

**GOVERNMENT OF MEGHALAYA  
PERSONNEL & ADMINISTRATIVE REFORMS (B) DEPARTMENT**

\*\*\*\*\*

**NO: PER(AR)25/2022/Pt/23**

**Dated Shillong, the 14<sup>th</sup> June 2023.**

**OFFICE MEMORANDUM**

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

In supersession of this Department's OM NO PER(AR)25/2022/Pt/3, dated 10<sup>th</sup> May, 2022 on the Reservation Roster, the following guidelines are hereby amended and 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 12<sup>th</sup> 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/Heads of Department/District Heads/PSUs with sanctioned posts concerned for each category of post, as per format given in Annexure I.

For posts which have been identified as eligible for Persons with Disabilities (PWDs) a Reservation Roster is to be maintained by the Administrative Department/Heads of Department /District Heads/PSUs with sanctioned posts concerned for each category of post, as per 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 25<sup>th</sup> January, 2012.

contd next page .....

In the O.M. NO: PER(AR)150/88/536 dated 06<sup>th</sup> August 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/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/Schedule Castes of Meghalaya”.

4. Immediately after an appointment is made, the Administrative Department/Heads of Department /District Heads/PSUs with sanctioned posts 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.
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.
7. Reservation Roster is only to ensure the implementation of the Reservation Policy. The Reservation Rosters does not determine seniority. Seniority will continue to be based as per existing rules.
8. After all the points of the roster are exhausted, a fresh cycle of the roster shall start depending on the strength of the cadre.

**C. Approving Authority:**

- a. The Personnel & A. R. (B) Department shall be the authority to approve the Reservation Roster maintained by all Departments/Heads of Department/District Heads/PSUs with sanctioned posts.
- b. All Departments/Heads of Department/District Heads/PSUs with sanctioned posts 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 Administrative Department.

contd next page .....

- c. Before sending the vacant 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 Department/Heads of Department/District Heads/PSUs with sanctioned posts are to submit their Reservation Roster and the proposed advertisement through their concerned Administrative Department to Personnel & A. R. (B) Department for vetting of the same. Henceforth, all Department/District Heads/PSUs with sanctioned posts are to obtain the approval of Personnel & A.R.(B) Department before advertising any vacant 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, where only the data; wherever is available, is taken and actual implementation is continuous as per the Roster point arrived at.
2. If an appointee belonging to a Scheduled Tribe category was appointed on his/her own merit, **UR** will be written in appropriate column. If an appointee belonging to a Scheduled Tribe category was appointed on reservation, **ST** will be written in appropriate column. If an appointee belonging to an OST/SC category was appointed on reservation, **OST/SC** will be written in appropriate column.

**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) nature 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.

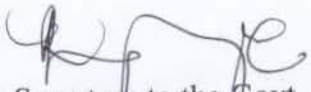
**F. At the District Level or Sub-Divisional Level :**

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

“The reservation orders as embodied in the Resolution No.PER222/1/132 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 Schedule Castes and Other 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/Sub-Divisional Level Posts, the Reservation Rosters as provided for in Annexure I and Annexure II may be maintained accordingly by the authorities concerned.

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

contd next page .....

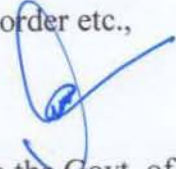
M. NO: PER(AR)25/2022/Pt/23-A

Dated Shillong, the 14<sup>th</sup> June 2023.

Copy to –

1. The Commissioner and 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.

.....

**RESERVATION ROSTER (100 POINTS ROSTER ) FOR KHASI& JAINTIA ,GARO & OSTs/SCs 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\_\_\_\_\_

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

16	Khasi-Jaintia				
17	Garos				
18	Khasi-Jaintia				
19	Garos				
20	OSTs & SCs				
21	Khasi-Jaintia				
22	UR				
23	Garos				
24	Khasi-Jaintia				
25	Garos				
26	Khasi -Jaintia				
27	Garos				
28	Khasi-Jaintia				
29	UR				
30	Garos				
31	Khasi-Jaintia				
32	Garos				
33	Khasi -Jaintia				
34	Garos				
35	Khasi-Jaintia				
36	UR				
37	Garos				
38	Khasi-Jaintia				
39	Garos				
40	OSTs & SCs				
41	Khasi & Jaintia				
42	Garos				
43	UR				
44	Khasi-Jaintia				
45	Garos				
46	Khasi-Jaintia				

47	Garos				
48	Khasi -Jaintia				
49	Garos				
50	UR				
51	Khasi-Jaintia				
52	Garos				
53	Khasi-Jaintia				
54	Garos				
55	Khasi -Jaintia				
56	Garos				
57	UR				
58	Khasi-Jaintia				
59	Garos				
60	OSTs & SCs				
61	Khasi-Jaintia				
62	Garos				
63	Khasi-Jaintia				
64	UR				
65	Garos				
66	Khasi-Jaintia				
67	Garos				
68	Khasi -Jaintia				
69	Garos				
70	Khasi-Jaintia				
71	UR				
72	Garos				
73	Khasi-Jaintia				
74	Garos				
75	Khasi-Jaintia				
76	Garos				
77	Khasi & Jaintia				



78	UR				
79	Garos				
80	OSTs & SCs				
81	Khasi-Jaintia				
82	Garos				
83	Khasi-Jaintia				
84	Garos				
85	UR				
86	Khasi-Jaintia				
87	Garos				
88	Khasi-Jaintia				
89	Garos				
90	Khasi -Jaintia				
91	Garos				
92	UR				
93	Khasi-Jaintia				
94	Garos				
95	Khasi-Jaintia				
96	Garos				
97	<b>Khasi –Jaintia (Sports Persons)</b>				
98	<b>Garos (Sports Persons)</b>				
99	UR				
100	OSTs & SCs				

**RESERVATION ROSTER (204 POINTS ROSTER ) FOR KHASI- JAINTIA ,GARO &OSTs/SCs 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	Garro				
4	Khasi &Jaintia				
5	Garro				
6	Khasi &Jaintia				
7	Garro				
8	UR				
9	Khasi &Jaintia				
10	Garro				
11	Khasi &Jaintia				
12	Garro				
13	Khasi &Jaintia				
14	Garro				
15	UR				

16	Khasi &Jaintia				
17	Garro				
18	Khasi &Jaintia				
19	Garro				
20	<b>OSTs/SCs</b>				
21	Khasi &Jaintia				
22	UR				
23	Garro				
24	Khasi &Jaintia				
25	Garro				
26	Khasi &Jaintia				
27	Garro				
28	Khasi &Jaintia				
29	UR				
30	Garro				
31	Khasi &Jaintia				
32	Garro				
33	Khasi &Jaintia				
34	Garro				
35	Khasi &Jaintia				
36	UR				
37	Garro				
38	Khasi &Jaintia				
39	Garro				
40	<b>OSTs/SCs</b>				
41	Khasi&Jaintia				
42	Garro				

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	<i>OSts/SCs</i>				
61	<b>Khasi &amp;Jaintia (PwDs – Blindness &amp; Low Vision)</b>				
62	<b>Garo(PwDs- Deaf and hard of hearing )</b>				
63	Khasi &Jaintia				
64	UR				
65	Garo				

66	Khasi &Jaintia				
67	Garos				
68	Khasi &Jaintia				
69	Garos				
70	Khasi &Jaintia				
71	UR				
72	Garos				
73	Khasi &Jaintia				
74	Garos				
75	Khasi &Jaintia				
76	Garos				
77	Khasi&Jaintia				
78	UR				
79	Garos				
80	<i>OSTs/SCs</i>				
81	Khasi &Jaintia				
82	Garos				
83	Khasi &Jaintia				
84	Garos				
85	UR				
86	Khasi &Jaintia				
87	Garos				
88	Khasi &Jaintia				
89	Garos				
90	Khasi &Jaintia				
91	Garos				
92	UR				
93	Khasi &Jaintia				

94	Garos				
95	Khasi & Jaintia				
96	Garos				
97	Khasi & Jaintia (Sport Persons)				
98	Garos (Sport Persons)				
99	UR				
100	<i>OSTs/SCs</i>				
101	Khasi & Jaintia				
102	Garos				
103	Khasi & Jaintia				
104	Garos				
105	Khasi & Jaintia				
106	UR				
107	Garos				
108	Khasi & Jaintia				
109	Garos				
110	Khasi & Jaintia				
111	Garos				
112	Khasi & Jaintia				
113	UR				
114	Garos				
115	Khasi & Jaintia				
116	Garos				
117	Khasi & Jaintia				
118	Garos				
119	UR				

120	<i>OSTs/SCs</i>				
121	Khasi &Jaintia				
122	Garos				
123	<b>Khasi &amp;Jaintia (PwDs- Locomotor)</b>				
124	<b>Garos (PwDs- Autism )</b>				
125	Khasi &Jaintia				
126	UR				
127	Garos				
128	Khasi &Jaintia				
129	Garos				
130	Khasi &Jaintia				
131	Garos				
132	Khasi &Jaintia				
133	UR				
134	Garos				
135	Khasi &Jaintia				
136	Garos				
137	Khasi &Jaintia				
138	Garos				
139	Khasi &Jaintia				
140	<i>OSTs/SCs</i>				
141	UR				
142	Garos				
143	Khasi &Jaintia				
144	Garos				

145	Khasi &Jaintia				
146	Garos				
147	Khasi &Jaintia				
148	UR				
149	Garos				
150	Khasi &Jaintia				
151	Garos				
152	Khasi &Jaintia				
153	Garos				
154	Khasi &Jaintia				
155	UR				
156	Garos				
157	Khasi &Jaintia				
158	Garos				
159	Khasi &Jaintia				
160	<i>OSTs/SCs</i>				
161	Garos				
162	<b>UR (PwDs- Blindness &amp; Low vision)</b>				
163	Khasi &Jaintia				
164	Garos				
165	Khasi &Jaintia				
166	Garos				
167	Khasi & Jaintia				
168	Garos				
169	UR				
170	Khasi &Jaintia				



171	Garos				
172	Khasi & Jaintia				
173	Garos				
174	Khasi & Jaintia				
175	Garos				
176	UR				
177	Khasi & Jaintia				
178	Garos				
179	Khasi & Jaintia				
180	<i>OSTs/SCs</i>				
181	Garos				
182	Khasi & Jaintia				
183	UR				
184	Garos				
185	<b>Khasi &amp; Jaintia (PwDs- deaf and hard of hearing)</b>				
186	<b>Garos(PwDs- locomotor)</b>				
187	Khasi & Jaintia				
188	Garos				
189	Khasi & Jaintia				
190	UR				
191	Garos				
192	Khasi & Jaintia				
193	Garos				
194	Khasi & Jaintia				
195	Garos				

196	Khasi & Jaintia				
197	UR				
198	Garos (Sport Persons)				
199	Khasi & Jaintia (Sport Persons)				
200	<i>OSTs/SCs</i>				
201	<i>Garos</i>				
202	<i>Khasi &amp; Jaintia</i>				
203	<i>Garos</i>				
204	<i>UR</i>				