Urgent
Time Bound

HEADQUARTERS OFFICE
EMPLOYEES’ STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI-2
(AN ISO 9001-2008 OMS CERTIFIED ORGANISATION)
E-mail: jd-admin2@esic.nic.in Fax No: 011-23210646


Dated: - 24/01/2011

To:
1. All the Regional Directors, ESIC, Regional Offices,
2. All the Medical Superintendents, ESIC Model Hospitals,
3. The Director (Medical) Delhi/KK Nagar, ESIC,

Sub: Annual Reports regarding Representation of SCs/STs/OBCs & Persons with Disabilities in the Central Govt. Services as on 01/01/2011.

Sir,

I am directed to draw your kind attention to this office letter No. A-15/18/1/2010 dated 17/02/10 on the subject cited above regarding furnishing of the following reports to this office for onward submission to Ministry of Labour & Employment in the prescribed Proforma (copy enclosed) latest by 31st January every year.

1. Representation of SCs/STs/OBCs as per ST/ST/OBC Report-I & II as on 01/01/2011.
2. Representation of Persons with Disabilities as per PWDs Report-I & II as on 01/01/2011.

In this context, I am further directed to inform that annual report are being called for from the concerned authorities being appointing authority of the cadre as such the information should have to furnish as per below:-

- **Regional offices** - in respect of all ministerial cadre staff working in the state/regions irrespective of their posting in the RO, SRO, and Hospital etc.
- **Model Hospitals** - in respect of all paramedical/nursing cadre staff working in the hospitals.
- **Branches at Hqrs. Office** - in respect of centralized (all India) cadre officers/staff working in the ESIC irrespective of their posting in the RO, SRO, Hospital etc

In view of the foregoing, it is requested to furnish the report in the prescribed proforma only and all columns be filled up carefully so as to enable this office to consolidate the correct report and submission thereof to the Ministry in time.

Further, you are also requested to forward a soft copy of consolidated report (as attachment in MS Word) in respect of your regions/units on this email ID - jd-admin2@esic.nic.in latest by 31st January, 2011.

Yours faithfully

(SUNIL TANEJA)
JOINT DIRECTOR

Copy to: The Joint Director (Systems Branch), ESIC, Hqrs. with the request to upload the same on ESIC website and e-mail the same to all concerned.

Dy. DIRECTOR
No. A-15/18/1/2010-SCT

To,

1. All Regional Directors, ESI Corporation, Regional Offices
2. All Directors (Medical), ESI Corporation.
3. All Medical Superintendents, ESI Model Hospitals

Sub: Annual Reports regarding representation of SCs/STs/OBCs and Persons with Disabilities in the Central Govt. Services as on 01.01.2010.

Sir,

I am directed to forward herewith copy of DOPT Office Memorandum NO. 36027/1/2010-Estt(Res.) dated 01.01.10 on the subject cited above and to request to furnish the information, as per Proforma enclosed.

1. Representation of SCs/STs/OBCs as per SC/ST/OBC Report-I & II.
2. Representation of persons with disabilities as per the PWD Report - I & II.

The above information should reach this office by 28.02.2010 positively to enable onward submission of the same, to Ministry of Labour & Employment.

This letter has also been sent to you by e-mail, with the request that it may kindly be ensured that the information is forwarded in time.

Yours faithfully,

(V.K. RODA)  
Assistant Director
Office Memorandum

Subject:-Annual Reports regarding representation of SCs, STs, OBCs and Persons with Disabilities in the Central Government Services as on 1.1.2010.

The undersigned is directed to say that as per instructions contained in this Department’s O.M. No.43011/10/2002-Estt.(Res.) dated 19.12.2003 and O.M. No 36035/3/2004-Estt.(Res.) dated 29.12.2005, each Ministry/Department is required to send the following reports to this Department by 31.3.2010:-

(i) SC/ST/OBC Report-I regarding representation of SCs, STs, and OBCs in services as on 1.1.2010;
(ii) SC/ST/OBC Report-II regarding representation of SCs, STs, OBCs in various grades of organized Group ‘A’ services as on 1.1.2010;
(iii) Persons with Disabilities (PWD) Report-I regarding representation of persons with disabilities in services as on 1.1.2010; and
(iv) PWD Report-II regarding appointments of persons with disabilities during the year 2009.

2. The proformae prescribed for the above reports are enclosed for ready reference. It is requested that the reports may be sent to this Department by the stipulated date i.e. by 31.3.2010. While collecting information from the Attached/Subordinate Offices, the concerned offices may be advised not to send information direct to this Department. The concerned Ministry/Department should consolidate the information in respect of entire Ministry /Department including the information in respect of the Attached and Subordinate Offices, and send such consolidated information to this Department.
3. The Ministries/Departments should ensure that the reports sent to this Department contain consolidated information in respect of the concerned Ministry/Department and its Attached and Subordinate Offices but not in respect of Public Sector Undertaking, Statutory, semi-Government and Autonomous Bodies. Since the information called for relates to persons and not to posts, the posts, which are lying vacant, should not be taken into account. Persons on deputation should be included in the establishment of borrowing Ministry/Department/Office and not in the establishment of their parent office. Persons permanent in one grade but officiating or holding temporary appointment in a higher grade should be shown in the figures relating to the class of service in which the higher grade concerned is included. It may also be noted that figures in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities have to include persons appointed by reservation as well as appointed on their own merit.

(G.S. Pundir)
Under Secretary to the Government of India
Tel: 23092110

Encls:- As above

1. All Ministries/Departments of the Government of India (As per the list enclosed).

2. NIC, North Block for uploading in the web site. (Circular→Estt (Res.) and what is new)

### SC/ST/OBC REPORT-I

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs AS ON FIRST JANUARY OF THE YEAR AND NUMBER OF APPOINTMENTS MADE DURING THE PRECEDING CALENDAR YEAR**

**MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:**

<table>
<thead>
<tr>
<th>Groups</th>
<th>Total number of Employees</th>
<th>SCs</th>
<th>STs</th>
<th>OBCs</th>
<th>Total SCs</th>
<th>Total STs</th>
<th>Total OBCs</th>
<th>By Direct Recruitment</th>
<th>By Promotion</th>
<th>By Deputation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

- **Group A**
- **Group B**
- **Group C**
- **Group D** (Excluding Sweepers)
- **Group D** (Sweepers)

**TOTAL**
**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs IN VARIOUS GROUP 'A' SERVICES AS ON FIRST JANUARY 2010 AND NUMBER OF APPOINTMENTS MADE IN THE SERVICE IN VARIOUS GRADES IN THE IN CALENDAR YEAR 2009**

MINISTRY / DEPARTMENT / ATTACHED / SUBORDINATE OFFICE:

**SERVICE:**

<table>
<thead>
<tr>
<th>Pay Band and Grade Pay</th>
<th>Total number of Employees</th>
<th>SCs</th>
<th>STs</th>
<th>OBCs</th>
<th>Total</th>
<th>SCs</th>
<th>STs</th>
<th>OBCs</th>
<th>Total</th>
<th>SCs</th>
<th>STs</th>
<th>Total</th>
<th>SCs</th>
<th>STs</th>
<th>Total</th>
<th>SCs</th>
<th>STs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PB-3, Rs.5400</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-3, Rs.6600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-3, Rs.7600</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-4, Rs.8700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-4, Rs.9900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PB-4, Rs.10000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAG + Above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SC/ST/OBC REPORT-II**

**SCs STs OBCs**

**Number of appointments made during the calendar year 2009**

- **By Direct Recruitment**
- **By Promotion**
- **By Deputation**
STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS WITH DISABILITIES IN SERVICES
(AS ON 1.1.2010)

MINISTRY / DEPARTMENT:
ATTACHED / SUBORDINATE OFFICE:

<table>
<thead>
<tr>
<th>GROUP</th>
<th>Number of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total (i)</td>
</tr>
<tr>
<td>Group A</td>
<td></td>
</tr>
<tr>
<td>Group B</td>
<td></td>
</tr>
<tr>
<td>Group C</td>
<td></td>
</tr>
<tr>
<td>Group D</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
## Statement Showing the Number of Persons with Disabilities in Services Appointed During the Year 2009

<table>
<thead>
<tr>
<th>Group</th>
<th>DIRECT RECRUITMENT</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Promotions</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Vacancies reserved</td>
<td>No. of Appointments Made</td>
<td>No. of Vacancies reserved</td>
<td>No. of Appointments Made</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VH</td>
<td>HH</td>
<td>OH</td>
<td>Total</td>
<td>VH</td>
<td>HH</td>
<td>OH</td>
<td>Total</td>
<td>VH</td>
<td>HH</td>
<td>OH</td>
<td>Total</td>
<td>VH</td>
<td>HH</td>
<td>OH</td>
<td>Total</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
(i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)