				
2018				
2019 (up to June)				

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

The details of periodical meetings held for the last three years i.e. 2016, 2017 & 2018 and issues raised and copy of Action Taken Report may be furnished.

Year	Date of periodical meetings	Issues raised	Action Taken Report
2016			
2017			
2018			
2019 (upto June)			

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20. 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?

The list of recruitment board/ selection committee/DPC with names of SC members may be furnished for the last three recruitment years.

Year	Level of posts	selection committee	Name of SC Members
2016			
2017			
2018			
2019(upto June)			

21. Is the number of posts reserved for SCs 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? The copies of advertisement of last 3 years to be attached.

22. 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 ?

23 (a) 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.

Year	Date of interview for SCs	Date of interview for general
2016		
2017		
2018		
2019 (upto June,19)		

23 (b) Please state whether these instructions are followed invariably? If not, what are the reasons?

24 (a) State the procedure followed for de-reservation of vacancies reserved for Scheduled Castes.

Year	No. of post de-reserved in	The level of Competent Authority the permission was taken
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	'A'	'B'	'C'(including erstwhile Group 'D')	
2016				
2017				
2018				
2019(upto June,19)				

24 (b) 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.

25. 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.

Sr. No.	Years	Number of post reserved for SCs			Number of post filed by promotion of general candidates for non-availability of SC candidates	Level from which permission for the same was table
		A	B	C (including erstwhile Group 'D')		
	2016					
	2017					
	2018					
	2019 (upto June,19)					

26. 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.

27. 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.

Specialized training

Year	No. of employees trained	Total no. SC employees trained	% of SC
2016			
2017			

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2018			
2019 (upto June,19)			

28. Are there instances 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.

No. of cases	Action Taken	Present position of each case

29. 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.

30. Please give the details of the various schemes/ activities under taken up by the Ministry/Deptt./Organization PSUs/Banks 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.

31. Please intimate total number of accommodation available and the number of Scheduled castes employees who have been allotted accommodation against the total number of provided such facilities.

Type of hours	Total no. of accommodation	Provided to general	Provided to SCs	% of SC

32. Details of allocation and expenditure spent on the welfare of scheduled castes under corporate social responsibility during the last 5 years

Years	Total CSR Expenditure	Expenditure of CSR on SC beneficiaries	% of Expenditure on SC beneficiaries to the total CSR Exp.
2016-17			
2017-18			
2018-19			

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33. Please indicate the details of the Government Schemes with financial allocations and expenditure incurred by the PSU/Bank for the Welfare of Scheduled Castes during the last 5 years.

Sr. No.	Name of the scheme/programme	Allocation of Funds	Expenditure	Number of total beneficiaries	Number of SC beneficiaries
1	National Rural Livelihoods Mission (NRLM)				
2	National Urban Livelihoods Mission (NULM)				
3	Differential Rate of Interest Scheme (DRI)				
4	Scheme for Rehabilitation of Manual Scavenger (SRMS)				

34. Does the PSU run any Training Institute /Technical Schools indicate the details of the courses and the representation of the scheduled castes candidate in the training courses.

- Is there reservation for SCs for the Training in the Institute ?
- Percentage of reservation for SCs for the Training in the Institute.
- Does the institute follow the Govt. guidelines for extending relaxation in qualifying marks in admission- if yes, indicate %.
- Does the institute provide the fee concession to the reserved category students if so what is the extent of concession?
- Does the institute provide reservation to the SC students in the campus selection process.

35. What are the measure that are undertaking by the PSUs for publicity of its programmes/schemes, its salient feature with view to generate employment and also upliftment of the SCs. Please give specific example.

36. Does the Bank/PSU/Financial Institution disbursed loan to the SCs beneficiaries under the schemes during last five years.

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Sr. No.	Years	Name of scheme	Number of beneficiaries	Amount disbursed	Purpose of loan
			SCs	SCs	
	2014				
	2015				
	2016				
	2017				
	2018				

Signature &
Designation of Officer Authorized.