

Government of Haryana  
General Administration Department  
General Services-III Branch

No. 22/10/2013-1GSIII

Dated Chandigarh, the 15.07.2014

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurgaon Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. All the Sub Divisional Officers (Civil) in the State of Haryana.
8. The Registrars of all the Universities in the State of Haryana.

**Subject:** Grant of reservation in Jobs under Government/ Government Undertakings & Local Bodies as well as in admission in Government/ Government aided educational/ technical/ Professional institutions.

Sir/Madam,

I am directed to invite your attention to the Government instructions issued vide No 22/10/2013-1GS-III dated 28.02.2013 on the subject noted above and to intimate that it has come to the notice of the Government that there is some confusion in interpretation of these instructions while calculating the backlog of reserved vacancies. Accordingly, in supersession of these instructions (28.02.2013) in order to reflect the recent government decisions dated 15.06.2014 to enhance the quantum of reservation to Backward Classes, Special Backward Classes and Economically Backward Persons in General Category in Class I & II jobs in direct recruitment and to further clarify the issue of reservation and related matters, these instructions are being issued. The State Government on reconsideration, has now decided to give reservation in direct recruitment as well as in promotion under Government/ Government Undertakings & Local Bodies and in admission in Government/ Government Aided Educational/ Technical/ Professional Institutions to the following categories as per detail given below :-

✓ 1. In case of direct recruitment in Class I & II Posts

| Sr. No | Category             | Quantum of reservation | Roster points   |
|--------|----------------------|------------------------|---|
| (a)    | Scheduled Castes     | 20%                    | 4-8-14-18-24-28-34-38-42-50-54-58-64-68-74-78-84-88-94-100. |
| (b)    | Backward Classes (A) | 10%                    | 10-16-22-32-46-56-70-76-86-95.                              |
| (c)    | Backward Classes (B) | 5%                     | 17-37-57-77-96  |

|     |  |    |  |
|-----|--|----|--|
| (d) | Special Backward Classes                                     | 5% | 20-40-60-80-97.  |
| (e) | Economically Backward Persons in the General Castes Category | 5% | 19-39-59-79-99   |
| (e) | Ex-servicemen  | 5% | 12-36-48-72 and 98.  |
| (f) | Freedom fighters and their children/grand children.          | 2% | This reservation will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters/ their children/ grand children will remain limited to 2 % only. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the Freedom Fighters. |

**In case of direct recruitment in Class III & IV Posts**

| Sr. No | Category   | Quantum of reservation | Roster points  |
|--------|--|------------------------|--|
| (a)    | Scheduled Castes   | 20%                    | 5-10-15-20-25-30-35-40-45-50-55-60-65-70-75-80-85-90-95 and 100. |
| (b)    | Backward Classes (A)   | 16%                    | 6-12-19-26-32-38-44-49-56-62-68-74-79-86-92 and 99.              |
| (c)    | Backward Classes (B)   | 11%                    | 9-18-27-36-46-54-63-72-81-89 and 98.                             |
| (d)    | Special Backward Classes                                     | 10%                    | 7-17-29-39-48-59-69-78-88 and 97.                                |
| (e)    | Economically Backward Persons in the General Castes Category | 10%                    | 4-14-24-34-43-53-66-76-83 and 94.                                |

2. There will be horizontal reservation for ex-servicemen/ freedom fighters/ outstanding sports persons as under :-

**In case of direct recruitment in Class III & IV Posts**

| Sr. No | Category               | Quantum of reservation | Roster points |
|--------|------------------------|------------------------|---------------|
| (a)    | Ex-servicemen (SC)     | 2%                     | 20 and 60     |
| (b)    | Ex-servicemen (BC 'A') | 2%                     | 19 & 44       |
| (c)    | Ex-servicemen (BC 'B') | 3%                     | 27-54 and 81  |

|     |   |    |  |
|-----|---|----|--|
| (d) | Ex-servicemen (General)                             | 7% | 8-16-37-52-64-73 and 84.   |
| (e) | Outstanding Sports Persons (SC)                     | 1% | 25.  |
| (f) | Outstanding Sports Persons (BC 'A' & 'B')           | 1% | 32 in the first Block of 100 posts and 63 in the next Block of 100 posts.  |
| (g) | Outstanding Sports Persons (General)                | 1% | 91.  |
| (h) | Freedom fighters and their children/grand children. | 2% | This reservation will be available only if quota reserved for Ex-servicemen or Backward Classes remains unfilled to that extent due to non-availability of suitable Ex-servicemen or their dependents or non-availability of suitable candidates from Backward Classes. Over all reservation either from the unfilled vacancies of Ex-servicemen or from the Backward Classes for Freedom Fighters/ their children/ grand children will remain limited to 2 % only. This benefit will be available to all grand children i.e. sons and daughters of sons and daughters (paternal as well as maternal) of the Freedom Fighters. |

**In case of promotion in Class III & IV Posts**

| Sr. No | Category         | Quantum of reservation | Roster points   |
|--------|------------------|------------------------|---|
| (a)    | Scheduled Castes | 20%                    | 4-8-14-18-24-28-34-38-42-50-54-58-64-68-74-78-84-88-92 and 100. |

3. Besides, as per provisions contained in the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995, 3% of vacancies in case of direct recruitment to Group A, B, C and D posts shall be reserved horizontally for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

The detailed guidelines with regard to the provisions of reservation for physically handicapped persons at para 13 ( A to T) and Economically Backward Persons in the General Castes category are given at Para 12, respectively.

4. The benefit of reservation to the Special Backward Classes will be regulated as per the criteria applicable to the Backward Classes in the State and by other instructions issued by the Government from time to time. The criteria for exclusion of creamy layer for Special Backward Classes will also be the same as applicable in case of the Backward Classes.



The lists of Scheduled Castes, Backward Classes (Block 'A' & 'B') and Special Backward Classes in Haryana are at Annexure 'A', 'B' and 'C' respectively.

5. There will also be reservation in admission in Government/ Government aided educational/ technical/ Professional institutions as detailed

below :-

| Sr. No.  | Category   | Quantum of reservation | Remarks  |
|----------|--|------------------------|--|
| 20]. (a) | Scheduled Castes   | 20%                    |  |
| (b)      | Backward Classes (A)   | 16%                    |  |
| 27]. (c) | Backward Classes (B)   | 11%                    |  |
| (d)      | Special Backward Classes                                     | 10% #                  |  |
| (e)      | Economically Backward Persons in the General Castes Category | 10% Gen                |  |
| (f)      | Physically Handicapped                                       | 3%                     | In the event of quota reserved for physically handicapped remaining unutilized due to non availability of suitable handicapped candidates, it may be offered to the Ex-servicemen and their wards (1%) and to the dependents of Freedom Fighters (1%). |

Further, 3% Horizontal reservation is also provided to Ex-servicemen/ Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of Scheduled castes and 1% from backward classes category for admissions to the various educational institutions of the Government and Government aided/ institutes located in Haryana. As far as allocation of horizontal reservation within Backward Classes for Block A and Block B of the Backward Classes categories is concerned a year wise rotational system will be adopted. For example, if a block of Backward Classes are given seats in the horizontal reservation in the academic year 2014, B Block of Backward Classes will be given seat(s) in the next academic year i.e. 2015 and so on.

6. Where candidates belonging to the Scheduled Castes are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall not be filled up by candidates from other categories. This would mean that ordinarily there will be no de-reservation of vacancies meant for Scheduled Castes to be filled in by direct recruitment. However, in case non-availability of candidates for direct recruitment to the vacancies meant for

Scheduled Castes in Class I services, if it is felt in rare and exceptional cases that the posts cannot be allowed to remain vacant in public interest, the Administrative Department may put up a proposal with full justification for de-reservation of such posts before the Committee of Secretaries of the State Government, comprising the Chief Secretary, the Finance Secretary and the Administrative Secretary concerned. When such de-reservation is allowed, the vacancies will be re-advertised for the Scheduled Castes category, but with the stipulation that in case no eligible candidates are available from the Scheduled Castes Category, the vacancies shall be filled up from the General category on merit. When future general category vacancies of such number become available in the cadre, such vacancies should be assigned to Scheduled Castes category to recoup the de-reserved Scheduled Castes Category posts. In case of the Class II, III and IV posts of Scheduled Castes Category, no de-reservation is allowed and all unfilled vacancies will be carried forward to be filled up in future recruitment. If the General Category posts of roster points subsequent to the roster points of these Scheduled Castes Category posts have been filled up, then these Scheduled Castes category vacancies will be called the backlog vacancies.

In case of all other reserved categories, if two attempts of recruitment failed to get eligible candidates, these posts shall be de-reserved and will be filled up in the subsequent recruitment process from general category on merit if no eligible candidate from these reserved categories is available in the subsequent recruitment process also. Such de-reservation will be permanent and no recouping of posts will be done in case of such de-reservation.

7. Reservation for a cadre is given effect through the instrument of roster system. A roster system is to be maintained by each department for each of the cadres. The roster consists of 100 points which are assigned to both direct recruitment and the promotional posts and to various reserved categories on the basis of the perpetuation of reservation given to these categories.

The roster system is operative on the assumption that when 100 posts are filled up by utilizing the roster points from 1 to 100, the requisite reservation to different categories is achieved in these 100 vacancies are filled up.

8. The roster system will continue to be operated and be closed after the 100<sup>th</sup> points of roster is utilized for all cadres having a strength of 100 or less. In case of cadres having more than 100 posts, the roster will be closed when for the first time all the posts of the cadre are filled up. When the roster is closed, a calculation will be made as to the number of posts reserved in the cadre for various categories and the number of persons of such categories in

service in the cadre at that time and the shortfall in each category on that basis. All future vacancies of the cadre will be filled up to bridge the shortfall. The available vacancies should be filled up by assigning these vacancies to various categories by assigning, categories if a roster register was in operation.

9. Instructions issued by the Welfare of Scheduled Castes & Backward Classes Department vide its letter No. 213-SW (1)-2010 dated 31.08.2010 regarding exclusion of Socially advanced persons/ sections (Creamy Layer) should be kept in view while extending the benefit of reservation to the Backward Classes.

10. It is desirable to have recruitment made to different posts/ cadres on a regular basis, in order to ensure that the posts in different departments and offices do not remain vacant and bunching of recruitment posts does not leave to cadre management issues. Most recruitments are now being done by special recruitment agencies set up within Government under the Constitution, or under statutes and through notifications. While sending requisition for recruitment to these agencies, the indents must be prepared on the basis of the updated roster register which should be certified by the Welfare of SC/BC Department to ensure that the requisition reflects the actual category wise vacancies available in a particular cadre/ post. The indents must clearly indicate category wise backlog or carried forward vacancies separately and the category wise existing vacancies as well as anticipated vacancies proposed to be filled up. It is clarified that there is no limit or constraint that the indent for reserved vacancies may not exceed 50% of total posts being requisitioned at a time. On the contrary, if there are a large number of carried forward vacancies of particular reserved category/ categories, then it is advisable to have a special recruitment undertaken for such carried forward vacancies of reserved categories.

11. **Reporting to nodal departments and review :**

It has been observed that though reservation is mandated by instructions issued by General Administration Department, welfare and representation of different reserved categories are monitored and looked after by various nodal departments i.e. Welfare of Scheduled Castes and Backward Classes Department looks after the welfare of Scheduled Castes, Backward Classes, Special Backward Classes and Economically Backward persons in General Castes Category, Social Justice and Empowerment Department monitors reservation to physically handicapped persons, Sports Department for Sportspersons, the Rajya Sainik Board for ex-servicemen and their dependents and so on. Every Department will be required to report to the General Administration Department as well as to these Nodal Department twice in a year i.e. by 10<sup>th</sup> July and 10<sup>th</sup> January, in regard to recruitment made or



vacancies carried forward in respect of various cadres posts so that these Nodal Departments may monitor and take corrective action for ensuring adequate utilization of reservation in recruitments as well as in admissions in Government/ Government Aided Educational/ Technical/ Professional Institutions to these reserved categories.

12. The notification issued by the Welfare of Scheduled Castes & Backward Classes Department vide No. 60 SW (1) 2013 dated 23.01.2013 regarding the criteria for consideration as Economically Backward Persons in the General Castes category will be as under:-

- i. 'Family' for the purpose of the applicant seeking reservation as 'Economically Backward' is defined as follows:-
  - (a) Head of Family and his/her spouse;
  - (b) Dependant children and their spouses;
  - (c) Unmarried dependant brothers and sisters.
- ii. The total annual income of the family of the applicant should not cumulatively exceed Rs. 2,50,000/- per annum from all sources including agricultural income.
- iii. In case any person in the family, as described in (i) above, is income-tax/wealth tax payee, benefit of reservation shall not be extended.
- iv. Applicant or family as described in (i) above should not be in Class-I/ Class-II services of Government of India or State Government level or equivalent or hold any equivalent post in any statutory board/ corporation/ university/ society/ trust or an equivalent position in any public/private limited company or in any International organization.
 

Family shall be deemed to be in service as mentioned above when a person in family has superannuated and /or has sought voluntary retirement or has been dismissed/terminated/compulsory retired from such service.
- v. In case, family as described in (i) above, is engaged in a profession as doctor, lawyer, chartered accountant, income-tax consultant, financial or management consultant, engineer, architect, computer specialist, film/TV artist, play writer, author, model, media personnel or holds any elected/appointed office either under the Constitution or in terms of any statute out of which emolument/salary is paid, criteria of income as described in (ii) above shall be applicable.
- vi. Family, as described above, should not be employed in any Military or para-Military services with Union of India in the rank of Second Lieutenant or above in the Army or any equivalent rank in other forces or para-Military forces.
- vii. The person who claims benefit of reservation under other categories shall not be entitled to claim benefit of reservation in this category.

13. As per provisions contained in the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following provisions are made with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of Haryana. These instructions shall supersede all previous instructions issued on the subject so far.

**A) QUANTUM OF RESERVATION**

Three percent of the vacancies in case of direct recruitment to Group A, B, C & D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

**B) EXEMPTION FROM RESERVATION:**

If any Department considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Department of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter Departmental Committee set up by the Department of Social Justice and Empowerment constituted vide their notification No 611/SW(4)2011, dated 3.8.2011.

**C) IDENTIFICATION OF JOBS/POSTS:**

The Department of Social Justice and Empowerment has identified the jobs/posts suitable to be held by persons with disabilities and the physically requirement for all such jobs/posts identified shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- i) The nomenclature used for any job/post shall mean and include nomenclature used for other comparable jobs/posts having identical functions.
- ii) The list of jobs/posts notified by the Department of Social Justice & Empowerment is not exhaustive. The concerned Departments shall have the discretion to identify jobs/posts in addition to the jobs/posts already identified by the Department of Social Justice & Empowerment. However, no Department/Establishment shall exclude any identified job/post from the purview of reservation at its own discretion.
- iii) If a job/post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/post shall remain identified.



**D) RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:**

If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

**E) APPOINTMENT AGAINST UNRESERVED VACANCIES:**

In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

**F) ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT:**

Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment only, wherever reservation for persons with disabilities is admissible.

**G) DEFINITIONS OF DISABILITIES:**

Definitions of categories of disabilities for the purpose of these instructions are given below:

- (1) (a) **Blindness:** "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-
- i) total absence of sight; or
  - ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or

- iii) limitation of the field of vision subtending an angle of 20 degree or worse;

(b) **Low vision:**

"Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(2) **Hearing Impairment:**

"Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

- (3) (a) **Locomotor disability:** "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- (b) **Cerebral Palsy:** "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.
- (c) All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

H) **DEGREE OF DISABILITY FOR RESERVATION:**

Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in Annexure 'D'.

I) **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE:**

The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the State Government. The State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral/visual / hearing disability, as the case may be.

The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision

having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

At the time of initial appointment against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

**J) COMPUTATION OF RESERVATION:**

Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 percent.

Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

**K) EFFECTING RESERVATION -MAINTENANCE OF ROSTERS:**

- a) All establishments shall maintain separate 100 point reservation roster registers in the format given in Annexure 'E' for determining / effecting reservation for the disabled -one each for Group 'A', 'B', 'C' and 'D' posts filled by direct recruitment.
- b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:
  - 1st Block -point No.1 to point No.33
  - 2nd Block -point No.34 to point No.66
  - 3rd Block -point No.67 to point No.100
- c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities -one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.



- d) All the vacancies in Group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no.1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.
- e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.
- f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category' of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.
- h) Reservation in Group A and Group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

**L) INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

- a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Department of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of

disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

**M) HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES:**

Reservation for backward classes of citizens (SCs and BCs) is called vertical reservation and the reservation for categories such as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/BC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/BCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

Since the persons with disabilities have to be placed in the appropriate category viz. SC/BC/ General in the roster meant for reservation of SCs/BCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/BC or General category.



**N) RELAXATION IN AGE LIMIT :**

- i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years ( 15 years for SCs/BCs) in case of direct recruitment to Group 'C' and 'D' posts (b) by 5 years (10 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (C) by ten years (15 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination.
- ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

**O) RELAXATION OF STANDARD OF SUITABILITY:**

If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

**P) MEDICAL EXAMINATION:**

As per Rules/instructions, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

**Q) EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:**

Persons with disabilities shall be exempted from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Haryana Staff Selection Commission (HSSC), the Haryana Public Service Commission (HPSC) etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.



**R) NOTICE OF VACANCIES:**

In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the HSSC, the HPSC etc. and while advertising the vacancies:-

- i) Number of vacancies reserved for SCs/BCs/Ex-Servicemen/Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/ Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.
- iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- iv) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

**S) CERTIFICATE BY REQUISITIONING AUTHORITY:**

In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the HPSC, HSSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no ..... of cycle no..... of 100 point reservation roster out of which ..... number of vacancies are reserved for persons with disabilities."

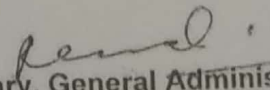
**T) ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES:**

- (i) Soon after the first of January of every year, each appointing authority shall send to its Administrative Department:-
  - a) PWD Report-I in the prescribed proforma (Annexure 'F') showing the total number of employees, total number of employees in the

posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and

- b) PWD Report-II in the prescribed proforma (Annexure 'G') showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.
- (ii) The Administrative Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proforma in respect of the Department including information in respect of all attached and subordinate offices under its control to the General Administration Department by 31<sup>st</sup> March of each year.
- (iii) The following points may be kept in view while sending the reports to the General Administration Department (General Services-III Branch):-
- a) The reports sent to the GAD should not include information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies. Statutory, semi-Government and autonomous bodies shall furnish consolidated information in the prescribed proforma to the Administrative Department concerned who may scrutinize, monitor and maintain it at their own level.
- b) The attached/subordinate offices shall send information to their Administrative Department only and shall not send it direct to this Department.
- c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.
- d) The PWD Report-I relates to persons and not to posts. Therefore, while furnishing this report, the posts vacant etc. should not be taken into account. In this report persons on deputation should be included in the establishment of the borrowing Department/Office and not in the parent establishment. Persons, permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

The above instructions may please be brought to the notice of all concerned for strict compliance.

  
Secretary, General Administration  
for Chief Secretary to Government Haryana  
13/1/14  
Randy

**Internal distribution**

Incharge NIC for hosting the above instructions on State Government website.

**LIST OF BACKWARD CLASSES IN HARYANA STATE  
BLOCK 'A'**

|  |                                      |
|--|--------------------------------------|
| 1. Aheria, Aheri, Heri, Naik Thori or Turi, Hari   | 36. Khanghera                        |
| 2. Barra   | 37. Kuchband                         |
| 3. Beta, Hensi or Hesi   | 38. Labana                           |
| 4. Bagria  | 39. Lakhera, Manihar, Kachera        |
| 5. Barwar  | 40. Lohar, Panchal - Brahmin.        |
| 6. Barai, Tamboli  | 41. Madari                           |
| 7. Baragi, Bairagi, Swami Sadh   | 42. Mochi                            |
| 8. Battera   | 43. Mirasi                           |
| 9. Bharbhunja, Bharbhuja   | 44. Nar                              |
| 10. Bhat, Bhatra, Darpi, Ramiya  | 45. Noongar                          |
| 11. Bhuhalia Lohar   | 46. Nalband                          |
| 12. Changar  | 47. Pinja, Penja                     |
| 13. Chirimar   | 48. Rehar, Rehara or Re              |
| 14. Chang  | 49. Raigar                           |
| 15. Chimba, Chhipi, Chimpa, Darzi, Rohilla   | 50. Rai Sikhs                        |
| 16. Daiya  | 51. Rechband                         |
| 17. Dhobis   | 52. Shorgir, Shergir                 |
| 18. Dakaut   | 53. Soi                              |
| 19. Dhimar, Mallah, Kashyap-Rajpoot, Kahar, Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi | 54. Singhikant, Singiwala            |
| 20. Dhosali, Dosali  | 55. Sunar, Zargar, Soni              |
| 21. Faquir   | 56. Thathera, Tamera                 |
| 22. Gwaria, Gauria or Gwar   | 57. Teli                             |
| 23. Ghirath  | 58. Banzara, Banjara                 |
| 24. Ghasi, Ghasiara or Ghosi   | 59. Weaver (Jullaha)                 |
| 25. Gorkhas  | 60. Badi/Baddon                      |
| 26. Gawala, Gowala   | 61. Bhattu/Chattu                    |
| 27. Galaria, Pal, Baghel   | 62. Mina                             |
| 28. Garhi Lohar  | 63. Rahbari                          |
| 29. Hajjam, Nai, Nais, Sain  | 64. Charan                           |
| 30. Jhangra-Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barhai, Baddi                                       | 65. Chaaraj (Mahabrahman)            |
| 31. Joginath, Jogi, Nath, Jangam-Jogi, Yogi  | 66. Udasin                           |
| 32. Kanjar or Kanchan  | 67. Ramgarhia                        |
| 33. Kurmi  | 68. Rangrez, Lilgar, Nilgar, Lallari |
| 34. Kumhars, Prajapati   | 69. Dawala, Soni-Dawala, Nyaaria     |
| 35. Kamboj   | 70. Bhar, Rajbhar                    |
|  | 71. Nat (Muslim)                     |

**Block 'B'**

|                     |   |
|---------------------|---|
| 1. Ahir/Yadav       | 2. Gujjar                                 |
| 3. Lodh/Lodha/Lodhi | 4. Saini, Shakya, koeri, kushwaha, maurya |
| 5. Meo              | 6. Gosai/Gosain/Goswami                   |

At present, Raigar, Mochi, Weaver (Jullaha) (BC) and Julaha (SC) and Badi Castes find a mention in the list of both Scheduled Caste and Backward Classes. The persons belonging to these Castes who are not covered under the Scheduled Castes on account of being Non-Hindus and Non-Sikhs can take the benefit under the Backward Classes only.



## LIST OF SCHEDULED CASTES IN HARYANA STATE

|  |                            |
|--|----------------------------|
| 1. Ad Dharmi   | 31. Sanhal                 |
| 2. Balmiki   | 32. Sansi, Bhedkut, Manesh |
| 3. Bangali   | 33. Sansoi                 |
| 4. Barar, Burar, Berar   | 34. Sapela, Sapera         |
| 5. Batwal, Barwala   | 35. Sarera                 |
| 6. Bauria, Bawaria   | 36. Sikligar, Bariya       |
| 7. Bazigar   | 37. Sirkiband              |
| 8. Bhanjra   |                            |
| 9. Chamar, Jatia Chamar, Rehgar, Raigar,<br>Ramdasi, Ravidasi, Balahi, Batoi,<br>Bhatoi, Bhambi, Chamar- Rohidas,<br>Jatav, Jatava, Ramdasia |                            |
| 10. Chanal   |                            |
| 11. Dagi   |                            |
| 12. Darain   |                            |
| 13. Deha, Dhaya, Dhea  |                            |
| 14. Dhanak   |                            |
| 15. Dhogri, Dhangri, Siggri  |                            |
| 16. Dumna, Mahasha, Doom   |                            |
| 17. Gagra  |                            |
| 18. Gandhila, Gandil Gondola   |                            |
| 19. Kabirpanthi, Julaha  |                            |
| 20. Khatik   |                            |
| 21. Kori, Koli   |                            |
| 22. Marija, Marecha  |                            |
| 23. Mazhabi, Mazhabi Sikh  |                            |
| 24. Megh, Meghwal  |                            |
| 25. Nat, Badi  |                            |
| 26. Od   |                            |
| 27. Pasi   |                            |
| 28. Perna  |                            |
| 29. Pherera  |                            |
| 30. Sanhai   |                            |

## Annexure - 'C'

## LIST OF SPECIAL BACKWARD CLASSES IN HARYANA STATE

1. Bishnoi
2. Jat
3. Jat Sikh
4. Ror
5. Tyagi
6. Mulla Jats/ Muslim Jat.

~oOo~

## ANNEXURE 'D'

NAME &amp; ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification marks (s) \_\_\_\_\_ is suffering from permanent disability of following category:

## A. Locomotor or cerebral palsy:

- BL-Both legs affected but not arms.
- BA-Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- OL-One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- OA-One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- BH-Stiff back and hips (cannot sit or stoop)
- MW-Muscular weakness and limited physical endurance.

## B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

## C. Hearing impairment:

- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. Percentage of disability in his/her case is.....percent.

4. Sh./Smt./Kum.....meets the following physical requirement for discharge of his/her duties:-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

Member  
Medical BoardMember  
Medical BoardChairperson  
Medical Board

Countersigned by the Medical  
Superintendent /CMO/Head of  
Hospital (with seal)

\*Strike out which is not applicable.



## ANNEXURE-'E'

## RESERVATION ROSTER FOR PERSONS WITH DISABILITIES

| Year of Recruitment | Cycle No. and Point No. | Name of Post | Whether identified suitable for Persons with Disabilities suffering from *** |     |     | Unreserved or Reserved * | Name of the person appointed and date of the appointment | Whether the person appointed is VH/HH/OH or none ** | Remarks if any. |
|---------------------|-------------------------|--------------|--|-----|-----|--------------------------|--|---|-----------------|
|                     |                         |              | VH   | HH  | OH  |                          |  |   |                 |
| (1)                 | (2)                     | (3)          | (4)  | (5) | (6) | (7)                      | (8)  | (9)   | (10)            |
|                     |                         |              |  |     |     |                          |  |   |                 |

\* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR

\*\* Write VH, HH, OH or None, as the case may be.

\*\*\*VH, HH, OH stand for visually handicapped, Hearing Handicapped an Orthopaedically Handicapped.

PWD Report-I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE  
PERSONS WITH DISABILITIES IN SERVICES  
(As on 1st January of the year)

DEPARTMENT-----  
ATTACHED/SUBORDINATE OFFICE :-----

| Group   | Number of Employees |                     |    |    |    |
|---------|---------------------|---------------------|----|----|----|
|         | Total               | In Identified Posts | VH | HH | OH |
| 1       | 2                   | 3                   | 4  | 5  | 6  |
| Group A |                     |                     |    |    |    |
| Group B |                     |                     |    |    |    |
| Group C |                     |                     |    |    |    |
| Group D |                     |                     |    |    |    |
| Total   |                     |                     |    |    |    |

- Note:** (i) **VH** stands for Visually Handicapped (persons suffering from blindness or low vision)  
(ii) **HH** stands for Hearing Handicapped (persons suffering from hearing impairment)  
(iii) **OH** stands for Orthopaedically Handicapped (Persons suffering from locomotor disability or cerebral palsy)

ANNEXURE - 'G'

**PWD REPORT II**  
**STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES**  
**APPOINTED DURING THE YEAR**  
**(For the Year \_\_\_\_\_)**

DEPARTMENT:-----

ATTACHED/SUBORDINATE OFFICE:-----

| Group   | Direct Recruitment        |    |    |       |                          |    |    |    |
|---------|---------------------------|----|----|-------|--------------------------|----|----|----|
|         | No. of vacancies reserved |    |    |       | No. of Appointments made |    |    |    |
|         | VH                        | HH | OH | Total | In Identified Posts      | VH | HH | OH |
| 1       | 2                         | 3  | 4  | 5     | 6                        | 7  | 8  | 9  |
| Group A |                           |    |    |       |                          |    |    |    |
| Group B |                           |    |    |       |                          |    |    |    |
| Group C |                           |    |    |       |                          |    |    |    |
| Group D |                           |    |    |       |                          |    |    |    |

- Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)  
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)  
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

There is no reservation in promotion for persons with disabilities.