

MANIPUR



GAZETTE

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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

Imphal, the 28th July, 2010.

ADDENDUM

No. 9/6/2007-SC/ST/OBC/DP: Please add the following below Para No. 9 of the "Explanatory Notes" regarding "Principles for making and operating post-based rosters" given at Annexure –II of this Office Memorandum of even number dated 20-03-2010 :

Initial Operation :

- a. *At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbents belonging to different categories in a cadre vis-a-vis the points earmarked for each category viz, SC/ST/OBC and General in the roster. This may be done by plotting the appointments made against each point of roster starting with the earliest appointee. Thus, if the earlier appointee in the cadre happens to be a candidate belonging to the Scheduled Castes, against point No. 1 of the roster, the remark "utilised by SC" shall be entered. If the next appointee is a General category candidate, the remark "utilised by General category" shall be made against point No. 2: and so on and so forth till all appointments are adjusted in the respective roster. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment, shall be treated as General category candidates.*
- b. *After completing the adjustments as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement, etc., of candidates belonging to such categories shall be filled by appointment of candidates belonging to the categories to which the relevant roster points, against which the excesses occur, belong.*
- c. *Since recruitment is generally vacancy-based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should however be the goal.*

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Government of Manipur.