



**DELHI DEVELOPMENT AUTHORITY
POLICY & COORDINATION (PERSONNEL)**

No.: PERS/PACP/0006/2020/F1/POL-AD-PC(P)-Part(1)/185 Date: 08/10/2021

ORDER

It has come to the notice of the undersigned that category-wise data in respect of SC, ST, OBC, PwBD, EWS, etc. is not maintained properly by the Cadre Controlling Units in the Personnel Department. Due to this, the department often faces difficulty in furnishing accurate information to Ministries, Hon'ble Commissions, etc. – most recently to the National Commission of Backward Classes. This reflects poorly on the functioning of the organisation.

2. To ensure ready submission of information in future, all the Cadre Controlling Units and the respective Directors shall ensure to undertake the following:-

- a) In cases of direct recruitment, it shall be ensured that such reserved category employees who are selected on their own merit and thus appointed against UR vacancies, are recorded separately as belonging to that particular reserved category.
- b) Whenever reserved category employees are promoted, a separate record indicating such reserved category of those employees shall be maintained by the concerned Cadre Controlling Units.

3. To streamline the entire process, it would be most suitable if such records are computerized from the very start. Therefore, the PMIS Section of the Personnel Department shall ensure that reserved category of a newly recruited employee is invariably recorded in the system.

4. The above instructions shall be strictly complied with by all the concerned.


08/10/21
(Vineet Jain)

Commissioner (Pers.)

Directors (P) – I & II

Dy. Directors (P) – I, II, III & IV

Dy. Director (PMIS)