

**COMMITTEE ON THE
WELFARE OF SCHEDULED
CASTES AND SCHEDULED
TRIBES
(1977-78)**

(SIXTH LOK SABHA)

SIXTH REPORT

MINISTRY OF EXTERNAL AFFAIRS

**Reservations for, and employment of, Scheduled Castes
and Scheduled Tribes in the Ministry of External
Affairs and its Subordinate Offices including Indian
Missions abroad**



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Corrigenda
to
Sixth Report of the Committee on the Welfare
of Scheduled Castes and Scheduled Tribes
(Sixth Lok Sabha).

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COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND
SCHEDULED TRIBES

(1977-78)

*Shri Ram Dhan—*Chairman*

MEMBERS

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2. Shri T. Balakrishnaiah
3. Shri B. Bhanwar
- **4. Shri Chand Ram
5. Shri Somjibhai Damor
6. Shri Biren Singh Engti
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18. Shri Purna Sinha
- ***19. Shri Suraj Bhan
20. Shri Bhausaheb Thorat

*Proceeded abroad on the 23rd September, 1977.

**Ceased to be members of the Committee on their appointment as Ministers of State w.e.f. the 14th August, 1977.

*Appointed by the Speaker as Chairman with effect from 23rd September, 1977 during the absence of Shri Ram Dhan, proceeded abroad.

(iv)

Rajya Sabha

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23. Shri S. Kumaran
24. Shri P. K. Kunjachen
25. Shri Yogendra Makwana
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SECRETARIAT

Shri Y. Sahai—*Chief Legislative Committee Officer.*

Shri H. L. Malhotra—*Senior Legislative Committee Officers.*

INTRODUCTION

1. The Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes having been authorised by the Committee to submit the Report on their behalf, present this Sixth Report (Sixth Lok Sabha) on the Ministry of External Affairs—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad.

2. The subject was examined by the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (1976-77) and necessary information obtained and evidence taken by them. That Committee, however, could not finalise their Report due to the sudden dissolution of the Lok Sabha on the 18th January, 1977.

3. The Committee on the Welfare of Scheduled Castes and Scheduled Tribes (1977-78) have perused the minutes of evidence and have come to their own conclusions which have been embodied in the Report.

4. The Committee (1976-77) took evidence of representatives of the Ministry of External Affairs on the 27th September, 1976. The Committee wish to express their thanks to the Officers of the Ministry of External Affairs for placing before the Committee material and information they wanted in connection with the examination of the subject.

5. The Report was considered and adopted by the Committee (1977-78) on the 11th October, 1977.

6. A summary of conclusions/recommendations contained in the Report is appended (Appendix IX).

NEW DELHI;
November 14, 1977
Kartika 23, 1899 (S.)

SURAJ BHAN,
Chairman,
Committee on the Welfare
of Scheduled Castes and
Scheduled Tribes.

REPORT

CHAPTER I

A. Organisation

It has been stated that the Ministry of External Affairs is responsible for the conduct of India's relations with foreign countries. The history of the Ministry of External Affairs, as it exists today, dates back to the year 1947 when it was set up under the name "Ministry of External Affairs and Commonwealth Relations" by amalgamating the former two departments of External Affairs and Commonwealth Relations of the Pre-independent Government of India. Subsequently in 1949, the Ministry was renamed as Ministry of External Affairs.

1.2. The Ministry has 3 Secretaries namely (i) Foreign Secretary (ii) Secretary (East) and (iii) Secretary (Economic Relations). In addition, there are three Additional Secretaries in the Ministry.

1.3. The Ministry consists of 19 Divisions. Nine of these are Territorial Divisions which deal exclusively with India's relations with foreign countries, each Division dealing with one country or a number of countries grouped on territorial basis. These are (1) African Division; (2) Pakaf Division; (3) West Asia and North Africa Division; (4) America Division; (5) Bangladesh Division; (6) North and East Asia Division; (7) Southern Division; (8) Europe East Division; and (9) Europe West Division. There are nine specialized Divisions viz. (1) Coordination Division; (2) Economic Division; (3) External Publicity Division; (4) Historical Division; (5) Legal and Treaties Division; (6) Passport, Visa and Consular Division; (7) Policy Planning and Review Division; (8) Protocol Division; and (9) United Nations Division. The remaining Division deals with Administration.

1.4. There are no attached offices of the Ministry of External Affairs. The Diplomatic and Consular offices have a peculiar and unique status and cannot be described either as attached or as subordinate offices. India has 127 Missions|Posts abroad.

1.5. The following Subordinate Offices are working under the control of the Ministry of External Affairs:—

- (i) The Central Passport Organisation and the Emigration Organisation which functioned as separate bodies till

1958, were amalgamated with effect from the 1st January, 1959, and renamed as the Central Passport and Emigration Organisation. There are eight Regional Passport Offices under the Central Passport and Emigration Organisation located at Delhi, Lucknow, Calcutta, Madras, Bombay, Ahmedabad, Chandigarh and Ernakulam. Another Regional Passport Office is being set-up at Hyderabad.

- (ii) External Affairs Hostel, New Delhi, intended to provide transit accommodation to officers and staff of the Ministry of External Affairs.
- (iii) The Ministry has a Branch Secretariat at Calcutta, attending to Liaison with Central Government Agencies located there, and West Bengal authorities in connection with arrangements for supplies to the Government of Bangladesh under the Indo-Bangladesh Economic Co-operation Programme and Liaison for all other functions on behalf of the Ministry with the Bangladesh Deputy High Commission in Calcutta.

1.6. The Indian Council for Cultural Relations (ICCR) is an autonomous body administratively controlled by the Ministry of External Affairs from April, 1970.

B. Reservation Orders and Exemption

1.7. It has been stated that reservation orders in favour of Scheduled Castes and Scheduled Tribes, as issued by the Ministry of Home Affairs and subsequently by the Department of Personnel and Administrative Reforms have been in force in the Ministry of External Affairs since 26th January, 1950. This is in pursuance of the orders of Government contained in the Ministry of Home Affairs' Resolution No. 42|21|49-NGS dated the 13th September, 1950. In working out details of proposed recruitment to any of the posts in the Ministry of External Affairs, the Personnel Sections concerned are required to consult the reservation orders in force and to make sure that the quotas required, if any, are taken into account. This procedure is followed when a proposal for promotion is placed before a Departmental Promotion Committee or when a requisition for candidates is placed for recruitment through an open competitive examination or through a limited departmental competitive examination conducted by the Union Public Service Commission or the Institute of Secretariat Training and Management or the Subordinate Services Commission. The proposed manner of filling vacancies which shows details of the quotas

allotted to the reserved categories are also required to be approved by the Head of Department of the Ministry of External Affairs. A check on the implementation of the various instructions issued in regard to reservations, is kept by the General Administration Section in the Ministry of External Affairs which coordinates action on this subject and collects from time to time facts and figures relating to reservations in different grades in the Ministry and its subordinate offices, for submission to the Department of Personnel and Administrative Reforms and to the Commissioner for Scheduled Castes and Scheduled Tribes.

1.8. In respect of Group 'C' and Group 'D' posts in the Central Passport and Emigration Organisation, the orders regarding reservation of posts are implemented by the Regional Passport Officers. Appointments by promotion, or any of the other methods provided for in the rules, to other posts i.e. Group 'A' and 'B' posts is made by the Ministry of External Affairs, and compliance with reservation orders is ensured in the same manner as in respect of posts in the Ministry of External Affairs.

1.9. In the External Affairs Hostel the orders regarding reservation of posts are implemented by the Manager of the Hostel and supervised by the Ministry of External Affairs and compliance is ensured in the same manner as in respect of posts in the Ministry.

1.10 Asked whether reservation orders are applicable to all the posts in the Ministry of External Affairs, the Ministry, in a note submitted to the Committee, has stated that the reservation orders are not applicable in case of the following categories of posts:

- (i) Grades I to IV of the Indian Foreign Service.
- (ii) Research posts.
- (iii) Staff in the Minister's office including Minister of State, Deputy Minister and Prime Minister's Special Envoy.
- (iv) Posts in the Legal & Treaties Division.
- (v) Posts in the Bureau of Security.
- (vi) Interpreters.
- (vii) Staff in the Government Hospitality Organisation
- (viii) Miscellaneous Isolated Posts.

1.11. The number of persons holding posts, category-wise to which reservation orders are not applicable, and the number of

Scheduled Castes and Scheduled Tribes among them have been stated to be as follows:—

Category	No. of Posts	No. of persons	No. of Scheduled Castes	No. of Scheduled Tribes
Group A (IFS)	181	172	5	1
Group A (Others)	91	77		
Group B	45	42	1	
Group C	99	90	2	
Group D	52	50	24	

1.12. Clarifying the position further, the Ministry of External Affairs, in a note submitted to the Committee, has stated that there are no reservations in Grades I to IV of the Indian Foreign Service as they fall in the category of posts filled by promotion and by selection through merit, and they are also above the lowest rank of Class I posts. These posts are of Ambassadors, High Commissioners and other service posts and selection is made by the Foreign Service Board. Although there are no reservations for these posts, a large number of Scheduled Castes and Scheduled Tribes persons are working against these posts.

Staff in the Minister's office including Minister of State, Deputy Minister, Prime Minister's Special Envoy and posts in the Bureau of Security are also exempt from the reservation orders and they are filled by deputation.

Staff in the Government Hospitality Organisation has been initially filled by deputation and as such reservation orders are not applicable. A check is, however, being made whether, in the subsequent appointments in the said organisation, reservations are called for in accordance with the instructions issued by the Department of Personnel and Administrative Reforms in this regard.

There are also miscellaneous isolated posts in the Ministry of External Affairs. These posts have either been filled by deputation or transfer and as such the reservation orders are not applicable to these posts.

Research posts, posts in the Legal and Treaties Division and Interpreters carry specialised qualifications. Records available with the Ministry do not contain any indication whether the question of

exempting these posts from the purview of reservation orders had been specifically considered in the past. The Ministry of External Affairs consider these posts to be technical and research posts and as such could be exempted by them with the approval of the Minister of External Affairs in case of gazetted posts and in case of non-gazetted posts, the Department of Personnel and Administrative Reforms has to be consulted before the exemption is made. However, the overall position with regard to reservations against these posts is being reviewed by the Ministry of External Affairs in consultation with the Department of Personnel and Administrative Reforms and reservation orders would be applied henceforth in all cases where required. The Ministry of External Affairs has in the meantime decided to follow the reservation orders for posts at the level of Assistant Legal Advisers and below in the Legal and Treaties Division. The total number of posts in the Legal and Treaties Division is 22, the number of posts in the grade of Assistant Legal Advisers, and below being 17. The break up of these 22 posts is as follows:—

Joint Secretary (L & T)	1
Director	1
Deputy Directors	3
Assistant Legal Advisers	5
Law Officers	10
Legal Assistants	2

1.12. At present, all the above posts are filled in accordance with the provisions of the Recruitment Rules. Action has since been taken by the Ministry of External Affairs to maintain the prescribed rosters to indicate the required reservations for all future recruitment.

1.14. The Committee are distressed to note that a large number of posts have been kept outside the purview of the Reservation Orders in favour of Scheduled Castes and Scheduled Tribes by the Ministry of External Affairs. The Committee see no reason why Reservation orders have not been made applicable to these posts in view of the fact that there has been improvement in the educational and socio-economic standards of the Scheduled Castes and Scheduled Tribes over the last few years. The Committee would like the Ministry of External Affairs to review the whole policy of making Reservation Orders applicable in toto to all the posts in consultation with the Department of Personnel and Administrative Reforms. In this connection the Committee would like to draw the attention of

the Ministry of External Affairs to the following recommendations contained in para 1.56 of their Forty-first Report (Fifth Lok Sabha) on the Reservations for Scheduled Castes and Scheduled Tribes in services:—

“The Committee are in principle opposed to any category of posts being exempted from the purview of reservations. The Committee, therefore, recommend that all exemptions from the rule of reservations for Scheduled Castes and Scheduled Tribes should be done away with.”

1.15. The Committee are unhappy to be informed that records available in the Ministry of External Affairs do not contain any indication whether the question of exempting of posts in the Legal and Treaties Division of the Ministry from the purview of Reservation Orders had been considered at any stage. The Committee, however, note that the Ministry of External Affairs has now decided to make the Reservation Orders applicable in case of posts at the level of Assistant Legal Advisers and below in this Division. The Committee expect that all the posts arising in future at this level will actually be filled by Scheduled Castes and Scheduled Tribes till such time their quota is completed.

C. Liaison Officer

1.16. The Committee have been informed that the General Administrative Section in the Ministry of External Affairs deals with matters relating to the Scheduled Castes and Scheduled Tribes. This section is under the charge of Under Secretary (G.A.) and he functions in such matters as a Liaison Officer would normally function.

1.17. During evidence, the Committee drew the attention of the representative of the Ministry of External Affairs to the following instructions issued by the Department of Personnel and Administrative Reforms in this regard on the 27th May, 1976:—

“It may not always be feasible to nominate an officer of the rank of Director (instead of Deputy Secretary) as Liaison Officer and further the posts of Directors are only selection grade posts of Deputy Secretaries and their duties are interchangeable. The number of Posts of Directors will also be small and in some Ministries/Departments and it is requested that where at present in a Ministry/Department an officer lower in rank than a Deputy Secretary is nominated as Liaison Officer an officer at least of the

rank of Deputy Secretary should be nominated as Liaison Officer."

1.18. Asked why a Director or a Deputy Secretary could not be appointed as a Liaison Officer in place of an Under Secretary in the Ministry of External Affairs, the Committee have been informed that if a Director or a Deputy Secretary is put solely in charge of that work, he will be under-worked, as the Ministry of External Affairs is a small one as compared to some other Ministries which have a large number of employees. The appointment of an Under Secretary is a matter of administrative convenience. The representative of the Ministry of External Affairs, however, informed the Committee that steps would be taken to appoint a Director or a Deputy Secretary instead of an Under Secretary as a Liaison Officer in the Ministry in order to comply with the instructions issued by the Department of Personnel and Administrative Reforms in this regard.

1.19. During the course of evidence, the Committee desired to know as to how it would be possible for one officer in the Ministry of External Affairs to look after the interests of Scheduled Castes and Scheduled Tribes in the Regional Passport and Emigration Offices which are located at different places in the country. The Committee have been informed that the Regional Passport Offices maintain their rosters and they forward their data to the Passport and Visa Division in the Ministry of External Affairs and from there it is being sent to the General Administrative Section in the Ministry of External Affairs.

1.20. In reply to another question, the representative of the Ministry of External Affairs, in his evidence, has stated:—

"I submit that there is possibly a good cause for increasing the number of persons put on the job..... Perhaps some strengthening is necessary. I am myself not fully satisfied that all statistics that should have come in have come in."

1.21. The Committee note that the Ministry of External Affairs have agreed to appoint a Director/Deputy Secretary in place of an Under Secretary as Liaison Officer to watch and safeguard the interests of Scheduled Caste and Scheduled Tribe employees. The Committee need hardly high-light the duties of a Liaison Officer as laid down in the Brochure on Reservation for Scheduled Castes and Scheduled Tribes and desire that these should be scrupulously

performed. The Committee would also like the Ministry of External Affairs to appoint Liaison Officers in all the Regional Passport Officers, etc. to watch the interests of Scheduled Caste and Scheduled Tribe employees in those offices.

D. Cell

1.22. In a note submitted to the Committee, the Committee have been informed that there is no special cell in the Ministry of External Affairs exclusively for the purpose of ensuring compliance with the reservation orders. The functions of the cell are being carried out through the General Administrative Section which has the responsibility of co-ordinating the implementation of the reservation orders.

1.23. During the course of evidence, the Committee have drawn the attention of the representative of the Ministry of External Affairs to the instructions issued by the Ministry of Home Affairs in 1969 that Ministries/Department should set up a cell within the Ministry/Department under the direct control of the Liaison Officer and the functions of the cell should mainly be to assist the Liaison Officer to discharge his duties effectively. The representative of the Ministry of External Affairs, while clarifying the position, has stated that they had a General Administrative Section comprising one Section Officer, one Assistant and one L.D.C. for co-ordinating the implementation of reservation orders. The name of this Section would be changed accordingly and this Section would assist the Liaison Officer to discharge his duties effectively.

1.24. The Committee need hardly point out that mere changing of the name of the General Administration Section to the Cell is not going to yield the desired results unless the Cell is strengthened and geared up to assist the Liaison Officer to discharge his functions effectively and purposefully. The Committee would suggest that the Cell should be properly manned so that it functions gainfully.

CHAPTER II
RECRUITMENT AND PROMOTIONS

A. Recruitment Procedure

2.1. The Committee have been informed that the posts in the Ministry of External Affairs and its subordinate offices, including Indian Missions/Posts abroad fall into the following categories:—

A. Regularly constituted cadres

- (i) Indian Foreign Service
- (ii) Indian Foreign Service Branch 'B'
- (iii) Combined Research Cadre
- (iv) Information Service of India

B. Other categories not constituted into regular cadres, including isolated posts.

- (i) Class III (non-Ministerial) and Class IV posts
- (ii) Posts in Legal & Treaties Division
- (iii) Interpreters/Translators
- (iv) External Affairs Library
- (v) Hindi Translators/Officers
- (vi) Posts relating to Security
- (vii) Personal Staff of Minister/Deputy Minister
- (viii) Miscellaneous

C. Temporary posts in Missions/Posts to which local recruits are appointed.

D. Subordinate offices

- (i) Regional Passport Offices which belong to the Central Passport and Emigration Organisation.
- (ii) External Affairs Hostel.

The procedure for recruitment of personnel to the above mentioned categories of posts has been stated to be as follows:—

(a) (i) *Indian Foreign Service*

2.2. Recruitment to the Junior Scales of the Indian Foreign Service is made annually through the open combined competitive examination held by the U.P.S.C. for the I.A.S. and other Class I service.

2.3. Appointment to the Senior Scale of the Indian Foreign Service is made by promotion from among officers in the Junior Scale, except that such number of posts in the Senior Scale not exceeding

15 per cent of the posts in Senior Scale and above in the Cadre (excluding half of the posts of Heads of Missions and Posts) are filled in consultation with the U.P.S.C., by promotion on merit from among officers of Grade I of the Indian Foreign Service. Recruitment to all posts above Senior Scale is made by promotion only. A copy of the Recruitment Rules is at Appendix I.

(a) (ii) *Indian Foreign Service (B)*

(a) *Grade I*

2.4. All posts in Grade I of the Indian Foreign Service (B) are filled by promotion from the next lower grade.

(b) *The Integrated Grades II and III*

(*Section Officer*)

2.5. One-sixth of the vacancies in the integrated Grades II and III (*Section Officer*) are filled by direct recruitment through the combined open competitive examination held by the Union Public Service Commission for the Indian Administrative Service, etc., and the balance by promotion from Grade IV (*General Assistants*) of the Indian Foreign Service (B) General Cadre and Grade II of the Cypher Sub-Cadre (*Cypher Assistants*). One-third of the vacancies of the promotion quota are filled through a limited departmental competitive examination held by the Union Public Service Commission, for which officers of Grade IV of the General Cadre (*General Assistants*), Grade II of the Cypher sub-cadre (*Cypher Assistants*) and Grade II of the Stenographers sub-cadre (*Personnel Assistants*) are eligible. The remaining vacancies in the promotion quota are filled by promotion on the basis of seniority subject to rejection of the unfit of officers of the Grade IV (*General Assistants*) and Grade II of the Cypher Sub-Cadre (*Cypher Assistants*).

(c) *Grade IV of Indian Foreign Service 'B'*

(*General Assistant*)

2.6. 25 per cent of the vacancies in Grade IV of Indian Foreign Service 'B' (*General Assistant*) are filled by promotion of officers of Grade V on the basis of seniority subject to rejection of the unfit and 75 per cent by direct recruitment on the basis of an open competitive examination held by the Union Public Service Commission. A proposal is under consideration to increase the promotion quota.

(d) *Grade V (U.D.C.)*

2.7. All posts in this grade are filled by promotion on the basis of seniority subject to rejection of the unfit of officers in Grade VI (*LDCs*).

(e) *Grade VI (L.D.C.)*

2.8. Upto 10 per cent of the posts in Grade VI (LDC) are filled by promotion of Class IV employees of the Ministry of External Affairs on the results of an examination held for the purpose by the Institute of Secretariat Training and Management. The remaining vacancies are filled on the basis of an open competitive examination held by the said Institute or the Subordinate Services Commission. The rules also provide that the Ministry of External Affairs may fill upto five per cent of the vacancies arising in a year by appointment of a son or a daughter or wife or husband or brother or sister of a Government servant who dies during the period of his service or is retired on medical grounds.

(f) *Selection Grade of the Stenographers' Sub-Cadre (Personal Secretary)*

2.9. All posts in the selection Grade of the Stenographers' Sub-Cadre (Personal Secretary) are filled by promotion on seniority subject to rejection of the unfit of Grade I Stenographers.

(g) *Grade I of the S.S.C. Stenographers' Sub-Cadre (Senior P.A.)*

2.10. 50 per cent of these posts are filled by promotion of Grade II Stenographers on seniority, subject to rejection of the unfit; the balance is filled in by promotion through a Limited Departmental Competitive Examination held by the Union Public Service Commission for which Grade II Stenographers are eligible.

(h) *Grade II of Subordinate Services Commission (P.A.)*

2.11. 62-1/2 per cent of the vacancies are filled by direct recruitment on the results of an open competitive examination held by the Union Public Service Commission, and the balance by promotion on seniority subject to rejection of the unfit of Grade III Stenographers.

(i) *Grade III of Subordinate Services Commission*

2.12. All posts in the above grade are filled by direct recruitment through a Limited Departmental Competitive Examination held by the Institute of Secretariat Training and Management or the Subordinate Services Commission.

(j) *Grade II of the Cypher Sub-cadre (Cypher Assistant)*

2.13. Upto 25 per cent of the vacancies in Grade II of the Cypher Sub-Cadre are filled by transfer from Grade IV of the general cadre (General Assistants) and the balance by promotion through a Limited Departmental Competitive Examination held by them to which officers of Grade V and VI of the General Cadre (UDC's, LDC's), and Grade III of the Stenographers' Sub-Cadre are eligible.

(a) (iii) Combined Research Cadre

2.14. Appointment to the grade of Research Officer i.e. the junior-most grade in the Combined Research Cadre, is made through direct recruitment by the Union Public Service Commission. Appointments to the grade of Senior Research Officer and Deputy Director is made by promotion from the grade of Research Officer, failing which by transfer/deputation. Likewise, appointment to the grade of Director is made by promotion from the grade of Deputy Director failing which by transfer on deputation.

2.15. The Combined Research Cadre was formed on the 13th December 1973 and its objective was to bring Research personnel working in different Sections into one cadre. The number of persons in all categories brought on transfer/deputation to the Ministry of External Affairs from other Ministries, etc. during the period from 1971-76 and the number of Scheduled Castes and Scheduled Tribes among them are given below:

Year	No. of Deputa- tionists/ transferees	No. of Scheduled Castes among them	No. of Scheduled Tribes among them
1971-76	148	4	..

2.16. The total number of persons appointed in the Cadre during each of the last five years and the number of Scheduled Castes and Scheduled Tribes among them are given below:

Year	No. of persons			No. of Scheduled Castes and Scheduled Tribes among them
	Deputy Director	Senior Research Officer	Research Officer	
1971	..	2**	7@	..
1972	..	3**	4@	..
1973	1*	2**	1@	..
1974
1975	1*	1**

*Regular Senior Research Officers appointed as *ad-hoc* Deputy Directors.

**Regular Research Officers appointed as *ad-hoc* Senior Research Officer

@Grade IV of IFS(B) appointed as *ad-hoc* Research Officers.

NOTE : 1. The above *ad-hoc* appointments have been made because regular candidates to be recruited under the Rules are not yet available.

2. Six regular Research Officers (including one belonging to Scheduled Tribe) have been selected by U.P.S.C. and will join in due course.

2.17. 12 Officers belonging to Grade IV of Indian Foreign Service (B) (General Assistants) have been appointed as Research Officers on an *ad-hoc* basis in the last five years as indicated above. In addition, 6 Research Officers have been selected in accordance with the Recruitment Rules of the Combined Research Cadre, through the Union Public Service Commission and are due to join shortly. Of the 12 *ad-hoc* appointees, none belongs to Scheduled Castes/Tribes. Among the six Research Officers recruited through the Union Public Service Commission, there is one Scheduled Tribe Officer.

2.18. The above research posts come under the exempted category and as such reservation orders are not applicable, either for *ad-hoc*, appointments or regular appointments.

(a) (iv) *Information Service of India*

2.19. Under the rules, recruitment to this Cadre was stopped in 1959 and posts which fell vacant since then due to retirement, death, etc. have not been filled. All posts in grades except the junior-most grade of Information Officer are filled by promotion.

B. *Other groups not constituted into regular Cadres, including isolated posts.*

2.20. There are 62 miscellaneous isolated posts in the Ministry. The detailed break-up of these posts is at Appendix I.

2.21. The categories into which these posts fall are as follows:—

	No. of Posts
Group A	12
Group B	18
Group C	31
Group D	1

According to the Recruitment Rules, these posts are filled by transfer or deputation and as such, the reservation orders are not applicable to these posts.

C. *Temporary posts in Missions/Posts abroad to which local recruits are appointed.*

2.22. Reservation orders are not applicable to the temporary posts in the Missions/Posts abroad as recruitment is made to these

posts ordinarily from the nationals of that country. The Indian nationals settled abroad are, however, considered in case they apply for that post. Many of these posts are filled by persons who are not Indian Nationals.

D. Subordinate Offices

(i) Central Passport and Emigration Organisation

2.23. The following subordinate offices come under the administrative control of the Ministry of External Affairs:—

- (i) Regional Passport & Emigration Office, New Delhi.
- (ii) Regional Passport & Emigration Office, Bombay.
- (iii) Regional Passport & Emigration Office, Calcutta.
- (iv) Regional Passport & Emigration Office, Madras.
- (v) Regional Passport & Emigration Office, Ahmedabad.
- (vi) Regional Passport & Emigration Office, Chandigarh.
- (vii) Regional Passport & Emigration Office, Lucknow.
- (viii) Regional Passport & Emigration Office, Ernakulam.
- (ix) External Affairs Hostel, New Delhi.

2.24. For the purpose of recruitment to Group A, Group B and some Group C posts, all the Regional Passport and Emigration offices constitute one single organisation, viz., the Central passport and Emigration Organisation which is also subject to the orders regarding reservations in favour of Scheduled Castes and Scheduled Tribes. As in the Ministry of External Affairs, these orders have been enforced from the 26th January, 1950, or, in the case of the offices which were opened later, from the date of opening of the office.

2.25. Recruitment to the posts in Central Passport and Emigration Organisation is made in accordance with the recruitment rules (Appendices III & IV).

(ii) External Affairs Hostel, New Delhi

2.26. External Affairs Hostel, New Delhi started functioning in January, 1965 and the orders regarding reservations in favour of Scheduled Castes and Scheduled Tribes have been effective from that date.

Recruitment to the posts in the External Affairs Hostel is made in accordance with the recruitment rules (Appendix V.)

B. Concessions and relaxations

2.27. The Committee have been informed that in grades where recruitment is through an open competitive examination held by the Union Public Service Commission or the Institute of Secretariat Training and Management or the Subordinate Services Commission, concessions/relaxations made for Scheduled Castes and Scheduled Tribes at the time of recruitment/written examination/interview are under the jurisdiction of these examining bodies, in accordance with instructions on the subject issued by Government. There is only one Departmental Examination which is arranged by the Ministry of External Affairs without the association of the Union Public Service Commission or other examination bodies, i.e. for recruitment to Grade II of the Cypher Sub-Cadre. Reservations are provided for in the case of appointments made through this examination on the same lines as for other departmental examinations conducted by the Union Public Service Commission/Institute of Secretariat Training and Management. There are no specific concessions/relaxations provided for in the written examination itself. No interview has been prescribed as part of the procedure for recruitment through this examination.

2.28. In competitive examinations including Limited Departmental Competitive Examinations, the following relaxations/concessions are given to the Scheduled Caste and Scheduled Tribe candidates:—

- (i) the age limit is relaxed to a minimum to the extent of five years; and
- (ii) one-fourth of the examination fee is required to be paid.

2.29. Promotions to different grades in the Ministry of External Affairs (including Indian Missions/Posts abroad which constitute an integral part of the Ministry) and Subordinate Offices are made either on the basis of (i) promotion after consideration by a duly constituted Departmental Promotion Committee, or (ii) on the basis of Limited Departmental Competitive Examination. In keeping with general Government practice, departmental promotions are either on the basis of merit, or on seniority-cum-fitness, depending on the Recruitment Rules for the Grade.

2.30. In cases where promotions are made on merit, the concessions/relaxations given to the Scheduled Caste and Scheduled Tribe officers are those specified in the Departmental Personnel and Administrative Reforms O.M. No. 10/41/73-Estt(SCT), dated the 20th July, 1974.

2.31. Among the grades where the reservation orders apply, this mode of promotion i.e. on merit is followed only in the case of promotion to Grade I of Indian Foreign Service (B).

2.32. In the case of promotions on seniority-cum-fitness, the procedure is that two separate lists of eligible officers are prepared i.e. for officers in the un-reserved category and officers in the reserved category respectively. The confidential records of officers in the reserved category are adjudged by Departmental Promotion Committee independently from those in the unreserved category.

2.33. The norms employed by the Departmental Promotion Committee for judging the performance of officers in the reserved categories are the same as those followed in general by all Government Departments.

2.34. Only one Limited Departmental Examination has been conducted by the Ministry of External Affairs so far i.e. for recruitment to the Cypher Assistant's Grade. This examination was held in 1975 and no relaxation in the age limit and examination were required as no maximum age limit or any examination fee were prescribed for this examination.

2.35. As regards relaxations/concessions in the written examination, the Ministry of External Affairs has stated that the answer papers of the Scheduled Caste and Scheduled Tribe candidates were evaluated separately and a more lenient standard of assessment was adopted in this case. The Departmental Promotion Committee has laid down a minimum of 55 per cent, as qualifying marks for the examination. All the Scheduled Castes and Scheduled Tribes who appeared in the examination secured more than 55 per cent of the marks.

2.36. The Committee note the recruitment procedure being followed by the Ministry of External Affairs for recruitment of personnel to man the various categories of posts under their control. The Committee also note that the bulk of recruitment is being done through the Public Service Commission|Subordinate Service Commission.

2.37. The Committee are unhappy to note that hardly any concessions/relaxations are given to the Scheduled Caste and Scheduled Tribes candidates at the time of written examinations/interviews. The Committee would like the Ministry of External Affairs to consider what specific relaxations/concessions could be given to the Scheduled Caste and Scheduled Tribe candidates, so as to improve their intake in the services of the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad.

C. Maintenance of Rosters

2.38. The Ministry of External Affairs, in a note, have stated as follows:—

(a) *Indian Foreign Service Cadre*

The roster is being maintained from 1950.

(b) *Indian Foreign Service (B) Cadre*

This cadre was constituted in 1956. Rosters have been maintained for reservations in appointments to different grades in accordance with Government's instructions from different dates after 1957, which was the year when the initial constitution of the Service was formally closed. The date from which a roster was required to be maintained varies from grade to grade. In the case of direct recruitment, since the reservation provisions have been applied from the date of constitution of the Service, rosters have been maintained from that date. In promotions within the category of Class II posts and from Class II to Class I, reservation provisions for recruitment by promotion through selection were introduced only with effect from the 20th July, 1974 and rosters in respect of this mode of recruitment have accordingly been maintained for all grades with effect from that date. A detailed statement explaining the position with regard to maintenance of rosters for recruitment to various grades of the Indian Foreign Services (B) cadre is at Appendix VI.

(c) *Other posts*

2.39. Apart from the above two cadres, there are also posts in the Combined Research Cadre and other ex-cadre categories in the Ministry of External Affairs. These posts are to be found in all four groups in the new classification (i.e. Groups A, B, C, D). A large number of them relate to specialised research work, or are posts to which appointments are made by deputation. Under the existing order, they qualify for exemption from the reservation provisions and no rosters are, therefore, being maintained for these posts. Such posts, i.e., those which qualify for exemption from the reservation provisions are mainly in Groups A and B. Rosters are being maintained with regard to other posts which are mainly in Groups C and D, from the date when reservation orders were applicable.

(d) *Missions abroad*

2.40. The Indian Missions/Posts abroad are administratively a part of the Ministry of External Affairs and are not treated as separate

establishments for the purpose of implementation of reservation orders. As the recruitment of the officers posted at any given time in a Mission abroad is itself, in the first instance, made in accordance with the Roster procedure, no separate roster is maintained for the Indian Missions/Posts abroad.

(e) *Subordinate Offices*

2.41. The rosters in respect of the Central Passport and Emigration Organisation (CP&EO) were maintained by the Ministry of External Affairs till the end of 1973. These are now maintained by the Regional Passport Offices and periodically checked by the Ministry of External Affairs.

2.42. The roster in respect of the posts in the External Affairs Hostel, New Delhi is maintained by the Manager of the Hostel and periodically checked by the Ministry of External Affairs.

2.43. Asked whether rosters were being maintained for the various categories of posts for the recruitment of Scheduled Tribes and Scheduled Castes against the reserved posts, the representative of the Ministry of External Affairs has stated that separate rosters are being maintained for the different categories of posts in his Ministry. The Committee, however, decided to be furnished with a statement showing the break-up of various posts, category-wise, for which rosters are being maintained in the Ministry of External Affairs together with the roster point against each category of posts. The Ministry of External Affairs in reply have furnished the following information:—

Name of the Grade	Mode of Recruitment	Percentage of vacancies filled by this mode	Roster point in the current year
1	2	3	4
Junior scale of IFS	Direct Recruitment	100	5
Grade I of the General Cadre of IFS(B)	Promotion by Selection	100	32
Integrated Grades II & III of the General of IFS(B)	(i) Direct recruitment	1/6 of the substantive vacancies. (5/6th of the substantive vacancies are filled by appointing officers included in a Select List prepared in a manner prescribed in (ii) & (iii).	9

1	2	3	4
	(ii) Limited Departmental Competitive Exam.	1/3 of the temporary vacancies.	24
	(iii) Departmental promotion on the basis of seniority subject to fitness.	2/3 of the temporary vacancies.	29
Grade IV of the General Cadre of IFS(B)	Direct Recruitment	75	20
Grade V of the General Cadre of IFS(B)	Promotion on the basis of seniority subject to fitness	100	38
Grade VI of the General Cadre of IFS(B)	Direct Recruitment	100	8
Selection Grade of the Stenographers' Sub-Cadre of IFS(B)	Departmental promotion on the basis of seniority-cum-fitness.	100	22
Grade I of the Stenographers' Sub-Cadre of IFS(B)	(i) Departmental promotion on the basis of seniority-cum-fitness	50%	14
	(ii) Limited Departmental Competitive Exam.	50%	..
Grade II of the Stenographers' Sub-Cadre of IFS(B)	(i) Direct Recruitment	62½%	17
	(ii) Limited Departmental Competitive Exam.	12½%	37
	(iii) Departmental promotion on the basis of seniority-cum-fitness	25%	15
Grade III of the Stenographers' Sub-Cadre of IFS(B)	Limited Departmental Competitive Exam.	100%	2
Grade II of the Cypher Sub-Cadre of IFS(B)	Limited Departmental Competitive Examination	75%	26
	Telephone Operator	.	4
	Sweeper	.	7
	Farash	.	9
	Chowkidar	.	2
	Jr. Gest. Operator (Promotion Post)	.	5
	Sr. Gest. Operator (Promotion Post)	.	3
	Daftry (Promotion Post)	.	25
	Jamadar (Promotion Post)	.	7
	Peon	.	28

2.44. The Committee need hardly point out that Roster is a mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in services and it would cease to have any significance whatsoever if it is not maintained properly. The Committee would, therefore, emphasise that Rosters should not only be maintained properly by the various recruitment authorities in the Ministry of External Affairs and its Subordinate Offices in accordance with the extant orders on the subject but also the appointments of Scheduled Castes and Scheduled Tribes are actually made according to the points reserved for them in the Roster. The Committee would also suggest that Rosters should be checked periodically by the Liaison Officer and any defects noticed therein rectified immediately.

D. Promotions

(i) Indian Foreign Service

2.45. In a note submitted to the Committee, the Committee have been informed that the number of Junior Scale Officers promoted during the last five years to Senior Scale and the number of Scheduled Caste and Scheduled Tribe officers among them is as follows:—

Year	Promotion to Senior Scale	Scheduled Caste	Scheduled Tribe
1971 .	12	2	1
1972 .	8	..	
1973 .	17	2	
1974 .	16	2	2
1975 .	14	4	1

2.46. After an officer in the Junior Scale of the Indian Foreign Service has been confirmed in the scale after satisfactory completion of the probationary period and after qualifying in the prescribed departmental tests/examinations, he is eligible for promotion to the Senior Scale of the Indian Foreign Service. Regarding eligibility, the practice followed by the Ministry of External Affairs is that a Junior Scale Officer should have completed four years of service in that grade in order to be considered for promotion to the Senior Scale. The promotion is on the basis of seniority-cum-fitness. The names of the eligible persons are placed before the Foreign Service Board along with the confidential roll dossiers and other relevant service records of the officers for consideration for promotion to the Senior

Scale. The recommendations of the Board are required to be approved by the Foreign Minister.

2.47 For promotions based on seniority-cum-fitness for this grade, reservation provisions have been applicable from the 27th November, 1972 and the percentages required are 15 per cent and 7½ per cent respectively. Since these provisions have become operative, the required percentages are taken into account when considering promotions.

(ii) *Indian Foreign Service (B)*

(a) Grade I

2.48. Promotions to Grade I of the Indian Foreign Service (B) are by selection on the basis of merit. Till 20th July, 1974, Government instructions stipulating a percentage of reservation for members of Scheduled Castes and Scheduled Tribes did not apply to cases of promotion by selection i.e. on merit. Till then, therefore, the procedure for making promotions to Grade I of the Indian Foreign Service (B), which was being followed, was in accordance with the instructions contained in Para 2B of the Ministry of Home Affairs O.M. No.1/12/67-Est (C), dated the 11th July, 1968. The said instructions did not lay down any percentage of reservations of posts in favour of the Scheduled Castes and Scheduled Tribes, but the Departmental Promotion Committee was required to upgrade the assessment by one level, of officers belonging to the Scheduled Castes and Scheduled Tribes, while considering their record for promotion to Grade I of the Indian Foreign Service (B).

2.49. Since 20th July, 1974, the Government instructions on reservations required that instead of the procedure outlined in the Ministry of Home Affairs Office Memorandum of the 11th July, 1968 reservations are to be made at 15 per cent and 7½ per cent for Scheduled Caste and Scheduled Tribe candidates respectively. Accordingly, the procedure for promotion to Grade I of the Indian Foreign Service (B) since July 11, 1974 is based on the normal application of reservation provisions in accordance with the above percentages. The agenda placed before the Departmental Promotion Committee includes details of vacancies set aside for Scheduled Caste and Scheduled Tribe Officers. Separate list of officers in this category are also included in the agenda. The Departmental Promotion Committee assesses the confidential records of these officers independently and the names of those recommended for promotion are added to the final Select List. The order of listing of officers in the reserved categories

in the Select List is based on the assessment made by the Departmental Promotion Committee of their overall performance. Promotions from the Select List are made as and when vacancies arise.

2.50. The Promotions to Grade I of the Indian Foreign Service 'B', the Departmental Promotion Committee are presided over by a Member of the Union Public Service Commission and the promotions are subject to the approval of the Foreign Minister.

(b) *The Integrated Grades II and III (Section Officer)*

2.51. Promotions to the Section Officer's grade, i.e., integrated Grades II and III of the General Cadre of the Indian Foreign Service (B), on the basis of seniority subject to rejection of the unfit are made from among officers of Grade II of the Cypher Sub-Cadre (Cypher Assistants) and Grade IV of the General Cadre (General Assistant). The Ministry of External Affairs is required to lay down the ratio in which the vacancies in the Section Officers' grade shall be filled from the two respective sources mentioned above. This ratio is to be fixed, as far as possible, on the basis of the relative strength of the two respective grades. The names of the General Assistants and Cypher Assistants in the field of selection are listed separately in the agenda placed before the Senior Departmental Promotion Committee of the Ministry of External Affairs which has the responsibility of considering these promotions. The Committee examines the confidential records of the officers in the two lists separately. Those assessed as unfit are omitted and a list of officers recommended for promotion from each grade is prepared in which they are placed in the same order of seniority in which they appear in their own grade, the two grades being considered separately.

2.52. Reservation rosters, as prescribed, are maintained separately for vacancies allotted respectively to the General Assistants quota, and the Cypher Assistants quota. On the basis of these rosters, the number of vacancies to be reserved for Scheduled Castes and Scheduled Tribes, on each occasion where promotion is to be considered by the Departmental Promotion Committee, for the General Assistants quota and the Cypher Assistance quota respectively are determined. These details are placed before the Departmental Promotion Committee. Separate lists of Scheduled Caste and Scheduled Tribe officers who are to be considered for promotion are prepared for both grades. The Departmental Promotion Committee then considers the list of officers in the reserved categories separately for each of the two respective grades. All Scheduled Castes and

Scheduled Tribe officers who meet the eligibility conditions of the Recruitment Rules are considered, even if they do not come within the normal field of consideration. The confidential records of officers in the reserved categories are adjudged independently from the unreserved list. Thus, depending on the number of vacancies to be filled, separate lists of officers recommended for promotion are prepared for the unreserved category and the reserved category respectively. Then, a combined list of General Assistants including both officers on the reserved and unreserved quota is prepared along with a similar list for the Cypher Assistants grade. These belonging to Scheduled Castes and Scheduled Tribes in each of the two grades are placed in each list in order of their *inter-se* seniority in their own grade. The final Select List is prepared by interspersing the two lists in accordance with the quota allotted to each grade. Promotions are made from this final select list which is notified after approval of the Ministry/Deputy Minister as and when vacancies arise. The number of officers included in the Select List depends on the total number of vacancies, i.e., both reserved and unreserved, and the normal practice followed by the Ministry of External Affairs is to calculate this number by projecting anticipated vacancies for a year ahead.

2.53. The above procedure for promotion to the Section Officers grade on the basis of seniority subject to rejection of the unfit and the manner in which reservation provisions are implemented is the same as for promotions made generally in the Central Government on this criterion and the Departmental Promotion Committee follows guidelines which are generally applicable.

2.54. In accordance with general Government instructions the reservations provisions in favour of Scheduled Castes and Scheduled Tribes are applicable to the above mode of promotion, i.e., seniority subject to rejection of the unfit from the 20th July, 1974. If a sufficient number of Scheduled Caste or Scheduled Tribe candidates are not available on a particular occasion, the dereservation procedure is invoked and approval of the Department of Personnel and Administrative Reforms sought. The reserved vacancy is carried forward in accordance with the prescribed procedure.

2.55. The following figures show the number of persons promoted during the last five years as Section Officers on the basis of seniority subject to rejection of the unfit. The prescribed criterion for promotion was merit till the 12th February, 1975 which was then changed to seniority subject to rejection of the unfit by amendment of the recruitment rules. The number of Scheduled Castes and Scheduled

Tribes among those promoted on seniority-cum-fitness is given below:—

Year	No. of persons promoted.	Scheduled Castes	Scheduled Tribes
1971
1972		
1973			
1974		
1975	36	5	..

(c) *Grade IV of the Indian Foreign Service 'B' (General Assistant)*

2.56. The Ministry of External Affairs have informed that 25 per cent of the vacancies arising in Grade IV of the General Cadre of the Indian Foreign Service (B) are filled by promotion on the basis of Seniority-cum-fitness of officers of Grade V of the General Cadre who fulfil the minimum service conditions stipulated in the rules. These promotions are considered by the Junior Departmental Promotion Committee of the Ministry of External Affairs. The Committee examines the confidential records of these officers who are included in the field of selection and after excluding those who are assessed as unfit for promotion on that occasion, recommends the required number of officers of Grade V for inclusion in the Select List. The officers so included are placed in the same order of seniority as in Grade V. The recommendations of the Departmental Promotion Committee are subject to the approval of the Deputy Minister for External Affairs. Promotions are made from the Select List as and when vacancies arise.

2.57. The Committee have been informed that the above procedure for promotion to the General Assistant's grade on seniority subject to rejection of the unfit is the same as for promotions in the Central Government made on this criterion and the Departmental Promotion Committee follows guidelines which are generally applicable.

2.58. According to the relevant reservation provisions, reservations in favour of Scheduled Castes and Scheduled Tribes are not required for vacancies filled on seniority subject to rejection of the unfit, in those cases where the element of direct recruitment exceeds 50 per cent (in the latest instructions this figure was

changed to 66-2/3 per cent). Under the current recruitment rules 75 per cent of the vacancies in the Assistant's Grade are filled by direct recruitment and the reservation provisions do not, therefore, apply.

2.59. The Ministry of External Affairs have also stated that there are a number of problems regarding seniority and confirmation in the General Assistant's grade, which have arisen on account of *ad hoc* promotions made in earlier years. These problems are under examination in consultation with other concerned Departments. Further, a proposal to amend the recruitment rules in order to regularise *ad hoc* appointments made in earlier years, as well as to reduce the percentage of direct recruitment from 75 per cent to 50 per cent (and restricting direct recruitment to substantive vacancies), is under consideration and has been taken up with Department of Personnel and Administrative Reforms. On account of these problems, promotions to this grade since 1969 have been designated "*ad hoc*".

2.60. The number of persons promoted to Grade IV of the Indian Foreign Service (B) during the last five years and number of Scheduled Castes and Scheduled Tribes among those promoted is as follows:—

Year	No. of posts filled on <i>ad hoc</i> basis	No. of Scheduled Castes among them	No. of Scheduled Tribes among them
1971	12+	1	..
1972
1973
1974
1975	68+

2:62. The Ministry of External Affairs have stated that, under the relevant instructions, the reservation provisions do not apply to promotions based on seniority-cum-fitness, to a grade in which the element of direct recruitment exceeds 50 per cent (and 66-2/3 per cent, according to subsequent Government instructions). Therefore, there have been no reservation for Scheduled Castes and Scheduled Tribes in the promotions to the grade of General Assistant

†Reservation provisions are not applicable to promotions to this grade because the element of direct recruitment exceeds 50 per cent.

made during the last five years. The non-inclusion of Scheduled Castes and Scheduled Tribes officers in these promotions is not due to the fact that the promotions are *ad-hoc*. Had the reservations been applicable, Scheduled Caste and Scheduled Tribe officers would also have been included, even though the promotions were *ad-hoc*.

2.62. The recruitment rules (Appendix VII) for different grades in the Indian Foreign Service (B) cadre have in general been modelled on the corresponding rules operative at different times in the Central Secretariat Service. Between June 1964 and June 1967, the rules called for 50 per cent of the vacancies in the Assistant's grade being filled by direct recruitment through an open competitive examination and for the percentage being raised to 75 per cent for the period following 1967. In the period following 1967, the Ministry of External Affairs had taken up with the Union Public Service Commission, the question of amending the rules to reduce the percentage of direct recruitment. These proposals were not agreed to initially. A fresh amendment to reduce the element of direct recruitment is under active consideration of the Ministry of External Affairs and is being discussed with the Department of Personnel and Administrative Reforms, and will be referred to the Union Public Service Commission thereafter. As soon as the recruitment rules are amended on the proposed lines i.e. to reduce the element of direct recruitment to 50 per cent and to provide for 25 per cent of the vacancies being filled by a limited departmental examination and 25 per cent by promotion on the basis of seniority-cum-fitness, as in the Central Secretariat Service, it will become possible to apply reservation provisions for promotion on seniority-cum-fitness to the General Assistant's grade.

(d) *Grade V (UDC)*

2.63. Promotions to Grade V in the Ministry of External Affairs are made from among eligible Lower Division Clerks on the basis of seniority, subject to the rejection of the unfit. In this case, there is only one source of promotion. The promotions are considered by the Junior Departmental Promotion Committee of the Ministry of External Affairs. Separate lists of Lower Division Clerks in the unreserved category and Lower Division Clerks in the Scheduled Castes and Scheduled Tribes categories are placed before the Departmental Promotion Committee. The number of officers in the field of selection is determined by the vacancies to be filled. The Departmental Promotion Committee considers the con-

Confidential records of the officers in the field of selection. The officers in the unreserved and reserved categories respectively are assessed separately and the required number of officers recommended for inclusion in the Select List on the basis of seniority-cum-fitness after rejection of the unfit from each list. A combined Select List is then prepared of officers both in the reserved and unreserved categories, placing them in the order of their *inter-se* seniority in the Lower Division Clerks grade. This procedure is the same as that generally applicable for promotions on seniority-cum-fitness in the Central Government and the Departmental Promotion Committee follows established guidelines applicable generally.

2.64. For recruitment to this grade, a 40 point roster, as prescribed by the Department of Personnel and Administrative Reforms, is maintained. The percentages required to be reserved for Scheduled Castes and Scheduled Tribes officers are calculated on the basis of the reservation provisions applicable, and these details are placed before the Departmental Promotion Committee on each occasion promotions are considered. If a sufficient number of officers in either of the two reserved categories is not available on a particular occasion, the dereservation provision is invoked in accordance with the prescribed procedure. The provision for carry-forward of vacancies is also implemented, thereby ensuring that reserved vacancies are kept track of from year to year. In order to give full consideration to Scheduled Castes and Scheduled Tribes officers, all eligible officers in the reserved categories who feature in the seniority list of the Lower Division Clerks grade are considered for promotion by the Departmental Promotion Committee, even if they are not sufficiently senior to be in the normal field of selection.

2.65. The number of persons promoted as Upper Division Clerks on the basis of seniority subject to rejection of the unfit during the last five years and the number of Scheduled Castes and Scheduled Tribes among them are as below:—

Year	No. of persons promoted	No. among them of Scheduled Castes	No. among them of Scheduled Tribes
1971	40
1972
1973
1974	26	5	..
1975	10	2	..

- (e) *Selection Grade of the Stenographers Sub-cadre, (ii) Grade I of the Stenographers Sub-cadre. (Senior P.A. Grade); and (iii) Grade II of the Stenographers Sub-Cadre (P.A.).*

2.66. Promotions to (i) Selection Grade of the Stenographers Sub-cadre, (ii) Grade I of the Stenographers Sub-Cadre (Senior PAs. Grade), and (iii) Grade II of the Stenographers Sub-cadre (PAs), on the basis of seniority subject to rejection of the unfit, are made from the next lower grade in each case. The procedure for promotion is basically the same as that for promotion to other grades on the criterion of seniority subject to the rejection of the unfit. The promotion in these grades are within the purview of the senior Departmental Promotion Committee of the Ministry of External Affairs. Lists of officers in the unreserved and reserved category respectively, who are in the field of selection, are placed separately before the said Committee. The Committee then examines the confidential Records of these officers, taking the unreserved and the reserved lists separately. After rejection of the unfit, two lists are prepared for the unreserved and reserved categories respectively, which comprise the officers in each category recommended for inclusion in the Select Lists. A Select List is then prepared combining officers in both categories. The officers included in the final Select List are placed in the order of their *inter-se* seniority in their own grade from which promotion is being made. The recommendations of the Departmental Promotion Committee are subject to approval of the Minister/Deputy Minister. Promotions are made from this Select List as and when vacancies arise. The number of officers included in the list depends on the number of vacancies to be filled, which is calculated normally on the basis of a year's projection.

2.67. For promotions made to each of the above grades, wherever reservation provisions are applicable, a 40 point roster, as prescribed by the Department of Personnel and Administrative Reforms, is maintained. The number of vacancies required to be filled each year by promotion of Scheduled Castes and Scheduled Tribes officers respectively is calculated on each occasion when promotions are considered in the above grades. The Agenda for the Departmental Promotion Committee contained details of the number of vacancies reserved for Scheduled Caste and Scheduled Tribe officers. If the required number of Scheduled Castes and Scheduled Tribes officers are not available, approval for dereservation of vacancies is sought with the Department of Personnel and Administrative Reforms in keeping with the stipulated procedure and after

dereservation, vacancies allotted to all officers from the reserved categories and the reservation is carried forward in accordance with the prescribed formula.

2.68. For promotion to the Selection Grade, prior to September 1974, the criterion was promotion by merit, and thereafter by seniority-cum-fitness. In Grade I (Senior P.A's Grade), the criterion was 100 per cent promotion by merit prior to September, 1974 and thereafter, 50 per cent promotion by seniority-cum-fitness, and the balance through a Limited Departmental Competitive Examination. Further, in promotions from Grade III to Grade II, the reservation provisions become applicable only from the 25th February, 1976 because the recruitment rules provide for promotion by seniority-cum-fitness and in this case, the promotion is to a grade to which the element of direct recruitment (ie. 62/1|2 per cent) exceeded 50 per cent. The reservation provisions did not apply, therefore, until the revised instructions issued on the 25th February, 1976, which stipulated that reservation provisions in promotions on seniority-cum-fitness will apply in all cases where the element of direct recruitment is less than 66-2|3 per cent.

2.69. The total number of persons promoted to the above grades on the basis of seniority subject to the rejection of the unfit, for each of the last five years and the number of Scheduled Castes and Scheduled Tribes among them, is as follows:—

Year of promotion	No. of promotions made	No. of Scheduled Castes promoted	No. of Scheduled Tribes promoted
1	2	3	4
<i>Selection Grade</i>			
1971 .			
1972 .			..
1973 .			..
1974	
1975	7

1	2	3	4
Grade I of SSC			
1971
1972
1973
1974
1975	11	2	..
Grade II of SSC			
1971
1972
1973
1974	12
1975	7

(f) Ad-hoc Promotions

2.70. The Ministry of External Affairs, in a note submitted to the Committee, have stated that the number of posts in different categories filled on *ad hoc* basis during the years 1971—75 and the number of Scheduled Caste/Tribe employees appointed against these posts is as follows:—

Category of Post	Year	No. of posts filled on ad-hoc basis.	No. of Scheduled Castes among them	No. of Scheduled Tribes
1	2	3	4	5
(i) Integrated Grades II & III of IFS 'B'	1971
	1972
	1973
	1974
	1975	14*	2	..
(ii) Grade V of IFS 'B'	1971
	1972
	1973
	1974
	1975	57*	6	..

*Reservation provisions were applied as required by Govt. instructions.

1	2	3	4	5
(iii) Posts in Legal & Treaties Division	1971	1
	1972	2
	1973	2
	1974
	1975	1
(iv) Research Cadre (Director (Disarmament) Dy. Director and Senior Research Officer.)	1971	2	..	
	1972	3		
	1973	3	..	
	1974	1	..	
	1975	2	..	
(v) Others (Manager, E.A. Hostel, Section Officer, Ex-Cadre, Editor, Asstt. Editor, Junior Hindi Translator)	1971
	1972	1
	1973
	1974	3
	1975	2

2.71. The Ministry of External Affairs have further stated that the guideline followed for reservations in regard to *ad-hoc* promotions is that if such promotions are for a very short, clearly defined period, reservations are not normally required. As in the Ministry of External Affairs *ad-hoc* promotions have generally been made for longer periods, they have, therefore, followed the principle that for such promotions, reservations for Scheduled Castes and Scheduled Tribes should be made in the same manner as would have been done, if the promotions had been effected on an entirely regular basis.

2.72. The Committee note that 25 per cent of the vacancies in Grade IV of the Indian Foreign Service 'B' (General Assistant) are filled by promotion of officers of Grade V (U.D.C.) on the basis of seniority subject to rejection of the unfit and 75 per cent by direct recruitment on the basis of an open competition examination held by the Union Public Service Commission. The Committee are surprised to note that the proposal to amend the recruitment rules with a view to apply reservation provisions for promotion on the basis of seniority-cum-fitness to the General Assistant's Grade has not yet been finalised even after a lapse of about ten years. The Committee would urge upon the Ministry of External Affairs to vigorously pursue the matter with the Union Public Service Commission and the Department of Personnel and Administrative Reforms and expedite a decision in the matter as continued delay in the matter adversely affects the interests of the Scheduled Castes and Scheduled Tribes.

2.73. The Committee are constrained to observe that the number of Scheduled Castes and Scheduled Tribes promoted in almost all

the categories of posts available in the Ministry of External Affairs is much below the quotas reserved for them. The Committee are also unhappy to be informed that ad hoc promotions have been made during the previous years, especially [(Grade IV of the I.F.S. (B)], ignoring the claims of Scheduled Castes and Scheduled Tribes.

The Committee expect the Ministry of External Affairs/Department of Personnel and Administrative Reforms to ensure that the claims of Scheduled Castes and Scheduled Tribes are given due consideration before these ad hoc promotions are regularised. The Committee would also like the Ministry of External Affairs/Department of Personnel and Administrative Reforms to strictly follow the various orders issued by the Ministry of Home Affairs/Department of Personnel and Administrative Reforms regarding reservations for Scheduled Castes and Scheduled Tribes in promotions and to ensure that all the posts reserved for them are also actually filled in by them.

E. De-reservation

2.74. The Ministry of External Affairs have stated, in a note submitted to the Committee, that the detailed procedure, as laid down by the Department of Personnel and Administrative Reforms, is followed before any vacancy reserved for Scheduled Castes and Scheduled Tribes in the Ministry is deserved. The concurrence of the Department of Personnel and Administrative Reforms is also obtained in this regard. After dereservation, the reserved vacancies are carried forward to subsequent three successive years of recruitment. During the course of evidence, it has been stated by the representative of the Ministry of External Affairs that while efforts are made to fill the vacancies reserved for Scheduled Castes and Scheduled Tribes, sometimes dereservation becomes necessary due to non-availability of Scheduled Caste and Scheduled Tribe candidates. In the case of competitive examinations conducted by the Union Public Service Commission, the posts are advertised twice before dereservation takes place. In the second advertisement, it is clearly stated that if the candidates belonging to the Scheduled Castes and Scheduled Tribes are not available, candidates other than Scheduled Castes and Scheduled Tribes would be taken. The Union Public Service Commission in the case of same posts does not relax the qualifications in the interest of work or in the interest of candidates themselves.

2.75. The Committee desired to know the number of vacancies reserved for Scheduled Castes and Scheduled Tribes in the various grades dereserved in the Ministry of External Affairs during the last five years. The information furnished by the Ministry of External Affairs is as under:—

Grade	Mode of Recruitment	Year of Recruitment	Scheduled Castes		Scheduled Tribes			Remarks
			Total vacancies reserved	Total vacancies reserved	Total vacancies reserved	Total vacancies reserved	Total vacancies reserved	
1	2	3	4	5	6	7	8	
Junior Scale of IFS	Direct	1975-76	4	..	3	2	Concurrence of Deptt. of Personnel & A.R. was obtained.	
Grade I of IFS(B)	Promotion by selection	1975	7	4	4	3	The reservation orders became effective on 20-7-1974. The first panel after this date was drawn in May, 1975.	
Integrated Grade II & III of IFS(B)	Direct Recruitment	1975	5	3	2	1	The only time the DRs became available during the last five years.	
	Ltd. Deptt. Exam.	1971	3	..	2	..		
		1972	1		
		1978	3	..	2	2		
		1974	1	..	2	2		
	Deptt. promotion	1975	6	1	3	3	The reservation provisions became effective from 20-7-74.	
Grade IV of IFS(B)	Direct Recruitment	1972	5	..	6	4		
		1973	8	..	7	3		
		1974	3	..	5	3		
		1975	1	..	4	3		

	1	2	3	4	5	6	7	8
Grade V of IFS(B)		Promotion by seniority-cum-fitness	1974	5	1	2	2	The reservation provisions became effective from 27-11-72. The first panel after this date was drawn up in 1974 only.
			1975	2		3	3	
Grade VI of IFS(B)		Direct Recruitment	1971	5	2	6	4	
			1972	7	3	6	3	
			1973	16	..	10	8	
			1974	7	2	12	2	
			1975	8	2	4	2	
Selection Grade of SSC		Deptt. Promotion	1975	2	2	1	1	The reservation provisions became effective on 20-7-74.
Grade I of SSC		Deptt. Promotion	1975	2		1	1	The reservation provisions became effective on 20-7-74.
Grade II of SSC		Direct Recruitment	1971	3	2	3	3	
			1972	6	2	5	5	
			1974	5	1	4	4	
			1975	3	1	4	4	The first batch of examinees became available in 1974 only.
Grade III of SSC		Ltd. Deptt. Exam.	1974	2	2	1	1	
			1975	5	4	3	3	
Sr. Gestetner operator			1975	..	1	Yes, concurrence of the Deptt. of Personnel & A.R. was obtained

Therefore, most of the figures shown in columns 5 & 7 represent the vacancies dereserved in previous years and carried forward.

It may, however be pointed out that dereserved vacancies are carried over to three successive years of recruitment. Therefore, most of the figures shown in columns 5 & 7 represent the vacancies dereserved in previous years and carried forward.

2.76. The Committee are distressed to find that a large number of vacancies have been dereserved in the various grades during the last five years depriving employment to many a Scheduled Castes and Scheduled Tribes. The Committee are unable to accept that even for Class IV vacancies, suitable Scheduled Caste and Scheduled Tribe candidates are not available. The Committee cannot but conclude that neither the strict compliance of the extant orders on the subject have been ensured nor earnest efforts have been made by the Ministry of External Affairs to appoint Scheduled Caste and Scheduled Tribe candidates against the reserved vacancies. The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved.

F. Departmental Recruitment/Promotion Boards

2.77. The following Departmental Recruitment/Promotion Boards/Committees have been constituted by the Ministry of External Affairs for the Indian Foreign Service and Indian Foreign Service Branch (B) Cadres:

- (a) Foreign Service Board
- (b) Senior Departmental Promotion Committee
- (c) Junior Departmental Promotion Committee

2.78. The composition and functions of these Committees/ Boards is regulated by Statutory Regulations, which are given below seriatim.

(A) Foreign Service Board

The Foreign Service Board consists of:

- (i) all Secretaries to the Government of India in the Ministry of External Affairs;
- (ii) the Secretary to the Government of India in the Ministry of Commerce; and
- (iii) the Joint Secretary to the Government of India in the Ministry of External Affairs in-charge of Administration, who is Member-Secretary.

2.79. The functions of the Foreign Service Board are to advise the Central Government on the following matters:

- (i) All promotions in the Service upto Grade IV;

- (ii) Promotions to the Service from the Indian Foreign Service Branch 'B' and the Indian Information Services, in consultation with the Commission;
- (iii) Grant of diplomatic status to officers posted in Indian Missions and posts abroad, whether members of the Service or not;
- (iv) Appointment of Charge d' Affaires, Acting High Commissioners and Acting Commissioners. Apart from the above items which relate to promotions and appointments, the Foreign Service Board also advises Government on postings, transfers and leave-cum-transfers other than those of Heads of Missions & posts.

(B) *Senior Departmental Promotion Committee*

2.80. The Senior Departmental Promotion Committee consists of—

- (i) The Additional Secretary or a Joint Secretary in the Administration Division and two Joint Secretaries, or officers on Special Duty of rank not lower than that of Director, or Directors in the Ministry of External Affairs;
- (ii) A Joint Secretary, or an Officer on Special Duty of rank not lower than that of Director, or a Director in the Ministry of Commerce;
- (iii) The Additional Secretary or a Joint Secretary, in the Administration Division in the Ministry of External Affairs, who is the convener;
- (iv) In matters where the Union Public Service Commission is associated the Chairman or a Member of the Commission so associated presides over the Committee, and the Committee on such occasions consists only of officers of the rank of Joint Secretary or above. In other cases, the Additional Secretary, if present, presides, otherwise the senior-most Joint Secretary present presides.

2.81. The Senior Departmental Promotion Committee advises the Controlling authority on the following matters:—

- (i) to determine the suitability for promotion of officers belonging to the Integrated Grades II and III of the General Cadre, Selection Grade of the Stenographers Sub-Cadre, and Grade I of the Cypher Sub-cadre, to Grade I of the General Cadre of IFS 'B';

- (ii) to determine the suitability for confirmation of officers belonging to Grade I of the General Cadre, Integrated Grades II and III of the General Cadre, selection Grade and Grades I, II and III of the Stenographers' sub-Cadre of IFS 'B';
- (iii) to determine the suitability for promotion of officers belonging to Grade IV of the General Cadre and Grade II of the Cypher Sub-Cadre, to the integrated Grades II and III of the General Cadre of IFS 'B';
- (iv) to determine the suitability for promotion of officers belonging to Grades I, II and III of the Stenographers' Sub-Cadre, to Selection Grade, Grade I and Grade II as the case may be of that Sub-Cadre;
- (v) to recommend the grant of incentive awards to all officers in the Ministry of External Affairs, in accordance with any scheme for the grant of such awards that may be prescribed by the Government from time to time.

(C) *Junior Departmental Promotion Committee*

2.82. The Junior Departmental Promotion Committee consists of—

- (i) Directors or Deputy Secretaries not exceeding two in number including the Director or Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs;
- (ii) One Director or Deputy Secretary in the Ministry of Commerce;
- (iii) Two Under Secretaries in the Ministry of External Affairs;
- (iv) The Director or Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs who is the convener;
- (v) The senior-most Director or Deputy Secretary present presides.

2.83. The Junior Departmental Promotion Committee advises the Controlling authority on the following matters:

- (i) to determine the suitability for promotion of officers belonging to Grade V of the General Cadre, to Grade IV of that Cadre;

- (ii) to determine the suitability for promotion of officers belonging to Grade VI of the General Cadre, to Grade V of that Cadre;
- (iii) to determine the suitability for (a) transfer of officers from Grade IV of the General Cadre to Grade II of the Cypher Sub-Cadre and (b) promotion of officers belonging to Grade V and Grade VI of the General Cadre, to Grade II of the Cypher Sub-Cadre;
- (iv) to determine the suitability for recruitment to Grade VI of the Indian Foreign Service, Branch 'B' of persons appointed on *ad hoc* basis.

2.84. In addition to the above Boards and Committees which deal with recruitment, appointments and promotions, a senior and junior Establishment Board have also been constituted to advise Government on the posting and transfers of officers of the Indian Forest Service (B) cadre (except Grade I). The composition and functions of these Boards is given below:—

Senior Establishment Board

2.85. The Senior Establishment Board consists of—

- (i) the Additional Secretary or a Joint Secretary in the Administration Division in the Ministry of External Affairs;
- (ii) two Directors or Deputy Secretaries including the Director or Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs;
- (iii) a Joint Secretary or a Director or a Deputy Secretary in the Ministry of Commerce;
- (iv) an Under Secretary in the Ministry of External Affairs;
- (v) the Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs is the convenor;
- (vi) the presiding officer is the Additional Secretary if present, otherwise the senior Joint Secretary present. But in the absence of the Additional Secretary or a Joint Secretary in the Administration Division in the Ministry of External Affairs, no Senior Board meeting is held.

The functions of the Senior Establishment Board is to advise the Controlling authority on postings and transfers of officers who come

under the purview of the senior Departmental Promotion Committee..

Junior Establishment Board

2.86. The Junior Establishment Board consists of—

- (i) Directors or Deputy Secretaries not exceeding two in number including the Director or Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs.
- (ii) One Director or Deputy Secretary in the Ministry of Commerce.
- (iii) Two Under Secretaries in the Ministry of External Affairs.
- (iv) The Director or Deputy Secretary in Charge of Administration (Personnel) in the Ministry of External Affairs is the convener.
- (v) The Senior-most Director or Deputy Secretary present presides.

The function of the Junior Establishment Board is to advise the Controlling authority on postings and transfers of officers who come under the purview of the Junior Departmental Promotion Committee.

Departmental Promotion Committee for ex-cadre posts

2.87. Departmental Promotion Committees have also been provided for in the case of ex-cadre posts in the Ministry i.e. posts in the Legal and Treaties Division, Historical Division, External Affairs Library, etc. These have been formally constituted *vide* Office Order No. Q|PAII|578-76-PF, dated the 19th December, 1970 (Appendix VIII).

Nomination of officers to respective Committees and Boards

2.88. The nomination of officers of the Ministry of External Affairs to the Senior Committee, the Junior Committee, the Senior Establishment Board and the Junior Establishment Board is made by the Foreign Secretary with the approval of the Minister in the Ministry of External Affairs. The nomination of the officer from the Ministry of Commerce is made by the Secretary of that Ministry and with the approval of the Minister or in that Ministry.

2.89. Asked why a representative of the Scheduled Castes and Scheduled Tribes is not included in the Departmental Recruitment|

Promotion Boards, etc. the representative of the Ministry of External Affairs has stated during evidence:—

“Sometimes they are on the Board and sometimes not. When our officers come back after the requisite seniority to be a member of the Junior or Senior Establishment Board, they are anxious to work either in the Political or in the Economic Division. They are very reluctant to serve on these Boards because it involves a certain amount of administrative work. During the last six months, I had great difficulty in persuading my colleagues to serve on these Boards.”

2.90. In a note submitted to the Committee, the Committee have been informed that, in accordance with the instructions issued by the Department of Personnel and Administrative Reforms on the subject, every effort is made to include a representative of Scheduled Castes and Scheduled Tribes in the Selection Committees or Boards. Officers belonging to Scheduled Castes and Scheduled Tribes of the requisite seniority are not available at Headquarters, where as a rule, the Committees or Boards meet. Another limitation is that a large number of officers of the Ministry are posted abroad and this reduces further the number of Scheduled Castes and Scheduled Tribes of requisite seniority available for being associated with the Departmental Promotion Committees and Establishment Boards. The Ministry have further stated while constituting Selection Committees and Establishment Boards in future, the requirement of including the representatives of Scheduled Castes and Scheduled Tribes would be kept in view.

2.91. The Committee need hardly emphasise the desirability of including a Scheduled Caste/Tribe Officer in the various Departmental Recruitment/Promotion Boards/Committees constituted by the Ministry of External Affairs so as to instil confidence in the Scheduled Caste and Scheduled Tribe employees. In case, a Scheduled Caste/Tribe Officer is not available in the Ministry of External Affairs for the purpose, a Scheduled Caste/Tribe Officer from another Ministry/Department should be associated with such Departmental Recruitment/Promotion Boards/Committees.

G Recruitment of Class IV Staff and casual labour

2.92. During the course of evidence, the Committee have been informed by the representative of the Ministry of External Affairs that there are 10 categories of Class IV staff in the Ministry of External Affairs and separate posters are being maintained for each category

of staff. There are 294 permanent employees and 198 temporary employees including sweepers in the Ministry of External Affairs. Out of 294 permanent employees, there are 89 Scheduled Caste employees which works out to 30.3 per cent, and out of 198 temporary employees, there are 16 Scheduled Caste employees which works out to 8.1 per cent. There are 7 permanent Scheduled Tribe employees which works out to 2.4 per cent.

2.93. The Committee have also been informed that all the casual labourers which are recruited in the Ministry of External Affairs are registered with the Employment Exchanges. On the 1st December, 1963, 65 persons were appointed in Class IV posts, out of which 53 posts were reserved for Scheduled Castes and Scheduled Tribes. Out of these, 10 vacancies were filled by Scheduled Castes but the Ministry of External Affairs could not fill up the remaining posts as the Director General of Employment and Training had communicated that only those casual and daily-rated labourers who had a service of at least three years including broken periods of 240 days' unbroken service, could be recruited as peons. Future vacancies could also not be filled up as the persons belonging to the Scheduled Castes and Scheduled Tribes fulfilling the requirement of 240 days' broken service were not available with them.

2.94. The Committee have also been informed during evidence that, in September, 1976, Government imposed a ban on the creation of new Class IV posts and also on their recruitment.

On the 27th July, 1976, the following revised instructions were issued in this regard:—

“Enquiries are being received whether the ban applies to certain cases, namely appointment to posts of peons on compassionate grounds, appointment of casual labourers to regular posts, appointment of Sweepers etc. and to filling up the posts of peons through the service cell of the Directorate General of Employment and Training and its agencies. The above points have been carefully examined and it has been decided that the ban against fresh appointment to the posts of peons will apply in all the above-mentioned cases. In other words, vacancies of Peons should not be at all filled up as the intention is to effect a physical reduction in the strength of peons.”

2.95. The Committee are distressed to note that all the vacancies reserved for Scheduled Castes and Scheduled Tribes even in Class IV posts could not actually be filled in by Scheduled Caste and Scheduled Tribe candidates. The Committee see no justification in

framing a rule by the Director General of Employment and Training that only those persons who had a service of at least three years, including broken periods or 240 days of broken service as casual or daily rated labourers could be recruited as peons in Government Departments which had worked to the detriment of the Scheduled Castes and Scheduled Tribes. The Committee would like the Ministry of External Affairs immediately to take up the matter with the Director General of Employment and Training so as to amend the rule so that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them.

H. Exchange of vacancies reserved for Scheduled Castes and Scheduled Tribes

2.96. The Committee have been informed that the number of Scheduled Castes appointed in the vacancies reserved for Scheduled Tribes and *vice-versa* in the various categories of posts in the Ministry of External Affairs and its subordinate offices including Indian Missions abroad since the year 1972, is as follows:—

Year	Particulars of Post	Mode of Recruitment	No. of Scheduled Castes appointed in the vacancies reserved for Scheduled Tribes	No. of Scheduled Tribes candidates appointed in the vacancies reserved for Scheduled Castes
1	2	3	4	5
1972				
1973
1974	Grade IV of the IFS(B)	Direct recruitment	1	
1975	(i) Junior Scale of IFS	Do.	1	..
	(ii) Integrated Grades II & III of the IFS(B)	Do.	1	..
1976

2.97. The Ministry of External Affairs, in a note, have stated that there has been no occasion during the last 5 years when a vacancy reserved for a Scheduled Caste candidate has been filled by appointment of a Scheduled Tribe candidate. There have been a few cases

where the vacancies reserved for Scheduled Tribe candidates have been filled by appointment of Scheduled Caste candidates. The main reason for such inter-change is that such an inter-change is permissible only in the third recruitment year of carry-forward of vacancies. In practice, inter-change of vacancies becomes possible only when a vacancy reserved for either of the communities having been carried forward for three successive recruitment years is to lapse. Any recruitment of Scheduled Caste/Tribe candidates is first to be counted against the additional quota brought forward from the previous years in their chronological order. If Scheduled Caste and Scheduled Tribe candidates are not available for all the vacancies, the older carry-forward vacancies are filled first and the vacancies which have been carried forward somewhat later are carried forward further. Thus, particular vacancies reserved for Scheduled Tribes were carried over from year to year for three recruitment years. When Scheduled Tribe candidates are not available even at this stage, then these vacancies are filled by appointment of Scheduled Caste candidates.

2.98. The Committee feel that ordinarily vacancies reserved for Scheduled Castes and Scheduled Tribes should be filled in by the candidates belonging to the respective communities only so that the need to fill in the vacancies reserved for Scheduled Castes by Scheduled Tribes and vice-versa at the end of the third year of carry-forward of vacancies is obviated. The Committee would, therefore, suggest that all possible efforts should be made by the Ministry of External Affairs to find Scheduled Caste and Scheduled Tribe candidates for all the posts reserved for them. If, however, such candidates are not available to fill all the reserved posts, then the exchange of vacancies should be resorted to in the very first year.

CHAPTER III

INDIAN MISSIONS/POSTS ABROAD

3.1. The Ministry of External Affairs have, in a note submitted to the Committee, stated that posts of Ambassadors, High Commissioners and generally of Heads of Missions are filled by the Central Government at their discretion by appointment of members of the Indian Foreign Service or of other persons eminent in public life. The Missions/Posts abroad are administered by the Ministry of External Affairs.

3.2. Appointments of diplomatic personnel abroad at lower levels (i.e. posts other than Heads of Mission/Post) are made by transfer of officers from the Headquarters of the Ministry of External Affairs or from one Mission/Post abroad to another. The transfer is made on the recommendation of the Foreign Service Board or the Senior Establishment Board, as the case may be, depending on the grade of the personnel. The recommendations of the Boards are subject to the approval of the Minister for External Affairs or the Deputy Minister depending on the grade.

3.3. The Agenda for the concerned Board contains a list of the officers at Headquarters and Missions/Posts abroad in different grades who would be within the zone of posting, with details of previous postings and other relevant personnel data. A roster is also maintained listing officers at Headquarters showing the date on which they joined Headquarters on return from a posting in a Mission/Post abroad or the date of their appointment in the case of newly-appointed officers.

3.4. The concerned Board makes its recommendations for postings/transfers to Missions/Posts abroad taking into account the above details.

3.5. The officers may also be deputed by the Central Government from equivalent services and are appointed against cadre posts in the Ministry of External Affairs such officers (who are not on the strength of the Ministry of External Affairs) are considered as being on deputation when posted to a Mission/Post abroad. The Ministry of External Affairs have also stated that since reservations are already made when officials are initially appointed in their services

or posts, the question of making further reservations in Indian Missions/Posts abroad does not arise.

3.6. The postings of officers to Indian Missions/Posts abroad are in the nature of transfers within the Ministry of External Affairs and not appointments *per se* to a category or grade of posts. Priority in the matter of posting to posts in Missions/Posts abroad to Scheduled Castes and Scheduled Tribes has not therefore, been provided for as a regular procedure required under the reservation provisions. As the initial appointments to each grade and post themselves take into account reservation provisions, no further reservation in postings and transfers to Missions/Posts abroad is required. Thus, officers belonging to Scheduled Castes and Scheduled Tribes are considered for postings/transfers on the same basis as other officers in the roster. Their representation in each grade is naturally reflected in the deployment of diplomatic personnel in the Indian Missions/Posts abroad.

3.7. With regard to the question of providing reservations in the postings abroad, the representatives of the Ministry of External Affairs have, during the course of evidence, stated:—

“As things stand now, it will be rather difficult for us to have a policy of reservations for postings abroad. As I have said earlier, there are a number of criteria. We have got to take into account the language ability, state of health and other personal factors. In some cases, they want to go abroad on compassionate grounds, they ask specifically for certain posts. Whether it is a Scheduled Caste or non-Scheduled Caste post there is no difference, we treat them all alike so in order to carry all these various criteria, it will be rather difficult to keep reservation for postings abroad.”

3.8. The position with regard to the posting of categories of officers and staff in the Indian Missions/Posts abroad, as on the 1st January, 1976 is as follows:—

Category	No. of officers staff posted abroad	No. of Scheduled Castes	No. of Scheduled Tribes
1	2	3	4
Grade I . (IFS)	11		

1	2	3	4
Grade II (IFS)	12	1	..
Grade III (IFS)	51	2	..
Grade IV (IFS)	47		..
IFS (Senior Scale)	129	14	5
IFS (Junior Scale)	26	4	..
Grade I (IFS-B)	71	2	..
Integrated Grades II & III of IFS-B	162	10	2
Grade IV of IFS 'B' (Assistants)	444	14	1
Grade V of IFS "B" (UDC)	40	4	..
Grade VI of IFS "B" (LDC)	85	4	1
Cypher sub-cadre	95	4	
Personal Secretaries	76
Senior PAs	50		
Personal Assistants	231	15	
Stenographers	47		
Information Officers	12		
Information Service (Ex-cadre posts)	15		
Ex-cadre posts, Class II, Gazetted	10		
Ex-cadre posts, Class II, non-Gazetted	13		
Class III posts	11	..	
Class IV posts	9	..	
Other Class III employees	22	1	
Other Class IV employees	7	3	

3.9. Asked whether there is any change in the emoluments when an officer is posted abroad, the Committee have been informed that

when an officer is sent abroad, he draws his salary as defined under the Rules. In addition, he is entitled to free furnished accommodation and children education allowance for his children. Above all, he is given foreign allowance which varies from station to station to compensate for the cost of living between the Headquarters (Delhi) and the place of posting.

3.10. The Committee note that the posts of Ambassadors, High Commissioners and Heads of Missions/Posts abroad are filled by the Central Government at their discretion by appointment of members of Indian Foreign Service or of other persons eminent in public life. The Committee suggest that the Ministry of External Affairs should consider the feasibility of providing reservations for Scheduled Caste and Scheduled Tribe persons in the appointments of all diplomatic personnel in the Indian Missions/Posts abroad.

3.11. The Committee are also of the view that the claims of Scheduled Caste and Scheduled Tribe employees should be considered favourably at the time of making postings abroad, to enable them to acquire the experience of working in the Missions abroad as their stay in a foreign country for a couple of years will, by itself, be a very useful experience for the Scheduled Caste and Scheduled Tribe employees and will help them a lot in broadening their outlook and bringing them up socially and economically.

CHAPTER IV

STAFF STRENGTH AND SHORTFALLS

A. Staff strength and shortfalls

4.1. The Ministry of External Affairs, in a note submitted to the Committee, have stated that the orders regarding reservations for Scheduled Castes and Scheduled Tribes have been made applicable to different grades and posts from different dates, depending on the date when the post came into being and also the date from which the mode of recruitment called for reservation. In respect of the Indian Foreign Service, the reservation orders have been made applicable from the 26th January, 1950. The staff strength in the Ministry of External Affairs, showing date and group-wise posts to which the reservation orders became applicable, as on the 30th June, 1972, has been stated to be as follows:—

Classification of posts/Grades e.g. Class I, II, III & IV	Total strength of each category of posts/Grades as on 30-6-72	Total No. of posts out of Col. 2 to which reservations orders were/are applicable	No. of Scheduled Castes		No. of Scheduled Tribes		Remarks
			No.	Percentage with respect to figures in Col. 3	No.	Percentage with respect to figures in Col. 3	
I	2	3	4	5	6	7	8
Class I	553	322	22	7.00%	12	4.00%	(1) Reservation orders for Scheduled Castes and Scheduled Tribes are not applicable in Grades I to IV of I.F.S.
Class II	1727	1380	71	5.14%	8	0.57%	(2) Owing to very small number of vacancies for ex-cadre isolated posts (highly specialised and Technical) it has not been possible to fix any percentage for Scheduled Caste or Scheduled Tribe.
Class III	1031	591	105	17.77%	17	2.88%	(3) No. direct recruitment is made for filling vacancies in Grade V (UDCs) of IFS(B). Vacancies are filled by promotion from Grade VI (LDCs of IFS'B) on the basis of seniority subject to fitness and reservation orders were not applicable in such cases.
Class IV	667	667	166	25.00%	11	1.6%	..

4.2. The staff strength in the Ministry of External Affairs and its Subordinate offices including Indian Missions abroad as on the 1st June, 1976 has been stated to be as follows:—

Category of Post	Total No. of employees	Number of		Percentage of	
		Scheduled Castes	Scheduled Tribes	Scheduled Castes	Scheduled Tribes
1	2	3	4	5	6
MINISTRY					
1. Group 'A' (IFS & IFS 'B' Cadres)	540	40	18	7.4	3.3
2. Group 'A' (Others) (Ex-Cadre)	115	—	—	—	—
3. Group 'B' (IFS 'B' Cadres)	1817	83	11	4.5	0.6
4. Group 'B' (Others) (Ex-Cadre)	59				
5. Group 'C' (IFS 'B' Cadre)	602	45	18	7.5	3
6. Group 'C' (Others) (Ex-Cadre)	123	9		7.3	
7. Group 'D' (Other than Sweepers)	406	85	7	20.9	2
8. Group 'D' (Sweepers)	34	33		97	
SUBORDINATE OFFICES					
9. Group 'A'	10		
10. Group 'B'	34	2	1	5.9	2.9
11. Group 'C'	378	65	12	17.2	3.2
12. Group 'D' (Other than Sweepers)	111	26	2	23.4	1.8
13. Group 'D' (Sweepers)	29	25	2	86.2	6.9

4.3. It has been stated that the following recruitments have been made in the Ministry of External Affairs and its Subordinate offices including Indian Missions abroad during the period from 1973 to 1975:—

Year	Category of post (Class-wise)	Total No. of vacancies occurred	Total No. of vacancies actually filled	No. of vacancies reserved for Scheduled Castes		No. of vacancies reserved for Scheduled Tribes		No. of vacancies reserved for Scheduled Tribes	No. of Scheduled Caste candidates appointed	No. of Scheduled Tribe candidates appointed	No. of Scheduled Tribe vacancies carried forward		
				Carried forward from previous year	Reserved during the year	Carried forward from previous year	Reserved during the year						
1	2	3	4	5	6	7	8	9	10	11	12	13	14

(A) MINISTRY OF EXTERNAL AFFAIRS—IFS & IFS 'B' CADRES

1973	IFS (Junior Scale)	20	19	3	3	3	1	1	2	3	Nil	1	1
1974	Do	26	26	..	4	4	1	2	3	4	Nil	..	3
1975	Do	25	23	..	3	3	3	2	5	3	Nil	4	1
1973	Grade I of the General Cadre of IFS (B) (Group 'A' Gazetted)	36	36
1974	Do.
1975	Do.	46	46	..	7	7	4	4	4	3	4	1	3
1973	Integrated Grades II & III of the General Cadre (S.O. Grade) Group 'B' (Gazetted)	53	53+	3	3	6	1	2	3	3	3	..	3
1974	Do.	5	5	3	1	4	3	..	3	1	3	..	3
1975	Do.	49	49	3	8	11	3	4	7	8	3	..	7

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
--	---	---	---	---	---	---	---	---	---	----	----	----	----	----

1973	Grade IV of the General Cadre of IFS 'B' Group B (Non-Gazetted)													
	47	47	47	8	8	8	4	4	3	7	8	..	4	3
1974	Do.]													
	24	24	24	3	3	3	3	2	2	5	4	4	1	3
1975	Do.													
	74	74*	..	1	1	1	3	1	4	4	1	..	1	3

1973	Grade V of the General Cadre of IFS 'B' Group C (Non-Gazetted)													
	5	5	5	..	2	2	2	5	..	2	2
1974	Do.													
	28	28	..	5	5	2	2	2	5	..	2	2
1975	Do.													
	10	10	..	1	1	1	2	1	3	3	2	(-)	1	3

1973	Grade VI of the General Cadre of the IFS 'B' Group C (Non-Gazetted)													
	115	91	3	13	16	3	7	10	17	(-)	1	2	2	8
1974	Do.													
	72	49	(-)	1	8	7	8	4	12	5	2	10	2	2
1975	Do.													
	40	38	2	6	8	2	2	4	6	2	2	2	2	2

1973	Selection Grade of the SSC of the IFS 'B' Group B (Gazetted)													

1974	Do.													
	7	7
1975	Do.													
	7	7	..	1	1	1	..	1	1	1	..	1	..	1

1973	Grade I of SSC of the IFS 'B' Group B (Gazetted)	4	4	4	1	1	1	..	1	1	1	1	..	1	1
1974	Do.	12	12	1	2	3	1	1	..	1	..	3	..	1	1
1975	Do.	9	9	3	1	4	1	1	2	..	4	..	2	2	2
1973	Grade II of SSC of the IFS 'B' Group B (Non-Gazetted)	2	..	2	2	..	2	..	2	..	2	..	2
1974	Do.	41	41	2	3	5	2	2	4	4	4	1	4	4	4
1975	Do.	9	9	1	2	3	4	..	4	2	1	4	4	4	4
1973	Grade III of SSC of the IFS 'B' Group B (Non-Gazetted)
1974	Do.	11	11	..	2	2	..	1	1	..	2	1	..	2	1
1975	Do.	24	24	2	3	5	1	2	3	1	4	..	3	3	3
1973	Grade II of the Cypher Sub-Grade Group B (Non-Gazetted)	8	8	8	1@
1974	Do.
1975	Do.

+ includes 35 appointments on the basis of promotion by selection which involved no reservation at all.

* includes 68 appointments on *ad hoc* basis in respect of which no specific reservations were made.

@ Reservation for SC/ST in this grade was made on *ad hoc* basis, as far as appointments made in 1972 & 1973 are concerned. These were on the basis of Departmental Examination held in 1972 and totalled 26. Out of which 3 were reserved for and utilised by Scheduled Castes candidates.

(B) MINISTRY OF EXTERNAL AFFAIRS—OTHER POSTS

1	2	3	4	5	6	7	8	9	10	11	12	13	14
1973	Group A . . .	3	3									..	
	Group B	
	Group C . . .	1	1
	Group D . . .	78	78	16	16	16	6	6	6	14	2	1	5
1974	Group A . . .	1	1			
	Group B . . .	5	5			
	Group C . . .	2	2	1	1	1	1
	Group D . . .	19	19	3	3	3	..	2	2	1	2	..	2
1975	Group A
	Group B . . .	6	6
	Group C . . .	6	6	..	1	1	1	1
	Group D

(C) SUBORDINATE OFFICERS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1973 Group A
Group B
Group C .			13	12	..	1	1	..	1	1	2
Group D .			4	1	1	1	1
1974 Group A
Group B .			1	1
Group C .			13	13	..	1	1	..	1	1	2
Group D
1975 Group A
Group B .			3	2	1
Group C .			40	18	..	2	2	..	1	1	2	1
Group D .			6	5	..	3	3	3

4.4. Explaining the reasons for shortfalls in the appointment of Scheduled Castes and Scheduled Tribes in the Ministry of External Affairs and its Subordinate Offices, the Ministry of External Affairs have stated that in the appointment of Scheduled Caste and Scheduled Tribe Officers, shortfalls have arisen mainly because of the lack of availability of suitable candidates in the reserved categories. The discretion and responsibility for selecting officers from the reserved categories in regard to posts filled by open competitive examinations rests with the Union Public Service Commission and for some grades with the Institute of Secretariat Training and Management or with the Subordinate Services Commission. In recent years, the vacancies reserved for Scheduled Castes and Scheduled Tribes have almost been fully utilised i.e. suitable candidates in the reserved categories have been available. However, inadequate representation in earlier years, due to non-availability of suitable officers in the reserved categories has, in some grades, led to a cumulative shortfall. This factor is taken into account in current vacancy calculations and all eligible officers belonging to the reserved categories are considered so that all efforts are made to utilise the quota reserved for them. By following the prescribed procedure for dereservation and carry-forward of vacancies, it is ensured that the shortfall, if any, in a particular grade is taken into account on the next occasion when recruitment is made.

4.5. Asked why there was a big shortfall in Class II posts, the Committee have been informed that there are 1380 posts of Section Officers and Assistants. Upto 1970, the direct recruitment for Section Officers has led to the representation of 2.8 per cent for both Scheduled Castes and Scheduled Tribes and from 1971 onwards, the representation of Scheduled Castes and Scheduled Tribes is 23 per cent because the direct recruitment picked up greatly during this period. The Committee have been further informed that the recruitment has been made by the Union Public Service Commission and it is possible that suitable candidates might not have been available.

4.6. Asked as to what action is taken if the Union Public Service Commission is not in a position to recruit the required number of Scheduled Castes and Scheduled Tribes, the Ministry of External Affairs have stated that the reserved vacancies if not filled by appointment of candidates belonging to the reserved categories are carried forward in accordance with the instructions issued by the Department of Personnel and Administrative Reforms. If the prescribed number of reserved category persons are not available for

a period of three years, the vacancies are dereserved with the approval of the Department of Personnel and Administrative Reforms and thereafter the candidates not belonging to the reserved categories are nominated by the the Department of Personnel and Administrative Reforms. The Ministry of External Affairs have further stated that during the last five years, the contingency of dereservation of vacancies arose only in 1976, when two posts reserved for the Scheduled Tribes have been dereserved with the approval of Department of Personnel and Administrative Reforms.

4.7. The Committee regret to note that there is a big shortfall in almost all categories of posts in the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad. The representation of Scheduled Castes and Scheduled Tribes in Group 'A' posts in the Ministry of External Affairs is only 7.4 per cent and 7.3 per cent respectively while the representation of Scheduled Castes and Scheduled Tribes in Group 'B' posts is 4.5 per cent and 0.6 per cent respectively. Even in Group 'C' posts, the representation of Scheduled Castes and Scheduled Tribes is no better. It is only 7.5 per cent for Scheduled Castes and 3.0 per cent for Scheduled Tribes. Similar is the position in respect of Subordinate Offices attached to the Ministry of External Affairs. Considering these heavy shortfalls, the Committee cannot but conclude that extant orders on the subject are neither being followed in letter and spirit by the appointing authorities nor is adequate attention being paid unless concerted efforts are made by the Ministry of External Affairs and other appointing authorities, the shortfalls in the representation of Scheduled Castes and Scheduled Tribes cannot be wiped out. The Committee, therefore, urge the Ministry of External Affairs to ensure that reservation orders are rigidly followed so that all the reserved vacancies for Scheduled Castes and Scheduled Tribes are actually filled in by them and that shortfalls are obliterated as early as possible.

B. In-service. Training for Scheduled Caste and Scheduled Tribe employees

4.8. The Ministry of External Affairs, in a note submitted to the Committee, have stated that no exclusive in-service training for Scheduled Caste and Scheduled Tribe employees is imparted by them. The training facilities arranged by the Ministry are made available to officers in the reserved as well as unreserved categories. As a guideline, however, the special training needs of Scheduled Caste and Scheduled Tribe trainees, whenever they arise.

are taken note of and met. Officers belonging to Scheduled Caste and Scheduled Tribe are nominated in preference to others for training courses conducted by the Department of Personnel and Administrative Reforms whenever there is a specific indication to this effect, given by that Department.

4.9. In a subsequent note submitted to the Committee, the Ministry of External Affairs have stated that a full-fledged Career Management and Training Cell was created in the Ministry in April, 1973 for the purpose of arranging the participation of the Ministry's personnel in training programmes. The details of training courses conducted during the period from 1973 to 1976 are given below:—

Year	No. of training courses in which Ministry participated
1973	5
1974	20
1975	4
1976	8

4.10 Most of these programmes have been arranged by the Institute of Secretariat Training and Management of the Department of Personnel and Administrative Reforms, and some by the Indian Institute of Public Administration. In addition, the Indian Institute of Foreign Trade has also arranged some training programmes in which personnel from the Ministry of External Affairs have participated.

4.11. The total number of employees nominated to these training courses and the number of Scheduled Caste and Scheduled Tribe officers among them is as follows:—

Year	No. of trainees	No. of trainees from Scheduled Castes	No. of trainees from Scheduled Tribes
1973 .	6	1	..
1974 .	47	4	3
1975 .	21	2	2
1976 .	23	3	—

4.12. The training imparted in the courses for junior and middle-level officers relates to management, office supervision and procedure, maintenance of records, export promotion, etc. For other levels, e.g. stenographers and clerks, typewriting and stenography are also included.

4.13. Asked the reasons for decrease in the number of Scheduled Castes and Scheduled Tribes trainees from year to year, the Committee have been informed as follows:—

“It is difficult to give you any hard and fast reason but the fact is that sometimes it so happens that a Scheduled Caste officer whom we are nominating is considered well above the average and the Head of the Division does not want to relieve him. In some other cases, before an officer goes for training, his name comes up for foreign assignment and, therefore, he does not like to go on training. But I am endeavouring to see that more of these people should go.”

4.14. The Committee are unhappy to note that no in-service training programme has been arranged by the Ministry of External Affairs exclusively for the Scheduled Caste and Scheduled Tribe employees. Even when some officers of the Ministry of External Affairs have been deputed for training, the number of Scheduled Caste and Scheduled Tribe officers is insignificant. The Committee suggest that in-service training programme for Scheduled Caste and Scheduled Tribe employees should be arranged on a regular basis so as to improve their standard of work and also their chances for selection to higher categories of posts.

4.15. The Committee also understand that the Government of India issued instructions as early as on the 26th March, 1970 to the effect that in order to improve the chances of Scheduled Castes and Scheduled Tribes for selection to the higher categories of posts, they should be provided with more opportunities for attending seminars/Symposia/Conferences, etc. In their orders dated the 15th November, 1971, while emphasising the need for more intensive training to directly recruited Class I officers belonging to these communities along with other officers needing such help, the Government of India advised all the Ministries/Departments to nominate a considerably large number of Scheduled Caste and Scheduled Tribe officers for training programmes run by various Departments and Training Institutions. For this purpose, the Ministries/Departments were advised to draw a phased programme and to lay down a time limit, say three years, within which training of such officers in appropriate fields should be completed. The Ministry of External Affairs have

though set up a Career Management and Training Cell for the purpose of arranging the participation of the Ministry's personnel in training programmes in April, 1973 but have not drawn up a phased programme for the training of their officers belonging to Scheduled Castes and Scheduled Tribes. Only ten Scheduled Castes and five Scheduled Tribe officers have been nominated to the various courses during the period from 1973 to 1976. The Committee would like the Ministry of External Affairs to draw up a time-bound phased programme forthwith for the training of officers belonging to the Scheduled Castes and Scheduled Tribes in order to give them adequate training enabling them to compete for and take up higher responsibilities in higher posts in due course.

C. ANNUAL STATEMENTS

4.16. Under the instructions issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms), two statements, one showing the total number of Government servants in the Ministry of External Affairs and its Subordinate offices including Indian Missions abroad and the number of Scheduled Castes and Scheduled Tribes amongst them as on the 1st January of a year and the other showing the particulars of recruitment made, during a calendar year and the number of vacancies filled by the Scheduled Castes and Scheduled Tribes were required to be sent to that Department latest by the 1st March every year.

4.17. During the course of evidence, the Committee have been informed by the representative of the Ministry of External Affairs that the last report was sent by the Ministry of External Affairs to the Department of Personnel and Administrative Reforms on the 22nd July, 1976 showing the position as on the 1st January, 1976. Asked whether the Department of Personnel and Administrative Reforms had made any comments on these statements, the Committee have been informed that the Ministry of External Affairs have received some comments on these statements from that Department and those are being examined in the Ministry of External Affairs.

4.18. In reply to a question whether annual statements sent by the Subordinate Offices were first examined by the Ministry of External Affairs before transmitting the same to the Department of Personnel and Administrative Reforms, the representative of the Ministry of External Affairs during the course of evidence has stated as follows:—

“... We have got these Regional Passport Offices and we are supposed to maintain the reservation quota in respect of these offices also, and we have been doing so to the best

of our ability. But I would like to say frankly that I myself is not satisfied that best efforts have been made to ensure that the returns prescribed have in fact been maintained by all the Regional Passport offices."

4.19. The Committee regret to note that the annual statements regarding recruitment, etc. of Scheduled Castes and Scheduled Tribes on the prescribed forms, as on the 1st January, 1976, were sent by the Ministry of External Affairs to the Cabinet Secretariat (Department of Personnel and Administrative Reforms) on the 22nd July, 1976 although these should have been sent to them latest by the 31st March, 1976. The Committee also regret to note that the returns prescribed by the Department of Personnel and Administrative Reforms have not been maintained by all the Regional Passport Offices. The Committee would like the Ministry of External Affairs to ensure that, in future, these statements are prepared on the prescribed forms and are submitted to them by all its Subordinate Offices as soon as after the 1st January of the following year and latest by the 1st March of that year as laid down in the Cabinet Secretariat (Department of Personnel and Administrative Reforms) O.M. No. 17/3/70-ESTT(SCT), dated the 1st January, 1972. Failure to submit the statements in time should be regarded as a serious lapse on the part of the Heads of the Subordinate Offices attached to the Ministry of External Affairs.

4.20. The Committee would also like to suggest that these annual statements on receipt by the Ministry of External Affairs should be critically examined and analysed so that prompt and effective measures may be taken to remove the deficiencies noticed.

D. Annual Reports

4.21. In a note submitted to the Committee, the Committee have been informed that no mention has so far been made in the annual Report of the Ministry regarding recruitment, promotion, dereservation of vacancies and supersession of Scheduled Castes/Scheduled Tribes. However, figures are supplied to the Department of Personnel and Administrative Reforms and the Commissioner for Scheduled Castes and Scheduled Tribes through periodical returns and as and when called for by them.

4.22. In reply to a question, the Committee have been informed during the course of evidence that the decision of Government to include a note on the activities of the Implementation Cells in the Annual Reports of the concerned Ministries/Departments was issued on the 28th May, 1976 and these orders would come into operation next year.

4.23. The Committee desire that the Liaison Officer in the Ministry of External Affairs will take note of the orders of the Government in this regard and will ensure that a note on the recruitment, promotion, dereservation of vacancies and supersession of Scheduled Castes and Scheduled Tribes in the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad will be included in the Annual Report of the Ministry from 1977 and onwards.

CHAPTER V
MISCELLANEOUS

Redressal of grievances of Scheduled Caste and Scheduled Tribe Employees

5.1. In a note submitted to the Committee, the Ministry of External Affairs have stated that representations, if any, received from officers belonging to Scheduled Castes and Scheduled Tribes regarding non-implementation of orders regarding reservation and other concessions provided for are processed by the concerned Personnel Section which is advised by the General Administration Section in these matters. Thereafter, the representations are put up to the Head of the Department and if necessary to higher levels for orders. The Department of Personnel and Administrative Reforms is also consulted whenever required.

5.2. The Committee suggest that separate registers for registering the complaints/representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained by the Personnel Sections of the Ministry of External Affairs and also in the Subordinate offices attached to the Ministry of External Affairs. The Committee would also suggest that a precise procedure should be laid down by the Ministry of External Affairs to deal with such complaints/representations. The registers should at least be quarterly checked by the Liaison Officer to ensure that all such complaints/representations are properly and expeditiously dealt with in the Ministry of External Affairs and its subordinate offices.

SURAJ BHAN

Chairman,

*Committee on the Welfare of
Scheduled Castes and Scheduled Tribes.*

NEW DELHI;

November 14, 1977

Kartika 23, 1899 (S).

APPENDIX I

(Vide Para 2.3 of the Report)

No. 779-GA/61

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

New Delhi, dated the 15th Dec., 1961

17th Agrahayana, 1883 (Saka).

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules*, namely:—

CHAPTER I

GENERAL

1. *Short title and commencement.*—(1) These rules may be called the Indian Foreign Service (Recruitment, Cadre, Seniority and Promotion) Rules, 1961.

(2) They shall come into force with effect from the first day of April, 1962.

2. *Definitions.*—(1) In these rules, unless the context otherwise requires—

(a) "Cadre post" means a post included in the cadre of the Service and includes a temporary post which forms a temporary addition to the cadre;

(b) "Commission" means the Union Public Service Commission;

(c) "Probationer" means a person appointed to the Service on probation;

(d) "Service" means the Indian Foreign Service Branch 'A'.

(2) All expressions used in these rules and not defined herein shall have the same meaning as in the Indian Foreign Service (Pay, Leave, Compensatory Allowances and other conditions of Service) Rules, 1961.

*As amended upto 31-1-1976.

3. *Controlling Authority.*—The Ministry of External Affairs in the Government of India shall be the Controlling Authority of the Service.

4. *Foreign Service Board.*—(1) There shall be constituted a Board called the Foreign Service Board.

(2) The Foreign Service Board shall consist of,

- (i) all Secretaries to the Government of India in the Ministry of External Affairs;
- (ii) the Secretary to the Government of India in the Ministry of Foreign Trade; and
- (iii) the Joint Secretary to the Government of India in the Ministry of External Affairs in charge of Administration, who shall be member secretary.

(3) Any three members of the Board shall constitute the quorum.

5. *Functions of the Foreign Service Board.*—(1) The functions of the Foreign Service Board shall be to advise the Central Government on the following matters:

- (i) Postings, transfers, and leave-cum-transfers other than those of Heads of Missions and Heads of Posts;
- (ii) all promotions in the Service upto to Grade IV;
- (iii) promotions to the Service from the Indian Foreign Service Branch 'B' and the Indian Information Services, in consultation with the Commission;
- (iv) grant of diplomatic status to officers posted in Indian Missions and Posts abroad, whether members of the Service or not;
- (v) appointment of Charge d'Affaires, Acting High Commissioners and Acting Commissioners.

CHAPTER II

CADRE, APPOINTMENT AND PROMOTION TO CADRE POSTS

6. *Constitution of the cadre.*—(1) There shall be constituted a cadre for the Service.

(2) The strength and composition of the cadre shall be as determined by the Central Government from time to time.

(3) The Central Government shall at the interval of every two years re-examine the strength and composition of the cadre and may make such alterations therein as it deems fit:

Provided that nothing in this sub-rule shall be deemed to affect the power of the Central Government to alter the strength and composition of the cadre at any other time.

(4) The cadre shall be constituted in the time scales and grades specified in rule 4 of the Indian Foreign Service (Pay, Leave, Compensatory Allowances and Other Conditions of Service) Rules, 1961.

7. *Central Government to make appointments to cadre posts.*—All appointments to the cadre posts in the Service shall be made by the Central Government in accordance with the provisions of this Chapter.

8. *Power to abolish posts or hold posts in abeyance.*—(1) The Central Government may abolish or hold in abeyance any permanent cadre post:

Provided that no such post shall be abolished or held in abeyance, if an officer is already confirmed against such a post and the said officer is not simultaneously provided with a lien on a similar or higher post.

(2) The Central Government may abolish or hold in abeyance at any time any temporary cadre post.

9. *Appointments to cadre posts.*—Posts of Heads of Missions, and of Heads of Posts in countries where there are no Heads of Missions may be filled by the Central Government at its discretion by appointment of members of the Service or of other persons.

10. *Deputation of members of the Service.*—(1) The Central Government may at any time depute a member of the Service to a post equivalent to or higher than that held by him in the Service, in the Indian Administrative Service, the Indian Frontier Administrative Service, the Indian Foreign Service Branch 'B' or any other Central Service Class I. A member of the Service to be deputed shall be held against a post in the deputation reserve:

Provided that—

- (i) the period of deputation shall not exceed three years in the first instance although the Central Government may extend the same by further periods of upto three years at a time;

- (ii) the Central Government may in consideration of the deputation, appoint, in exchange, against an equivalent cadre post, an officer from the service to which the member of the Service has been deputed.

(2) The Central Government may at any time depute a member of the Service to a post equivalent to or higher than that held by him in the Service to serve under an international organisation or a foreign employer. A member of the Service so deputed shall be held against a post in the deputation reserve:

Provided that the period of deputation shall not exceed three years in the first instance, although the Central Government may extend the same by further period of upto three years at a time.

(3) The Central Government may, if it is satisfied that no suitable member of the Service or of the Indian Foreign Service Branch 'B' is available to fill a particular cadre post, appoint there-to for a period not exceeding three years an officer of any of the services mentioned in sub-rule (1) of rule 10, even though no member of the Service is sent, in exchange, on deputation to that service:

Provided that if the Central Government is still satisfied that no suitable member of the Service is available at the end of the above period they may extend the appointment for a further period of upto three years.

11. *Cadre posts to be filled by members of the Service.*—Save as provided in rules 9 and 10, every cadre post of the Service shall be filled by a member of the Service.

12. *Appointments and promotions of super time scale posts.*—
(1) Except as provided in rule 9, there shall be no direct recruitment to Grade IV or any higher Grade of the Service.

(2) Promotions of Grades I, II and III of the Service shall be made on merit from among members of the Service holding posts in the next lower grade.

(3) Promotions to Grade IV shall be made by selection on merit from among officers of the Service in the Senior Scale:

Provided that where a member of any other service is holding a cadre post in the Senior Scale of the Service under sub-rule (1) or sub-rule (3) of rule 10, the Central Government may promote the officer to hold a Grade IV post of the Service.

13. *Appointment to Senior Scale posts.*—(1) There shall be no direct recruitment to a cadre post in the Senior Scale of the Service.

(2) Such number of posts in the senior scale of the Service as do not exceed fifteen per cent of the senior scale and higher posts in the cadre (excluding one-half of the posts of Heads of Missions/Posts, but including the leave reserve and deputation reserve, if any) shall be filled in consultation with the Commission by promotion on the basis of merit from among officers of Grade I of the Indian Foreign Service, Branch 'B' who have completed not less than three years of service in that grade:

Provided that no such officer shall ordinarily be considered for promotion under this sub-rule if, on the 1st day of January of the year in which the meeting of the Departmental Promotion Committee, which is competent to consider such promotion, is held, he has attained the age of 55 years.

(3) All other posts in the Senior Scale of the Service shall be filled by promotion on the basis of seniority-cum-fitness from among officers in the Junior Scale of the Service who have been confirmed in that scale, subject only to the provisions of rule 10.

(4) Notwithstanding the provisions of sub-rule (3), such number of posts in the senior scale of the Service as do not exceed six per cent of the senior scale and higher posts which were existing in the Cadre on the 1st day of January, 1968, (excluding one-half of the posts of Heads of Missions/Posts, but including the leave reserve and deputation reserve, if any) shall be filled in consultation with the Commission by promotion on the basis of merit from among such officers of the Indian Foreign Service who are not already members of the Indian Foreign Service, Branch 'A', or Branch 'B', and have completed not less than six years of service in any post or posts not lower than that of an Information Officer:

Provided that no such Officer shall ordinarily be considered for promotion under this sub-rule if on the 1st day of January of the year in which the meeting of the Departmental Promotion Committee, which is competent to consider such promotion is held, he has attained the age of 55 years:

Provided further that no promotion under this sub-rule shall be made after the 1st day of January, 1972.

14. *Appointments to junior scale posts.*—Subject to the provisions of rule 10 all recruitment to a cadre post in the Junior Scale

of the Service shall be made on the results of an open competitive examination held by the Commission in accordance with such regulations as the Central Government may from time to time make in consultation with the Commission.

CHAPTER III FIXATION OF SENIORITY

15. *Seniority*.—(1) Officers already appointed to the Service before the commencement of these rules shall retain their seniority as in the Gradation List in force immediately before such commencement.

(2) The year of allotment of an officer recruited to the Service on the results of an open competitive examination held by the Commission, whether before or after such commencement, shall be the year following the year in which the said examination was held.

(3) The *interse seniority* of officers recruited to the Service on any one occasion in accordance with rule 14 shall be in accordance with the merit list compiled by the Commission.

(4) When an officer is promoted to the Senior Scale of the Service in accordance with sub-rule (2) or sub-rule (4) of rule 13, he shall be given a year of allotment as follows:—

- (i) if he is promoted from Grade I of the Indian Foreign Service Branch 'B' one corresponding to a date three years prior to the date from which he was continuously holding a post in Grade I of the Indian Foreign Service Branch 'B' or an equivalent or a higher post;
- (ii) if he is promoted from the Indian Information Services— one corresponding to a date from which he was continuously holding a post in the Indian Information Services in a capacity not lower than that of an Information Officer.

Provided that clauses (i) and (ii) shall not so apply as to make any promoted officer senior to any other officer promoted under sub-rule (2) or sub-rule (4) of rule 13 on an earlier occasion, and in the event that this occurs, the year of allotment shall be increased to that of the lower officer in the Gradation List promoted under sub-rule (2) or as the case may be, of sub-rule (4), of rule 13;

Provided further that the year of allotment so determined shall not be earlier than the year, 8 years preceding the date of actual promotion.

(5) As between direct recruits and promotees *inter se* seniority shall depend on the year of allotment. When the year is the same, it shall depend on the date of appointment in the year on which the year of allotment is based. When the date of appointment is the same, the direct recruit or recruits shall be senior.

CHAPTER IV

PROBATION AND TRAINING

16. *Probation and training of direct recruits.*—(1) An officer appointed under the provision of rule 14 to the Junior Scale of the Service shall be on probation for a period of two years, during which he shall be required to undergo such training and pass such examinations as may be prescribed by the Central Government from time to time.

(2) The Central Government may discharge from the Service forthwith any probationer who may be found unsatisfactory during the period of probation or who fails to complete satisfactorily the prescribed course of training or to pass the prescribed examinations

(3) The Central Government may at its discretion, extend the period of probation for such period as it may deem fit.

(4) On satisfactory completion of his probation, an officer may be confirmed in the Service.

17. *Period of probation of promotees.*—(1) An officer promoted to the Senior Scale of the Service under sub-rule (2) or sub-rule (3) or sub-rule (4) of rule 13, shall be on probation for a period of two years from the date on which he is so promoted.

(2) At the end of the period of probation, if the Central Government considers that the work of the officer has been satisfactory, he may be permitted to continue to officiate in the Senior Scale of the Service or be confirmed against a permanent vacancy with effect from the date on which the vacancy arose.

(3) If the Central Government considers that the work of the officer during the period of probation has not been satisfactory it may:

- (i) revert the officer to Grade I of the Indian Foreign Service Branch 'B' or the Indian Information Services, as the case may be, or

- (ii) extend the period of probation for such further period as may be necessary, when clause (i) shall be equally applicable to the extended period.

(4) An officer promoted to any of the grades of the Service shall not be eligible for confirmation in that grade unless he has completed at least one year of service therein.

CHAPTER V

MISCELLANEOUS

18. *Disqualification.*—(1) No person shall be appointed to the Service unless he is—

- (a) a citizen of India; or
- (b) a subject of Sikkim; or
- (c) a subject of former French possession in India; or
- (d) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India;

Provided that a person in category (c) or (d) is in possession of a certificate of eligibility issued in his favour by the Government of India; and that the certificate of a person belonging to category (d) shall be valid for only one year from the date of his appointment after which he shall be retained in service only, if he has become a citizen of India.

(2) No person who has more than one wife living or whose marriage is void by reason of its having taken place during the life time of his previous spouse, shall be eligible for appointment to the Service.

(3) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the Service.

19. *Eligibility for confirmation.*—(1) No officer of Grade I of the General Cadre of the Indian Foreign Service Branch 'B' or of the Indian Information Services shall be eligible for confirmation in the Senior Scale of the Service unless he has to the satisfaction of the Central Government passed the prescribed examination or test in the compulsory language allotted to him.

(2) The Central Government may exempt from the operation of sub-rule (1) any officer who has, prior to the date of promotion to the Service, attained the age of forty-five years.

21. *Interpretation.*—If any question arises as to the interpretation of these rules, it shall be decided by the Central Government.

Sd/-

(E. GONSALVES)

Deputy Secretary to the Govt. of India.

APPENDIX II

(Vide Para 2.20 of the Report)

Details of miscellaneous isolated posts in the Ministry of External Affairs

<i>Particulars of the post</i>	<i>No. of post</i>
Joint Secretary (EA)	1
Dy. Director (Inspection)	1
Under Secretary (Haj)	1
Under Secretary (Ex-Cadre)	1
Liaison Officer to Dalai Lama	1
Deputy Director (Purchase)	1
Senior Analyst	1
PS to Ambassador of India, Moscow	1 + 1
Cultural Attache (Kathmandu)	1
Deputy Chief of Protocol	1
Deputy FA & CAO	1
Accounts Officer	6
Medical Officer Jeddah	1
Medical Officer, Kathmandu	2
Junior Analysts	2
Archivist	1
Section Officer (Ex-cadre)	1
Editor (Moscow)	1
Sr. PA to Ambassador of India (Moscow)	1
PS to High Commissioner of India, London.	1
PS to Ambassador of India, Brussels	1
Assistant Editor	1
Caretaker (Hospitality)	1
Press Superintendent	1

<i>Particulars of the post</i>	<i>No. of post</i>
Research Assistant (Work-Study)	2
PS to Ambassador of India Sudan	1
Research Assistant (HD)	
Estate Supervisor	
Assistant Archivist	2
Field Assistant	2
Proof Reader	2
Examiner of Stores	2
Assistant Haj Officer	1
Lady welfare Inspector	1
Compounder	3
Lower Divn. Clerks (ex-cadre)	5
Cook (Bearer) (Washington, Switzerland & London)	7
Total	62

APPENDIX III

(Vide Para 2.25 of the Report)

MINISTRY OF EXTERNAL AFFAIRS

NOTIFICATION

New Delhi, the 11th May, 1959.

G.S.R. 564.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following Rule, namely:—

The Central Passport and Emigration Organisation (Initial Constitution and Maintenance) Rules, 1959.

CHAPTER I

PRELIMINARY

1. *Title.*—These Rules may be called the Central Passport and Emigration Organisation (Initial Constitution and Maintenance) Rules, 1959. They shall come into force with effect from 1st January, 1959.

2. *Application.*—These rules shall apply to all Government Servants who were borne on the establishment of either a Regional Passport Office or an Emigration Office in India on 1st January, 1959 and to all those who may hereinafter be appointed in accordance with these rules to the Central Passport and Emigration Organisation (hereafter referred to in abbreviated form as C.P.E.O.) which has been formed with effect from 1st January, 1959, after amalgamation of the Central Passport and Emigration Organisation.

CHAPTER II

DUTY POSTS AND AUTHORISED STRENGTH

3. (1) The C.P.E.O. will include the duty posts and have the authorised strength shown in the Appendix hereunto attached.

(2) The duty posts and authorised strength will be reviewed every three years.

CHAPTER III
GRADES AND PAY

4. The grades and pay of the duty posts in the organisation will be as follows:—

Grade	Scale of Pay	Class of Post	Particulars
1	2	3	4
Grade I	1100—50—1400	Class I Non-Ministerial Gazetted	Regional Passport Officers, Madras, Bom- bay, Delhi and Calcutta.
Grade II	700—40—1100—50½— 1250	Class I Non-Ministerial Gazetted	(i) Regional Passport Off- icer, Lucknow. (ii) Asstt. Pass- port Officers.
Grade III	475—25—500—30—680 EB—30—800	Class II Non-Ministerial Gazetted.	(i) Public Rela- tions Officers. (Passport) (ii) Public Rela- tions Officers, (Emigration), Bombay & Madras.
Grade IV	350—25—575	Class II Ministerial Gazetted	(i) Protector of Emigrants Negapattanam, Tuticorin, Man- dapam (Exis- ting Protectors of Emigrants confirmed in the scale of Rs. 275-25-500 shall continue to draw pay in that scale) (ii) Superinten- dents in Regio- nal Passport Offices. (iii) Superinten- dents (Emigra- tion) Calcutta and Lucknow.
Grade V	210—10—290—15—320— EB—15—425	Class III Ministerial Non-Gazetted	Assistants.
Grade VI	130-5-160-8-200-EB- 8-256-EB-8-280-10- 300	Do.	(i) Upper Divi- sion Clerks (ii) Stenogra- phers
Grade VII	110—3—131—4—155—EB— 4—175—5—180	Do.	Lower Division Clerks

CHAPTER IV

INITIAL CONSTITUTION OF THE C.P.E.O. AND APPOINTMENTS

5. *Recruitment at the initial constitution.*—At the initial constitution appointments shall be made only to Grades III, IV, V, VI and VII of the service. The duty posts in Grades I and II shall be filled in accordance with para 13 of these rules.

6. *Provisional appointment.*—Any officer who on the Prescribed date is borne on the establishment of either a Regional Passport Office or an Emigration Office in India shall, on that date, be deemed to have been provisionally appointed to the C.P.E.O. on the same post, in the same capacity and on the same scale of pay as obtained on that date. Provided that the above provision shall not confer on any officer any right, privilege or advantage which the said officer did not possess on the prescribed date.

7. *Grading of officers provisionally appointed.*—(1) The Re-organisation Board referred to in paragraph 9 below shall, as soon as may be, grade each officer referred to in paragraph 6 for formal appointment to one of the grades referred to in paragraph 4 other than Grades I and II. The existing incumbent of the post of Controller of Emigration shall however, be eligible for appointment to Grade II.

(2) Such grading shall be made on the basis of the conditions of eligibility laid down in paragraph 8 below:—

(3) If after such grade, there is surplus staff for whom no regular posts in the C.P. & E.O. exist, such surplus staff shall be appointed to super-numerary posts to be created for the purpose. An officer appointed to a super-numerary post will continue in such post till he is absorbed in a regular post, or being found unfit for further service is discharged.

8. *Conditions of eligibility for appointment to particular grades:*

(1) *Educational Qualifications.*—An officer shall be eligible for appointment only if he possesses the educational qualification mentioned below in respect of the grades specified:—

(a) *Grades III, IV, V.*—The officer should have passed the degree examination of an Indian University or hold qualifications from a foreign University recognised to be equivalent.

(b) *Grades VI and VII.*—The officer should have passed the Matriculation or Higher Secondary or other equivalent

examination of an Indian University or hold qualifications from a foreign University recognised to be equivalent:

Provided that the educational qualifications referred to in (a) above may be relaxed by the Reorganisation Board where the Officer has the educational qualifications referred to in (b) above, entered the service of the Central Government or a State Government in India in the clerical grades and has rendered continuous service for the number of years shown against each grade below:—

(i) For appointment to Grade III	18 years
(ii) For appointment to Grade IV	13 years
(iii) For appointment to Grade V	8 years
(iv) For appointment to Grade VI	5 years

Provided further that in respect of officers belonging to Scheduled Castes and Scheduled Tribes as defined by a notification issued by the Government of India, the qualifying periods referred to in the provision shall be reduced to the following:—

(i) For appointment to Grade III	15 years
(ii) For appointment to Grade IV	10 years
(iii) For appointment to Grade V	5 years
(iv) For appointment to Grade VI	3 years

(2) *Service Qualifications.*—(a) An officer shall be eligible for appointment to a grade only if he has rendered the service as shown below against the grade concerned:—

- (i) *Grade III.*—Five years' service in a post included in Grade IV or an equivalent post or on pay exceeding the minimum of the time scale of pay of Grade IV.
- (ii) *Grade IV.*—Five years' service in a post included in Grade V or an equivalent post or on pay exceeding the minimum of the time scale of pay exceeding the minimum of the time scale of Grade V.
- (iii) *Grade V.*—Three years' service in a post included in Grade VI or an equivalent post.
- (iv) *Grade VI.*—Five years' service in a post included in Grade VII or an equivalent post.
- (v) *Grade VII.*—Be in service on the prescribed date in a post included in Grade VII.

(b) The above qualifications shall not be required of an officer who has already officiated in a grade continuously for a period of two years immediately prior to prescribed date and whom the Board considers to be otherwise fit for appointment to that grade.

(c) The Reorganisation Board may, in exceptional circumstances, relax the above qualifications in favour of an officer whom they consider in all respects fit for appointment to that grade and who has already officiated in that grade continuously for a minimum period of one year.

(d) For purposes of future promotion under paragraph 14, an officer to whom clauses (b) or (c) above apply shall count service in that grade only from the date on which he completes, in the next lower grade the period of Service laid down in clause (a) above.

9. *Reorganisation Board.*—(1) The Reorganisation Board in respect of appointment to Grades III and IV shall consist of:—

- (i) A member of the U.P.S.C.—Chairman.
- (ii) Two Joint Secretaries to the Government of India nominated by the Ministry of External Affairs—Members.
- (iii) A representative nominated by the Ministry of Home Affairs—Member.
- (iv) The Chief Passport Officer to the Government of India—Member-Secretary.

(2) In respect of the other grades, the Reorganisation Board shall consist of:—

- (i) The Chief Passport Officer to the Government of India—Chairman.
- (ii) Two Deputy Secretaries nominated by the Ministry of External Affairs—Members.
- (iii) An Under Secretary of the Ministry of External Affairs—Member-Secretary.

10. *Approval of appointments.*—The decisions of the Reorganisation Board shall take effect:—

- (i) In respect of Grades III and IV with and subject to the concurrence of the U.P.S.C.
- (ii) In respect of Grade V, with and subject to approval of the Joint Secretary (Admn.) in the Ministry of External Affairs; and

- (iii) In respect of the other grades, with the approval of the Chief Passport Officer.

11. *Fixation of Seniority at initial Constitution.*—(1) Seniority of an officer shall be fixed in the grade for which he is selected at the initial constitution.

(2) Seniority in grade shall count:—

- (i) In respect of Grades III and IV with effect from the date from which the officer has continuously held a post in that grade or an equivalent grade, otherwise than on a purely temporary basis as a local arrangement or has continuously drawn pay exceeding the minimum of the time scale of pay of the grade, whichever is earlier.
- (ii) In respect of the other grades, with effect from the date the officer has continuously held a post in that grade or an equivalent post otherwise than on a purely temporary basis as a local arrangement:

Provided that for purposes for fixation of seniority, posts on the scales of pay in the left-hand column below shall be considered equivalent to the corresponding posts on the scale of pay shown in the right-hand column below:—

Scales of Pay	Equivalent to
(a) Rs. 275-25-500	(a) Rs. 300-20-500 as in Grade IV of the service
(b) (i) Rs. 150-10-220-10-300 (ii) Rs. 210-15-300 (iii) Rs. 150-30—370-15-400 (iv) Rs. 160-10-300-15-450 (v) Rs. 160-15-280-20-400 (vi) Rs. 200-15-305	(b) Rs. 160-10-330 as in Grade V of the Service
(c) (i) Rs. 80-5-120-5-220 (ii) Rs. 90-5-120-5-175 (iii) Rs. 75-5-140-8-220 (iv) Rs. 90-5-140-8-220 (v) Rs. 80-4-160-5-180 (vi) Rs. 80-6-140-10-220 (vii) Rs. 60-5-90-8-130-10-180 (viii) Rs. 80-5-120-8-220-10/2-220 (ix) Rs. 100-10-290 (x) Rs. 140-5-190 (xi) Rs. 60-5-150	(c) Rs. 80-5-120-8-200-10/2-220 in Grade VI of the service

Scales of Pay	Equivalent to
(d) (i) Rs. 55-3-85-4-125-5-130 (ii) Rs. 60-4-80-5-120 (iii) Rs. 51-3-75-2½-100 (iv) Rs. 30-3-60-5-100 (vi) Rs. 45-3-60-2-90 (v) Rs. 60-5/2-70-6/2-130	(d) Rs. 60-3-81-EB-4-125-130 as in Grade VII of the service

(3) Seniority in Grades III and IV shall be fixed by the Reorganisation Board and shall be final.

(4) Seniority in the other grades shall be fixed by the Chief Passport Officer. One single appeal may be made to the Joint Secretary (Admn.) against the orders of the Chief Passport Officer.

12. *Probation.*—An officer appointed at the initial constitution shall be on probation for such period as the Reorganisation Board may prescribe. The period of probation so prescribed may be extended by the Controlling Authority at its discretion.

CHAPTER V MAINTENANCE

13. *Filling of maintenance vacancies.*—Posts in Grades I and II at the initial constitution, residual vacancies in other grades at the initial constitution and all maintenance vacancies shall be filled as follows:—

- (1) *Grade I.*—By the deputation of an officer in the senior scale of the Indian Foreign Service Branch A or an officer of Grade I of the Indian Foreign Service Branch B:

Provided that on the recommendations of the Senior Departmental Promotion Committee of the Ministry of External Affairs and with the concurrence of the Union Public Service Commission, Posts in Grade I of the C.P.E.O. not exceeding in number half the permanent posts in that grade may be filled from among permanent members of the C.P.E.O. who have completed not less than six years of service in a post in Grade II of the C.P.E.O. or in an equivalent post in either of the amalgamated organisations

- (2) *Grade II.*—By deputation of an officer of the grade of Section Officer or Registrar, of the Indian Foreign Service, Branch B or with the specific concurrence of the Union

Public Service Commission, by any other officer of a Central Service Class I:

Provided that on the recommendation of the duly constituted Departmental Promotion Committee and with the concurrence of the Union Public Service Commission, not more than sixty per cent of the posts in Grade II may be filled from among those members of the Central Passport & Emigration Organisation who have completed not less than four years of service in Grade III of that Organisation.

- (3) *Grades III and IV.*—By promotion on merit from amongst officers, respectively, of Grades IV or V of the C.P.E.O. who have completed five years of service in the respective lower grades; or in an equivalent post in either of the amalgamated organisation:

Provided that if in the opinion of the Departmental Promotion Committee of the Ministry of External Affairs and of the Union Public Service Commission no officer of the C.P.&E.O. eligible or suitable for promotion to Grade III or Grade IV as the case may be, is available, one or more posts in Grade III or IV, may be filled for such minimum period as may be necessary, by the deputation of officers, respectively of Integrated grades II and III and Grade IV of the General Cadre of the I.F.S. 'B'. Such Indian Foreign Service Branch 'B' officer or officers shall be withdrawn as and when officers of the C.P.&E.O. suitable for promotion to the grades mentioned are available.

14. *Promotions.*—(1) Promotions to Grades I, II and III shall be made on the recommendations of the Senior Departmental Promotion Committee referred to in sub-rule (1) of rule 14(A) and to other grades on the recommendations of the Junior Departmental Promotion Committee referred to in sub-rule (2) of rule 14(A).

(2) Promotions to Grade V and above will be made on all India basis, while those to Grade VI shall be made on Regional basis i.e., from amongst Lower Division Clerks in Regional Office in which the vacancy arises. Promotion on a regional basis shall not, however, affect inter-seniority.

14A. *Departmental Promotion Committee.*—(1) The Senior Departmental Promotion Committee in respect of promotions to Grades I, II and III shall consist of:—

- (i) The Joint Secretary (Administration) in the Ministry of External affairs;

- (ii) The Joint Secretary in charge of Passport and Emigration work in the Ministry of External Affairs; and
- (iii) Two other senior-most Joint Secretaries in the Ministry of External Affairs.

(2) The Junior Departmental Promotion Committee in respect of promotion to other grades shall consist of:—

- (i) The Deputy Secretary in charge of Passport and Emigration work and Chief Passport Officer in the Ministry of External Affairs; and
- (ii) three other Deputy Secretaries and one Under Secretary in the Ministry of External Affairs nominated by the Secretary.

15. *Fixation of Seniority on promotion.*—The seniority *inter se* of promoted officers shall be fixed on the basis of the merit list compiled by the Departmental Promotion Committee and approved by the Union Public Service Commission or other competent authority.

16. *Seniority of direct recruits.*—(i) The *inter se* seniority of direct recruits shall be fixed in accordance with their ranking on the results of the Union Public Service Commission competitive examinations.

(ii) Where vacancies in a grade are filled both by promotion and by recruitment, the promotees and direct recruits will be interweaved in the seniority list in the proportion of their numbers, the senior-most promotee to rank first.

17. *Probation and trial.*—(1) Direct recruits shall be on probation for a period of one year in the first instance.

(2) Promotees shall be on trial for a period of one year and may, on the recommendations of the Departmental Promotion Committee, be reverted if their work in the higher grade is not found satisfactory.

18. *Training.*—Direct recruits as well as promotees may be required to undergo such training and for such periods as the Ministry of External Affairs may, by general or special orders, prescribe.

19. *Reservation of posts for Scheduled Castes and Tribes etc.*—Appointments to the service shall be subject to orders regarding special representation in the services for Scheduled Castes and

Scheduled Tribes and other special categories of persons issued by the Government from time to time.

CHAPTER VI

TERMS AND CONDITIONS OF SERVICE

20. An Officer in Grades I to V of the C.P.E.O. will be liable to serve in any duty post in India to which he may be posted by the Controlling Authority.

21. (1) Other terms and conditions such as those relating to leave, travelling allowance, discipline, pension etc. will be governed by the existing rules or such rules as may be framed thereafter.

(2) Without prejudice to the generality of the provision of sub-rule (i) above, it is specifically provided herein that all officers of the C.P.E.O. will be subject to all provisions of the Central Civil Services (Conduct) Rules, 1955 as amended from time to time.

CHAPTER VII

CONTROLLING AUTHORITY

22. The Controlling authority shall be the Ministry of External Affairs.

23. The powers of the Controlling authority shall be exercised:—

- (i) In respect of Grades I and II by a Secretary to the Government of India,
- (ii) In respect of Grades III and IV by a Joint Secretary to the Government of India.

CHAPTER VIII

REPEAL

24. With effect from the coming into force of these Rules, the following shall cease to be in force:—

- (1) The Class I and Class II Emigration Officers Recruitment Rules 1955, published with the Ministry of External Affairs Notification No. S.R.O. 2120 (EMIR/1), dated the 1st October, 1955; and
- (2) Rules governing Recruitment, Promotion, Transfer etc. for Class III and Class IV posts in the Emigration offices, published with the Ministry of External Affairs Notification No. S.R.O. 2315 (EMIR/2), dated the 30th August, 1956.

25. *Power to relax.*—The Central Government may, where it is of opinion after consultation with the Union Public Service Commission that it is necessary or expedient so to do, by order and for reasons to be recorded by it in writing relax any of the provisions of these rules with respect to any class or category of persons.

Scheduled of Duty posts and Authorised Strength in the C.P.E.O.
as on 1-8-1970

Grade and Class of the Post	Scale of Pay	Number of permanent posts		Number of temporary posts.	Total
		Duty Posts	Leave Reserve		
		3	4	5	6
Grade I-Class I-Non-Ministerial, Gazetted.	1100-30-1400	4	—	2	6
Grade II-Class I-Non-Ministerial, Gazetted.	700-40-1100-30/ 2-1250	5	—	1	6
Grade III-Class II-Non-Ministerial, Gazetted.	475-25-500-30- 680-EB-30-800	6	—	3	9
Grade IV-Class II-Ministerial, Gazetted.	350-25-575	15	—	2	17

APPENDIX IV

(vide Para 2.25 of the Report)

No. CPEO/21/68

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

New Delhi the 21st November, 1969.

NOTIFICATION

GSR—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules, namely:—

CHAPTER I

PRELIMINARY

1. *Shrot title and commencement*:—(1) These rules may be called the Central Passport and Emigration Organisation (Recruitment and Promotion to Class III Posts) Maintenance Rules, 1968.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Application*:—These rules shall apply to all class III Government servants who are already borne on the establishment of the Central Passport and Emigration Organisation hereinafter referred to in these rules as C.P. & E.O. and to all those who may hereinafter be appointed in accordance with these rules to the C.P.E.O.

3. *Definitions in these rules*:—(a) “duty post” means a permanent post in relation to any grade in a cadre.

(b) “maintenance vacancy” means a vacancy, temporary or permanent, occurring in any grade in a cadre after the completion of recruitment at the Initial Constitution.

CHAPTER II

DUTY POSTS, AUTHORISED STRENGTH, GRADES AND PAY

4. *Class III duty posts and their authorised strength*:—(1) The Class III duty posts in the C.P.E.O. and their authorised strength shall be as shown in the Schedule annexed to these rules.

(2) The duty posts and authorised strength will be reviewed by the controlling authority every three years.

5. *Grades and pay*:—The grades and pay of the Class III duty posts in the C.P.E.O. will be as follows:—

Grade	Scale of pay	Class of post	Particular
Grade V	210-10-290-15-320-EB-15-425	Class III Ministerial Non-Gazetted	Assistants
Grade VI	130-5-160-8-200-EB-8-256-EB-8-280-10-300	Do.	(i) Upper Division Clerks (ii) Stenographers.
Grade VII	110-3-131-4-155-EB-4-175-5-180	Do.	Lower Division Clerks

CHAPTER III

FILLING OF MAINTENANCE VACANCIES AND PROMOTION

6. *Filling of maintenance vacancies*:—(1) Maintenance vacancies in Grades V, VI and VII shall be filled as follows:—

(A) *Grade V*:—The vacancies in Grade V shall be filled in the following order of preference:—

- (i) by transfer of Assistants from other Government offices nominated by the Central (Staff) Surplus Cell of the Ministry of Home Affairs;
- (ii) by promotion from amongst officers of Grade VI who have completed at least 3 years of service in that grade, on seniority-cum-fitness basis.

(B) *Grade VI*:—(a) All posts, the functions of which are those of Upper Division Clerks, shall be filled in the following order of preference:—

- (i) by transfer of Upper Division Clerks from other Government Offices nominated by the Central (Staff) Surplus Cell of the Ministry of Home Affairs;
- (ii) by promotion from amongst officers of Grade VII who have completed five years of service in that grade, on seniority-cum-fitness basis.

(b) The remaining posts, which are those of stenographers shall be filled by recruitment in the following order of preference:—

- (i) by transfer of Stenographers from other Government offices nominated by the Central (Staff) Surplus Cell of the Ministry of Home Affairs;
- (ii) through the Employment Exchange in accordance with the rules on the subject as amended from time to time.

NOTE:—Departmental officers of Grade VII may be considered along with the candidates sponsored by the Employment Exchange. The minimum essential qualification shall be a speed of 100 words per minute in shorthand and 40 words per minute in typewriting.

- (c) *Grade VII*—(a) Ten percent of vacancies in Grade VII may be filled by appointment of Class IV employées (borne on regular establishment) working in the Central Passport and Emigration Organisation who possess the education qualification of Matriculation or equivalent and who are not above 40 years of age and who have rendered not less than five years of service in Class IV posts, on the basis of a departmental examination to be held in accordance with the Government orders issued from time to time for the purpose.

Provided that in the case of Scheduled Castes and Scheduled Tribes the upper age limit shall be 45 years:

Provided further that if sufficient number of persons do not become available, the vacancies shall be filled in the manner specified in sub-clause (b).

(b) Ninety per cent of the vacancies of such higher percentage as may be determined by the Controlling Authority in accordance with the proviso to sub-clause (a) shall be filled by recruitment in the following manner:

- (i) by transfer of the locally recruited Indian clerks from Indian Missions abroad;
- (ii) by candidates nominated by the Central Surplus (Staff) Cell of the Ministry of Home Affairs;
- (iii) through the Employment Exchange in accordance with the rules on the subject as amended from time to time; and
- (iv) by transfer from other Government Offices.

7. *Promotions*:—(1) Promotions to Grade V and Grade VI shall be made on the recommendations of the Junior Departmental Promotion Committee referred to in rule 8.

(2) Subject to the provisions of sub-rule (1), promotions to Grade V shall be made on an All India basis while those to Grade VI shall be made on a regional basis, that is to say from amongst Lower Division Clerks in the Regional Office in which the vacancy arises.

8. *Junior Departmental Promotion Committee*:—The Junior Departmental Promotion Committee, in respect of promotions to Grades V and VI, shall consist of:

- (i) the Chief Passport Officer in the Ministry of External Affairs,
- (ii) three Deputy Secretaries or Directors in the Ministry of External Affairs nominated by the Secretary or Additional Secretary in the Ministry of External Affairs; and
- (iii) the Under Secretary or Attache in charge of administration of C.P.E.O.

9. *Fixation of Seniority*:—The seniority of officers in Grades V, VI and VII shall be fixed in accordance with the following principles:—

- (1) Grade V.—The *inter-se* seniority of officers promoted to Grade V shall be fixed on the basis of the merit-list compiled by the Junior Departmental Promotion Committee and approved by the controlling authority.
- (2) Grades VI and VII:—(i) As the promotion of Lower Division Clerk's to Upper Division Clerks Grade is to be made on the basis of seniority subject to rejection of unfit seniority of persons promoted at the same time to the Grade of Upper Division Clerk shall be the same as their relative seniority in the grade of Lower Division Clerk. However, a person who is considered as unfit for promotion and is superseded by a junior person, shall not, if he is subsequently found suitable and promoted, take seniority in the Grade of Upper Division Clerk over the Junior person who had superseded him.
- (ii) A Stenographer who is recruited direct shall be placed before the last Upper Division Clerk promoted on a continuous and regular basis before the date of appointment of the Stenographer.

- (iii) Those Lower Division Clerks, who are transferred from one region to another region in public interest shall, retain their seniority in the region from where they are transferred. The minimum period of such transfer shall be two years, if not specified otherwise. If, during this period a vacancy in the Grade of Upper Division Clerk occurs in the original or parent region such Lower Division Clerk shall be considered for promotion according to his seniority. Those Lower Division Clerks, who seek transfer at their own request, would rank junior to all the existing Lower Division Clerks of their category (i.e. permanent or temporary, as the case may be) in the region to which they request for transfer.
- (iv) The seniority of Upper Division Clerks fixed at the initial constitution of the C.P.E.O. shall not be disturbed but the seniority of those Upper Division Clerks who are still officiating as Upper Division Clerks against maintenance vacancies shall be fixed in accordance with the revised principles.

Note:—Subject to the above principles, the general order issued in this regard by the Ministry of Home Affairs vide O.M. No. 9/11/55-RPS, dated December 22, 1959, shall be applicable in its entirety.

10. *Probation and trial*:—(1) Direct recruits shall be on probation for a period of one year in the first instance.

(2) Promotees shall be on trial for a period of one year and may, on the recommendation of the Junior Departmental Promotion Committee, be reverted if their work in the higher grade is not found satisfactory.

11. *Training*:—Direct recruits as well as promotees may be required to undergo such training and for such periods as the Ministry of External Affairs may, by general or special order, prescribe.

12. *Reservation of Posts for Scheduled Castes and Scheduled Tribes*:—Vacancies which are to be filled by direct recruitment shall be filled subject to the orders of the Government of India issued from time to time regarding reservation of vacancies for Scheduled Castes and Scheduled Tribes and other specified categories of candidates.

CHAPTER VI

TERMS AND CONDITIONS OF SERVICE

13. **Place of duty:**—(1) An officer in Grade V of the C.P.E.O. shall be liable to serve in any duty post in India to which he may be posted by the controlling authority.

(2) An officer in Grade VI or Grade VII shall normally serve only in the office to which he is appointed, but may be transferred to any other office of the C.P.E.O. (i) with his consent, or (ii) where in the exigencies of service the controlling authority considers such a course to be necessary.

14. **Other conditions of service:**—(1) Other terms and conditions of service such as those relating to leave, travelling allowance, discipline and pension, will be governed by the existing rules of the Government of India or such rules as may be framed hereafter.

(2) Without prejudice to the generality of the provisions of sub-rule (1), it is hereby declared that all officers of the C.P.E.O. shall be subject to all the provisions of the Central Civil Services (Conduct) Rules, 1964, as amended from time to time.

15. **Residuary matters:**—In regard to matters not specifically covered by those rules, the rules and regulations of the Government of India Governing Central Civil Services Class III posts shall *mutatis mutandis* be applicable to all Class III officers of the C.P.E.O.

CHAPTER V

CONTROLLING AUTHORITY

16. **Controlling authority:**—(1) The controlling authority in respect of the officers in Grades V, VI and VII shall be the Ministry of External Affairs.

(3) The powers of the controlling authority may also be exercised by the Chief Passport Officer who shall have the ex-officio rank of Director or Deputy Secretary in the Ministry of External Affairs.

CHAPTER VI

MISCELLANEOUS

17. **Power to relax:**—The Controlling authority may, where it is of opinion, after consultation with the Ministry of Home Affairs, that it is necessary or expedient so to do, by order, for reasons to be

recorded by it in writing, relax any of the provisions of these rules with respect to any class or category of persons.

The Schedule (See rule 4)

**Schedule of Duty posts and Authorised Strength in C.P.E.O.
1-6-70**

Grade and Class of post.	Scale of pay	Number of Permanent Posts		Number of temporary Posts	Total
		Duty Posts	Leave reserve		
1	2	3	4	5	6
Grade V-Class III Ministerial, Non-Gazetted.	210-10-290-15-320-EB-15-425	23	4	14	41
Grade VI-Class III-Ministerial, Non-Gazetted.	130-5-160-8-200-EB-8-256-EB-8-280-10-300	73 5*		30 2*	103 7*
Grade VII-Class III-Ministerial Non-Gazetted.	110-3-131-4-155-EB-4-175-5-180	87	13	29	129

*Stenographers.

Purely temporary posts have been excluded.

APPENDIX V

(Vide Para 2.26 of the Report)

No. 94/PB/74

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

New Delhi, dated the 10th July, 1974.

NOTIFICATION

In exercise of the powers conferred by the provision to article 309 of the Constitution, the President hereby makes the following rules, regulating the method of recruitment to certain class III posts in the Ministry of External Affairs Hostel, New Delhi, namely:

1. Short title and Commencement.—(1) These rules may be called the Ministry of External Affairs Hostel (Class III Posts) Recruitment Rules, 1974.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Application.—These rules shall apply to the posts as specified in column I of the Schedule annexed to these rules.

3. Number, Classification and scale of pay.—The number of said posts, their classification and the scale of pay attached thereto shall be as specified in columns 2, 3 and 4 of the said schedule.

4. Method of Recruitment Age limit, Qualifications, etc.—The method of recruitment to the said posts, age limits, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the Schedule aforesaid:

Provided that the upper age limits specified for direct recruits in column 6 of the said Schedule may be relaxed in the case of candidates belonging to the Scheduled Castes, the Scheduled Tribes or other special categories of persons in accordance with the orders issued by the Central Government from time to time.

5. Disqualifications.—No person—

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

6. **Power to relax.**—Where the Central Government is of opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons of posts.

7. **Saving.**—Nothing in these rules shall affect reservations and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

THE SCHEDULE

Recruitment rules for class III posts in the Ministry of External Affairs, Hostel, New Delhi.

Name of the post	Number of Posts	Classification	Scale of Pay
1	2	3	4
1. Accountant-Cum-Cashier	One	General Central Service, Class III—Non-Gazetted, Ministerial	425-15-500-EB-15-560-20-700
2. Reception Officer	One	General Central Service, Class III Non-Gazetted, Ministerial	425-15-500-EB-15-560-20-700
3. House-Keeper-cum-Storekeeper.	One	General Central Service, Class III Non-Gazetted, Ministerial	330-10-380-EB-12-500-EB-15-560.
4. Upper Division Clerk	One	General Central Service, Class III Non-Gazetted, Ministerial	330-10-380-EB-12-500-EB-15-560.
5. Supervisor	One	General Central Service, Class III Non-Gazetted, Ministerial	330-10-380-EB-12-500-EB-15-560.

1	2	3	4
6. Stenographer	One	General Central Service, Class III Non-Gazetted, Ministerial	260-6-290-EB-6-326-8-366-EB-8-390-10-400.
7. Lower Division Clerk	Two	General Central Service, Class III Non-Gazetted, Ministerial	260-6-200-EB-6-326-8-366-EB-8-390-10-400.
Whether Selection post or not ?	Age Limit for direct recruits	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotions.
5	6	7	8
Selection Post	28 years and below	1) Degree of a recognised University or its equivalent. 2) 5 years experience in Accounts in a Government or semi-Government organisation.	No
Selection Post	28 years and below	1) Graduate from a recognised University. 2) About 5 years experience as a Receptionist in any hostel or hotel of repute. 3) Knowledge of Accounts.	No
Selection Post	28 years and below	1) Graduate of a recognised University or its equivalent thereto. 2) 5 years experience in handling furniture or furnishings and stores in a hostel or hotel of repute.	No
Selection Post	28 years and below	1) Graduate from a recognised University or its equivalent. 2) 3 years experience as a Clerk or Accounts Clerk.	No

5	6	7	8
Selection Post	28 years and below	1) Graduate from a recognised University or its equivalent. 2) 3 years experience in a supervisory capacity in any hostel or hotel of repute.	No
Selection Post	25 years and below	1) Matriculation or equivalent qualification. 2) A speed of 100 words per minute in stenography and 40 words per minute in typewriting (Provided that to the extent persons possessing a speed of 100 words per minute in stenography are not available, persons possessing a speed of 80 words per minute shall be eligible for consideration)	No
Selection Post	25 years and below	1) Matriculation or its equivalent qualification.	Age—No. qualification—yes.
Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion or deputation/transfer and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation transfer to be made.	If a Departmental promotion Committee exists what is its composition.
9	10	11	12
2 years	By promotion failing which by transfer or transfer on deputation	By promotion of UDC'S*/ Supervisors/Housekeepers-cum-Store-keeper in the External Affairs	Class III Departmental Promotion Committee

*Upper Division Clerk.

9	10	11	12
		<p>Hostel with a minimum of 5 years continuous service in the Grade and thorough knowledge of accounts and allied work. Transfer/transfer on deputation of suitable officers holding analogous post in other Central Government Departments. (Period of deputation ordinarily not exceeding 3 years).</p>	
2 years.	<p>By promotion failing which by transfer/transfer on deputation failing which by direct recruitment.</p>	<p>By promotion of Upper Division Clerks/Supervisors/Housekeeper-cum-Storekeeper with a minimum of 5 years experience in the Grade and thorough knowledge of work relating to reception. Transfer/transfer on deputation of suitable officers holding analogous posts in other Central Government Departments. (Period of deputation ordinarily not exceeding 3 years).</p>	<p>Class III Departmental Promotion Committee.</p>
2 years.	<p>By promotion failing which by transfer on deputation failing which by direct recruitment.</p>	<p>Promotion from amongst Supervisors and Upper Division Clerks in the hostel with thorough knowledge of handling Stores. Transfer or transfer on deputation of suitable officers holding analogous post in other Central Government Departments. (Period of deputation not exceeding 3 years).</p>	<p>Class III Departmental Promotion Committee.</p>
2 years.	<p>By promotion failing which by transfer or transfer on deputation failing which by direct recruitment.</p>	<p>By promotion of Lower Division Clerks in the External Affairs Hostel with 5 years service in the Grade.</p>	<p>Class III Departmental Promotion Committee.</p>
2 years	<p>By promotion failing which by direct recruitment.</p>	<p>By promotion of Lower Division Clerks in the External Affairs Hostel with 5 years service in the Grade.</p>	<p>Class III Departmental Promotion Committee.</p>
2 years	<p>By promotion failing which by direct recruitment</p>	<p>Promotion by selection through a text from amongst Lower Division Clerks in the External Affairs who possess the qualification prescribed for direct recruits.</p>	<p>Class III Departmental Promotion Committee</p>

9	10	11	12
2 years	By direct recruitment failing which by transfer or transfer on deputation.	Transfer/transfer on deputation of suitable officers holding analogous posts in other Central Government Departments. (Period of deputation ordinarily not exceeding three years).	Do.
Circumstances in which the Union Public Service Commission to be consulted in making recruitment.			

13

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Not Applicable

Not Applicable

(B. M. Manchanda)

Deputy Secretary to the Government of India.

APPENDIX VI

(Vide Para 2.38 of the Reports)

STATEMENT REGARDING MAINTENANCE OF ROSTER IN RESPECT OF VARIOUS GRADES OF THE IFS(B)

Sr. No.	Name of the Grade	Mode of Recruitment	Date from which reservation for SC/ST required to be made	Date from which Rosters being maintained	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)
1	Grade I of the General Cadre	100% through promotion by selection.	20-7-74	1-1-75	There was no Select List in 1974.
2	Integrated Grade II & III of the General Cadre	(i) Direct Recruitment (ii) Limited Departmental Competitive exam. (iii) Promotion on the basis of seniority-cum-fitness.	1-1-57 11-7-68 20-7-74	1-1-63 1-1-72 1-1-75	The first batch of Direct Recruits joined Service in 1963. Successful candidates after the recruitment year 1968 joined the grade in the recruitment year 1972. (a) Promotion to this Grade was by selection till 11 February, 1975. (b) There was no Select List for this Grade in 1974.
3	Grade IV of the General Cadre	(a) Direct recruitment (b) Promotion	1-1-57 No reservation required	1-1-59 ---	After the closure of the Initial Constitution of IFS(B) the first batch of Direct Recruits joined Service in 1959. The Direct Recruitment to this Grade is to the extent of 75%

(1)	(2)	(3)	(4)	(5)	(6)
4	Grade V of the General Cadre	Promotion on the basis of seniority	27-11-72	1-1-74	There were no promotions to Grade V in 1973.
5	Grade VI of the General Cadre	Direct Recruitment	1-1-57	1-1-59	After the closure of the Initial Constitution of FS(B), the first batch of Direct Recruits to this Grade joined service in 1959.
6	Selection Grade of the stenographers' Sub-Cadre	Promotion on the basis of seniority-cum-fitness.	20-7-74	1-1-75	(a) Till 16-9-74 promotion to this grade was by selection. (b) There was no Select List for this Grade in 1974.
7	Grade I of SSC	(i) Promotion on the basis of seniority-cum-fitness. (ii) Limited Departmental Examination	20-7-74 16-9-74	1-1-75 —	(a) Till 16-9-74 promotion to this grade was by selection. (b) There was no Select List for this Grade in 1974. No roster has been maintained because so far there has been no recruitment to this grade through this particular mode.
8	Grade II of the SSC	(i) Direct Recruitment (ii) Limited Departmental Examination (iii) Promotion on the basis of seniority	1-1-57 25-2-76 —	1-1-64 25-2-76 —	(a) The share of D.Rs. in this Grade is 62½%. (b) Prior to 25-2-76, there was no reservation for SCs/STs in posts filled by promotion to grades in which element of direct recruitment was more than 50%.
9	Grade III of the SSC	Limited Departmental Examination	1-1-74	1-1-74	(a) The grade came into existence only as a result of reconstitution of the SSC w.e.f. 1-8-69.

* (b) The first batch of limited Departmental examinees joined only in 1974.

IFS (B) (RCSP) Rules, 1964, provide that there will be no further recruitment to this Grade.
Under Govt. instructions provisions for reservation is not required.

Since promotion in this Grade on the basis of Departmental Examination was from such lower grades viz. Grades V & VI of the General Cadre and Grade III of the SSC for whom this did not accordingly provide a line of promotion it was not clear whether instructions ought to apply.

On the basis of clarification obtained from Department of Personnel last year the reservation provisions are being applied with effect from last recruitment year i.e. 1975.

10 Grade I of the Cypher Sub-Cadre

11 Grade II of the Cypher Sub-Cadre

(i) By collateral transfer from Grade IV of General Cadre and Grade II of the SSC

(ii) Limited Departmental Examination.

1-1-1975 1-1-1975

APPENDIX VII

(Vide Para 2.62 of the Report) *

INDIAN FOREIGN SERVICE, BRANCH 'B' (RECRUITMENT,
CADRE, SENIORITY AND PROMOTION) RULES, 1964.

No. 39(GA)/64

GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

New Delhi dated the 6th May, 1964|16th Vaisakha, 1886 (S).

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

CHAPTER I

GENERAL

1. *Short title and commencement*:— (1) These rules may be called the Indian Foreign Service, Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Rules, 1964.

(2) They shall come into force on the first day of June, 1964.

2. *Definitions*:—In these rules, unless the context otherwise requires—

(a) "appointed day" means the date on which these rules shall come into force;

(b) "approved service" in relation to any Grade means the period or periods of services in that Grade, rendered after selection, according to prescribed procedure, for a long term appointment to that Grade and includes any period or periods—

(i) taken into account for purposes of seniority in the case of those appointed at the initial constitution of the Service;

*As amended upto 31-7-1976.

- (ii) during which an officer would have held a duty post in that Grade but for being on leave or otherwise not being available for holding such posts;
- (c) "cadre" means the group of posts in the Grades of the service specified in rule 3 and also includes temporary additions to the strength of the service;
- (d) "cadre officer" in relation to any Grade means a member of the service of that Grade and includes a temporary officer approved for long term appointment to that Grade;
- (e) "Commission" means the Union Public Service Commission;
- (f) "controlling authority" means the Government of India in the Ministry of External Affairs;
- * (g) "direct recruit" means—
- (i) in relation to Grade VI of the General Cadre and Grade III of the Stenographers' Sub-Cadre, a person recruited on the basis of a competitive examination held by the Institute of Secretariat Training & Management.
- (ii) in relation to other Grades, a person recruited on the basis of a competitive examination, other than a departmental competitive examination, held by the Commission;
- (h) "duty post" in relation to any Grade means a permanent or temporary post of that Grade in the cadre;
- (i) "Government" means the Government of India except as otherwise specified in these rules;
- (j) "Grade" means any of the Grades specified in rule 3;
- (k) "initial constitution" means the constitution of the service as on the first day of August, 1956, recruitment rules for which had been prescribed separately;
- @ (kk) "Institute of Secretariat Training and Management" means the Institute of Secretariat Training and Management of the Department of Personnel in the Cabinet Secretariat;
- (l) "long term appointment" means appointment for an indefinite period as distinguished from a purely temporary or

*amended vide Notification (i) No. 67—GA/71 dt. 28-2-1970 (ii) No. 44—GA/71 dt. 19-3-1971 (effective from 1-8-1969 and (iii) No. 45—GA/71 dt. 19-3-1971 (effective from 22-11-1970).

@amended vide Notification No. 59—GA/72, dated 10-4-1973.

ad-hoc appointment, like appointment against a leave or other local vacancy of a specified duration;

- (m) "permanent officer" in relation to any Grade means person who has been substantively appointed to a substantive vacancy in that Grade;

* (mm) Omitted.

- (n) "probationer" means a direct recruit appointed to a Grade on probation in or against a substantive vacancy;
- (o) "Select List" in relation to a Grade means a Select List prepared in accordance with the regulations made under the relevant recruitment rules for that Grade;
- (p) "Service" means the Indian Foreign Service, Branch 'B';
- (q) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service.

There shall be the following Grades in the Indian Foreign Service, Branch 'B', and they shall be classified as follows:—

Grade	Designation	Classification	Character
1	2	3	4
GENERAL CADRE			
Grade I	Under Secretaries at Headquarters First Secretaries and Second Secretaries in Missions or Posts abroad.	Group A (Gazetted)	Non-Ministerial
Integrated Grade II and III	Attaches and Section Officers at Headquarters, vice Consuls and Registrars in Missions or Posts abroad.	Group B (Gazetted)	Ministerial
Grade IV	Assistants at Headquarters and in Missions or Posts abroad.	Group B (Non-Gazetted)	Ministerial
Grade V	Upper Division Clerks at Headquarters and in Missions or Posts abroad.	Group C (Non-Gazetted)	Ministerial
Grade VI	Lower Division Clerks at Headquarters and in Missions or Posts abroad.	Group C (Non-Gazetted)	Ministerial

*Vide Notification No. 59—GA/72 dated 10-4-1973

1	2	3	4
STENOGRAPHERS' SUB-CADRE			
Selection Grade	Personal Secretaries at Headquarters and in Missions or Posts abroad.	Group B (Gazetted)	Ministerial
Grade I	Senior Personal Assistants at Headquarters and in Missions or Posts abroad.	Group B (Gazetted)	Ministerial
Grade II	Personal Assistants at Headquarters and in Missions or Posts abroad.	Group B (Non-Gazetted)	Ministerial
Grade III	Stenographers at Headquarters and in Missions or Posts abroad.	Group C (Non-Gazetted)	Ministerial

CYPHER SUB-CADRE

Grade I	Cypher Superintendents at Headquarters and in Missions or Posts abroad.	Group B (Gazetted)	Ministerial
Grade II	Cypher Assisants at Headquarters and in Missions or Posts abroad.	Group B (Non-Gazetted)	Ministerial

Not :— In future, there will be no recruitment to Grade I of the Cypher Sub-Cadre.

- (2) Notwithstanding anything contained in sub-rule (1) persons who were members of the former Grade II of the General Cadre of the Service and who elected Group A status in the Integrated Grades II and III of the General Cadre of the Service constituted with effect from the first day of July, 1959, shall continue to retain their existing Goup A status.

4. *Authorised permanent strength and temporary strength of the Service.*—(1) The authorised permanent strength of the various Grades of the Service on the appointed day shall be as specified in the Schedule.

(2) After the appointed day, the authorised permanent strength of the various Grades shall be such as may, from time to time, be determined by the Government.

(3) The Controlling authority may make temporary additions to the cadre as it may deem necessary from time to time.

5. *Departmental Promotion Committees and Establishment Boards.*—The Composition and functions of the Departmental Promotion Committees and Establishment Boards for purposes of confirmation, promotion, etc. shall be such as ns set out in regulations made

by the Controlling authority, in consultation with the Commission, wherever necessary.

CHAPTER II

APPOINTMENTS AND PROMOTIONS TO CADRE POSTS

6. *Power to hold duty posts in abeyance or to declare them ex-cadre.*—(1) The Controlling authority may hold in abeyance any permanent or temporary cadre post.

(2) Any duty post in a Grade may be declared by the Controlling Authority to be excluded from the cadre—

- (i) if such a post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience, or
- (ii) if it is necessary, for the time being, to fill such a post by a person other than a cadre officer of the appropriate Grade, and on such a declaration being made, the post shall remain excluded from the cadre so long as the said declaration remains in force.

*7. *Power to post against equivalent post.*—(1) The Controlling authority, if it is satisfied, that it is in the public interest to do so—

- (i) may post an employee of the Integrated Grades II and III of the General Cadre against a post in the Selection Grade of the Stenographers' Sub-Cadre and in exchange, post an employee of the Selection Grade of the Stenographers' Sub-Cadre against a post in the Integrated Grades II and III of the General Cadre;
- (ii) may post a Cypher Assistant of the Cypher Sub-Cadre against a post in Grade IV of the General Cadre.

(2) An employee posted under sub-rule (1) shall continue to draw the Grade pay admissible to him from time to time in his own Grade.

8. *Deputation of members of the Service.*—The Government may, at any time, depute a member of the Service to post, equivalent to or higher than that held by him in the Service, in any other Central

*Amended *vide* Notification No. 44-GA/71 dt. 19-3-71 (c.f. 1-8-69)

Service or in an International organisation or under a foreign employer. A member of the Service so deputed shall be shown against a post in the deputation reserve:

Provided that the period of deputation shall not exceed three years in the first instance although the Government may extend the same by further periods exceeding three years at a time.

9. *Posting of Cadre Officers.*—Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

*10. *Duty posts to be held by Cadre Officers.*—Every duty post in a Cadre shall, unless declared to be excluded from the Cadre or held in abeyance for any reason under rule 6 or utilised otherwise in accordance with rule 7, be held by a Cadre officer of the appropriate Grade.

11. *Substantive appointments in the Service.*—All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specific duty post in that Grade.

*12. *Recruitment to Grade I of the General Cadre.*—(1) Vacancies in Grade I of the General cadre shall be filled by promotion of the permanent officers of the Integrated Grades II and III of the General Cadre and of permanent officers of the Selection Grade of the Stenographers' Sub-Cadre who have worked as section officers in the Integrated Grades II and III of the General Cadre for at least a period of two years:

Provided that an officer of the Selection Grade of the Stenographers' Sub-Cadre who has not worked in the Integrated Grades II and III for the said period of two years shall also be considered for promotion to Grade I of the General Cadre if he is otherwise eligible for such promotion and the Controlling authority, for the reasons to be recorded in writing, is satisfied that such a person had not worked in the Integrated Grades II and III of the General Cadre in the exigencies of service.

(2) Notwithstanding anything contained in sub-rule (1), for promotion of Cypher Superintendents a quota of vacancies in

*Amended *vide* Notification No. 44-GA/77, dt. 19-3-77 (e.f. 1-8-1969)

Grade I of the General Cadre shall be fixed from time to time by the Controlling authority in consultation with the Commission.

(3) No person shall be eligible for promotion to Grade I of the General Cadre unless he has rendered at least eight years of approved service in his Grade:

Provided that the said period of eight years shall be reviewed by the Controlling authority from time to time and shall be progressively increased to ten years in consultation with the Commission:

Provided further that if any person appointed to the Integrated Grades II and III of the General Cadre or to the Selection Grade of the Stenographers' Sub-Cadre or to Grade I of the Cypher Sub-Cadre, as the case may be, is considered for promotion to Grade I of the General Cadre in accordance with the provisions of sub-rules (1) and (2), all persons senior to him in that Grade shall also be considered notwithstanding that they may not have rendered eight years of approved service in that Grade.

Note: The period of eight years of approved service in the case of an officer of the Selection Grade of the Stenographers' Sub-Cadre, shall include the period of service rendered in the Integrated Grades II and III of the General Cadre or in Grade I of the Stenographers' Sub-Cadre before first August, 1969 or both, as the case may be.

(4) The Controlling authority, in consultation with the Commission—

(i) shall prepare a Select List for Grade I of the General Cadre on the basis of merit from among officers eligible for promotion under sub-rules (1), (2) and (3);

(ii) may revise such Select List from time to time.

(5) The Select List shall be prepared and revised in accordance with regulations made in this behalf by the Controlling authority in consultation with the Commission.

13. *Recruitment to posts in the Integrated Grades II and III of the General Cadre.*—*1. (a) One sixth of the substantive vacancies, in the Integrated Grades II and III of the General Cadre shall be filled by direct recruitment on the result of competitive examinations

*Substituted *vide* Notification No. 20/GA/75 dated 12-2-75 (Q/GA/792/1/73 dated 12-2-75).

held by the Commission for this purpose from time to time. The remaining vacancies shall be filled by the substantive appointment of persons included in the Select List for the Integrated Grades II and III of the General Cadre. Such appointment shall be made in order of seniority in the Select List except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(b) Temporary vacancies in the Integrated Grades II and III of the General Cadre shall be filled by the appointment of persons included in the Select List for the Integrated Grades II and III of the General Cadre. Any vacancies remaining unfilled thereafter shall be filled first from among the persons approved for inclusion in the Select List and thereafter by the temporary promotion on the basis of seniority subject to the rejection of the unfit or permanent officers of Grade IV of the General Cadre and Grade II of the Cypher Sub-Cadre who have rendered not less than eight years of approved service in any one Grade or the two Grades and are within the range of seniority. Such promotions shall be terminated when persons included in the Select List for the Integrated Grades II and III of the General Cadre become available to fill vacancies.

* (2) The Select List referred to in clauses (a) and (b) of sub-rule (1) shall be prepared in the following manner:—

- (i) 33-1/3 per cent of the quota for inclusion in the Select List shall consist of persons to be promoted on the basis of a limited competitive examination to be held by the Commission for this purpose from time to time; and
- (ii) the rest of the promotion quota for inclusion in the Select List shall consist of persons to be promoted on the basis of seniority subject to the rejection of the unfit of the officers of the Grade IV of the General Cadre and Grade II of the Cypher Sub-Cadre who have rendered not less than eight years of approved service in any one Grade or both the Grades:

Provided that if any person appointed to such a Grade is considered for promotion to the Integrated Grades II and III of the General Cadre in accordance with the provisions of this sub-rule, all persons senior to him in that Grade shall also be considered notwithstanding that they may not have rendered eight years of approved service in that Grade or Grades, as the case may be.

(3) The Controlling authority shall, from time to time lay down the ratio in which the available vacancies in the Integrated Grades II and III of the General Cadre shall be filled from IV of the General Cadre and Cypher Assistants of the Cypher Sub-Cadre. This ratio shall be fixed, as far as possible, on the basis of the relative strength of the respective cadre posts.

Illustration.—If the strength of Grade IV of the General Cadre is 720 and that of the Cypher Assistant of the Cypher Sub-Cadre 120, the ratio for promotion shall be 6 : 1.

*(4) Deleted.

14. *Recruitment to Grade IV of the General Cadre.*—(1) 75 per cent of the vacancies in Grade IV of the General Cadre shall be filled by direct recruitment on the results of an open competitive examination held by the Commission for the purpose from time to time; and the remaining vacancies shall be filled by the appointment of persons included in the Select List for this Grade in the order of seniority in the Select List except when, for reasons to be recorded in writing, a person is not considered fit for such appointment:

Provided that for a period of three years from the appointed day the quota for filling the vacancies by direct recruitment shall be 50 per cent.

(2) The Select List referred to in sub-rule (1) shall be made on the basis of seniority-cum-fitness from among the employees of Grade V of the General Cadre who have rendered not less than thirteen years of total service in Grades V and VI together, of which a minimum of two years should be approved service in Grade V:

Provided that if any person appointed to Grade V before the appointed day is considered for promotion to grade IV of the General Cadre in accordance with the provisions of this sub-rule, all persons senior to him in that Grade shall also be considered notwithstanding that they may not have rendered thirteen years of total approved service in Grade V and VI.

15. *Recruitment to Grade V of the General Cadre.*—All vacancies in Grade V of the General Cadre shall be filled by promotion on the basis of seniority subject to the rejection of the unfit, from persons included in Grade VI of the General Cadre, who have rendered not less than eight years of approved service in that Grade. The

*Deleted *vide* Notification No. 44/GA/71 dated 19-3-1971 effective from 1-8-1969.

period of eight years specified for promotion may be relaxed, in special circumstances, by the Controlling authority: xxxxx*:

Provided that if any person appointed to such a Grade before the appointed day is considered for promotion to Grade V of the General Cadre, in accordance with the provision of this rule, all persons senior to him in that Grade shall also be considered, notwithstanding that they may not have rendered eight years of approved service in that Grade.

16. *Recruitment to Grade VI of the General Cadre.*—** (1) Vacancies in Grade VI shall be filled in the following manner, namely:—

- (i) Ten per cent of the vacancies may be filled by appointment of Class IV employees (borne regular establishment(s) working in the Ministry of External Affairs, on the basis of competitive examination held for the purpose by the Institute of Secretariat Training and Management:

Provided that if a sufficient number of persons is not available, the vacancies shall be filled in the manner specified in clause (ii) below, namely:—

- (ii) Ninety per cent of the vacancies or such higher percentage as may be determined by the Controlling authority in accordance with the provision to clause (1), shall be filled by the direct recruitment on the basis of competitive examination held for the purpose by the Institute of Secretariat Training and Management:

Provided that to the extent to which a sufficient number of qualified candidates of the competitive examinations referred to in clauses (i) and (ii) are not available for appointment on the results of such examination, the vacancies may be filled, provisionally or on a regular basis, in such manner as may be determined by the Controlling authority.

- †(1-A) Notwithstanding anything contained in sub-rule (1), vacancies in Grade VI of the Service may be filled also by appointment of persons holding the post of Telephone Operators in the Ministry of External Affairs (wherever they may be employed) who have been declared qualified for induction to Grade VI of the Service on the results of an examination held for this purpose by the Institute of Secretariat Training and Management.

*Deleted *vide* Notification No. 45/GA/71 dated 19-3-1971 effective from 21-11-1970.

**Amended *vide* Notification No. (i) 52-GA/68 dated 6-9-1968, (ii) 66-GA/70 dated 26-2-70 (iii) 45-GA/71 dated 19-3-1971 (effective from 21-11-1970).

†Added *vide* Notification No. 122-GA/74 dated 16-9-1974.

***(1-B) The qualifying examination referred to in sub-rule (1-A) shall be held in accordance with regulations made by the Government.**

(2) The Controlling authority shall specify the number of vacancies in Grade VI to be filled on the results of the Competitive examination referred to in sub-rule (1).

(3) Substantive appointments to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under sub-rule (2) shall, in the first instance, be made from among the temporary employees of the Grade who have either passed typewriting test for Grade VI held by the Institute of Secretariat Training and Management or have been specifically exempted therefrom by the Government and shall whereafter, if any vacancy is left unfilled, be made from among the remaining temporary employees of the Grade.

The appointment shall in either case be made in the order of seniority of the temporary employees except when, for reasons to be recorded in writing, a person is not considered fit for substantive appointment in his turn.

**** (4) Notwithstanding anything contained in sub-rule (1) and (2), the Controlling authority may fill not more than five per cent of the vacancies arising in a year in a manner otherwise than provided for in these rules, by appointment of a son or daughter or wife or husband or brother or sister of a Government servant who dies during the period of his service or **is retired on medical ground under Article 441, read with Articles 452 and 454 of the Civil Services Regulations.**

*****17. Initial appointment to the different Grades of the Stenographer's Sub-Cadre on 1st August, 1969.—**(1) The permanent and temporary officers of each Grade on 1st August, 1969, shall be such as may be determined by the Controlling authority, from amongst departmental candidates. For the purposes of this rule, the following shall be considered as departmental candidates, namely:—

- (a) persons who immediately before 1st August, 1969 have been regularly appointed to the post of Grade I and Grade II of the Stenographers' Sub-Cadre.

****Added *vide* Notification No. 122-GA/74 dated 16-9-1974.**

****Amended *vide* Notification No. 45-GA/71 dated 19-3-71 (effective from 21-11-1970).**

*****Amended *vide* Notification No. 44-GA/71 dated 19-3-1971 (effective from 1-8-1969).**

*(aa) persons who immediately before the 3rd April, 1971, the date of publication of the Indian Foreign Service, Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Amendment Rules, 1971 in the Gazette of India, have been regularly appointed to the posts in Grade V and VI of the General Cadre and performing duties of stenotypists and drawing a special pay for the same.

(b) persons who on 1st August, 1969, hold any of the posts in Grade I and Grade II mentioned in clause (a) in a permanent or temporary capacity, wherever they may be employed on that date and persons belonging to the Grades V and VI of the General Cadre who may be on deputation in public interest to posts of Stenographer, Personal Assistant or other similar posts in whose case it is certified that but for deputation they would have continued to hold the posts of stenotypists.

(2) For the purpose of constitution of each Grade of the Stenographers' Sub-Cadre, the following general principles shall be observed, namely:—

(a) posts in the Selection Grade of the Stenographers' Sub-Cadre shall be filled by departmental candidates holding substantive appointment in Grade I immediately before 1st August, 1969, who may be screened for such appointment on the basis of seniority subject to the rejection of the unfit.

(b) departmental candidates who were holding substantive appointment in Grade I, immediately before 1st August, 1969, who were assessed as not suitable for appointment to the Selection Grade shall be absorbed in the next lower grade. Such officers shall be eligible to be considered at the maintenance stage for appointment to a temporary post in the Selection Grade and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointments.

(c) all posts in Grade I of the Stenographers' Sub-Cadre shall be filled by—

(i) departmental candidates who are declared as suitable for appointment to Selection Grade but are not appointed there to on account of sufficient number of vacancies not being available in that Grade;

- (ii) departmental candidates referred to in clause (b) of this sub-rule;
- (iii) departmental candidates who may be holding temporary posts in Grade I immediately before the 1st August, 1969.
- (d) permanent and temporary posts in Grade II of the Stenographers' Sub-Cadre shall be filled by departmental candidates holding appointments in Grade II immediately before the 1st August, 1969, in the order of their seniority.
- (e) posts in Grade III of the Stenographers' Sub-Cadre shall be filled by the appointment of departmental candidates holding posts of steno-typists.

Provided that (i) they have passed a stenography test held by the Institute of Secretariat Training and Management, or (ii) they shall within the stipulated period pass such a test, or (iii) they have been specifically exempted by the Controlling authority from passing such a test:

Provided further that the substantive appointment or continuance in Grade III of the Stenographers' Sub-Cadre beyond the period of probation as laid down in rule 26, of persons appointed as Steno-typists on the basis of stenography test held departmentally and appointed to Grade III under this rule shall be subject to their passing a stenography test held by the Institute of Secretariat Training and Management.

18. *Recruitment to the Selection Grade and Grade I.*—*(1) Vacancies in the Selection Grade of the Stenographers' Sub-Cadre shall be filled by promotion on the basis of seniority, subject to rejection of the unfit, of officers of Grade I of the Stenographers' Sub-Cadre who have rendered not less than six years of approved service in that Grade:

Provided that officers referred to in sub-clauses (i), (ii) and (iii) of clause (c) of sub-rule (2) of rule 17, shall be eligible to be considered for promotion to the Selection Grade notwithstanding that they may not have rendered six years of approved service in Grade I:

Provided further that if any person who is appointed to Grade I of the Stenographers' Sub-Cadre is considered for promotion to Selection Grade in accordance with the provisions of this sub-rule,

*Substituted *vide* Notification No. 123-GA/74 dated 16-9-74.

all persons senior to him in Grade I shall also be so considered notwithstanding that they may not have rendered six years of approved service in that Grade.

* (2) Vacancies in Grade I of the Stenographers' Sub-Cadre shall be filled as under:—

- (i) 50 per cent of the vacancies shall be filled by promotion of Grade II Officers of the Stenographers' Sub-Cadre on the basis of the results of the limited departmental competitive examination held by the Commission for this purpose;
- (ii) The remaining vacancies shall be filled by promotion on the basis of seniority, subject to rejection of the unfit, of officers of Grade II of the Stenographers' Sub-Cadre who have rendered not less than eight years of approved service in that grade:

Provided that if any person who is appointed to Grade II of the Stenographers' Sub-Cadre is considered for promotion to Grade I in accordance with the provisions of this sub-rule, all persons senior to him in Grade II shall also be so considered notwithstanding that they may not have rendered eight years of approved service in that Grade.

(3) Substantive appointments to substantive vacancies in the Selection Grade and Grade I, as the case may be, shall be made in the order of seniority of temporary officers of the respective Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

**18A. *Recruitment to Grade II and Grade III.*—†(i) 62½ per cent of the vacancies in Grade II of Stenographers' sub-Cadre shall be filled (i) by direct recruitment on the results of an open competitive examination held by the Commission for the purpose from time to time; and

(ii) by recruitment of persons from amongst Hindi Stenographers working in the corresponding scales of pay in the Ministry of External Affairs from a date earlier than the 3rd November, 1972 and who are considered suitable for appointment to the Grade in consultation with the Commission.

The remaining vacancies shall be filled by appointment of persons included in the Select List for this Grade.

*Substituted *vide* Notification No. 123-GA/74 dated 16-9-74.

**amended *vide* Notification No. 44-GA/71 dated 19-3-74 (effective from 1-8-1969).

†inserted *vide* Notification No. 59-GA/73 dated 10-4-73.

(2) The Select List referred to in the sub-rule (1) shall be prepared in the following manner:—

- (i) 33-1/3 per cent of the quota for inclusion in the Select List shall consist of persons to be promoted on the basis of a limited competitive examination to be held by the Institute of Secretariat Training and Management for this purpose.
- (ii) The rest of the promotion quota for inclusion in the Select List shall consist of persons to be promoted on the basis of their seniority subject to the rejection of the unfit from amongst the employees of Grade III who have rendered not less than five years of approved service in that Grade:

*Provided that employees of Grade III appointed to that Grade under Rule 17, shall be eligible for inclusion in the Select List on the basis of their seniority subject to the rejection of the unfit, if they have rendered not less than three years of approved service in that Grade:

Provided further that if any persons appointed to Grade III of the Stenographers' Sub-Cadre is considered for promotion to Grade II in accordance with the provisions of this Sub-rule, all persons senior to him in Grade III shall also be considered notwithstanding that they may not have been rendered 5 years of approved service in that Grade:

Provided also that when the number of persons available for appointment in any year under clause (i) or clause (ii) is less than the quota, the deficiency shall be made up by direct recruitment on the results of the open competitive examination held by the Commission.

(3) The length of approved service for promotion to Grade II prescribed in sub-rule (2), may be reviewed by the Controlling authority once every three years and revised, if necessary.

(4) Substantive appointments to substantive vacancies in Grade II shall be made in the order of seniority of temporary officers appointed to the Grade except when for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

*** (5) Vacancies in Grade III of the Stenographers' Sub-Cadre shall be filled:—**

- (i) by direct recruitment on the basis of competitive examination held for the purpose by the Institute of Secretariat Training and Management, limited to officers of Grades V and VI of the General Cadre; and
- (ii) by recruitment of Hindi Steno-typists working in the scale of Rs. 110—180 with a Special Pay, in the Ministry of External Affairs from a date earlier than the 28th November, 1972 and who are considered suitable for appointment to the Grade by the Government;

Provided that to the extent a sufficient number of candidates are not available for appointment under clause (i) or clause (ii), the vacancies may be filled provisionally or on regular basis, in such manner as may be determined by the Controlling Authority.

(6) The Controlling authority may by order specify the number of vacancies in Grade III to be filled permanently or temporarily on the results of any examination referred to in sub-rule (5).

(7) Substantive appointments to substantive vacancies in Grade III other than those to be permanently filled in pursuance of any order made under sub-rule (6) shall be made in the order of seniority of temporary officers of the Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

19. Recruitment to posts of Cypher Assistants in the Cypher Sub-Cadre.—Recruitment to Grade II of the Cypher Sub-Cadre shall be made in the following manner:—

- (i) Upto 25 per cent of the vacancies shall be filled by transfer from Grade IV employees of the General Cadre and Grade II employees of the Stenographers' Sub-Cadre, who hold any degree from a recognised university or possess any equivalent qualification, and who have rendered not less than two years approved service in any of these Grades.
- (ii) The remaining vacancies shall be filled by a departmental examination to be conducted by the Controlling authority. All employees of Grade V and Grade VI of the General Cadre and **Grade III of the Stenographers'

*Substituted vide Notification No. 94-GA/74 dated 16-7-1974 (effective from 5-8-1974).

**Added vide Notification dt. 12-12-1975 (Q(GA)792/20/74).

Sub-Cadre who hold any degree from a recognised university or possess any equivalent qualification, shall be eligible to appear at the examination subject to such regulations as may, from time to time, be made by the Controlling authority.

*20. *Qualifications, age etc. for persons appearing in the open as well as limited competitive examination.*—The competitive examinations referred to in Sub-rules (1) and (2) of the rule 13, and in rules 14, 16, **Clause (i) of Sub-rule (2) of rule 18 and rule 18A shall be held and conducted in accordance with the regulations made from time to time by Government, in consultation with the Commission, wherever such consultation is necessary.

CHAPTER III

FIXATION OF SENIORITY

21. *General Provisions.*—(1) Persons appointed to the Service at the initial constitution shall have the seniority already allotted to them at that time.

(2) Persons appointed to any Grade of the Service at the initial constitution shall be senior to persons appointed to that Grade at the maintenance stage.

(3) Persons appointed to the Service after the initial constitution and upto the appointed day shall have the seniority already assigned to them by the Controlling authority.

(4) Subject to the other provisions of this rule, persons promoted or recruited earlier on the basis of earlier selection or recruitment shall be senior to those promoted or recruited on the basis of subsequent selection or recruitment.

(5) Notwithstanding the provisions of sub-rule (3) and (4), permanent employees of each Grade shall be ranked senior to persons who are officiating in that Grade.

†22. *Seniority interse of direct recruits.*—(1) The seniority interse of persons appointed in the result of a competitive examination held by the Commission or by the ‡Institute of Secretariat Training & Management as the case may be, shall be in accordance with the respective ranks obtained by them in such examinations.

*Amended vide Notification No. 44-GA/71 dt. 19-3-71 (e. f. 1-8-69).

**Added vide Notification dt. 5-12-75 [Q(GA)792/11/75].

†amcndddd vide Notification (i) No 67-GA/70 dt. 28-2-70 (ii) No. 44-GA/71 dt. 19-3-71. (e.f. 1-8-69) & (iii) No. 45-GA/71 dt. 19-3-71 (e.f. 21-11-1970).

‡amcndcd vide Notification No. 59-GA/72 dt. 10-4-73.

Provided that persons appointed as a result of an earlier examination will be senior to those appointed as a result of a subsequent examination:

Provided further that the seniority of persons recruited through the competitive examination held by the Commission in whose cases offers of appointments are reviewed after being cancelled shall be such as may be determined by the Controlling authority in consultation with the Commission:

Provided further that persons appointed to Grade VI of the General Cadre on the basis of the competitive examination held in a particular year by the *Institute of Secretariat Training & Management, in terms of clause (i) of sub-rule (1) of rule 16, shall be ranked junior to the recruits of the open competitive examination held in that year by the *Institute of Secretariat Training & Management.

(2) Notwithstanding the provisions of sub-rule (1), the seniority of persons recruited initially on a temporary basis and confirmed subsequently in an order different from the order of merit indicated at the time of appointment, shall follow the order of their confirmation and not the original order of merit.

23. *Seniority interse of officers promoted on the RESULTS OF LIMITED COMPETITIVE EXAMINATION.*—*(1) The seniority interse of persons appointed on the results of limited competitive examinations held by the Commission or by the *Institute of Secretariat Training & Management or on the results of the departmental examination conducted by the Controlling authority shall be in accordance with the respective ranks obtained by them in such examinations:

Provided that persons appointed as a result of an earlier examination shall be senior to those appointed as a result of subsequent examination.

(2) Notwithstanding the provisions of sub-rule (1), the seniority of persons promoted initially on a temporary basis and confirmed subsequently in an order different from the order of merit indicated at the time of promotion, shall follow the order of confirmation and not the original order of merit.

*Amended *vide* Notification No. 59-GA/72 dt. 10-4-73.

**Amended *vide* Notification No. 44-GA/71 dt. 19-3-1971 (Effective from 1-8-1969).

24. Seniority interse of officers promoted to a Grade on the RECOMMENDATIONS OF A DEPARTMENTAL PROMOTION COMMITTEE.—The seniority interse of persons promoted on the basis of a panel drawn up by a duly constituted Departmental Promotion Committee shall be in the order laid down in that panel:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time to their promotion, seniority shall follow the order of confirmation and not the original order of merit.

***25. Seniority interse of the officers appointed to a Grade from different sources.**—(1) Intergrated Grades II & III of the General Cadre.

- (i) The eligible persons in Grade IV of the General Cadre and Cypher Assistants of the Cypher Sub-Cadre shall be arranged in separate lists in the order on their relative seniority in their respective Grades. Thereafter the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota as indicated in rule 13 and arrange all the persons selected from the two lists in a consolidated order of merit which will determine the seniority of persons on promotion to Intergrated Grades II and III of the General Cadre.

- ** (ii) Direct recruits to a Grade and persons substantively appointed to the Grade from the Select List for the Grade shall be assigned seniority interse according to the quotas of substantive vacancies in the Grade reserved for direct recruitment and the appointment of persons included in the Select List, respectively.

(2) *Grade IV of the General Cadre.* The relative seniority of—

- (a) persons promoted in accordance with sub-rule (2) of rule 14,

*Amended vide Notification (i) No. 44-GA/71 dt. 9-3-1971 (e.f. 1-8-6c) and (ii) No. 4 GA/71 dt 19-3-1971.

**Substituted by Notification No. 22-GA/75 dt. 12-2-75.

(b) persons directly recruited through the Commission in accordance with sub-rule (1) of rule 14,

shall be determined according to the rotation of vacancies among the two categories in the order indicated above.

* (3) *Grade VI of the General Cadre.*

(i) Seniority *inter-se* of the persons appointed to Grade VI on the results of the competitive examination conducted by the @ Institute of Secretariat Training & Management shall be governed by sub-rule (1) of rule 22.

(ii) Seniority of persons appointed on regular basis under the proviso to clause (ii) of sub-rule (1) of rule 16 shall be such as may be determined by the Controlling authority.

(iii) Persons appointed to Grade VI in accordance with sub-rule (4) of rule 16, shall rank *inter-se* according to their dates of appointment.

** (iv) The seniority of persons appointed under sub-rule (1-A) of rule 16, shall be such as may be determined by the Government:

Provided that persons so appointed in a particular year shall en bloc be ranked junior to the persons recruited on the basis of competitive examinations held in that year.

(4) *Grade II of the Stenographers' Sub-Cadre.*—(i) The Seniority *inter-se* of officers appointed to the Grade before 1st August, 1969, shall be regulated by their relative seniority as determined before that date:

Provided that if the seniority of any such officer had not been specifically determined before that date, it shall be as determined by the Controlling authority.

(ii) the relative seniority of persons appointed to the Grade after the 1st day of August, 1969—

(a) by promotion on the basis of a panel drawn by a duly constituted Departmental Promotion Committee,

(b) by promotion on the basis of limited competitive examination.

*Amended vide Notification (i) No. 52-GA/68 dt. 6-9-68. (ii) No. 67-GA/70 dt. 28-2-70 (iii) No. 44-GA/71 dt. 19-3-71 (E.F. 1-8-69) and (iv) No. 45-GA/71 dt. 19-3-71.

@Notification No. 59-GA/72 dt. 10-4-73.

**Added vide Notification No. 122-GA/74 dated 16-9-74.

(c) by direct recruitment on the results of competitive examination held by the Commission,

shall be determined according to the rotation of vacancies among these three categories in the order indicated above based on the quotas *third proviso to sub-rule (2) of rule 18A and for this purpose the *third proviso to sub-rule (2) of rule 18A and for this purpose the vacancies filled by direct recruitment under the third proviso to sub-rule (2) of rule 18A shall be transferred from the promotion quota to direct recruitment.

** (iii) Notwithstanding anything contained in clause (ii), the seniority of persons falling in the category specified in clause (ii) of sub-rule (1) of Rule 18A, shall be such as may be determined by the Controlling Authority in consultation with the Commission.

@ (5) *Grade III of Stenographers Sub-Cadre.*—The seniority *inter-se* of persons appointed to the Grade in accordance with clause (e) of sub-rule (2) of rule 17 shall be determined on the basis of their relative seniority in their respective Grades from which they are drawn, employees of Grade V of the General Cadre en block being senior to those of Grade VI of the General Cadre. The *inter se* seniority of persons appointed in accordance with sub-rules (5) (i), (6) and (7) of rule 18A, shall be regulated, in accordance with rule 22. The seniority of persons appointed in accordance with sub-rule (5) (ii) of rule 18A shall be such as may be determined by the Government.

(6) *Cypher Assistants of Cypher Sub-Cadre.*—(i) The seniority *inter se* of transferees shall be so fixed that all persons transferred under clause (i) of rule 19 shall be allotted seniority from the dates they count their seniority in their respective parent Grades:

Provided that the relative seniority in the present Grade of persons transferred from the same Grade shall not be disturbed.

(ii) Persons appointed on the results of a Departmental Examination shall be allotted seniority from the date of publication of the results of the Examination. The *inter se* seniority of such persons shall be according to the ranks obtained by them in that examination.

*Inserted vide Notification No. 59-GA/72 dated 10-4-73.

**Inserted vide Notification No. 59-GA/72 dated 10-4-73.

@Substitute vide Notification No. 94-GA/74 dated 16-7-74 (effective from 5-8-1974).

CHAPTER IV

26. Probation and Training of direct recruits and Promotees.—

(1) Every direct recruit shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit in all the Grades excepting Grade I of the General Cadre shall, when first appointed to a Grade, be on probation for a period of two years from the date of such appointment.

(3) The period of probation specified in sub-rules (1) and (2) above may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation, a member of the Service other than Grade I of the General Cadre may be required to undergo such training and to pass such tests as the Controlling authority may, from time to time, prescribe.

(5) When a probationer appointed to any Grade has passed the prescribed test and has completed his probation to the satisfaction of the Controlling authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this sub-rule or is discharged or reverted under sub-rule (6), he shall continue to have the status of a probationer.

(6) (i) A probationer who has no lien on any post under the Central Government or any State Government shall be liable to be discharged from the Service at any time without notice if—

(a) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

(b) if on the receipt of any information relating to his nationality, age, health or antecedents, the Controlling authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service;

(ii) A probationer who holds a lien on a post under the Central Government or any State Government may be reverted to such post at anytime in any of the circumstances specified in clause (i);

(iii) A probationer who is not considered suitable for confirmation at the end of the period of probation prescribed in sub-rule (1) or at the end of the extended period of probation, if any, under sub-rule (3), shall be discharged or reverted in accordance with clause (i) or (ii), as the case may be;

(iv) A member of the Service on probation in any Grade who is not considered suitable for continuance in that Grade during or at the end of period of probation prescribed in sub-rule (2) or the extended period, if any, under sub-rule (3), shall be reverted to the next lower Grade.

CHAPTER V

MISCELLANEOUS

27. (1) A candidate for appointment to the Service or post shall be—

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that a candidate belonging to category (c) shall be a person in whose favour a certificate of eligibility has been given by the Government and the said certificate shall be valid only for a period of one year from the date of the appointment of such person, beyond which such person shall be retained in Service only if he has become a citizen of India.

(2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or other recruiting authority and he may also be provisionally appointed subject to the necessary certificate being given to him by the Government.

* (3) No person—

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted as marriage with any person,

shall be eligible for appointment to the Service.

*Substituted for sub-rules (3) & (4) vide Notification No. 3-GA/74 dated 4-1-74.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this sub-rule.

£ (4) and (5) deleted.

Other Conditions of Service.—(1) The condition of service of the members of the Service in respect of matters for which no provision exists in these rules or for which no specific rules have been made separately, shall be the same as are applicable from time to time to officers of the Central Civil Services Classes I to III.

% (2) Appointments to the Service shall be subject to orders regarding special representation in the services for Scheduled Castes and Scheduled Tribes and other special categories of persons, issued by the Government from time to time.

29. *Removal of difficulties and power of the Controlling AUTHORITY TO ACT IN SPECIAL CONTINGENCIES.*—The controlling authority may, from time to time, issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provision of these rules.

@ 29-A *Power to relax.*—Where the Controlling authority is of opinion that it is necessary or expedient so to do, it may be ordered, for reasons to be recorded in writing to relax any of the provisions of these rules with respect to any class or category of persons or posts.

Provided that in relation to posts falling within the purview of the Commission, no order in respect of a class or category of persons or posts shall be made except after consultation with the Commission.

*30. *Interpretation.*—If any question arises as to the interpretation of these rules, it shall be decided by the Central Government.

Sd/- R. G. RAJWADE,

Joint Secretary to the Government of India.

£ Deleted vide Notification No. 167-GA/73 dt. 6-11-73.

% amended vide Notification No. 10-GA/70 dt. 21-1-1970.

@ amended vide Notification (i) No. 81-GA/69 dt. 21-8-69 and (ii) No. 45-GA/71 dt. 29-3-1971 (c.f. 21-11-1970).

* substituted vide Notification No. 141-GA/73 dated 24-10-1972.

APPENDIX VIII

(Vide Para 2.87 of the Report)

APPENDIX F

(Para 6.15)

No. Q/PA.II/578-76/70-PF

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

New Delhi, the 19th December, 1970:

OFFICE ORDER

It has been decided that the Departmental Promotion Committee for the purposes mentioned below in respect of *ex-Cadre* posts in the Legal and Treaties Division, Economic Division, Historical Division, Purchase Unit, External Affairs Hostel, Govt. Hospitality Organization and any other Unit or Division in this Ministry, having *Ex-Cadre* posts, shall be as specified against them:—

PURPOSE	CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEE ¹
Part A. <i>For recommending promotions FROM THE GRADE OF.</i>	
(a) Deputy Director to Director in the Historical Division.	(1) The Chairman or a member of the U.P.S.C.—Chairman.
(b) Deputy Director to Director in the Legal & Treaties Division.	(2) Additional Secretary (Administration).
(c) Senior Research Officer to Deputy Director in the Historical & Economic Division.	(3) Additional Secretary (L&T) Director (L&T), or Joint Secretary (Economic Division) or Director (Historical Division) Ministry of External Affairs.
(d) Research Officer to Senior Research Officer in the Historical and Economic Division.	(4) Deputy Secretary (Est.) Ministry of External Affairs will act as Secretary to the Committee.
(e) Assistant Legal Adviser to Deputy Director in the L&T Division.	
(f) Law Officer to Assistant Legal Adviser in the L&T Div.	
(g) Any other posts equivalent to the above.	
Part B : <i>For recommending confirmation of all Class I Officers of the categories mentioned in Part A above.</i>	
	—Ditto—

PURPOSE

CONSTITUTION OF DEPARTMENTAL
PROMOTION COMMITTEE*Part C*

For Selection of all Class I Officers mentioned in Part A, provided the relevant Recruitment Rules prescribe deputation transfer or transfer on deputation as a method of recruitment and such selections are restricted to this method only.

*/Dir. (L&T)

- (1) Additional Secretary (AD)—Chairman
- (2) Additional Secretary (FSI) or Additional Secretary (L&T)/or* Joint Secretary (Economic Division)
- (3) Director (Historical Division) or Director (X.P. Division).
- (4) Deputy Secretary (Establishment) will act as Secretary to the Committee.

Part D

For recommending extension of service, beyond the age of superannuation/ re-employment of Class I Officers mentioned against Part A.

—Ditto—

Part E

For recommending promotions from the grade of:

- (a) Interpreters (junior scale) to that of Interpreters (Senior scale) Hindi Translators (Junior scale) to that of Hindi Translators (Senior scale) Assistant Librarian to that of Librarian.
- (b) Any other post equivalent to those mentioned above.

- (1) Joint Secretary (Economic Division)—Chairman.
- (2) Director (Historical Division) or Director (Eur.)
- (3) Deputy Secretary (ADP).
- (4) The Under Secretary concerned will act as Secretary to the Committee.

Part F

For Selection of all Class II and Class III Officers of the categories mentioned against Part E, provided the relevant Recruitment Rules prescribe deputation, transfer, transfer on deputation as one of the methods of recruitment and such selection is restricted to this method only.

—Ditto—

Part G

1. For recommending confirmation/extension of service, beyond the age of superannuation/ re-employment, of any of the categories of persons mentioned in Part E, and other Class II & Class III Officers.
2. The D.P.Cs mentioned in Parts C and F will also be responsible for *ad-hoc* selection in the relevant grades.

—Ditto—

- NOTE:—1. Any Officer included in the D.P.Cs constituted above may be substituted by an officer of equivalent rank, when deemed administratively necessary.
2. In case a post of technical nature is involved an expert of suitable rank will be drawn from Depts. of the Central Government to advise the DPC.

Sd/-

(N. C. BANERJEE),

Deputy Secretary to the Govt. of India.

APPENDIX IX

(Vide para 6 of Introduction)

Summary of Conclusions/Recommendations contained in the Report

Sl. No.	Reference to para number in the Report	Summary of Conclusions/Recommendations
(1)	(2)	(3)
1	1.14	The Committee are distressed to note that a large number of posts have been kept outside the purview of the Reservation Orders in favour of Scheduled Castes and Scheduled Tribes by the Ministry of External Affairs. The Committee see no reason why Reservation Orders have not been made applicable to these posts in view of the fact that there has been improvement in the educational and socio-economic standards of the Scheduled Castes and Scheduled Tribes over the last few years. The Committee would like the Ministry of External Affairs to review the whole policy of making Reservation Orders applicable <i>in toto</i> to all the posts in consultation with the Department of Personnel and Administrative Reforms. In this connection, the Committee would like to draw the attention of the Ministry of External Affairs to the following recommendation contained in para 1.56 of their Forty-first Report (Fifth Lok Sabha) on the Reservations for Scheduled Castes and Scheduled Tribes in services:—

“The Committee are in principle opposed to any category of posts being exempted from the purview of reservations. The Committee, therefore, recommend that all exemptions from the rule of reserva-

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| | | tions for Scheduled Castes and Scheduled Tribes should be done away with.” |
| 2 | 1.15 | The Committee are unhappy to be informed that records available in the Ministry of External Affairs do not contain any indication whether the question of exempting of posts in the Legal and Treaties Division of the Ministry from the purview of Reservation Orders had been considered at any stage. The Committee, however, note that the Ministry of External Affairs has now decided to make the Reservation Orders applicable in case of posts at the level of Assistant Legal Advisers and below in this Division. The Committee expect that all the posts arising in future at this level will actually be filled by Scheduled Castes and Scheduled Tribes till such time their quota is completed. |
| 3 | 1.21 | The Committee note that the Ministry of External Affairs have agreed to appoint a Director/Deputy Secretary in place of an Under Secretary as Liaison Officer to watch and safeguard the interests of Scheduled Caste and Scheduled Tribe employees. The Committee need hardly high-light the duties of a Liaison Officer as laid down in the Brochure on Reservation for Scheduled Castes and Scheduled Tribes and desire that these should be scrupulously performed. The Committee would also like the Ministry of External Affairs to appoint Liaison Officers in all the Regional Passport Offices, etc. to watch the interests of Scheduled Caste and Scheduled Tribe employees in those offices. |
| 4 | 1.24 | The Committee need hardly point out that mere changing of the name of the General Administration Section to the Cell is not going to yield the desired results unless the Cell is strengthened and geared up to assist the Liaison |
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Officer to discharge his functions effectively and purposefully. The Committee would suggest that the Cell should be properly manned so that it functions gainfully.

5 2.36 The Committee note the recruitment procedure being followed by the Ministry of External Affairs for recruitment of personnel to man the various categories of posts under their control. The Committee also note that the bulk of recruitment is being done through the Public Service Commission/Subordinate Services Commission.

6 2.37 The Committee are unhappy to note that hardly any concessions/relaxations are given to the Scheduled Caste and Scheduled Tribe candidates at the time of written examinations/interviews. The Committee would like the Ministry of External Affairs to consider what specific relaxations/concessions could be given to the Scheduled Caste and Scheduled Tribe candidates, so as to improve their intake in the services of the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad.

7 2.44 The Committee need hardly point out that Roster is a mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in services and it would cease to have any significance whatsoever if it is not maintained properly. The Committee would, therefore, emphasise that Rosters should not only be maintained properly by the various recruitment authorities in the Ministry of External Affairs and its Subordinate Offices in accordance with the extant orders on the subject but also the appointments of Scheduled Castes and Sche-

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duled Tribes are actually made according to the points reserved for them, in the Roster. The Committee would also suggest that Rosters should be checked periodically by the Liaison Officer and any defects noticed therein rectified immediately.

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2.72

The Committee note that 25 per cent of the vacancies in Grade IV of the Indian Foreign Service 'B' (General Assistant) are filled by promotion of officers of Grade V (U.D.C.) on the basis of seniority subject to rejection of the unfit and 75 per cent by direct recruitment on the basis of an open competition examination held by the Union Public Service Commission. The Committee are surprised to note that the proposal to amend the recruitment rules with a view to apply reservation provisions for promotion on the basis of seniority-cum-fitness to the General Assistant's Grade has not yet been finalised even after a lapse of about ten years. The Committee would urge upon the Ministry of External Affairs to vigorously pursue the matter with the Union Public Service Commission and the Department of Personnel and Administrative Reforms and expedite a decision in the matter as continued delay in the matter adversely affects the interests of the Scheduled Castes and Scheduled Tribes.

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2.73

The Committee are constrained to observe that the number of Scheduled Castes and Scheduled Tribes promoted in almost all the categories of posts available in the Ministry of External Affairs is much below the quotas reserved for them. The Committee are also unhappy to be informed that *ad hoc* promotions have been made during the previous years, especially [Grade IV of the I.F.S. (B)], ignoring the claims of Scheduled Castes and Scheduled Tribes. The Committee expect the Ministry of External Affairs/Department of Personnel and

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Administrative Reforms to ensure that the claims of Scheduled Castes and Scheduled Tribes are given due consideration before these *ad hoc* promotions are regularised. The Committee would also like the Ministry of External Affairs/ Department of Personnel and Administrative Reforms to strictly follow the various orders issued by the Ministry of Home Affairs/ Department of Personnel and Administrative Reforms regarding reservations for Scheduled Castes and Scheduled Tribes in promotions and to ensure that all the posts reserved for them are also actually filled in by them.

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2.76

The Committee are distressed to find that a large number of vacancies have been dereserved in the various grades during the last five years depriving employment to many a Scheduled Caste and Scheduled Tribes. The Committee are unable to accept that even for Class IV vacancies, suitable Scheduled Caste and Scheduled Tribe candidates are not available. The Committee cannot but conclude that neither the strict compliance of the extant orders on the subject have been ensured nor earnest efforts have been made by the Ministry of External Affairs to appoint Scheduled Caste and Scheduled Tribe candidates against the reserved vacancies. The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved.

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2.91

The Committee need hardly emphasise the desirability of including a Scheduled Caste/Tribe Officer in the various Departmental Recruitment/Promotion Boards/Committees constituted by the Ministry of External Affairs so as to instil confidence in the Scheduled Caste and Scheduled Tribe employees. In case, a Scheduled Caste/Tribe Officer is not available in the Ministry of

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External Affairs for the purpose, a Scheduled Caste/Tribe Officer from another Ministry/Department should be associated with such Departmental Recruitment/Promotion Boards/Committees.

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2.95

The Committee are distressed to note that all the vacancies reserved for Scheduled Castes and Scheduled Tribes even in Class IV posts could not actually be filled in by Scheduled Caste and Scheduled Tribe candidates. The Committee see no justification in framing a rule by the Director General of Employment and Training that only those persons who had a service of at least three years, including broken periods or 240 days of broken service as casual or daily rated labourers could be recruited as peons in Government Departments which had worked to the detriment of the Scheduled Castes and Scheduled Tribes. The Committee would like the Ministry of External Affairs immediately to take up the matter with the Director General of Employment and Training so as to amend the rule so that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them.

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2.98

The Committee feel that ordinarily vacancies reserved for Scheduled Castes and Scheduled Tribes should be filled in by the candidates belonging to the respective communities only so that the need to fill in the vacancies reserved for Scheduled Castes by Scheduled Tribes and *vice versa* at the end of the third year of carry-forward of vacancies is obviated. The Committee would, therefore, suggest that all possible efforts should be made by the Ministry of External Affairs to find Scheduled Caste and Scheduled Tribe candidates for all the posts reserved for them. If, however, such candidates are not available to fill all the reserved posts, then the

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| | | exchange of vacancies should be resorted to in the very first year. |
| 14 | 3.10 | The Committee note that the posts of Ambassadors, High Commissioners and Heads of Missions/Posts abroad are filled by the Central Government at their discretion by appointment of members of Indian Foreign Service or of other persons eminent in public life. The Committee suggest that the Ministry of External Affairs should consider the feasibility of providing reservations for Scheduled Caste and Scheduled Tribe persons in the appointments of all diplomatic personnel in the Indian Missions/Posts abroad. |
| 15 | 3.11 | The Committee are also of the view that the claims of Scheduled Caste and Scheduled Tribe employees should be considered favourably at the time of making postings abroad, to enable them to acquire the experience of working in the Missions abroad as their stay in a foreign country for a couple of years will, by itself, be a very useful experience for the Scheduled Caste and Scheduled Tribe employees and will help them a lot in broadening their outlook and bringing them up socially and economically. |
| 16 | 4.7 | The Committee regret to note that there is a big shortfall in almost all categories of posts in the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad. The representation of Scheduled Castes and Scheduled Tribes in Group 'A' posts in the Ministry of External Affairs is only 7.4 per cent and 7.3 per cent respectively while the representation of Scheduled Castes and Scheduled Tribes in Group 'B' posts is 4.5 per cent and 0.6 per cent respectively. Even in Group 'C' posts, the representation of Scheduled Castes and Scheduled Tribes is no better. It is only 7.5 per cent for |
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Scheduled Castes and 3.0 per cent for Scheduled Tribes. Similar is the position in respect of Subordinate Offices attached to the Ministry of External Affairs. Considering these heavy shortfalls, the Committee cannot but conclude that extant orders on the subject are neither being followed in letter and spirit by the appointing authorities nor is adequate attention being paid to improve the situation. The Committee are convinced that unless concerted efforts are made by the Ministry of External Affairs and other appointing authorities, the shortfalls in the representation of Scheduled Castes and Scheduled Tribes cannot be wiped out. The Committee, therefore, urge the Ministry of External Affairs to ensure that the reservation orders are rigidly followed so that all the reserved vacancies for Scheduled Castes and Scheduled Tribes are actually filled in by them and that shortfalls are obliterated as early as possible.

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4.14

The Committee are unhappy to note that no in-service training programme has been arranged by the Ministry of External Affairs exclusively for the Scheduled Caste and Scheduled Tribe employees. Even when some officers of the Ministry of External Affairs have been deputed for training, the number of Scheduled Caste and Scheduled Tribe officers is insignificant. The Committee suggest that in-service training programme for Scheduled Caste and Scheduled Tribe employees should be arranged on a regular basis so as to improve their standard of work and also their chances for selection to higher categories of posts.

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4.15

The Committee also understand that the Government of India issued instructions as early as on the 26th March, 1970 to the effect that in order to improve the chances of Scheduled Castes and Scheduled Tribes for selection to the higher

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categories of posts, they should be provided with more opportunities for attending seminars/Symposia/Conferences, etc. In their orders dated the 15th November, 1971, while emphasising the need for more intensive training to directly recruited Class I officers belonging to these communities along with other officers needing such help, the Government of India advised all the Ministries/Departments to nominate a considerably large number of Scheduled Caste and Scheduled Tribe officers for training programmes run by various Departments and Training Institutions. For this purpose, the Ministries/Departments were advised to draw a phased programme and to lay down a time limit, say three years, within which training of such officers in appropriate fields should be completed. The Ministry of External Affairs have though set up a Career Management and Training Cell for the purpose of arranging the participation of the Ministry's personnel in training programmes in April, 1973 but have not drawn up a phased programme for the training of their officers belonging to Scheduled Castes and Scheduled Tribes. Only ten Scheduled Castes and five Scheduled Tribe officers have been nominated to the various courses during the period from 1973 to 1976. The Committee would like the Ministry of External Affairs to draw up a time-bound phased programme forthwith for the training of officers belonging to the Scheduled Castes and Scheduled Tribes in order to give them adequate training enabling them to compete for and take up higher responsibilities in higher posts in due course.

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4.19

The Committee regret to note that the annual statements regarding recruitment, etc. of Scheduled Castes and Scheduled Tribes on the prescribed forms, as on the 1st January, 1976, were sent by the Ministry of External Affairs to the Cabinet Secretariat (Department of Person-

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		<p>nel and Administrative Reforms) on the 22nd July, 1976 although these should have been sent to them latest by the 31st March, 1976. The Committee also regret to note that the returns prescribed by the Department of Personnel and Administrative Reforms have not been maintained by all the Regional Passport Offices. The Committee would like the Ministry of External Affairs to ensure that, in future, these statements are prepared on the prescribed forms and are submitted to them by all its Subordinate Offices as soon as after the 1st January of the following year and latest by the 1st March of that year as laid down in the Cabinet Secretariat (Department of Personnel and Administrative Reforms) O.M. No. 17/3/70-ESTT(SCT), dated the 1st January, 1972. Failure to submit the statements in time should be regarded as a serious lapse on the part of the Heads of the Subordinate Offices attached to the Ministry of External Affairs.</p>
:20	4.20	<p>The Committee would also like to suggest that these annual statements on receipt by the Ministry of External Affairs should be critically examined and analysed so that prompt and effective measures may be taken to remove the deficiencies noticed.</p>
:21	4.23	<p>The Committee desire that the Liaison Officer in the Ministry of External Affairs will take note of the orders of the Government in this regard and will ensure that a note on the recruitment, promotion, dereservation of vacancies and supersession of Scheduled Castes and Scheduled Tribes in the Ministry of External Affairs and its Subordinate Offices including Indian Missions abroad will be included in the Annual Report of the Ministry from 1977 and onwards.</p>
:22	5.2	<p>The Committee suggest that separate registers for registering the complaints/representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained</p>

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by the Personnel Sections of the Ministry of External Affairs and also in the Subordinate offices attached to the Ministry of External Affairs. The Committee would also suggest that a precise procedure should be laid down by the Ministry of External Affairs to deal with such complaints/representations. The registers should at least be quarterly checked by the Liaison Officer to ensure that all such complaints/representations are properly and expeditiously dealt with in the Ministry of External Affairs and its subordinate offices.