

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Corporate Office, SCT Cell
R.No.221, Eastern Court, Janpath
New Delhi – 110 001.

No.35-1/2021-SCT

Dated: 15.12.2021

To

All the Heads of Telecom Circles & Administrative Units, BSNL

Subject: Preparation and Maintenance of Reservation Rosters –Direct Recruitments / Promotion

This office has been receiving several clarifications/queries from cadre controlling authorities seeking method for preparation and maintenance of reservation rosters and reservation registers for the purpose of direct recruitment and promotions.

The cadre controlling authorities may kindly refer this office letter of even number dated 10-11-2021, vide which instructions regarding preparation/ maintenance of the reservation rosters/reservation registers was issued. [Copy enclosed]


(Ranvir Singh Chauhan)
Deputy General Manager (SCT)
15/12/2021

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This has reference with the DoP&T OM No A36011/1/2013-Estt (Res) dated 23.1.2014 vide which a Brochure on reservation for SC/ST and OBC in services and DoP&T OM No 36035/02/2017-Estt(Res) dated 15.1.2018 for PWD.

In supersession to the existing instructions issued by SCT Cell, BSNL Corporate Office on subject matter, all cadre controlling authorities are instructed to prepare/ maintain reservation rosters scrupulously for all posts as per given below formats–

- a. The reservation registers as per **Annexure-I** for cadres having more than 13 posts.
 - b. Reservation roster registers as per **Annexure II** in cadres having less than 14 posts.
 - c. Every cadre controlling authority shall maintain group-wise a separate vacancy based 100 point vacancy based roster register in the format given in **Annexure-III** for determining /effecting reservation for Persons with Benchmark Disabilities (**PwDs**). For further action on Annexure III, Para 7 of DoPT OM No.36035/02/2017-Estt(Res) Dated 15.01.2018 may be referred.
2. The following principles shall be followed for preparation and maintenance of reservation registers and reservation roster registers:
- (a) Separate registers/ roster registers shall be maintained for appointments made by direct recruitment and promotion. In case of promotion, separate registers / roster registers shall be maintained for each mode of promotion viz. limited competitive examination, selection, non-selection, etc.
 - (b) A common roster register shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
 - (c) A separate roster register shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.

Contd - - -

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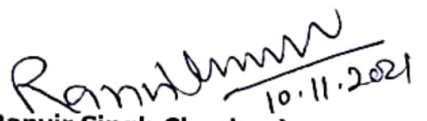
from pre-page,

- (d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the roster register in the appropriate columns and the entry signed by the appointing authority or by an officer authorized to do so.
- (e) No gap shall be left in completing the roster register.
- (f) The roster register shall be maintained in the form of a running account year after year. For example if recruitment in a year stops at point 6, recruitment in the following year shall begin from point 7.
- (g) If reservation register becomes unwieldy or difficult to manage, a fresh register may be started by applying the method of initial preparation of registers.
- (h) In case of cadres where reservation is given by rotation, fresh cycle of roster shall be started after completion of all the points in the roster.
- (i) Since reservation does not apply to deputation/absorption, where the recruitment rules prescribe a percentage of posts to be filled by these methods, such posts shall be excluded for determining reservations.
- (j) After every recruitment year, an account shall be noted at the end of the last entry of the year in the reservation register indicating representation of Scheduled Castes/Scheduled Tribes/Other Backward Classes and details of backlog reserved vacancies etc.
- (k) All Reservation Rosters of direct recruitment should be signed by LO of OBC & CLO/LO of (SC/ST/PWDs) as the case may be and all reservation registers should be uploaded in the website of the circles/units.

For effective implementation of above instructions, the compliance report may be sent to this office to apprise DOT/Dir (HR).

This is issued with the approval of the competent authority.

Encls: As above


(Ranvir Singh Chauhan)
Deputy General Manager (SCT)
10.11.2021

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ANNEXURE-III

RESERVATION REGISTER FOR PERSONS WITH DISABILITIES

Year of Recruitment	Cycle No and Point No.	Name of the Post	Whether identified suitable for persons with disabilities suffering from*				Unreserved or Reserved	Name of the persons appointed and date of appointment	Whether the persons appointed is 1 st , 2 nd , 3 rd and 4 th Category or None***	Remarks
			1 st Category	2 nd Category	3 rd Category	4 th Category				
1	2	3	4	5	6	7	8	9	10	11

***1st Category**

(a) Blindness and low vision

2nd category

(b) Deaf and hard hearing

3rd Category

(c) loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid attacks victims and muscular dystrophy

4th Category

(d) Autism, intellectual disability, specific learning disability and mental illness

(e) Multiple disabilities from amongst persons under (a) to (d)

** if identified reserved, write 1st category/2nd Category/ 3rd Category, as the case may be, otherwise write UR

*** Write 1st category/ 2nd category/3rd category/ 4th category or None, as the case may be