

**MOST IMMEDIATE**

भारत सरकार/Government of India  
परमाणु ऊर्जा विभाग/Department of Atomic Energy  
सचिवालय समन्वय अनुभाग/Secretariat Coordination Section

अणुशक्ति भवन/Anushakti Bhavan,  
छ. शि. म. मार्ग/C.S.M Marg,  
मुंबई/Mumbai - 400 001.  
(☎022- 22862661)  
email: sectcord@dae.gov.in

No.25/13/2013-SCS/ 13546

October 31, 2013.


**Subject: NCSC Questionnaire on implementation of  
reservation policy in D/o Atomic Energy.**

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A copy of NCSC Letter No.R-52/A.E.-/2009-SSW-III dated 17.10.2013 along with a blank questionnaire (**Annex-1**) on the captioned subject is enclosed. The duly filled in questionnaire in respect of your Unit may be forwarded in consultation with Liaison Officer of your Unit, in MS Word format by email at [sectcord@dae.gov.in](mailto:sectcord@dae.gov.in) **before 04.11.2013** followed by hard copy to the Department.

2. In this connection, reference is invited to this Department Note No.35/8/2012-SCS/2719 dated 13.02.2013 (**Annex-2**) forwarding therewith a copy of similar questionnaire showing the breakup details of each Unit. The matter may be treated as **most urgent**. A copy of this communication along with all enclosure is available at <http://www.dae.gov.in/scs>.

Encl: As above

  
31/10/2013  
(जी. वेंकटेशन /G. Venkatesan)  
अनुभाग अधिकारी / Section Officer

**All Administrative Heads of Constituent Units**

Copy to: 1. Section Officer (Adm.), DAE  
2. Section Officer (Cadre), DAE

S.No.1(R)

Annex-1

By speed post

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Government of India

National Commission for Scheduled Castes

No. R-52/A.E.-7/2009-SSW-III

Floor Vth, Loknaya Bhawan,

Khan Market,

New Delhi-110003

Dated:-17.10.2013

To

The Secretary,  
Government of India,  
Department of Atomic Energy,  
Anushakti Bhawan,  
C.S.M. Marg,  
Mumbai-400001

Sub: - Regarding pending cases of Atomic Energy.

Sir,

I am directed to forward a record note of discussion held on 14.10.2013 before the Hon'ble Vice-Chairman Dr. Rajkumar Verka of the Commission for taking necessary action. A copy of questionnaire is also enclosed.

- P.10

Yours faithfully,

(P.S. Mehta)  
Research Officer

Add. Sec to me

TOO  
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✓ Director  
Copy? Director (House) - on tour  
US (SCS) may pl. see - on leave  
SO (SCS)

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25/10/13

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25/10/13

Smt. V.S.  
Smt VL - copy to -

National Commission for Scheduled Castes

Questionnaire regarding implementation of reservation policy in Central Ministries and its attached/subordinate offices for Review meeting.

1. Please furnish a chart showing the organization set-up of the Ministry/ Deptt./ Organization.
2. Please give the composition of the Board indicating whether any of the members belongs to Scheduled Castes.
3. Please state the percentage of reservation applicable in favour of Scheduled Castes and the dates from which enforced in respect of:
  - (i) Posts filled by direct recruitment.
  - (ii) Posts filled by promotion.
4. Please state the procedures followed for direct recruitment to various level/categories of posts in various grades/indicating the concessions/ relaxations given to Scheduled Castes employees.
5. Please state the promotion policy followed in the Ministry/ Deptt./Organization indicating the relaxation/concessions given to Scheduled Castes employees in promotions.
6. What are the levels/categories of posts in the Ministry/Deptt./Organization both technical and non-technical for which reservation for Scheduled Castes has not been prescribed and the reasons therefore. Information may be given separately for direct recruitment and promotion indicating the level, pay scales and number of such posts.
7. Are there any subsisting agreements between the Ministry / Deptt./ Organization and the employees' Unions which come in the way of Government Policy on reservation for Scheduled Castes in the matter of direct recruitment and promotions, If so, give details.
8. Please furnish the backlog of SCs on vacancy based roster in all categories prior to 1.1.1997 and the short fall as switching over to post based roster vide DOP&T O.M. No. 3601212/96-Estt.(Res) dated 2.7.1997.
9. Please furnish a statement showing level-wise staff strength as on the date when reservation were enforced in the Ministry/Deptt/Organization and on 1.1.2011, 1.1.2012 and 1.1.2013 thus indicating the progress achieved in the following Performa separately.

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

Information in respect of Sweepers may be given separately.

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23/10/13

9. (a) Please furnish statements, year-wise in the following Performa showing the recruitment made during the last three years i.e. 2011, 2012 & 2013.

Year	Category /Level of Posts	Total No. of Vacancies Occurred	Total No. Vacancies Actually filled	No. of vacancies Reserved of SC			No. of Candidates Appointed.	No. of Vacancies Carried forward
				B/F from Prev's Yr.	Res'vd During the Year	Total		
1	2	3	4	5	6	7	8	9
2011								
2012								
2013								

9 (b) Please give the representation of Scheduled Castes on 1. Above.

9 (c) Please state the reasons for shortfall, if any in the employment of SCs against their reserved quota and the remedial measures taken or proposed to be taken to wipe out the shortfall.

10 Please indicate the number of backlog/shortfall vacancies of Scheduled Castes identified and number of vacancies filled in all the Special Recruitment Drives launched so far.

11 Please furnish a statement in the following Performa showing the total number of employees promoted and the number and percentage of Scheduled Castes. respectively among them during each of the last three years i.e. 2011, 2012 and 2013 in respect of various levels / categories of posts separately.

Year	Category/Level of Post	Total No. of Employees Promoted	Number of SCs Promoted	Percentage Of SCs Promoted	Remarks
1.	2.	3.	4.	5.	6.
2011					
2012					
2013					

12. The impact and the resultant action taken by the Ministry/Deptt./Organization on the DOP&T

- (1) O.M. No. 36012/28/96-Estt. (Res) Vol II dated 3.10.2000- Reservation in promotion- prescription of under qualifying marks/lessees standard of evolution.
- (2) O.M. No. 20011/1/2001-Estt. (D) dated 21.1.2002 -Seniority of SC/STs Govt. servant on promotion by virtue of rule of Reservation/Roster.
- (3) O.M. No. 36028/17/2001-Estt. (Res) dated 11.7.2002.-Reservation in promotion of SC/ST candidates promoted on their own merit.

13. Please indicate whether pre-recruitment and pre-promotion training is given to SC candidates? If so, please give details for level/categories of posts.

14. What are the checks devised by Ministry/Deptt./Organization to ensure that the reservation policy for Scheduled Castes is implemented properly.

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

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

(c) Has a Scheduled Castes Cell been set-up under the direct control of Liaison - Officer? If so, please indicate the position of this cell and the staff attached to it.

(d) Is a complaint register being maintained in order to register the grievances of SC employees?

(e) How many complaints, were received from SC employees during each of the last three years?

(f) What was the nature of these complaints, the number of complaints disposed of favorably and the time taken for disposal of each complaint? The number and nature of complaints pending disposal may also be furnished.

(g) Have you come across any case (s) of harassment or discrimination against SC employees on grounds of social origin? If yes, please indicate the number of such cases during last three years and the action taken therein?

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

16 (a) Are rosters being maintained for direct recruitment and promotion for all posts as per orders on the subject?

(b) Is the procedure of grouping the posts in the direct recruitment adopted for maintaining rosters? If so, please give details indicating the posts with their pay scale covered under the grouping procedure. Also, please indicate the authority who approved the grouping of posts.

(c) Are the rosters being periodically inspected by Liaison Officer?  
If so, action taken on the inspection reports of the Liaison Officer  
for the last three years.

17. Is any representative of Scheduled Castes included in various recruitment Boards/ Selection Committees/ DPCs for the post wherein reservations/ Concessions for Scheduled Castes are applicable?
18. Is the number of posts reserved for Sc clearly indicated in the advertisements for direct recruitment? Also, please state whether copies of advertisements are sent to Welfare Associations and Organizations of Scheduled Castes?
19. Are the Scheduled Castes candidates interviewed on separate dates i.e. other than the days on which the general candidates are interviewed for various posts ?
20. According to the instructions issued by the Government, whenever recruitment is made on the basis of the competitive examination, centers for such examinations should be set-up at all places where a sizeable number of candidates appear in the examination in addition to usual centers of examination.
21. Please state whether these instructions are followed invariably? If not, what are the reasons?
22. State the procedure followed for de-reservation of vacancies reserved for Scheduled Castes.
23. Please, give the numbers of vacancies de-reserved and also the number of such vacancies separately for Scheduled Castes having been carried forward to three subsequent years in respect of various posts /level in last three years.
24. Please give the number of posts level /category-wise which were reserved for Scheduled Castes but were filled-up by promotion of general candidates for want of adequate number of eligible Scheduled Castes candidates where promotions were made by selection during the last three years.
25. Is there any specific transfer policy for the employees? If so, what concessions safeguards have been provided for Scheduled Castes, in this policy? A copy of the policy may be furnished.
26. Please give the number of employees sent for specialized training abroad during the last three years and the number of Scheduled Castes employees among them in each year.

27. Are there instances where persons have obtained employment in you Organization on the basis of false caste certificate? If so, please indicate the number of such cases, action taken and present position of each case. Also, please indicate the steps taken to avoid the occurrence of such cases.
28. Whether a chapter about implementation of reservation policy for Scheduled Castes is incorporated in the Annual Report of the Organization? If not, the reasons thereof. A copy of the latest Annual Report be enclosed.
29. Please give the details of the various schemes/ activities under taken up by the Ministry/Deptt./Organization for the welfare and socio-economic development of Scheduled Castes under the SCP of the Organization like adoption of villages, development in tribal areas etc.
30. Please intimate the number of Scheduled castes who have been allotted accommodation against the total number of employees provided such facilities.
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