

**No. F.16/32/74-Estt (SCT)**  
**Government of India/Bharat Sarkar**  
**Cabinet Secretariat/Mantrimandal Sachivalaya**  
**Department of Personnel & Administrative Reforms**  
**(Karmik Aur Prashasnik Sudhar Vibhag)**

New Delhi, dated the 3<sup>rd</sup> April 76.

**OFFICE MEMORANDUM**

**Sub: Consideration of cases of Scheduled caste and Scheduled Tribes has made the following recommendations in his Report for the years 1971-73.**

**RECOMMENDATION NO. 85**

“The claims of the Scheduled Caste and Scheduled Tribe Government employees should be considered sympathetically in case of appointments abroad, to enable them to acquire experience of working in the Government of India offices in foreign countries. Their stay in a country for a couple of years will, by itself, be a very useful experience for the SC and ST Government servants and will help them a lot in broadening their outlook and bringing them up socially and economically. The Union Government of Supply have decided to give some relaxations in standards while considering cases of SC and ST employees for being posted to the Indian Supply Missions in London and Washington. The Department of Personnel and Administrative Reforms should take up the matter with other Ministries/Departments concerned of the Government of India for giving the relaxation in standards in case of Scheduled Caste and Schedule Tribe employees, while selecting persons for postings abroad.”

The recommendation has been considered. While it will not be possible to provide for any specific norm of relaxation in favour of SC and ST employees in this matter, the undersigned is directed to impress on all the Ministries that whenever they have to post officers serving under them in units etc. located in foreign countries, the eligible employees belonging to Scheduled Caste and Scheduled Tribes should also be considered along with others for such postings.

Sd/-  
**(NR SUBRAMANYAN)**  
**DEPUTY SECRETARY TO THE**  
**GOVERNMENT OF INDIA**

**Annexure-II**  
**Proforma showing the bio-data and family particulars of**  
**Sr.PS/PAs recommended for posting abroad**  
**(To be submitted in quadruplicate)**

1 Name				
2. Designation				
3. (i) Date of birth (ii) Age as on 01.01.2020				
4. Gender				
5. Qualification (i) Educational (ii) Professional				
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present				
7. Whether belongs to SC/ST. If yes, please mention category.	Gen/SC/ST			
8. Date of entry into Govt. Service				
9. Date of entry in IA&AD				
10. Date of promotion/appointment as PA, PS, Sr.PS	PA: PS: Sr.PS:			
11. Number of years completed in the present grade as on 1.1.2020.				
12. Present pay & Level	Rs.			
13.Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>			
14. Details of previous deputation/foreign service : Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>			
15. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
16. Whether cooling-off period of 3 years completed on 01.01.2020.	Yes / No.			
17. Proficiency in Computer: (Details may be given)				
18. Details of family	<u>Sl No.#</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
19. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.#</u>	<u>Name</u>	<u>Class</u>	<u>Medium</u>

20. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)	
21. Chances of promotion to next higher grade in the next five years.	<b>A Certificate to the effect to be furnished by the respective office(s).</b>
22. Contact details (Phone No and email address)	
23. Any other information.	

The information furnished above are correct to the best of my knowledge and in the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return.

**Dated signature of the candidate**

**(Countersigned by the Sr.AO(Admn) of the concerned office)**

***Note :- Incomplete forms will not be accepted.***

**ABSTRACTS OF APARs/ACRs FOR THE LAST TEN YEARS UPTO 2018-19**

SI No.	Name & Designation	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
1											
2											
3											
4											
5											

*\* If any of the APARs/ACRs of the recommended officer are not available for any of the above period, the grading for the previous period i.e. beyond 2009-10 may be given in the above annexure.*

Indicate numerical gradings only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct
- (ii) The above officers are not expecting promotion to the next grade in the next 5 years.  
(In cases of officers/officials who are willing to forgo their promotion till end of their postings, a certificate to the effect may be attached.)
- (iii) No vigilance or disciplinary case is either pending or contemplated against the above officials. No major/minor penalty has been imposed on the above officials in the past.

.....  
DAG/DD/Sr. DAG/Director(Admn)/Director(P)

O/o-----

Date: .....

Place-----