OFFICE OF THE L.R., LA. ... LIBRARY ★ GOVT. OF MEGH., SHILLONG ★

ANNEXURE—II(a)

GOVERNMENT OF MEGHALAYA
PERSONNEL DEPARTMENT

No.PER.222/71/138, Dated Shillong, the 12th January, 1972.

RESOLUTION

The question of reservation of posts in favour of the Scheduled Tribes and Scheduled Castes has been under careful consideration of this Government. It has now been decided in pursuance of clause 4 of Art.16 of the Constitution and keeping in view the inadequacy of representation of these communities in the services under the autonomous State of Meghalaya in terms of their population that, consistently with the maintenance of efficiency in the administration, the following reservation shall be made in favour of the Scheduled Tribes and Scheduled Castes in posts and services in connection with the affairs of Meghalaya which are filled by direct recruitment—

(a) There shall be a reservation of 40 per cent of the vacancies in favour of Khasis and Jaintias.

(b) There shall be a reservation of 40 per cent of the vacancies fn favour of Garos.

(c) There shall be a reservation of 5 per cent of the vacancies in favour of any other Scheduled Tribes of the Autonomous District of Assam now within Meghalaya and the Scheduled Castes of Assam.

2. If sufficient number of suitable candidates for filling up the reserved vacancies is not available from the respective classes in any particular year, then such vacancies will be available to others. But the deficiency in the number of Scheduled Tribes and Scheduled Castes will be carried forward to the next recruitment year and made good in the recruitment of that year, provided that the reservation on account of the deficiency shall not be carried forward for more than one year. After the expiry of the second year, these reservations shall be treated as lapsed. It has also been decided that at no time shall the number of normal reserved vacancies and the 'carry forward' vacancies together exceed 90 per cent of the total number of vacancies in that year.

3. There might be instances when an eligible candidate belonging to Scheduled Tribes and Scheduled Castes may not be appointed because the reserve quota in a particular recruitment year on the basis of the percentage of vacancies mentioned above may be less than 0·5 but taking the cadre as a whole the particular class to which the candidate belongs may be grossly under represented. In such cases it has also been decided to allow further concession to such under-represented class of Scheduled Tribes and Scheduled Castes in a cadre (as may be determined from time to time by the appointing authority concerned) to the extent indicated below—

(1) A fraction upto 0·4 of the vacancy to which the protected category is entitled on the basis of the reservation against the projected in take in any recruitment year shall be rounded to one in favour of candidate belonging to an under-represented community protected category.

(2) For the benefit of candidates belonging to such under-represented class, the reservation on account of the deficiency shall be carried forward upto two subsequent recruitment years before the reservation in respect of the protected category is finally treated as lapsed.

4. The reservations mentioned above will not apply to—

(1) vacancies filled by transfer or deputation or by promotion.

(2) temporary appointment of less than 45 days duration.

(3) purely temporary establishments such as work-charged staff including the daily-rated and monthly-rated staff.

5. There shall be no reservation of vacancies for Seheduled Tribes and Scheduled Castes in scientific services and posts and in appointments for conducting research or organising guiding and directing research.

6. There shall be no relaxation of the educational and other qualifications in respect of posts and services in connection with affairs of Meghalaya.

7. These orders shall take effect from the date of issue of this Resolution and shall be applicable to all appointments made on or after this date. All advertisements for posts and services under the Government of Meghalaya issued before this date shall be deemed to have been modified to the extent of the orders contained in this Resolution.

V. RAMAKRISHNAN,
Secretary (Special) to the Government of Meghalaya.

ORDER

ORDERED that a copy of the Resolution be communicated to the Secretary to the Governor, the Private Secretary to the Chief Minister, Private Secretary to all Ministers, all Secretaries to the Government of Meghalaya, all Heads of Departments, all Deputy Commissioners and Sub-Divisional Officers, Secretary, Assam Public Service Commission and all Departments and offices under the Government of Meghalaya for information.

ORDERED also that the Resolution be published in the Meghalaya Gazette for general information.

V. RAMAKRISHNAN,
Secretary (Special) to the Government of Meghalaya.

OFFICE OF THE L. R., LAW DEPTT. LIBRARY GOVT. OF MEGH., SHILLONG

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

CHAPTER - I

Reservation of vacancies in Services / posts under the State Government

No.PER.222/ 71/138 dtd. 12th Jan,1972

In pursuance of Clause 4 of Article 16 of the Constitution of India and keeping in view the inadequacy of representation of these communities in the services under the Autonomous State of Meghalaya in terms of their population that, consistently with the maintenance of efficiency in the administration, the following reservation shall be made in favour of the Scheduled Tribes and Scheduled Castes in posts and services in connection with the affairs of Meghalaya which are filled by direct recruitment .

(a) There shall be a reservation of 40 % of the vacancies in favour of Khasis and Jaintias;

(b) There shall be a reservation of 40 % of the vacancies in favour of Garos,

O.M.No. PER 222/71/141,dt 20th April, 1972

* (c) There shall be a reservation of 5% of vacancies in favour of any other Scheduled Tribes and Scheduled Castes asspecified in the Fourth Schedule and the Second Schedule respectively of the said Act in so far as they relate to Meghalaya.

1.2. If sufficient number of suitable candidates for filling up the reserved vacancies is not available from the respective classes in any particular year, then such vacancies will be available to others. But the deficiency will be carried forward to the next recruitment year and made good in the recruitment of that year, provided that the reservation on account of the deficiency shall not be carried forward for more than one

---

(*) Sub-Section (1) of Section 25 and Sub-Section (1) of Section 26 of the North Eastern Areas. (Re-organisation) Act, 1971.

one year. After the expiry of the second year, these reservations shall be treated as lapsed. It has also been decided that at no time shall the number of normal reserved vacancies and the "carry forward" vacancies together exceed 90% of the total number of vacancies in that year.

1.3. There might be instances when an eligible candidate belonging to Scheduled Tribes and Scheduled Castes may not be appointed because the reservation quota in a particular year on the basis of the percentage of vacancies mentioned above may be less than 0.5 but taking the cadre as a whole the particular class to which the candidate belongs may be grossly under represented. In such cases, it has been decided to allow further concession to such under-represented class of Scheduled Tribes and Scheduled Castes in a cadre (as may be determined from time to time by the appointing authority concerned) to the extent indicated below :-

(1) A fraction upto 0.4 of the vacancy to which the protected category is entitled on the basis of the reservation against the projected intake in any recruitment year shall be rounded off to one in favour of candidate belonging to an under-represented community of the protected category.

(2). For the benefit of candidates belonging to such under-represented class, the reservation on account of the deficiency shall be carried forward upto two subsequent recruitment years before the reservation in respect of the protected category is finally treated as lapse.

1.4. The reservation mentioned above will not apply to :

(i) vacancies filled by transfer or deputation or by promotion;

(ii) temporary appointments of less than 45 days duration; and,

(iii) purely temporary establishments, such as, work-charged staff including the daily-rated and monthly-rated staff.

1.5. There shall be no reservation of vacancies for Scheduled Tribes and Scheduled Castes in Scientific services and posts and in appointments for conducting research or organising, guiding and directing research.

1.6. There shall be no relaxation of the educational and other qualifications in respect of posts and services in connection with the affairs of Meghalaya.

1.7. These orders shall take effect from the date of issue (12th January, 1972) and shall be applicable to all appointments made on or after the above date. All advertisements for posts and services under the Government of Meghalaya issued before the aforesaid date shall be deemed to have been modified to the extent of the orders contained herein.

O.M.No.PER. 272/72/5,dtd. 18th Dec.,1972

2.1. The reservation orders as embodied in the Resolution No.PER.272/71/138, dated 12th January, 1972 provide reservation of 40 per cent of the vacancies in favour of Khasis-Jaintia, 40 per cent in favour of Garos and 5 per cent in favour of other Scheduled Tribes and Scheduled Castes for the vacancies at the State level and District level to be filled up through direct recruitment. It is not possible to strictly adhere to the above reservation in respect of posts and vacancies at the District level, as in respect of such posts at the District level which are not transferable the posts reserved in one District are not likely to be filled up even if the reserved quota is carried forward to the following year. As such, this will create administrative difficulties and dislocation.

2.2. Considering the position as regards the District level posts as stated above, the Governor of Meghalaya is pleased to order that in respect of posts at the District level where the incumbents are not likely to be transferred outside the District of original posting, there will be a combined reservation of 80 per cent of the posts in favour of Garos,

Khasi-Jaintias instead of a separate reservation of 40 per cent each for Garos and Khasi-Jaintias, respectively, apart from 5 per cent reservation in favour of other Scheduled Tribes and Scheduled Castes. While selecting candidates to such posts, preference should be given to local candidates residing permanently in the District in which the vacancies occur. In other words, in Garo Hills the whole combined reservation of 80 per cent will be available to Garos in the absence of any interested candidate belonging to the Khasi-Jaintia community, and in Jowai or Shillong, the combined 80 per cent reservation will be available to Khasi-Jaintias in the absence of any interested candidates belonging to the Garo community..

No.PER.222/72/163, dtd. 28th May, 1974

3.1. The reservation orders as embodied in Government Resolution No.PER.222/71/138, dated 12th January, 1972, provide reservation of 40 per cent of the vacancies in favour of the Khasi-Jaintias, 40 per cent in favour of Garos and 5 per cent in favour of other Scheduled Tribes amd Scheduled Castes in posts and services in connection with the affairs of Meghalaya which are filled by direct recruitment.

3.2. The orders further lay down that if sufficient number of suitable candidates for filling up the reserved vacancies is not available from the respective classes in any particular year, then such vacancies will be available to others. But the deficiency in the number of Scheduled Tribes and Scheduled Castes will be carried forward to the next recruitment year and made good in the recruitment of that year provided that the reservation on account of the deficiency shall not be carried forward for more than one year.

3.3. The orders mentioned above have been modified to provide for a combined reservation of 80 per cent of the vacancies in favour of Khasi-Jaintias and Garos in respect of posts in district establishments vide this Department Office Memorandum No. PER.272/72/5, dated 18th December, 1972 (Para 2.2 above).

3.4. Although under orders mentioned above 40 per cent of the vacancies in posts and services to be filled by direct recruitment are reserved in favour of Garos, it has been found by experience so far that the number of suitable Garo candidates available for filling up the reserved vacancies falls short of the reservation made in their favour. In the interest of the administrative efficiency it is essentially necessary that sufficient number of persons conversant in Garo languages, customs and usages are recruited to Government service. In the absence of sufficient number of Garo candidates to fill the 40 per cent vacancies reserved for them, this administrative requirement is not being met.

3.5. In order, therefore, to overcome the difficulties mentioned above and in the interest of administrative efficiency, Government have decided that if in any category of posts, 40 per cent of the vacancies reserved for the Garos could not be filled up, the remaining vacancies in the quota reserved for the Garos shall be treated as unreserved vacancies and should be filled up only from among suitable candidates well conversant in Garo language, preference being given to persons belonging to Garo community from areas even outside Meghalaya , who would be likely to be conversant in Garo language and also in the customs and usages among Garos. Such vacancies to the extent as could be filled up in the manner indicated above shall not be treated as unfilled vacancies for the purpose of the future carry forward of reserved vacancies. For this purpose, a person can be considered to be conversant in Garo language, if he is able to read, write and speak in Garo fluently.

3.6. The procedure outlined in para 3.5 above for filling up of the unfilled vacancies in the quota reserved for the Garos shall be valid for a period of one year only for the present, with effect from the date of issue of these orders.

OM.PER(AR) 64/79/15 dt,. 12.Sept.,1979

4. The Government of Meghalaya have decided to add the following Proviso below paragraph 2 of the Government ResolutionNo. PER 222/71/ 138, dtd.12.1.1972 and as amended vide Office Memorandum No. PER.222 /71/141, dated 20.4.1972.(*Refer Para 1.2 above.)*

"provided that in case where 50% or more of the reserved vacancies for any particular group could not be filled up in any particular recruitment year, the State Government may, (a) direct that the reservation shall not be treated as lapsed after the expiry of the second year but will be carried forward for one year more, i.e. for a total period of three years, (b) order that a special recruitment only for selection of candidates from under-represented groups in regard to which deficiency is continuing, may be held."

No.PER(AR) 257/81/8, dt. 19th Dec,1981

5. In so far as they pertain to reservations in favour of the Scheduled Tribes and Scheduled Castes in posts and services in connection with the affairs of Meghalaya, a question has arisen as to how to regulate these reservations in a situation where the number of vacancies is very small. After careful consideration of all aspects and principles already enunciated in the Resolution and Office Memoranda, Government have decided that where the number of vacancies is 9(nine) or less, the same shall be treated as reserved vacancies in favour of the protected communities as specified in the said Resolution and Office Memoranda.

Reservation of vacancies in favour of Rabhas, Boro-Kacharies, Kotch and Other Scheduled Tribes, Scheduled Castes in the State of Meghalaya:

No.PER.222/71 /Pt.III/22, dtd. 25th Nov, 1976.

6. Government have decided that Item (c) of paragraph 1 of Government Resolution No.PER.222/71/138, dated, 12.1.1972 as amended vide O.M. No. PER.222/71/141, dated 20.4.1972 shall be substituted by the following with immediate effect :-

"(c) there shall be a reservation of 5 per cent of the vacancies in favour of –

(i) the Rabhas, Boro-Kacharies and Kochs permanently residing in Meghalaya, and,

(ii) any other Scheduled Tribes and Scheduled Castes as specified in the Fourth Schedule and the Second Schedule, respectively to the North-Eastern Areas (Reorganisation) Act, 1971 so far as they relate to Meghalaya."

Reservation in posts and services under Public Undertakings and Government Aided Institutions:

No.PER.222/ 72/32, dt. 16th June, 1973

7.1. Government in their Resolution No. PER.222/71/138, dated 12th January,1972 have made the following reservations in favour of the Scheduled Tribes and Scheduled Castes in posts and services in connection with the affairs of Meghalaya which are filled by direct recruitment:-

(a) There shall be a reservation of 40% of the vacancies in favour of the Khasis and Jaintias.

(b) There shall be a reservation of 40% of the vacancies in favour of the Garos

(c) There shall be a reservation of 5% of the vacancies in favour of any Scheduled Tribes and Scheduled Castes of Meghalaya.

7.2. The question of reservation in posts and services under Public Undertakings and Government Aided Institutions have been considered by the Government and it is now decided that Public Undertakings and Government Aided Institutions should make a reservation in their services on the lines adopted by the State Government as stated above. The concerned Departments are requested to see that the principle of reservation of vacancies as envisaged in the Government Resolution mentioned above

are invariably followed in making appointments to posts and services under the Public Undertakings and Government Aided Institutions under their control. The contractors connected with the Undertakings should also fall in line and adopt the principle of reservation . It would be desirable that such an arrangement is formalised as a condition of the agreement entered into by the Undertaking with the contractor.

No.PER.222/ 72/33, dt.16th June, 1973

8. Government representatives in the Board of Directors to impress upon the Management of the Public Undertakings to follow the recruitment policy of the Government.

Relaxation of the Government policy of reservation of posts and services for meeting shortage of man-power in selected technical or specialised posts and services:

No.PER(AR) 92/85/205,dtd 16th Jan,1986

9.1. The shortage of technical qualified personnel to man the various technical or specialised posts as experienced by certain Departments has been considered by the Government. In order to enable certain Departments to tide-over the present difficulties being experienced by them, it has been decided that one-time relaxation of the State Government reservation policy be allowed for the following Departments to recruit technical personnel other than members of Scheduled Castes/Scheduled Tribes in the categories of posts as shown in the table below:-

Name of the Department _____ for Quarter ending_____

Name of the Departments	Categories of posts	No. of personnel allowed to be recruited from communities other than Scheduled Castes/Scheduled Tribes against each category
Power Department	(i) Assistant Engineers (ii) Junior Engineers	9 66
Soil Conservation Department	(i) Assistant Soil Conservation Officers (ii) Civil Agricultural Engineers (iii) Draftsman/Overseers/ Surveyors	13
Public Works Department	(i) Assistant Engineers/ S.D.Os	9
Health Department	(i) Drug Analysts. (ii) Specialists, (iii) Medical & Health Officers (iv)Pharmacists.	Nil. They may be appointed only on contract basis.

9.2. The above one-time relaxation of the State Government reservation policy is, however, subject to the following conditions: -

(i) That the year to be taken for relaxation of the reservation policy shall be the Calendar year and shall in no case go beyond 31st December, 1988.

(ii) That this relaxation of the reservation policy should be only in respect of posts in the Primary pay scales, i.e. at the entry points only.

(iii) That posts for which degree/diploma is provided shall not be filled up by promotion of less qualified persons from the lower categories in excess of the prescribed quota .

Note : Prescribed quota shall mean any quota as prescribed in Service Rules of any concerned Department.

(iv) That when filling up reserved vacancies in pursuance of the above relaxation of the reservation policy, a report shall have to be submitted by the concerned Departments to Personnel and A.R.(B) Department quarterly in the prescribed proforma as at Annexure A.

ANNEXURE – A

Quarterly Report of Appointments made In pursuance of relaxation policy under Personnel & A.R (B) Department O.M. No. PER(AR) 92/85/205 Dated 16th January, 1986.

Name of Department_____ for Quarter ending _____

Sl No	Posts/categories in Primary scales of pay	Cadre strength	Vacancies to be filled up at entry points during the calendar year	Annual intake as prescribed by concerned Deptt.	If vacancies advertised earlier	No.of vacancies filled up during the quarter in pursuance of relaxation policy in question	Balance of vacancies to be filled up during thecalendar year	Remarks
1	2	3	4	5	6		8	9

Mis-application of State's Reservation Policy.

No.PER(AR) 106/90/38,dt. 5th May, 1999

10.1. It has come to notice that some Departments/Heads of Departments while filling up the vacancy(ies) by the candidates recommended by the Meghalaya Public Service Commission under their respective Departments/ Offices did not strictly follow the instructions contained in the Circulars issued by the Government governing the Reservation Policy of the State Government nor did they consult this Department before issuing appointment orders in cases where there is doubt in filling up the posts/vacancies in accordance with the State's Reservation Policy. Such being the case, misapplication of the State's Reservation Policy may occur and this may put the Government in an embrassing situation subsequently.

10.2. In order to avoid committing such mistake in future, all Departments/Heads of Departments should see that whenever there is any doubt in the matter of filling up the posts/ vacancies where the Reservation Policy is not clear to them, the approval/advice of Personnel & A.R. (B) Department should first be obtained before appointment order(s) is/are issued.

****

OFFICE OF THE L. R., LAW DEPTT. LIBRARY GOVT. OF MEGH., SHILLONG

ANNEXURE -IA

RESERVATION ROSTER (10 POINTS ROSTER) FOR KHASI- JAINTIA ,GARO &OSTs/OSCs CATEGORY AS PER THE RESOLUTION .NO.PER .222/71/138 DATED 12-01-1972

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/AUTHORISED OFFICER
1	2	3	4	5	6
1-	UR				
2	Khasi &Jaintia				
3	Garo				
4	Khasi-Jaintia				
5	Garo				
6	Khasi &Jaintia				
7	Garo				
8	OSTs&OSCs				
9	Khasi&Jaintia				
10	Garo				

ANNEXURE -1B

RESERVATION ROSTER (20 POINTS ROSTER) FOR KHASI- JAINTIA ,GARO &OSTs/OSCs CATEGORY AS PER THE OM.NO.PER .222/71/138 DATED 12-01-1972

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/ AUTHORISED OFFICER
1	2	3	4	5	6
1	UR				
2	Khasi &Jaintia				
3	Garo				
4	Khasi&Jaintia				
5	Garo				
6	Khasi &Jaintia				
7	Garo				
8	UR				
9	Khasi&Jaintia				
10	Garo				
11	Khasi &Jaintia				
12	Garo				
13	Khasi &Jaintia				
14	Garo				

15	UR				
16	Khasi &Jaintia				
17	Garo				
18	Khasi &Jaintia				
19	Garo				
20	OSTs&OSCs				

ANNEXURE -1D

RESERVATION ROSTER (40 POINTS ROSTER) FOR KHASI- JAINTIA ,GARO & OSTs/OSCs CATEGORY AS PER THE OM.NO.PER .222/71/138 DATED 12-01-1972

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/AUTHORISED OFFICER
1	2	3	4	5	6
1	UR				
2	Khasi&Jaintia				
3	Garo				
4	Khasi & Jaintia				
5	Garo				
6	Khasi & Jaintia				
7	Garo				
8	UR				
9	Khasi & Jaintia				
10	Garo				
11	Khasi & Jaintia				
12	Garo				
13	Khasi & Jaintia				
14	Garo				
15	UR				

16	Khasi & Jaintia				
17	Garo				
18	Khasi & Jaintia				
19	Garo				
20	OSTs &OSCs				
21	Khasi & Jaintia				
22	UR				
23	Garo				
24	Khasi & Jaintia				
25	Garo				
26	Khasi & Jaintia				
27	Garo				
28	Khasi & Jaintia				
29	UR				
30	Garo				
31	Khasi & Jaintia				
32	Garo				
33	Khasi & Jaintia				
34	Garo				
35	Khasi & Jaintia				
36	UR				
37	Garo				
38	Khasi & Jaintia				
39	Garo				
40	OSTs&OSCs				

ANNEXURE 1-C

RESERVATION ROSTER (60 POINTS ROSTER) FOR KHASI & JAINTIA, GARO & OSTs/OSCs CATEGORY AS PER THE RESOLUTION.NO.PER .222/71/138 DATED 12-01-1972

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/AUTHORISED OFFICER
1	2	3	4	5	6
1	UR				
2	Khasi-Jaintia				
3	Garo				
4	Khasi-Jaintia				
5	Garo				
6	Khasi -Jaintia				
7	Garo				
8	UR				
9	Khasi-Jaintia				
10	Garo				
11	Khasi -Jaintia				
12	Garo				

13	Khasi -Jaintia				
14	Garo				
15	UR				
16	Khasi-Jaintia				
17	Garo				
18	Khasi-Jaintia				
19	Garo				
20	OSTs & OSCs				
21	Khasi-Jaintia				
22	UR				
23	Garo				
24	Khasi-Jaintia				
25	Garo				
26	Khasi -Jaintia				
27	Garo				
28	Khasi-Jaintia				
29	UR				
30	Garo				
31	Khasi-Jaintia				
32	Garo				
33	Khasi -Jaintia				
34	Garo				
35	Khasi-Jaintia				
36	UR				
37	Garo				
38	Khasi-Jaintia				
39	Garo				
40	OSTs & OSCs				
41	Khasi & Jaintia				
42	Garo				
43	UR				

44	Khasi-Jaintia				
45	Garo				
46	Khasi-Jaintia				
47	Garo				
48	Khasi -Jaintia				
49	Garo				
50	UR				
51	Khasi-Jaintia				
52	Garo				
53	Khasi-Jaintia				
54	Garo				
55	Khasi -Jaintia				
56	Garo				
57	UR				
58	Khasi-Jaintia				
59	Garo				
60	OSTs & OSCs				

ANNEXURE 1-D

RESERVATION ROSTER (80 POINTS ROSTER) FOR KHASI & JAINTIA, GARO & OSTs/OSCs CATEGORY AS PER THE RESOLUTION.NO.PER .222/71/138 DATED 12-01-1972

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/AUTHORISED OFFICER
1	2	3	4	5	6
1	UR				
2	Khasi-Jaintia				
3	Garo				
4	Khasi-Jaintia				
5	Garo				
6	Khasi -Jaintia				
7	Garo				
8	UR				
9	Khasi-Jaintia				
10	Garo				
11	Khasi -Jaintia				
12	Garo				

13	Khasi -Jaintia				
14	Garo				
15	UR				
16	Khasi-Jaintia				
17	Garo				
18	Khasi-Jaintia				
19	Garo				
20	OSTs & OSCs				
21	Khasi-Jaintia				
22	UR				
23	Garo				
24	Khasi-Jaintia				
25	Garo				
26	Khasi -Jaintia				
27	Garo				
28	Khasi-Jaintia				
29	UR				
30	Garo				
31	Khasi-Jaintia				
32	Garo				
33	Khasi -Jaintia				
34	Garo				
35	Khasi-Jaintia				
36	UR				
37	Garo				
38	Khasi-Jaintia				
39	Garo				
40	OSTs & OSCs				
41	Khasi & Jaintia				
42	Garo				
43	UR				

44	Khasi-Jaintia				
45	Garo				
46	Khasi-Jaintia				
47	Garo				
48	Khasi -Jaintia				
49	Garo				
50	UR				
51	Khasi-Jaintia				
52	Garo				
53	Khasi-Jaintia				
54	Garo				
55	Khasi -Jaintia				
56	Garo				
57	UR				
58	Khasi-Jaintia				
59	Garo				
60	OSTs & OSCs				
61	Khasi-Jaintia				
62	Garo				
63	Khasi-Jaintia				
64	UR				
65	Garo				
66	Khasi-Jaintia				
67	Garo				
68	Khasi -Jaintia				
69	Garo				
70	Khasi-Jaintia				
71	UR				
72	Garo				
73	Khasi-Jaintia				
74	Garo				

75	Khasi-Jaintia				
76	Garo				
77	Khasi & Jaintia				
78	UR				
79	Garo				
80	OSTs & OSCs				

ANNEXURE -1

RESERVATION ROSTER (100 POINTS ROSTER) FOR KHASI& JAINTIA ,GARO & OSTs/OSCs CATEGORY AS PER THE RESOLUTION.NO.PER .222/71/138 DATED 12-01-1972

(Where posts are not eligible for PWDs)

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	SIGNATURE OF THE APPOINTING AUTHORITY/AUTHORISED OFFICER
1	2	3	4	5	6
1	UR				
2	Khasi-Jaintia				
3	Garo				
4	Khasi-Jaintia				
5	Garo				
6	Khasi -Jaintia				
7	Garo				
8	UR				
9	Khasi-Jaintia				
10	Garo				
11	Khasi -Jaintia				
12	Garo				

13	Khasi -Jaintia				
14	Garo				
15	UR				
16	Khasi-Jaintia				
17	Garo				
18	Khasi-Jaintia				
19	Garo				
20	OSTs & OSCs				
21	Khasi-Jaintia				
22	UR				
23	Garo				
24	Khasi-Jaintia				
25	Garo				
26	Khasi -Jaintia				
27	Garo				
28	Khasi-Jaintia				
29	UR				
30	Garo				
31	Khasi-Jaintia				
32	Garo				
33	Khasi -Jaintia				
34	Garo				
35	Khasi-Jaintia				
36	UR				
37	Garo				
38	Khasi-Jaintia				
39	Garo				
40	OSTs & OSCs				
41	Khasi & Jaintia				
42	Garo				
43	UR				

44	Khasi-Jaintia				
45	Garo				
46	Khasi-Jaintia				
47	Garo				
48	Khasi -Jaintia				
49	Garo				
50	UR				
51	Khasi-Jaintia				
52	Garo				
53	Khasi-Jaintia				
54	Garo				
55	Khasi -Jaintia				
56	Garo				
57	UR				
58	Khasi-Jaintia				
59	Garo				
60	OSTs & OSCs				
61	Khasi-Jaintia				
62	Garo				
63	Khasi-Jaintia				
64	UR				
65	Garo				
66	Khasi-Jaintia				
67	Garo				
68	Khasi -Jaintia				
69	Garo				
70	Khasi-Jaintia				
71	UR				
72	Garo				
73	Khasi-Jaintia				
74	Garo				

75	Khasi-Jaintia				
76	Garo				
77	Khasi & Jaintia				
78	UR				
79	Garo				
80	OSTs & OSCs				
81	Khasi-Jaintia				
82	Garo				
83	Khasi-Jaintia				
84	Garo				
85	UR				
86	Khasi-Jaintia				
87	Garo				
88	Khasi-Jaintia				
89	Garo				
90	Khasi -Jaintia				
91	Garo				
92	UR				
93	Khasi-Jaintia				
94	Garo				
95	Khasi-Jaintia				
96	Garo				
97	Khasi –Jaintia **(Sports Persons)**				
98	Garo **(Sports Persons)**				
99	UR				
100	OSTs & OSCs				

ANNEXURE -II

RESERVATION ROSTER (204 POINTS ROSTER) FOR KHASI- JAINTIA ,GARO &OSTs/OSCs CATEGORY AS PER THE RESOLUTION .NO.PER .222/71/138 DATED 12-01-1972, NOTIFICATION NO.PER(AR) 150/88/Pt/282 DATED 25-01-2012 & OM NO.PER(AR) 150/88/Pt-1/71 DATED 06-08-2020

(Where posts are eligible for PWDs)

Name of post-_____

Total Cadre Strength_____

Cycle No. and Point No.	Unreserved or Reserved	Name of the persons appointed	Date of appointment	REMARKS	Signature of the Appointing Authority/Authorized Officers
1	2	3	4	5	
1	UR				
2	Khasi &Jaintia				
3	Garo				
4	Khasi &Jaintia				
5	Garo				
6	Khasi &Jaintia				
7	Garo				
8	UR				
9	Khasi &Jaintia				
10	Garo				
11	Khasi &Jaintia				
12	Garo				
13	Khasi &Jaintia				

14	Garo				
15	UR				
16	Khasi &Jaintia				
17	Garo				
18	Khasi &Jaintia				
19	Garo				
20	OSTs/OSCs				
21	Khasi &Jaintia				
22	UR				
23	Garo				
24	Khasi &Jaintia				
25	Garo				
26	Khasi &Jaintia				
27	Garo				
28	Khasi &Jaintia				
29	UR				
30	Garo				
31	Khasi &Jaintia				
32	Garo				
33	Khasi &Jaintia				
34	Garo				
35	Khasi &Jaintia				
36	UR				
37	Garo				
38	Khasi &Jaintia				
39	Garo				
40	OSTs/OSCs				

41	Khasi&Jaintia				
42	Garo				
43	UR				
44	Khasi &Jaintia				
45	Garo				
46	Khasi &Jaintia				
47	Garo				
48	Khasi &Jaintia				
49	Garo				
50	UR				
51	Khasi &Jaintia				
52	Garo				
53	Khasi &Jaintia				
54	Garo				
55	Khasi &Jaintia				
56	Garo				
57	UR				
58	Khasi &Jaintia				
59	Garo				
60	OSTs/OSCs				
61	**Khasi &Jaintia (PWDs – Blindness & Low Vision)**				
62	**Garo(PWDs- Deaf and hard of hearing)**				
63	Khasi &Jaintia				

64	UR				
65	Garo				
66	Khasi &Jaintia				
67	Garo				
68	Khasi &Jaintia				
69	Garo				
70	Khasi &Jaintia				
71	UR				
72	Garo				
73	Khasi &Jaintia				
74	Garo				
75	Khasi &Jaintia				
76	Garo				
77	Khasi&Jaintia				
78	UR				
79	Garo				
80	(OSTs/OSCs				
81	Khasi &Jaintia				
82	Garo				
83	Khasi &Jaintia				
84	Garo				
85	UR				
86	Khasi &Jaintia				
87	Garo				
88	Khasi &Jaintia				
89	Garo				
90	Khasi &Jaintia				
91	Garo				

92	UR				
93	Khasi &Jaintia				
94	Garo				
95	Khasi &Jaintia				
96	Garo				
97	Khasi &Jaintia (Sport Persons)				
98	Garo**(**Sport Persons**)**				
99	UR				
100	***OSTs/OSCs***				
101	Khasi &Jaintia				
102	Garo				
103	Khasi &Jaintia				
104	Garo				
105	Khasi &Jaintia				
106	UR				
107	Garo				
108	Khasi &Jaintia				
109	Garo				
110	Khasi &Jaintia				
111	Garo				
112	Khasi &Jaintia				
113	UR				
114	Garo				
115	Khasi &Jaintia				
116	Garo				
117	Khasi &Jaintia				

118	Garo				
119	UR				
120	***OSTs/OSCs***				
121	Khasi &Jaintia				
122	Garo				
123	**Khasi &Jaintia (PWDs-Locomotor)**				
124	**Garo (PWDs-Autism)**				
125	Khasi &Jaintia				
126	UR				
127	Garo				
128	Khasi &Jaintia				
129	Garo				
130	Khasi &Jaintia				
131	Garo				
132	Khasi &Jaintia				
133	UR				
134	Garo				
135	Khasi &Jaintia				
136	Garo				
137	Khasi &Jaintia				
138	Garo				
139	Khasi &Jaintia				
140	***OSTs/OSCs***				
141	UR				
142	Garo				

143	Khasi &Jaintia				
144	Garo				
145	Khasi &Jaintia				
146	Garo				
147	Khasi &Jaintia				
148	UR				
149	Garo				
150	Khasi &Jaintia				
151	Garo				
152	Khasi &Jaintia				
153	Garo				
154	Khasi &Jaintia				
155	UR				
156	Garo				
157	Khasi &Jaintia				
158	Garo				
159	Khasi &Jaintia				
160	***OSTs/OSCs***				
161	Garo				
162	**UR (PWDs-Blindness & Low vision)**				
163	Khasi &Jaintia				
164	Garo				
165	Khasi &Jaintia				
166	Garo				
167	Khasi & Jaintia				
168	Garo				

169	UR				
170	Khasi &Jaintia				
171	Garo				
172	Khasi &Jaintia				
173	Garo				
174	Khasi & Jaintia				
175	Garo				
176	UR				
177	Khasi &Jaintia				
178	Garo				
179	Khasi &Jaintia				
180	***OSTs/OSCs***				
181	Garo				
182	Khasi &Jaintia				
183	UR				
184	Garo				
185	**Khasi &Jaintia (PWDs- deaf and hard of hearing)**				
186	**Garo(PWDs-locomotor)**				
187	Khasi &Jaintia				
188	Garo				
189	Khasi &Jaintia				
190	UR				
191	Garo				
192	Khasi &Jaintia				
193	Garo				

194	Khasi &Jaintia				
195	Garo				
196	Khasi &Jaintia				
197	UR				
198	Garo (Sport Persons)				
199	Khasi&Jaintia **(**Sport Persons**)**				
200	***OSTs/OSCs***				
201	***Garo***				
202	***Khasi& Jaintia***				
203	***Garo***				
204	***UR***				

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT

****

No.PER(AR)25/2022/Pt/3 **Dated Shillong, the 10th May 2022**

OFFICE MEMORANDUM

Subject : **Reservation Policy – Maintenance of Reservation Roster.**

In pursuance of the Judgment of the Hon'ble High Court of Meghalaya dated 05-04-2022 in the W.P. (C) No.394/2021 Zanera R Marak vs. State of Meghalaya and the Judgment of the Hon'ble High Court of Meghalaya dated 20-04-2022 in the In Re sou motu preparation of roster regarding implementation of the State Reservation Policy vs. State of Meghalaya, the following guidelines are hereby notified with immediate effect:

A. Quantum of Reservation : The reservation of posts in favour of the Schedule Tribes and Schedule Castes will be as per the Resolution No.PER.222/71/138 dated 12th January, 1972.

B. Principles to be followed in preparation of Reservation Roster:

1. The Reservation Roster will be maintained for all direct recruitment posts only at the entry level.
2. The Reservation Roster will not be applicable to:-
   - i) Vacancies filled by transfer or deputation or by promotion.
   - ii) Temporary appointment of less than 45 days duration.
   - iii) Purely temporary establishments such as Work-Charged staff including the daily-rated and monthly-rated staff.
   - iv) Contractual appointments.

3. For posts where reservation of posts for Persons with Disabilities (PWDs) is not applicable, a 100 points reservation roster is to be maintained by the Administrative Department concerned for each category of post, as per the format given in Annexure –I. For Departments that have a cadre of posts which is less than 100, reservation rosters are provided in Annexure I-A(20 points), Annexure I-B (40 points), Annexure I-C (60 points) and Annexure I-D(80 points).

For posts which have been identified as eligible for Persons with Disabilities (PWDs) a reservation roster is to be maintained by the Administrative Department concerned for each category of post, as per the format given in Annexure – II(204 points). The posts that have been identified as suitable for PWDs have been notified by Personnel and A.R. Department vide notification No.PER(AR).150/88/Pt.282 dated 25th January, 2012.

In the OM.No.PER(AR)150/88/536 dated 06-08-2020 the Clause "***Provided in any recruitment year, the following Reservation shall be made within the existing percentage of Reservation of Posts in the Category of Unreserved, Khasi and Jaintia,Garo ,and Other Schedule Tribes/ Other Schedule Castes of Meghalaya"*** shall be inserted instead of "Provided in any recruitment year, the following Reservation shall be made within the existing percentage of Reservation of Posts in the Category of Khasi-Jaintia, Garo, Other Schedule Tribes/ Other Schedule Castes of Meghalaya".

4. Immediately after an appointment is made, the Administrative Department concerned shall enter the details of the person appointed in the Reservation Roster in the appropriate column and the entry shall be signed by the appointing authority or by an officer authorized to do so. No gap shall be left in completing the roster.
5. The Reservation Roster Register shall be maintained in the form of a running account year after year. For example, if in any recruitment cycle the number of appointments made stops at point 36, recruitment in the following year shall begin from point 37.
6. After every recruitment cycle, an account shall be noted in the reservation roster indicating representation of Khasi and Jaintia, Garo, Other STs & SCs and details of backlog reserved vacancies, which will be carried forward to the next recruitment cycle.
7. Reservation Roster is only to ensure the implementation of the Reservation Policy. These Registers/Rosters registers do not determine seniority. Seniority will continue to be based as per existing rules.
8. After all the points of the roster are covered, a fresh cycle of the roster shall start.

C. Approving Authority:

1. The Personnel &A.R.(B) Department shall be the authority to approve the Reservation Roster maintained by all Departments/Heads of Department.

2. All Departments are to immediately ensure that the Reservation Roster is filled up for all categories of posts that have been filled up together with the cadre strength. The Reservation Roster shall be submitted to the Personnel and A.R. (B) Department after approval of the Head of Department.

3. Before sending the posts for advertisement by Meghalaya Public Service Commission (MPSC) or District Selection Committee(DSC) or Central Recruitment Board (CRB) or any other authority concerned, the Departments/Heads of Department are to submit their Reservation Roster and the proposed advertisement to Personnel &A.R. (B) Department for vetting of the same. Henceforth, all Departments/Heads of Department/District Heads are to obtain the approval of Personnel & A.R.(B) Department before advertising any post to be filled by direct recruitment.

D. Initial Preparation of Reservation Roster

1. In order to prepare the Reservation Roster, names of all the candidates holding the post as on the date of notification of this O.M., starting with the earliest appointee, since the time the Reservation Policy came into effect, subject to information being available, shall be filled up in the Reservation Roster against the point in the Roster.

2. If an appointee belonging to a Scheduled Tribe category was appointed on his/her own merit, ***UR*** will be written in column 5. If an appointee belonging to a Scheduled Tribe category was appointed on reservation, ***ST*** will be written in column 5. If an appointee belonging to an OST/OSC category was appointed on reservation, *OST/OSC* will be written in column 5. After making entries as indicated above, details about the number of ST and OSTs/OSCs candidates appointed by reservation, backlog reserved vacancies, if any, may be indicated in Remarks column.

3. After initial preparation of the register, the names of persons appointed thereafter may be added by filling up the columns as stated above.

E. **Maintenance of register of complaints by the Government Establishment :**

1. Every Department shall appoint a Senior Officer of the Department of the Rank of Under Secretary and above as the Grievance Redressal Officer for any grievances that should arise in implementation of the Reservation Roster.
2. The Grievance Redressal Officer shall maintain a Register of complaints of any category with the following particulars, namely :-
   (a) date of complaint
   (b) name of complainant
   (c) the name of the Establishment or person against whom the complaint is made
   (d) gist of the complaint
   (e) date of disposal by the Grievance Redressal Officer and
   (f) any other information
3. Any person aggrieved with the issue of maintenance of Reservation Roster may file a complaint with the Grievance Redressal Officer of the respective Government Establishment, which shall be disposed off within a period of two months from the date of receipt of the complaint.

F. At the District Level or Sub-divisional Level

For district level posts or sub-divisional level posts, the reservation of vacancies is determined vide O.M. No. PER.272/72/5 dated 18th December, 1972. This O.M. provides that

"The reservation orders as embodied in the Resolution No.PER.222/1/132 dated 12.01.1972 provide reservation of 40 per cent of the vacancies in favour of Khasi-Jaintia, 40 per cent in favour of Garos and 5 per cent in favour of other Scheduled Tribes and Scheduled Castes for the vacancies at the State level and District level to be filled up through direct recruitment. It is not possible to strictly adhere to the above reservation in respect of posts and vacancies at the District level, as in respect of such posts at the district level which are not transferable, the post reserved in one District for the Scheduled Tribes belonging to the other district are not likely to be filled up even if the reserved quota is carried forward to the following year. As such, this will create administrative difficulties and dislocation.

Considering the position as regards the District Level posts as stated above, the Governor of Meghalaya is pleased to order that in respect of posts at the District level where the incumbent are not likely to be transferred outside the District of Original posting,there will be a combined reservation of 80 percent of the posts in favour of

Garos,Khasi-Jaintia instead of separate reservation of 40 percent each for Garos,Khasi-Jaintia respectively, apart from 5 percent reservation in favour of Other Schedule Castes and Schedule Tribes.While selecting candidates to such posts, preference should be given to local candidates residing permanently in the district in which the vacancies occur. In other words in Garo Hills the whole combined reservation of 80 percent will be available to Garos in the absence of any interested candidate belonging to the Khasi-Jaintia community,and in Jowai or Shillong, the combined reservation of 80 percent will be available to Khasi-Jaintias in the absence of any interested candidates belonging to Garo community."

So for District Level Posts/Sub Divisional Posts, the Reservation Rosters as provided in for in Annexure I and Annexure II may be modified accordingly by the Departments concerned.

Commissioner & Secretary to the Govt. of Meghalaya
Personnel & A.R.(B) Department

M.No.PER(AR)25/2022/Pt/3 Dated Shillong, the 10th May 2022

Copy to :-

1. The Secretary to the Governor, Meghalaya Shillong.
2. The P.S to the Chief Minister, Meghalaya Shillong for information of Chief Minister.
3. The P.S to the Deputy Chief Minister, Meghalaya Shillong for information of Deputy Chief Minister.
4. The P.S to Ministers for information of Ministers.
5. The P.S to the Chief Secretary, Govt of Meghalaya Shillong for information of Chief Secretary.
6. The P.S to the Additional Chief Secretaries, Govt of Meghalaya Shillong for information of Additional Chief Secretaries.
7. All Principal Secretaries/Commissioners &Secretaries to the Govt of Meghalaya.
8. All Administrative Departments.
9. All Heads of Departments.
10. The Commissioner of Division- Shillong/Tura.
11. All Deputy Commissioners/Sub-Divisional Officers (Civil).
12. The Commissioner for Persons with Disabilities.
13. The Secretary, Meghalaya Public Service Commission.
14. All District Selection Committees.
15. The Director, Printing & Stationery, Shillong for favour of Publication in the Meghalaya Gazette.
16. The Officer on Special Duty, Cabinet Affairs Department for information.

By order etc.,

Deputy Secretary to the Govt. of Meghalaya,
Personnel & A.R. (B) Department