

X-20/17/2024-SPN-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg,  
New Delhi – 110001,  
Dated June 18, 2024

To

The Chief Postmaster General,  
All Postal Circles.

Subject: Reservation in promotion to Persons with Benchmark Disabilities  
(PwBDs) regarding.

Madam / Sir,

I am directed to say that Department of Personnel and Training vide OM No. 36012/1/2020-Estt(Res-II) dated 17.05.2022 has issued the guidelines for providing of reservation in promotion to PwBD employees. As per the guidelines, four per cent of total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any does not exceed 75%.

2. DOPT further vide OM No. 36012/1/2020-Estt( Res-II) dated 28.12.2023 has issued principle for providing of reservation in promotion to PwBD employees. It is also clarified that reservation is to be granted notionally from 30.06.2016 in respective vacancy year.

3. Both the OM(s) of DOPT inter-alia provides the following:

**(a) Computation of number of vacancies to be reserved:**

Number of vacancies in a recruitment year to be reserved for PwBDs in Group 'C', Group 'B' and Group 'A', wherever reservation in promotion for PwBD is applicable, shall be computed as 4% of the total number of vacancies in a Group as a whole, although the PwBDs would be posted against the category of posts identified as suitable for them.

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v. Prasad

**(b) Effecting reservation - Maintenance of Rosters:**

(i) Every Government establishment shall maintain, cadre-wise and group-wise, a separate 100-point vacancy-based reservation roster/register, as in the case of direct recruitment, for determine/effecting reservation for the PwBDs in promotion. There will be separate roster/register, in each cadre in Group 'C', Group 'B' and Group 'A', wherever reservation in promotion for PwBD is applicable. There shall be separate roster/register for promotion and direct recruitment.

(ii) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

1<sup>st</sup> Block – Point No. 01 to Point No. 25

2<sup>nd</sup> Block – Point No. 26 to Point No. 50

3<sup>rd</sup> Block – Point No. 51 to Point No. 75

4<sup>th</sup> Block – Point No. 76 to Point No. 100

(iii) Points 1, 26, 51 and 76 of the rosters shall be earmarked for PwBDs.

4.1 Reservation is to granted notional basis w.e.f. 30.06.2016 subject to fulfilment of eligibility conditions. Any such promotion during the period from 30.06.2016 till the PwD employee actually assumes the charge of the post will be only on notional basis and the actual financial benefits of promotion will be effective to them from the date they actually assume the charge.

4.2 Review DPC be conducted as per extent guidelines for the promotion of such PwD employees.

4.3 As far as grant of promotion under Departmental Examination/Department Competitive Examination quota, the eligibility/suitability of the PwD candidate may be assessed on the basis of departmental examination already conducted during the period from 30.06.2016 to 16.05.2022 or concerned authority may consider for holding of special examination for assessing and suitability of such PwD employees.

4.4 For extending the benefit w.e.f. 30.06.2016 and till the actual assumption of charge of the post may be affect the inter-se-seniority in various grades and in some cases, some officials may have to be shifted/placed to seniority list of subsequent year.

4.5 To avoid such situation, supernumerary posts may be created to adjust the such PwD employee from the date on after 3.06.2016 till the availability of vacancy in which the promotion is to be made or till they vacant the post on their retirement, further promotion etc, whichever is earlier.

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*V. Prasad*

5. In view of this, for providing of reservation in PwBD employee in promotion, review DPC is required to be conducted by Division/Postal Circle for Divisional/ Circle cadre officials and Directorate for the cadre being maintained centrally by Directorate.

6. PwBD employees who fulfil eligibility criteria and required to be granted reservation is to be adjusted first on the vacancy available if any, for which year promotion is to be granted. If not adjusted, supernumerary posts will be created as per DOPT OM.

7. Calculation and identification of vacancy in 100 points vacancy-based roster is as under given.

(i) Suppose, in Postal Assistant cadre, 15 vacancy – in 2016, 10 vacancy – in 2017, 0 vacancy in 2018 and 9 vacancy in 2019 earmarked to be filled by DPC/Departmental quota.

| Year | 1 <sup>st</sup> Block<br>(Point no. 1 to point no. 25) | Year | 2 <sup>nd</sup> Block<br>(Point no. 26 to point no. 50) |
|------|--|------|---|
| 2016 | 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15                    | 2019 | 26,27,28,29,30,31,32,33,34                              |
| 2017 | 16,17,18,19,20,21,22,23,24,25,                         |      |   |
| 2018 | -  |      |   |

Vacancy which is coming in point no. 1 and 26 is to be marked for PwBD employees. As such, for 2016 -1 vacancy, 2017-0, 2018- 0 and 2019-1 vacancy is to be reserved for PwBD employee.

(ii) Suppose, in Postman Cadre, 14 vacancy – in 2017, 17 vacancy – in 2018, 10 vacancy in 2019 and 13 vacancy in 2020 earmarked to be filled by DPC/Departmental quota.

| Year | 1 <sup>st</sup> Block<br>(Point no. 1 to point no. 25) | Year | 2 <sup>nd</sup> Block<br>(Point no. 26 to point no. 50) | Year | 3 <sup>rd</sup> Block<br>(Point no. 51 to point no. 75) |
|------|--|------|---|------|---|
| 2017 | 1,2,3,4,5,6,7,8,9,10,11,12,13,14                       | 2018 | 26,27,28,29,30,31                                       | 2020 | 51,52,53,54   |
| 2018 | 15,16,17,18,19,20,21, 22,23,24,25,                     | 2019 | 32,33,34,35,36,37,38,39,40,41                           |      |   |
|      | -  | 2020 | 42,43,44,45,46,47,48,49,50                              |      |   |

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Vacancy which is coming in point no. 1, 26 and 51 is to be marked for PwBD employees. As such, for 2017 -1 vacancy, 2018 - 1, 2019- 0 and 2020-1 vacancy is to be reserved for PwBD employee.

8. As per the guidelines, four per cent of reservation is required to be granted for vacancy earmarked for promotion through DPC/Departmental quota as case may be. In this regard, DOPT has suggested to assess the suitability of the PwD candidate on the basis of departmental examination already conducted during the period from 30.06.2016 to 16.05.2022 or to conduct special examination for assessing suitability of such PwD employees.

9. DOPT has already clarified that implementation of reservation is to be implemented from 30.06.2016. As such, the following date of promotion is to be accorded to:

**In case of promotion by DPC:** the PwBD official to be promoted now shall be given notional promotion w.e.f. the date of his/her junior got promoted or 30.06.2016 whichever is later and if no such junior was promoted then from the latest date on which an official was promoted in that vacancy year or 30.06.2016 whichever is later. However, the PwBD official will draw pay of promoted post from the date of actual assumption of charge of promoted post.

**In case of promotion through LDCE:** the PwBD official to be promoted now shall be given notional promotion w.e.f. the latest date on which an official was promoted on the basis of LDCE for that particular vacancy year or 30.06.2016 whichever is later. However, the PwBD official will draw pay of promoted post from the date of actual assumption of charge of promoted post.

10. In view of the above, all Circle is requested to calculate the vacancy of vacancy year 2016 and onwards to be earmarked for PwBD employee on the basis of illustration give in para 7 and to conduct review DPC for providing of reservation. Circle may also assess the suitability of PwDB employee and to promote on the basis department examination earlier held, for providing of reservation wherein departmental quota is one of modes for filling up of promotional post.

11. After calculating the vacancy as above, notional promotion/ promotion may be given as per para 9 above. If vacancy is not available on the date of actual assumption of charge, supernumerary post may be created till such time vacancy is available to accommodate such PwBD officials or the post is vacated by the official in terms of para (iii) of DOPT OM No. 36012/1/2020-Estt(Res-II) dated 28.12.2023. Circle is also requested to submit the details of such PwBD official for whom creation of supernumerary post is requested in the following format:-

*V. Prasad*

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| S.L | Name and designation of the official | Date of grant of notional promotion | Date of actual assumption of charge | Level of pay | Date upto which supernumerary post is required to be created. |
|-----|--------------------------------------|-------------------------------------|-------------------------------------|--------------|---|
|     |                                      |                                     |                                     |              |   |

12. Proposal for creation of supernumerary post shall be one for each Circle. Proposal shall have the concurrence of Liaison Officer for PwBD of the Circle and have the approval of CPMG concerned. Accordingly, Circle is requested to complete this exercise by 30.06.2024 and to submit report accordingly

13. This letter may be read with O.M. No. 36012/1/2020-Estt(Res-II) dated 17.05.2022 and No. 36012/1/2020-Estt(Res-II) dated 28.12.2023 of DOPT.

Yours faithfully,

*V. Prasad*  
18/6/24

(Vangara Prasad)

Assistant Director General (SPN)

- Copy: (i) Director (Estt) with reference to letter No. SC-12/9/2022-SCT dated 09.01.2024  
(ii) Director (DE) for information.  
(iii) GM, CEPT for uploading this letter on the website of Department.  
(iv) Office copy/guard file.