

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING
ADMINISTRATIVE REFORMS

No. AR-39/2010

Dated, Itanagar, the 15th October, 2010.

OFFICE MEMORANDUM

Subject: - **Introduction of 'Post Based Roster' in place of running 100 point roster-clarification thereof.**

The undersigned is directed to refer to this Department's Notification No.OM-38/76 (Vol-II) dated 1-2-2001, 4-5-2001 and various OM introducing 100 point roster for promotion, direct recruitment, and notifications on reservation of post in all the posts/ services under the Government of Arunachal Pradesh and to invite a reference to the Supreme Court judgment passed in the case of R K Sabharwal vs State of Punjab and after examination of the issue in detail, the Governor of Arunachal Pradesh has decided to introduce "**Post Based Roster**" in place of existing 100 point roster followed in the departments/offices under the Government of Arunachal Pradesh and clarified as below for attention of the appointing /cadre controlling authorities:-

- A. The ratio for promotion and direct recruitment quota should be worked out on the basis of total number of posts in a cadre /grade. Accordingly, a roster in the ratio of 50:50, 80:20, 75:25 or as prescribed in the rules for promotee and direct recruit should be drawn in relation to the number of 'posts' in the respective cadre/ grade. At any point of time, the number of employee recruited on the basis of promotion or direct recruitment should not exceed the ratio prescribed in the respective Recruitment Rules. In case, it is found that either of the promotee or direct recruit exceeds the ratio prescribed, the 'vacancy' which has occurred in the cadre should be filled by promotion or by direct recruitment till the ratio prescribed is achieved. Thereafter, the vacancy should be filled by promotion if it is vacant against promotion quota and the vacancy should be filled by direct recruit if it is vacant from direct recruit quota. The ratio as prescribed in the relevant Recruitment Rules /Service Rules must be maintained strictly.**
- B. The percentage of Reservation in the ratio of 80% of posts reserved for APST and 20% of Un-reserved posts for general category candidates or such ratio as prescribed in the Recruitment Rules for particular posts should be worked out in relation to the number of 'posts' in the direct recruitment quota. The vacancies arising in a cadre against direct recruitment quota, after the initial posts are filled as per the reservation order should be filled from amongst the category to which the post belonged in the roster. For example, the APST persons holding the posts at roster points 1, 6, 11 retire then these slots are to be filled from amongst the persons belonging to the APST. Similarly, if the persons holding the post at 5, 9 & 15 retire then these slots are to be filled from among the general category candidates or by APST candidates on their own merit. In case, it is found that either of the reserved or un-reserved categories exceeds the ratio prescribed, the 'vacancy' which has occurred in the cadre should be filled from either of reserve or un-reserved category till the ratio of 80:20 is achieved.**
- C. The roster for promotion and direct recruitment quota of posts as prescribed in the relevant Recruitment Rules should end at the point in relation to the number of 'posts' existing in the cadre. In the same manner, the roster for reserved and un-reserved posts should end at the point in relation to the number of 'posts' in the direct recruitment quota in the cadre. Roster may exceed 100 point or less than 100 point according to the number of sanction posts in the cadre.**

Contd..P/2.

Therefore, all the notifications and OM's prescribing 100 point roster issued by the Government of Arunachal Pradesh are hereby modified to the extent as above. While implementing the above, the principles to be observed in operating "Post Based Roster" are detailed as under:-

1. Rosters are only an aid to determine the entitlement of categories with regard to the quota reserved for them. They are not to determine seniority.
2. There should be separate rosters for direct recruitment and for promotions.
3. A cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise posts required to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. To illustrate, in a cadre of comprising 200 posts, where the recruitment rules prescribe a ratio of 50: 50 for direct recruitment and promotions, the roster for direct recruitment shall have at 100 points and that for promotion shall have 100 points, thus making a total of 200.
4. Since reservation does not apply to transfer/ transfer on deputation, where rules prescribe a percentage of posts to be filled by this method, the corresponding proportion of posts should be excluded while drawing up the rosters.
5. Whenever, there is any increase or decrease in the cadre strength, the roster shall be correspondingly expanded and contracted. The same will also apply whenever there is change in the Recruitment Rules which affects the proportion of posts to be filled by a particular mode of recruitment.
6. While operating the roster, persons belonging to reserved category for whom reservation has been made, but who are appointed on merit and not owing to reservation, should not be shown against reserved points. They will occupy the unreserved points.
7. In the case of small cadres, all the posts shall be earmarked on the same pattern in the post based roster. Initial recruitment against these posts shall be filled by the category for which the post is earmarked. Replacement of incumbents of posts shall be filled by rotation against the cadre strength as applicable. While operating the relevant roster, care will have to be taken to ensure that on no occasion the percentage of reservation should be exceeded. If such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.
8. At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbent belonging to different categories in a cadre vis-à-vis the points earmarked for reserved and un-reserved category in the cadre. 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 APST against point No.1 of the roster, the remark "Utilized by APST" shall be entered. If the next appointee is a general category candidate, the remark "Utilized by general category against point No.5" shall be made against point No.2 being reserved point and point No.5 will be remarked "Transferred to reserved point" and so on and so forth till all appointments are adjusted in the respective rosters. In making these adjustments, APST candidates on merit, in direct recruitment, shall be treated as general category candidates.

9. After completing the adjustment 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 category, or if the total representation of the reserved category exceeds the reservation, it shall be adjusted in the future recruitment. Vacancies arising from retirement, promotion etc. of candidates **belonging to such category shall be filled by appointment of candidates** belonging to the category to which the relevant roster points, against which the excesses occur, belong.
10. 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.

All the appointing authorities are requested to ensure maintenance of post based roster in place of 100 point roster (running account) with immediate effect.



(Kirba Lomi)

Deputy Secretary (AR)
Government of Arunachal Pradesh
Dated, Itanagar, the 15th October, 2010.

Memo No. AR-39/2010/188
Copy for information:-

- 1) The Secretary to Governor, Arunachal Pradesh, Itanagar.
- 2) The Secretary to Chief Minister, Arunachal Pradesh, Itanagar.
- 3) The PS to Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
- 4) The PS to Ministers / Speaker / Dy. Speaker, Government of Arunachal Pradesh, Itanagar / Naharlagun.
- 5) All Commissioners / Secretaries / Joint Secretaries, Government of Arunachal, Itanagar.
- 6) The Secretary, Arunachal Pradesh Public Service Commission, Arunachal Pradesh Information Commission, Itanagar.
- 7) All Deputy Secretaries/Under Secretaries, Govt. of Arunachal Pradesh, Itanagar.
- 8) All Deputy Commissioners / Additional Deputy Commissioners Arunachal Pradesh.
- 9) All Heads of Offices, Government of Arunachal Pradesh, located at Itanagar / Naharlagun.
- 10) The Director (Printing), Govt. of Arunachal Pradesh for publication in the Arunachal Pradesh Extraordinary Gazette. He is further requested to supply 200 copies to the undersigned.
- 11) Office copy.



(Kirba Lomi)

Deputy Secretary (AR)
Government of Arunachal Pradesh