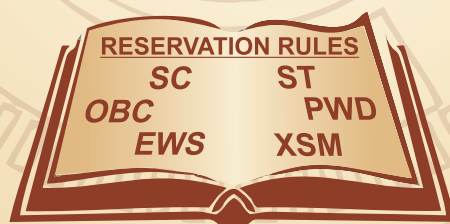
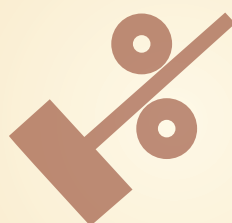


# HR MANUAL

## BOOK 7

### **RULES RELATING TO SPECIAL CONSIDERATION FOR SCHEDULED CASTES / SCHEDULED TRIBES / OTHER BACKWARD CLASSES; ECONOMICALLY WEAKER SECTIONS; EX-SERVICEMEN; AND PERSONS WITH DISABILITY**

(Updated upto 31<sup>st</sup> May 2020)



**Hindustan Aeronautics Limited**

**Corporate Office**  
15/1, Cubbon Road, Bengaluru - 560 001  
[www.hal-india.co.in](http://www.hal-india.co.in)

(for Private Circulation Only)

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SCHEDULED CASTES / SCHEDULED TRIBES /  
OTHER BACKWARD CLASSES; ECONOMICALLY  
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AND PERSONS WITH DISABILITY  
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ಅಧ್ಯಕ್ಷರು ಮತ್ತು ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

आर. माधवन

अध्यक्ष एवं प्रबंध निदेशक

**R. MADHAVAN**

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ಪ್ರಧಾನ ಕಛೇರಿ

हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

**HINDUSTAN AERONAUTICS LIMITED**

**CORPORATE OFFICE**



## **MESSAGE**

Employees are the most valuable asset of a Company. The legacy of our Company and its continued success make us the most recognized name in the South East Asian Aviation Industry. The Human Resource function plays an important role in catapulting the Organization on its journey towards achieving excellence.

I am delighted to note that various HR Manuals which are compendium of HR Policies on subjects of Recruitment and Promotion Rules; Conduct, Discipline & Appeal Rules, and Terms & Conditions of Service; Performance Appraisal System, Job Rotations, Training and Sponsorship Schemes; Pay & Allowances; Travelling Allowance Rules & Leave Rules; Welfare Measures, Medical Benefits & Post Superannuation Benefits; Reservation Matters, etc. have been revised & updated.

Employees are required to be well informed about the Rules & Regulations, especially the HR Policies of the Company. The updated Manuals will help the employees to understand the Rules & Policies which helped us to reach where we are today. We strongly subscribe to the principle of transparency in all gamut of activities and the revised HR Manuals would be uploaded on the HAL Website.

My best compliments to the HR Team for being instrumental in bringing out the updated Manuals.

With Best Wishes.

**(R.MADHAVAN)**

Bengaluru

31<sup>st</sup> May 2020

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ಆಲೋಕ್ ವರ್ಮಾ

ನಿರ್ದೇಶಕರು (ಮಾನವ ಸಂಪನ್ಮೂಲ)

आलोक वर्मा

निदेशक (मानव संसाधन)

**ALOK VERMA**

Director (Human Resources)



हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED  
CORPORATE OFFICE

ಹಿಂದೂಸ್ತಾನ್ ಏರೋನಾಟಿಕ್ಸ್ ಲಿಮಿಟೆಡ್

ಪ್ರಧಾನ ಕಛೇರಿ



## FOREWORD

Reservation of Posts, Concessions etc in respect of Personnel belonging to the Scheduled Castes (SCs) / Scheduled Tribes (STs), Other Backward Classes (OBCs), Persons with Disabilities (PWDs) and Ex-Servicemen is governed by the Constitution of India, Statutory Laws & Rules / Instructions and Orders & Guidelines as issued by the Government of India, from time to time. Over the years, the Department of Personnel & Training (DoPT), Government of India has issued many Instructions, Orders & Guidelines on the subject. The Reservation Rules were compiled and a separate Manual (HR Manual Book – 7) was first published in 1986. The same was reviewed and issued in 1991 & 2015.

This Manual, like the previous Editions, focuses on the Reservation Rules & Guidelines as provided in the Constitution, Statutory Laws and Orders issued by the DoPT. New provisions on the following have also been incorporated in this Manual:

- (i) The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 was replaced with the Rights of Persons with Disabilities (RPWD) Act, 2016. The RPWD Act, 2016 notified in the Company w.e.f. 19<sup>th</sup> April 2017. A Chapter on reservation for PWDs has been included in the Manual with the relevant provisions of the RPWD Act, 2016.
- (ii) 10 % reservation has been extended to personnel belonging to the Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs, in all Direct Recruitment vacancies in the Company w.e.f. 1<sup>st</sup> February 2019. Provisions on reservation for EWSs has been incorporated as a separate Chapter in the Manual.

This Manual contains all the amendments and new Rules on the subject **upto 31<sup>st</sup> May 2020.**

This Manual will be a ready reckoner for the decision makers and the employees of the HR Departments in HAL for complying with the various provisions of the Reservation Rules in the Company. Undoubtedly, the Manual will be of interest to all the employees also.

(ALOK VERMA)

Bangalore

31<sup>st</sup> May 2020

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CIN: L35301KA1963GOI001622

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## **CHAPTER I**

### **RESERVATION OF VACANCIES FOR SCHEDULED CASTES / SCHEDULED TRIBES / OTHER BACKWARD CLASSES**

## **RESERVATION OF VACANCIES FOR SCHEDULED CASTES / SCHEDULED TRIBES / OTHER BACKWARD CLASSES**

### **1. INTRODUCTION**

References:

- 1) PC No. 151 Dated 21-03-1970
- 2) PC No. 139 Dated 21-10-1975

- 1.1 The Constitution of India has taken special care to declare equality of opportunity in the matters of Public Employment. Article 16 of the Constitution and also Article 335 have direct bearing on reservation in Services.
- 1.2 Keeping the broader concept of equality in view, Clause (4) of Article 16 of the Constitution declares that nothing in the said Article shall prevent the State from making any provision for reservation of appointments or posts in favour of Backward Class of Citizens which in the opinion of the State, is not adequately represented in the Services under the State. Further, Clause (4A) of Article 16 states that nothing in this article shall prevent the State from making any provision for reservation in matters of promotion, with consequential seniority, to any class or classes of posts in the services under the State in favor of the Scheduled Castes (SCs) and the Scheduled Tribes (STs) which, in the opinion of the State, are not adequately represented in the services under the State.
- 1.3 Article 335 declares that the claims of the members of the SCs and STs shall be taken into consideration, consistently with the maintenance of efficiency of administration, in the making of appointments to Services and Posts in connection with the affairs of the Union or of a State. Provided that nothing in this article shall prevent in making of any provision in favor of the members of the SCs and STs for relaxation in qualifying marks in any examination or lowering the standards of evaluation, for reservation in matters of promotion to any class or classes of services or posts in connection with the affairs of the Union or of a State.
- 1.4 Besides, Article 46 of the Constitution of India provides that the States shall promote with special care, the educational and economic interests of the weaker sections of the society and in particular of SCs / STs and shall protect them from social injustice and all forms of exploitation. Keeping this in view, reservations are made for individuals belonging to SCs / STs for appointments and promotions in the Company.
- 1.5 The Orders on reservation of vacancies for the SCs / STs in Direct Recruitment were issued by the Government of India as Presidential Directives under Article 159 of the Articles of Association of the Company in the year 1970. These Orders were implemented in the Company with effect from 21<sup>st</sup> March 1970. The Orders on reservation of vacancies for

SCs / STs in promotions, which were issued in 1975, were implemented in the Company with effect from 1<sup>st</sup> December 1975.

- 1.6 Based on the Instructions of the Government of India, the Orders of Reservation to Other Backward Classes (OBCs) were implemented in the Company from 8<sup>th</sup> September 1993.

## 2. DEFINITIONS

### References:

- 1) HAL/P&A/31(1)/90 Dated 06-10-1990
- 2) HAL/HR/31(1)2018 Dated 08-05-2018

- 2.1 "Scheduled Caste" means such castes, races or tribes or parts of or within such castes, races or tribes as are deemed to be the Scheduled Castes in relation to that State/ Union Territory, under Article 341 of the Constitution of India.

- 2.2 "Scheduled Tribe" means such tribes or tribal communities or parts of or within such tribes or tribal communities as are deemed to be the Scheduled Tribes in relation to that State/ Union Territory, under Article 342 of the Constitution of India.

**Note:** Divisions should avoid the usage of the term Harijan, Girijan and Dalit in all official matters, dealings etc. for denoting the persons belonging to SCs and STs.

- 2.3 "Backward classes" means such backward classes of citizens, other than the SCs and STs, as may be specified by the Central Government in the lists. For the above purpose, lists are prepared by the Central Government for providing reservation in appointments to backward classes of citizens, which, in its opinion are not adequately represented in Services, under the Government of India and any local or other authority. The Ministry of Social Justice and Empowerment has notified the lists of Castes / categories which are treated as Other Backward Classes (OBCs).

**Note:** It is possible that two persons belonging to the same caste but residing in different States / U.Ts may not both be treated to belong to SC/ST/OBC. Thus, the residence of a person in a particular locality assumes a special significance. This residence connotes the permanent residence of a person on the date of the notification of the Presidential Order scheduling his caste/tribe in relation to that locality.

### 3. CLASSIFICATION OF POSTS

References:

- 1) PC No. 423 dated 13-7-1979 read with HAL/CA/201(3)/Vol III Dated 11-3-1981
- 2) HAL/P&A/31(1)/90/43 Dated 17-7-1990

- 3.1 The posts in the Company are classified into Group A, B, C & D for the purpose of reservation of vacancies, as indicated below:

|           |                                   |
|-----------|-----------------------------------|
| Group A : | Posts in Grade II and above       |
| Group B : | Posts in Grade I                  |
| Group C : | Posts in Scale 3 to Special Scale |
| Group D : | Posts in Scales 1 & 2             |

### 4. RESERVATIONS

References:

- 1) PC No.151 Dated 21-03-1970
- 2) PC No. 319 Dated 21-10-1975
- 3) PC No. 333 Dated 21-08-1976
- 4) PC No. 407 Dated 05-02-1979
- 5) PC No. 409 Dated 17-02-1979
- 6) PC No. 503 Dated 05-01-1984
- 7) HAL/P&A/31(1)/MPA/97 Dated 03-09-1997

- 4.1 Reservation till 1.7.1997 was computed on the basis of number of vacancies filled. The Supreme Court in the case of R.K. Sabharwal Vs. State of Punjab held that the reservation should be determined on the basis of number of Posts in the cadre and not on the basis of vacancies. Accordingly Post based reservation was introduced w.e.f. 02.07.1997. The basic principle of Post based reservation is that the number of Posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category.

4.2 Reservations will be made in favour of SC/ST/OBCs, as indicated as below:

**a) For Direct Recruitment**

| Sl. No | Particulars   | SC  | ST   | OBC    |
|--------|---|---|------|--------|
| (i)    | Direct Recruitment on All India Basis by means of open competitive examinations (applicable only for the recruitment of Management Trainees/ Design Trainees and such other recruitments based on All India open competitive examinations). | 15%   | 7.5% | 27%    |
| (ii)   | Direct Recruitment on All India basis otherwise than at (i) above, applicable for recruitment to all posts in Grade-I and above.  | 16.66%  | 7.5% | 25.84% |
| (iii)  | Direct Recruitment to posts filled on a local/regional basis applicable to posts in Groups C & D.   | With reference to the percentages prescribed for the State in which the Division / Office is located. The details are given in <b>Annexure –I</b> |      |        |

**(b) For Promotion**

| Sl. No | Particulars   | SC  | ST   |
|--------|---|-----|------|
| (i)    | Promotion to posts through Departmental Promotion and Internal Merit Selection applicable to posts from Group – C to B and from Group B to lowest rung of Group–A (Grade-I to II) for SC/ST employees. There is no reservation for OBCs in promotion. | 15% | 7.5% |

**4.3 Reservation in case of a Single Vacancy:**

4.3.1 In cases where only one vacancy occurs in the initial recruitment year and it, according to the scheme of reservation is reserved for SCs or STs or OBCs, it should be treated as unreserved and filled accordingly and the reservation should be carried forward to the subsequent recruitment year. In the subsequent recruitment year, even if there is only one vacancy, it should be treated as “reserved” against the carried forward reservation from the initial recruitment year and a SC/ST/OBC candidate, if available, should be appointed in that vacancy, although it may happen to be the only vacancy in that recruitment year. This provision applies to direct

recruitment as well as Promotion. When the vacancy is treated as reserved, it shall be filled up as per the procedure prescribed for filling up of reserved vacancies.

- 4.3.2 Number of posts reserved for SCs, STs and OBCs in a cadre having more than 13 posts shall be determined by multiplying the cadre strength by the percentage of reservation prescribed for respective categories. While doing so, fractions, if any, shall be ignored.
- 4.3.3 If the number of posts in a cadre is 2 or more than 2 but less than 14, reservation is provided as per L-shaped rosters which are 14-Point rosters. Thus, in cadres with 2 posts but less than 14 posts, reservation shall be provided by rotation on the basis of following 14-point rosters:

| Roster Points | Direct Recruitment | Promotion |
|---------------|--------------------|-----------|
| 1.            | UR                 | UR        |
| 2.            | UR                 | UR        |
| 3.            | UR                 | UR        |
| 4.            | OBC                | UR        |
| 5.            | UR                 | UR        |
| 6.            | UR                 | UR        |
| 7.            | SC                 | SC        |
| 8.            | OBC                | UR        |
| 9.            | UR                 | UR        |
| 10.           | EWS                | UR        |
| 11.           | UR                 | UR        |
| 12.           | OBC                | UR        |
| 13.           | UR                 | UR        |
| 14.           | ST                 | ST        |

**Note 1:** The term ‘cadre strength’ used in relation to calculation of Reservation/ maintenance of reservation registers /rosters means number of posts required to be filled by a particular mode of recruitment in terms of the applicable recruitment rules.

**Note 2:** Where the recruitment is made vacancy based, it is possible that at any given point of time, share of direct recruitment may increase and share of promotion may correspondingly decrease or vice-versa. In such cases, cadre strength for direct recruitment and cadre strength for promotion may change from year to year. Consequently, number of reserved posts in direct recruitment quota and number of reserved posts in promotion quota would change from year to year. Likewise, if there is any increase or decrease in the cadre strength for any other reason, the number of reserved posts shall increase or decrease accordingly.

**Note 3:** Excess or shortfall of reservation, which may arise due to changes in the cadre strength, shall be adjusted/made up in subsequent recruitments.

**Note 4:** Persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SC/ST/OBCs, shall get 10% reservation in all Direct Recruitment vacancies.

**Note 5:** Divisions/Offices shall affect the reservation for EWSs in all Direct Recruitment vacancies interpolating them with the SC/ST/OBCs. While fixing roster points, if the EWSs roster point coincides with the roster points of SC/ST/OBCs, the next available UR roster point will be allotted to EWSs.

4.3.4 **Determination of Reserved Vacancies:** While filling up of vacancies in a year, efforts shall be made to make up the shortfall of reservation for all the three categories, namely, SCs, STs and OBCs, subject to the condition that total number of vacancies reserved for SCs, STs and OBCs is not more than 50% of the vacancies of the year.

4.3.5 The ceiling of 50% reservation on filling of reserved vacancies would apply only to the vacancies which arise in the current year. The backlog reserved vacancies of SCs, STs and OBCs in case of direct recruitment and backlog reserved vacancies of SCs and STs in case of promotion of earlier years, would be treated as a separate and distinct and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year.

**Note 1:** Shortfall of reservation of a particular reserved Category in a Cadre means the difference between the 'total number of reserved posts for that Category in the cadre' and 'the number of persons of that Category appointed by reservation and holding the posts in the cadre'.

**Note 2:** Backlog reserved vacancies of a Category are those vacancies which were earmarked and reserved for that Category in an earlier recruitment year but remained unfilled in the previous recruitment attempt on account of non-availability of suitable candidates belonging to that Category and are still lying unfilled.

4.3.6 In case of cadres where reservation is given by rotation, number of reserved vacancies will be determined as per the roster points. It would have to be kept in view that not more than 50 % current vacancies of a year are reserved and total reservation in the cadre does not exceed the limit of 50%. If at any stage, filling up of a vacancy results into more than 50% reservation in the cadre, reservation shall be skipped.

- 4.3.7 Group wise and post-based reservation rosters/registers for direct recruitment would be re-casted in accordance with the format given in **Annexures-IXA/B/C/D** of Chapter II (EWSs).

## 5. EXEMPTIONS FROM RESERVATION

|  |
|--|
| <u>Reference:</u><br>PC No. 345 Dated 31-01-1977 |
|--|

- 5.1 The orders on reservation of vacancies for SC/ST/OBCs as explained above are not applicable to:

- a) Vacancies required to be filled by transfer or deputation or contract;
- b) Temporary appointments of less than 45 days duration;
- c) Purely temporary establishments such as work charged including daily rated and monthly rated staff;
- d) Promotion of Personnel under the Career Plan Scheme/ Career Plan Promotion Scheme and Time Scale Promotion scheme which are effected without reference to vacancies.

**Note:** The CPP Scheme of Officers will be discontinued in the Company w.e.f. 1<sup>st</sup> July 2020.

- e) Single post cadres.
- f) Appointments to Scientific and Technical posts which are above the lowest rung of Group 'A'.

**Note:** Scheme of reservation for SCs / STs should also cover Appointments made to scientific and technical posts up to and including Grade – II.

- g) Members of the OBCs who fall in the creamy layer shall not get the benefit of reservation. Criterion for determining the creamy layer status amongst OBCs is given in **Annexure –II**.

## 6. MAINTENANCE OF RESERVATION REGISTERS AND ROSTER REGISTERS

|   |
|---|
| <u>References:</u><br>1) PC No. 151 Dated 21-03-1970<br>2) HAL/P&A/31(1)/90/43 Dated 17-07-1990 |
|---|

- 6.1 In case of cadres having more than 13 posts, all Appointing Authorities should maintain reservation registers in the format given in **Annexure-III A**.



6.2 Reservation roster registers will be maintained in the format given in **Annexure-IIIB** for cadres having less than 14 posts.

6.3 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. IMS, DPC, etc.
- b) A common register / roster registers shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
- c) A separate register / roster registers shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.
- d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the register / 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 register / roster register.
- f) The register / 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 in the reservation register indicating representation of SC/ST/OBCs and details of backlog reserved vacancies etc.

**Note:** Reservation registers / roster registers are only an aid to ensure that SC/ST/OBCs get the quota reserved for them. These registers/rosters do not determine seniority.

## 7. NUMBER OF RESERVATION REGISTER AND ROSTER REGISTER

### References:

- 1) HAL/P/201(3)/101 Dated 07-03-1985
- 2) HAL/P&A/31(1)/SCSTPOL/MPA/PBR/99 Dated 19-3-1999

7.1 The number of post based Reservation Register and Roster Register to be maintained by the Divisions / Complexes / Corporate Office will be as under:

|   | Group   | Recruitment | Promotion | Roster to be maintained by |
|---|---|-------------|-----------|----------------------------|
| A | Grade – X   | 1           | -         | Corporate Office           |
|   | Grade – IX  | 1           | -         | Corporate Office           |
|   | Grade – VIII  | 1           | -         | Corporate Office           |
|   | Grade – VII   | 1           | -         | Corporate Office           |
|   | Grade – VI  | 1           | -         | Corporate Office           |
|   | Grade – V   | 1           | -         | Corporate Office           |
|   | Grade – IV  | 1           | -         | Offices of CEO/Director    |
|   | Grade - III   | 1           | -         | Divisions                  |
|   | Grade – II (Other than MTs/DTs)                                       | 1           | 1*        | Divisions                  |
|   | Grade – II (MTs / DTs)  | 1           | -         | Corporate Office           |
| B | Grade-I   | 1           | 1*        | Divisions                  |
|   | Project Engineers-I   | 1           | -         | Divisions                  |
|   | Executive Trainees  | 1           | -         | Corporate Office           |
| C | Special Scale   | 1           |           | Divisions                  |
|   | Scale – 10  | 1           | -         | Divisions                  |
|   | Scale – 9   | 1           | -         | Divisions                  |
|   | Scale – 8   | 1           | -         | Divisions                  |
|   | Scale – 7   | 1           | -         | Divisions                  |
|   | Scale – 6   | 1           | -         | Divisions                  |
|   | Scale – 5   | 1           | -         | Divisions                  |
|   | Scale – 4   | 1           | -         | Divisions                  |
|   | Scale – 3   | 1           | -         | Divisions                  |
|   | Diploma Trainees/ Technician Trainees /Tenure Based on Contract basis | 1           | -         | Divisions                  |
| D | Scale – 2   | 1           | -         | Divisions                  |
|   | Scale – 1   | 1           | -         | Divisions                  |

\* For IMS and DPC, separate Roster to be maintained

**Note 1:** HMA, Corporate Office, Liaison Offices and Offices of CEOs/Directors will also maintain rosters for recruitments/promotions as prescribed for Divisions.

**Note 2:** Rosters in Group-D (Scales-1 & 2) will be separately maintained for posts of Sweepers / Scavengers /Safaiwalas and other posts.

## **8. PROCEDURE FOR MAKING ENTRIES IN THE RESERVATION REGISTER AND ROSTER REGISTER**

### References:

- 1) HAL/P&A/31(1)/89/1507 Dated 03-1-1987
- 2) HAL/P&A/31(1)/89/490 Dated 15-7-1989

- 8.1 In order to prepare the reservation register initially, names of all the candidates holding the post as on the date of starting the reservation register may be entered in the register starting with the earliest appointee who was in the cadre as on the date of start of register [If an appointee in the cadre is a SC candidate, SC may be entered in column 4 of the register (**Annexure –IIIA**) against his name]. If that candidate was appointed by reservation, SC may be written in column 5 also but if he was appointed on his own merit, UR will be written in column 5. If the next appointee is a general Category candidate, general shall be written in column 4 against his name and UR in column 5 and so on till all the appointments are adjusted. After making entries as indicated above, details about the number of SC, ST and OBC candidates appointed by reservation and backlog reserved vacancies, if any, may be indicated in the 'Remarks' column.
- 8.2 After initial preparation of the register, the names of persons appointed thereafter may be added by filling up the columns as stated above.
- 8.3 Roster registers shall be maintained for cadres with 2 to 13 posts. For preparing the roster, names of all the incumbents in the cadre as on 2.7.1997 may be entered in the register starting from the earliest appointee. If an appointee in the cadre is a SC candidate, SC may be entered in column 5 of the register (**Annexure-IIIB**) against his name. If that candidate was appointed by reservation, SC may be written in column 6 also but if he/she was appointed on his/her own merit, UR will be written in column 6. If the next appointee is a general category candidate, general shall be written in column 5 against his/her name and UR in column 6 and so on till all appointments are adjusted. In doing so, a general category candidate may appear on a reserved point and an SC/ST/OBC candidate may appear against an unreserved point. If the name of an SC/ST/OBC candidate appointed by reservation is entered against a general point, entries may be made in remarks column against that point and also against nearest point reserved for SC/ST/OBC as the case may be, to the effect

that such a candidate is to be treated to have been adjusted against the relevant reserved point. Likewise, entries will be made in remarks column for candidates who are appointed as general category candidates but whose names appear against reserved points. Similar adjustments will be made in respect of SC candidates appearing against a point reserved for STs or OBCs and so on. After all the 14 points are consumed, fresh cycle of the roster may be started. As many roster points may be treated to have been consumed on the date of start of the roster register as many employees occupy the roster points as on the date of start of the register. From that point onward, vacancies may be filled as per roster points subject to adjustment of reserved category candidates appointed by reservation and general category candidates as explained above.

- 8.4 SC, ST and OBC candidates in case of direct recruitment and SC and ST candidates in case of promotion, appointed on their own merit and not owing to reservation should not be shown against reserved quota. They will be adjusted against unreserved quota.
- 8.5 Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall be treated as own merit candidates. If any SC/ST/OBC candidate is selected by getting any relaxation in experience, qualification, number of permitted chances in written examination, zone of consideration etc., he/she shall be counted against reserved vacancies. Such a candidate cannot be considered for appointment against an unreserved vacancy.
- 8.6 If an unreserved vacancy arises in a cadre and there is a SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion along with other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.
- 8.7 SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.
- 8.8 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/ promoted on their own merit.
- 8.9 Since sportsmen are appointed on supernumerary basis without reference to vacancies, there is no need to make specific reservation for SC/ST/OBCs or to make entries relating to their appointment in the recruitment roster. If suitable sportsmen belonging to SC/ST/OBC categories are available, they are to be appointed giving preference over others of equal merit.

**9. CONCESSIONS / RELAXATIONS TO BE EXTENDED TO THE SC/ST/OBCs**

9.1 The following relaxations and concessions are made in favour of candidates belonging to SC/ST/OBC categories:

- a) The upper age limit prescribed for direct recruitment is relaxed upto 5 years for candidates under SC/ST Category; and upto 3 years for candidates under OBC category;
- b) SC/ST candidates are fully exempted from payment of application fees, examination fees etc. for purposes of employment;
- c) The minimum number of marks for qualifying in the Written/ Practical Test/ Interview as well as the minimum aggregate number of marks for qualifying for Direct recruitment in the case of SC/STs is, 10% less than the marks prescribed for general candidates, even though no relaxation is prescribed in the Government Directives with respect to the educational qualification or a minimum number of marks or a minimum grade is prescribed as part of the education qualification;
- d) Eligibility conditions prescribed for promotion apply uniformly to all candidates including those belonging to SC/ST categories. Where the relaxation of the experience will not be inconsistent with efficiency, the prescribed period of experience for Direct Recruitment/ Promotion may be relaxed in accordance with the Recruitment Rules & Promotion Rules of the Company;
- e) For promotion to Posts in Grade-I, the minimum service eligibility in Scale-10 will be 3 years. In case adequate number of workmen belonging to the SC/ST categories, with 3 years' service in Scale-10, are not available for promotion to posts in Grade-I, against reserved vacancies, then the eligibility period of 3 years promotion to Grade-I can be computed by taking into account the service in Scale -9 & 10 put together;
- f) In the case of recruitment / promotion of Stenographers / Personal Secretaries / Personal Assistants, the examination in Stenography, viz., test in shorthand and typewriting is to be deemed as practical test and necessary concessions / relaxations to the extent of 10% extended to the SC/ST candidates, for assessing their suitability for recruitment / promotion to the higher posts, in that Discipline;
- g) The cases of rejection of the SC / ST candidates by the Staff Selection / Departmental Promotion Committees are to be reviewed by the Heads of Divisions / Units and where the Head of the Division / Unit is himself associated in the Committee, the review is to be done by the next higher authority. Steps should be taken by the reviewing authorities to review the cases of rejection of the SC/ST candidates so as to ensure that the failure of the SC/ST candidates in the test / interview is not by a narrow margin and that the rejections are justified;

- h) The SC/ST candidates selected for appointment / promotion on the basis of relaxed standards of suitability or experience, are to be given extra practical / on-the-job training in order to equip them with the requisite skills for satisfactory performance of their duties and for enabling them to come up to the standards of other candidates. Divisions are to arrange suitable in-service training for these SC/ST candidates. The period of their training in such cases is to be treated as probationary service and the employee concerned will be entitled for full pay and allowances during the period of probation. In order to permit a candidate to reach the desired standards, the period of probation may be extended, if considered necessary;

## **10. PROCEDURE FOR FILLING VACANCIES RESERVED FOR SC/ST/OBCs IN DIRECT RECRUITMENT**

### **References:**

- 1) HAL/P&A/31(1)/361 Dated 14-9-1985
- 2) HAL/P&A/31(1)/87 Dated 06-5-1987
- 3) HAL/P&A/31(1) Dated 21-4-1989

- 10.1 Vacancies in Group - C & D, required to be filled by Direct Recruitment are to be notified to the local Employment Exchange concerned. Vacancies of Scientific and Technical Nature are to be simultaneously notified to the Central Employment Exchange also. If the Employment Exchanges are unable to sponsor sufficient number of suitable candidates within the time limit, on their own or from other Employment Exchanges or they issue a non-availability certificate, the vacancies may be advertised in the press on a local/regional basis. Where adequate number of suitable candidates are not available against the local / regional advertisements also, the vacancies may be advertised on All India basis.
- 10.2 While notifying the vacancies to the Employment Exchanges, the requisition should specifically indicate the total number of vacancies required to be filled as also the number reserved for the SC/STs, clearly indicating the extent to which the age limit, qualifications and or experience are relaxable in the case of SC/ST candidates. Where the concerned Employment Exchanges insist upon the submission of vacancy notification in the format prescribed under the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the Rules framed there under, as amended from time to time, the same may be complied with. The vacancy notification in the prescribed format may be sent as a supplementary document to the Employment Exchange.
- 10.3 All vacancies in Grade-I and above which are required to be filled by direct recruitment are to be notified by each Division / Office to other Divisions / Offices and to the Local as well as Central Employment Exchanges and simultaneously, the advertisement is to be released in the press on an All India basis, subject to the provision that if suitable candidates are forthcoming from the Employment Exchanges, they are to be appointed.

10.4 While releasing the advertisement in the newspapers / notifying reserved vacancies for being filled by promotion, care should be taken to clearly specify the following without exception:

- a) the number of vacancies that are reserved for the SC/STs and the concessions / relaxations admissible to them;
- b) that the vacancy is unreserved while releasing notifications / Advertisements for filling only the unreserved post(s) by direct recruitment or by promotion;

## **11. RE-ADVERTISEMENT AND CARRY FORWARD OF RESERVED VACANCIES**

11.1 Where sufficient numbers of candidates belonging to SC/ST/OBC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies should not be filled by candidates not belonging to these categories.

11.2 If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt should be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment year to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies."

11.3 In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SC/ST/OBCs will also be announced for recruitment. While doing so, it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies will be treated as one and backlog vacancies of SC/ST/OBCs as a separate and distinct. Of the vacancies in the first, not more than 50% of the vacancies shall be reserved. Vacancies in the second i.e. all the backlog vacancies reserved for SC/ST/OBCs will be filled up by the candidates belonging to category concerned without any restriction whatsoever as they belong to distinct of backlog vacancies of SC/ST/OBCs.

11.4 Vacancies reserved for SC/ST/OBCs which could not be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, will be carried forward as backlog vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved.

## **12. RELEASE OF ADVERTISEMENT FOR SPECIAL RECRUITMENT DRIVE FOR SELECTION OF SC/ST/OBCs.**

Reference:

HAL/P&A/31(1)/87/614 Dated 06-5-1987

- 12.1 Special adhoc recruitment drives solely confined to SC/ST/OBC candidates should be launched by the Divisions at least on a half yearly basis, if not more frequently, to fill all the reserved vacancies that have been carried forward from the previous year(s) and also for maintaining select panels of suitable SC/ST/OBC candidates and for appointment to various trades and grades in which the reserved vacancies are likely to arise. Such special adhoc recruitment is to serve as a means of providing a ready source of suitable SC/ST/OBC candidates for appointment against reserved vacancies, particularly for making good the shortfalls that are carried forward.
- 12.2 They are meant to supplement the efforts of the Divisions in locating suitable SC/ST/OBC candidates and for wiping out the shortfalls in their recruitment. The special adhoc recruitment advertisements are however not in lieu of specific notifications / advertisements for filling reserved vacancies.
- 12.3 The reports on special adhoc recruitments sent to Corporate Office should not include information about SC/ST/OBC candidates selected for appointment / appointed in the normal course against specific vacancies.
- 12.4 The Directors/CEOs/EDs/GMs should bestow their personal attention for ensuring that de-reservation of reserved vacancies is avoided and the existing shortfalls are progressively made good.

## **13. DIRECT RECRUITMENT THROUGH OPEN COMPETITIVE EXAMINATION**

Reference:

HAL/HR/31(1)/2019 Dated 25-1-2019

### **13.1 Recruitment of Management Trainees / Design Trainees through Open Competitive examinations**

A single advertisement needs to be released for recruitment of Management Trainees (MTs) / Design Trainees (DTs) through open competitive examination for filling reserved as well as unreserved vacancies. The notification for filling these vacancies should clearly indicate that the minimum percentage of Marks prescribed for UR (Unreserved)/OBC/EWS and SC/ST candidates. The relaxations extended for SC/STs in percentage of marks as under:



| Post  |                                | Unreserved /<br>EWS / OBC<br>Candidates | SC / ST<br>Candidates |
|---|--------------------------------|---|-----------------------|
| MTs (Technical / IMM / Civil /<br>Architecture / Marketing) / DTs<br>(Electrical / Electronics / Mechanical<br>Disciplines) |                                | 65%                                     | 55%                   |
| MT (Technical) / DT [in Aeronautical<br>Discipline]   |                                | 60%                                     | 50%                   |
| MTs (HR / Legal)  |                                | 60%                                     | 50%                   |
| MT(Marketing)   | BE/B.Tech or its<br>equivalent | 65%                                     | 55%                   |
|   | Post Graduate<br>Degree        | 60%                                     | 50%                   |

**Note:** For MT (Finance), the minimum qualifications are Bachelor's Degree with a pass in final examination of CA / ICWA from the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.

### 13.2 Recruitment of Officers in Grade - I (Technical / Non-Technical):

- 13.2.1 In order to become eligible to apply for posts in Grade-I, UR / OBC candidates should have secured a minimum of 60% Marks and SC/ST candidates should have secured a minimum of 50% Marks, in the aggregate, of all the Semesters / Years or corresponding CGPA Ratings / Gradations in their qualifying examinations [Graduation as well as Professional qualification in respect of posts in Non-Technical disciplines].
- 13.2.2 A list consisting of all the candidates who have been called for the Written Test and qualified in the Written Test will be prepared, based on the marks secured in the Written Test, in the order of merit. SC/ST/OBC/EWSs candidates who have qualified in the Written Test without any relaxation will continue to be placed in the list. Thereafter, candidates will be called for interview, against the UR Posts, from this list, in the ratio of 1:5, in the order of merit. After that, separate category-wise SC/ST/OBC/EWSs lists will be prepared and SC/ST/OBC/EWSs candidates will be called for interview, against the posts reserved for SC/ST/OBC/EWSs respectively, in the ratio of 1:5, in the order of merit.
- 13.2.3 On completion of the interview, a merit list consisting of all candidates who have appeared for the interview and qualified interview will be prepared, based on the Marks secured in the Written Test & Interview together, in the order of merit. SC/ST/OBC candidates who have not availed any relaxation will continue to be placed in the list. The final list against the UR posts will be prepared accordingly. After drawing the merit list against the UR posts, separate SC/ST/OBC/EWSs merit will be prepared, based on the marks secured in the Written Test & Interview together, in the order of merit.

- 13.2.4 In direct recruitment made otherwise than through examination and in direct recruitment made through examination followed by an interview, the interview of SC/ST candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the SC/ST candidates are not judged in comparison with general candidates and the interviewing authority / Board is / are prominently aware of the need for judging the SC/ST candidates by relaxed standards.

#### **14. SELECTION COMMITTEE MEMBERS BELONGING TO SC/ST/OBC CATEGORIES**

References:

- 1) HAL/P&A/27(1)/DM(R)/90 Dated 13-11-1990
- 2) HAL/HR/31(01)/2014 Dated 07-07-2014
- 3) HAL/P&A/27(1)/87/1561 Dated 20-02-2017

- 14.1 All the Selection Committees in respect of Direct Recruitment in Executives and Non-Executive cadre should invariably have an Officer belonging to SC/ST Category as Member and an Officer belonging to one of the Minority Category and one member belonging to OBC Category as a Member. Further one of the member of the Selection Committee / Board, whether from General Category or from the Minority Category or from SC/ST/OBC Category should be a lady, failing which a lady member should be co-opted on the Committee/Board.

#### **15. TRAVELLING ALLOWANCE PAYABLE TO CANDIDATES APPEARING FOR WRITTEN TEST / DOCUMENT VERIFICATION / INTERVIEW**

References:

- 1) HAL/P&A/18(6) Dated 26-6-1979
- 2) HAL/PO/18(6) Dated 31-1-1984

- 15.1 Candidates appearing for Document Verification / Interview for appointment are to be paid TA as given below:

| <b>Scale/Grade</b> | <b>Entitlement</b>  |
|--------------------|---|
| 1 & 2              | No TA (except for SC/ST/OBC/Ex- Servicemen/ /PWD for whom II Class return train fare or bus fare is admissible) |
| 3 to 10            | Sleeper Class/II Class/Bus fare   |
| I to III & SS      | III Tier A/C(3A)  |
| IV to VI           | II Tier A/C(2A) /III Tier A/C(3A)/ I Class / CC   |
| VII & above        | Airfare(Shortest available route)   |

**Note:** No Travelling Allowance will be paid to candidates called for Written Test. However, if the Written Test and any Document Verification / Interview are held at one and the same station and on the same/ adjacent days, the candidates who qualify the Document Verification stage would be paid Travelling Allowance, as per their entitlement, for one journey to and from the place of selection.

- 15.2 Internal candidates called for Interview against posts advertised by the Company are to be treated as on Temporary Duty on par with candidates called for interview for promotion and paid TA/DA as per the Rules.

## 16. PROMOTIONS: PROCEDURE FOR FILLING RESERVED VACANCIES

### References:

- 1) HAL/P&A/31(1) 277 Dated 30-07-1985
- 2) HAL/P&A/31(1)/320 Dated 05-09-1985
- 3) HAL/CA/201(3) Vol.II/79/4913 Dated 29-05-1979
- 4) HAL/HR/27(1)/2015 Dated 04-03-2015

- 16.1 Reservations to the extent of 15% for SCs and 7½% for STs should be made while filling vacancy based posts in Grade-II (i.e. lowest rung of Group - A) and below by promotion. The orders on reservation in promotion for SC/STs are not applicable for filling vacancies in Grade-III and above and while granting promotions under the Time Scale Promotion Scheme/ Career Plan Scheme of the Company, which are time bound and not vacancy based. Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied uniformly in the Written Test, Committee Evaluation and in the Aggregate, as under:

| Particulars  | Minimum Qualifying Marks for IMS (UR/OBC) | SC/ST (10% relaxation in the Minimum Qualifying Marks) |
|--------------|---|--|
| Written Test | 60 out of 100                             | 54 out of 100  |
| Interview    | 11.25 (75%) out of 15                     | 10.13 out of 15  |
| Total        | 85 out of 100                             | 76.5 out of 100  |

Where adequate number of SC/ST employees, who have been found suitable based on the above relaxed standards are not available to fill the reserved vacancies, the Departmental Promotion Committee should further relax the standards for selection of the SC/ST employees for promotion, provided they are not found unfit for such promotion. The SC/ST employees promoted on the basis of such relaxed standards of suitability are to be given extra practical on-the-job training by the Division, within the Division concerned, for enabling them to come up to the standards of other employees in that Scale / Grade.

## **16.2 Promotions by Selection within Group – A**

16.2.1 In promotion by selection to posts within Group-A which carry an ultimate pay scale do not carry any reservation, except a concession namely that the SC/ST Officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included in that list provided, they are not considered unfit for promotion. Their position in the selected list would, however, be the same as assigned to them by the departmental promotion committee on the basis of their record of service. They would not be given for this purpose, on grading higher than the grading otherwise assignable to them on the basis of their record service.

## **16.3 Promotion by Selection**

16.3.1 In case of promotion by selection, selection against vacancies reserved for SC/STs should be made only from among those SC/ST officers who are within the normal zone of consideration. Where adequate number of SC/ST candidates are not available within the normal field of choice, it may be extended to 5 times the number of vacancies and the SC/ST candidates (and not any other candidates) coming within the extended field of choice should also be considered against the vacancies reserved for them. The following instructions will apply to the filling of vacancies reserved for Scheduled Castes and Scheduled Tribes in such promotions:

- a) SC/ST officers who are within the normal zone of consideration shall be considered for promotion along with others and adjudged on the same basis as others and those SC/ST officers amongst them who are selected on that basis may be included in the general selection list. If some of the SC/ST candidates so selected have been selected on their own merit in all respect and are so placed in the select list that, their names fall within the number of unreserved vacancies, such candidates shall be adjusted against unreserved vacancies;
- b) If number of candidates from SC/STs other than the candidates selected on their own merit who are adjusted against unreserved vacancies is less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these categories who are in the zone of consideration irrespective of merit but who are considered fit for promotion;
- c) If the number of SC/ST candidates found fit for promotion against reserved vacancies is still less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities who are in the extended zone of consideration irrespective of merit but who are considered fit for promotion;
- d) A select list should then be prepared in which the names of all the selected officers, general as well as those belonging to SC/STs, are arranged in the order of merit and seniority according to the general principles for promotion to selection posts. However, such of the SC/ST

candidates who are in the extended field and get selected should be placed in the end by maintaining their inter se position in accordance with their gradation by the DPC. This select list should, thereafter, be followed for making promotions in vacancies as and when they arise during the year.

#### **16.4 Notification of Promotion Vacancies**

- 16.4.1 Promotion vacancies reserved for SC/STs are to be notified within the Division in the same manner as unreserved promotion vacancies are notified. The notification should specifically indicate the number of vacancies proposed to be filled, the number reserved for SC/STs, the extent to which, the qualifications, experience are relaxable in favour of the SC/ST employees. The copies of the promotion notifications for filling reserved posts are to be endorsed to the SC/ST Association functioning in the Division for publicity / necessary action.

#### **16.5 Assessment**

- 16.5.1 Separate lists of eligible SC/ST employees / applying for promotion against vacancies notified as reserved for the SC/ST, as the case may be, should be drawn up by arranging their names in the order of their inter-se-seniority in the main seniority list. They are to be assessed by the DPC separately in regard to their fitness or otherwise according to the relaxed standards of suitability. The DPC should consist of at least one member belonging to SC/ST categories, so as to ensure that the SC/ST employees are not adjudged for promotion in comparison with other employees of unreserved category and the DPC's bear in mind the need for judging the performance of the SC/ST employees for promotion on relaxed standards of suitability.

#### **16.6 Manner in which SC/ST Employees Found Suitable for Promotion are to be promoted**

- 16.6.1 When the select list of employees in the general category and those belonging to the SC/STs have been prepared by the DPC, both these lists should be merged to form a combined select list, in which the names of all the selected employees found suitable for promotion (general as well as those belonging to the SC/ST categories) are arranged in the order of their inter-se-seniority in the original seniority list of the group from which the promotion is being effected;
- 16.6.2 This combined select list should be followed for filling the vacancies by promotion as and when they arise during the period of validity of the select panel. All promotions to unreserved vacancies will be made from the combined select list in the usual manner. This ensures promotional opportunity to SC/ST candidates against unreserved posts depending upon their seniority in the combined select list;

- 16.6.3 Promotions to vacancies reserved for SC/STs will be effected by promoting the senior most SC/ST employee, as the case may be in the combined select list irrespective of his position in the general seniority list visa-visa the other employees. The promotion vacancies reserved for the SC's are to be filled by the promotion of SC employees only and those reserved for the STs are to be filled by promotion of ST employees only.

## **16.7 Period of Validity of the Panel**

- 16.7.1 The combined select list for promotion containing the names of general candidates and candidates belonging to the SC/ST categories in the order of their inter-se-seniority will be operative for a period of one year. If adequate number of employees belonging to the SC/ST categories are not available for promotion on the basis of the subsequent combined select list drawn up for filling the reserved vacancies by promotion, the earlier combined select list may be operated by revalidating the life of panel for a further period of six month from the date on which its validity was due to expire, in so far as it relates to the employees belonging to the SC/ST categories.

## **16.8 Supersession of SC/ST Employees in Promotions**

- 16.8.1 ED/GMs should give personal attention to cases of supersession of SC/ST employees meeting with the requirements of qualification, experience, and period of service and average record of service. The cases of rejection of the SC/ST employees by the Departmental Promotion Committee should be reviewed by the authorities concerned. Supersession of SC/ST employees in promotions are to be effected only after obtaining prior approval of Competent Authority i.e. one level above to the Chairman of the Selection Committee.

## **16.9 Other Provisions**

- 16.9.1 Where adequate number of candidates belonging to SC/ST categories are not available in spite of extending the concessions/relaxations to fill Non-Technical posts in Scale-8 and below reserved for them (for which recruitment is made otherwise than by Examination (written/practical test)), the Staff Selection Committees are required to select for appointment the best among the SC/ST candidates fulfilling the requirements of minimum educational qualification and experience prescribed for recruitment to the post, to the extent vacancies reserved for these communities are remaining unfilled;
- 16.9.2 25% of the vacancies arising in Group–D in the Trades of Helpers/ Messengers are to be filled by re-classification of existing SC/ST employees working as sweepers/scavengers etc. Divisions may consider job rotating higher number of SC/STs than the prescribed percentage of 25%, so that sweepers/scavengers belonging to the SC/ST communities are provided with suitable experience for promotion to higher wage s in which reserved vacancies are available / likely to become available.

- 16.9.3 Where employees in any Grade /Scale are declared surplus to the requirements, the names of the SC/ST employees in that grade /Group /Scale are not to be included so long as the total number of SC/ST employees in that grade / has not reached the prescribed percentages of reservation. Similarly where retrenchment of employees in the Company becomes necessary, the SC/ST employees are not to be included in the list of employees to be retrenched from the grade / so long as the total number of SC/STs in that grade / has not reached the prescribed percentages of reservation. However, where there are permanent and Tenured-based Personnel, the protection is to be confined to the permanent employees belonging to SC/ST categories. In other words, Tenure-based Personnel belonging to SC/ST Categories are not to be given any preferential protection over permanent employees belonging to other categories.

## **17. DE-RESERVATION OF RESERVED VACANCIES FOR SC/ST/OBCs IN DIRECT RECRUITMENT**

### References:

- 1) HAL/CA/201(3)/4700 Dated 28-03-1978
- 2) HAL/CA/201(3)/Vol. II/79/4913 Dated 29-05-1979
- 3) HAL/CA/201(3)/ Dated 22-09-1980
- 4) HAL/CA/201(3)/63 Dated 11-02-1985
- 5) HAL/P&A/31(1)/90/43 Dated 17-7-1990

- 17.1 The vacancy reserved for SC or ST or OBC cannot be filled by a candidate other than a SC or ST or OBC candidate, as the case may be. In the event of SC/ST/OBC candidates not being available, the vacancies meant for these categories would have to be de-reserved by following the prescribed procedure before they are filled up by unreserved category candidates.

## **17.2 Procedure for De-reservation in Direct Recruitment**

- 17.2.1 There is a general ban on De-reservation of reserved vacancies in case of direct recruitment. In exceptional cases where owing to non-availability of suitable SC/ST/OBC candidates, posts in - A Group (Grade-II and above) required to be filled by direct recruitment cannot be allowed to remain vacant in public interest. The Division / Office may prepare a proposal to Corporate Office for De-reservation of the vacancy with following information:

- a) Designation of the Post;
- b) Pay Scale of the Post;
- c) Name of the service to which the Post belongs;
- d) Duties and responsibilities attached to the Post;
- e) Educational and other qualifications prescribed for the post;
- f) Efforts made to fill up the post;
- g) Reasons why it cannot be allowed to remain vacant;
- h) Justification for de-reservation; and
- i) Any other relevant information.

17.2.2 Corporate Office shall consult the National Commission for SCs (NCSC), of the vacancies reserved for SCs / National Commission for STs (NCST) of the vacancies reserved for STs / National Commission for Backward Classes (NCBC) of the vacancies reserved for OBCs through Administrative Ministry. After obtaining comments of the respective Commission, the proposal will be put up before the Committee comprising of the Secretaries in the Ministry of Personnel, Public Grievances & Pensions; Ministry of Social Justice & Empowerment; and the Ministry of Defence, Dept. of Defence Production for submitting its recommendations to the Defence Minister / Minister Incharge of the Dept. of Personnel for a decision/approval.

17.3 In order to avoid De-reservation and lapsing of vacancies reserved for the SC/ST/OBCs, the following steps are to be taken:

- a) All reserved vacancies required to be filled by Direct Recruitment during the year including the brought forward reservations from the previous year(s) are to be processed without delay and suitable SC/ST/OBC candidates should be appointed against the reserved vacancies;
- b) No vacancy should be processed afresh, as unreserved for appointment of unreserved category of personnel i.e. against fresh roster points so long as there is a backlog in the recruitment of SC/ST/OBCs in that category on account of non-availability of SC/ST/OBC candidates. In other words, all future vacancies should be processed for being filled by the appointment of SC/ST/OBCs to the extent of shortfalls in existence in the concerned category;
- c) Periodical special adhoc selections solely confined to SC/ST/OBCs should be made well in advance in respect of vacancies that are likely to arise in various groups/grades and panels of suitable SC/ST/OBC candidates maintained for issue of offer of appointment without delay as and when vacancies arise in future;
- d) Wide publicity should be given about the reserved vacancies which are being filled. Where the local Employment Exchange is unable to sponsor adequate number of SC/ST/OBC candidates to fill the reserved vacancies to which recruitments are required to be made through the Employment Exchanges, the vacancies may be notified to the Central Employment Exchange and the Directorate of Employment Exchange in all the States for circulation amongst the Employment Exchanges for sponsoring suitable candidates. Vacancies may also be advertised on a regional basis as well as in selected newspapers having circulation in areas where there is concentration of SC/ST/OBC population and, if necessary on an All India basis, in addition to following other procedures prescribed in the rules;
- e) De-reservation should not be resorted to, except under compelling circumstances where non-filling of a vacancy is likely to seriously affect the production programmes of the Division. The CEOs / Functional



Directors should scrutinize the proposals for de-reservation of reserved vacancies keeping in view the interests of the candidates belonging to the SC/ST/OBC categories and the necessity to curb / avoid de-reservation;

- f) The SC/ST employees who are in the zone of promotion should be job rotated to the areas where the reserved vacancies are available / likely to become available so that they may gain experience on the job for which they could be considered for promotion. The promotion vacancies reserved for the SC/STs in those areas may be kept vacant without being filled till the SC/ST employees job rotated get adequate experience for promotion against those vacancies;
- g) The rejection of the SC/ST employees should be reviewed very sympathetically to ensure that there are no rejections, unless they are considered quite unfit for appointment / promotion to the concerned post;
- h) While taking action for filling vacancies, the Divisions should exercise discretion as to which vacancy should be processed as reserved taking into account the trades / disciplines in which suitable SC/ST/OBC candidates are likely to be available;
- i) While advertising the vacancies, care should be taken to prescribe only the minimum educational qualification for the post. The minimum standard required in respect of the SC/ST/OBC candidates could be ensured at the time of interviews;
- j) Where the SC/ST/OBC candidates found suitable for appointment (by direct recruitment) are in excess of the requirements of the Division/Office concerned and are available on the panel, the particulars of these SC/ST/OBC candidates should be circulated amongst other Divisions / Offices of the Company; clearly indicating their names date of birth, qualification, experience, community to which they belong, the post and discipline for which they belong, the post and discipline for which they were found suitable etc.;
- k) Where any Division/Office is not in a position to get adequate number of SC/ST/OBC candidates for appointment against available reserved vacancies, the list of candidates on the panel of other Divisions should be considered and utilised to fill those reserved vacancies instead of resorting to de- reservation. The proposals, if any, for de-reservation of reserved vacancies are to be submitted to the Competent Authority duly indicating in specific terms that no suitable candidate belonging to the SC/ST/OBCs is available on the panel of other Divisions/Offices for appointment against the reserved post;
- l) More number of SC/ST candidates should be taken at the induction levels so that they are available for appointment/promotion against reserved vacancy in the higher groups on a later date. It would be advisable to take more and more SC/ST candidates at the induction

levels in Group A & B and also to open Direct Recruitment avenues in posts at present filled by promotion only.

## **18. DE-RESERVATION OF VACANCIES RESERVED FOR THE SC/STs IN PROMOTION**

### References:

- 1) HAL/CA/201(3) Dated 21-04-1980
- 2) HAL/CA/201(3)/VOL.III/3381/ Dated 21-04-1980
- 3) HAL/CA/201(3) Dated 22-09-1980
- 4) PC No. 503 Dated 05-01-1984

18.1 In case of promotion, if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be de-reserved and filled by the candidates of other categories. The power to accord approval for de-reservation of the reserved vacancies in such cases is delegated to the Board of Directors subject to the following conditions:

- a) No candidate belonging to the category for which the vacancy is reserved is available within the zone of consideration or extended zone of consideration or eligible for promotion in the feeder cadre(s) specified in the relevant service / recruitment rules / orders;
- b) The proposal for de-reservation has been seen and concurred by the Liaison Officer;
- c) The proposal for de-reservation has to be forwarded in the format Prescribed at **Annexure – IV** to the Corporate Office.

18.2 After approval of the Competent Authority the vacancies are de-reserved and promoted with un-reserved category candidates.

**Note :** Proposal for de-reservation has to be forwarded to National Commission for SCs (NCSC) and National Commission for STs (NCST) for offering comments and wait for at least two weeks.

18.3 The proposals for de-reservation of promotion vacancies reserved for SC/STs should be sent to the Corporate Office / Offices of the CEO concerned along with requisite details for examination

## **19. IMPARTING TRAINING FOR THE EMPLOYEES BELONGING TO SC/ST/OBC CATEGORIES**

Reference:

HAL/P&A/31(1)/88/399/569 Dated 18.01.1989

- 19.1 Divisions / Offices are to take adequate care while recruiting trainees under the various training schemes of the Company, including the Craftsman Trainees and Apprentices and ensure that sufficient number of personnel belonging to the SC/ST/OBC categories are taken, so that personnel belonging to these categories are available for appointment against reserved vacancies after completion of their training
- 19.2 Divisions / Offices should provide facilities for imparting additional tutorial / training classes to the SC/ST/OBC trainees at the Technical Training Centres of the Division concerned. They are to be given special training in the subjects / skills in which they may be lacking.
- 19.3 The SC/ST Officers in Grade-II and above should be provided with more opportunities for institutional training and for attending seminars /symposia / conferences etc. The training facilities available at the various institutions such as the Institute of Public Administration, New Delhi, Administrative Staff College, Hyderabad, etc., should be made use of adequately by nominating a considerably large number of officers belonging to the SC/STs in Grade-II and above for the training programmes organised by them.
- 19.4 Divisions should draw up a phased programme for sponsoring officers in Grade-II and above belonging to the SC/STs for training at the various institutions so that the training of all the SC/ST officers in Grade-II and above is completed within a reasonable time. Divisions / Offices should identify the training needs of the SC/ST officers in Grade-II and above and plan training programmes for which they should be deputed by the Company.
- 19.5 HAL Management Academy (HMA) and the Training Departments of the Divisions should render all assistance to the Divisions for imparting training to officers in Grade-II and above belonging to the SC/ST categories, wherever possible by devising suitable training programmes. The Officers in Grade-II and above belonging to the SC/ST categories should be sponsored for training programmes arranged by the HMA and the Technical Training Centres at the Divisions by earmarking atleast 25% of the seats wherever possible for these officers, where it is difficult to earmark 25% of the seats in any particular programme for the SC/ST officers, the SC/ST officers who could not be covered in that programme should be accommodated in the next course/or special programmes.

- 19.6 The SC/ST Officers in Grade-II and above should be included in the list of various training programmes abroad, where such officers are available in the appropriate discipline/grade, so as to enable them to broaden their outlook and build up specialized knowledge.
- 19.7 Divisions should draw up action plans for complying with the instructions for fulfilling the training needs of SC/ST employees in a phased manner. In the Selection Committees constituted for assessing the suitability of SC/ST employees for training abroad, a SC/ST representative should be included.
- 19.8 While deputing the officers in Grade-II and above for training, preference is to be given to the Officers belonging to the SC/ST category. It should be the special responsibility of the immediate superior officer of the SC/ST in Grade-II and above to give advice and guidance to the later to improve the quality of their work, where necessary.
- 19.9 Divisions should impart the necessary training to Liaison Officers for SCs/STs/OBCs on sensitize them with their role, duties, responsibilities & powers; and impart them knowledge & skills for implementation of instructions relating to SCs/STs/OBCs.

**20. FORWARDING APPLICATION OF SC/ST EMPLOYEES FOR EMPLOYMENT TO OUTSIDE ORGANIZATIONS**

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| <p><u>Reference:</u><br/>HAL/PO/26(15)/Vol.II Dated 29.10.1977</p> |
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- 20.1 Applications of SC/ST employees for employment in outside organisations are to be forwarded without restrictions. In case the application is required to be withheld for compelling reasons, specific approval of Corporate Office should be obtained. This is applicable to requests of SC / ST employees under contractual obligation to serve the Company for specified periods for forwarding of their applications for outside employment, as their cases are required to be dealt with in a different manner as compared to that of non-SC/ST employees. In case of their selection in Central / State Government / Quasi Government organisation or Public Sector Enterprises, the enforcement of the bond to serve the Company for the prescribed period need not be insisted upon subject to the condition that the employee concerned executes a fresh bond to serve the new employer for the balance of the contractual period. The SC/ST employees are required to obtain prior approval of the Competent Authority before forwarding the application, in any form i.e. Hard copy or online application outside HAL for employment;

## **21. COMPANY ACCOMMODATION FOR SC/ST EMPLOYEES**

### References:

- 1) PC No. 197 Dated 03-01-1972
- 2) PC No. 322 Dated 15-11-1975
- 3) HAL/P/201 (20)1/1013 Dated 16-8-1983
- 4) HAL/P &A/31(12)/806 Dated 16-4-1986

- 21.1 In the allotment of Type 'A' Quarters (including old Type I & II Quarters), 10% of vacancies (1 out of every 10 vacant quarters) occurring are to be reserved and allotted to eligible SC/ST employees, subject to their fulfilling certain conditions. Regarding Type B & C quarters, 5% of vacancies (1 out of every 20 vacant quarters) should be reserved and allotted to eligible employees belonging to these Categories, subject to their fulfilling the terms and conditions of allotment of quarters. Where SC/ST employees eligible for these quarters are not available or not applied for such allotment, these quarters reserved for SC/STs may be allotted to non-SC/ST employees.

## **22. SUPERVISION AND LIAISON**

### References:

- 1) HAL/CA/201(3) Vol.II Dated 11-07-1979
- 2) HAL/P&A/31(1)277 Dated 30-07-1985
- 3) HAL/P&A/31(1)/87/1833 Dated 10-12-1987
- 4) HAL/HR/31(1)/2018 Dated 29-05-2018

- 22.1 The overall responsibility for the implementation of the Presidential Directives on reservation of vacancies for the SC/ST/OBCs in the Company rests with the Chairman & Managing Director. The General Manager (HR) at the Corporate Office is the Chief Liaison Officer in respect of all matters relating to the representation of SC/STs. He/she is specifically responsible for the following:

- a) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of SC/STs and extension of benefits admissible to them under the Presidential Directives;
- b) Collection, consolidation and submission of various periodical returns on representation of SC/STs in recruitments and promotions;
- c) Act as Liaison Officer between the Company and the Ministry of Defence and other agencies for supply of relevant information on reservations or extension of concessions, answering questions and queries, clearance of doubts with regard to matters covered by reservation orders;

- d) Inspection of the rosters maintained by the Divisions / Offices from time to time and ensure that they are maintained in accordance with the instructions on the subject of reservation of vacancies as well as to ensure their implementation in true spirit. However, the formal responsibility for the implementation of the orders on reservations in the Divisions / Offices rests with the concerned Director / CEO and ED / GM. The day to day implementation of the orders on reservation of vacancies in the Divisions / Offices will be the concern of the SC/ST Cell set up exclusively for the purpose headed by the Head of Human Resource.
- 22.2 Divisions/ Offices shall appoint the Head of HR as Liaison Officer for SCs and a Senior Officer belonging to ST category as Liaison Officer for STs. Divisions / Offices shall also appoint a Senior Officer as a Liaison Officer for OBCs.
- 22.3 The procedure to deal with Complaints received through the Commissioner for SC/STs in service matters and special studies of Offices/ Organisations undertaken by them is given below:
- a) where reports / facts / comments etc., are called for by Corporate Office on the representations / complaints in respect of reservations and other matters pertaining to SC / STs, immediate attention should be given to the cases and reports / facts / comments should be sent without delay, so that the Corporate Office in turn could furnish the required information to the authorities concerned;
  - b) periodical reports and returns on reservations etc., should be rendered within the prescribed time limits;
  - c) the required assistance should be provided to the Organisation of the Commissioners for SCs, STs and OBCs or its representatives when special studies of the rosters maintained and of implementation of other orders regarding reservations for SC/ST/OBCs in the Divisions / Offices of HAL are undertaken. Necessary follow up action should be taken immediately on receipt of the report and action taken on the reports should be intimated to the Corporate Office, wherever action is required to be taken.
- 22.4 Divisions / Offices will adopt adequate measures for the effective Implementation of Constitutional safeguards and other measures for the protection, welfare & Socio-economic development of the STs.
- 22.5 Necessary assistance shall be provided to the representatives of the National Commissions for SCs, STs & OBCs in the discharge of their constitutional obligations.

## **23. DEALINGS WITH SC/ST/OBC ASSOCIATIONS**

Reference:  
HAL/P&A/31(1)/88 Dated 12-04-1988

- 23.1 The policy of the Company is only to deal with the recognized Unions of Workmen including those belonging to SC/ST/OBC categories on all matters relating to the service conditions of employees in the Company. No correspondence or formal dealings need to be made with the SC/ST/OBC Employees Welfare Association of the Division. Informal meetings should be held periodically with the representatives of the SC/ST/OBC Associations and necessary action taken on the points raised by them besides clarifying the position promptly in such meetings.
- 23.2 The Head of the Human Resource Department of the Divisions / Offices is to permit the SC/ST/OBC Associations representatives occasionally to meet him informally and listen to their points of view. While no formal minutes of the discussions are to be issued, a record of informal discussions on the grievances brought out by the representatives of the Associations should be maintained. Necessary follow up action should also be taken on these grievances. The grievances of the SC/ST/OBC employees should be looked into promptly and action taken wherever considered necessary. The representations received from the Associations about the reservations and related matters should be acknowledged. A proper record of the representations received and the disposal action taken should be maintained in a separate register.

## **24. VERIFICATION OF THE CLAIMS OF SC/ST/OBC**

References:

- 1) HAL/CA/201(3) VOL.III/777 Dated 23-01-1980
- 2) HAL/CA/201(3) Dated 22-04-1981
- 3) HAL/CA/20(3) Dated 22-04-1981
- 4) HAL/P/W/201(3) Dated 28-01-1983
- 5) HAL/P/201(3)/163 Dated 16-04-1985
- 6) HAL/P&A/31(1)313 Dated 29-08-1985
- 7) HAL/P&A/31(1)/85/325 Dated 02-09-1985
- 8) HAL/P&A/31(1)86/878(25A)/Vol.I Dated 09-04-1986
- 9) HAL/P&A/31(1)/86/1304 Dated 23-10-1986
- 10) HAL/P&A/31(1)/87/1839/9013 Dated 12-12-1987
- 11) HAL/P&A/31(1)88/390/86 Dated 31-12-1988
- 12) HAL/P&A/31(1)/89/415 Dated 04-02-1989
- 13) HAL/P&A/31(11)-6/89/477/2305 Dated 20-06-1989
- 14) HAL/P&A/31(1)89/1510/3551 Dated 03-08-1989
- 15) HAL/P&A/31(1)/90/1437 Dated 28-05-1990
- 16) HAL/P&A/31 I(1)/DMP/91 Dated 28-02-1991
- 17) HAL/P&A/31(1)2005 Dated 01-10-2005
- 18) HAL/P&A/31(1)/SCSTPOL/2007 Dated. 04-07-2007

24.1 The Appointing Authorities are to accept only the certificates, issued by any of the following appropriate authorities who are authorised to issue such caste certificates.

- a) District Magistrate/ Additional District Magistrate / Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector /First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar; and
- d) Sub Divisional Officer of the area where the candidate and /or his Family normally resides

24.2 The prescribed formats for SC/STs and OBCs are given at **Annexure – V** and **Annexure–VI** respectively. The candidates belonging to OBC category should submit the recent Community/Non Creamy Layer Certificate, which is not older than six months.

24.3 Where a candidate belonging to a SC/ST/OBC categories is unable to produce a certificate from any of the prescribed authorities, he may be appointed provisionally on the basis of whatever prima facie proof he is able to produce in support of his claim, subject to his furnishing the certificate in the prescribed form from the designated authorities within a reasonable time. If there is any genuine difficulty in his obtaining a proper caste certificate, the appointing authorities are required to verify the claim of the employee as belonging to the SC/ST/OBC categories through the concerned District Magistrate. In other words, it is not necessary to withhold the appointment of a candidate selected for appointment in the Company for the reason that a report on verification of caste status has not been received from the concerned authorities.

24.4 The Appointing Authorities should ensure that the offers of appointment issued to the candidates claiming to be belonging to SC/ST/OBCs contain the following clause:

*“In case you belong to any of the reserved categories (SC/ST/OBC), your appointment will be provisional, subject to the Caste / Tribe Certificate being verified through proper channel. In case you belong to the OBC Category, you should also bring a Certificate of belonging to the non-creamy layer issued by the Competent Authority. If the verification reveals that the claim to belong to SC/ST/OBC, as the case may be, is false, your services will be terminated forthwith without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false Caste Certificate.”*



- 24.5 It should be ensured that the caste certificate produced by the employees are got verified from the concerned authorities (**Annexure-VII**) in all cases without exception at least before the concerned SC/ST/OBC employee's appointment is confirmed in the Division. They can be confirmed in their appointment, if they had produced caste certificate in the prescribed form at the time of their initial appointment without waiting for the report of verification from District authorities.
- 24.6 SC/ST/OBC employees appointed on probation could be confirmed in their appointment on satisfactory completion of their probation, even if the Caste Certificates produced by them have not been got verified before completion of the probationary period. In such cases, they should be informed in writing that their confirmation is pending receipt of verification report of their caste certificates from the concerned District Authorities.
- 24.7 The Division should ensure that only photostat / attested copies of the caste certificate produced by the SC/ST/OBC employees are retained in the personal records maintained by the Division/ Office. The original caste certificate should be returned to the concerned employee immediately after its verification.
- 24.8 The determination of caste status can be done only by the Authorities Competent to do so. The appointing authority, if it considers necessary for any reason, may verify the claim of the candidate through the District Magistrate of the place where the candidate and / or his family ordinarily resides. In any particular case, if the verification reveals that the candidate's claim was false, his services should be terminated.

**Note:** Matriculation or School Leaving Certificate or Birth Certificates giving Caste/ Community of candidate should not be accepted as proof of Caste at the time of initial appointments.

- 24.9 The following guidelines are to be followed to deal with the cases of who produce false SC/ST/OBC caste certificates:
- a) The services of the employees who have secured employment on the strength of false caste certificate against vacancies reserved for the SC/ST/OBCs and are still on probation are to be terminated in terms of their appointment in the Company;
  - b) In the case of employees who had secured initial employment on the strength of false caste certificate against vacancies reserved for the SC/ST/OBCs and had been confirmed in services before detecting the falseness of the caste certificate or those who secured promotion(s) to the post(s) reserved for SC/ST after producing the false caste certificate subsequent to their initial appointment, Disciplinary Action is to be initiated in accordance with the Standing Orders/Conduct and Disciplinary Action Rules, as applicable. The Disciplinary Authority after considering the facts of the case may at his discretion decide to place the concerned employee under suspension pending enquiry / disciplinary action. If the charges are proved, the concerned employee

is to be dismissed from the services of the Company. The order of dismissal issued to the employee for producing false caste certificate should not be modified to that of a dis-charge so as to consider the employee in question for fresh appointment as a general category candidate;

- c) The Competent Authority should, however satisfy himself before inflicting the punishments indicated in (a) & (b) above, that the caste certificate produced by the concerned employee is false and this fact has been duly verified from the appropriate State Authorities in addition to the other relevant facts / documentary proof as the Division / Office may be able to gather against the individual employee through their Security / Vigilance Department;
- d) In order to ensure that an opportunity is provided to the employee to cross examine the concerned authorities, Divisions should ensure that as and when documents issued by the Collectors Office / Director of Social Welfare / Tahasildar regarding the caste status of the employee is relied upon to substantiate the charges, a representative from such office who is familiar with the facts of the case is invariably examined as a witness on behalf of the Management. This is necessary to satisfy the requirements of the Principles of Natural Justice. The officers who are called from the office of Collector / Director of Social Welfare / Tahasildar may be reimbursed TA/DA admissible to them under the rules of their parent department, if they are called from other stations. Where they belong to the same station, transport facility should be provided to them to come and depose as witness before the Committee.

24.10 Only personnel belonging to the categories listed in the SC/ST Orders (Amendment Act of 1976), as amended time to time are to be treated as belonging to SC/STs for extending the benefits and other privileges meant for the SC/STs. The list of recognised SC/STs categories in various States / Union Territories in India will be as notified by the Government of India from time to time. Also, the list of Castes / Categories identified as OBCs as notified by the Government of India from time to time.

**Note -1** The SC/ST/OBC person who has migrated from the State of origin to some other State for the purpose of seeking education / employment, will be deemed to be a SC/ST/OBC of the State of his origin and will be entitled to derive the benefits extended to the SC/ST/OBC members in that State. In other words, even on migration from one State to another within the country, the status of the person belonging to SC/ST/OBC in relation to one or the other state remains unaltered and he will continue to derive benefits admissible to SC/ST/OBC in the State of origin;

**Note-2** The names or synonyms of sub-castes/ tribes / categories of SC/ST/OBC with reference to the ethnographic distribution

and other facts relating to the category are meant only for purposes of verification of claims of the members of the relevant category calling themselves as belonging to the category recognised as SC/ST/OBC. The SC/ST/OBC caste certificates should be only in the relevant name of the category and not in its equivalent or synonyms;

**Note-3** If a particular caste is not included in the list of SC/ST of a Particular State to which the candidate belongs and ordinarily resides i.e., permanent residence as on 27.7.77, the date from which the SC/ST Amendment (Orders) Act 1976 and as amended from time to time, the claim of such candidate as belonging to SC/ST need not be accepted.

24.11 In order to discourage the misuse of the facilities admissible to the members of the SC/ST/OBC, non-SC/ST/OBCs, who produce false caste certificates with the motive of deriving advantages, concessions and relaxations available to the SC/ST candidates, the Divisions / Offices should ensure that:

- a) All cases of the SC/ST/OBC employees are reviewed periodically with a view to verify as to whether they have produced the required documentary proof in the prescribed form and from the competent authority in support of their claim as belonging to the SC/ST/OBC categories;
- b) Where the documentary proof in regard to their claim as belonging to the SC/ST/OBC categories has not been produced and the same has not been got verified through the District Magistrate or District Collector concerned, the employee concerned should be asked immediately to produce the required proof/ certificate in the prescribed form from the Competent Authority. Action should be taken simultaneously by the Division / Office concerned to directly verify the claim through the District Magistrate / District Collector / other specified authorities. The above procedure should be adopted even in cases where the competent authority has clearly stated that the caste certificate has been issued to the employee on the basis of certificate issued by other authorities or based on other proof;
- c) Steps should be taken by the Divisions/ Offices to ensure that the service records and personal files of the SC/ST/OBC candidates are complete in all respects and they contain necessary information to ensure, that the benefits of the orders on reservation applicable to them are extended. The personal files of the SC/ST employees should be pasted with a certificate of verification (check list) containing details such as caste and community, place of residence, state to which he / she belongs and other relevant details on the top of the personal files duly signed by the officer-in-charge of the SC/ST/OBC Cell;
- d) Divisions should take steps to verify the claims of the SC/ST/OBC candidates who are inducted afresh either against a reserved post or a

general post through the District Magistrate / District Collector or other concerned authorities, where the employee and / or their families ordinarily resides, about the genuineness of their claim as belonging to the SC/ST/OBC categories;

- e) Divisions/Offices should ensure that the claims of the employees about their belonging to the SC/ST/OBC categories subsequent to their joining the organisation, are not entertained except where the individual belongs to a caste / categories which is notified afresh by the Government of India as a SC/ST/OBC;
- f) In addition to the verification of the claim of an employee belonging to the SC/ST/OBC categories at the time of his / her initial appointment as above, it should be ensured at each stage of subsequent promotions as well as appointment against direct recruitment vacancies that the employee concerned continues to belong to the SC/ST/OBC categories and the caste to which he belongs has not been de-scheduled by the Government. For this purpose a Written Undertaking should be obtained from SC/ST candidates being considered for appointment / promotion to higher post on each occasion to the effect that he continues to belong to SC/ST categories and his caste has not been de-scheduled. He should also undertake to inform any changes in his religion & caste so that the benefits admissible to SC/ST candidates are not derived by him, in case of his ceasing to be a member of SC/ST community.

## **25. DEFINITIONS AND LISTS OF SC/STs**

### References:

- 1) PC No.151 Dated 21-03-1970 (As amended by)
- 2) PC 351 Dated 08-09-1977
- 3) PC 364 Dated 03-07-1978

25.1 A person shall be deemed to be a member of the SC/STs, as the case may be, if, he belongs to a Caste or Tribe which under:

- a) The Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- b) The Constitution (Union Territories) Scheduled Castes Order, 1951;
- c) The Constitution (Union Territories) Scheduled Tribes Order, 1951;
- d) The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- e) The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;
- f) The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;
- g) The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- h) The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- i) The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968;
- j) The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;
- k) The Constitution (Nagaland) Scheduled Tribes Order 1970;

- l) The Constitution (Sikkim) Scheduled Castes Order, 1978;
- m) The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- n) The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;
- o) The Constitution (Scheduled Castes) Order (Amendment) Act 1990
- p) The Constitution (Scheduled Tribes) Order Amendment Act, 1991;
- q) The Constitution (Scheduled Tribes) Order, second Amendment Act, 1991;
- r) The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002;
- s) The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- t) The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002;
- u) The Constitution (Scheduled Castes) Order (Second Amendment) Act, 1991.

has been declared to be a SC or a ST for the area which he/she is resident. Reservation in services does not come under the purview of State Government. Alteration in the existing list of SC and ST can be done only through an Act of Parliament in view of Articles 341(2) and 342(2) of the Constitution.

25.2 The Constitution (Scheduled Castes), Order 1950 has been amended making a provision to treat / consider SC converts to Buddhism as members of SC categories. Accordingly, SC converts to Buddhism are to be deemed as members of the SC categories and they will be eligible for all benefits of reservation etc. admissible to SC candidates. Divisions / Offices should note that:-

- a) No person who professes a religion different from the Hinduism or Sikh or Buddhist, religion shall be deemed to be a member of SC;
- b) The rights of a person belonging to ST will continue to be independent of his/her religious faith;
- c) A person belonging to SC will continue to be so, if he adopts Buddhist religion and will be entitled to appointment to reserved vacancies and other facilities provided for members of SC;
- d) A convert or a reconvert to Hinduism, Sikhism or Buddhist could be accepted as a member of SC, if he has been received back and accepted as a member of the concerned SC category.

25.3 All SC/ST employees are to report to the Management, if they get themselves converted into a religion other than Sikh or Hindu or Buddhist.

25.4 A person belonging to a SC/ST will however continue to be deemed a SC /ST, irrespective of his/her being married to a non- SC/ST person.

25.5 The OBCs for the purpose of the aforesaid reservation would comprise, in the first phase, the castes and communities which are common to both the lists in the report of the Mandal Commission and the State Government's

list, which is the Central List or Common List. Subsequently, Additions/inclusion/modifications are taken place in the central list. The common list or central list of OBCs may be seen in the Gazette Notifications issued by Ministry of Social Justice and Empowerment.

- 25.6 The National Commission for Backward Classes (NCBC) shall entertain, examine and recommend upon the requests for inclusion and complaints, of over-inclusion and under- inclusion in the list of OBCs of Citizens.

**Note :** Cases in which a doubt arises as to whether a person is a SC/ST/OBCs or not, may referred to the Corporate Office for clarifications.

## **26. GUIDELINES TO PERSONS EMPOWERED TO ISSUE SC/ST/OBC CASTE CERTIFICATES**

### References:

- 1) HAL/CA/201(3)/Dated 21/24-5-1977
- 2) PC No. 3184 Dated 20-10-1990

- 26.1 **General:** Where a person claims to belong SC or ST or OBC by birth, it should be verified:

- a) that the person and his parents actually belong to the category claimed;
- b) that the categories is included in the Presidential Directives specifying the SC/ST in relation to the concerned State;
- c) in case of OBCs, the Caste / Category should be included in the Common List or Central List;
- d) that the person belongs to the State and to the area within that State in respect of which the categories has been Scheduled;
- e) that the person claiming as belonging to the SC, professes either the Hindu or the Sikh or Buddhist religion (the person claiming as belonging to the ST, may profess any religion);
- f) Where a person migrates from a portion of the State in respect of which his community is scheduled to another part of the same State in which his community is not scheduled, he will continue to be deemed to be a member of the SC or ST or OBC as the case may be, in relation to that State;
- g) The prescribed authority of a State Government / Union Territory Administration may issue the SC/ST/OBC certificate to a person who has migrated from another State on the production of the genuine certificate issued to his father by the prescribed authority of the State

of the father's origin except where the prescribed authority feels that detailed enquiry is necessary through the State of origin before the issuance of the certificate. The certificate will be issued irrespective of whether the caste / tribe in question is scheduled or not in relation to the State / Union Territory to which the person has migrated.

- 26.2 No person who was not a member of SC or ST or OBC by birth will be deemed to be a member of SC or ST or OBC merely because he or she had married a person belonging to a SC or ST or OBC. On the other hand a person who is a member of a SC or ST or OBC would continue to be a member of that SC or ST or OBC, as the case may be even after his or her marriage with a person who does not belong to a SC or ST or OBC.
- 26.3 In the case of a descendant of a SC convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the SC to which his fore-fathers belonged. It will have to be established that such a convert has been accepted by the members of the caste claimed as one among themselves and has thus become a member of that caste.
- 26.4 In dealing with cases where a person claims to be SC on the ground that he has been adopted by a SC person, great care has to be exercised. The validity of the adoption has to be clearly established before any caste certificate is given. It is for the party to prove his claim by cogent and reliable evidence.
- 26.5 The requirements of valid adoption are given in the Hindu Adoption and Maintenance Act, 1956, as amended from time to time. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.
- 26.6 In deciding whether an adoption is valid or not, the certificate issuing authority should satisfy himself that the requirements of law have been complied with. He should also take into account the behaviour of the child after adoption, whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case, these conditions are not satisfied, the request for issuance of certificate should be refused.
- 26.7 Where the case relates to the adoption of a married person or of a person of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who should, after making due enquiries as to the validity of the adoption and as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area or that

community or family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or usage in respect of a particular family, that the custom or usage has not been discontinued. In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.

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## **CHAPTER II**

### **RESERVATION OF VACANCIES FOR THE ECONOMICALLY WEAKER SECTIONS (EWSs)**

## **RESERVATION OF VACANCIES FOR THE ECONOMICALLY WEAKER SECTIONS**

### **1. INTRODUCTION**

|   |
|---|
| Reference:<br>HAL/HR/31(1)/2019 Dated 25-01- 2019 |
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- 1.1 In pursuance of insertion of clause (6) of Article 15 and clause (6) of Article 16 of the Constitution of India, the persons belonging to the Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs & OBCs shall get 10% reservation in all Direct Recruitment vacancies notified in the Company on or after 01.02.2019.

### **2. DEFINITION**

- 2.1 Economically Weaker Sections (EWSs) means persons who are not covered under the Scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakh for the benefit of reservation. Income shall also include income from all sources i.e., salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- a) 5 acres of agricultural land and above;
- b) Residential flat of 1000 sq. ft. and above
- c) Residential plot of 100 sq. yards and above in notified Municipalities;
- d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

**Note 1:** The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

**Note 2:** The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

### **3. EXEMPTION FROM RESERVATION**

- 3.1 “Scientific and Technical” posts which satisfy all the following conditions can be exempted from the purview of the reservation orders;
- a) The posts should be in grades above the lowest grade in Group A of the service concerned.
  - b) They should be classified as “Scientific or Technical” in terms of Cabinet Secretariat O.M. No. 85/11/CF-6(1) dated 28.12.1961, according to which scientific and technical posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.
  - c) The posts should be “for conducting research” or “for organizing, guiding and directing research”.
- 3.2 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.

### **4. VERIFICATION OF THE CLAIMS OF EWSs**

- 4.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
- 4.2 The Income & Asset Certificate issued by any one of the following authorities in the prescribed Format will only be accepted as sufficient proof in support of a candidate’s claim of belonging to EWS as the case may be:
- a) District Magistrate / Additional District Magistrate / Collector / Dy.Commissioner / Additional Dy. Commissioner / Dy. Collector / 1st class stipendiary Magistrate / Sub-Divisional Magistrate / Taluk Magistrate / Executive magistrate / Extra Assistant Commissioner;
  - b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate;
  - c) Revenue Officer not below the rank of Tehsildar;
  - d) Sub-Divisional Officer of the Area where the candidate and / or his family normally resides.
- 4.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

- 4.4 The Appointing Authority should verify the veracity of the Income and Asset certificate (EWS) submitted by the candidate through the Certificate issuing authority.
- 4.5 The Appointing Authority should ensure that all out efforts are made in getting verified the claim of a candidate belonging to EWS category as the case may be immediately on their joining through the District Magistrate of the place where the candidate and / or his family ordinarily resides.
- 4.6 The Appointing Authorities are to accept only the certificates issued by any of the appropriate authorities listed at Para 4.2, who are authorised to issue such certificates. The prescribed Format of Income and Asset certificate for availing the benefit under EWSs reservation are given at **Annexure-VIII**.
- 4.7 The Appointing Authorities should ensure that the offer of appointment issued to the candidates claiming to be belonging to EWSs contain the following clause:
- “In case you belong to the categories of EWSs, your appointment will be provisional and subject to the verification reveals that, the claim to belong to EWS is false, your services will be terminated forthwith without prejudice to such, further action may be taken under the provisions of the Indian Penal Code for production of fake/false certificate”.*
- 4.8 The services of the employees who have secured employment on the strength of false certificate against vacancies reserved for the EWS and are still on probation are to be terminated in terms of their appointment in the Company. The Competent Authority should, however satisfy before inflicting the punishments indicated above, that the Income and Asset certificate produced by the concerned employee is false and this fact has been duly verified from the appropriate State Authorities in addition to the other relevant facts / documentary proof as the Division / Office may be able to gather against the individual employee through their Security / Vigilance Department.

## **5 EFFECTING RESERVATION – MAINTENANCE OF ROSTERS**

- 5.1 Division/Offices shall recast – group wise, post-based reservation roster register for direct recruitment in accordance with the format given in **Annexures - IXA/B/C/D** as the case may be, for effecting 10% reservation for EWSs interpolating them with SC/ST/OBCs. While fixing roster points, if the EWS roster point coincides with the roster points of SC/ST/OBCs, the next available UR roster point will be allotted to the EWSs and also the principle of “squeezing” will be kept in view. While drawing up the rosters, the cadre controlling authorities may similarly “squeeze” the last points of the roster so as to meet prescribed 10% reservation.

- 5.2 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.
- 5.3 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.
- 5.4 A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.
6. **REPORT ON RESERVATION FOR EWSs:**
- 6.1 Divisions/Offices shall forward Fortnightly Report on the Reservation for EWSs in the prescribed Format at **Annexure-X** to Corporate Office.
7. **MAINTENANCE OF REGISTER OF COMPLAINTS AND GRIEVANCE REDRESSAL OFFICER FOR EWSs**
- 7.1 Divisions / Offices shall appoint a Grievance Redresal Officer. A Senior Officer positioned at Corporate Office is the Chief Grievance Redressal Officer for EWSs.
- 7.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Division/Office.
8. **LIAISON OFFICER FOR EWSs**
- 8.1 Divisions / Offices shall appoint a Liaison Officer for EWSs. A Senior Officer positioned at Corporate Office is the Chief Liaison Officer for monitoring the implementation of reservation for EWSs.

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### **CHAPTER III**

#### **RESERVATION OF VACANCIES FOR EX-SERVICEMEN**

## RESERVATION OF VACANCIES FOR EX-SERVICEMEN

### 1. INTRODUCTION

References:

- 1) PC No.204 Dated 28-04-1972
- 2) PC No. 305 Dated 28-05-1975
- 3) HAL/CA/201 (21)/480 Dated 06-08-1979
- 4) HAL/CA/201(21)/vol. I Dated 17-04-1980
- 5) PC No.447 Dated 20-05-1980

- 1.1 The disabled service personnel and the members of the families of servicemen who have lost their bread winners in action in the service of the Nation are to be rehabilitated. Similarly, Ex-Servicemen who have come out of Army, Air Force and Navy on completion of their tenures/assignments are also required to be rehabilitated in Civil Employment.
- 1.2 With the above end in view and to help speedy rehabilitation of Ex-Servicemen (disabled or otherwise) and dependents of Servicemen killed in action, certain measures have been adopted and guidelines issued by the Company.
- 1.3 The orders on reservation of vacancies for the Ex-Servicemen (disabled or otherwise) and dependents of Servicemen killed in action, based on the directives issued by the President of India and instructions of the Government, viz., Ministry of Home Affairs and Ministry of Finance (Bureau of Public Enterprises) was introduced in the Company with effect from 1<sup>st</sup> of April 1972. The orders were applicable only up to 30<sup>th</sup> June 1974 in the first instance. Later, these were extended up to 30<sup>th</sup> June 1979. Subsequently, this has been extended on a permanent basis.

### 2. DEFINITIONS

References:

- 1) HAL/P&A/32(1)/87/1667 Dated 25.06.1967
- 2) HAL/P&A/32(1)/89/438 Dated 17.02.1989
- 3) HAL/P&A/32(1)/PO (A)/89/1048 Dated 28.12.1989

- 2.1 **"Armed Forces of the Union"** means the Naval, Military and Air Forces of the Union;
- 2.2 **"Disabled Ex-Serviceman"** means an Ex-serviceman, who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;
- 2.3 An **"Ex-Servicemen"** means a person:

- a) who has served in any rank whether as combatant or noncombatant in the Regular Army, Navy and Air Force of the Indian Union and;
  - i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - iii) who has been released from such service as a result of reduction in establishment;
- b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
- or
- c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;
- or
- d) Personnel, who were on deputation in Army Postal Service for more than six Months prior to 14th April, 1987;
- or
- e) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

2.4 **"Para Military Forces"** means the Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, Secretariat Security Force, Assam Rifles and Railway Protection Force;

2.5 **"Dependents of Servicemen killed in action"** means, dependents of a Serviceman who died while serving the Armed Forces of the Union which



includes war-widow, her grown up sons/daughters and near relatives who agree to support the deceased family.

### **3. RE-EMPLOYMENT**

- 3.1 Once an Ex-Serviceman has joined the Government job on civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government would cease. On his joining the civil employment, he would be deemed to be a civil employee and would accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course.
- 3.2 The above instructions shall not apply to the Ex-Servicemen who have been re-employed or are re-employed by private companies/autonomous bodies/ public sector undertakings/ government officers on casual/ contract/ temporary / ad-hoc basis and who can be removed from such service at any time by their employer concerned.
- 3.3 An Ex-Serviceman at the time of his release or discharge from the Armed Forces normally applies for more than one vacancy, but in case he/ she joins any Civil Employment due to early declaration of Results/ Selection, he/ she can avail of the benefit of Reservation as Ex-Serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration / undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.

### **4. CLASSIFICATION OF POSTS**

References:

- 1) HAL/P&A/32(1)/90/43 Dated 17.07.1990

- 4.1 Posts in the Company are classified as those in Groups A, B, C & D for purposes of reservation of vacancies (as in the case of reservations for SC/ST/OBC) as indicated below:

Group A : Posts in Grade-II & above

Group B : Posts in Grade-I

Group C : Posts in Scale – 3 to Special Scale (SS)

Group D : Posts in Scales – 1 & 2

### **5. RESERVATIONS**

References:

- 1) HAL/P/201(21)/1335 Dated 29-12-1983  
2) HAL/P/201(21)/1539 Dated 16-02-1984  
3) HAL/P&A/34(2)/85/612 Dated 31-12-1985  
4) HAL/P&A/32(1)/86 Dated 28-04-1986  
5) HAL/P&A/32(1)/86/1164 Dated 27-08-1986

- 5.1 Reservation for Ex-Servicemen is called Horizontal reservation and an ex – serviceman selected under the reservation provided for them should be placed in the appropriate category viz. SC/ ST/ OBC/ Unreserved candidates depending upon the category to which they belong.
- 5.2 There is no reservation for Ex-Servicemen in Group – A & B posts. 14.5% of vacancies in Group–C and 24.5% of vacancies in Group–D respectively, required to be filled by direct recruitment which are to be reserved for the appointment of Ex-Servicemen (disabled or otherwise) and the dependents of Service personnel killed in action. Only two dependents of a Serviceman killed in action will be entitled for appointment against reserved vacancies. In Group–C & D, 4.5% of the vacancies are earmarked for being filled by appointment of disabled Ex-Servicemen and the dependents of Servicemen killed in action. The remaining 10% or 20% of the vacancies in Group-C or Group-D, as the case may be, are to be reserved for Ex-Servicemen other than those disabled in Services. Vacancies reserved for disabled Ex-servicemen and the dependents of Servicemen killed in action which remain unfilled for want of suitable candidates could be filled by appointment of other Ex-Servicemen. Similarly, where the 4.5% prescribed is not adequate to appoint the available disabled Ex-Servicemen and dependents of Servicemen killed in action, the vacancies from out of 10% or 20% quota for other Ex-Servicemen, as the case may be, could be utilised to meet the deficiency thereon.
- Note:** Orders on reservation of vacancies for Ex-Serviceman and Dependents of Serviceman killed in action are applicable only to vacancies filled by Direct Recruitment and not to vacancies filled by promotion or otherwise.
- 5.3 For giving effect to the orders on reservation of vacancies for Ex-servicemen (Disabled or otherwise) and dependents of Servicemen killed in action, Divisions / Offices are required to maintain reservation registers. Each Group (Group–C & D), one separate Reservation Roster / Roster Register for Ex-Servicemen has to be maintained for Direct Recruitment of Ex-servicemen. The Registers will be running account and there will be no replacement in case of wastages. The Proforma prescribed for maintenance of register for Ex-servicemen for Group C & Group D are enclosed at **Annexure-XIA & Annexure –XIB** respectively.
- 5.4 Divisions / Offices may inter-change the points earmarked for the Disabled Ex-Servicemen / dependents of Servicemen killed in action with Ex-servicemen of other categories and vice-versa depending on the availability of these personnel.
- 5.5 The following posts in the Workmen cadre are earmarked for being filled exclusively from amongst the Ex-Servicemen (Disabled or otherwise) and Dependents of Servicemen killed in action;

- a) Watch & Ward Guards;
- b) Drivers;
- c) Engine Mechanics;
- d) Aircraft Technicians;
- e) Aerodrome Operators;
- f) Stores Clerk, Asst. Store Keeper, Store Keeper etc.

5.6 Posts in Grade-I & II in the Officers cadre in the following Disciplines should be filled from amongst Short Service Commissioned Officers (SSCOs).

- a) Plant Maintenance (Electrical and Mechanical);
- b) Works Engineering Department (Civil Engineering);
- c) Manufacturing Shops, Machine Shops & Sheet Metal, Tool Room etc.
- d) Commercial (Stores);
- e) Security & Vigilance and Fire Fighting;

5.7 Only in the event of non-availability of suitable Short Service Commissioned Officers and or other Ex-Permanent Service Commissioned Officers, other persons should be appointed. Special Recruitment Drives should be launched by the Divisions/Offices to make good the shortfalls in the recruitment of Ex-Service Personnel in the above as well as other categories indicating prominently in the advertisements that the posts are meant exclusively for Ex-servicemen and Dependents of Servicemen killed in action.

## 6. **PROCEDURE FOR FILLING VACANCIES RESERVED FOR EX-SERVICEMEN INCLUDING DISABLED EX-SERVICEMEN AND DEPENDENTS OF THOSE KILLED IN ACTION**

### References:

- 1) HAL/PO/1(7)/Vol.IV Dated 19-03-1982
- 2) HAL/PO/1(7)/Vol.IV Dated 21-07-1982
- 3) HAL/P/201/(21)/1331 Dated 26-12-1983
- 4) HAL/P&A/31(1)/87/1667 Dated 25-06-1987

6.1 All vacancies in Group–C reserved for Ex-servicemen and dependents of Servicemen killed in action, required to be filled by direct recruitment are to be notified to the Zilla Sainik Board / Rajya Sainik Board with a copy to the Directorate General of Resettlement, New Delhi. The Directorate General of Resettlement / Rajya Sainik Board will release the vacancies reserved for Ex-Servicemen / Dependents of servicemen killed in action to the appropriate Zilla Sainik Boards for sponsoring them. The Zilla Sainik Boards / Rajya Sainik Boards are to be given 2 to 3 weeks' time for sponsoring suitable Ex-servicemen as in the case of Employment Exchanges, for filling unreserved category of posts. If need be, this time limit may be extended up to 3 months. While notifying the vacancies, it should be mentioned to these agencies that in case they are unable to sponsor Ex-servicemen within the stipulated period of 3 months against

specific posts notified to them, they should issue a non-availability certificate. After receipt of the non-availability certificate, the reserved posts(s) may be advertised in the newspapers with copies to the Employment Exchange and other agencies. While notifying the vacancies, the priority category of the Ex-Servicemen is to be clearly specified. The addresses of the Sainik Welfare / Rajya Sainik Board and Zilla Sainik Welfare Offices / Zilla Sainik Boards are given at **Annexure-XIIA & Annexure - XIIB** respectively.

- 6.2 The procedure to be adopted, forms to be utilised, time limits prescribed in the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, as amended from time to time, for the notification of vacancies to the Employment Exchanges, apply mutatis mutandis for notification of vacancies to the Zilla Sainik Board/Rajya Sainik Board / Directorate General of Resettlement.
- 6.3 Copies of the notification/advertisement for filling the vacancies reserved for Ex-Servicemen (disabled or otherwise) and dependents of Servicemen killed in action are to be sent simultaneously to the following:
- a) Directorate General of Employment & Training,  
Ex-Servicemen Cell,  
Shram Shakti Bhavan, Rafi Marg, New Delhi.
  - b) The Directorate General of Resettlement,  
Ministry of Defence,  
West Block –IV, R.K.Puram, New Delhi.
  - c) The Officer in Charge,  
EME Resettlement Cell, C/o. EME Depot Battalion,  
Secunderabad, Telangana.
- 6.4 If suitable Ex-Servicemen are not available to fill the reserved vacancies even after following the prescribed procedure, the reserved vacancies may be referred the Ministry of Defence (Dept. of Defence Production) with full details of the post(s) such as qualifications, job requirement etc., for obtaining suitable service officers who are on verge of retirement, for appointment / immediate absorption. On their retirement from the Defence Services, they may be appointed / absorbed in the services of the Company, if found suitable. The Defence Service Personnel appointed in the above manner are to be reckoned against the number of Ex-Servicemen required to be recruited against vacancies reserved for them.

## **7. DE-RESERVATION OF RESERVED VACANCIES**

- 7.1 No vacancy reserved for Ex-Servicemen should be filled by appointment of a general candidate by the Appointing Authority until and unless the said Authority has:

- a) obtained a 'Non-Availability Certificate' from the Zilla Sainik Board / Rajya Sainik Board / Directorate General of Resettlement Employment Exchanges.
- b) verified the non-availability of suitable candidate by making a reference to the Directorate General of Resettlement and has recorded a certificate to that effect.

**7.2 Lapsing of Reserved Vacancies** - If suitable Ex-Servicemen / Dependents of Servicemen killed in action are not available to fill the vacancies reserved for them even after following the procedure for their recruitment and in spite of allowing the relaxations admissible to them under the rules, the reservation may be allowed to lapse after obtaining specific approval of the Director / CEO of reserved vacancies in Group-C. Before allowing the reservation to lapse, the Divisions/Offices are required to ensure that:

- a) One more opportunity is given to the Directorate General of Resettlement, with 30 days of time to sponsor suitable Ex-Servicemen and in its absence to confirm non-availability of suitable Ex-Servicemen by issuance of a certificate to that effect; and
- b) The reservation made in favour of Ex-Servicemen / Dependents of Servicemen killed in action are not to be allowed to lapse before attempts are made to fill the reserved vacancies at least during the next year (i.e., one year after obtaining a non-availability certificate from Directorate General of Resettlement). In other words, there will be no objection if the number of posts reserved for Ex-Servicemen / Dependents of Servicemen killed in action but not filled in any particular calendar year is added to the number of posts falling to the share of Ex-Servicemen / Dependents of Servicemen killed in action, in the next year.

## **8. RELAXATIONS & CONCESSIONS**

### References:

- 1) PC No.470 Dated 25-01-1982
- 2) HAL/P&A/32(1)/1387 Dated 14-11-1986
- 3) HAL/HR/31(1)/2018 Dated 16-03-2018

### **8.1 Relaxation in Age**

- 8.1.1 for appointment to reserved vacancies, every Ex-serviceman who has put in not less than six months of continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such Service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post of service for which he seeks appointment by more than 3 years, he shall be deemed to fulfill the condition regarding age limit;

- 8.1.2 The upper age limit in the case of disabled Ex-servicemen would be relaxed up to 45 years (50 years in the case of personnel belonging to SC/ST and 48 years for OBC categories). The prescribed upper age limit in respect of disabled Ex-servicemen is additionally relaxed by 3 years for selection as Trainees, in the Non – Executive cadre, under the Recruitment & Promotion Rules of the Company.
- 8.1.3 the concessions/relaxations of age up to a maximum of 5 years to Ex-Servicemen / Commissioned Officers /Emergency Commissioned Officers / Short Service Commissioned Officers who have rendered at least 5 years of Military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to the Military service or an invalidment is applicable to the selection of Management Trainees based on All India open competitive examinations.

## **8. 2 Relaxation in Qualification**

For appointment to any reserved vacancy in Group– C to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification, if :

- a) satisfies educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed; and
- b) his identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees or transferees.

Explanation:

- i) For the purpose of this rule, in computing the period of 3 years of service, there shall be added any period of service which an ex-serviceman has rendered while serving in a corresponding post or posts in a civil department or a public sector undertaking or an autonomous organisation, whether under the Central Government or any State Government, or in a Nationalized Bank to the period of service rendered in the Armed Forces of the Union.
- ii) If sufficient number of candidates belonging to the ex-servicemen are not available on the basis of general standards to fill all the vacancies reserved for them, candidates belonging to the category of ex-servicemen may be selected under a relaxed standard of selection to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.

### **8.3 Relaxation in Medical Standards**

- 8.3.1 The disabled Ex-Servicemen are not to be subjected to the usual medical examination for appointment. Instead, they are to be examined by a Demobilisation Medical Board of the Defence Services and the Certificate of Fitness granted by the Board is to be considered adequate for the purpose of employment of such personnel. If the physical capacity of a person either deteriorates or improves after demobilisation, the Appointing Authority may require a fresh medical examination by the appropriate Medical Board. In that case also, if the disabled Ex-Servicemen are found fit for discharging the duties of the post, they will be considered as medically fit.
- 8.4 The Ex-Servicemen, sponsored by Rajya Sainik Board / Zilla Rajya Sainik Board are exempted for payment of examination or application fee.

### **8.5 Payment of Travelling Allowance for attending interview**

- 8.5.1 Ex-Servicemen (including disabled Ex-Servicemen and dependents of Servicemen killed in action) called for interview for appointment, on the basis of their applications against advertisement or nomination by the Zilla Sainik Board / Rajya Sainik Board, Employment Exchange or other agencies, are entitled for Payment of Travelling Allowance as admissible at para -15.1 of Chapter – I.
- 8.6 In case of Direct Recruitment, if sufficient number of candidates belonging to the Ex-Servicemen (including disabled Ex-Servicemen and dependents of Servicemen killed in action) are not available on the basis of general standard to fill all the vacancies reserved for them, candidates belonging to that category may be selected under relaxed standard of section to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.

## **9. LIAISON OFFICER FOR EX-SERVICEMEN**

- 9.1 Divisions / Offices should appoint Liaison Officers for Ex-Servicemen. Executive Director (HR) / General Manager (HR) positioned at Corporate Office is the Chief Liaison Officer for the Company as a whole in respect of all matters relating to reservation of vacancies for Ex-Servicemen (disabled or otherwise) and Dependents of Servicemen killed in action. He is specifically responsible for:
- a) Ensuring compliance of the Orders and instructions pertaining to the reservation of vacancies in favour of the above categories of persons and extension of benefits admissible to them under the rules;
  - b) Collecting consolidating and timely dispatch of reports / returns;

- c) Acting as Liaison Officer between the Company and the Ministry concerned for supply of other information, answering questions/queries and clearing doubts in regard to the matters connected with these orders.

9.2 The responsibility for implementation of these orders in the Divisions / Offices will rest with the concerned Heads of the Division/Offices. HR Heads of the respective Divisions/Offices will ensure the day to day implementation of these Orders.

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## **CHAPTER IV**

### EMPLOYMENT OF PWDs IN HAL

## EMPLOYMENT OF PWDs IN HAL

### 1 INTRODUCTION

- 1.1 The Rights of Persons with Disabilities Act 2016 (RPWD) was enacted w.e.f. 19<sup>th</sup> April 2017 and the Rights of Persons with Disabilities Rules 2017 was notified on 15<sup>th</sup> June 2017 for empowerment of Persons with Disabilities.

### 2. DEFINITIONS

References:

- 1) HAL/HR/31(1)2017 Dated 21-09-2017
- 2) HAL/HR/31(1)2018 Dated 06-02-2018

#### 2.1 Disabilities

**a) Visual Impairment means**

- 1) **“Blindness”** means a condition where a person has any of the following conditions, after best correction:-
  - i) Total absence of sight; or
  - ii) Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - iii) Limitation of the field of vision subtending an angle of less than 10 degree.
- 2) **“Low –Vision”** means a condition where a person has any of the following conditions, namely:-
  - i) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
  - ii) Limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree.

**b) Hearing Impairment means :-**

- 1) **“Deaf”** means persons having 70 DB hearing loss in speech frequencies in both ears;
- 2) **“Hard of Hearing”** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

c) **Physical Disability :-**

- 1) **“Locomotor Disability”** means a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including -
- 2) **“Cerebral Palsy”** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.
- 3) **“Leprosy cured Person”** means a person who has been cured of Leprosy but is suffering from:
  - i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity.
  - ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity:
  - iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and expression “leprosy cured” shall construed accordingly.
- 4) **“Dwarfism”** means a medical or genetic condition resulting in an Adult height of 4 feet 10 inches (147 centimeters) or less;
- 5) **“Acid Attack Victims”** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- 6) **“Muscular Dystrophy”** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and person with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need to healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins and death of muscle cells and tissue.

d)

- 1) **“Autism Spectrum Disorder”** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others and is frequently associated with unusual or stereotypical rituals or behaviours.

- 2) **“Intellectual Disability”**, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers range of every day, social and practical skills including specific learning disabilities and autism spectrum disorder.
  - 3) **“Specific Learning Disability”** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
  - 4) **“Mental Illness”** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgement, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.
- e) **“Multiple Disabilities”** (more than one of the above specified disabilities) including deaf blindness which means condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental and educational problems.
- 2.2 **“Person with Disability”** means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;
- 2.3 **“Person with Benchmark Disability”** means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

### 3. DEGREE OF DISABILITY FOR RESERVATION

- 3.1 Only such persons would be eligible for reservation in posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by the Competent Authority as at **Annexures - XIII A/B/C** as applicable.

#### **4. DISABILITY CERTIFICATE AND MEDICAL EXAMINATION**

- 4.1 A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any Post, will be subject to such verification/re-verification as may be decided by the Division/Office.
- 4.2 The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / 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.
- 4.3 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, over time, in the degree of Disability. The Medical Board shall indicate the period of validity of the Certificate, in cases where there is any chance 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.
- 4.4 In case of medical examination of a Persons with Benchmark Disabilities 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 identified suitable to be held by Persons with Benchmark Disabilities of the relevant category and the candidate shall then be examined medically keeping fact in view.
- 4.5 In respect of persons with benchmark Disabilities, the suitability for appointment, in relation to the Disability, will be decided on the basis of Reports of the Medical Board attached to the Special Employment Exchanges for Persons with Benchmark Disabilities. Such candidates will be subjected to Pre-employment Medical Examination with regard to other Medical Parameters as per the revised standards. PWDs who are otherwise qualified to hold Clerical post and are certified as being unable to type, by the Medical Board, are to be exempted from Typing Qualifications.

#### **5 RESERVATION OF VACANCIES**

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|--|
| <p><u>Reference:</u><br/>HAL/HR/31(1)2018 Dated 06-02-2018</p> |
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- 5.1 In case of Direct Recruitment, 4% of the total number of vacancies to be filled in the cadre strength, in each Group of Posts shall be reserved for Persons with Benchmark Disabilities.

- 5.2 Against the Post identified for each disabilities, of which, one (1%) percent each shall be reserved for Persons with Benchmark Disabilities such as;
- a) Blindness and Low-Vision;
  - b) Deaf and Hard of Hearing;
  - c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
  - d) Autism, intellectual disability, specific learning disability, mental Illness and multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
- 5.3 Reservation for Persons with Benchmark Disabilities is called Horizontal reservation and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/EWS/Unreserved candidates depending upon to which they belong.
- 5.4 Horizontal Reservation cuts across vertical reservation (in what is called inter locking reservation) and persons selected against the quota per Persons with Benchmark Disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Un-reserved depending upon the category to which they belong in the roster meant for reservation of SC/ST/OBCs. To illustrate, if in a given year there are 2 vacancies reserved for the Persons with Benchmark Disabilities and out of two persons with Benchmark Disabilities appointed, one belongs to SC and other belongs un-reserved category, then the SC candidate with Benchmark Disability shall be adjusted against the SC point in the reservation roster and the un-reserved candidate with Benchmark disability against un-reserved point in the relevant reservation roster. In case none of the vacancies fall on point reserved for the SCs, the candidate under Benchmark Disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.
- 5.5 Since the Persons with Benchmark Disabilities have to be placed in the appropriate category viz. SC/ST/OBC/UR in the roster meant for reservation of SC/ST/OBCs, the application form the Posts should require the candidates applying under the quota reserved for Persons with Benchmark Disabilities to indicate whether they belong to SC/ST/OBC category or UR. Thus reservation for Persons with Benchmark Disabilities is horizontal.
- 5.6 The number of Posts to be reserved for Persons with Benchmark Disabilities in case of Group- C posts shall be computed on the basis of total number of vacancies in cadre strength of Group - C posts, in the Division/Office, although the recruitment of the Persons with Benchmark Disabilities would only be against the category of Posts identified suitable for them. The number of vacancies to be reserved for the Persons with Benchmark Disabilities in case of Direct Recruitment to Group–C posts in

Division/Office 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 Division/Office. Since reservation, wherever applicable, for Persons with Benchmark Disabilities is provided computing total number of vacancies in the cadre strength in identified Group of the posts as well as unidentified Group of posts, it may be possible that number of persons appointed by reservation in an identified Group of Posts may exceed 4%.

- 5.7 Reservation for the Persons with Benchmark Disabilities in Group A or B posts shall also be computed on the basis of total number of vacancies occurring in Direct Recruitment quota in all the Group A posts or Group B posts respectively. In other words, vacancies which are to be earmarked for Persons with Benchmark Disabilities shall be computed on the total number of vacancies in the identified Group of posts as well as unidentified groups of posts. However, recruitment of Persons with Benchmark Disabilities would only be against the Group of posts identified suitable for them and the computation of total vacancies shall include vacancies arising in the identified and unidentified category of Posts.
- 5.8 If sufficient number of candidates with Benchmark 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. However this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.
- 5.9. Persons with Benchmark Disabilities selected on their own Merit without relaxed standards along with 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 benchmark disabilities which will thus comprise of candidates with benchmark Disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

**6. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT**

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|--|
| <p><u>Reference:</u><br/>HAL/HR/31(1)2018 Dated 06-02-2018</p> |
|--|

- 6.1 Wherein any Recruitment year any vacancy cannot be filled due to non-availability of a suitable Person with Benchmark Disabilities or for any other sufficient reasons, such vacancy shall be carried forward in the succeeding year and in the succeeding year also suitable Person with Benchmark Disability is not available, it may first be filled by interchanging among the following 4 categories of disabilities at 1% each to each category;

**A**

(a) Blindness and low vision;

**B**

(b) Deaf and hard of hearing;

**C**

(c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

**D**

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

(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

- 6.2 Only when there is no Persons with Benchmark Disability available for the posts in that year, the employer shall fill up the vacancy by Appointment of a Person, other than a Persons with Benchmark Disability.
- 6.3 If the nature of vacancies in Division/Office is such that a given category of Persons with Benchmark Disability cannot be employed, the vacancies may be interchanged among the four categories, with the approval of the Department of Social Justice & Empowerment, through Corporate Office.
- 6.4 If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy should be carried forward as a "backlog reserved vacancy" to the subsequent recruitment year.
- 6.5 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 Benchmark disability is not available, it may be filled by interchange among the categories of Benchmark Disabilities identified for reservation. In case no suitable Person with Benchmark Disability is available for filling up the vacancy in the subsequent year also, the Division/Office may fill up the vacancy by appointment of a person other than a Person with Benchmark Disability. If the Vacancy is filled by a Person with Benchmark Disability of the category for which it was reserved or by a person of other category of Benchmark 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 Benchmark Disability in the subsequent recruitment year, reservation shall be carried forward for a further period up to two recruitment years, where after 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.

- 6.6 Divisions/Offices shall interchange vacancies only if due process of recruitment viz., proper advertisement of vacancy to fill up the vacancies reserved for Persons with Benchmark Disabilities has been complied with.
- 6.7 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the Persons with Benchmark Disabilities 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 current vacancies would be carried forward if not filled up provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

## **7. POSTS SUITABLE FOR EMPLOYMENT OF PERSONS WITH BENCHMARK DISABILITIES**

### References:

- 1) HAL/P&A/33(1)/PHP-POL/MPA/2000 dated 8.3.2000
- 2) HAL/P&A/33(1)/PHP-POL/MPA/2000 dated 20.4.2000
- 3) HAL/HR/31(1)/PHP-PIL/MPA/2015 Dated 05-05-2015
- 4) HAL/HR/37(1)/2019 Dated 27-11-2019
- 5) HAL/HR/37(1)/2020 Dated 18-03-2020

- 7.1 A list of Posts / Disciplines as suitable for the employment of Persons with Benchmark Disabilities in the Company is at **Annexure-XIV**.
- 7.2 In the category of posts which are identified suitable for Persons with Benchmark Disabilities, a Person with Benchmark Disability cannot be denied the right to compete for appointment by Direct Recruitment against an unreserved vacancy. Thus a Person with Benchmark Disability can be appointed by Direct Recruitment against vacancy not specifically reserved for the persons with benchmark disability, provided the post is identified suitable for Persons with Benchmark Disability of the relevant category.

## **8. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS**

### References:

- 1) HAL/HR/201(21) Dated 16-02-1984
- 2) HAL/P&A/33(1)/86/485 Dated 22-12-1986
- 3) HAL/HR/31(1)2018 Dated 06-02-2018

- 8.1 Divisions / Offices should maintain Group-wise a separate vacancy based 100 point vacancy based reservation roster register (**Annexure - XV**) for

determining / effecting reservation for the Persons with Benchmark Disabilities – one each for Group A/B/C filled by Direct Recruitment.

- 8.2 Each register will have cycles of 100 points and each cycle of 100 points shall be divided into 4 blocks, comprising the following points:

|                       |   |                              |
|-----------------------|---|------------------------------|
| 1 <sup>st</sup> Block | : | Point No. 01 to Point No.25  |
| 2 <sup>nd</sup> Block | : | Point No. 26 to Point No.50  |
| 3 <sup>rd</sup> Block | : | Point No. 51 to Point No.75  |
| 4 <sup>th</sup> Block | : | Point No. 76 to Point No.100 |

- 8.3 Point No.1, 26, 51 & 76 of the roster shall be earmarked for Persons with Benchmark Disabilities- one point each for 4 respective categories of disabilities. Divisions/Offices shall ensure that vacancies identified at Sl No. 1, 26, 51 & 76 are earmarked for the respective categories of Persons with Benchmark Disabilities. However, Divisions / Offices shall decide the placement of the selected candidate in the roster register.
- 8.4 All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. In the vacancy falling at Point No.1 is not identified for the Persons with Benchmark Disabilities or Divisions/Offices consider it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up the post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for Persons with Benchmark Disabilities and filled as such.
- 8.5 Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 & 76 as reserved is to fill up the first available suitable vacancy.
- 8.6 There is a possibility that none of vacancies from 1 to 25 is suitable for any category of the Person with Benchmark Disability. In that case 2 vacancies from 26 to 50 should be filled as reserved form Persons with Benchmark Disabilities. If the vacancies from 26 to 50 are also not suitable for any category, 3 vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in particular block, it shall be carried over into the next block.
- 8.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- 8.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of Persons with Benchmark Disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Divisions/offices shall decide the category on the basis of the nature of the Post, the level of representation of the specific disabled category in the concerned grade/posts etc.

## 9. NOTIFICATION OF RESERVED VACANCIES-DIRECT RECRUITMENT

### References:

- 1) HAL/P/1(35) Dated 18-12-1980
- 2) HAL/PO/1(35) Dated 12-03-1981
- 3) HAL/P&A/33(1)/86/945 Dated 28-04-1986
- 4) HAL/P&A/33(1)/86/1485 Dated 22-12-1986
- 5) HAL/P&A/33(1)/87/560 Dated 17-02-1987

- 9.1 Copies of all Direct Recruitment advertisements for filling posts, whether identified or not as suitable for the employment Persons with Benchmark Disabilities, irrespective of the fact whether or not the same is specifically reserved for the employment of Persons with Disabilities are to be sent to the following for sponsoring the names of suitable candidates on their rolls for consideration.
- a) The Special Employment Exchanges for PWDs;
  - b) The Local and Regional Employment Exchanges;
  - c) The Vocational Rehabilitation Centres for PWDs; and
  - d) National Federation of the Blind of India,  
Plot No. 21, Sector -6, Pushpa Vihar,  
New Delhi-110 017
- 9.2 In addition to the Employment Exchange / Special Employment Exchange for PWDs & Vocational Rehabilitation Centres for PWDs, National Level Rehabilitation Institutes will also nominate suitable persons for the vacancies reserved for PWDs for posts in Group – C & D. A copy of the advertisement / requisition needs to be endorsed to the National Level Rehabilitation Centres for PWDs.
- 9.3 The lists of Special Employment Exchanges, Vocational Rehabilitation Centres and National Level Rehabilitation Institutes for PWDs are given at **Annexures – XVI A/B/C.**
- 9.4 Divisions / Offices finding it difficult to fill vacancies reserved for Persons with Benchmark Disabilities should intimate their requirements to the Directorate General of Employment and Training, Ministry of Labour & Employment, giving details of number of posts, job requirements, and qualifications for sponsoring suitable candidates. Persons with Benchmark Disabilities by DGE&T should be considered sympathetically for appointment against reserved vacancies in the Division/Office.
- 9.5 Divisions/Offices may also resort to Special Recruitment Drives seeking the assistance of Directorate General of Resettlement, Ministry of Labour & Employment and Ministry of Social Justice & Empowerment.

## 10. CONCESSIONS AND RELAXATIONS FOR PWDs

### References:

- 1) HAL/PO/1 (35) Dated 12-03-1981
- 2) HAL/P&A/33(1)/87/1560 Dated 17-02-1987
- 3) HAL/P&A/33(1)/PO (A)/90 Dated 18-09-1990
- 4) HAL/HR/37(1) PWD/2015 Dated 05-10-2015
- 5) HAL/HR/31(1)/2018 Dated 29-10-2018
- 6) HAL/HR/31(1)/2018 Dated 06-12-2018
- 7) HAL/HR (31) (1)/2019 dated 09-01- 2019

- 10.1 The Upper age limit is relaxable upto 10 years (15 years for SC/STs and 13 years for OBCs) for candidates belonging to the PWD Category, for Direct Recruitment to Posts in Groups A, B, C & D.
- 10.2 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 Benchmark Disabilities.
- 10.3 Persons with Benchmark Disabilities seeking employment in HAL are exempted from payment of Application/Examination Fee.
- 10.4 While effecting Job Rotation/ Transfer of Persons with Benchmark Disabilities, it should be ensured that they are Job Rotated / Transferred to identified posts only. Employee who is a care-giver of dependent daughter /son/parents/spouse/brother/sister with Specified Disability, as certified by the Certifying Authority as a Person with Benchmark Disability, may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints.
- 10.5 Divisions / Offices shall allow the Persons with Benchmark Disabilities to use the facility of Scribe/Reader/Lab Assistant as per the requirement of Selection Test for each Recruitment Advertisement.
- 10.6 Divisions/Offices shall use Sign Language interpreters for Persons with Hearing impairment in all Government Meetings/Seminars/Workshops.
- 10.7 At the time of initial Appointment against a vacancy reserved for Persons with Benchmark Disability, the Appointing Authority shall ensure that the candidate is eligible to get the benefit of reservation.

## 11. SPECIAL ALLOWANCES TO PWDs

|   |
|---|
| <u>Reference :</u><br>PC 718 dated 16-01-2020 |
|---|

- 11.1 Blind and Orthopedically disabled Workmen are paid Special Allowance of Rs. 800/- per month, if they have a minimum of 40% partial disability of upper or lower limbs or 50% permanent partial disability of upper and lower limbs together.
- 11.2 Blind / Orthopedically Disabled / Deaf & Dumb Workmen are paid Additional Transport Allowance of Rs. 1860/- per month, as per applicable Guidelines.
- 11.3 The disability or deformities as above has to be certified by the Chief of Medical services of the Division based on the advice of the Specialist in Orthopaedics. Similarly, in the case of Blind employees, recommendation has to be based on the advice of the Specialist in Ophthalmology.
- 11.4 No Allowance will be paid for the period of absence or leave except Casual Leave and Special Casual Leave under Family Planning Scheme.
- 11.5 Persons with Disability are exempted for payment of Professional Tax, subject to the State provisions.
- 11.6 Orthopedically Disabled employees may be granted advance for purchase of Wheeled Chair / Tricycle for a maximum amount of Rs. 1,00,000/- or the cost of the Wheeled Chair / Tri-Cycle, whichever is less. The employee who draws the advance will not be eligible for Company's Transport for commuting from their residence to the factory and back.

## 12. ACCESSIBILITY FOR PWDs

|  |
|--|
| <u>Reference:</u><br>HAL/HR/31(1)/2018 Dated 08-08- 2018 |
|--|

- 12.1 Divisions / Offices shall comply the standards relating to Accessibility of PWDs such as Physical Environment, Transport and Information & Communication Technology.
- 12.2 Divisions / Offices shall forward a progress report on assessment of Inclusiveness and Accessibility on PWDs to Corporate Office on monthly basis in the Format at **Annexure – XVIIA.**
- 12.3 Divisions / Offices shall forward a duly filled in Questionnaire on Inclusiveness and Accessibility Index as on 31<sup>st</sup> December of every year, to Corporate Office, in the Format at **Annexure –XVII B.**

### **13. EQUAL OPPORTUNITY POLICY FOR PWDs**

- 13.1 Equal Opportunity Policy for PWDs is framed and published in the Company's website.
- 13.2 Equal Opportunity Policy comprises of the list of facilities and amenities, posts identified for employment of PWDs, etc.

### **14. GRIEVANCE REDRESSAL OFFICER FOR PWDs**

- 14.1 Divisions / Offices shall appoint a Senior Officer as the Grievance Redressal Officer who is responsible to maintain a register of complaints of PWDs. A Senior Officer positioned at Corporate Office is the Chief Liaison Officer for monitoring the implementation of reservations for the Persons with Benchmark Disabilities.
- 14.2. Any person aggrieved with any matter to discrimination in employment against PWDs may file complaint with Grievance Redressal Officer. Such complaints shall be enquired into within two months of its registration.

### **15. LIAISON OFFICERS FOR PWDs**

- 15.1 Liaison Officers appointed in Divisions / Offices to look after reservation matters for SC/STs shall also work as Liaison Officers for reservation matters relating to PWDs and shall ensure compliance of these instructions.
- 15.2 A Senior Officer positioned at Corporate Office is the Chief Liaison Officer in respect of all matters relating to the representation of PWDs.

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## **ANNEXURES**

**Annexure – I****QUANTUM OF RESERVATION FOR SC/ST/OBCs IN DIRECT RECRUITMENT  
ON LOCAL / REGIONAL BASIS IN GROUP C & D POSTS**

| <b>SI No</b> | <b>Name of the State / Union Territory</b> | <b>SC</b> | <b>ST</b> | <b>OBC</b> |
|--------------|--|-----------|-----------|------------|
| 1.           | Andhra Pradesh / Telangana                 | 16        | 7         | 27         |
| 2.           | Arunachal Pradesh                          | 1         | 45        | 0          |
| 3.           | Assam                                      | 7         | 12        | 27         |
| 4.           | Bihar                                      | 16        | 1         | 27         |
| 5.           | Chhattisgarh                               | 12        | 32        | 6          |
| 6.           | Goa  | 2         | 12        | 18         |
| 7.           | Gujarat                                    | 7         | 15        | 27         |
| 8.           | Haryana                                    | 19        | 0         | 27         |
| 9.           | Himachal Pradesh                           | 25        | 4         | 20         |
| 10.          | Jammu & Kashmir / Ladakh                   | 8         | 11        | 27         |
| 11.          | Jharkhand                                  | 12        | 26        | 12         |
| 12.          | Karnataka                                  | 16        | 7         | 27         |
| 13.          | Kerala                                     | 10        | 1         | 27         |
| 14.          | Madhya Pradesh                             | 15        | 20        | 15         |
| 15.          | Maharashtra                                | 10        | 9         | 27         |
| 16.          | Manipur                                    | 3         | 34        | 13         |
| 17.          | Meghalaya                                  | 1         | 44        | 5          |
| 18.          | Mizoram                                    | 0         | 45        | 5          |
| 19.          | Nagaland                                   | 0         | 45        | 0          |
| 20.          | Odisha                                     | 16        | 22        | 12         |



| <b>SI No</b> | <b>Name of the State / Union Territory</b> | <b>SC</b> | <b>ST</b> | <b>OBC</b> |
|--------------|--|-----------|-----------|------------|
| 21.          | Punjab                                     | 29        | 0         | 21         |
| 22.          | Rajasthan                                  | 17        | 13        | 20         |
| 23.          | Sikkim                                     | 5         | 21        | 24         |
| 24.          | Tamil Nadu                                 | 19        | 1         | 27         |
| 25.          | Tripura                                    | 17        | 31        | 2          |
| 26.          | Uttarkhand                                 | 18        | 3         | 13         |
| 27.          | Uttar Pradesh                              | 21        | 1         | 27         |
| 28.          | West Bengal                                | 23        | 5         | 22         |
| 29.          | Andaman & Nicobar Islands                  | 0         | 8         | 27         |
| 30.          | Chandigarh                                 | 18        | 0         | 27         |
| 31.          | Dadra & Nagar Haveli                       | 2         | 43        | 5          |
| 32.          | Daman & Diu                                | 3         | 9         | 27         |
| 33.          | Delhi                                      | 15        | 7.5       | 27         |
| 34.          | Lakshadweep                                | 0         | 45        | 0          |
| 35.          | Pondicherry                                | 16        | 0         | 27         |

**CRITERIA FOR DETERMINING THE CREAMY LAYER STATUS AMONGST  
OBCs**

| Category  | Description of Category  | To whom rule of exclusion will apply   |
|-----------|--|--|
| 1.        | 2.   | 3.   |
| <b>I.</b> | <b>CONSTITUTIONAL POSTS</b>  | <p>Son(s) and daughter (s) of</p> <p>(a) President of India.</p> <p>(b) Vice President of India.</p> <p>(c) Judges of the Supreme Court and of the High Courts.</p> <p>(d) Chairman &amp; Members of UPSC and of the State Public Service Commission. Chief Election Commissioner; Comptroller &amp; Auditor General of India.</p> <p>(e) Person holding Constitutional positions of like nature.</p>  |
| <b>II</b> | <b>SERVICE CATEGORY</b><br><br>A. Group A / Class I Officers of the All India Central and State Services (Direct Recruits) | <p>Sons(s) and daughter(s) of</p> <p>(a) Parents, both of whom and Class I officers.</p> <p>(b) Parents, either of whom is a Class I officer.</p> <p>(c) Parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation.</p> <p>(d) Parents, either of whom is a Class I officers and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organization like UN, IMF, World Bank etc. for a period of not less than 5 years.</p> <p>(e) Parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.</p> |

| Category | Description of Category   | To whom rule of exclusion will apply  |
|----------|---|---|
| 1.       | 2.  | 3.  |
|          |   | <p>Provided that the rule of exclusion shall not apply in the following cases.</p> <p>(a) Sons and daughters of parents either of whom or both of whom are Class I officers and such parent(s) dies/die or suffer permanent incapacitation.</p> <p>(b) A lady belonging to OBC category has got married to a Class I officer, and may herself like to apply for a job.</p>  |
|          | B. Group B / Class II officers of the Central & State Services (Direct Recruitment) | <p>Son(s) and daughter of</p> <p>(a) Parents both of whom are Class II officers.</p> <p>(b) Parents of whom only the husband is a Class II officers and he gets into Class I at the age of 40 or earlier.</p> <p>(c) Parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation.</p> <p>(d) Parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officers and the wife dies; or suffers permanent incapacitation and</p> <p>(e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies for suffers permanent incapacitation.</p> <p>Provided that the rule of exclusion shall not apply in the following cases:</p> <p>Sons and daughters of</p> <p>a) Parents both of whom are Class II officers and one of them dies for suffers permanent incapacitation</p> |

| Category   | Description of Category  | To whom rule of exclusion will apply   |
|------------|--|--|
| 1.         | 2.   | 3.   |
|            |  | (b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.   |
|            | C. Employees in Public Sector Undertakings etc.  | The criteria enumerated in A & B above in this category will apply mutatis mutandis to Officers holding equivalent or comparable Posts in PSUs, Banks, Insurance Organizations, Universities etc., and also to equivalent or comparable posts and positions under Private Employment pending the evaluation of the Posts on equivalent or comparable basis in these Institutions, the criteria specified in Category VI below will apply to the Officers in these Institutions.  |
| <b>III</b> | <b>ARMED FORCES INCLUDING PARAMILITARY FORCES</b><br>(Person holding civil posts are not included) | <p>Son(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces.</p> <p>Provided that:-</p> <p>(i) If the wife of an Armed Forces Officers is herself in the Armed Forces (i.e. the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;</p> <p>(ii) The service ranks below Colonel of husband and wife shall not be clubbed together.</p> <p>(iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No II in which case the criteria and conditions enumerated therein will apply to her independently.</p> |

| Category  | Description of Category  | To whom rule of exclusion will apply   |
|-----------|--|--|
| 1.        | 2.   | 3.   |
| <b>IV</b> | <p><b>PROFESSIONAL CLASS AND THOSE ENGAGED TRADE AND INDUSTRY</b></p> <p>(i) Persons, engaged in profession as a doctor, lawyer, chartered accountant, Income Tax consultant, financial or management consultant, dental surgeon, engineer, architect, computer specialist, film artists and other film professional author, playwright, sports person, sports professional, media professional or any other vocation of like status.</p> <p>(ii) Persons engaged in trade, business and industry.</p> | <p>Criteria specified against category VI will apply.</p> <p>Criteria specified against Category VI will apply.<br/>Explanation:</p> <p>(i) Where the husband is in some profession and the wife is in Class II or lower grade employment, the income / wealth test will apply only on the basis of the husband's income.</p> <p>(ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.</p> |
| <b>V</b>  | <p><b>PROPERTY OWNERS</b></p> <p>A. Agricultural holdings</p>  | <p>Son(s) and daughter of persons belonging to a family (father mother and minor children) which owns</p> <p>(a) Only irrigated land which is equal to or more than 85% of the statutory area, or</p> <p>(b) Both irrigated and unirrigated land as follows-</p>   |

| Category<br>1. | Description of Category<br>2.  | To whom rule of exclusion will apply<br>3.   |
|----------------|--|--|
|                |  | <p>(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre-condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated and is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.</p> <p>(ii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.</p> |
|                | <p>B. Plantations</p> <p>(i) Coffee, tea, rubber, etc.</p> <p>(ii) Mango, citrus, apple plantations etc.</p> | <p>Criteria of income wealth specified in Category VI below will apply.</p> <p>Deemed as agricultural holding and hence criteria at A above under this category will apply.</p>  |
|                | C. Vacant land and or buildings in urban areas or urban agglomerations                                       | <p>Criteria specified in category VI below will apply.</p> <p><b>Explanation:</b> Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.</p>   |

| Category | Description of Category | To whom rule of exclusion will apply   |
|----------|-------------------------|--|
| 1.       | 2.                      | 3.   |
| VI       | INCOME / WEALTH TEST    | <p>Son(s) and daughter(s) of</p> <p>(a) Persons having gross annual income of Rs. 8 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.</p> <p>(b) Persons in Categories I,II,III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income wealth criteria mentioned in (a) above.</p> <p>Explanations:</p> <p>(i) Income from salaries or agricultural land shall not be clubbed.</p> <p>(ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situations, however so demands, the interregnum may be less.</p> |

**Explanation:** wherever the expression “permanent incapacitation” occurs in this statement, it shall mean incapacitation which results in putting an officer out of service.

**Note 1:** Sons and daughters of:

- (a) Parents either of whom or both of whom are directly recruited Class I / Group A officers and such parent (s) dies/die or suffers/suffer permanent incapacitation while in service.
- (b) Parents both of whom are directly recruited Class II / Group B officers and one of them dies or suffers permanent incapacitation while in service; and
- (c) Parents both of whom are directly recruited Class II / Group B officers and both of them die or suffer permanent incapacitation while in service, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World

Bank , etc., for a period of not less than 5 years before their death or permanent incapacitation shall not be treated to be falling in creamy layer. But if the parent(s) dies/die or suffers/suffer permanent incapacitation in such cases after retirement from service, his/their sons and daughters would be treated to be falling in creamy layer and would not get the benefit of reservation.

**Note 2:** Sons and daughters of parents who are included in the creamy Layer on the basis of service status of their parents shall continue to be treated in creamy layer even if their parents have retired or have died after retirement.

**Note 3:** Sons and daughters of parents of whom only the husband is a directly recruited Class II/ Group B officer who gets into Class I/ Group A at the age of 40 or earlier are treated to be in creamy layer. If the father is directly recruited Class III/ Group C or Class IV/ Group D employee and he gets into Class I/ A at the age of 40 or earlier, his sons and daughters shall not be treated to be falling in creamy layer.

**Note 4:** The creamy layer status of a candidate is determined on the basis of the status of his parents and not on the basis of his own status or income or on the basis of status or income of his/her spouse. Therefore, while determining the creamy layer status of a person the status or the income of the candidate himself or of his/her spouse shall not be taken into account.

**Note 5:** The creamy layer status of sons and daughters of persons Employed in organizations where equivalence or comparability of posts vis-a-vis posts in Government has not been evaluated is determined as follows:

“Income of the parents from the salaries and from the other sources [other than salaries and agricultural land] is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources [other than salaries and agricultural land] exceed the limit of Rs. 8 lakh per annum for a period of three consecutive years, the sons and daughters of such person shall be treated to fall in creamy layer. But the sons and daughters of parents whose income from salaries is less than Rs. 8 lakh per annum will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs.8 lakh per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the test.”

**Note 6:** While applying the Incomes / Wealth Test to determine creamy status of any candidate as given in Category-VI, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs.8 lakh per annum, income from



agricultural land is more than Rs.8 lakh per annum, but income from sources other than salaries and agriculture is less than Rs.8 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income Wealth Test provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

Reference:

HAL/HR/31(1)/2017 Dated 7-12-2017

**Note 7:** All the Posts in Executive Cadre will be considered as 'Creamy Layer' under OBC Category, subject to the provision that those Executives whose annual income is more than Rs. 8 lakh.

**Annexure – IIIA**

**RESERVATION REGISTER**

Name of the Post :

Method of Recruitment : DR/ Promotion by selection/ Promotion by  
Non-selection/ Promotion by Limited  
Departmental Examination

Number of posts in the cadre:  
(Cadre strength)

Percentage of Reservation Prescribed : SCs\_\_\_\_; STs \_\_\_\_; OBCs\_\_\_\_; EWSs\_\_\_\_

| Sl. No. | Name | Date of Appointment | Whether belongs to SC/ST/OBC/ EWS / General | Filled as UR or as reserved for SC/ST/OBC/EWS | Signature of appointing authority or other authorised Officer | Remarks |
|---------|------|---------------------|---|---|---|---------|
| (1)     | (2)  | (3)                 | (4)   | (5)   | (6)   | (7)     |
|         |      |                     |   |   |   |         |

**RESERVATION ROSTER REGISTER**

Name of the Post :

Method of Recruitment : DR/ Promotion by selection/ Promotion by  
Non-selection/ Promotion by Limited  
Departmental Examination

Number of posts in the cadre :  
(Cadre strength)

Percentage of Reservation Prescribed : SCs\_\_\_\_; STs \_\_\_\_; OBCs\_\_\_\_; EWSs\_\_\_\_

| <b>Cycle<br/>No. /<br/>point<br/>No.</b> | <b>UR or<br/>reserved for<br/>SCs / STs/<br/>OBCs/<br/>EWSs</b> | <b>Name</b> | <b>Date of<br/>Appoint<br/>ment</b> | <b>Whether<br/>SC/ST/OBC/<br/>General/<br/>EWSs</b> | <b>Filled as<br/>UR or as<br/>reserved for<br/>SCs/ STs /<br/>OBCs/EWSs</b> | <b>Signature<br/>of<br/>appointing<br/>authority<br/>or other<br/>authorised<br/>Officer</b> |
|--|---|-------------|-------------------------------------|---|---|--|
| <b>(1)</b>                               | <b>(2)</b>  | <b>(3)</b>  | <b>(4)</b>                          | <b>(5)</b>  | <b>(6)</b>  | <b>(7)</b>   |
|  |   |             |                                     |   |   |  |

**Annexure-IV****PROPOSAL FOR DE-RESERVATION OF VACANCIES RESERVED FOR SCHEDULED CASTES AND SCHEDULED TRIBES IN POSTS FILLED BY PROMOTION**

|  |  |
|--|--|
| 1.Name of the Office Organization to which the post (s) relate   |  |
| 2.Particulars of the post in which vacancies are proposed to be de-reserved<br>(a) Name of the post<br>(b) Group (Class)<br>(c) Scale of Pay   |  |
| 3. Information about posts in the promotion quota<br><br>(a) Mode of promotion viz by Selection or Non-Selection or by Departmental Examination etc.<br><br>(b) No. of posts already filled by the given mode of promotion<br><br>(c) Number of backlog reserved vacancies in respect of the given mode of promotion<br><br>(d) Number of current vacancies to be filled by the given mode of promotion.<br><br>(e) Total number of vacancies to filled (current vacancies + backlog vacancies) by the given mode of promotion<br><br>(f) Total number of posts in the given mode of promotion (b+e) | SCs.....STs.....<br>Total.....                                   |
| 4. No. of posts already held by the candidates appointed by reservation in the cadre   | SCs.....STs.....   |
| 5. If cadre strength is less than 14 and reservation is given by rotation. cycle no. and point no. of the roster on which the vacancy falls.   | Cycle No.....<br>Point No.....                                   |
| 6. Number of vacancies earmarked reserved<br><br>(a) Out of the current vacancies<br><br>(b) Backlog reserved vacancies<br><br>(c) Total reserved vacancies (a+b)  | SCs.....STs.....<br><br>SCs.....STs.....<br><br>SCs.....STs..... |

|   |   |
|---|---|
| 7. Number of vacancies proposed to be de-reserved   | SCs.....STs.....  |
| <p>8. <u>If promotion is by non-selection</u></p> <p>(a) Whether the SC/ST candidates who are eligible for promotion including those holding lower positions in the general seniority list were considered for promotion</p> <p>b) Total number of SC/ST candidates in the feeder grade</p> <p>c) No. of eligible SC/ST candidates in the feeder grade</p> <p>d) Number of SC/ST candidates considered fit for promotion</p> <p>e) Number of SC/ST candidates considered not fit for promotion</p> <p>f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date, on which the senior most SC/ST candidate in the grade will become eligible for promotion.</p> | <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> |
| <p>9. <u>If promotion is by selection</u></p> <p>a) Size of the normal zone of consideration</p> <p>b) Size of the extended zone of consideration for SCs/STs (5 times the total number of vacancies)</p> <p>c) Number of eligible SC/ST candidates in the extended zone of the consideration</p> <p>d) Number of SC/ST candidates found fit for promotion</p> <p>e) Number of SC/ST candidates considered not fit for promotion</p> <p>f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date on which the senior-most SC/ST candidate will become eligible for promotion and his place in the seniority list.</p>   | <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p> <p>SCs.....STs.....</p>   |
| 10. If promotion is through Departmental Qualifying or Departmental Competitive Examination, the number of SC/ST candidates who qualified the examination.  | SCs.....STs.....  |

|  |  |
|--|--|
| 11 Whether other category candidates are available in the Select List for appointment to the vacancies sought to be de-reserved  |  |
| 12. (a) Whether SC/ST candidates considered unfit had any adverse entries in their C.R.s considered by the DPC<br><br>(b) If yes, whether such adverse entries were communicated in time to the SC/ST officer(s) concerned<br><br>(c) Whether the case of the eligible SC/ST candidates not found fit for promotion were submitted/reported to the Minister / Minister of State / Deputy Minister / Secretary / Head of the Department, as the case may be |  |
| 13. Where interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the Selection Committee other than the day / sitting on / in which general candidates were interviewed.  |  |
| 14. (a) If ex-post-facto approval is sought to the de-reservation of vacancies, the reasons why proposal for prior de-reservation was not made, and what steps have been taken to prevent its recurrence.  |  |
| (b) The level at which it was decided to fill the reserved vacancies by other category candidate (s) without prior de-reservation.   |  |

It is certified

- (1) that the proposal for de-reservation is agreed to at the level of Joint Secretary to the Government of India in the administrative Ministry / Department.
- (2) that the proposal has been seen and concurred in by the Liaison Officer of the Ministry / Department.
- (3) that copies of this proposal are simultaneously being sent to the National Commission for Scheduled Castes / National Commission for Scheduled Tribes and the Department of Personnel & Training.

Signature.....  
Name of the Signing Officer.....  
Designation.....  
Telephone No. ....  
No. ....  
Date: .....

**FORMAT OF SCHEDULED CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter \_\_\_\_\_ of \_\_\_\_\_ of  
village/town/\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the  
State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribes\* which  
is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

@The Constitution (Scheduled Castes) order, 1950

@The Constitution (Scheduled Tribes) order, 1950

@The Constitution (Scheduled Castes) Union Territories order, 1951

@The Constitution (Scheduled Tribes) Union Territories Order, 1951

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification) order, 1956; the Bombay Reorganization Act, 1960, & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation Act, 1987)}

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

@The Constitution (Pondicherry) Scheduled Castes Order, 1964

@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@The Constitution (Sikkim) Scheduled Tribes Order, 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@The Constitution (SC) Orders (Amendment) Act, 1990

@The Constitution (ST) Orders (Amendment) Act, 1991

@The Constitution (ST) Orders (Second Amendment) Act, 1991

@The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act 2002.

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the Caste of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State / Union Territory Administration to another.

This Certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/Mother of Shri /Shrimathi/Kumari \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State /Union Territory \* \_\_\_\_\_ who belongs to the Caste/Tribe\* which is recognized as Scheduled Caste/ Scheduled Tribe in the State/Union Territory \* of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_

%3. Shri/Shrimati\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family) ordinarily reside(s) in the village/ town \* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office)  
State/Union Territory\*

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

**Note:** The term "Ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



**FORMAT OF OTHER BACKWARD CLASSES (OBC) CERTIFICATE**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of Village/Town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. \*. Shri/ Smt. / Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/ Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT) dated 8.9.1993\*\*.

Dated: \_\_\_\_\_ District Magistrate / Deputy Commissioner etc.

Seal: \_\_\_\_\_

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\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC

\*\* As amended from time to time.

**Note:** The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Annexure – VII**

**CERTIFICATE OF VERIFICATION FOR SC/ST/OBCs**

Certified that Shri/ Smt/ Miss. \_\_\_\_\_ P.B.No.

\_\_\_\_\_ is in the employment of HAL since \_\_\_\_\_.

His/Her place of residence is \_\_\_\_\_ in the State/ Union Territory of \_\_\_\_\_.

He/ She belongs to the Sub-Caste \_\_\_\_\_, which is a recognized Scheduled Caste/

Scheduled Tribe / Other Backward Classes in the State/ Union Territory of \_\_\_\_\_.

The Caste Certificate produced by him / her \_\_\_\_\_ in support of his/her claim is at

page/Encl. No. \_\_\_\_\_ of the Personal File. The Certificate is in the prescribed proforma and is issued by \_\_\_\_\_ who is one of

the Competent Authorities empowered to issue the caste Certificate.

SIGNATURE:  
DESIGNATION:

Date:

(Note: The Report of verification of caste status received from \_\_\_\_\_ is at page/Encl: \_\_\_\_\_)

## **Annexure-VIII**

Government of .....  
(Name & Address of the authority issuing the certificate)

### **INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets \*\*\*.

- I 5 acres of agricultural land and above.
- II Residential flat of 1000 sq. ft. and above.
- III Residential plot of 100 sq. yards and above in notified municipalities.
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent  
Passport size  
attested  
photograph of  
the applicant

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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\* **Note 1:** Income covered all sources i.e., salary, agriculture, business, profession etc.

\*\***Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and sibling below the age 18 years as also his/her spouse and children below the age of 18 years.

\*\*\***Note 3:** The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determinate EWS status.

## Annexure-IXA

### MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

| Sl.No<br>of Post | Share of Entitlement |           |           |           | Category for which the<br>posts should be<br>earmarked |
|------------------|----------------------|-----------|-----------|-----------|--|
|                  | SC @ 15%             | ST @ 7.5% | OBC @ 27% | EWS @ 10% |  |
| 1                | 0.15                 | 0.08      | 0.27      | 0.10      | UR   |
| 2                | 0.30                 | 0.15      | 0.54      | 0.20      | UR   |
| 3                | 0.45                 | 0.23      | 0.81      | 0.30      | UR   |
| 4                | 0.60                 | 0.30      | 1.08      | 0.40      | OBC-1  |
| 5                | 0.75                 | 0.38      | 1.35      | 0.50      | UR   |
| 6                | 0.90                 | 0.45      | 1.62      | 0.60      | UR   |
| 7                | 1.05                 | 0.53      | 1.89      | 0.70      | SC-1   |
| 8                | 1.20                 | 0.60      | 2.16      | 0.80      | OBC-2  |
| 9                | 1.35                 | 0.68      | 2.43      | 0.90      | UR   |
| 10               | 1.50                 | 0.75      | 2.70      | 1.00      | EWS-1  |
| 11               | 1.65                 | 0.83      | 2.97      | 1.10      | UR   |
| 12               | 1.80                 | 0.90      | 3.24      | 1.20      | OBC-3  |
| 13               | 1.95                 | 0.98      | 3.51      | 1.30      | UR   |
| 14               | 2.10                 | 1.05      | 3.78      | 1.40      | ST-1   |
| 15               | 2.25                 | 1.13      | 4.05      | 1.50      | SC-2   |
| 16               | 2.40                 | 1.20      | 4.32      | 1.60      | OBC-4  |
| 17               | 2.55                 | 1.28      | 4.59      | 1.70      | UR   |
| 18               | 2.70                 | 1.35      | 4.86      | 1.80      | UR   |
| 19               | 2.85                 | 1.43      | 5.13      | 1.90      | OBC-5  |
| 20               | 3.00                 | 1.50      | 5.40      | 2.00      | SC-3   |
| 21               | 3.15                 | 1.58      | 5.67      | 2.10      | EWS-2  |
| 22               | 3.30                 | 1.65      | 5.94      | 2.20      | UR   |
| 23               | 3.45                 | 1.73      | 6.21      | 2.30      | OBC-6  |
| 24               | 3.60                 | 1.80      | 6.48      | 2.40      | UR   |
| 25               | 3.75                 | 1.88      | 6.75      | 2.50      | UR   |
| 26               | 3.90                 | 1.95      | 7.02      | 2.60      | OBC-7  |
| 27               | 4.05                 | 2.03      | 7.29      | 2.70      | SC-4   |
| 28               | 4.20                 | 2.10      | 7.56      | 2.80      | ST-2   |
| 29               | 4.35                 | 2.18      | 7.83      | 2.90      | UR   |
| 30               | 4.50                 | 2.25      | 8.10      | 3.00      | OBC-8  |
| 31               | 4.65                 | 2.33      | 8.37      | 3.10      | EWS-3  |
| 32               | 4.80                 | 2.40      | 8.64      | 3.20      | UR   |
| 33               | 4.95                 | 2.48      | 8.91      | 3.30      | UR   |
| 34               | 5.10                 | 2.55      | 9.18      | 3.40      | OBC-9  |
| 35               | 5.25                 | 2.63      | 9.45      | 3.50      | SC-5   |
| 36               | 5.40                 | 2.70      | 9.72      | 3.60      | UR   |
| 37               | 5.55                 | 2.78      | 9.99      | 3.70      | UR   |
| 38               | 5.70                 | 2.85      | 10.26     | 3.80      | OBC-10   |
| 39               | 5.85                 | 2.93      | 10.53     | 3.90      | UR   |
| 40               | 6.00                 | 3.00      | 10.80     | 4.00      | ST-3   |
| 41               | 6.15                 | 3.08      | 11.07     | 4.10      | SC-6   |
| 42               | 6.30                 | 3.15      | 11.34     | 4.20      | OBC-11   |
| 43               | 6.45                 | 3.23      | 11.61     | 4.30      | EWS-4  |
| 44               | 6.60                 | 3.30      | 11.88     | 4.40      | UR   |
| 45               | 6.75                 | 3.38      | 12.15     | 4.50      | OBC-12   |
| 46               | 6.90                 | 3.45      | 12.42     | 4.60      | UR   |
| 47               | 7.05                 | 3.53      | 12.69     | 4.70      | SC-7   |
| 48               | 7.20                 | 3.60      | 12.96     | 4.80      | UR   |
| 49               | 7.35                 | 3.68      | 13.23     | 4.90      | OBC-13   |
| 50               | 7.50                 | 3.75      | 13.50     | 5.00      | EWS-5  |
| 51               | 7.65                 | 3.83      | 13.77     | 5.10      | UR   |
| 52               | 7.80                 | 3.90      | 14.04     | 5.20      | OBC-14   |
| 53               | 7.95                 | 3.98      | 14.31     | 5.30      | UR   |
| 54               | 8.10                 | 4.05      | 14.58     | 5.40      | SC-8   |
| 55               | 8.25                 | 4.13      | 14.85     | 5.50      | ST-4   |
| 56               | 8.40                 | 4.20      | 15.12     | 5.60      | OBC-15   |
| 57               | 8.55                 | 4.28      | 15.39     | 5.70      | UR   |
| 58               | 8.70                 | 4.35      | 15.66     | 5.80      | UR   |
| 59               | 8.85                 | 4.43      | 15.93     | 5.90      | UR   |
| 60               | 9.00                 | 4.50      | 16.20     | 6.00      | OBC-16   |
| 61               | 9.15                 | 4.58      | 16.47     | 6.10      | SC-9   |
| 62               | 9.30                 | 4.65      | 16.74     | 6.20      | EWS-6  |
| 63               | 9.45                 | 4.73      | 17.01     | 6.30      | OBC-17   |
| 64               | 9.60                 | 4.80      | 17.28     | 6.40      | UR   |
| 65               | 9.75                 | 4.88      | 17.55     | 6.50      | UR   |

| Sl.No<br>of Post | Share of Entitlement |           |           |              | Category for which the<br>posts should be<br>earmarked |
|------------------|----------------------|-----------|-----------|--------------|--|
|                  | SC @ 15%             | ST @ 7.5% | OBC @ 27% | EWS @<br>10% |  |
| 66               | 9.90                 | 4.95      | 17.82     | 6.60         | UR   |
| 67               | 10.05                | 5.03      | 18.09     | 6.70         | OBC-18   |
| 68               | 10.20                | 5.10      | 18.36     | 6.80         | SC-10  |
| 69               | 10.35                | 5.18      | 18.63     | 6.90         | ST-5   |
| 70               | 10.50                | 5.25      | 18.90     | 7.00         | EWS-7  |
| 71               | 10.65                | 5.33      | 19.17     | 7.10         | OBC-19   |
| 72               | 10.80                | 5.40      | 19.44     | 7.20         | UR   |
| 73               | 10.95                | 5.48      | 19.71     | 7.30         | UR   |
| 74               | 11.10                | 5.55      | 19.98     | 7.40         | SC-11  |
| 75               | 11.25                | 5.63      | 20.25     | 7.50         | OBC-20   |
| 76               | 11.40                | 5.70      | 20.52     | 7.60         | UR   |
| 77               | 11.55                | 5.78      | 20.79     | 7.70         | UR   |
| 78               | 11.70                | 5.85      | 21.06     | 7.80         | OBC-21   |
| 79               | 11.85                | 5.93      | 21.33     | 7.90         | UR   |
| 80               | 12.00                | 6.00      | 21.60     | 8.00         | ST-6   |
| 81               | 12.15                | 6.08      | 21.87     | 8.10         | SC-12  |
| 82               | 12.30                | 6.15      | 22.14     | 8.20         | OBC-22   |
| 83               | 12.45                | 6.23      | 22.41     | 8.30         | EWS-8  |
| 84               | 12.60                | 6.30      | 22.68     | 8.40         | UR   |
| 85               | 12.75                | 6.38      | 22.95     | 8.50         | UR   |
| 86               | 12.90                | 6.45      | 23.22     | 8.60         | OBC-23   |
| 87               | 13.05                | 6.53      | 23.49     | 8.70         | SC-13  |
| 88               | 13.20                | 6.60      | 23.76     | 8.80         | UR   |
| 89               | 13.35                | 6.68      | 24.03     | 8.90         | OBC-24   |
| 90               | 13.50                | 6.75      | 24.30     | 9.00         | EWS-9  |
| 91               | 13.65                | 6.83      | 24.57     | 9.10         | UR   |
| 92               | 13.80                | 6.90      | 24.84     | 9.20         | UR   |
| 93               | 13.95                | 6.98      | 25.11     | 9.30         | OBC-25   |
| 94               | 14.10                | 7.05      | 25.38     | 9.40         | SC-14  |
| 95               | 14.25                | 7.13      | 25.65     | 9.50         | ST-7   |
| 96               | 14.40                | 7.20      | 25.92     | 9.60         | UR   |
| 97               | 14.55                | 7.28      | 26.19     | 9.70         | OBC-26   |
| 98               | 14.70                | 7.35      | 26.46     | 9.80         | EWS-10   |
| 99               | 14.85                | 7.43      | 26.73     | 9.90         | SC-15  |
| 100              | 15.00                | 7.50      | 27.00     | 10.00        | OBC-27   |
| 101              | 15.15                | 7.58      | 27.27     | 10.10        | UR   |
| 102              | 15.30                | 7.65      | 27.54     | 10.20        | UR   |
| 103              | 15.45                | 7.73      | 27.81     | 10.30        | UR   |
| 104              | 15.60                | 7.80      | 28.08     | 10.40        | OBC-28   |
| 105              | 15.75                | 7.88      | 28.35     | 10.50        | UR   |
| 106              | 15.90                | 7.95      | 28.62     | 10.60        | UR   |
| 107              | 16.05                | 8.03      | 28.89     | 10.70        | SC-16  |
| 108              | 16.20                | 8.10      | 29.16     | 10.80        | ST-8   |
| 109              | 16.35                | 8.18      | 29.43     | 10.90        | OBC-29   |
| 110              | 16.50                | 8.25      | 29.70     | 11.00        | EWS-11   |
| 111              | 16.65                | 8.33      | 29.97     | 11.10        | UR   |
| 112              | 16.80                | 8.41      | 30.24     | 11.20        | OBC-30   |
| 113              | 16.95                | 8.48      | 30.51     | 11.30        | UR   |
| 114              | 17.10                | 8.55      | 30.78     | 11.40        | SC-17  |
| 115              | 17.25                | 8.63      | 31.05     | 11.50        | OBC-31   |
| 116              | 17.40                | 8.70      | 31.32     | 11.60        | UR   |
| 117              | 17.55                | 8.78      | 31.59     | 11.70        | UR   |
| 118              | 17.70                | 8.85      | 31.86     | 11.80        | UR   |
| 119              | 17.85                | 8.93      | 32.13     | 11.90        | OBC-32   |
| 120              | 18.00                | 9.00      | 32.40     | 12.00        | ST-9   |
| 121              | 18.15                | 9.08      | 32.67     | 12.10        | SC-18  |
| 122              | 18.30                | 9.15      | 32.94     | 12.20        | EWS-12   |
| 123              | 18.45                | 9.23      | 33.21     | 12.30        | OBC-33   |
| 124              | 18.60                | 9.30      | 33.48     | 12.40        | UR   |
| 125              | 18.75                | 9.38      | 33.75     | 12.50        | UR   |
| 126              | 18.90                | 9.45      | 34.02     | 12.60        | OBC-34   |
| 127              | 19.05                | 9.53      | 34.29     | 12.70        | SC-19  |
| 128              | 19.20                | 9.60      | 34.56     | 12.80        | UR   |
| 129              | 19.35                | 9.68      | 34.83     | 12.90        | UR   |
| 130              | 19.50                | 9.75      | 35.10     | 13.00        | OBC-35   |
| 131              | 19.65                | 9.83      | 35.37     | 13.10        | EWS-13   |
| 132              | 19.80                | 9.90      | 35.64     | 13.20        | UR   |
| 133              | 19.95                | 9.98      | 35.91     | 13.30        | UR   |
| 134              | 20.10                | 10.05     | 36.18     | 13.40        | OBC-36   |
| 135              | 20.25                | 10.13     | 36.45     | 13.50        | SC-20  |

| Sl.No<br>of Post | Share of Entitlement |           |           |              | Category for which the<br>posts should be<br>earmarked |
|------------------|----------------------|-----------|-----------|--------------|--|
|                  | SC @ 15%             | ST @ 7.5% | OBC @ 27% | EWS @<br>10% |  |
| 136              | 20.40                | 10.20     | 36.72     | 13.60        | ST-10  |
| 137              | 20.55                | 10.28     | 36.99     | 13.70        | UR   |
| 138              | 20.70                | 10.35     | 37.26     | 13.80        | OBC-37   |
| 139              | 20.85                | 10.43     | 37.53     | 13.90        | UR   |
| 140              | 21.00                | 10.50     | 37.80     | 14.00        | SC-21  |
| 141              | 21.15                | 10.58     | 38.07     | 14.10        | OBC-38   |
| 142              | 21.30                | 10.65     | 38.34     | 14.20        | EWS-14   |
| 143              | 21.45                | 10.73     | 38.51     | 14.30        | UR   |
| 144              | 21.60                | 10.80     | 38.88     | 14.40        | UR   |
| 145              | 21.75                | 10.88     | 39.15     | 14.50        | OBC-39   |
| 146              | 21.90                | 10.95     | 39.42     | 14.60        | UR   |
| 147              | 22.05                | 11.03     | 39.69     | 14.70        | SC-22  |
| 148              | 22.20                | 11.10     | 39.96     | 14.80        | ST-11  |
| 149              | 22.35                | 11.18     | 40.23     | 14.90        | OBC-40   |
| 150              | 22.50                | 11.25     | 40.50     | 15.00        | EWS-15   |
| 151              | 22.65                | 11.23     | 40.77     | 15.10        | UR   |
| 152              | 22.80                | 11.40     | 41.04     | 15.20        | OBC-41   |
| 153              | 22.95                | 11.48     | 41.31     | 15.30        | UR   |
| 154              | 23.10                | 11.55     | 41.58     | 15.40        | SC-23  |
| 155              | 23.25                | 11.63     | 41.85     | 15.50        | UR   |
| 156              | 23.40                | 11.70     | 42.12     | 15.60        | OBC-42   |
| 157              | 23.55                | 11.78     | 42.39     | 15.70        | UR   |
| 158              | 23.70                | 11.85     | 42.66     | 15.80        | UR   |
| 159              | 23.85                | 11.93     | 42.93     | 15.90        | UR   |
| 160              | 24.00                | 12.00     | 43.20     | 16.00        | ST-12  |
| 161              | 24.15                | 12.08     | 43.47     | 16.10        | OBC-43   |
| 162              | 24.30                | 12.15     | 43.74     | 16.20        | SC-24  |
| 163              | 24.45                | 12.23     | 44.01     | 16.30        | OBC-44   |
| 164              | 24.60                | 12.30     | 44.28     | 16.40        | EWS-16   |
| 165              | 24.75                | 12.38     | 44.55     | 16.50        | UR   |
| 166              | 24.90                | 12.45     | 44.82     | 16.60        | UR   |
| 167              | 25.05                | 12.53     | 45.09     | 16.70        | OBC-45   |
| 168              | 25.20                | 12.60     | 45.36     | 16.80        | SC-25  |
| 169              | 25.35                | 12.68     | 45.63     | 16.90        | UR   |
| 170              | 25.50                | 12.75     | 45.90     | 17.00        | EWS-17   |
| 171              | 25.65                | 12.83     | 46.17     | 17.10        | OBC-46   |
| 172              | 25.80                | 12.90     | 46.44     | 17.20        | UR   |
| 173              | 25.95                | 12.98     | 46.71     | 17.30        | UR   |
| 174              | 26.10                | 13.05     | 46.98     | 17.40        | SC-26  |
| 175              | 26.25                | 13.13     | 47.98     | 17.50        | ST-13  |
| 176              | 26.40                | 13.20     | 47.25     | 17.60        | OBC-47   |
| 177              | 26.55                | 13.28     | 47.52     | 17.70        | UR   |
| 178              | 26.70                | 13.35     | 47.79     | 17.80        | OBC-48   |
| 179              | 26.85                | 13.43     | 48.06     | 17.90        | UR   |
| 180              | 27.00                | 13.50     | 48.33     | 18.00        | SC-27  |
| 181              | 27.15                | 13.58     | 48.60     | 18.10        | EWS-18   |
| 182              | 27.30                | 13.65     | 48.87     | 18.20        | OBC-49   |
| 183              | 27.45                | 13.73     | 49.14     | 18.30        | UR   |
| 184              | 27.60                | 13.80     | 49.41     | 18.40        | UR   |
| 185              | 27.75                | 13.88     | 49.68     | 18.50        | UR   |
| 186              | 27.90                | 13.95     | 49.95     | 18.60        | OBC-50   |
| 187              | 28.05                | 14.03     | 50.22     | 18.70        | SC-28  |
| 188              | 28.20                | 14.10     | 50.49     | 18.80        | ST-14  |
| 189              | 28.35                | 14.18     | 50.76     | 18.90        | OBC-51   |
| 190              | 28.50                | 14.25     | 51.30     | 19.00        | EWS-19   |
| 191              | 28.65                | 14.33     | 51.57     | 19.10        | UR   |
| 192              | 28.80                | 14.40     | 51.84     | 19.20        | UR   |
| 193              | 28.95                | 14.48     | 52.11     | 19.30        | OBC-52   |
| 194              | 29.10                | 14.55     | 52.38     | 19.40        | SC-29  |
| 195              | 29.25                | 14.63     | 52.65     | 19.50        | UR   |
| 196              | 29.40                | 14.70     | 52.92     | 19.60        | EWS-20   |
| 197              | 29.55                | 14.78     | 53.19     | 19.70        | OBC-53   |
| 198              | 29.70                | 14.85     | 53.46     | 19.80        | ST-15  |
| 199              | 29.85                | 14.93     | 53.73     | 19.90        | SC-30  |
| 200              | 30.00                | 15.00     | 54.00     | 20.00        | OBC-54   |

**Annexure-IXB**

**MODEL ROSTER FOR CADRE STRENGTH UPTO 13 POSTS FOR DIRECT  
RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION**

| Cadre Strength | Initial Recruitment | Replacement No. |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
|----------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|
|                |                     | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> | 13 <sup>th</sup> |
| 1              | UR                  | UR              | UR              | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR               | OBC              | UR               | ST               |
| 2              | UR                  | UR              | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC              | UR               | ST               |                  |
| 3              | UR                  | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | UR               | ST               |                  |                  |
| 4              | OBC                 | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | UR              | ST               |                  |                  |                  |
| 5              | UR                  | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | UR              | ST              |                  |                  |                  |                  |
| 6              | UR                  | SC              | OBC             | UR              | EWS             | UR              | OBC             | UR              | ST              |                 |                  |                  |                  |                  |
| 7              | SC                  | OBC             | UR              | EWS             | UR              | OBC             | UR              | ST              |                 |                 |                  |                  |                  |                  |
| 8              | OBC                 | UR              | EWS             | UR              | OBC             | UR              | ST              |                 |                 |                 |                  |                  |                  |                  |
| 9              | UR                  | EWS             | UR              | OBC             | UR              | ST              |                 |                 |                 |                 |                  |                  |                  |                  |
| 10             | EWS                 | UR              | OBC             | UR              | ST              |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 11             | UR                  | OBC             | UR              | ST              |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 12             | OBC                 | UR              | ST              |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 13             | UR                  | ST              |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |

**Note 1 :** For Cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e., like “L”.

**Note 2 :** All the posts of a cadre are to be earmarked for the categories shown under column initial recruitment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

**Annexure-IXC****MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS OTHERWISE THAN BY OPEN COMPETITION**

| Sl.No of Post | Share of Entitlement |           |              |           | Category for which the posts should be earmarked |
|---------------|----------------------|-----------|--------------|-----------|--|
|               | SC @ 16.66%          | ST @ 7.5% | OBC @ 25.84% | EWS @ 10% |  |
| 1             | 0.166                | 0.075     | 0.258        | 0.100     | UR   |
| 2             | 0.332                | 0.150     | 0.516        | 0.200     | UR   |
| 3             | 0.498                | 0.225     | 0.774        | 0.300     | UR   |
| 4             | 0.664                | 0.300     | 1.032        | 0.400     | OBC-1  |
| 5             | 0.830                | 0.375     | 1.290        | 0.500     | UR   |
| 6             | 0.996                | 0.450     | 1.548        | 0.600     | UR   |
| 7             | 1.162                | 0.525     | 1.806        | 0.700     | SC-1   |
| 8             | 1.328                | 0.600     | 2.064        | 0.800     | OBC-2  |
| 9             | 1.494                | 0.675     | 2.322        | 0.900     | UR   |
| 10            | 1.660                | 0.750     | 2.580        | 1.000     | EWS-1  |
| 11            | 1.826                | 0.825     | 2.838        | 1.100     | UR   |
| 12            | 1.992                | 0.900     | 3.096        | 1.200     | OBC-3  |
| 13            | 2.158                | 0.975     | 3.354        | 1.300     | SC-2   |
| 14            | 2.324                | 1.050     | 3.612        | 1.400     | ST-1   |
| 15            | 2.490                | 1.125     | 3.870        | 1.500     | UR   |
| 16            | 2.656                | 1.200     | 4.128        | 1.600     | OBC-4  |
| 17            | 2.822                | 1.275     | 4.386        | 1.700     | UR   |
| 18            | 2.988                | 1.350     | 4.644        | 1.800     | UR   |
| 19            | 3.154                | 1.425     | 4.902        | 1.900     | SC-3   |
| 20            | 3.320                | 1.500     | 5.160        | 2.000     | OBC-5  |
| 21            | 3.486                | 1.575     | 5.418        | 2.100     | EWS-2  |
| 22            | 3.652                | 1.650     | 5.676        | 2.200     | UR   |
| 23            | 3.818                | 1.725     | 5.934        | 2.300     | UR   |
| 24            | 3.984                | 1.800     | 6.192        | 2.400     | OBC-06   |
| 25            | 4.150                | 1.875     | 6.450        | 2.500     | SC-4   |
| 26            | 4.316                | 1.950     | 6.708        | 2.600     | UR   |
| 27            | 4.482                | 2.025     | 6.966        | 2.700     | ST-2   |
| 28            | 4.648                | 2.100     | 7.224        | 2.800     | OBC-7  |
| 29            | 4.814                | 2.175     | 7.482        | 2.900     | UR   |
| 30            | 4.980                | 2.250     | 7.740        | 3.000     | EWS-3  |
| 31            | 5.146                | 2.325     | 7.998        | 3.100     | SC-5   |
| 32            | 5.312                | 2.400     | 8.256        | 3.200     | OBC-8  |
| 33            | 5.478                | 2.475     | 8.514        | 3.300     | UR   |
| 34            | 5.644                | 2.550     | 8.772        | 3.400     | UR   |
| 35            | 5.810                | 2.625     | 9.030        | 3.500     | OBC-9  |
| 36            | 5.976                | 2.700     | 9.288        | 3.600     | UR   |
| 37            | 6.142                | 2.775     | 9.546        | 3.700     | SC-6   |
| 38            | 6.308                | 2.850     | 9.804        | 3.800     | UR   |
| 39            | 6.474                | 2.925     | 10.062       | 3.900     | OBC-10   |
| 40            | 6.640                | 3.000     | 10.320       | 4.000     | ST-3   |
| 41            | 6.806                | 3.075     | 10.578       | 4.100     | EWS-4  |
| 42            | 6.972                | 3.150     | 10.836       | 4.200     | UR   |
| 43            | 7.138                | 3.225     | 11.094       | 4.300     | SC-7   |
| 44            | 7.304                | 3.300     | 11.352       | 4.400     | OBC-11   |
| 45            | 7.470                | 3.375     | 11.610       | 4.500     | UR   |
| 46            | 7.636                | 3.450     | 11.868       | 4.600     | UR   |
| 47            | 7.802                | 3.525     | 12.126       | 4.700     | OBC-12   |
| 48            | 7.968                | 3.600     | 12.384       | 4.800     | UR   |
| 49            | 8.134                | 3.675     | 12.642       | 4.900     | SC-8   |
| 50            | 8.300                | 3.750     | 12.900       | 5.000     | EWS-5  |
| 51            | 8.466                | 3.825     | 13.158       | 5.100     | OBC-13   |
| 52            | 8.632                | 3.900     | 13.416       | 5.200     | UR   |
| 53            | 8.798                | 3.975     | 13.674       | 5.300     | UR   |
| 54            | 8.964                | 4.050     | 13.932       | 5.400     | ST-4   |
| 55            | 9.130                | 4.125     | 14.190       | 5.500     | OBC-14   |
| 56            | 9.296                | 4.200     | 14.448       | 5.600     | SC-9   |
| 57            | 9.462                | 4.275     | 14.706       | 5.700     | UR   |
| 58            | 9.628                | 4.350     | 14.964       | 5.800     | UR   |
| 59            | 9.794                | 4.425     | 15.222       | 5.900     | OBC-15   |
| 60            | 9.960                | 4.500     | 15.480       | 6.000     | EWS-6  |
| 61            | 10.126               | 4.575     | 15.738       | 6.100     | SC-10  |
| 62            | 10.292               | 4.650     | 15.996       | 6.200     | UR   |
| 63            | 10.458               | 4.725     | 16.254       | 6.300     | OBC-16   |
| 64            | 10.624               | 4.800     | 16.512       | 6.400     | UR   |
| 65            | 10.790               | 4.875     | 16.770       | 6.500     | UR   |



| Sl.No<br>of<br>Post | Share of Entitlement |              |              |             | Category for which<br>the posts should be<br>earmarked |
|---------------------|----------------------|--------------|--------------|-------------|--|
|                     | SC @ 16.66%          | ST @<br>7.5% | ST @<br>7.5% | SC @ 16.66% |  |
| 66                  | 10.956               | 4.950        | 17.028       | 6.600       | OBC-17   |
| 67                  | 11.122               | 5.025        | 17.286       | 6.700       | SC-11  |
| 68                  | 11.288               | 5.100        | 17.544       | 6.800       | ST-5   |
| 69                  | 11.454               | 5.175        | 17.802       | 6.900       | UR   |
| 70                  | 11.620               | 5.250        | 18.060       | 7.000       | OBC-18   |
| 71                  | 11.786               | 5.325        | 18.318       | 7.100       | EWS-7  |
| 72                  | 11.952               | 5.400        | 18.576       | 7.200       | UR   |
| 73                  | 12.118               | 5.475        | 18.834       | 7.300       | SC-12  |
| 74                  | 12.284               | 5.550        | 19.092       | 7.400       | OBC-19   |
| 75                  | 12.450               | 5.625        | 19.350       | 7.500       | UR   |
| 76                  | 12.616               | 5.700        | 19.608       | 7.600       | UR   |
| 77                  | 12.782               | 5.775        | 19.866       | 7.700       | UR   |
| 78                  | 12.948               | 5.850        | 20.124       | 7.800       | OBC-20   |
| 79                  | 13.114               | 5.925        | 20.382       | 7.900       | SC-13  |
| 80                  | 13.280               | 6.000        | 20.640       | 8.000       | ST-6   |
| 81                  | 13.446               | 6.075        | 20.898       | 8.100       | EWS-8  |
| 82                  | 13.612               | 6.150        | 21.156       | 8.200       | OBC-21   |
| 83                  | 13.778               | 6.225        | 21.414       | 8.300       | UR   |
| 84                  | 13.944               | 6.300        | 21.672       | 8.400       | UR   |
| 85                  | 14.110               | 6.375        | 21.930       | 8.500       | SC-14  |
| 86                  | 14.276               | 6.450        | 22.188       | 8.600       | OBC-22   |
| 87                  | 14.442               | 6.525        | 22.446       | 8.700       | UR   |
| 88                  | 14.608               | 6.600        | 22.704       | 8.800       | UR   |
| 89                  | 14.774               | 6.675        | 22.962       | 8.900       | UR   |
| 90                  | 14.940               | 6.750        | 23.220       | 9.000       | OBC-23   |
| 91                  | 15.16                | 6.825        | 23.478       | 9.100       | SC-15  |
| 92                  | 15.272               | 6.900        | 23.736       | 9.200       | EWS-9  |
| 93                  | 15.438               | 6.975        | 23.994       | 9.300       | UR   |
| 94                  | 15.604               | 7.050        | 24.252       | 9.400       | OBC-24   |
| 95                  | 15.770               | 7.125        | 24.510       | 9.500       | ST-7   |
| 96                  | 15.936               | 7.200        | 24.768       | 9.600       | UR   |
| 97                  | 16.102               | 7.275        | 25.026       | 9.700       | SC-16  |
| 98                  | 16.268               | 7.350        | 25.284       | 9.800       | OBC-25   |
| 99                  | 16.434               | 7.425        | 25.542       | 9.900       | UR   |
| 100                 | 16.600               | 7.500        | 25.800       | 10.000      | EWS-10   |
| 101                 | 16.766               | 7.575        | 26.058       | 10.100      | OBC-26   |
| 102                 | 16.939               | 7.650        | 26.316       | 10.200      | UR   |
| 103                 | 17.098               | 7.725        | 26.574       | 10.300      | SC-17  |
| 104                 | 17.264               | 7.800        | 26.832       | 10.400      | UR   |
| 105                 | 17.430               | 7.875        | 27.090       | 10.500      | OBC-27   |
| 106                 | 17.596               | 7.950        | 27.348       | 10.600      | UR   |
| 107                 | 17.762               | 8.025        | 27.606       | 10.700      | ST-8   |
| 108                 | 17.928               | 8.100        | 27.864       | 10.800      | UR   |
| 109                 | 18.094               | 8.175        | 27.122       | 10.900      | OBC-28   |
| 110                 | 18.260               | 8.250        | 28.380       | 11.000      | SC-18  |
| 111                 | 18.426               | 8.325        | 28.638       | 11.100      | EWS-11   |
| 112                 | 18.592               | 8.400        | 28.896       | 11.200      | UR   |
| 113                 | 18.758               | 8.475        | 29.154       | 11.300      | OBC-29   |
| 114                 | 18.924               | 8.550        | 29.412       | 11.400      | UR   |
| 115                 | 19.090               | 8.625        | 29.670       | 11.500      | SC-19  |
| 116                 | 19.256               | 8.700        | 29.928       | 11.600      | EWS-12   |
| 117                 | 19.422               | 8.775        | 30.186       | 11.700      | OBC-30   |
| 118                 | 19.588               | 8.850        | 30.444       | 11.800      | ST-9   |
| 119                 | 19.754               | 8.925        | 30.702       | 11.900      | SC-20  |
| 120                 | 19.920               | 9.000        | 30.960       | 12.000      | OBC-31   |

**Annexure-IXD**

**MODEL ROSTER FOR CADRE STRENGTH UPTO 13 POSTS FOR DIRECT RECRUITMENT ON ALL INDIA-BASIS OTHERWISE THAN BY OPEN COMPETITION**

| Cadre Strength | Initial Recruitment | Replacement No. |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
|----------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|
|                |                     | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> | 5 <sup>th</sup> | 6 <sup>th</sup> | 7 <sup>th</sup> | 8 <sup>th</sup> | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> | 12 <sup>th</sup> | 13 <sup>th</sup> |
| 1              | UR                  | UR              | UR              | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR               | OBC              | SC               | ST               |
| 2              | UR                  | UR              | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC              | SC               | ST               |                  |
| 3              | UR                  | OBC             | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | SC               | ST               |                  |                  |
| 4              | OBC                 | UR              | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | SC              | ST               |                  |                  |                  |
| 5              | UR                  | UR              | SC              | OBC             | UR              | EWS             | UR              | OBC             | SC              | ST              |                  |                  |                  |                  |
| 6              | UR                  | SC              | OBC             | UR              | EWS             | UR              | OBC             | SC              | ST              |                 |                  |                  |                  |                  |
| 7              | SC                  | OBC             | UR              | EWS             | UR              | OBC             | SC              | ST              |                 |                 |                  |                  |                  |                  |
| 8              | OBC                 | UR              | EWS             | UR              | OBC             | SC              | ST              |                 |                 |                 |                  |                  |                  |                  |
| 9              | UR                  | EWS             | UR              | OBC             | SC              | ST              |                 |                 |                 |                 |                  |                  |                  |                  |
| 10             | EWS                 | UR              | OBC             | SC              | ST              |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 11             | UR                  | OBC             | SC              | ST              |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 12             | OBC                 | SC              | ST              |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |
| 13             | SC                  | ST              |                 |                 |                 |                 |                 |                 |                 |                 |                  |                  |                  |                  |

**Notes:**

1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like “L”.
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial recruitment. While Initial filling up will be by the earmarked category. The replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

**FORTNIGHTLY REPORT ON RESERVATION FOR ECONOMICALLY WEAKER SECTIONS**

Division / Office:

Period of the Report:

| Group   | Unfilled vacancies as on 1.2.19          |    |     |     |    |       |   |    |     |     |    |       | No. of vacancies filled up during the fortnight ending.....<br>[out of (3)] |    |     |     |    |       | Total vacancies filled up since 1.2.19 |    |     |     |    |       |
|---------|--|----|-----|-----|----|-------|---|----|-----|-----|----|-------|---|----|-----|-----|----|-------|--|----|-----|-----|----|-------|
|         | No. of vacancies sanctioned as on 1.2.19 |    |     |     |    |       | No. of vacancies advertised as on 1.2.19 [out of (2)] |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |
|         | SC                                       | ST | OBC | EWS | UR | Total | SC  | ST | OBC | EWS | UR | Total | SC  | ST | OBC | EWS | UR | Total | SC                                     | ST | OBC | EWS | UR | Total |
| (1)     | (2)                                      |    |     |     |    |       | (3)   |    |     |     |    |       | (4)   |    |     |     |    |       | (5)                                    |    |     |     |    |       |
| Group A |  |    |     |     |    |       |   |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |
| Group B |  |    |     |     |    |       |   |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |
| Group C |  |    |     |     |    |       |   |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |
| Group D |  |    |     |     |    |       |   |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |
| Total   |  |    |     |     |    |       |   |    |     |     |    |       |   |    |     |     |    |       |  |    |     |     |    |       |

**Note:**

- (I) The first Report is as on 15.2.19 (pertaining to the period from 1.2.19 to 15.2.19).
- (II) The forthcoming Reports on total vacancies filled up since 1.2.19 (i.e., Col. 5) will be cumulative of the previous Report.

**RESERVATION REGISTER FOR EMPLOYMENT OF EX-SERVICEMEN**  
**(GROUP- C)**

| Sl. No   | Reserved for (XSM /Disabled XSM or Dependents of XSM) or Unreserved | Name & Designation of the employee | DoA | Scale with channel (i.e. B3, C4, D5 etc.) | Category to which the employee belongs (UR/XSM/Disabled XSM or Dependents of XSM) | Shortfall (-) / Excess (+) | Signature of the Appointing Authority | Contra point | Remarks |
|----------|---|------------------------------------|-----|---|---|----------------------------|---------------------------------------|--------------|---------|
| 1 to 9   | UR  |                                    |     |   |   |                            |                                       |              |         |
| 10       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 11 to 13 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 14       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 15 to 19 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 20       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 21 to 26 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 27       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 28 to 29 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 30       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 31 to 39 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 40       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 41       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 42 to 49 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 50       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 51 to 53 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 54       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 55 to 59 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 60       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 61 to 66 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 67       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 68 to 69 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 70       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 71 to 79 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 80       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 81       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 82 to 89 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 90       | XSM   |                                    |     |   |   |                            |                                       |              |         |
| 91 to 93 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 94       | DIS/DEP XSM   |                                    |     |   |   |                            |                                       |              |         |
| 95 to 99 | UR  |                                    |     |   |   |                            |                                       |              |         |
| 100      | XSM   |                                    |     |   |   |                            |                                       |              |         |

**Annexure-XIB****RESERVATION EGISTER FOR EMPLOYMENT OF EX-SERVICEMEN  
(GROUP- D)**

| SL.NO.   | Reserved for<br>(XSM /Disabled<br>XSM or<br>Dependents of<br>XSM) or<br>Unreserved | Name &<br>Designation<br>of the<br>employee | DOA | Scale | Category to<br>which the<br>employee<br>belongs<br>(UR/XSM/Disabl<br>ed XSM or<br>Dependents of<br>XSM) | Shortfall<br>(-)<br>/Excess<br>(+) | Signature of<br>the<br>Appointing<br>Authority | Contra<br>point | Remarks |
|----------|--|---|-----|-------|---|------------------------------------|--|-----------------|---------|
| 1 to 4   | UR   |   |     |       |   |                                    |  |                 |         |
| 5        | XSM  |   |     |       |   |                                    |  |                 |         |
| 5 to 9   | UR   |   |     |       |   |                                    |  |                 |         |
| 10       | XSM  |   |     |       |   |                                    |  |                 |         |
| 11 to 13 | UR   |   |     |       |   |                                    |  |                 |         |
| 14       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 15       | XSM  |   |     |       |   |                                    |  |                 |         |
| 16 to 19 | UR   |   |     |       |   |                                    |  |                 |         |
| 20       | XSM  |   |     |       |   |                                    |  |                 |         |
| 21 to 24 | UR   |   |     |       |   |                                    |  |                 |         |
| 25       | XSM  |   |     |       |   |                                    |  |                 |         |
| 26       | UR   |   |     |       |   |                                    |  |                 |         |
| 27       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 28 to 29 | UR   |   |     |       |   |                                    |  |                 |         |
| 30       | XSM  |   |     |       |   |                                    |  |                 |         |
| 31 to 34 | UR   |   |     |       |   |                                    |  |                 |         |
| 35       | XSM  |   |     |       |   |                                    |  |                 |         |
| 36 to 39 | UR   |   |     |       |   |                                    |  |                 |         |
| 40       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 41       | XSM  |   |     |       |   |                                    |  |                 |         |
| 42 to 44 | UR   |   |     |       |   |                                    |  |                 |         |
| 45       | XSM  |   |     |       |   |                                    |  |                 |         |
| 46 to 49 | UR   |   |     |       |   |                                    |  |                 |         |
| 50       | XSM  |   |     |       |   |                                    |  |                 |         |
| 51 to 53 | UR   |   |     |       |   |                                    |  |                 |         |
| 54       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 55       | XSM  |   |     |       |   |                                    |  |                 |         |
| 56 to 59 | UR   |   |     |       |   |                                    |  |                 |         |
| 60       | XSM  |   |     |       |   |                                    |  |                 |         |
| 61 to 64 | UR   |   |     |       |   |                                    |  |                 |         |
| 65       | XSM  |   |     |       |   |                                    |  |                 |         |
| 66       | UR   |   |     |       |   |                                    |  |                 |         |
| 67       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 68 to 69 | UR   |   |     |       |   |                                    |  |                 |         |
| 70       | XSM  |   |     |       |   |                                    |  |                 |         |
| 71 to 74 | UR   |   |     |       |   |                                    |  |                 |         |
| 75       | XSM  |   |     |       |   |                                    |  |                 |         |
| 76 to 79 | UR   |   |     |       |   |                                    |  |                 |         |
| 80       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 81       | XSM  |   |     |       |   |                                    |  |                 |         |
| 82 to 84 | UR   |   |     |       |   |                                    |  |                 |         |
| 85       | XSM  |   |     |       |   |                                    |  |                 |         |
| 86 to 89 | UR   |   |     |       |   |                                    |  |                 |         |
| 90       | XSM  |   |     |       |   |                                    |  |                 |         |
| 91 to 93 | UR   |   |     |       |   |                                    |  |                 |         |
| 94       | DIS/DEP XSM  |   |     |       |   |                                    |  |                 |         |
| 95       | XSM  |   |     |       |   |                                    |  |                 |         |
| 96 to 99 | UR   |   |     |       |   |                                    |  |                 |         |
| 100      | XSM  |   |     |       |   |                                    |  |                 |         |

**LIST OF STATE DEPARTMENTS OF SAINIK WELFARE / RAJYA SAINIK BOARDS**

| SI No | Office/ District                             | Name, Designation & Address  | Contact Details   |
|-------|--|--|---|
| 1     | Deptt of Sainik Welfare                      | <b>ANDHRA PRADESH/TELANGANA</b><br>The Director Sainik Welfare Sainik<br>Aramghar Complex Plot No. -10, H.No.9<br>Durganagar Colony<br>Hyderabad - 500 082                       | 040-23423211 (O)/(F)<br>040-23423288 (O)/(F)<br>9177000036 (M)<br>apsainik@yahoo.co.in<br>www.apsainikwelfare.gov.in              |
| 2     | Deptt of Relief, Rehabilitation & Settlement | <b>ARUNACHAL PRADESH</b><br>Director<br>Disaster Management,<br>Govt of Arunachal Pradesh<br>New Itanagar -791111  | 0360-2212282 (O)<br>0360-2213615 (F)<br>09436271090 (M)<br>rsbaruna@gmail.com   |
| 3     | Deptt of Sainik Welfare                      | <b>ASSAM</b><br>VSM, Director<br>Directorate of Sainik Welfare<br>Sainik Bhavan, House No. 74<br>Lachit Nagar,Guwahati – 7 Pin- 781<br>007 (Assam)                               | 0361-2522229 (O)<br>0361-2522229 (F)<br>0361-2201186 (R)<br>rsbassam@gmail.com  |
| 4     | Deptt of Sainik Welfare                      | <b>BIHAR</b><br>BAS<br>Director<br>39/84 Officers Flat,<br>New Punaichak<br>Patna – 800023   | 0612-2281016 (O)<br>0612-2281016 (F)<br>0612-2224637(O)<br>09470208679(M)<br>directorsknbihar@gmail.com                           |
| 5     | Dte of Sainik Welfare                        | <b>CHHATTISGARH</b><br>Director<br>Deptt of Sainik Welfare, CG<br>Near Collectorate Parisar<br>Behind Home Guard Office<br>Raipur - 492 001                                      | 0771-2445165 (O)<br>0771-2430084 (F)<br>09407627188 (M)<br>dirsw.cg@gmail.com   |
| 6     | Rajya Sainik Board                           | <b>GOA</b><br>Secretary<br>Deptt of Sainik Welfare<br>Collectorate Building<br>Panaji - 403 001  | 0832-2227138 (O)<br>0832-2227138 (F)<br>09420686834 (M)<br>0832-2443236 (R)<br>secyrsbgoa@gmail.com                               |
| 7     | Deptt of Sainik Welfare and Resettlement     | <b>GUJARAT</b><br>Director<br>Directorate of Sainik Welfare and<br>Resettlement<br>Gujarat State<br>Gaurav Senani Bhavan<br>Shahibaug - Airport Road,<br>Shahibaug, Ahmedabad-04 | 079-22868347 (O)<br>079-22868348-51(O)<br>079-22868346 (F)<br>079-23245346 (R)<br>dir-sw@gujarat.gov.in<br>rsb_guj@rediffmail.com |
| 8     | Rajya Sainik Board                           | <b>HARYANA</b><br>Secretary,Rajya Sainik Board,<br>Sainik Bhawan,Sector 12<br>Shaheed Capt Rohit<br>Kaushal Marg<br>Panchkula - 134 109 (Haryana)                                | 0172-2560462 (O)/(F)<br>0172-2562102 (R)<br>secretaryrsb@gmail.com  |
| 9     | Deptt of Sainik Welfare                      | <b>HIMACHAL PRADESH</b><br>Director<br>Deptt of Sainik Welfare<br>Govt of Himachal Pradesh<br>Hamirpur - 177 001   | 01972-224659 (O)<br>01972-225643(F)<br>09418066667 (M)<br>dir-sw-hp@nic.in  |

| SI No | Office/ District        | Name, Designation & Address   | Contact Details  |
|-------|-------------------------|---|--|
| 10    | Deptt of Sainik Welfare | <b>JAMMU AND KASHMIR /LADAKH</b><br>Director<br>Deptt of Sainik Welfare<br>Ambphalla<br>Jammu - 180 005<br>Jammu & Kashmir  | 0191-2561547 (O)<br>0191-2575362 (F)<br>09419180672(M)<br>0191-2438178(R)<br>jkds53@gmail.com  |
| 11    | Deptt of Sainik Welfare | <b>JHARKHAND</b><br>Director<br>Sainik Kalyan Nideshalaya<br>Ranchi(Jharkhand)  | 0651-2330178 (O)<br>0651-2330094 (R)<br>8002649648 (M)<br>0651-2332844 (F)<br>jharkhand_skn@yahoo.in   |
| 12    | Deptt of Sainik Welfare | <b>KARNATAKA</b><br>Director<br>Deptt of Sainik Welfare &Resettlement<br>Fd Mshl KM Cariappa Bhavan<br>No 58,Fd Mshl KM Cariappa<br>Road, Bangalore - 560 025   | 080-25589459 (O)<br>080-25589459 (F)<br>09886205130 (M)<br>080-28445706(R)<br>dirdswrblr@gmail.com   |
| 13    | Deptt of Sainik Welfare | <b>KERALA</b><br>Director,<br>Deptt of Sainik Welfare<br>Vikas Bhavan<br>Thiruvananthapuram - 695033  | 0471-2304980 (O)<br>0471-2304980 (F)<br>09447030498 (M)<br>0471-2472401 (R)<br>dswkerala@gmail.com   |
| 14    | Deptt of Sainik Welfare | <b>MADHYA PRADESH</b><br>Deptt of Sainik Welfare<br>Southern Shopping Centre<br>Guru Teg Bahadur Complex<br>TT Nagar, New Market<br>P.B.NO 364<br>Bhopal – 462003   | 0755-2553992 (O)<br>0755-2577206 (O)<br>0755-2577209 (F)<br>755-2646010 (R)<br>rrsb@mp.gov.in<br>jdrsb@mp.gov.in<br>www.rsb.mp.nic.in  |
| 15    | Deptt of Sainik Welfare | <b>MAHARASHTRA</b><br>Director<br>Deptt of Sainik Welfare<br>Maharashtra State<br>'Raigad' Building<br>Opp National War Memorial<br>Solapur Road,Ghorpadi<br>Pune - 411 001                                     | 020-66262600 (O)<br>020-66262601 (O)<br>020-26332763 (O)<br>020-26332764 (O)<br>09423033771 (M)<br>020-66262699(F)<br>dsw@mahasainik.com<br>dir.dsw@mahasainik.com<br>www.mahasainik.com |
| 16    | Rajya Sainik Board      | <b>MANIPUR</b><br>Secretary<br>Rajya Sainik Board<br>Sainik Rest House<br>Opp. Lamphel Police Station<br>P.O. Lamphel - 795 004<br>(Manipur)  | 0385-2416228(O)<br>09862672547(M)<br>rsb.manipur@rediffmail.com  |
| 17    | Dte of Sainik Welfare   | <b>MEGHALAYA</b><br>Secretary<br>Directorate of Sainik Welfare<br>Public Service Commission<br>Building,Beyond DC Building<br>Shillong - 793 001  | 0364-2225613 (O)<br>0364-2225613 (F)<br>09436101551 (M)<br>364-2536574 (R)<br>sbmegha@rediff.com   |
| 18    | Deptt of Sainik Welfare | <b>MIZORAM</b><br>Director<br>Deptt of Sainik Welfare &<br>Resettlement, Tuikual 'A', PB<br>No. 119, Aizawl - 796 001   | 0389-2322732 (O)<br>0389-2322732 (F)<br>09862789780 (M)<br>0389-2325811 (R)<br>rsb_mzr@yahoo.in<br>lalnuntluanga@ymail.com<br>www.sainikwr.mizoram.gov.in                                |
| 19    | Rajya Sainik Board      | <b>NAGALAND</b><br>VSM,Director<br>Directorate of Sainik Welfare and<br>Resettlement Kohima Home<br>Deptt, Govt. of Nagaland sepfuzou<br>Colony above Alder College, High<br>School Road<br>PO Kohima - 797 001 | 0370-2260150 (O)<br>0370-2260150 (F)<br>0370-2221991(R)<br>09436216593(M)<br>swr.directorngl@yahoo.co m<br>Web site : nagaland.nic.in  |

| SI No | Office/ District                   | Name, Designation & Address   | Contact Details  |
|-------|------------------------------------|---|--|
| 20    | Rajya Sainik Board                 | <b>ODISHA</b><br>Secretary Rajya Sainik Board<br>Nageswar Tangi,<br>Lewis Road<br>Bhubaneshwar - 751 002  | 0674-2432268 (O)/(F)<br>0674-2471111(R)<br>09778617419(M)<br>secyrsbors@rediffmail.com<br>secyrsbbbsr@gmail.com              |
| 21    | Deptt of Sainik Welfare            | <b>PUNJAB</b><br>Director Defence Services<br>Welfare-cum-Secretary Rajya Sainik Board Board,<br>Punjab Sainik Bhawan,<br>Sector 21-D<br>Chandigarh - 160 022                   | 0172- 2701845 (O)<br>0172-2707345(F)<br>08427544119(M)<br>dswpb@rediffmail.com<br>www.pbsainikwelfare.gov.in                 |
| 22    | Sainik Kalyan Vibhag               | <b>RAJASTHAN</b><br>Secretary<br>Sainik Kalyan Vibhag<br>Secretariat Building<br>North Block<br>Jaipur - 302 005  | 0141-2227650 (O)<br>0141-2227897 (O)<br>0141-2227650 (F)<br>0141-2232850 (R)<br>09414009539 (M)<br>rajasthansainik@yahoo.com |
| 23    | Rajya Sainik Board                 | <b>SIKKIM</b><br>Secretary<br>Rajya Sainik Board, Sikkim<br>Paljor Stadium Road<br>Gangtok - 737 101  | 03592-202534 (O)<br>03592-221456(F)<br>09674877527(M)<br>dawasikkim@gmail.com  |
| 24    | Deptt of Sainik Welfare            | <b>TAMIL NADU</b><br>Joint Director (i/c) &<br>Secretary, Rajya Sainik Board Dte<br>of ExServicemen's Welfare<br>22, Raja Muthiah Salai, Choolai<br>Chennai - 600 003           | 044-26691747 (O)<br>044-26691886 (O)<br>044-26691886 (F)<br>044-24615842 (R)<br>exweldte@tn.gov.in                           |
| 25    | Rajya Sainik Board                 | <b>TRIPURA</b><br>Asst.Secretary, Rajya Sainik Board , Nehru Office Complex<br>Gorkhabasti,P.O. Kunjaban<br>Agartala - 799 006<br>West Tripura                                  | 0381-2326507 (O)<br>0381-2326507 (F)<br>09402140066 (M)<br>rsb.tripura@gmail.com<br>rsb_sainikboard@rediff mail.com          |
| 26    | Dte of Sainik Kalyan Evam Punarvas | <b>UTTARAKHAND</b><br>Deputy Director<br>Sainik Kalyan Evam Punarvas<br>Uttarakhand, 15C Kalidaas<br>Marg,PO- Haathibadkala<br>Dehradun-248001                                  | 0135-2744208 (O)<br>0135-2741481 (O)<br>0135-2743773 (F)<br>dskddn@gmail.com<br>www.sainikkalyan.org                         |
| 27    | Sainik Kalyan Evam Punarvas        | <b>UTTAR PRADESH</b><br>Director<br>Directorate Sainik Kalyan Evam Punarvas<br>Kariappa Bhawan,<br>Kaiserbagh, Lucknow-226001   | 0522-2625354 (O)<br>0522-2623909 (O)<br>0522-2625354(F)<br>09415013499(M)<br>directorsainikkalyan@ya hoo.coms                |
| 28    | Rajya Sainik Board                 | <b>WEST BENGAL</b><br>Secretary,<br>Rajya Sainik Board<br>Block 'I' (First Floor)<br>Writers' Buildings<br>Kolkata - 700 001  | 033-22141347 (O)<br>033-22144643 (F)<br>09874535628 (M)<br>rsbkolkata@yahoo.com<br>rajyasainikboardwestbengal@gmail.com      |
| 29    | Rajya Sainik Board                 | <b>ANDAMAN &amp; NICOBAR ISLANDS (UT)</b><br>Honorary Secretary<br>Rajya Sainik Board<br>A & N Administration, Veer Senani Bhawan, J.N. Road,<br>Haddo,<br>Port Blair - 744 101 | 03192-235621(O)<br>03192-235621(F)<br>09434281518 (M)<br>secretaryrsbandnic@gm ail.com                                       |



| SI No | Office/ District           | Name, Designation & Address  | Contact Details  |
|-------|----------------------------|--|--|
| 30    | Zila Sainik Welfare Office | <b>CHANDIGARH (UT)</b><br>Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office (UT)<br>Opposite Aroma Hotel<br>Sector 21-D Chandigarh<br>Pin - 160022 | 0172-2701947 (O)<br>0172-2700317 (O)<br>0172-2726325 (F)<br>0172-5001631 (F)<br>0172-2721064(R)<br>09888880566(M)<br>zswochd@gmail.com |
| 31    | Rajya Sainik Board         | <b>DELHI</b><br>Secretary<br>Rajya Sainik Board<br>Opp Tis Hazari Court<br>No.1, Rajpur Road<br>Delhi - 110 054  | 011-23991876 (O)<br>011-23969260(O)<br>09818953191(M)<br>rsbdelhi@nic.in   |
| 32    | Rajya Sainik Board         | <b>PUDUCHERRY (UT)</b><br>Director<br>Deptt of Sainik Welfare<br>Jawan Bhavan Complex,<br>Lawspet Main Road,<br>Pakkamudayanpet,<br>Puducherry - 605 008   | 0413-2337575 (F)<br>0413-2333271 (O)<br>0413-2333271(O)<br>09894884691(M)<br>puducherrydsw@gmail.com                                   |

**Annexure- XIIB****ADDRESSES ZILA SAINIK WELFARE OFFICES/ZILA SAINIK BOARDS**

| Sl. No                            | Office/ District         | Name, Designation & Address  | Contact Details   |
|-----------------------------------|--------------------------|--|---|
| <b>ANDHRA PRADESH / TELANGANA</b> |                          |  |   |
| 1                                 | Adilabad                 | Zilla Sainik Welfare Officer<br>(FAC)<br>H.No.13-309,Near Auto Stand<br>Drivers Colony, Kailas Nagar<br>Adilabad - 504 002   | 08732-227063 (O)<br>09849903663 (M)<br>zswowadb@yahoo.com   |
| 2                                 | Anantapur m              | (FAC)<br>Zilla Sainik Welfare Officer<br>Sainik Bhavan<br>Near Clock Tower<br>Anantapur – 515001   | 08554-241146 (O)/(F )<br>08332980026(M)<br>zswowatp@yahoo.in  |
| 3                                 | Chittoor                 | Zilla Sainik Welfare Officer<br>(FAC)<br>D.No.4-479,C.B. Road,<br>Greampet Chittoor – 517 002  | 08572-228682 (O)/(F)<br>08332980026(M)<br>zswowctr@gmail.com  |
| 4                                 | East Godavari @ Kakinada | Zilla Sainik Welfare Officer<br>Sainik Bhavan,<br>Treasury Compound<br>Kakinada – 533 001<br>East Godavari District  | 0884-2375308(O)/(F)<br>09441463029 (M)<br>zswowkdd@yahoo.in   |
| 5                                 | Guntur                   | Zilla Sainik Welfare Officer<br>Sainik Bhavan<br>Opp Hindu College<br>Guntur – 522 001   | 0863-2225853(O)/(F)<br>09441638708 (M)<br>zswowgnt@yahoo.co.in  |
| 6                                 | Hyderabad                | Zilla Sainik Welfare Officer<br>H.No.6-1-285/2, 1 <sup>st</sup> Flr,<br>Back side of Gharonda<br>Super Market,<br>Padmaragonagar<br>Secunderabad -500025 Hyderabad<br>District | 040-27503132 (O)/(F)<br>09440866059 (M)<br>zswowhyd1@yahoo.com  |
| 7                                 | Kadapa                   | Zilla Sainik Welfare Officer<br>Sainik Bhavan<br>Opp APS RTC Bus-stand<br>Kadapa – 516 002   | 08562-244558(O)/(F)<br>09866317304 (M)<br>kdp.zswow@yahoo.com   |
| 8                                 | Karimnagar               | Zilla Sainik Welfare Officer<br>(FAC)<br>Sainik Bhavan<br>Opp Revenue Club<br>Karimnagar – 505 001   | 0878-2240622 (O)/(F)<br>09849904353(M)<br>zswowknr@yahoo.com  |
| 9                                 | Khammam                  | Zilla Sainik Welfare Officer<br>H.No:11-10-762/6<br>Raparthi Nagar By-pass Road<br>Near Registrar Office<br>Khammam - 507 102  | 08742-234888(O)/(F)<br>08008285566(M)<br><a href="mailto:zswowkmm87@gmail.com">zswowkmm87@gmail.com</a> |
| 10                                | Krishna @ Vijayawada     | Zilla Sainik Welfare Officer<br>(FAC)<br>Indira Gandhi Municipal<br>Complex<br>Labbipet<br>Vijayawada – 520010   | 0866-2473330(O)/(F)<br>09441638708 (M)<br>zswowvja@yahoo.in   |
| 11                                | Kurnool                  | Zilla Sainik Welfare Officer<br>(FAC)<br>Sainik Bhavan, B- Camp<br>Kurnool – 518 002   | 08518-229445(O)/(F)<br>09494510499 (M)<br>zswowknl@yahoo.in   |

| Sl. No       | Office/ District            | Name, Designation & Address   | Contact Details  |
|--------------|-----------------------------|---|--|
| 12           | Mahabubnagar                | Zila Sainik Welfare Officer<br>H. No. 5-1-241, 1 <sup>st</sup> Floor,<br>Beside Income Tax Office<br>DEO Officer Road<br>Mahabubnagar- 509 001            | 08542-223468(O)/(F)<br>09989403636 (M)<br>zswomhb@yahoo.in     |
| 13           | Medak -Sangareddy           | Zilla Sainik Welfare Officer<br>Integrated Collectorate<br>Complex, 2 <sup>nd</sup> Floor,<br>North West Block,<br>Sangareddy - 502 001<br>Medak District | 08455-276734(O)/(F)<br>09966170084(M)<br>zswomdk@gmail.com     |
| 14           | Nalgonda                    | Zilla Sainik Welfare Officer<br>(FAC)<br>H.No:6-4-165 (New)<br>Opp Nagarjuna Degree College,<br>Ramgiri „X“ Rd<br>Nalgonda - 508 001                      | 08682-224820 (O)/(F)<br>09440039383 (M)<br>zswonlg@yahoo.in    |
| 15           | SPS Nellore                 | Zilla Sainik Welfare Officer<br>Sainik Bhavan,<br>Kondapalem Gate,<br>Centre Dargamitta,<br>SPSR Nellore – 524 004  | 0861-2328419 (O)/(F)<br>09849906012 (M)<br>zswonlr@yahoo.co.in |
| 16           | Nizamabad                   | Zilla Sainik Welfare Officer<br>H.No.6-2-200/83-C<br>Subhash Nagar<br>Nizamabad - 503 002   | 08462-238509 (O)/(F)<br>09666617999 (M)<br>zswonzb@yahoo.com   |
| 17           | Prakasam – Ongole           | Zilla Sainik Welfare Officer 8 <sup>th</sup><br>Portion, Ground Floor<br>Old RIM Hospital Bhavan<br>Opp: Collector Office<br>Ongole- 523 001              | 08592-233086 (O)/(F)<br>09849909076 (M)<br>zswogl@yahoo.in     |
| 19           | Srikakulam                  | Zilla Sainik Welfare Officer<br>Pedda Relli Veedhi<br>Near St. Joseph School<br>Srikakulam - 532 001  | 08942-227688 (O)/(F)<br>09247866059 (M)<br>zswosklm@yahoo.com  |
| 20           | Visakhapatna m              | Zilla Sainik Welfare Officer<br>Sainik Bhavan, Maharani pet<br>Visakhapatnam (Pin - 530 002)  | 0891-2706511 (O)/(F)<br>09848190308 (M)<br>zswovsp@yahoo.com   |
| 21           | Vizianagara m               | Zilla Sainik Welfare Officer<br>Sainik Bhavan Cantonment Post<br>Vizianagaram (Pin – 531 202)   | 08922-274743 (O)/(F)<br>09247866059 (M)<br>zswovzm@yahoo.in    |
| 22           | Warangal                    | Zilla Sainik Welfare Officer<br>Sainik Bhavan<br>Kanaka Durga Colony<br>Waddepally<br>Warangal - 506 370  | 0870-2456018 (O)/(F)<br>09908056298 (M)<br>zswowgl@yahoo.com   |
| 23           | West<br>Godavari @<br>Eluru | Zilla Sainik Welfare Officer<br>D.No.12-60<br>State Bank Colony<br>St. Xavier Nagar<br>Eluru - 534 002  | 08812-253687 (O)/(F)<br>09441463029 (M)<br>zswow_g@yahoo.com   |
| <b>ASSAM</b> |                             |   |  |
| 24           | Cachar                      | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Officer<br>Park Road Silchar<br>PO.& Dist-Silchar<br>Pin – 788001                                      | 03842-231115 (O)<br>09678084431 (M)<br>zsbccachar@gmail.com    |

| Sl. No | Office/ District | Name, Designation & Address  | Contact Details  |
|--------|------------------|--|--|
| 25     | Dibrugarh        | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>DC Office Complex<br>PO/Dist - Dibrugarh – 786 003  | 0373-2310083 (O)<br>09864045385 (M)<br>zsbdbirugarh@gmail.com  |
| 26     | Dhubri           | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>In Front of DC Office<br>PO Dhubri - 783301   | 03662-232662 (O)<br>09435322419 (M)                            |
| 27     | Jorhat           | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>DC Office Complex<br>Distt Jorhat - 785 001   | 0373- 2309317 (O)<br>9859924839 (M)<br>zsbjorhat@gmail.com     |
| 28     | Kamrup           | The Welfare Office<br>Zila Sainik Welfare Office<br>Kamrup, Guwahati – 01<br>C/oOffice of the Deputy<br>Commissioner, Kamrup<br>(Metro),<br>Guwahati - 781 001 | 0361-2733147(O)<br>08876591173 (M)<br>zsbkamrup@gmail.com      |
| 29     | Kokrajahar       | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>RNB Road (Near Head Post<br>Office)<br>Kokrajahar - 783 370                                       | 03661- 218239 (O)<br>09859930418 (M)<br>zsbkokrajhar@gmail.com |
| 30     | Karbi<br>Anglong | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>Karbi Anglong<br>PO Diphu - 782 460   | 03671-274981 (O)<br>zsbkarbianglong@gmail.com                  |
| 31     | Lakhimpur        | Zila Sainik Welfare Officer,<br>Zila Sainik Welfare Office<br>North Lakhimpur - 787 001  | 03752-242228 (O)<br>07896651611 (M)<br>zslakhimpur@gmail.com   |
| 32     | Nagaon           | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>P.O.Nagaon - 782 001  | 03672-233665 (O)<br>09577627893 (M)<br>zsbnagaon@gmail.com     |
| 33     | Sonitpur         | Chandra Bhuyan<br>Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>Dist Sonitpur<br>PO Tezpur - 784 001  | 03712-233977 (O)<br>09678071381 (M)<br>zsbsonitpur@gmail.com   |
| 34     | Barpeta          | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>DC Office Complex<br>Dist Barpeta- 781 301  | 03665- 252193 (O)<br>08876588611 (M)<br>zsbbarpeta@gmail.com   |
| 35     | Goalpara         | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>Dist Goalpara – 783 101   | 03663-240223 (O)<br>08011331517 (M)<br>zsbgoalpara@gmail.com   |
| 36     | Darrang          | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>DC Office Complex<br>PO- Mangaldai<br>Dist Darrang<br>Pin-784 152                                 | 03713-225899 (O)<br>09957415979 (M)<br>zsbddarrang@gmail.com   |
| 37     | Karimganj        | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>Dist Karimganj<br>Pin- 788710   | 03843-260248 (O)<br>09954990330 (M)<br>zsbkarimganj@gmail.com  |

| Sl. No              | Office/ District | Name, Designation & Address  | Contact Details   |
|---------------------|------------------|--|---|
| <b>BIHAR</b>        |                  |  |   |
| 38                  | Bhojpur          | Zila Sainik Kalyan Karyalaya,<br>Kutchehri Road<br>Arrah-802301  | 06182-222866 (O)<br>09534739779 (M)<br><a href="mailto:Patpondy2005@yahoo.com">Patpondy2005@yahoo.com</a>                   |
| 39                  | Bhagalpur        | Sr. Dy Collector cum Zila<br>Sainik Kalyan Padadhikari<br>Zila Sainik Kalyan Karyalaya<br>Tilaka Manjhi<br>Bhagalpur - 812 001 | 0641-2400821 (O)<br>09431095882 (M)<br><a href="mailto:zskofficebhagalpur@gmail.com">zskofficebhagalpur@gmail.com</a>       |
| 40                  | Chhapra          | Sr Dy Collector cum Zila<br>Sainik Kalyan Padadhikari,<br>Zila Sainik Kalyan Karyalaya,<br>New Bus Stand,<br>Chhapra- 841301   | 06152-236714 (O)<br>09471205152 (M)<br><a href="mailto:zskofficechhapra@gmail.com">zskofficechhapra@gmail.com</a>           |
| 41                  | Darbhanga        | Sr Dy Collector cum Zila<br>Sainik Kalyan Padadhikari,<br>Zila Sainik Kalyan Karyalaya,<br>Polo Ground<br>Darbhanga – 846001   | 06272-243728 (O)<br>09431331907 (M)<br><a href="mailto:zskofficedarbhanga@gmail.com">zskofficedarbhanga@gmail.com</a>       |
| 42                  | Gaya             | NDC Dy Collector cum Zila<br>Sainik Kalyan Padadhikari<br>Zila Sainik Kalyan Karyalaya<br>Gaya – 823001                        | 0631-2421708 (O)<br>09801377086 (M)<br><a href="mailto:zskofficegaya@gmail.com">zskofficegaya@gmail.com</a>                 |
| 43                  | Motihari         | Sr. Deputy Collector cum Zila<br>Sainik Kalyan Padadhikari<br>Zila Sainik Kalyan Karyalaya Motihari                            | 06252-238278 (O)<br>09934914639 (M)<br><a href="mailto:zskofficemotihari@gmail.com">zskofficemotihari@gmail.com</a>         |
| 44                  | Munger           | Sr. Deputy Collector cum Zila<br>Sainik Kalyan<br>Zila Sainik Kalyan Karyalaya<br>Munger                                       | 06344-227345 (O)<br>09852041680 (M)<br><a href="mailto:zskofficemunger@gmail.com">zskofficemunger@gmail.com</a>             |
| 45                  | Muzaffarpur      | D.C.L.R. (Muz East)<br>Zila Sainik Kalyan Karyalaya<br>Muzaffarpur   | 0621-2215373 (O)<br>09507402956 (M)<br><a href="mailto:zskofficemuzaffarpur@gmail.com">zskofficemuzaffarpur@gmail.com</a>   |
| 46                  | Patna            | Sainik Kalyan Nideshalaya cum Zila<br>Sainik Kalyan Padadhikari Patna  | 0612-2201026 (O)<br>09534739779 (M)<br><a href="mailto:zskofficepatna@gmail.com">zskofficepatna@gmail.com</a>               |
| <b>CHHATTISGARH</b> |                  |  |   |
| 47                  | Bilaspur         | Distt Sainik Welfare Officer<br>Near Collectorate Parisar<br>Bilaspur - 495 004 (CG)   | 07752-422121 (O)<br>07752-422121 (F)<br>09981199618 (M)<br><a href="mailto:zsk.bsp.cg@gmail.com">zsk.bsp.cg@gmail.com</a>   |
| 48                  | Durg             | Distt Sainik Welfare Officer<br>Raipur Naka, Near BSNL Tower,<br>Durg - 491 001 (CG)   | 0788-2329939 (O)<br>0788-2329939 (F)<br>08305343232 (M)<br><a href="mailto:dswo_durg@yahoo.com">dswo_durg@yahoo.com</a>     |
| 49                  | Jagdalpur        | District Sainik Welfare Officer<br>Surbhi Kunj, Near Balram<br>Press,<br>Balaji Ward, Jagdalpur,<br>Bastar– 494001 (CG)        | 07782-231347 (O)<br>07782-231347 (F)<br>09650220617 (M)<br><a href="mailto:dswojdp@gmail.com">dswojdp@gmail.com</a>         |
| 50                  | Raipur           | Distt Sainik Welfare Officer<br>Near Collectorate<br>Behind Home Guard Office<br>Raipur - 492 001 (CG)                         | 0771-2427449 (O)<br>0771-2427449 (F)<br>09039021817 (M)<br><a href="mailto:dswo.raipur@gmail.com">dswo.raipur@gmail.com</a> |
| 51                  | Rajnandgaon      | Distt Sainik Welfare Officer<br>Near Old PWD Rest House<br>Rajnandgaon - 491 441 (CG)  | 07744-226862 (O)<br>07744-226862 (F)<br>08129994545 (M)<br><a href="mailto:dswojn.cg@nic.in">dswojn.cg@nic.in</a>           |
| 52                  | Jashpur          | District Sainik Welfare Officer<br>District Sainik Welfare Officer<br>Cheer Bagicha, Jashpur (CG)<br>Pin – 496 331             | 07763-220954 (O)<br>07763-220954 (F)<br>08962847928 (M) <a href="mailto:dswojsp@gmail.com">dswojsp@gmail.com</a>            |

| Sl. No         | Office/ District         | Name, Designation & Address   | Contact Details   |
|----------------|--------------------------|---|---|
| 53             | Ambikapur (Sarguja)      | District Sainik Welfare Officer<br>Collectorate Campus<br>Ambikapur, Surguja (CG)<br>Pin Code- 497 001  | 07774-221721 (O)<br>07774-221721 (F)<br>08959508590 (M)<br><a href="mailto:zsb.ambikapur@gmail.com">zsb.ambikapur@gmail.com</a> |
| 54             | Baikuntpur (Koria)       | Distict Sainik Welfare Officer<br>Odgi Naka, Near Petrol Pump<br>Baikuntpur, Koria (CG)<br>Pin Code – 497 335   | 07836-233586 (O)<br>07836-233586 (F)<br><a href="mailto:dswo.bkpur@gmail.com">dswo.bkpur@gmail.com</a>                          |
| 55             | Kanker                   | Distict Sainik Welfare Office<br>Shitlapara Road, R.E.S.<br>Colony<br>Kanker (CG) - 494334  | 07868-200021 (O)  |
| 56             | Raigarh                  | Distict Sainik Welfare Officer<br>Boirdadar, Vinobanagar<br>Raigarh<br>Pin Code - 496001  | 07762- 215766   |
| <b>GUJARAT</b> |                          |   |   |
| 57             | Ahmedabad                | District Sainik Welfare and<br>Resettlement Office,<br>Behind Thaltej TV Tower,<br>Near Drivein Cinema<br>Thaltej, Ahmedabad -380054                  | 079-2463820 (O)<br>079-26851382 (F)<br><a href="mailto:zsb_abd@rediffmail.com">zsb_abd@rediffmail.com</a>                       |
| 58             | Vadodara                 | District Sainik Welfare and<br>Resettlement Office,<br>Military Boys Hostel,<br>Chhani Road Vadodara 390002   | 0265-2772666 (O)<br>0265-2772666 (F)<br><a href="mailto:zsb_vad@rediffmail.com">zsb_vad@rediffmail.com</a>                      |
| 59             | Jamnagar                 | District Sainik Welfare and<br>Resettlement Office, Lal Bungalow<br>Sankul Jamnagar-361001  | 0288-2558311(O)<br>0283-2558311(F)<br><a href="mailto:zsb_jamnagar09@rediffmail.com">zsb_jamnagar09@rediffmail.com</a>          |
| 60             | Surat                    | District Sainik Welfare and<br>Resettlement Office,<br>MS Building,<br>A Block, 1 <sup>st</sup> Floor, Nanpura,<br>Surat-395001                       | 0281-2476825 (O)<br>0261-2463820 (F)<br><a href="mailto:zsb_srt@rediffmail.com">zsb_srt@rediffmail.com</a>                      |
| 61             | Rajkot                   | District Sainik Welfare and<br>Resettlement Office<br>Ex-Servicemen Rest House<br>Near RUDA Office<br>Rajkot-360001                                   | 079-26857382(O)<br>0281-2476825 (F)<br><a href="mailto:zsb_rjt@rediffmail.com">zsb_rjt@rediffmail.com</a>                       |
| 62             | Sabarkantha (Himatnagar) | District Sainik Welfare and<br>Resettlement Office MS Buildings<br>Jilla Seva st Sadan `C" Block, 1 floor,<br>Himatnagar (Sabarkantha)                | 02772-246630 (O)<br>02772-246620 (F)<br><a href="mailto:zsb_sk@rediffmail.com">zsb_sk@rediffmail.com</a>                        |
| 63             | Kutchh                   | District Sainik Welfare and<br>Resettlement Office,<br>114, Seva Sadan, Bhuj – 370001<br>Dist – Kutchh – Bhuj   | <a href="mailto:zsb_ktc@rediffmail.com">zsb_ktc@rediffmail.com</a>  |
| 64             | Mahesana                 | District Sainik Welfare and<br>Resettlement Office,<br>Block No.-2, 3 <sup>rd</sup> Floor, jilla<br>Seva Sadan<br>Raj Mahel Road<br>Mahesana - 384001 | 02762- 220235 (O)<br>02762 – 220235 (F)<br><a href="mailto:zsb_meh@rediffmail.com">zsb_meh@rediffmail.com</a>                   |
| <b>HARYANA</b> |                          |   |   |
| 65             | Ambala                   | Secretary<br>Zila Sainik Board<br>Mall Road (Sainik Road<br>House)<br>Ambala Cantt - 133001<br>Distt. Ambala (Haryana)                                | 0171-2530557 (O)<br>0171-2640557 (F)<br><a href="mailto:zsbambcantt@gmail.com">zsbambcantt@gmail.com</a>                        |

| Sl. No | Office/ District | Name, Designation & Address  | Contact Details   |
|--------|------------------|--|---|
| 66     | Bhiwani          | Secretary, Zila Sainik Board<br>Railway Road<br>Bhiwani - 125 021  | 01664-243538 (O)<br>zsbbwn@gmail.com  |
| 67     | Faridabad        | Secretary,<br>Zila Sainik Board<br>Sector -16, Faridabad – 121001  | 0129-2287304 (O)<br>zsbbwn@gmail.com  |
| 68     | Fatehabad        | Secretary, Zila Sainik Board<br>24-A, Industrial Area<br>Fatehabad (Haryana)   | 01667-224219 (O)<br>zsfatehabad@rediffmail.com  |
| 69     | Gurgaon          | Secretary<br>Zila Sainik Board<br>Opp Apna Bazar, Civil Lines,<br>Gurgaon - 122001   | 0124-2320730 (O)<br>zsb ggn @g mail.com<br>secretarysainikboardgurgaon<br>@rediffmail.com |
| 70     | Hisar            | Secretary,<br>Zila Sainik Board,<br>Sainik Rest House, Near Old<br>Court Road, Hissar (Haryana)                              | 01662-272901 (O)<br>zsb.hisar@rediffmail.com  |
| 71     | Jhajjar          | Secretary Zila Sainik Board,<br>Priya Colony, Near Distt Social<br>Welfare office<br>Jhajjar (Haryana) - 124103              | 01251-254236 (O)<br>secy.zsbjrr@yahoo.com   |
| 72     | Jind             | Zila Sainik Board<br>Sainik Rest House<br>Jind – 126102  | 01681-245254 (O)<br>zsbjind@yahoo.com   |
| 73     | Kaithal          | Secretary, Zila Sainik Board<br>Bldg No.761/13, Amargarh<br>Gamri, Opp Gali No. 3<br>Kaithal - 132 027                       | 01746-223731 (O)<br>secretaryzsbkaithal@gmail.co m  |
| 74     | Karnal           | Secretary, Zila Sainik Board      Near<br>Distt Session Court<br>GT Road,<br>Karnal – 132801                                 | 0184-2272589 (O)<br>secretaryzsbknl@yahoo.in  |
| 75     | Kurukshetra      | Secretary, Zila Sainik Board<br>Shopping Complex<br>Sainik Rest House, Sector-13,<br>Urban State,Kurukshetra – 132118        | 01744-220922 (O)<br>zsbkkr@gmail.com  |
| 76     | Narnaul          | Secretary, Zila Sainik Board<br>Sainik Rest House<br>Narnaul - 123001  | 01282-250259 (O)<br>zsb_nnl@yahoo.com   |
| 77     | Panchkula        | Secretary, Zila sainik Board<br>SCO No.101, First Floor<br>Sector -11<br>Panchkula -134 017( Haryana)                        | 0172-584213 (O)<br>secretaryzsbpkl@yahoo.in   |
| 78     | Panipat          | Secretary, Zila Sainik Board<br>Kothi No.118, Adarsh Nagar<br>[(Near Post Office, CSD (I)<br>Canteen], Panipat - 132 103     | 01742-650311 (O)<br>zsbpnp@gmail.com  |
| 79     | Rewari           | Secretary, Zila Sainik Board<br>Rewari - 123 401   | 01274-224341 (O)<br>secretaryzsbrrwr.zsb28@gmail .com                                     |
| 80     | Rohtak           | Secretary, Zila Sainik Board<br>Civil Lines,<br>Opp Chhotu Ram Park,<br>Rohtak -124001                                       | 01262-242687 (O)<br>zsbrohtal@rediffmail.com  |
| 81     | Sirsa            | Secretary, Zila Sainik Board<br>Mini Secretariat Complex<br>Sirsa - 125055   | 01666-247339 (O)<br>zsbsrs@gmail.com  |
| 82     | Sonepat          | Secretary, Zila Sainik Board<br>Gohana Road, Near New<br>Police Lines Sonpet - 131001  | 0130-2242659 (O)<br>zsb spt@gmail.com   |
| 83     | Yamuna Nagar     | Secretary, Zila Sainik Board,<br>Yamuna Nagar Housing Board<br>Colony, Sector – 18,<br>HUDA Jagadhri,<br>YAMUNA NAGAR-135001 | 01732-211892 (O)/(F)<br>secryzsbbynr@rediffmail.com                                       |

| Sl No                   | Office/District      | Name, Designation and Address  | Contact Details   |
|-------------------------|----------------------|--|---|
| 84                      | Palwal               | Secretary, Zila Sainik Board,<br>4, Civil Lines, Near Hero<br>Honda Agency, Hodal Road,<br>Palwal, Haryana - 121 102                       | 01275-202509 (O)  |
| <b>HIMACHAL PRADESH</b> |                      |  |   |
| 85                      | Bilaspur             | Addl Chg to Deputy<br>Commissioner, Bilaspur (Addl<br>Charge)<br>Deputy Director<br>Zila Sainik Welfare Office<br>Bilaspur - 174 029 (H.P) | 01978-222343 (O)<br>01978-266550 (R)<br>01978-223065 (F)<br>blphp@yahoo.com |
| 86                      | Chamba               | Deputy Director<br>Zila Sainik Welfare Office<br>Chamba – 176314   | 01899-222357 (O)<br>dswochamba@gmail.com                                    |
| 87                      | Hamirpur             | AC to DC, HamirPur (Addl<br>Charge)<br>Deputy Director<br>Zila Sainik Welfare Office<br>Hamirpur - 177 001 (H.P)                           | 01972-222334 (O)<br>sainikwelfarehamirpur@gmail.com                         |
| 88                      | Kangra - Dharmashala | Dy Director<br>Zila Sainik Welfare Office<br>Kangra at Dharamshala-176215  | 01892-223279 (O)<br>deputydirectorswkangra@gmail.com                        |
| 89                      | Kullu                | AC to DC, Kullu(Addl Charge)<br>(Addl Charge)<br>Deputy Director<br>Zila Sainik Welfare Office<br>Kullu - 175101 (HP)                      | 01902-222272 (O)<br>dd_zswo_kul_hp@nic.in                                   |
| 90                      | Mandi                | AC to DC, Mandi (Addl Charge)<br>Deputy Director<br>Zila Sainik Welfare Office<br>Vijay Palace Colony<br>Mandi (HP) – 175001               | 01905-222120 (O)<br>ddrzsw@gmail.com  |
| 91                      | Shimla + Kinnaur     | AC to DC, Shimla (Addl<br>Charge)<br>Deputy Director<br>Zila Sainik Welfare Office<br>Longwood,<br>Shimla – 171001 (HP)                    | 0177-2658586 (O)<br>ddsw.sml.knr@gmail.com                                  |
| 92                      | Sirmour at<br>Nahan  | AC to DC Nahan(Addl Charge)<br>Dy Director<br>Zila Sainik Welfare Office<br>Sirmour<br>At Nahan - 173001                                   | 01702-222551 (O)<br>sainikwel.sir.hp@nic.in                                 |
| 93                      | Solan                | AC to DC, Solan(Addl Charge)<br>Deputy Director<br>ZilaSainik Welfare Office<br>The Mall,<br>Solan (HP) – 173212                           | 01792-223764 (O)<br>sainik-sol-hp@nic.in                                    |
| 94                      | Una                  | Deputy Director<br>Zila Sainik Welfare Deptt<br>Una (HP) – 174303  | 01975-226090 (O)<br>ddzswouna@gmail.com                                     |



| Sl No                               | Office/District   | Name, Designation and Address  | Contact Details  |
|-------------------------------------|---|--|--|
| <b>JAMMU &amp; KASHMIR / LADAKH</b> |   |  |  |
| 95                                  | Baramulla, Bandipora, Kupwara   | Zila Sainik Welfare Officer<br>Premises of DC Office<br>Near Bus Stand<br>Baramulla - 193 101 (J & K)  | 0195-238539 (O)<br>09596162493 (M)<br>zilasainikboardbaramulla@gm ail.com        |
| 96                                  | Doda, Ramban, Kishtwar  | Zila Sainik Welfare Officer<br>Near PWD Dak Bangalow<br>Doda – 182 202 (J & K)                         | 01996-233553 (O)<br>01996-233553 (F)<br>09797358470 (M) zsbddoda@gmail.com       |
| 97                                  | Jammu   | Zila Sainik Welfare Officer<br>Ambphalla<br>Jammu<br>Pin - 180 005 (J & K)                             | 0191-2546273 (O)<br>0191-2546273 (R)<br>09419117085 (M)<br>zswojammu@yahoo.in    |
| 98                                  | Kathua  | Zila Sainik Welfare Officer<br>Near Govt Hr.Sec.School (Boys)<br>Kathua - 184 101 (J & K)              | 01922-234785 (O)<br>01922 – 234785 (R)<br>zswokathua@yahoo.in                    |
| 99                                  | Leh + Kargil  | Zila Sainik Welfare Officer<br>Opp SP Office<br>Leh (Ladakh) - 194 101 (J & K)                         | 01982-252270 (O)<br>01982-252270 (F)<br>09419613461 (M) zswoleh@yahoo.in         |
| 100                                 | Poonch  | Zila Sainik Welfare Officer<br>Near Bus Stand Poonch<br>Pin -185101 (J & K)                            | 01965-220161 (O)<br>01965- 220161 (F)<br>09419253793 (M)                         |
| 101                                 | Rajouri   | Zila Sainik Welfare Officer<br>Jawahar Nagar<br>Rajouri<br>Pin -185132 (J & K)                         | 01965-263350 (O)<br>01965- 263350 (F)<br>09858090423 (M)<br>zsworajouri@yahoo.in |
| 102                                 | Samba   | Zila Sainik Welfare Officer<br>Ward No. 8,<br>Samba<br>Pin - 184 121 (J & K)                           | 01923-217802 (O)<br>0191- 250121 (R)<br>0941-9139583 (M)<br>zswosamba@gmail.com  |
| 103                                 | Srinagar, Budgam,<br>Ganderbal, Anantnag,<br>Kulgam, Pulawama, Shopian. | Zila Sainik Welfare Officer<br>Batamaloo Road<br>Srinagar<br>Pin- 190 010 (J & K)                      | 0194-2474728 (O)<br>0194-2474728 (F)<br>09419250360 (M)<br>zswosrinagar@yahoo.in |
| 104                                 | Udhampur, Reasi.  | Zila Sainik Welfare Officer<br>Adarsh Colony,<br>Udhampur<br>Pin – 182 101 (J & K)                     | 01992-271338 (O)<br>01922-2592268(R)<br>zilasainikudh@yahoo.com                  |
| <b>JHARKHAND</b>                    |   |  |  |
| 105                                 | Chaibasa  | Zila Sainik Kalyan Karyalaya<br>Court Compound,<br>West Singhbhum,<br>Chaibasa - 833201                | 06582-259545 (O)<br>zilasainikchaibasa@gmail.co m                                |
| 106                                 | Dumka   | Zila Sainik Kalyan Karyalaya<br>Court Compound,<br>Dumka-814101  | 06434-223878 (O)<br>06434-223878 (F)<br>zskkdumka@yahoo.com                      |
| 107                                 | Hazaribagh  | Zila Sainik Kalyan Karyalaya<br>Multipurpose Building,<br>Near Private Bus Stand<br>Hazaribagh- 825301 | 06546-267767 (O)<br>zskkhazaribagh@yahoo.in                                      |
| 108                                 | Ranchi  | Zila Sainik Kalyan Karyalaya<br>Sainik Bazar, Main Road<br>Ranchi,Pin – 834001                         | 0651-2330159 (O)<br>0651-2330159 (F)<br>zskkranchi@yahoo.in                      |
| 109                                 | Gumla   | Zila Sainik Kalyan Karyalaya<br>Sashtri Nagar,Gumla,<br>Jharkhand                                      | 06524- 221129 (O)<br>zskkgumla@yahoo.in  |

| SI No            | Office/District  | Name, Designation and Address  | Contact Details  |
|------------------|--|--|--|
| <b>KARNATAKA</b> |  |  |  |
| 110              | Bangalore<br>(Bangalore Urban)                                     | Joint Director<br>Deptt of Sainik Welfare &<br>Resettlement, Fd Mshl KM<br>Cariappa Bhavan,<br>No 58, Fd Mshl KM Cariappa Road,<br>Banglore (Urban Dist)<br>Pin - 560025                                   | 080-25585119 (O)<br>09481819260 (M)<br>sainikurban@rediffmail.com                            |
| 111              | Bangalore<br>(Rural) + Chikkaballapur, Kolar,<br>Ramnagar & Tumkur | Joint Director<br>Office of the Joint Director<br>Deptt of Sainik Welfare &<br>Resettlement,<br>Fd Mshl KM Cariappa<br>Bhavan, No.58, Fd Marshal<br>KM Cariappa Road, Bangalore<br>(Rural)<br>Pin – 560025 | 080-25588718 (O)<br>080-25589459 (F)<br>sainikrural@rediffmail.com                           |
| 112              | Gulbarga, Raichur & Bindar   | Dept of Sainik Welfare &<br>Resettlement,<br>Vikas Bhavan Complex<br>(Mini Vidhana Soudha) Station<br>Road, Gulbarga<br>Pin – 585102   | 08472-225003 (O)<br>08472-225003 (F)<br>09591555894 (M)<br>sainikwelfareglb@yahoo.com        |
| 113              | Bijapur  | Deputy Director<br>Office of the Deputy Director<br>Deptt of Sainik Welfare &<br>Resettlement<br>Distt Office Building<br>Bijapur<br>Pin - 586 101   | 08352-250913 (O)<br>08352- 56666 (F)<br>09591555894 (M)<br>sainikwelfare_bijapur@yahoo.co.in |
| 114              | Bagalkot and Koppala   | Director<br>Office of the Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement, Dist<br>Administration Building,<br>Ground Floor (Near Post<br>Office) Bagalkot<br>Pin – 587101                     | 008354-235434 (O)<br>9916425737 (M)<br>sainik.bgk@rediff.com                                 |
| 115              | Belgaum  | Joint Director<br>Deptt of Sainik Welfare &<br>Resettlement<br>Court Compound,<br>Belgaum - 590 001  | 0831-2469341 (O)<br>0831-2469341 (F)<br>09945173849 (M)<br>sainikwelfarebelgaum@yahoo.in     |
| 116              | Dharwad  | Deputy Director<br>Office of Deputy Director<br>Deptt of Sainik Welfare &<br>Resettlement<br>DC's Office Compound<br>Dharwad - 580 001   | 0836-2440176 (O)<br>09880542689 (M)<br>sainikwelfareddw@yahoo.com                            |
| 117              | Uttara Kannada   | Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement,<br>M.G. Road, Karwar,<br>Uttara Kannada,<br>District – 581301   | 08382-226538 (O)<br>08382-226538 (F)<br>08050368197 (M)<br>sainikkwr@gmail.com               |
| 118              | Dakshina Kannada &<br>Udupi  | Deputy Director<br>Office of the Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement,<br>Sainik Rest House Building,<br>Urva Stores Ashok Nagar – PO<br>Mangalore – 575006                         | 0824-2450933 (O)<br>09448549149 (M)<br>dydirdswrmlre@yahoo.com                               |
| 119              | Kodagu   | Joint Director<br>Dept of Sainik Welfare &<br>Resettlement,<br>Canara Bank Building,<br>Main Road, Madikeri<br>Pin – 571201  | 08272-229866 (O)<br>jtdirectordswrmdk@yahoo.co m   |

| SI No         | Office/District                      | Name, Designation and Address  | Contact Details   |
|---------------|--------------------------------------|--|---|
| 120           | Shimoga<br>Chitradurga<br>Davanagere | Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement,<br>K. Balaraj Urs Road Near DC"s<br>Residence<br>Shimoga – 577201                                   | 08182-220925 (O)<br>09449748055 (M)<br>soldier-shimoga@rediffmail.com                 |
| 121           | Hassan and Chikkamagalur<br>Dists    | Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement, „Shree Vasvi Nilay“<br>Shankaripur, Ist Cross, B M<br>Road, Hassan – 573201                         | 08172-250465 (O)<br>sainikalyanhassan@in.com  |
| 122           | Mysore<br>Mandya Chamarajanagar      | Deputy Director<br>Office of the Deputy Director<br>Dept of Sainik Welfare &<br>Resettlement,<br>Sq n Ldr AB Devaiah Bhavan,<br>Near DC"s Office Mysore - 570005 | 0821-2425240 (O)<br>0821-2425240 (F)<br>09632953019 (M)<br>sainikkalyanmysore@in.com  |
| <b>KERALA</b> |                                      |  |   |
| 123           | Alappuzha                            | Zila Sainik Welfare Office<br>Arattuvazhi Road,<br>Alappuzha-688 007   | 0477-2245673 (O)<br>zswalp@gmail.com  |
| 124           | Eranakulam                           | Zila Sainik Welfare Office<br>Civil Station, Kakkanad,<br>Ernakulam-682 030  | 0484-2422239 (O)<br>zswokem@yahoo.com   |
| 125           | Idukki                               | Zila Sainik Welfare Office<br>Theruvan Towers<br>Thodupuzha, Iddukki - 685584  | 0486-2222904 (O)<br>zswoidukki@yahoo.com  |
| 126           | Kannur                               | Zila Sainik Welfare Office<br>Civil Station, Kannur-670002   | 0497-2700069 (O)<br>zswokannur@gmail.com  |
| 127           | Kasaragod                            | Zila Sainik Welfare Office<br>Civil Station PO, Vidya Nagar,<br>Kasaragod - 671123   | 0499-4256860 (O)<br>zswoksgd@bsnl.in  |
| 128           | Kollam                               | Zila Sainik Welfare Office<br>Civil Station,<br>Kollam-691013  | 0474-2792987 (O)<br>zswokollam@yahoo.co.in  |
| 129           | Kottayam                             | Zila Sainik Welfare Office<br>Muttambalam PO,<br>Kanjikuzhi, Kottayam-686004   | 0481- 2570287 (O)<br>zswoktym@gmail.com   |
| 130           | Kozhikode                            | Zila Sainik Welfare Office<br>Balan K Nair Road,<br>Kozhikode - 673001   | 0495- 2771881 (O)<br>kkdzsw@bsnl.in   |
| 131           | Malappuram                           | Zila Sainik Welfare Office<br>Civil Station,<br>Malappuram – 05  | 0483-2734932 (O)<br>zswompm@gmail.com   |
| 132           | Palakkad                             | Zila Sainik Welfare Office,<br>Jaini Medu<br>Vadakkanthara PO<br>Palakkad-678013   | 0491-2501633 (O)<br>zswopalakkad@gmail.com  |
| 133           | Pathanamthitt a                      | Zila Sainik Welfare Office,<br>Collectorate<br>Pathanamthitta - 689645   | 0468-2222104 (O)<br>zswopta@gmail.com   |
| 134           | Thiruvanantha puram                  | Zila Sainik Welfare Office<br>Vanchiyoor<br>Thiruvananthapuram-695035  | 0471-2472748 (O)<br>zswotvpm@Gmail.com  |
| 135           | Thrissur                             | Zila Sainik Welfare Office<br>Sainik Centre, Poothole<br>Thrissur-680004   | 0487- 2384037 (O)<br><a href="mailto:zswotrissur@gmail.com">zswotrissur@gmail.com</a> |

| Sl No                 | Office/District | Name, Designation and Address   | Contact Details   |
|-----------------------|-----------------|---|---|
| 136                   | Wayanad         | Zila Sainik Welfare Office<br>Kalpetta North PO,<br>Wayanad-673122  | 04936-202668 (O)<br>zswowyd@gmail.com   |
| <b>MADHYA PRADESH</b> |                 |   |   |
| 137                   | Betul           | Distt Sainik Welfare Officer<br>Chitinvis Kothi, Civil Line<br>Betul<br>Pin - 460 001   | 07141-230790 (O)<br>09826014693 (M)<br>dswobet@mp.gov.in  |
| 138                   | Bhind           | Distt Sainik Welfare Officer<br>Collectorate, By Pass Road<br>Near Mela Ground,<br>Bhind, Pin - 477001 (MP)                         | 07534-236379 (O)<br>08435039266 (M)<br>dswobhind@gmail.com                                      |
| 139                   | Bhopal          | Distt Sainik Welfare Officer<br>Sainik Rest House,<br>Banganga Chouraha<br>Bhopal - 462 003 (M P)                                   | 0755-2556198 (O)<br>0755-2556198 (F)<br>09300087014 (M)<br>0755-2430136 (R) dswopho@mp.gov.in   |
| 140                   | Chhatarpur      | Distt Sainik Welfare Officer<br>Ward No.38,H.No.-36<br>Shanti Nagar Colony, Sagar<br>Road,Near Bijawar<br>Naka,Chhatarpur - 471 001 | 07682-245460 (O)<br>07682-245460 (F)<br>09584850722 (M)<br>dsosha@mp.gov.in                     |
| 141                   | Chindwara       | Distt Sainik Welfare Officer<br>Near Ekta Park, Nagpur Road,<br>Chindwara - 480 001 (M P)   | 07162-242119 (O)<br>07162-242119 (F)<br>09993446872 (M) dsowchi@mp.gov.in                       |
| 142                   | Damoh           | Distt Sainik Welfare Officer<br>New Collectorate, Room No. 55<br>Damoh - 470 661 (M P)  | 07812-224108 (O)<br>07812-224108 (F)<br>08349656747 (M)<br>dswodam@mp.gov.in                    |
| 143                   | Gwalior         | Distt Sainik Welfare Officer<br>Race Course Road,<br>Near Sainik Petrol Pump,<br>Gwalior – 474002                                   | 0751-2340878 (O)<br>0751-2471539 (O)<br>09893589261 (M)<br>dswogwa@mp.gov.in                    |
| 144                   | Khandwa         | Distt Sainik Welfare Officer<br>Collectorate Parisar<br>Khandwa   | 0733-2228311 (O)<br>09201632261 (M)<br>dswokhd@mp.gov.in  |
| 145                   | Indore          | Distt Sainik Welfare Officer,<br>Jairam Pur Colony,<br>Indore – 4502004   | 0731-2367319 (O)<br>0731-2367319 (F)<br>09827508379 (M)<br>07324-226249 (R)<br>dswind@mp.gov.in |
| 146                   | Guna            | Sainik Welfare Officer<br>Jail Road, Opp Akashwani<br>Bhavan, Guna – 473001   | 07542-251010 (O)<br>09669506033 (M)<br>dswogun@mp.gov.in  |
| 147                   | Hoshangabad     | Distt Sainik Welfare Officer,<br>Behind Home Guard Office,<br>Hoshangabad - 461 001 (M P)   | 07574-254465 (O)<br>07574-254465 (F)<br>09425310645 (M)<br>dswohos@mp.gov.in                    |
| 148                   | Jabalpur        | Distt Sainik Welfare Officer<br>Katanga Colony, Narmada<br>Road, Shaheed Raman Bakshi<br>Marg<br>Jabalpur - 482 001 (M P)           | 0761-2667336 (O)<br>0887851465 (M)<br>0761-2603157 (R)<br>dswojab@mp.gov.in                     |
| 149                   | Mandsaur        | Distt Sainik Welfare Officer<br>HDX-33, Duplex,<br>Street No. 2, Kitiyani<br>Mandasaur - 458 001 (M P)                              | 07422-256139 (O)<br>07422-256139 (F)<br>09039013706 (M)<br>dswomas@mp.gov.in                    |

| SI No              | Office/District | Name, Designation and Address  | Contact Details  |
|--------------------|-----------------|--|--|
| 150                | Morena          | Distt Sainik Welfare Officer<br>Near to Railway Over Bridge<br>Chauraha, MS Road<br>Morena - 476 001 (MP)            | 07532-226003 (O)<br>07532-226780 (F)<br>08349378595 (M)<br>dswomor@mp.gov.in                                     |
| 151                | Narsinghpur     | Distt Sainik Welfare Officer<br>Ashok Nivas Sadar, 1 <sup>st</sup> Wing<br>Narsinghpur - 487 001 (M P)               | 07792-232128 (O)<br>09479380111 (M)<br>dswonar@mp.gov.in   |
| 152                | Ratlam          | Distt Sainik Welfare Officer<br>Opposite Home Guard Colony<br>Nagra Road, Ratlam<br>Pin Code - 457 001 (M P)         | 07412-201124 (O)<br>07412-201124 (F)<br>0734 - 2510362<br>09685900204 (M)<br>dsworat@mp.gov.in                   |
| 153                | Rewa            | Distt Sainik Welfare Officer<br>TH- 8 B Block,<br>Shilpi Construction,<br>Kothi Road, Rewa-486001<br>(MP)            | 07662-254118 (O)<br>07662-254118 (F)<br>07804909240 (M)<br>dsworew@mp.gov.in                                     |
| 154                | Satna           | Distt Sainik Welfare Officer<br>Near Jawahar Nagar,<br>Stadium/ Water Tunki<br>Satna - 485 001 (M P)                 | 07672-222389 (O)<br>07672-222389 (F)<br>09713200652 (M)<br>dswosat@mp.gov.in                                     |
| 155                | Sagar           | Distt Sainik Welfare Officer<br>Collectorate Compound,<br>Sagar - 470 001 (M P)                                      | 07582-225589 (O)<br>07582-225589 (F)<br>09407016050 (M)<br>dswosag@mp.gov.in                                     |
| 156                | Seoni           | Distt Sainik Welfare Officer<br>Bara Pathar, Tooti Puliya<br>Road,<br>Near Gayatri Temple,<br>Seoni - 480 661, (M P) | 07692-222730 (O)<br>07692-222730 (F)<br>09981920255 (M)<br>dswoseo@mp.gov.in                                     |
| 157                | Shahdol         | Distt Sainik Welfare Officer<br>H No. 536, Pandey Nagar,<br>Shahdol - 484 001 (M P)                                  | 07652-248949 (O)<br>09425182155 (M)<br>dswoshd@mp.gov.in   |
| 158                | Sidhi           | Distt Sainik Welfare Officer<br>Near Tilak Talkies, Maharana<br>Pratap Road, Sidhi - 486 661<br>(MP)                 | 07822-250852 (O)<br>07822-250852 (O)<br>07415249145 (M)<br>dswosid@mp.gov.in                                     |
| 159                | Tikamgarh       | Distt Sainik Welfare Officer<br>Room No.75, Collectorate,<br>Tikamgarh - 472 001 (M P)                               | 07683-240709 (O)<br>09425453431 (M)<br>dswotik@mp.gov.in   |
| 160                | Ujjain          | Distt Sainik Welfare Officer<br>B- 9/6, Mahananda Nagar<br>Ujjain - 456 010 (M P)                                    | 0734-2511355 (O)<br>0734-2511355 (F)<br>08989879160 (M)<br>dswoujj@mp.gov.in                                     |
| <b>MAHARASHTRA</b> |                 |  |  |
| 161                | AhmedNagar      | Zila Sainik Welfare Officer<br>Ex-Servicemen Rest House<br>Chandni Chowk<br>Ahmednagar – 414 001                     | 0241-2323160 (O)<br>02442- 222105 (O)<br>09421015690 (M)<br>09423032817 (M)<br>zsw_ahmednagar@maha<br>sainik.com |
| 162                | Akola           | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Akola-444001   | 0724 -2436070 (O)<br>09403309325 (M)<br>zsw_akola@mahasainik.c om  |
| 163                | Amravati        | Zila Sainik Welfare Officer<br>Amravati Camp<br>Dist. Amravati-444602  | 0721-2662621 (O)<br>08275185077 (M)<br>0721 -2660929 (R)<br>zsw_amravati@mahasain ik.com                         |

| SI No | Office/District | Name, Designation and Address  | Contact Details  |
|-------|-----------------|--|--|
| 164   | Aurangabad      | Zila Sainik Welfare Officer<br>Nandanvan Colony,<br>Bhavsinghpura Road<br>Aurangabad - 431203  | 0240-2370313 (O)<br>09890657075 (M)<br>zswo_aurangabad@mahasainik.com                                      |
| 165   | Bhandara Gondia | Zila Sainik Welfare Officer<br>Mahasul Karmarachi Parisar<br>Bhandara – 440 001  | 07184-250619 (O)<br>09822461851(M)<br>zswo_bhandara@mahasainik.coms  |
| 166   | Beed            | Zila Sainik Welfare Officer<br>Near District Court<br>Beed-431122  | 02442-222105 (O)<br>0241- 2323160 (O)<br>09049778558 (M)<br>zswo_beed@mahasainik.c om                      |
| 167   | Buldhana        | Zila Sainik Welfare Officer<br>"Sainiki Complex",<br>Near ST Bus Stand<br>Buldhana -443 001  | 07262-242208 (O)<br>09422882143 (M)<br>zswo_buldhana@mahasainik.com  |
| 168   | Chandrapur      | Zila Sainik Welfare Officer<br>New Administrative Building<br>Chandrapur – 442401  | 07172-257968 (O)<br>09422322495 (M)<br>zswo_chandrapur@mahasainik.com                                      |
| 169   | Dhule           | Zila Sainik Welfare Officer<br>Ex-servicemen Rest House<br>Collector Office compound<br>Dist. Dhule - 424001   | 02562-237264 (O)<br>0257- 2241414 (O)<br>0257-2261841 (R)<br>09422786346 (M)<br>zswo_dhule@mahasainik.c om |
| 170   | Gadchiroli      | Office of the District Magistrate<br>Zila Sainik Welfare Officer<br>Gadchiroli   | 07172- 248955 (O)<br>09422322495 (M)<br>zswo_chandrapur@mahasainik.com                                     |
| 171   | Jalgaon         | Zila Sainik Welfare Officer<br>Collector Compound<br>Jalgaon<br>Pin – 425001   | 02562-237264 (O)<br>02562-2261841(R)<br>09422786346 (M)<br>zswo_jalgaon@mahasainik.com                     |
| 172   | Jalna           | Zila Sainik Welfare Officer<br>Opposite District Sports Sankul<br>Beed Bypass Road<br>Jalna – 431 203  | 02482-225201 (O)<br>09623509489 (M)<br>zswo_jalna@mahasainik.c om  |
| 173   | Kolhapur        | Zila Sainik Welfare Officer<br>Collector Compound,<br>Nagala Park<br>Kolhapur – 416003   | 0231-2665812 (O)<br>09423577808(M)<br>zswo_kolhapur@mahasainik.com   |
| 174   | Latur           | Zila Sainik Welfare Officer<br>Sainik Sankul, Ambajogai Road,<br>Front of MIMSR<br>Medical College<br>Latur – 413 512  | 02382-245189 (O)<br>09665063714 (M)<br>zswo_latur@mahasainik.c om  |
| 175   | Mumbai City     | City Sainik Welfare Office<br>Old Custom House, Fort<br>Mumbai – 400001  | 022-22700404 (O)<br>022- 23088011 (O)<br>08108692960 (M)<br>zawo_mumbaicity@mahasainik.com                 |
| 176   | Mumbai Upnagar  | Zila Sainik Welfare Officer<br>Mumbai Suburban District<br>Administrative Building<br>9 <sup>th</sup> Floor, Near Chetna College<br>Govt Colony, Bandra (East),<br>Mumbai - 400051 | 022-265552172 (O)<br>09869070211 (M)<br>zswo_mumbaiupnagar@mahasainik.com                                  |
| 177   | Nasik           | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Nasik – 422 002  | 0253-2577255 (O)<br>09321918195 (M)<br>zswo_nashik@mahasainik. com   |

| SI No | Office/District    | Name, Designation and Address   | Contact Details  |
|-------|--------------------|---|--|
| 178   | Nagpur             | Zila Sainik Welfare Officer<br>Administrative Building No.1,<br>3 <sup>rd</sup> Floor,Civil Line,<br>Nagpur- 440001   | 0712-2561133 (O)<br>09373100805 (M)<br>zswo_nagpur@mahasainik .com                     |
| 179   | ParbhaniNanded     | Zila Sainik Welfare Officer<br>Collectorate Compound, Nanded– 431<br>602  | 02452-245510 (O)<br>02452-220340 (O)<br>zswo_parbhani@mahasain                         |
| 180   | Nandurbar          | Zila Sainik Welfare Office<br>Collectorate Compound<br>Nandurbar  | 09422786346 (M)  |
| 181   | Osmanabad          | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Osmanabad – 413501  | 02472-222557 (O)<br>09970856438 (M)<br>zswo_osmanabad@mahas<br>ainik.com               |
| 182   | Pune               | Zila Sainik Welfare Officer<br>Collector Office Compound,<br>Pune – 411 001   | 020-26122287 (O)<br>09423039599 (M)<br>zswo_pune@mahasainik.c om<br>09423039599        |
| 183   | Hingoli            | Opposite Bachat Bhavan<br>Stadium, Railway Station Road,<br>Parbhani – 431401   | 02452-220340 (O)<br>09850893511 (M)<br>zswo_parbhani@mahasainik.com                    |
| 184   | Raigad             | Zila Sainik Welfare Officer<br>Near Lekha Kosh Office<br>Raigad – 402201  | 02141-222208 (O)<br>09850893511 (M)<br>zswo_raigad@mahasainik. com                     |
| 185   | Ratnagiri          | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Shivaji Nagar<br>Ratnagiri – 415612   | 02352-222271 (O)<br>09423017202 (M)<br>zswo_ratnagiri@mahasaini k.com                  |
| 186   | Satara             | Zila Sainik Welfare Officer<br>Ajinkyatara Bldg, Povai Naka<br>Satara – 415001  | 02162-239293 (O)<br>09766448666 (M)<br>zswo_satara@mahasainik. com                     |
| 187   | Sangli             | Zila Sainik Welfare Officer<br>Sangli Miraj Road, Pushkar Chowk<br>Sangli – 416416  | 0233-2671711 (O)<br>09421222564 (M)<br>zswo_sangli@mahasainik. com                     |
| 188   | Solapur            | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Solapur – 413004  | 0217-2731035 (O)<br>09421222564 (M)<br>zswo_solapur@mahasaini k.com<br>09421222564(M)  |
| 189   | Sindhudurg         | Zila Sainik Welfare Officer<br>Main Administrative Building<br>C Block, 1 <sup>st</sup> Floor,<br>At + Post - Oras (BK), Tel. Kudal<br>Dist Sindhudurg-416812 | 02362-228820 (O)<br>09423577808 (M)<br>zswo_sindhudurg@mahas<br>ainik.com              |
| 190   | Thane              | Zila Sainik Welfare Officer<br>Collector Office,Room No. 402,<br>4 <sup>th</sup> Floor,Tembhi Naka<br>Thane – 400601  | 022-25343174 (O)<br>09869074423 (M)<br>zswo_thane@mahasainik.c om                      |
| 191   | Yavatmal (Yeotmal) | Zila Sainik Welfare Officer<br>Collector Office Compound<br>Dist. Yavatmala – 445001  | 07232-245273 (O)<br>09850318606 (M)<br>zswo_yavatmal@mahasainik.com                    |
| 192   | Wardha             | Zila Sainik Welfare Officer<br>Front side of Yashwant<br>Mahavidhyalaya<br>Wardha – 442 001   | 07152-257698 (O)<br>07172-240691 (O)<br>09850318606 (M)<br>zswo_wardha@mahasainik .com |

| Sl No            | Office/District  | Name, Designation and Address   | Contact Details   |
|------------------|--|---|---|
| 193              | Washim   | Zila Sainik Welfare Officer<br>Room No.206, Admin Bldg.<br>Collector Office Compound,<br>Washim – 444505  | 07252-288741 (O)<br>07252-230188 (R)<br>09920494423 (M)<br>zswowashim@mahasainik.co |
| <b>MANIPUR</b>   |  |   |   |
| 194              | Imphal   | PO- Lamphel, Dist-Imphal<br>West Manipur - 795004   | 09862672547 (M)<br>0385-2416228 (O)   |
| 195              | Churachandpur  | Secretary<br>Churachandpur  | 09856666350 (M)   |
| <b>MEGHALAYA</b> |  |   |   |
| 196              | Shillong +East &<br>West Khasi Hills,<br>Jaintia Hills,<br>Ribhoi, East,<br>West & South<br>Garo Hills | Zila Sainik Welfare office<br>East Khasi Hills,<br>Shillong<br>Old NEC Building,<br>Shillong-793001   | 0364-2500459 (O)<br>09774273416 (M)<br>zsbshillong@rediff.com                       |
| <b>MIZORAM</b>   |  |   |   |
| 197              | Aizawl   | Zila Sainik Welfare &<br>Resettlement Office,<br>Sainik Rest House Building,<br>Khatla, Aizawl,<br>Mizoram - 796 001                                | 0389-2333131(O)<br>09436147426 (M)<br>0389-2340685(R)<br>swazlmiz@yahoo.in          |
| 198              | Lunglei +Chhimtuipui   | Deputy Director<br>Zila Sainik Welfare &<br>Resettlement Office<br>Distt. Lunglei - 796 701   | 0372-2324737(O)<br>0372-2324737(F)<br>09436370075 (M)<br>zswllimz@yahoo.in          |
| 199              | Kolasib  | District Sainik Welfare &<br>Resettlement Officer<br>Distt. Kolasib - 796081  | 03837-222265 (O)<br>03837-222265 (F)<br>09863221849 (M)<br>zsb_kolasib@yahoo.in     |
| 200              | Champhai   | District Sainik Welfare &<br>Resettlement Officer<br>Zila Sainik Welfare &<br>Resettlement Office<br>Distt. Champhai<br>Pin - 796321                | 03831-2355170 (O)<br>03831-2355170 (F)<br>09612223471 (M)<br>chamsan77@gmail.com    |
| <b>NAGALAND</b>  |  |   |   |
| 201              | Dimapur  | Zila Sainik Welfare Officer<br>Zila Sainik Welfare Office<br>Walford Area, Near Rajbari,<br>New Circuit House,<br>Dimapur (Nagaland)<br>Pin- 797112 | 03862-280002 (O)<br>09436304277 (M)<br>dcdmp-ngl@nic.in                             |
| 202              | Kohima   | Zila Sainik Welfare Officer Zila Sainik<br>Welfare Office<br>Kohima DC's Office Complex<br>Kohima - 797 001   | 0370-2900342(O)<br>09436304277 (M)<br>dckma-ngl@nic.in                              |
| 203              | Sambalpur  | Secretary,<br>Zila Sainik Board<br>Collectorate, 2nd floor,<br>Sambalpur - 768 001  | 0663-2410154 (O)<br>09937644514 (M)<br>secyzsbsbp@rediffmail.com                    |
| 204              | Keonjhar   | Secretary<br>Zila Sainik Board<br>Keonjhar Collectorate<br>Complex, Keonjhar  | 06766-254652 (O)<br>08018455750 (M)<br>natabar05@yahoo.com                          |



| SI No         | Office/District           | Name, Designation and Address  | Contact Details                                      |
|---------------|---------------------------|--|--|
| <b>PUNJAB</b> |                           |  |  |
| 205           | Amritsar                  | District Defence Services<br>Welfare Officer<br>52, Court Road, Opp GPO,<br>Amritsar - 140 001               | 0183-2563102 (O)<br>dswo_asr@rediffmail.com          |
| 206           | Bathinda                  | District Defence Services<br>Welfare Officer<br>Near Court Complex<br>Bathinda                               | 0164-2212612 (O)<br>sainikwelfarebti@rediffmail.co m |
| 206           | Faridkot                  | District Defence Services<br>Welfare Officer<br>Talwandi Road,<br>Faridkot – 151 203                         | 01639-250788 (O)<br>ddswfdk@rediffmail.com           |
| 207           | Fatehgarh Sahib           | District Defence Services<br>Welfare Officer<br>Near Bachhat Bhavan<br>Fatehgarh Sahib- 140407               | 0176-3232287 (O)<br>fgsdsw010@rediffmail.com         |
| 208           | Ferozepur                 | District Defence Services<br>Welfare Officer<br>Near Saragarhi Gurudwara<br>Ferozepur                        | 01632-246211 (O)<br>dswo_fzr@rediffmail.com          |
| 209           | Gurdaspur                 | District Defence Services<br>Welfare Officer Near DC Court ,<br>Gurdaspur                                    | 01874-231127 (O)<br>dswogsp@rediffmail.com           |
| 210           | Hoshiarpur                | District Defence Services<br>Welfare Officer<br>Green New Park,Court Road<br>Hoshiarpur                      | 01882-222013 (O)<br>dswhspr@rediffmail.com           |
| 211           | Jalandhar                 | District Defence Services<br>Welfare Officer<br>Shastri Market, Ladowali Road<br>Jalandhar                   | 0181-2455423 (O)<br>dswo_jal@rediffmail.com          |
| 212           | Kapurthala                | District Defence Services<br>Welfare Officer<br>Near District Court, Kapurthala                              | 01822-232872 (O)<br>dswo_kpt@rediffmail.com          |
| 213           | Ludhiana                  | District Defence Services<br>Welfare Officer<br>Near Clock Tower,<br>Ludhiana - 141 001                      | 0161-2741066 (O)<br>dswo_ldh@yahoo.com               |
| 214           | Mansa                     | District Defence Services<br>Welfare Officer<br>Opp Ranbir Club,<br>Mansa - 151 505                          | 01652-229181 (O)<br>dswo_mansa@rediffmail.com        |
| 215           | Moga                      | District Defence Services<br>Welfare Officer<br>DC Complex, Moga   | 01636-237488 (O)<br>dswo.moga@rediffmail.com         |
| 216           | SAS Nagar                 | District Defence Services<br>Welfare Officer<br>Sas Nagar  | 0172 -2270075<br>dswo_sas@rediffmail.com             |
| 217           | Muktsar Sahib             | District Defence Services<br>Welfare Officer Bathinda Road,<br>Muktsar Sahib – 152 026                       | 01633-240701 (O)<br>dswo_mkts@rediffmail.com         |
| 218           | Shahid Bhagat Singh Nagar | District Defence Services<br>Welfare Officer<br>331, Friends Colony,<br>SBS Nagar                            | 01823-225075 (O)<br>dswo_nsr@rediffmail.com          |
| 219           | Patiala                   | Sanga, (Additional Charge)<br>District Defence Services<br>Welfare Officer<br>Near Railway Bridge<br>Patiala | 0175-2361188 (O)<br>patialadsw@rediffmail.com        |

| Sl No            | Office/District | Name, Designation and Address  | Contact Details   |
|------------------|-----------------|--|---|
| 220              | Ropar           | District Defence Services<br>Welfare Officer<br>Near Old Bus Ropar   | 01881-220324 (O)<br>dswo_rpr@rediffmail.com                                     |
| 221              | Sangrur         | District Sainik Welfare Officer<br>Opp Ranbir Club,<br>Sangrur - 148 001   | 01672-234021 (O)<br>sangrurdsw@rediffmail.com                                   |
| 222              | Tarantaran      | District Defence Services<br>Welfare Officer<br>Tarantaran   | 0183-2563102 (O)<br>ddswott@rediffmail.com                                      |
| 223              | Barnala         | District Defence Services<br>Welfare Officer<br>Sangrur  | 01672-234021<br>09876128768 (M)<br>sangrur_dsw@yahoo.com                        |
| 224              | Pathankot       | District Defence Services<br>Welfare Officer<br>Pathankot  | 09872939400 (M)<br>dswogsp@rediffmail.com                                       |
| <b>RAJASTHAN</b> |                 |  |   |
| 225              | Ajmer           | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Opp Revenue Board,<br>Ajmer - 305 001                        | 0145-2627972 (O)<br>09680961539 (M)<br>dsboardajmer@gmail.com                   |
| 226              | Alwar           | Zila Sainik Kalyan Karyalaya, Near<br>Company Garden, Alwar  | 0144-2338527 (O)<br>09982943354 (M)<br>skolw22j@gmail.com                       |
| 227              | Barmer          | Zila Sainik Kalyan Karyalaya Near<br>Railway Station<br>Barmer - 344 001   | 02982-221185 (O)<br>09828343765 (M)<br>zska-bar-rj@nic.in                       |
| 228              | Bharatpur       | Zila Sainik Kalyan Karyalaya<br>Near Gordhangate<br>Bharatpur - 321 001  | 05644-223707 (O)<br>09413232223 (M)<br>zska-bha-rj@gmail.com                    |
| 229              | Bikaner         | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Near Public Park,<br>Bikaner - 334 001                       | 0151-2226671 (O)<br>09413143639 (M)<br>aslam zska-bikrj@yahoo.in                |
| 230              | Bhilwara        | Zila Sainik Kalyan Karyalaya,<br>C-221, Subhash Nagar, In<br>Front of Reliance Office,<br>Bhilwara                           | 01482-265133 (O)<br>09610526789 (M)<br>Bhitorsainik2013@gmail.com               |
| 231              | Churu           | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Churu - 331 001  | 01562-250948 (O)<br>09672951234 (M)<br>kaswanmajorrkk@gmail.com                 |
| 232              | Chirawa         | Zila Sainik Kalyan Karyalaya,<br>Chirawa,<br>Behind Dalmia Ground,<br>Chirawa, Jhunjhunu                                     | 01596-222880 (O)<br>09001634348 (M)<br>sainik.chirawa@gmail.com                 |
| 233              | Deedwana        | Zila Sainik Kalyan Karyalaya<br>Behind Jivan Bima Nigam<br>Sainik Vishram Grah Building<br>Deedwana<br>Distt Nagaur - 341303 | 01580-223729 (O)<br>09413965858 (M)<br>zska-nag-did-rj@nic.in                   |
| 234              | Jaipur          | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Jai Singh Highway,<br>Bani-Park<br>Jaipur - 302 006          | 0141-2201487 (O)<br>09828925550 (M)<br>rbhukar1@gmail.com<br>zskajaip_rj@nic.in |
| 235              | Jaisalmer       | Sainik Kalyan Karyalya,<br>Jaisalmer<br>Near Railway Station,<br>Jaisalmer   | 02992-250029 (O)<br>09414205285 (M)<br>zskajairj@gmail.com                      |

| Sl No         | Office/District              | Name, Designation and Address   | Contact Details  |
|---------------|------------------------------|---|--|
| 236           | Jhunjhunu                    | Zila Sainik Kalyan Karyalaya<br>Jhunjhunu Near Railway<br>Station Jhunjhunu                             | 01592-232653 (O)<br>09783969009 (M)<br>yogilns@yahoo.com             |
| 237           | Jodhpur                      | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Rai Ka Bagh, Jodhpur 342-006            | 0291-2650372 (O)<br>09352355450 (M)<br>zska-jod-rj@nic.in            |
| 238           | Kota                         | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>In front of Bhimrao Hospital<br>Kota    | 0744-2323712 (O)<br>09413318285 (M)<br>zska-kotj@yahoo.com           |
| 239           | Karauli                      | Zila Sainik Kalyan Karyalaya<br>Karauli, Sainik Nagar<br>Near Chungi Naka,<br>Hindon Road, Karauli      | 07464-221734 (O)<br>09414035313 (M)<br>zska-kar-rj@nic.in            |
| 240           | Nagaur                       | Zila Sainik Kalyan Karyalaya<br>Near Railway Station<br>Nagaur - 341 001                                | 01582-240776 (O)<br>09828853822 (M)<br>zska-nag-rj@nic.in            |
| 241           | Neem Ka Thana (Sikar)        | Zila Sainik Kalyan Karyalaya,<br>Neem Ka Thana (Sikar)  | 01574-231920 (O)<br>09001634348 (M)<br>majpradhudayalagria@yahoo.i n |
| 242           | Pali                         | Zila Sainik Kalyan Karyalaya<br>Jaipur Highway Road Pali<br>Sojat Road, Pali - 301 406                  | 02932-225230 (O)<br>08058248105 (M)<br>zskkpali@yahoo.com            |
| 243           | Behror                       | Zila Sainik Kalyan Adhikari<br>Behrod (Alwar)<br>Rajasthan  | 01494-297084(O)<br>09460983107 (M)<br>dholiyashiv@gmail.com          |
| 244           | Shergarh                     | Zila Sainik Kalyan Karyalaya,<br>Shergarh (Jodhpur),<br>Rajasthan                                       | 02929-243694 (O)<br>09413329031 (M)<br>zska-jod-she-rj@nic.in        |
| 245           | Sikar                        | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>Near Collectorate,<br>Sikar-332001      | 01572-254437 (O)<br>09887291364 (M)<br>zskasikrj@gmail.com           |
| 246           | Sri Ganganagar               | Zila Sainik Kalyan Karyalaya<br>Lakkar Bazar<br>Sri Ganganagar (Rajasthan)                              | 0154-2422547 (O)<br>09610606063 (M)<br>vkchhibber@gmail.com          |
| 247           | Tonk                         | Zila Sainik Kalyan Karyalaya<br>1/17, Housing Board Colony<br>Tonk                                      | 01432-245862(O)<br>09414278310 (M)<br>dsboardtonk2012@gmail.com      |
| 248           | Udaipur                      | Zila Sainik Kalyan Karyalaya<br>Sainik Vishram Grah Building<br>21, Residency Road<br>Udaipur - 313 001 | 0294-2524724 (O)<br>09460682275 (M)<br>zska-uda-rj@nic.in            |
| <b>SIKKIM</b> |                              |   |  |
| 249           | Gangtok East/North<br>Sikkim | Welfare Officer<br>Zila Sainik Board<br>PS Road,<br>Gangtok<br>East Sikkim - 737 101                    | 03592-201062 (O)<br>09933805796 (M)                                  |
| 250           | Namchi<br>South Sikkim       | Welfare Officer<br>Zila Sainik Board (South)<br>Namchi,<br>South Sikkim Pin - 737 126                   | 03595-263003 (O)<br>094334871395 (M)<br>Zsbnamchi12@gmail.com        |
| 251           | Gyalshing West Sikkim        | Welfare Officer<br>Zila Sainik Board,<br>Gyalshing,<br>West Sikkim<br>Pin – 737111                      | 03595-250067 (O)<br>08972685007 (M)<br>zsbgyz@gmail.com              |

| Sl No             | Office/District | Name, Designation and Address   | Contact Details  |
|-------------------|-----------------|---|--|
| <b>TAMIL NADU</b> |                 |   |  |
| 252               | Chennai         | Ex-Servicemen's Welfare<br>Major Parameswaran<br>Memorial Building, 2E,<br>West Mada Street Srinagar<br>Colony, Saidapet Chennai<br>Pin - 600 015 (T N) | 044-22350780 (O)<br>09442612294 (M)<br>exwelchn@tn.gov.in  |
| 253               | Coimbatore      | Ex-Servicemen's Welfare<br>Ex Services Centre,<br>Huzur Road,<br>Coimbatore<br>Pin - 641 018 (T N)  | 0422-2214107 (O)<br>09994770553 (M)<br>exweicbe@tn.gov.in  |
| 254               | Cuddalore       | Ex-Servicemen's Welfare<br>Ex-Services Centre,<br>No. 33.II Cross Street,<br>Seetharam<br>Nagar,Pudupalayam<br>Cuddalore – 607 001                      | 04142-294732 (O)<br>09486575695 (M)<br>exwelcud@tn.gov.in  |
| 255               | Dindigul        | Ex-Servicemen's Welfare<br>Ex-Services Centre<br>Master Plan Complex<br>Collectorate Dindigul –624 305  | 0451-2460086 (O)<br>exweldgl@tn.gov.in                     |
| 256               | DharmaPuri      | Ex-Servicemen's Welfare<br>No. H.49, kalliappa Nivas,<br>TNHB, Avvai Nagar,<br>Othapatti,Dharmapuri – 636 705   | 04342- 230086 (O)<br>09788312867 (M)<br>exweldpi@gmail.com |
| 257               | Erode           | Ex-Servicemen's Welfare<br>Jawans Bhavan<br>Gandhiji Road,<br>(Near Manickam Theatre)<br>Erode - 638 001 (T N)  | 0424-2263227(O)<br>09442518331 (M)<br>exwelerd@tn.gov.in   |
| 258               | Kancheepura m   | Assistant Director<br>Ex-Servicemen"s Welfare<br>No. 2, GST Road,<br>Jeeva Commercial Complex<br>Tambaram<br>Chennai - 600 045                          | 044-22262023(O)<br>09003210050 (M)<br>exwelkpm@tn.gov.in   |
| 259               | Kanyakumari     | Ex-Servicemen's Welfare<br>Ex-services Centre &<br>Shopping Complex, Railway<br>Feeder Road, Kottar,<br>Nagercoil-629002                                | 04652-243515 (O)<br>09442107209 (M)<br>exwelkkm@tn.gov.in  |
| 260               | Krishnagiri     | Ex-servicemen"s Welfare,<br>Ex-service"s Centre,<br>433, Banglore Road,<br>Krishnagiri- 635 001   | 04343-236134 (O)<br>09488492798 (M)<br>exwelkgi@tn.gov.in  |
| 261               | Madurai         | Ex-Servicemen's Welfare<br>Ex-Services Centre,<br>Near Madurai Jn,<br>Railway Station, Railway Colony<br>Madurai - 625 016 (T N)                        | 0452-2308216 (O)<br>exwelmdu@tn.gov.in                     |
| 262               | Nagapattina m   | Asstt Director<br>Ex-Servicemen's Welfare<br>Gd Floor, Colleeorate<br>Complex, Nagapattinam<br>Pin - 611 002  | 04365-253042 (O)<br>09940827415 (M)<br>exwelngp@tn.gov.in  |

| SI No | Office/District | Name, Designation and Address  | Contact Details  |
|-------|-----------------|--|--|
| 263   | Namakkal        | Asstt Director,<br>Ex-Servicemen's Welfare<br>R.D.O. Office Complex,<br>Mohanur Road,<br>Namakkal – 637 001  | 04266-233079 (O)<br>09443019291 (M)<br>exsernkld@gmail.com                   |
| 264   | Pudukottai      | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Service Centre<br>Kalyanaramapuram 1 <sup>st</sup> Street<br>Thirukokarnam P.O.<br>Pudukottai<br>Pin - 622 002 | 04322-221593 (O)<br>09940827415 (M)<br>exwelpdk@tn.gov.in                    |
| 265   | Ramanathapura m | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Service Centre,<br>MasterPlan Complex,<br>Collectorate,<br>Ramanathapuram<br>Pin – 623503                      | 04567-230045 (O)<br>09486142583 (M)<br>exwelrmd@tn.gov.in                    |
| 266   | Salem           | Deputy Director<br>District Ex-Servicemen's<br>Welfare, Room No.307,3 <sup>rd</sup><br>Floor<br>Collectorate Complex,<br>Salem, Pin – 636001                   | 0427-2410903 (O)<br>0427-2410903 (F)<br>0936281718 (M)<br>exwelslm@tn.gov.in |
| 267   | Sivagangai      | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Services Centre<br>Maruthupandiyar Nagar<br>Sivagnagai<br>Pin - 623 560  | 0457-240483 (O)<br>09655434466 (M)<br>exwelsvg@tn.gov.in                     |
| 268.  | Thanjavur       | Asst Director<br>Ex-Servicemen's Welfare<br>Ex-Servicemen Centre,<br>Muthukumara, Moopanar<br>Road,<br>Opp. Head Post Office,<br>Thanjavur - 613 001 (TN)      | 04362-230104 (O)<br>09626709001 (M)<br>exweltnj@tn.gov.in                    |
| 269   | Nilgiris        | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Service Centre<br>Goods Shed Road<br>Udhagamandalam - 643 001  | 0423-2444078 (O)<br>0948728910 (M)<br>exwelnlg@tn.gov.in                     |
| 270   | Theni           | Asstt Director<br>Ex-Servicemen's Welfare<br>II Floor, Collectorate Complex,<br>Theni-625 531  | 04546-252185 (O)<br>09486630672 (M)<br>exwelthn@tn.gov.in                    |
| 271   | Thoothukudi     | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Servicemen Centre<br>19-A, Warners Road<br>Cantonment<br>Tiruchirapali – 628 003                               | 0461-2321678 (O)<br>09940769680 (M)<br>exweltut@tn.gov.in                    |
| 272   | Tiruchirapalli  | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-services Centre<br>19-1, Warners Road<br>Cantonment,<br>Tiruchirapalli-620 001                                 | 0431-2410579 (O)<br>09626709001 (M)<br>exweltry@tn.gov.in                    |

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|--------------------|-----------------|---|---|
| 273                | Thirunelveli    | Asst Director<br>Ex-Servicemen's Welfare<br>Ex-Services Centre<br>Palayamkottai,<br>Tirunelveli - 627 002                             | 0462-2560440 (O)<br>09047099988 (M)<br>exweltnv@tn.gov.in   |
| 274                | Thiruvallur     | Asstt Director<br>Ex-Servicemen's Welfare<br>No.6/25, Lal Bahadur Sastri<br>J N Road,<br>Thiruvallur - 602 001                        | 044-27663163 (O)<br>0989433357 (M)<br>exweltr@tn.gov.in   |
| 275                | Tiruvannamalai  | Asstt Director<br>Ex-Servicemen's Welfare<br>1 <sup>st</sup> Floor, Collectorate Complex<br>Vengikkal, Tiruvannamalai – 606 604       | 04175-233047 (O)<br>09944517180 (M)<br>exweltvm@tn.gov.in   |
| 276                | Vellore         | Deputy Director<br>Ex-Servicemen's Welfare<br>Jawans Bhavan<br>Near Main Telephone<br>Exchange, Vellore-632001                        | 0416-2220432 (O)<br>09442230795 (M)<br>exwelvel@tn.gov.in   |
| 277                | Villupuram      | Ex-Servicemen's Welfare<br>Door No. 9, Palanivel Layout<br>Villupuram – 605 602 (T N)   | 04146-220524 (O)<br>09486575695 (M)<br>exwelvpm@tn.gov.in   |
| 278                | Virudhunagar    | Asstt Director<br>Ex-Servicemen's Welfare<br>Ex-Services Centre<br>10, Periyaswamy Koil Street<br>Srivilliputhur – 626 125            | 04563-260382 (O)<br>09894708429 (M)<br>exwelvnr@tn.gov.in   |
| <b>UTTARAKHAND</b> |                 |   |   |
| 279                | Almora          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>Chauganpata<br>Almora - 263601 (UK)  | 05962-230246 (O)<br>05962-232210 (O)<br>05962-232210 (F)<br>zskalm@yahoo.com                        |
| 280                | Bageshwar       | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>Kanda Road,<br>Bageshwar (UK)-263642 | 05963-221751 (O)<br>05963-221751 (F)<br>zskbgr@yahoo.com  |
| 281                | Chamoli         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>Gopeshwar<br>Chamoli – 246 401       | 01372-252195 (O)<br>01372-251481 (O)<br>01372-251481 (F)<br>09410162232 (M)<br>zsk_gpr@hotmail.com  |
| 282                | Champavat       | Zila Sainik Kalyan Evam<br>Punarvas Adhikari Zila Sainik<br>Kalyan Evam Punarvas Karyalaya,<br>District HQ<br>Champavat (U"Khand)     | 05965-230893 (O)<br>05965-230883 (O)<br>05965-230883 (F)<br>09410139113 (M)<br>zskchamp@hotmail.com |
| 283                | Dehradun        | Director<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya, Kalidass<br>Marg, PO Hathi barkala<br>Dehradun, Pin – 248 001              | 0135-2626091 (O)<br>09319356362 (M)<br>zskddn@gmail.com   |
| 284                | Haridwar        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>Roshanabad<br>Hardwar – 249407       | 01334-250916 (O)<br>01334-250082 (O)<br>01334-250082 (F)<br>09358134048 (M)<br>zharidwar@yahoo.in   |

| SI No | Office/District                | Name, Designation and Address  | Contact Details  |
|-------|--------------------------------|--|--|
| 285   | Lansdown<br>(Pauri<br>Garhwal) | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>Distt HQ,<br>Lansdown – 246155              | 01386-262365 (O)<br>01386-263149 (O)<br>01386-263149 (F)<br>09412003292 (M)<br>zsklnsdn@yahoo.co.in    |
| 286   | Nainital<br>(Haldwani)         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya Haldwani<br>Nainital – 263 139                 | 05946-281410 (O)<br>05946-221614 (O)<br>05946-281410 (F)<br>09412089171 (M)<br>zsk_hal@rediffmail.com  |
| 287   | Pauri<br>(Garhwal)             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>District HQ, Pauri Garhwal<br>Pin – 246 001 | 01368-220961 (O)<br>01368-223399 (O)<br>01368-223399 (F)<br>09412438392 (M)<br>zskpauri@rediffmail.com |
| 288   | Pithoragarh                    | Zila Sainik Kalyan Evam<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>District HQ ,<br>Pithoragarh – 01                                | 05964-224185 (O)<br>05964-226771 (O)<br>05964-226771 (F)<br>05964-250494 (R)<br>zsk_pth@yahoo.com      |
| 289   | Rudraprayag                    | Zila Sainik Kalyan Evam<br>Punarvas Adhikari Karyalaya<br>Sachchidanand Nagar<br>Badrinath Marg,<br>Rudraprayag (UK)-246 171                 | 01364-233584 (O)<br>01364-233584 (F)<br>zsk_rudraprayag@rediffmail.com                                 |
| 290   | Tehri Garhwal                  | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>New Tehri,<br>Tehri (Garhwal) – 249001      | 01376-232320 (O)<br>01376-234145 (O)<br>01376-234145(F)<br>09412108443(M)<br>zsk.ntt2009@gmail.com     |
| 291   | Udhamsingh Nagar               | Zila Sainik Kalyan Evam<br>Punarvas Adhikari Karyalaya<br>Shopping Complex,<br>Rudrapur<br>Udhamsingh Nagar-263153                           | 05944-243435 (O)<br>05944-244826 (O)<br>05944-244826(F)<br>09411706267(M)<br>zskausm@gmail.com         |
| 292   | Uttarkashi                     | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Zila Sainik Kalyan Evam<br>Punarvas Karyalaya<br>District HQ, Uttarkashi – 249193            | 01374-222417 (O)<br>01374-223305 (O)<br>01374-223305(F)<br>08979740114(M)<br>zskuki@rediffmail.com     |
| 293   | Agra                           | Zila Sainik Kalyan Evam Punarvas<br>Adhikari Agra<br>Pin - 282 001(UP)   | 0562-2260549 (O)   |
| 294   | Aligarh                        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Collectorate,<br>Aligarh, Pin - 202001 (UP)  | 0571-2401763 (O)<br>zskpaligarh@gmail.com  |
| 295   | Allahabad                      | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Allahabad - 211 001 (U P)  | 0532-2608454 (O)   |
| 296   | Ambedkar Nagar                 | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Ambedkar Nagar (UP)   | 05271-246818 (O)   |
| 297   | Azamgarh                       | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Azamgarh - 276 001 (U P)   | 0546-220820 (O)  |

| Sl No | Office/District                   | Name, Designation and Address  | Contact Details                      |
|-------|-----------------------------------|--|--------------------------------------|
| 298   | Bahraich                          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Bahraich - 271 801 (U P)       | 05252-2234775 (O)                    |
| 299   | Balia                             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Balía - 277 001 (U P)          | 05498-220350 (O)                     |
| 300   | Balrampur                         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Balrampur (UP)                 | 05263-235086 (O)                     |
| 301   | Banda                             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Banda - 210 001 (U P)          | 05192-285392 (O)                     |
| 302   | Barabanki                         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Barabanki - 225 001 (U P)      | 05248-222563 (O)                     |
| 303   | Bareilly                          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Bareilly - 243 001 (U P)       | 0581-2421794 (O)                     |
| 304   | Basti                             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Basti - 272 001 (U P)          | 05542-246670 (O)                     |
| 305   | Badaun                            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Badaun - 243 601 (U P)         | 05832-267122 (O)                     |
| 306   | Bhadohi -<br>Sant<br>Ravidasnagar | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Bhadohi (UP)                  | 05414-251229 (O)                     |
| 307   | Bijnore                           | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Bijnore<br>Pin - 246 701 (U P) | 01342-262994 (O)                     |
| 308   | Bulandshar                        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Bulandshahr – 203 001 (U P)    | 05732-282562 (O)                     |
| 309   | Chandauli                         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Chandauli (UP)                 | 05412-260126 (O)                     |
| 310   | Chitrakoot                        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Chitrakoot (UP)                | 05198-236475 (O)                     |
| 311   | Deoria                            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Deoria - 274 001 (U P)         | 05568-222450 (O)<br>05568-260667 (R) |
| 312   | Etah                              | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Etah - 207 001 (U P)           | 05742-233753 (O)                     |
| 313   | Etawah                            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Etawah – 206001(UP)            | 05688-254167 (O)                     |
| 314   | Faizabad                          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Faizabad - 224 001 (U P)       | 05278-222184 (O)                     |
| 315   | Farrukhabad - Fatehgarh           | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Fatehgarh - 209 601(U P)       | 05692-234659 (O)                     |
| 316   | Fatehpur                          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Fatehpur - 212 601 (U P)       | 05180-224232 (O)                     |
| 317   | Firozabad                         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Firozabad - 283 203 (U P)      | 05612-230944 (O)                     |



| Sl No | Office/District      | Name, Designation and Address  | Contact Details                     |
|-------|----------------------|--|-------------------------------------|
| 318   | Gautambudh Nagar     | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Old Degree College, Sector-19<br>Gautambudh Nagar (UP) | 0120-4544814 (O)                    |
| 319   | Ghaziabad            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>KH-171, New Kavi Nagar<br>Ghaziabad - 201 001 (U P)    | 0120-2822643 (O)                    |
| 320   | Ghazipur             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Ghazipur – 233 001 (U P)                               | 0548-2220240 (O)                    |
| 321   | Gonda                | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Gonda - 271 001 (UP)                                  | 05262-230038 (O)                    |
| 322   | Gorakhpur            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Gorakhpur - 273 001 (U P)                              | 0551-2337643 (O)                    |
| 323   | Hamirpur             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Hamirpur – 210 301 (U P)                               | 05282-222319 (O)                    |
| 324   | Hardoi               | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Hardoi - 241 001 (U P)                                 | 05852-234733 (O)                    |
| 325   | Hathras              | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Hathras (UP)  | 05722-237906 (O)                    |
| 326   | Jalaun - Orai        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Jalaun - 285 001, (U P)                                | 05162-252798 (O)                    |
| 327   | Jaunpur              | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Jaunpur - 222 001, (U P)                               | 05452-261110 (O)                    |
| 328   | Jhansi               | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Jhansi - 284 001 (U P)                                 | 0510-2470049 (O)                    |
| 329   | Jotiba<br>Phulenagar | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Jotiba Phulenagar-<br>244261,(UP)                      | 0592-2225374 (O)<br>0592-259988 (F) |
| 330   | Kanpur Dehat         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Kanpur Dehat - 208 001, (U P)                          | 05111-286033 (O)                    |
| 331   | Kanpur Nagar         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Kanpur Nagar - 208 001, (U P)                          | 0512-2306648 (O)                    |
| 332   | Kaushambi            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Kaushambi, (U P)                                      | 05331-235642 (O)                    |
| 333   | Kheri                | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Lakhimpur,<br>Khiri - 260 701 (UP)                     | 05872-252757 (O)                    |
| 334   | Kushinagar           | Zila Sainik Kalyan Evam<br>Punarvas Adhikari, Kushinagar   | 05564-246210 (O)                    |
| 335   | Lucknow              | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Sainik Bhawan,Kaiserbagh<br>Lucknow – 226 001 (U P)   | 0522-2622367 (O)                    |

| Sl No | Office/District | Name, Designation and Address   | Contact Details  |
|-------|-----------------|---|------------------|
| 336   | Maharaj Ganj    | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Maharaj Ganj - 273 303 (U P)  | 05523-223863 (O) |
| 337   | Mahoba          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Mahoba - 210 421 (UP)   | 05281-253032 (O) |
| 338   | Mainpuri        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Mainpuri – 205 001 (U P)  | 05672-234890 (O) |
| 339   | Mathura         | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Mathura - 281 001 (U P)   | 0565-2505749 (O) |
| 340   | Mau             | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Mau - 275 101 (U P)   | 0547-2225816 (O) |
| 341   | Meerut          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Meerut - 250 001 (U P)  | 0121-2644551(O)  |
| 342   | Mirzapur        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Mirzapur – 231 001 (U P)  | 05442-256372 (O) |
| 343   | Moradabad       | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Moradabad - 244 001 (UP)  | 0591-2412260 (O) |
| 344   | Muzaffarnagar   | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Muzaffarnagar - 251 001 (U P)   | 0131-2437623 (O) |
| 345   | Pilibhit        | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Pilibhit – 262 001 (U P)  | 05882-258882 (O) |
| 346   | Pratapgarh      | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Pratapgarh - 230 001 (U P)  | 05342-220891 (O) |
| 347   | Rampur          | Zila Sainik Kalyan Evam<br>Punarvas Adhikari Rampur- (UP)   | 0595-2350022 (O) |
| 348   | Raibareilly     | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Sainik Bhawan<br>Near Collectorate Building<br>Raibareilly - 229 001 (U P) | 0535-2203554 (O) |
| 349   | Saharanpur      | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Saharanpur<br>Pin - 247 001 (U P)   | 0132-2643629 (O) |
| 350   | Shahjahanpur    | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Shahjahanpur - 242 001 (UP)   | 05842-223005 (O) |

| SI No              | Office/District                            | Name, Designation and Address   | Contact Details   |
|--------------------|--|---|---|
| 351                | Siddharth Nagar                            | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Khajuriya Road<br>Siddharth Nagar-272 207 (UP)               | 05544-220345 (O)  |
| 352                | Sitapur                                    | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Sitapur - 261001 (UP)  | 05862-242055 (O)  |
| 353                | Sonbhadra                                  | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Sonbhadra – 231 216 (U P)                                     | 05444-223885 (O)  |
| 354                | Sravasti                                   | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Dhavasti Tehsil Compound<br>Post<br>Bhinaga, Sravasti (UP)    | 05250-222654 (O)  |
| 355                | Sultanpur                                  | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Sultanpur - 228 001 (U P)                                     | 0536-240416 (O)   |
| 356                | Unnao                                      | Zila Sainik Kalyan Evam<br>Punarvas Adhikari,<br>Unnao – 209801 (U P)   | 0515-2820544 (O)  |
| 357                | Varanasi                                   | Zila Sainik Kalyan Evam<br>Punarvas Adhikari<br>Varanasi - 221 001 (U P)                                      | 0542-2508254 (O)  |
| <b>WEST BENGAL</b> |  |   |   |
| 358                | Behrampore<br>Distt<br>Murshidabad<br>(WB) | Secretary<br>Zila Sainik Board<br>7/A, Barrack Square,<br>PO- Behrampore<br>Murshidabad (WB) – 742 101        | 03482-277459 (O)<br>zsbmurshidabad@yahoo.in   |
| 359                | Burdwan                                    | Secretary<br>Zila Sainik Board, Sainik<br>Bhavan, Barnoilpur Road,<br>PO- Sripally<br>Distt-Burdwan – 713 103 | 0342-2644782 (O)<br>03422625703 (O)<br>09831222277 (M)<br>zsbbrdn@yahoo.com                               |
| 360                | Dakshin<br>Dinajpur +<br>Uttar<br>Dinajpur | Secretary<br>Zila Sainik Board,<br>Raghunathpur<br>PO: Beltlala Park<br>West Bengal – 733 103                 | 03522-258175 (O)<br>03522-258175 (O)<br>03522-255488(O)<br>09433313068 (M)<br>zilasainikboarddd@gmail.com |
| 361                | Darjeeling                                 | Secretary<br>Zila Sainik Board<br>Sainik Bhavan<br>Kutchery Compound<br>Darjeeling – 734 101                  | 0354-2254056 (O)<br>09434044501 (M)<br>secyzsbdj@dataone.in<br>zsbddarjeeling@gmail.com                   |
| 362                | Howrah +Hooghly                            | Secretary,<br>Zila Sainik Board<br>5th Floor, New Collectorate<br>Building<br>Howrah Pin – 711 101            | 033-26414694 (O)<br>033-26603367(F)<br>09339828994(M)<br>zsbhowrah@yahoo.in                               |
| 363                | Jalpaiguri<br>+Cooch-<br>Bihar             | Secretary<br>Zila Sainik Board<br>Collectorate Complex<br>Jalpaiguri<br>Pin - 735101                          | 03561-230848(O)<br>09434258405(M)<br>zsbjal@gmail.com   |

| SI No | Office/District   | Name, Designation and Address   | Contact Details   |
|-------|---|---|---|
| 364   | Kolkata   | Secretary<br>Zila Sainik Board<br>Sainik Bhavan, 1/4,<br>Acharya Jagdish Bose Road,<br>Kolkata<br>Pin - 700 020                         | 033-22233893 (O)<br>09874510300 (M)<br>zilasainikboardkolkata@yahoo.in          |
| 365   | Malda   | Secretary<br>Zila Sainik Board,<br>Malda Collectorate Building,<br>PO + Dist – Malda<br>Pin – 732101                                    | 03512-223546(O)<br>09474893153(M)<br>zsbmalda@yahoo.in                          |
| 366   | Midnapore<br>Distt- East<br>Midnapore +<br>West<br>Midnapore +<br>Bankura + Purulia | Secretary<br>Zila Sainik Board Midnapore<br>Sainik Bhavan, Rabindranagar<br>PO + Dist- Paschim<br>Midnapore<br>Pin – 721101             | 03222-275874 (O)<br>0322-275427(F)<br>09432267923(M)<br>zsb.midnapore@yahoo.com |
| 367   | Nadia<br>(Krishnagar)   | Zila Sainik Board Krishnagar<br>Administrative Building,<br>PO- Krishnagar<br>Dist- Nadia,<br>Pin- 741101                               | 03472-252287 (O)<br>03472-253030 (O)<br>zsbnadia@yahoo.com                      |
| 368   | (North)   | Secretary, Zila Sainik Board o/o.<br>Minority Affairs Bhavan<br>West Banamalipur,<br>PO- Barasat<br>Dist-24 Pgs (North),<br>Pin-743 201 | 09239025107 (M)<br>zsbbarasat@yahoo.in  |
| 369   | Alipore,<br>24 Pgs<br>(South)   | Secretary, Zila Sainik Board,<br>New Administrative Building,<br>West Lobby(3rd Floor)<br>PO- Alipore, Kolkata 700 027                  | 033-24790542 (O)<br>033-24793456 (F)<br>zsbalipore@yahoo.in                     |

## **Annexure-XIIIA**

### **CERTIFICATE OF DISABILITY (Form –V)**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport  
size attested  
Photograph  
(showing face only)  
of the PWD

Certificate No.

Date:

This is to certify that I have carefully examined  
Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of  
Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State  
\_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

- (A) he/she is a case of:
- locomotor disability
  - dwarfism
  - blindness
- (Please tick as applicable)

- (B) the diagnosis in his/her case is \_\_\_\_\_

(A) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

**(Signature and Seal of Authorised Signatory of  
Notified Medical Authority)**

Signature/thumb impression of  
the person in whose favour  
certificate of disability is issued

**CERTIFICATE OF DISABILITY** (Form VI)

(In case of multiple disabilities) [See rule 18(1)]  
 (Name and Address of the Medical Authority issuing the Certificate)

:

Recent passport size  
 attested photograph  
 (Showing face only)  
 of the person with  
 disability.

Certificate No.

Date

This is to certify that we have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son / wife / daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male / female \_\_\_\_\_ Registration No. \_\_\_\_\_ Permanent resident of House No. \_\_\_\_\_ Ward / Village / Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

| Sl. No. | Disability                      | Affected part of body | Diagnosis | Permanent physical impairment / mental disability (in %) |
|---------|---------------------------------|-----------------------|-----------|--|
| 1.      | Locomotors disability           | @                     |           |  |
| 2.      | Muscular Dystrophy              |                       |           |  |
| 3.      | Leprosy cured                   |                       |           |  |
| 4.      | Dwarfism                        |                       |           |  |
| 5.      | Cerebral Palsy                  |                       |           |  |
| 6.      | Acid attack Victim              |                       |           |  |
| 7.      | Low vision                      | #                     |           |  |
| 8.      | Blindness                       | #                     |           |  |
| 9.      | Deaf                            | £                     |           |  |
| 10.     | Hard of Hearing                 | £                     |           |  |
| 11.     | Speech and Language disability  |                       |           |  |
| 12.     | Intellectual Disability         |                       |           |  |
| 13.     | Specific Learning Disability    |                       |           |  |
| 14.     | Autism Spectrum Disorder        |                       |           |  |
| 15.     | Mental illness                  |                       |           |  |
| 16.     | Chronic Neurological Conditions |                       |           |  |
| 17.     | Multiple sclerosis              |                       |           |  |

|     |                     |  |  |  |
|-----|---------------------|--|--|--|
| 18. | Parkinson's disease |  |  |  |
| 19. | Haemophilia         |  |  |  |
| 20. | Thalassemia         |  |  |  |
| 21. | Sickle Cell disease |  |  |  |

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows : -

In figures: - ----- percent

In words: - ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended /after..... year..... months and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

4.The applicant has submitted the following document as proof of residence:-

| Nature of document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

5. Signature and seal of the Medical Authority.

|                         |                         |                                  |
|-------------------------|-------------------------|----------------------------------|
|                         |                         |                                  |
| Name and Seal of Member | Name and Seal of Member | Name and Seal of the Chairperson |

Signature/thumb impression of the person in whose favour certificate of disability is issued

**CERTIFICATE OF DISABILITY** (Form VII)

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

[See rule 18(1)]

Recent passport size  
attested photograph  
(Showing face only)  
of the person with  
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY)\_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/she is a case of \_\_\_\_\_ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

| Sl. No. | Disability                      | Affected part of body | Diagnosis | Permanent Physical impairment/mental disability (in %) |
|---------|---------------------------------|-----------------------|-----------|--|
| 1.      | Locomotors disability           | @                     |           |  |
| 2.      | Muscular Dystrophy              |                       |           |  |
| 3.      | Leprosy cured                   |                       |           |  |
| 4.      | Cerebral Palsy                  |                       |           |  |
| 5.      | Acid attack Victim              |                       |           |  |
| 6.      | Low vision                      | #                     |           |  |
| 7.      | Deaf                            | €                     |           |  |
| 8.      | Hard of Hearing                 | €                     |           |  |
| 9.      | Speech and Language disability  |                       |           |  |
| 10.     | Intellectual Disability         |                       |           |  |
| 11.     | Specific Learning Disability    |                       |           |  |
| 12.     | Autism Spectrum Disorder        |                       |           |  |
| 13.     | Mental illness                  |                       |           |  |
| 14.     | Chronic Neurological Conditions |                       |           |  |
| 15.     | Multiple sclerosis              |                       |           |  |
| 16.     | Parkinson's disease             |                       |           |  |
| 17.     | Haemophilia                     |                       |           |  |
| 18.     | Thalassemia                     |                       |           |  |
| 19.     | Sickle Cell disease             |                       |           |  |

(Please strike out the disabilities which are not applicable)



2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_ \_\_\_\_ \_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

| Nature of document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

**(Authorised Signatory of notified Medical Authority)**

(Name and Seal)

**Countersigned**

{Counter signature and seal of the  
Chief Medical Officer/ Medical  
Superintendent/ Head of Government  
Hospital in case the Certificate is  
issued by Medical Authority who is not  
a Government Servant (with seal)}

|   |
|---|
| Signature/ thumb<br>impression of the<br>person in whose<br>favour certificate of<br>disability is issued |
|---|

Note-In case the Certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

## Annexure –XIV

### LIST OF POSTS / DISCIPLINES SUITABLE FOR EMPLOYMENT OF PERSONS WITH BENCHMARK DISABILITIES IN HAL

| <u>Acronyms</u>                  |   |
|----------------------------------|---|
| (a) <u>Visual Impairment:</u>    | B = Blindness; LV = Low-Vision  |
| (b) <u>Hearing Impairment:</u>   | D = Deaf; HoH = Hard of Hearing   |
| (c) <u>Locomotor Disability:</u> | OA = One Arm affected; OL = One Leg affected;<br>OAL = One Arm & One Leg affected; BL = Both Legs affected but not Arms |
| (d) <u>Other Disabilities:</u>   | LC = Leprosy Cured; DW = Dwarfism; AAV = Acid Attack Victims;<br>MD = Multiple Disabilities                             |

#### **I. Group - A (Grade – II & above):**

| Sl. No | Disciplines  | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|--|-------------------|--------------------|----------------------|--------------------|
| 1      | Computer Science / IT  | -                 | HoH                | OL, OA, BL, OAL      | LC, DW, AAV        |
| 2      | Planning / Progress / Production or Manufacturing Shop / Programme / Machine Shop / Methods / Projects / Quality / Inspection / Final Assembly / Assembly & Testing / Tooling / Indigenization / Lean / Maintenance / Mechanical / Electrical / Electronics / Printing Press | -                 | HoH                | OL                   | -                  |
| 3      | Aeronautical / Design / DLE  | -                 | HoH                | OL, OA               | LC, DW, AAV        |
| 4      | Laboratory / Metallurgy  | -                 | HoH                | OL, OA               | -                  |
| 5      | Customer Services  | -                 | HoH                | -                    | -                  |
| 6      | Management Services  | LV                | HoH                | OL, OA               | -                  |
| 7      | HR / Labour Welfare / Facility Management / Official Language / CSR  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |
| 8      | Training / Faculty / Skill Development   | LV                | -                  | OL, OA, BL           | LC, DW, AAV MD     |
| 9      | Finance / Accounts / Systems Audit   | -                 | HoH                | OL, OA, BL           | LC, DW, AAV MD     |
| 10     | IMM / Purchase / Stores / Material Planning  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |

| Sl. No | Disciplines   | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|---|-------------------|--------------------|----------------------|--------------------|
| 11     | Library   | -                 | HoH                | OL, OA               | LC, DW, AAV MD     |
| 12     | Secretariat (Company Secretary)   | -                 | HoH                | OL, OA               | LC, DW, AAV MD     |
| 13     | Medical Disciplines (Doctors)   | -                 | -                  | OL                   | -                  |
| 14     | Surgical Disciplines (Doctors)  | -                 | -                  | -                    | -                  |
| 15     | Radiology (Doctors)   | -                 | -                  | OL                   | LC, DW, AAV MD     |
| 16     | Pathology (Doctors)   | -                 | HoH                | OL                   | LC, DW, AAV MD     |
| 17     | Dental (Doctors)  | -                 | -                  | OL                   | -                  |
| 18     | Legal / Contracts   | LV                | -                  | OA                   | LC, DW, AAV MD     |
| 19     | Civil / Works Engineering / Civil Maintenance   | -                 | HoH                | OL, OA               | -                  |
| 20     | Architecture  | -                 | HoH                | OL                   | LC, DW, AAV        |
| 21     | Marketing / Business Development  | -                 | -                  | OA                   | -                  |
| 22     | Corporate Communication / Public Relations  | LV                | -                  | OA                   | LC, DW, AAV MD     |
| 23     | Vigilance   | -                 | -                  | OL, OA, BL           | LC, DW, AAV MD     |
| 24     | Horticulture  | -                 | HoH                | -                    | LC, DW, AAV        |
| 25     | Outsourcing   | -                 | HoH                | OA                   | -                  |
| 26     | Off-sets  | -                 | HoH                | -                    | -                  |
| 27     | Safety / Aerodrome / Air Traffic Controller / Meteorology / Flight Operations / Environment | -                 | -                  | -                    | -                  |
| 28     | Security / Fire   | -                 | -                  | -                    | -                  |

**II. Group - A (Management / Design Trainees):**

**(a) Management Trainee:**

| Sl. No | Posts / Disciplines               |                  | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|-----------------------------------|------------------|-------------------|--------------------|----------------------|--------------------|
| 1      | Management Trainee (Technical)    | Aeronautical     | -                 | HoH                | OL, OA               | -                  |
|        |                                   | Computer Science | -                 | HoH                | OL, OA, BL, OAL      | LC, DW, AAV        |
|        |                                   | Electrical       | -                 | HoH                | OL                   | -                  |
|        |                                   | Electronics      | -                 | HoH                | OL                   | -                  |
|        |                                   | Mechanical       | -                 | HoH                | OL                   | -                  |
|        |                                   | Metallurgy       | -                 | HoH                | OL, OA               | -                  |
|        |                                   | Production       | -                 | HoH                | OL                   | -                  |
| 2      | Management Trainee (IMM)          |                  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |
| 3      | Management Trainee (Marketing)    |                  | -                 | -                  | OA                   | -                  |
| 4      | Management Trainee (HR)           |                  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |
| 5      | Management Trainee (Legal)        |                  | LV                | -                  | OA                   | LC, DW, AAV MD     |
| 6      | Management Trainee (Civil)        |                  | -                 | HoH                | OL, OA               | -                  |
| 7      | Management Trainee (Architecture) |                  | -                 | HoH                | OL                   | LC, DW, AAV        |
| 8      | Management Trainee (Finance)      |                  | -                 | HoH                | OL, OA, BL           | LC, DW, AAV MD     |

**(b) Design Trainee:**

| Sl. No | Posts / Disciplines |              | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|---------------------|--------------|-------------------|--------------------|----------------------|--------------------|
| 1      | Design Trainee      | Aeronautical | -                 | HoH                | OL, OA               | LC, DW, AAV        |
|        |                     | Electrical   |                   |                    |                      |                    |
|        |                     | Electronics  |                   |                    |                      |                    |
|        |                     | Mechanical   |                   |                    |                      |                    |

### III. Group - B (Grade – I):

| Sl. No | Disciplines  | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|--|-------------------|--------------------|----------------------|--------------------|
| 1      | Computer / IT  | -                 | HoH                | OL, OA, BL, OAL      | LC, DW, AAV        |
| 2      | Planning / Progress / Production or Manufacturing Shop / Programme / Methods / Projects / Machine Shop / Quality / Inspection / Final Assembly / Assembly & Testing / Tooling / Indigenization / Lean / Maintenance / Mechanical / Electrical / Electronics / Printing Press | -                 | HoH                | OL                   | -                  |
| 3      | Aeronautical / Design / DLE  | -                 | HoH                | OL, OA               | LC, DW, AAV        |
| 4      | Laboratory / Metallurgy  | -                 | HoH                | OL, OA               | -                  |
| 5      | Customer Services  | -                 | HoH                | -                    | -                  |
| 6      | Management Services  | LV                | HoH                | OL, OA               | -                  |
| 7      | HR / Labour Welfare / Facility Management / Official Language / CSR  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |
| 8      | Training / Skill Development   | LV                | -                  | OL, OA, BL           | LC, DW, AAV MD     |
| 9      | Finance / Accounts / Systems Audit   | -                 | HoH                | OL, OA, BL           | LC, DW, AAV MD     |
| 10     | IMM / Purchase / Stores / Material Planning  | LV                | HoH                | OL, OA               | LC, DW, AAV MD     |
| 11     | Library  | -                 | HoH                | OL, OA               | LC, DW, AAV MD     |
| 12     | Secretariat (Company Secretary)  | -                 | HoH                | OL, OA               | LC, DW, AAV MD     |
| 13     | Medical (Doctors)  | -                 | -                  | OL                   | -                  |
| 14     | Dental (Doctors)   | -                 | -                  | OL                   | -                  |
| 15     | Legal / Contracts  | LV                | -                  | OA                   | LC, DW, AAV MD     |
| 16     | Civil / Works Engg. / Civil Maint.   | -                 | HoH                | OL, OA               | -                  |
| 17     | Architecture   | -                 | HoH                | OL                   | LC, DW, AAV        |
| 18     | Marketing / Business Development   | -                 | -                  | OA                   | -                  |
| 19     | Corporate Communication / Public Relations   | LV                | -                  | OA                   | LC, DW, AAV MD     |
| 20     | Vigilance  | -                 | -                  | OL, OA, BL           | LC, DW, AAV MD     |

| Sl. No | Disciplines   | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|---|-------------------|--------------------|----------------------|--------------------|
| 21     | Horticulture  | -                 | HoH                | -                    | LC, DW, AAV        |
| 22     | Outsourcing   | -                 | HoH                | OA                   | -                  |
| 23     | Off-sets  | -                 | HoH                | -                    | -                  |
| 24     | Safety / Aerodrome / Air Traffic Controller / Meteorology / Environment | -                 | -                  | -                    | -                  |
| 25     | Security / Fire   | -                 | -                  | -                    | -                  |

**IV. Group - C (Scales – 3 to 10 / SS):**

**(a) Technical:**

| Sl. No | Trades / Disciplines  | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|---|-------------------|--------------------|----------------------|--------------------|
| 1      | Machinist / Drilling Machine Operator / Turner / Miller / Grinder / Slotter Machine Operator / Fitter / Boiler Operator / Production Shops / Mechanical | -                 | -                  | OL                   | -                  |
| 2      | Sheet Metal Operator / Power Press Operator   | -                 | HoH                | -                    | -                  |
| 3      | Painter   | -                 | HoH                | -                    | -                  |
| 4      | Engine Mechanic   | -                 | HoH                | -                    | -                  |
| 5      | Radio Wirer / Electrical / Avionics / Electronics Mechanic / Instrumentation Mechanic / Radio & Radar / Electronics & Communication                     | -                 | HoH                | OL                   | -                  |
| 6      | Heat Treatment Operator / Metallurgy / Electroplater  | -                 | HoH                | -                    | -                  |
| 7      | Moulder / Core Maker / Forge-man / Furnace-man / Tool & Die Maker / Process / Chemical  | -                 | HoH                | -                    | -                  |
| 8      | Carpenter   | -                 | HoH                | OL                   | -                  |
| 9      | Tracer / Planner / Project-man / Draughts-man / Layout-man  | -                 | HoH                | OL                   | LC, DW, AAV        |
| 10     | Inspector / Quality Control   | -                 | HoH                | OL                   | -                  |
| 11     | Scientific Assistant / Laboratory   | -                 | HoH                | OL                   | -                  |
| 12     | Electrician   | -                 | HoH                | -                    | -                  |
| 13     | Welder  | -                 | HoH                | -                    | -                  |
| 14     | Civil / Works Engineering / Horticulture  | -                 | HoH                | -                    | -                  |
| 15     | Airframe / Safety Equipment / Weapon Fitter   | -                 | -                  | -                    | -                  |

**(b) Non- Technical:**

| Sl. No | Trades / Disciplines                            | Visual Impairment | Hearing Impairment | Locomotor Disability | Other Disabilities |
|--------|---|-------------------|--------------------|----------------------|--------------------|
| 1      | Admin Asst. / Commercial Asst. / Accounts Asst. | LV                | HoH                | OL, OA, BL, OAL      | LC, DW, AAV MD     |
| 2      | Stenographer                                    | -                 | -                  | OL, OA, BL           | LC, DW, AAV MD     |
| 3      | Data Entry Assistant / Computer Assistant       | -                 | D, HoH             | OL, OA, BL           | LC, DW, AAV MD     |
| 4      | Librarian                                       | -                 | HoH                | -                    | LC, DW, AAV MD     |
| 5      | Binder  | -                 | HoH                | OL                   | LC, DW, AAV MD     |
| 6      | Para-Medical Disciplines:                       |                   |                    |                      |                    |
| a)     | Dresser   | -                 | HoH                | -                    | -                  |
| b)     | Mid-Wife  | -                 | HoH                | -                    | -                  |
| c)     | Dietician                                       | -                 | HoH                | OL, OA               | -                  |
| d)     | Lab Assistant                                   | -                 | HoH                | -                    | -                  |
| e)     | Audiologist                                     | -                 | -                  | OL                   | -                  |
| f)     | Refractionist                                   | -                 | -                  | OL                   | -                  |
| g)     | Lab Technician                                  | -                 | HoH                | OL                   | -                  |
| h)     | Nurse   | -                 | -                  | -                    | -                  |
| i)     | Physiotherapist                                 | -                 | HoH                | -                    | -                  |
| j)     | X-Ray Technician / Dialysis Technician          | -                 | HoH                | -                    | -                  |
| k)     | Pharmacist                                      | -                 | HoH                | OL                   | LC, DW, AAV MD     |
| l)     | ECG Technician / ECHO Technician                | -                 | -                  | -                    | -                  |
| 7      | Hindi Translator                                | B, LV             | HoH                | OL, OA, BL, OAL      | -                  |
| 8      | Security / Fire                                 | -                 | -                  | -                    | -                  |

**Annexure - XV**

**RESERVATION ROSTER REGISTER FOR PERSONS WITH BENCHMARK  
DISABILITIES**

| Year<br>of<br>Recruit<br>-tment | Cycle<br>No. &<br>Point<br>No. | Name<br>of<br>Post | Whether<br>identified<br>suitable for<br>Persons with Benchmark<br>Disabilities suffering from |     |     |                     | Unreserved<br>or<br>Reserved * | Name of the<br>person<br>appointed<br>and date of<br>appointment | Whether<br>the<br>person<br>appointed<br>is VI/HI/<br>LD / Other<br>disability<br>or<br>None ** | Remarks,<br>If any |
|---------------------------------|--------------------------------|--------------------|--|-----|-----|---------------------|--------------------------------|--|---|--------------------|
|                                 |                                |                    | VI   | HI  | LD  | Other<br>Disability |                                |  |   |                    |
| (1)                             | (2)                            | (3)                | (4)  | (5) | (6) | (7)                 | (8)                            | (9)  | (10)  | (11)               |
|                                 |                                |                    |  |     |     |                     |                                |  |   |                    |

\* If identified reserved write Visual Impairment (VI) / Hearing Impairment (HI) / Locomotor Disability (LD) or Other Disability as the case may be, otherwise write UR.

\*\* Write VI, HI, LD, Other Disability or None, as the case may be.

\*\*\* VI, HI, LD stand for Visually Impaired; Hearing Impaired & Locomotor Disability respectively.



**LIST OF SPECIAL EMPLOYEMENT EXCHANGES FOR PWDs**

|   |   |
|---|---|
| <p><b><u>ANDHRA PRADESH</u></b><br/> The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Azamabad,<br/> Hyderabad 500 020.</p> <p>The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Visakhapatnam</p>  | <p><b><u>ARUNACHAL PRADESH</u></b><br/> The Assistant Director<br/> Special Employment Exchange for Physically Disabled<br/> Naharlagun,<br/> Arunachal Pradesh</p>   |
| <p><b><u>ASSAM</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Guwahati, Assam</p> <p>The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Jorhat, Assam</p>  | <p><b><u>BIHAR</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Combined Building Labour, Bailey Road,<br/> Patna -800 001,<br/> Bihar</p>   |
| <p><b><u>CHANDIGARH</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Union Territory of Chandigarh</p> <p>The Employment Officer<br/> Special Employment Exchange for Physically Disabled 1282, Section 13-C, Union Territory of Chandigarh 160 018.</p>   | <p><b><u>DELHI</u></b><br/> The Employment Officer Special Employment Exchange for Physically Disabled<br/> Barack Non:1/E.5,<br/> Block A, Curzon Road,<br/> New Delhi 110 001.</p> <p>The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Trans Yamuna,<br/> New Delhi</p> |
| <p><b><u>GUJARAT</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Salajosi Cross Road, Opp: S V College, Ahmedabad 380 001, Gujarat</p> <p>The Sub-Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> 131, Kothi Building, Baroda, Gujarat</p> <p>The Employment Officer<br/> Mehsana, Gujarat</p> <p>The Sub-Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Kooasiwala Bungalow, Junction Plot, Rajkot, Gujarat</p> <p>The Sub-Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Multistory Building, Nanpura, Surat, Gujarat</p> | <p><b><u>HIMACHAL PRADESH</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Stock Palace,<br/> Shimla 171 002,<br/> Himachal Pradesh</p>  |

|  |   |
|--|---|
| <b><u>JAMMU &amp; KASHMIR</u></b><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Jammu  | <b><u>KARNATAKA</u></b><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>No.5 Crescent Road, High Grounds,<br>Bangalore 560 020,Karnataka<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Mysore, Karnataka  |
| <b><u>KERALA</u></b><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Kozikoda, Kerala<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Ernakulam, Kerala<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Kollam, Kerala<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Nandavanam Road, Palayam,<br>Trivandrum, Kerala | <b><u>MAHARASHTRA</u></b><br>The Special Employment Officer<br>Merchantile Chambers, 3rd Floor,<br>Graham Road<br>Ballard Estate, Bombay 400 001<br>Maharashtra<br><br>The Employment officer<br>Special Employment Exchange for Physically Disabled<br>Nagpur, Maharashtra<br><br>The Employment officer<br>Special Employment Exchange for Physically Disabled<br>133, Pune, Maharashtra<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Thane, Maharashtra |
| <b><u>MADHYA PRADESH</u></b><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>965, Wright Town, Jabalpur 482 001,<br>Madhya Pradesh   | <b><u>MANIPUR</u></b><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Imphal, Manipur   |
| <b><u>ORISSA</u></b><br>The Employment officer<br>Special Employment Exchange for Physically Disabled<br>Flat No: 367, Shahid Nagar,<br>Bhubneshwar, Orissa 751 007  | <b><u>PUNJAB</u></b><br>Special Employment Exchange for Physically Disabled<br>Block No. 2, Gill Road,<br>Ludhiana,<br>Punjab   |
| <b><u>RAJASTHAN</u></b><br>The Assistant Director<br>Special Employment Exchange for Physically Disabled<br>Ajmer, Rajasthan<br>The Assistant Director<br>Special Employment Exchange for Physically Disabled<br>Alwar, Rajasthan<br><br>The Employment Officer<br>Special Employment Exchange for Physically Disabled<br>Jaipur 302 001, Rajasthan  | <b><u>TAMIL NADU</u></b><br>The Assistant Director<br>Special Employment Exchange for Physically Disabled<br>33, Mount Road, Nandanam,<br>Chennai 600 035,<br>Tamil Nadu  |

|   |  |
|---|--|
| <p><b><u>TRIPURA</u></b><br/> The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Agartala, Tripura</p>  | <p><b><u>UTTAR PRADESH</u></b><br/> The Regional Employment Officer<br/> Agra, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Aligarh, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Allahabad, Uttar Pradesh</p> <p>The Regional Employment officer<br/> Special Employment Exchange for Physically Disabled<br/> Bareilly, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Ghaziabad, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Gorakhpur, Uttar Pradesh</p> <p>The Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> G.T Road, Kanpur, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Lucknow, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Mathura, Uttar Pradesh</p> <p>The Regional Employment Officer<br/> Special Employment Exchange for Physically Disabled<br/> Varanasi, Uttar Pradesh</p> |
| <p><b><u>WEST BENGAL</u></b><br/> The Special Employment Officer<br/> Special Employment for Physically Disabled, 67,<br/> Bentinct Street, 3<sup>rd</sup> Floor, Calcutta, West Bengal</p> |  |

## Annexure-XVIB

### LIST OF VOCATIONAL REHABILITATION CENTRE FOR PWDs

|   |  |
|---|--|
| <b><u>Andhra Pradesh</u></b><br>I/C VRC for Disabled,<br>ATI Campus, Vidya Nagar,<br>Hyderabad-500 007, (A.P)   | <b><u>Assam</u></b><br>VRC for Disabled,<br>Old Women Building,<br>DECT Campus, A.K.Azad Road,<br>Rehabari Guwahati-781 008, (Assam)         |
| <b><u>Bihar</u></b><br>VRC for Disabled,<br>A/84, Plot No.1,<br>Gandhi Vihar Police Colony,<br>Anisabad, Patna-800002. (Bihar)  | <b><u>Delhi</u></b><br>VRC for Disabled,<br>Plot No. 9-11, Karkar Dooma,<br>Vikas Marg,<br>New Delhi-110092                                  |
| <b><u>Gujarat</u></b><br>VRC for Disabled (Women), After Care Hostel<br>Building, Pensionpura,<br>Vadodara-390002.(Gujarat)<br><br>VRC for Disabled,<br>ITI Campus, Kuber Nagar,<br>Ahmedabad-382340. (Gujarat) | <b><u>Himachal Pradesh</u></b><br>VRC for Disabled,<br>Mohalla Bagh Mataji,<br>Near Rotary Chowk,<br>Una-174 303 (Himachal Pradesh)          |
| <b><u>Jammu &amp; Kashmir</u></b><br>VRC for Disabled,<br>GogjiBagh,<br>Government Polytechnic Building,<br>Srinagar- 190008 (Jammu & Kashmir)  | <b><u>Jharkhand</u></b><br>C/o Coaching cum Guidance<br>Centre for SC/STs,<br>H-Block, JawanBhawan, Main Road,<br>Ranchi-834001,(Jharkhand ) |
| <b><u>Karnataka</u></b><br>VRC for Disabled, A-417,<br>1st-B-Main, 1st Cross, 1st Stage,<br>Behind Peenya Police Station,<br>Peenya, Bangalore-560 058. (Karnataka)   | <b><u>Kerala</u></b><br>VRC for Disabled,<br>Nalanchira,<br>Trivandrum-695 015 (Kerala)  |
| <b><u>Madhya Pradesh</u></b><br>VRC for Disabled, Napier Town,<br>Near Bus Stand and Nab Bharat Press,<br>Jabalpur-482 001, (M.P)   | <b><u>Maharashtra</u></b><br>VRC for Disabled, ATI Campus,<br>V. N. Purav Marg, Sion, Mumbai-400 022.<br>(Maharashtra)                       |
| <b><u>Orissa</u></b><br>Plot No. 1,2, 5 & 6, adjacent to Indira<br>Gandhi Ayurvedic College & Satya Sai Women's<br>College At: Jagamara, PO:<br>Khandagiri, Bhubaneswar-751030. (Orissa)                        | <b><u>Punjab</u></b><br>VRC for Disabled, ATI Campus, Gill<br>Road,<br>Near Arora Talkies, Ludhiana-141<br>003,(Punjab)                      |
| <b><u>Puducherry</u></b><br>VRC for Disabled,<br>116, Lazar Koil Street,<br>Dubrayapet, Puducherry- 605 001   | <b><u>Rajasthan</u></b><br>VRC for Disabled,<br>4S-A/23, Jawahar Nagar,<br>Jaipur-302004. (Rajasthan)  |
| <b><u>Tamil Nadu</u></b><br>VRC for Disabled,<br>CTI Campus, Guindy,<br>Chennai-600 032.(T.N.)  | <b><u>Tripura</u></b><br>VRC for Disabled,<br>Abhoy Nagar,<br>Agartala-799 005, Tripura (West)   |
| <b><u>Uttar Pradesh</u></b><br>VRC for Disabled,<br>ATI Campus, Udyognagar Nagar,<br>Kanpur-208022.(U.P.)   | <b><u>West Bengal</u></b><br>VRC for Disabled, Block: EN/81,<br>Sector-V, Salt Lake City,<br>Kolkata-700 091.(W.B.)                          |

**LIST OF NATIONAL LEVEL REHABILITATION INSTITUTES FOR PWDs**

|   |  |
|---|--|
| National Institute for the Empowerment of Persons with Visual Disabilities<br>116, Raipur Road,<br><b>Dehradun</b> – 248 001.                       | Swami Vivekanand National Institute of the Rehabilitation Training and Research<br>Olatour, P.O. Boiroi, Cuttack,<br><b>Orissa</b> – 745 016   |
| Ali Yaur Jung National Institute for Speech & Hearing Disabilities<br>Krishnan Chand Marg,<br>Bandra (West),<br><b>Mumbai</b> – 400 050             | National Institute for Locomotor Disabilities<br>B.T. Road, Bonhooghly,<br><b>Kolkata</b> – 700 090.   |
| National Institute for the Empowerment of Persons with Intellectual Disabilities<br>Manovikas Nagar<br><b>Secunderabad</b> – 500 009.               | Indian Sign Language Research & Training Centre<br>A-91, Pocket – D<br>Okhla Phase – II<br>Okhla Industrial Area<br><b>New Delhi</b> – 110 020 |
| National Institute for the Empowerment of Persons Multiple Disabilities<br>East Coast Road<br>Muttukadu<br>Kovalam Post<br><b>Chennai</b> – 603 112 | National Institute of Mental Health & Rehabilitation<br>Subeshnagar<br><b>Sehore</b> – 466 001<br>Madhya Pradesh                               |
| Pt. Deendayal Upadhyaya National Institute for Physical Disabilities<br>4, Vishnu Digamber Marg<br><b>New Delhi</b> – 110 002                       |  |

**Annexure-XVIIA****MONTHLY PROGRESS REPORT ON ASSESSMENT OF INCLUSIVENESS & ACCESSIBILITY OF PERSONS / EMPLOYEES WITH DISABILITIES****Division / Office:****Month:****I. INCLUSIVE POLICIES AND ORGANIZATIONAL CULTURE:****1. Grievance Redressal System for persons / employees with disabilities:**

| Group of Grievances                                       | No. pending for disposal (as of previous month) | No. received during the month | No. grievances redressed during the month | No. pending for disposal |
|---|---|-------------------------------|---|--------------------------|
| Grievances received from employees with disabilities      |   |                               |   |                          |
| Grievances received from PWDs (visitors, candidates etc.) |   |                               |   |                          |
| Total   |   |                               |   |                          |

**2. Corporate Social Responsibility:**

|   |            |
|---|------------|
| Whether CSR activities of the Division focus on welfare of PWDs | (Yes / No) |
| If yes, % of CSR Funds earmarked towards welfare of PWDs        | Rs.        |

**3. Providing Aids to the employees with disabilities:**

| Sl. No. | Description  | No. of employees with disabilities |
|---------|--|------------------------------------|
| a.      | No. of Blind & Orthopedically disabled Workmen, who are not availing Company arranged transport facilities, are paid Special Allowance.  |                                    |
| b.      | No. of Blind, Deaf & Dumb and Orthopedically disabled Workmen paid Additional Transport Allowance in accordance with the specific Rules. |                                    |
| c.      | No. of employees with disabilities are provided with the Financial assistance for purchase of Hearing Aids during the period             |                                    |
| d.      | No. of employees with disabilities are provided Two-wheeler Advance for purchase of Tricycle   |                                    |

**II. INCLUSIVE EMPLOYMENT:****1. Strength of employees with disabilities:**

| Total No. of employees | No. of employees with disabilities |    |    |                  |       | % of employees with disabilities |    |    |                  |       |
|------------------------|------------------------------------|----|----|------------------|-------|----------------------------------|----|----|------------------|-------|
|                        | VI                                 | HI | LD | Other Disability | Total | VI                               | HI | LD | Other Disability | Total |
|                        |                                    |    |    |                  |       |                                  |    |    |                  |       |

VI – Visually impaired; HI – Hearing Impaired; LD- Locomotor Disability

\* The strength of Manpower is as indicated in the Monthly Manpower Report.

**2. Level / Discipline-wise strength of employees with disabilities:**

| Level of employees | No. of employees with disabilities |                       |                           |       |
|--------------------|------------------------------------|-----------------------|---------------------------|-------|
|                    | Design disciplines                 | Technical disciplines | Non-Technical disciplines | Total |
| Grade-IV & above   |                                    |                       |                           |       |
| Grade-I to III     |                                    |                       |                           |       |
| Workmen            |                                    |                       |                           |       |
| Total              |                                    |                       |                           |       |

**3. Induction of employees with disabilities:**

| No. of employees inducted | No. of employees with disabilities inducted |    |    |                  |       |
|---------------------------|---|----|----|------------------|-------|
|                           | VI  | HI | LD | Other Disability | Total |
|                           |   |    |    |                  |       |

The following activities have been carried out in respect of induction of above newly joined employees with disabilities:

|    |   |            |
|----|---|------------|
| a. | Extended / customized Induction & Orientation Program are offered to the PWDs.                              | (Yes / No) |
| b. | Mentors have been identified for PWDs.  | (Yes / No) |
| c. | The respective Reporting Officers / Departments have been sensitized on how to deploy the PWDs effectively. | (Yes / No) |

4. Promotion of employees with disabilities:

| No. of employees promoted | No. of employees with disabilities promoted |    |    |                  |       |
|---------------------------|---|----|----|------------------|-------|
|                           | VI  | HI | LD | Other Disability | Total |
|                           |   |    |    |                  |       |

VI – Visually impaired; HI – Hearing Impaired; LD- Locomotor Disability

**III. ACCESSIBILITY RELATED PRACTICES:**

1. Career Development:

| No. of employees trained |        |       | No. of employees with disabilities trained |        |       |
|--------------------------|--------|-------|--|--------|-------|
| In-land                  | Abroad | Total | In-land                                    | Abroad | Total |
|                          |        |       |  |        |       |

2. Company Accommodation:

| No. of employees provided with |                              |       | No. of employees with disabilities provided with |                              |       |
|--------------------------------|------------------------------|-------|--|------------------------------|-------|
| Company Accommodation          | Company Leased Accommodation | Total | Company Accommodation                            | Company Leased Accommodation | Total |
|                                |                              |       |  |                              |       |

**IV. INFRASTRUCTURE ACCESSIBILITY:**

|    |   |            |
|----|---|------------|
| 1  | Physical Infrastructure in the Division / Office:   |            |
| a. | Any modifications / improvements in the physical infrastructure of the Division / Office (Ramps & Railing, Lift with Audio assistance / Braille symbols, Accessible Parking etc.) have been done for increasing barrier free accessibility of PWDs. | (Yes / No) |
| b. | If yes, please indicate the same.   |            |
| 2  | Information & Communication Infrastructure in the Division / Office:  |            |
| a. | Any modifications / improvements in the Information & Communication infrastructure (including Intranet) of the Division / Office have been done for more inclusive & accessible to PWDs.  | (Yes / No) |
| b. | If yes, please indicate the same.   |            |

**V. Any other progressive steps have been taken by the Division / Office to increase support, inclusiveness and accessibility towards persons / employees with disabilities:**

It is certified that the current level of the Inclusiveness & Accessibility of persons / employees with disabilities has been reviewed on regular interval, in the Division / Office.

Date:

**(Signature of HR Head)**

Name:

Designation:

Division / Office:

## **QUESTIONNAIRE ON INCLUSIVENESS AND ACCESSIBILITY INDEX FOR PWDs**

**Division / Office:**

**Date:**

**Assessment Year:**

*Please tick the relevant statement/s as applicable in the Division / Office. In case of selecting the Option 'Others', the same needs to be elaborated.*

| <b>SECTION 1: INCLUSIVENESS OF PWDs</b>                 |   |
|---|---|
| <b>A. INCLUSIVE POLICIES AND ORGANISATIONAL CULTURE</b> |   |
| <b>1</b>  | <b>What kind of Policy is adopted by your Division to be more inclusive of PWDs? Please select one that applies to your Division/Office?</b>  |
| a   | No Defined Policy for equal opportunity and non-discrimination  |
| b   | A defined Policy for equal opportunity; however it is about non-discrimination and diversity of workforce, without specific reference of PWDs   |
| c   | A 'Diversity Inclusion Policy' focusing on equal opportunity and non-discrimination, with employment of PWDs as one of the priority areas   |
| d   | An explicit 'Disability Inclusion Policy' for PWDs, which extends to vendors, suppliers, dealers, along with employees  |
| e   | Others (please specify)   |
| <b>2</b>  | <b>To what extent is the top management of your Division/ Office involved in promoting accessibility of PWDs? Please points that are applicable to your Division/Office?</b>                                  |
| a   | No defined targets / evidence of top management commitment for inclusion of PWDs  |
| b   | Senior / top management has some targets for inclusion and growth of PWDs in the Division/Office, but they are not mandatory.   |
| c   | Senior / top management has targeted goals for employment and accessibility of PWDs   |
| D   | A "Champion" among senior / top management who promotes the inclusion of PWDs, both internal and external to the Division / Office.   |
| e   | Top management (Board of Directors or one level below) at least annually reviews the 'Disability Inclusion Policy' and achievement of annual targeted goals for inclusion of PWDs in employment, Supply chain |
| f   | Top management uses hiring, surveys, exit interviews and customer surveys data to improve inclusiveness of PWDs   |
| g   | Others (please specify)   |
| <b>3</b>  | <b>Which of the following Organisational Policies is adopted by your Division / Office for promoting inclusion of PWDs? Please select all those that are applicable to your Division / Office?</b>            |
| a   | Recruitment and growth of PWDs  |
| b   | Gender protection within the Group of PWDs  |
| c   | Reservations and affirmative actions in employment and supply chain   |
| d   | Disabilities acquired at workplace  |
| e   | Disability acquired during employment   |
| f   | Workplace adaptations   |
| g   | Equal opportunity in both in-house training & external vocational programmes  |
| h   | Participation in leisure, recreational & cultural activities  |
| i   | Awareness and sensitisation towards PWDs  |
| j   | Grievance redress of PWDs   |
| k   | Privacy and confidentiality of information  |
| l   | Procurement decisions to accommodate needs of PWDs  |
| n   | Others (please specify)   |
| m   | None of the above   |
| <b>4</b>  | <b>How is your Division / Office culture tailored to promote inclusiveness of PWDs? Please select all that are applicable to your Division / Office.</b>  |
| a   | The services of external Support Service Providers (SSP) / disability organisations are engaged to facilitate the requirements of PWDs  |
| b   | A specific department within the organisation handles matters related to diversity and disability matters and is engaged in accommodating the needs of PWDs   |
| c   | Others Policies (please specify)  |
| d   | None of the above   |



|                                |   |  |
|--------------------------------|---|--|
| <b>5</b>                       | <b>To what extent does your Corporate Social Responsibility (CSR) Policy focus on welfare of PWDs?</b>  |  |
| a                              | CSR Policy does not make a direct reference to the welfare of PWDs, but covers them indirectly  |  |
| b                              | CSR Policy makes a direct reference to the welfare of PWDs  |  |
| c                              | Welfare of PWDs is one of the core areas of focus in the Division's CSR Policy  |  |
| d                              | Others (please specify)   |  |
| <b>6</b>                       | <b>What percentage of CSR Funds are directed towards welfare of PWDs?</b>   |  |
| a                              | CSR funds are occasionally targeted towards welfare of PWDs   |  |
| b                              | Up to 5% of CSR funds are earmarked towards welfare of PWDs   |  |
| c                              | Between 5 - 20% of CSR funds are earmarked towards welfare of PWDs  |  |
| d                              | More than 20% of CSR funds are earmarked towards welfare of PWDs  |  |
| <b>7</b>                       | <b>To what extent does your Division / Office make efforts to include PWDs in the supply chain?</b>   |  |
| a                              | The Division / Office does not have a defined Policy for ensuring vendors / dealers are inclusive in their Policies   |  |
| b                              | The Division / Office supply chain policy states that it will not appoint vendors / dealers with discriminatory Policies; however there is no direct reference to PWDs    |  |
| c                              | The Division / Office supply chain policy requires vendors and dealers to be non-discriminatory in their practices, with specific mention of discrimination against PWDs  |  |
| d                              | Promotes vendors and dealers that are non-discriminatory towards employing PWDs and arranges training / sensitisation sessions for them for increasing PWDs inclusiveness |  |
| e                              | Top Management performs an annual review of the supply chain policy and related compliance  |  |
| f                              | Signed undertakings are obtained from vendors/dealers that they are inclusive in policies and practices without any discrimination against PWDs                           |  |
| g                              | Others (please specify)   |  |
| <b>B. INCLUSIVE EMPLOYMENT</b> |   |  |
| <b>8</b>                       | <b>What is the percentage of workforce with disabilities in your Division / Office?</b>   |  |
| a                              | Between 0 to 0.5%   |  |
| b                              | 0.51 to 1.5%  |  |
| c                              | 1.51 to 3%  |  |
| d                              | Greater than 3%   |  |
| <b>9</b>                       | <b>What is the nature of the attrition rate of employees with disabilities in your Division / Office?</b>   |  |
| a                              | At par with other employees   |  |
| b                              | Less than other employees   |  |
| c                              | More than other employees   |  |
| d                              | Cannot say  |  |
| <b>10</b>                      | <b>How many employees with disabilities have been promoted in your Division / Office? Please provide the numbers</b>  |  |
| a                              | Total number of promotions in the last 3 years  |  |
| b                              | Promotions of employees with disabilities in the last 3 years   |  |
| <b>11</b>                      | <b>How many employees in the mid and higher managerial levels of your Division / Office are PWDs?</b>   |  |
| a                              | Total number of employees at mid and higher managerial level  |  |
| b                              | Number of employees with disabilities at the mid and higher managerial levels   |  |
| <b>12</b>                      | <b>In which of the following departments of your Division / Office are PWDs employed?</b>   |  |
| a                              | Human Resources   |  |
| b                              | Finance   |  |
| c                              | Sales / Marketing   |  |
| d                              | Research & Development  |  |
| e                              | Back end operations   |  |
| f                              | Manufacturing / Operations  |  |
| g                              | Administration  |  |
| h                              | None of the above   |  |
| i                              | Others (please specify)   |  |

|                                     |   |  |
|-------------------------------------|---|--|
| <b>13</b>                           | <b>Which of the following PWDs are employed in your Division / Office?</b>  |  |
| a                                   | Blindness   |  |
| b                                   | Low Vision  |  |
| c                                   | Leprosy-cured   |  |
| d                                   | Hearing Impairment  |  |
| e                                   | Locomotor disability  |  |
| f                                   | Mental Illness  |  |
| g                                   | Others (please specify)   |  |
| h                                   | None of the above   |  |
| <b>C. AWARENESS AND ADAPTATIONS</b> |   |  |
| <b>14</b>                           | <b>How does your Division / Office assist newly inducted employees with disabilities to adapt their new work environment?</b>   |  |
| a                                   | An extended induction and orientation exists for employees with disabilities, accommodating their basic needs   |  |
| b                                   | Induction and Training programmes are specially designed and a senior employee is appointed as "buddy/mentor" for smooth induction and adaptation of employees with disabilities at workplace |  |
| c                                   | Disability Employment Specialists (internal or external) are available to hand hold and support employees with disabilities and facilitate smooth induction                                   |  |
| d                                   | Others (please specify)   |  |
| e                                   | None of the above   |  |
| <b>15</b>                           | <b>What kind of workplace adaptations are provided by the Division / Office for ease of work, comfort and career growth of employees with disabilities?</b>                                   |  |
| a                                   | Assigning a buddy/assistant to navigate through routine corporate work  |  |
| b                                   | Permitting time off for medical appointments or counselling   |  |
| c                                   | Scheduling longer or more frequent work breaks  |  |
| d                                   | Flexible work hours or offers to work from home part or whole time  |  |
| e                                   | Less work hours compared to other employees   |  |
| f                                   | Job Sharing: a full time job is shared by two part-time employees with disabilities   |  |
| g                                   | Job restructuring to accommodate employees with disabilities  |  |
| h                                   | Others (please specify)   |  |
| i                                   | None of the above   |  |
| <b>16</b>                           | <b>What efforts are made by your Division / Office to sensitise and improve awareness of employees towards the needs of PWDs?</b>   |  |
| a                                   | No focus on sensitisation of employees and senior managers towards PWDs or vice versa   |  |
| b                                   | There is an informal effort in sensitising employees on how to engage with PWDs, including use of appropriate language, etc.  |  |
| c                                   | There are structured Disability etiquette standards to which all employees must conform   |  |
| d                                   | Success stories of employees with disabilities are shared within the Division / Office through intranet to build awareness and sensitise all employees about PWDs                             |  |
| e                                   | Disability etiquette training is extended to vendors, dealers and customers   |  |
| f                                   | Annually conducts a survey to gauge awareness and sensitivity of all employees towards issues concerning PWDs   |  |
| g                                   | Others (please specify)   |  |
| <b>17</b>                           | <b>How does your Division / Office deal with Grievances of PWDs?</b>  |  |
| a                                   | No guidance provided for redress of Grievances of employees with disabilities   |  |
| b                                   | Assigned line manager / HR manager resolves Grievances such as discrimination, harassment etc. in an informal manner  |  |
| c                                   | Written code of conduct that reflects the rights of employees with disabilities and addresses topics such as harassment, discrimination, etc.   |  |
| d                                   | Ombudsman within the Division / Office for handling Grievances of employees with disabilities   |  |
| e                                   | Written code of conduct extends to Grievances of vendors, clients, suppliers, customers and other stakeholders with disabilities  |  |
| f                                   | A designated Ombudsman for handling Grievances of all PWDs (employees and outsiders); contact details are published in a manner accessible to PWDs  |  |
| g                                   | Others (please specify)   |  |
| <b>18</b>                           | <b>How does your Division / Office approach socialisation for and with PWDs?</b>  |  |

|   |  |  |
|---|--|--|
| a   | No focussed approach for inclusion and socialisation with PWDs   |  |
| b   | Disability Network within the Organisation is promoted on a voluntary basis  |  |
| c   | Established Disability Network within the Organisation that includes all employees   |  |
| d   | The organisation is a member of an External Disability Network and all employees including employees with disabilities are encouraged to participate   |  |
| e   | Functions within the organisation to celebrate International Disability Day or other occasions specific to PWDs  |  |
| f   | Special efforts are made for social inclusion of PWD employees and supply chain constituents in regular social events of the Division / Office.  |  |
| g   | Employees are asked to volunteer with NGOs / other organisations that engage with PWDs and their welfare   |  |
| h   | The Division / Office sponsors and actively participates in external functions / seminars etc. pertaining to PWDs  |  |
| i   | Conducts roundtable with representation from stakeholders related to PWDs for open dialogue and discussion to promote inclusion and socialisation of PWDs in every aspect of business  |  |
| j   | Others (please specify)  |  |
| <b>SECTION 2: ACCESSIBILITY OF PWDs</b>   |  |  |
| <b>D. ACCESSIBILITY RELATED PRACTICES</b> |  |  |
| <b>19</b>                                 | <b>Which of the following channels of recruitment does your Division / Office use to make it more accessible to a PWD talent?</b>  |  |
| a   | Employment agencies specialising in PWDs   |  |
| b   | Academic institutions for PWDs   |  |
| c   | NGOs run for PWDs  |  |
| d   | Special Magazines, TV and Radio programmes intended for PWDs   |  |
| e   | Organisation's Website that is accessible to PWDs  |  |
| f   | Participation in Job fairs meant for PWDs  |  |
| g   | Working with organisations engaged in skilling PWD talent and targeted at providing them with appropriate opportunities  |  |
| h   | Internship / Apprenticeship programmes targeted at recruiting PWD talent   |  |
| i   | Others (please specify)  |  |
| j   | None of the above  |  |
| <b>20</b>                                 | <b>How does your Division / Office make Recruitment and Selection process more accessible for Pwd talent?</b>  |  |
| a   | Recruitment Manager has undergone some kind of orientation on how to engage and accommodate with Pwd candidates  |  |
| b   | Recruitment managers / interviewers undergo formal training on the process of interview, selection and accommodation of PWD candidates   |  |
| c   | A written set of standards for Recruitment and Selection of PWDs that includes job analysis of all positions so that hiring of PWD employees is properly accommodated  |  |
| d   | Others (please specify)  |  |
| e   | None of the above  |  |
| <b>21</b>                                 | <b>How does your Division / Office offer Career Development opportunities to employees with disabilities?</b>  |  |
| a   | Career Development (in-house training, skills acquisition, vocational training) and opportunities for promotions are offered to all employees without any special focus on employees with disabilities   |  |
| b   | Communication of opportunities for career development and promotions are in a format easily accessible by employees with disabilities  |  |
| c   | Special sessions are organised for communicating career development opportunities to employees with disabilities   |  |
| d   | The organisation has adopted digital learning materials that are ISO/IEC 24751 certified for ease of accessibility and learning for employees with disabilities  |  |
| e   | In-house training programmes and external training programmes are adjusted for time schedules, PWD friendly venues, etc., to accommodate participation of employees with disabilities  |  |
| f   | External vocational training programmes and courses offered to employees with disabilities which have specially designed course material that is fully accessible to them with assistive technologies and conducted by institutes that are fully accessible by all types of PWDs |  |
| g   | Others (please specify)  |  |
| <b>22</b>                                 | <b>What kind of workplace accommodations are provided by your Division / Office to employees with disabilities?</b>  |  |
| a   | There is no specific focus on accommodating the needs of employees with disabilities at the workplace  |  |

|  |   |  |
|--|---|--|
| b                                      | Basic workplace accommodations are provided at the workplace so that employees with disabilities are not at a substantially disadvantageous position in comparison with other employees   |  |
| c                                      | Before an employee joins, access consultants or disability specialists undertake an assessment of accommodations required at the workplace in consultation with PWD and other employees so that they are not at a substantially disadvantageous position in comparison with other employees |  |
| d                                      | Workplace accommodations are reviewed annually by access consultants or disability specialists  |  |
| e                                      | Senior management approves contingency funds to promote accessibility and accommodate needs of PWDs   |  |
| f                                      | Budget are allocated to each department for accessibility and workplace adjustments   |  |
| g                                      | Centralised budget to pay for workplace accommodation in terms equipment, devices and other facilities specially required by employees with disabilities  |  |
| h                                      | Necessary modifications are provided at the work station as well as general office equipment for the convenience and easy accessibility of PWDs   |  |
| i                                      | Work stations for PWDs are designed under ISO 26800: 2011 standards and office equipment (photocopying machines, printers and multi-function devices) are ISO/IEC 10779:2008 certified  |  |
| j                                      | Special transport facilities accessible to employees with disabilities are provided   |  |
| k                                      | Others (please specify)   |  |
| <b>E. INFRASTRUCTURE ACCESSIBILITY</b> |   |  |
| <b>23</b>                              | <b>Is the physical infrastructure in your Division / Office accessible to PWDs?</b>   |  |
| a                                      | Minor modifications done in the physical facilities and infrastructure; accessible to at least two types of disabilities  |  |
| b                                      | Major modifications are done in physical infrastructure to comply with more than 50% standards of universal design of buildings (ISO 21542:2011). Accessible to at least three types of disabilities  |  |
| c                                      | An accessibility audit of physical facilities / infrastructure is carried out at least once in three years by technical reports   |  |
| d                                      | Universal design features (ISO 21542:2011) are part of the Division / Office's standards for offices, redesigns and new buildings. Accessible to people with all types of disabilities  |  |
| e                                      | More than 80% of office buildings comply with universal design standards (ISO 21542:2011)   |  |
| f                                      | Third party certification is undertaken for offices and buildings to assess whether they meet international benchmarks of universal design once in three years  |  |
| g                                      | Others (please specify)   |  |
| h                                      | None of the above   |  |
| <b>24</b>                              | <b>How does your Division / Office ensure that Information and Communication are more inclusive and accessible to PWDs?</b>   |  |
| a                                      | Basic efforts in making some of the Division / Office's information accessible to people with disabilities in alternate formats   |  |
| b                                      | Reasonable assistive technologies and devices are available to PWDs on demand for better communication  |  |
| c                                      | The Division / Office's information and communication are made available to people with different kinds of disabilities in a customised manner or case-by-case basis  |  |
| d                                      | Compliance with ISO 17069:2014 international standards for making physical, tele-conference or web-conference meetings accessible to PWDs   |  |
| e                                      | Special training programmes are conducted within Division / Office (such as sign language, lip reading) for effective communication with PWDs   |  |
| f                                      | The Division / Office adopts ISO 14289 standards for making all electronic documents accessible to PWDs   |  |
| g                                      | The Division / Office uses ISO/IEC 13066-1:2011 certified IT platforms that have inter-operability with assistive technology (AT) and devices are provided to PWDs for better information and communication   |  |
| h                                      | Annual assessment & third party certification are undertaken to review accessibility barriers in information and communication  |  |
| i                                      | Others (please specify)   |  |
| j                                      | None of the above   |  |
| <b>25</b>                              | <b>Is the Division / Office's Website (Intranet) accessible by PWDs?</b>  |  |
| a                                      | The website has only basic features for accessibility of PWDs; accessible by up to two types of disabilities  |  |
| b                                      | The website complies with more than 50% of the global standards of accessibility for PWDs (ISO/IEC 40500: 2012: " Web Content Accessibility Guidelines (WCAG) 2.0 - W3C" ); accessible by at least four types of disabilities   |  |
| c                                      | A user interface survey is conducted among PwD employees and those in the Division / Office's supply chain to assess 'user-friendliness' of the website by PWDs   |  |
| d                                      | The website follows universal web design features and is 100% compliant with global accessibility guidelines (ISO/IEC 40500: 2012: " Web Content Accessibility Guidelines (WCAG) 2.0 - W3C" ); accessible by all types of disabilities  |  |
| e                                      | An annual audit / third party certification is conducted to ensure compliance with Global Standards on Website accessibility  |  |
| f                                      | Others (please specify)   |  |

|  |   |  |
|--|---|--|
| g  | None of the above   |  |
| <b>F. PRODUCTS AND SERVICES</b>  |   |  |
| <b>26</b>  | <b>Which of the following is applicable to your Division / Office with regard to development of inclusive and accessible products/ services?</b>  |  |
| a  | Needs of PWDs are not considered at product/ service development stage  |  |
| b  | Needs of PWDs are considered informally or on a case-to-case basis at product / service development stage   |  |
| c  | PwD specific product / service needs are considered and embedded into products / services only after development of primary product / service   |  |
| d  | The Division / Office has a written policy to make PwD accessible products /services at the development stage   |  |
| e  | R&D, products /services development team engages with stakeholders representing PWDs during product/service development to make them more accessible to PWDs  |  |
| f  | The Division / Office reviews its policy and strategy at least once in three years to address the state of accessibility of products and services and action to be taken to make them more inclusive during product / service development stage |  |
| g  | The Division / Office has adopted international standards (ISO/IEC Guide 71:2014) for considering accessibility requirements, directly or indirectly, in products, services or built environments used by PWDs during development stage         |  |
| h  | Others (please specify)   |  |
| <b>27</b>  | <b>Does your Division / Office make products/services that are PwD accessible?</b>  |  |
| a  | The Division / Office does not sell any products or services that are accessible by PWDs  |  |
| b  | Products are however manufactured /services are provided only on a need basis, i.e. based on specific orders  |  |
| c  | Partially accessible products: The Division / Office manufactures and sells products which have only some features that make them PWD accessible or are usable by persons with only certain types of disabilities                               |  |
| d  | Brochures/ Pamphlets for sale of products and services are PWD user friendly to enable conscious and informed purchase decisions  |  |
| e  | The Division / Office manufactures PwD usable products / offers services ( with Audio, Braille, Visual, etc. features), for which the PWD does not require external support   |  |
| f  | Products / Services are compatible with available assistive technologies / devices, or such technologies/devices are made available to the consumer for improving PwD accessibility of products/services  |  |
| g  | Others (please specify)   |  |
| <b>28</b>  | <b>How does your Division / Office ensure PWD accessibility in the supply chain?</b>  |  |
| a  | The Division / Office's supply chain policy does not have direct reference to accessibility standards for suppliers/vendors, but gives preference to suppliers/vendors who are willing to increase accessibility towards PWDs                   |  |
| b  | Supply chain policy has direct reference on accessibility standards of vendors and suppliers  |  |
| c  | Promotes Dealers/Vendors who incorporate / agree to incorporate accessibility features in their infrastructure facilities (both physical and virtual)   |  |
| d  | Signed undertakings are obtained from vendors/dealers that their infrastructural facilities (both physical and virtual) are accessible  |  |
| e  | All major dealers / vendors are assessed at least once in three years on international accessibility standards (physical, virtual and product/services) as applicable   |  |
| f  | Others (please specify)   |  |
| g  | None of the above   |  |
| <b>29</b>  | Please describe your Division / Office's approach towards Inclusiveness & Accessibility of PWDs which are not covered in any of the questions above?  |  |
|  |   |  |
| <div style="text-align: right;"> <b>(Signature of HR Head)</b><br/> <b>Name:</b><br/> <b>Designation:</b><br/> <b>Division:</b> </div> |   |  |



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