

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT – (BRANCH-IV)
5TH LEVEL, 'B'-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

No.F.19(31)/2023/Res./S.IV/385

Dated: 07/03/2024

OFFICE MEMORANDUM

Sub: Uploading of Reservation Rosters.

It is evident that various Agencies / Committees / Commissions / Govt. of India seek the information related to updated Reservation Rosters prepared by various Departments for verification with respect to proper implementation of Govt. instructions / guidelines.

In service matters, including reservation in civil posts, the OMs/instructions etc. issued by Govt. of India from time to time are applicable in the Govt. of N.C.T. of Delhi. DoP&T, Govt. of India, vide its O.M. dated 04.01.2013 has laid down that the responsibility of ensuring due compliance of orders & instructions pertaining to reservation of vacancies in favour of SCs/STs/OBCs/PwDs vests with the Liaison Officer of the concerned Department. The said O.M. had also been circulated by Services department vide circular dated 02.04.2013.

Further, for easy accessibility and clear understanding of rules on reservation/ concessions/ relaxations, the DoPT, Govt. of India have issued the relevant instructions on the subject (except Ex-servicemen) vide O.M. dated 14.10.2022 bearing subject - "Compendium of Instructions on Reservation in Appointments in Posts/Services in the Central Government". The said O.M. dated 14.10.2022 stipulates the different modalities including preparation and maintenance of reservation rosters etc., which has further been circulated by Services Department vide letter dated 21.02.2023 to all the HoDs of GNCT of Delhi for adherence and strict compliance.

Accordingly, all the Departments of Govt. of N.C.T. of Delhi are required to direct the concerned officer/official to upload the updated Summary of Reservation Roster(s) in the following format (for Ex-Cadre posts only), whereas, in respect of Planning Cadre, I.T. Cadre, GNCTDSS cadre, Stenographers cadre and Health Cadre (i.e. Medical, Para Medical & Nursing), the requisite action is to be taken by the concerned Cadre Controlling Authorities: -

Format for Roster Summary

Name of the Post : _____
Name of the Department : _____
Method of Recruitment : _____
Reservation Summary as on : _____

Earmarked for →	SC	ST	OBC	UR	Sanctioned Strength
No. of posts allocated					
No. of posts filled					
Shortfall / surplus					

Prepared By
Name & Signature

Liaison Officer
Name & Signature

Head of Office
Name & Signature

Note: to be uploaded by 15th February of every year.

*Mr. 8/3/24
Pl. upload
survivek*

The said Roster summary duly signed by the Liaison Officer be uploaded on public domain/Official website of Department every year i.e. latest by 15th February of every year.

Thereafter, all the Departments will submit a certificate to this effect latest by 28th February of every year as detailed below: -

Certificate

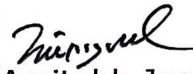
This is to certify that the Reservation Roster for the post of _____ has been prepared strictly in accordance with the extant OMs / Instructions etc. issued by Govt. of India from time to time. The said Reservation Roster has been thoroughly scrutinized and the Roster Summary has been uploaded on the public domain / official website of the Department i.e. http://_____.

(Name & Designation)
Liaison Officer
Mobile No.

Note: to be submitted by 28th February of every year.

Regarding the current Calendar Year-2024, it may be requested to upload the Roster Summary by 15th April, 2024 and compliance Certificate to be submitted by 30th April, 2024 positively.

This issues with the approval of the competent authority.


(Amitabh Joshi)
Dy. Secretary (Services)

No.F.19(31)/2023/Res./S.IV/385

Dated: 07/03/2024

Copy for information and necessary action to: -

1. All the Addl. Chief Secretaries/ Pr. Secretaries/ Secretaries/ Head of Departments, Govt. of N.C.T. of Delhi, Delhi.
2. Section Officers (Services-II & III branch), Services Department, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.

Copy for information to: -

3. Pr. Secretary, Department for the Welfare of SC/ST/OBC, Govt. of NCT of Delhi, B-Block, 2nd Floor, Vikas Bhawan
4. Chairperson, DSSSB, Govt. of N.C.T. of Delhi, FC-18, Institutional Area, Karkardooma, Delhi - 110 092.
5. Staff Officer to Chief Secretary, Govt. of N.C.T. of Delhi.
6. P.A. to Pr. Secretary (Services), Govt. of N.C.T. of Delhi.
7. Dy. Secretary-II (Services), Govt. of N.C.T. of Delhi.
- ✓ 8. Section Officer (Coordination), Services Department, with the request to upload this Office Memorandum on the website of the Services Department for information of all concerned.
9. Guard file.

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(Amitabh Joshi)
Dy. Secretary (Services)