

Rule 22 Special Representation (Reservation):

Direct recruitment

(22 (1) (i))

- Out of 100 vacancies
- 15 for S.C's,
- 6 for S.T's
- 29 for B.C's (A-7%; B-10; C-1%;D-7% and E:4%)
- 3 for P.H (6 VH, 31 HH 56 OH) .
- 2 (12 and 37) for Ex-Serviceman.
- In respect of S.A's, J.A's, Junior Steno's, Typists etc., in H.O.D's and A.S.O's etc., in Secretariat, TWO (48, 98) for meritorious sports men.

Rule 22-A: Women reservation:

33 1/3 % w.e.f. 28-5-1996 in respect of
all categories

For solitary post the rule of special representation shall not apply.(j)

The rule of special representation applicable for appointment if the number of posts is more than one and selection is to be made for only one vacancy. .(proviso under j)

In respect of appointments by promotion or recruitment by transfer rule of reservation for SCs & STs where total cadre strength is more than five (Rule 22(1) (ii) w.e.f. 14-2-2003.

Provided that a member of the S.C or the S.T possessing superior merit & ability shall be allowed to supersede not only others but also the members of S.C's or S.T's as the case may be. (proviso under (k))

SC and ST Vacancies are not inter-transferable.

The vacancies for backward classes are inter-transferable only among the different groups.(proviso under (h(ii))

The members belonging to SC, ST and BC can also be considered against OC vacancies (proviso under (d))

- **Posts reserved for S.C's and S.T's shall be filled in only by the candidates belonging to the respective communities only. In case of non-availability such vacancy shall be carried forward till a candidate of such category is available.**
- **The utilization of particular turn in the roster cannot be said to have been utilized simply by issue of an order of appointment unless the person actually joins the posts and discharge duties of the posts in which he is appointed (G.M.No. 2289/Ser-D) 78-1 G.A.D. dt:1-1-1979).**

- **Unfilled reserved vacancies for physically handicapped should be carried forward to next year. If no candidate is available for second year also such vacancy is interchangeable among VH/ HH/ PH. If the vacancy cannot be filled by interchange, the same can be filled as OC vacancy in the subsequent year .**

- **Compassionate appointment cannot be appointed against the vacancies reserved for S.C/S.T's and Backward Classes unless they are members of such communities. Their appointments can also be considered against open competition vacancies if readily available. If there is no OC vacancy, a supernumerary post has to be created for such appointment (Go.Ms.No.84 G.A.D. dt: 17-2-1982).**

By passing of a point in the roster is not permissible. In the case of appointment of children of deceased Government employees also, the reserved points cannot be ignored. If the candidates belong to S.C.S.T. or B.C communities they can be appointed in the S.C S.T. or B.C. points, if readily available. If not a supernumerary post has to be created (G.M.No. 19234-C/320/Admn II/85 dt:18-10-1985).

- **The seniority of a person in a service class, category or grade should be determined by the date of his first appointment only and not with reference to rosters (G.M.No.19234-C/320/Admn 11/85 dt:18-10-1985).**
- **When cadre strength is 6,7 or 8, and there is no ST representation, one vacancy shall be filled by ST in promotions (GOMs No. 4 SW(ROR.I) dt 24-1-2007)**
- **SC ST employees get turn for promotion as per seniority, they need not be shown against SC, ST points. However such employees shall be reckoned for adequacy.**

- **Qualified SC, ST woman employee is not available, such vacancy should be carried forward for the next year. If in the next year also not available, such vacancy can be filled by seniority by carrying forward the roster point to next panel years till such vacancy is filled by such reserved employee.**
- **Once the adequacy for SC and ST is obtained, the reservation for SC and ST should be stopped.**

- **When there will be inadequacy due promotion/retirement of reserved employees during the currency of panel year, such inadequacy shall be taken in to account as on qualifying date i.e. 1st September and reservation shall be provided to that extent. (GOMs No. 154 SW(ROR) dt 30-7-2008)**

DIFFERENCES IN OBSERVATION OF RULE OF RESERVATION

Director Recruitment	Promotion/Appointment by transfer
1. when the sanctioned posts are more than one.	only when cadre strength is more than five
2. Reservation for SC, ST, BC, Women, PHC, Ex Serviceman, Meritorious Sportsmen	Reservation only for SC, SC-W, ST, ST-W
3. Separate roster be maintained	Separate roster be maintained
4. Applicable from 1970	Applicable from 14-2-2003.
5. SC, ST candidates selection against OC vacancies shall not reckoned for their representation	SC, ST employees promoted as per seniority shall be taken into account to consider the adequacy.
6. Since the adequacy of representation is not considered and the reservation is observed as per the roster points with reference to cadre strength	Once the adequacy of representation is achieved, the reservation should be stopped.
7. The question of lapsing Un-utilized roster points for SC and ST does not arise as such points are to be carried forward till the same are filled up.	Un-utilized roster points for SC and ST shall lapse when the percentage is achieved.
8. ST points should be filled as per roster points earmarked for ST and cadre strength has no relevance.	When cadre strength is 6, 7 or 8, one vacancy shall be filled by ST at their turn in the roster if there is no representation.
9. When SC and ST candidates are not available such point cannot be filled by other communities and such points shall be carried forward till the same are filled by respective categories.	When eligible and suitable SC and ST employees are not available consecutively for the second panel year, such point can be filled by seniority. However equal number of such vacancies shall be made good in the next panel year
10. The selection candidates against roster points shall be made by the recruiting agency	The recommendation of the employees against roster points for SC and ST shall be made by the DPC/SC

Rule 6: Method of Preparation of Panels in respect of selection posts

- **The appointing authority prepares in consultation with DPC/SC.**
- **Panel year : 1st September to 31st August of succeeding year.**
- **Currency of panel : 1st September to 31st December of succeeding year or date of approval of panel for next year.**
- **Vacancies arising from 1st September to 31st August**
- **The zone of consideration : 1:3**
- **The Panel can be reviewed after a period of 6 months after its approval to consider unqualified candidates who become qualified subsequently.**

- **REVIEW OF PANEL**
- **When eligible persons were omitted to be considered or ineligible persons were considered by mistake;**
- **When a Person's Seniority was revised with retrospective effect;**
- **When procedural Irregularity was committed by the D.P.C, and**
- **When adverse remarks against a person have been subsequently toned down.**

(GOMs.No. 187 GA (Ser.B) Depart dt. 25-4-1985)

Estimate of vacancies :

- Existing vacancies
- Vacancies to arise owing to retirement.
- Consequential Vacancies due to promotion or appointment by transfer
- 10% of the total estimate of vacancies towards reserve for
 - (i) Deputation
 - (ii) Training
 - (iii) long Leave or

- **Vacancies arise during the current panel year, if could not be filled up due to administrative reasons before 31ST August , the same can be filled from the current panel to the extent of vacancies arise during the current panel year UPTO 31ST December or before the date of approval of the panel for the next panel year .**

- **Promotion or Appointment by transfer to a Higher Post in respect of officers who are facing Disciplinary Proceedings or a Criminal Case or whose conduct is under investigation is governed by G.O.Ms.No.257 GA (Ser-C) Dt.10.06.99**
- **Employees whose increments were withheld shall not be recommended for promotion during the period for which the increments were ordered to be withheld, w.e.f. The Date of Issue of the order imposing the penalty. (Cir. Memo No.34633/Ser.C/99 Dt.04.11.99)**
- **Any Minor Penalty Bars Promotion or Appointment by transfer for a minimum period of one year and withholding of increment with cumulative effect bars promotion or Appointment by Transfer for twice the period for which Increment is withheld to both Selection and Non-Selection Posts. (G.O.Ms.No.342, GAD (Ser-C) Dt.04.08.1997)**

- **Employees against whom there are a series of punishments, which are not subsisting at the time of consideration for promotion, the D.P.C/ Screening Committee have to take into consideration his overall performance which includes past punishments and not merely guided by the fact whether punishment is subsisting as on the date of meeting of D.P.C/ Screening Committee or on the qualifying Date for preparation of panel. (*G.O.Ms.No.203, G.A (Ser-C) Dt.05.05.99*)**

- **If the charges have not been framed or proposed to be framed and the matter is at the stage of preliminary enquiry, no cognizance need be taken and the case may be considered on individual merits, disregarding the allegations under enquiry.**
- **Similarly, in respect of cases relating to ACB which are at the stage of preliminary enquiry the eligibility of a candidate for promotion may be determined without reference to such preliminary enquiry**
- **Where enquiry by the ACB is completed and it is proposed to hold regular enquiry, the case may be deferred.**
- **(GOMs.No. 187 GA (Ser.B) Depart dt. 25-4-1985)**

- **Disciplinary proceedings/investigation/ inquiry /trial has been taken up against an employee between the date of inclusion of his name in the approved panel and the date of actual promotion, such promotion has to be deferred till the termination of the such proceedings (GOMs.No. 104 GA(Ser.C) Dept dt. 16-2-1990.**

- **Confidential reports of the last 5 years would be taken, including the CRs in the lower/higher category or to the extent available in respect of direct recruit, to assess the suitability for promotion. (G.O Ms.No. 291 GA(DPC-Desk-I) Dept dt. 3-4-1990.**

- **Un-communicated adverse remarks should not be considered.**
- **When representation against the communicated adverse remarks is pending or the time for submission of representation is not over, the case of such employee should be deferred till the disposal of the representation made or that may be made. (GOMs.No. 187 GA(Ser.B) Depart dt. 25-4-1985.)**

- **Preparation of panels:**
- **An Estimate of vacancies has to be arrived.**
- **The information in Annexure to G.O.Ms. No. 187 GA(Ser.B) Dept dt. 25-4-1985 has to be furnished.**
- **A self contained note should be enclosed indicating the full information regarding the provisions for promotion under relevant service rules.**

- **Annexure-I** showing the service particulars of the qualified and unqualified employees in the order of seniority who come within the zone of consideration has to be furnished.
- **Annexure-II** showing the disciplinary proceedings, ACB cases, Vigilance cases; Punishments imposed and in currency for the preceding five years of the qualified employees in the order of seniority who come within the zone of consideration has to be furnished
- **Annexure-III** furnishing the position of Confidential Reports indicating the adverse remarks if any, communication of adverse remarks, whether representation made and the final orders on the same either expunging or retaining the adverse remarks for the preceding five years of the qualified employees in the order of seniority who come within the zone of consideration.

- **Seniority list communicated has to be enclosed.**
- **Confidential Reports of the qualified employees in the zone of consideration be placed.**
- **All files relating the disciplinary cases/ACB cases/Vigilance cases pending/finalised of the qualified employees in the zone of consideration be made available.**
- **A copy of the Service Rules applicable should be furnished.**
- **Minutes of the previous DPC/SC**

- **PREPARATION OF PANEL**

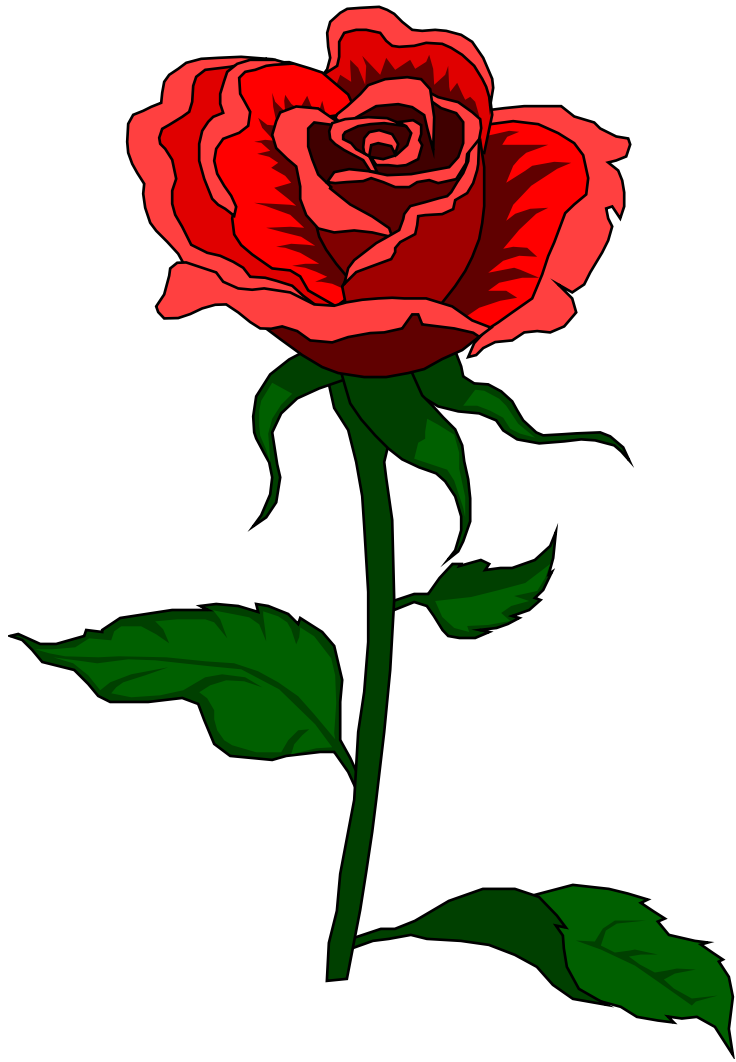
- **Cadre Strength category: 32**
- **SC quota @ 15% for 32: 4.80 or 5**
- **ST quota @ 6% for 32 1.92 or 2**
- **No. of SC Now working in the category : 3**
- **No. of ST Now working in the category : 1**
- **Short fall of SCs (5 – 3) : 2**
- **Short fall of STs (2 – 1) : 1**
- **Existing vacancies : 06**
- **Previously roster point 57 was filled**
- **Roster point 33-ST is carried forward from PREVIOUS PANEL YEAR**

- **1st vacancy - Roster Point 33-ST**
Carried forwarded from the panel year
- **2006-2007**
- **2nd vacancy - Roster Point 58—ST(W)**
- **3rd vacancy - Roster Point 59- ---**
- **4th vacancy - Roster Point 60 ---**
- **5th vacancy - Roster Point 61 ---**
- **6th vacancy - Roster Point 62 SC**
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Sl.No.	Name	Date of birth	Date of appointment	Remarks	
1	2	3	4	5	6
1	P. Veer Rao (SC)	14-5-1969	12-05-2003/ 22-3-1995	Qualified. Under suspension	Deferred
2	G. Sabasiva Rao	12-10-1957	23-12-1987/ 19-12-1999	Qualified Adverse remarks for the year 2005-06 are retained	Passed over
3	A. Ananta Rao (SC)	10-2-1962	21-12-1999	Qualified	Eligible for promotion
4	B. Krishna Kumari	15-6-1970	22-12-1999	Not qualified	
			21-12-1999(N)		
5	C. Chandra Sekhar	12.2.1969	21-12-1999	Qualified Censure awarded on 2-8-2008	Passed over
6	G. Srinivasa Rao	12-10-1967	24-12-1999/ 13-1-2000	Not qualified. Trapped by ACB on 6-3-2007 and the case is pending	
7	D. Promod (SC)	9-12-1972	24-12-1999	Qualified	Eligible for promotion
8	A. Ananda Rao	10-2-1973	21-1-2000	Not qualified	
			30-12-1999(N)		
					29

9	B. Vijaya Kumari	5-6-1969	14-1-2000	Not qualified	
			30-12-1999(N)		
10	C. Chandra Has	22.2.1975	02-01-2000	Qualified	Eligible for promotion
			30-12-1999(N)		
11	D. Damodar	30-12-1972	30-12-1999	Qualified	Eligible for promotion
12	K. Jaya Raj (SC)	8-1-1973	02-01-2000	Qualified	Eligible for promotion
			01-01-2000(N)		
13	B. Balaji	2-4-1966	01-01-2000	Qualified	
14	T. Aruna	22-4-1968	13-01-2000	Qualified	
			01-01-2000(N)		
15	B. Lalita	21-9-1966	01-01-2000	Not Qualified	
16	J. Uma (ST)	28-2-1967	12-01-2000	Qualified	Eligible for promotion
17	K. Jaya Ram	6-1-1970	12-01-2000/ 14-1-2001	Qualified	
18.	D. Krishna Rao	1-3-1967	13-01-2000	Qualified	

- **PANEL**
- **1st vacancy- Roster Point 33-ST - J. Uma ---
Recommended for promotion**
- **2nd vacancy- Roster Point 58—ST=W A.Anantha Rao
(SC)---Recommended for promotion as per seniority
as adequacy for ST achieved**
- **3rd vacancy- Roster Point 59- --- D. Promod (SC) ---
Recommended for promotion**
- **4th vacancy- Roster Point 60 --- C. Chandra Has ---
Recommended for promotion**
- **5th vacancy- Roster Point 61 --- D. Damodar ---
Recommended for promotion**
- **6th vacancy - Roster Point 62 SC K. Jaya Raj (SC) ---
Recommended for promotion**



THANK

YOU