

Proforma for conducting inspection of rosters maintained for providing reservations for Scheduled Castes and Scheduled Tribes in services.

Name of Office

Date of last inspection

Name of post/Group of posts

Date of current inspection

1. Whether separate rosters are being maintained for each grade or group of posts & within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.
2. Whether the appropriate model roster viz. the one prescribed for (i) direct recruitment on all India basis by open competition (2) direct recruitment on all India basis otherwise than by open competition (3) direct recruitment on a local or regional basis or (4) promotion as the case may be is being followed.
3. Whether the rosters are being maintained separately for (i) permanent appointments and temporary appointments likely to become permanent or to continue indefinitely and (2) purely temporary appointments of 45 days or more duration.
4. Whether the rosters are being maintained in the form prescribed viz., Appendix 4 to the Brochure.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitments.