

No. SC-16/17/2025-RC-DOP
भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
डाक विभाग / Department of Posts
(आरक्षण प्रकोष्ठ/Reservation Cell)

डाक भवन, संसद मार्ग /Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi-110001
Date: 12-01-2026

To,

1. Chief Post masters General, All Postal Circles,
2. Directors, All PTCs,
3. CGM, Parcel Directorate,
4. CGM, BD Directorate

Subject: - Representation received from various associations regarding issuance of clear and uniform instructions on the operation of the 14-point L-shaped roster.

Sir/Madam,

I am directed to refer to grievances received from various associations vide which associations have emphasized difficulties being faced by Postal Circles in the operation of the 14-point L-shaped roster in cadres, where promotions are made against sanctioned strengths ranging from 2 to 13 posts.

2. The Union has requested to issue clarification on following points: -

- (i) Reservation points in L-type roster re-apply in every completed cycle and are not exhausted by a one-time implementation, and
- (ii) Vacancy based approach is not to be used in such cadres in place of the cycle-based roster.

3. In this regard, this is to inform that on the basis of Hon'ble Apex Court's Judgement, Department of Personnel and Training (DoPT) vide its O.M.No.36012/2/96-Estt.(Res.) dated 2/07/1997, has laid down detailed guidelines for maintenance and operation of the post-based reservation roster in place of vacancy-based rosters.

4. Point No. 12 of Annexure-I of DoPT OM No. 36012/2/96-Estt. (Res.) dated 02 July, 1997, provides that: -

"In case of small cadres (upto 13 posts), all the posts shall be earmarked on the same pattern as in the model post-based roster. Initial recruitment against these posts shall be by the category for which the posts is earmarked. Replacement of incumbents of posts shall be by

rotations shown horizontally against the cadre strength as applicable. While operating the relevant roster, care will have to be taken to ensure that on no occasion the percentage of reserved category candidates exceed 50%. If such a situation occurs at any time, the relevant reserved point occurring as the result of rotation will be skipped."

5. In view of the above guidelines issued by the Department of Personnel & Training (DoPT), it is clear that the relevant reserved point arising due to rotation shall be skipped only in cases where the reservation exceeds the prescribed ceiling of 50% of the vacancies. Accordingly reservation points in L-type roster re-apply in every completed cycle and are not exhausted by a one-time implementation.

6. It is, therefore, requested that the instructions issued by the Department of Personnel & Training vide Office Memorandum dated 02 July 1997 (copy enclosed), may be strictly adhered to by all Postal Circles and all concerned offices where Rosters/ Registers are being maintained.

7. This issue with the approval of the Competent Authority.

Yours faithfully,
Digitally signed by
Prabha Sharma
Date: 12-01-2026
10:34:29

(Prabha Sharma)
Assistant Director General (PE-I & RC)

Encl: As above.