

**Proforma for conducting inspection of rosters maintained for
providing reservations for Scheduled Castes and Scheduled Tribes
in Service (Para 15)**

The Oriental Insurance
Name of Enterprise Co. Ltd. R.O. Pune 160000

1. Whether Separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable in such posts filled up by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster. -Yes
2. Whether the appropriate model roster, viz. the one prescribed for (i) direct recruitment on an all-India basis by open competition; (ii) direct recruitment on all India basis otherwise then by open competition; (iii) direct recruitment on a local or regional basis; or (iv) promotion, as the case may be, is being followed. For recruitment / Promotion Goa State - Yes
For Promotion R.O. Pune - Yes
3. Whether rosters are being maintained separately for all appointments. Yes
4. Whether the rosters are being maintained in the form prescribed, viz. Appendix V of the Directive. -Yes
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment. -Yes
6. Whether immediately after an appointment has been made, the particulars of the persons appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so. -Yes
7. Whether any gap is left in the roster. -No
8. Whether the roster is being maintained in the form of a running account from year to year. -Yes
9. Whether before appointing general candidate against reserved vacancy, (i) prior approval of the Competent Authority prescribed in the Directive -N.A.



for dereservation was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 7 of the Directive to secure Scheduled Caste/Scheduled Tribe candidates were taken in the case of vacancies included in the roster for purely temporary appointments.

10. Whether reservation in confirmation - if confirmation scheme is in vogue in the enterprise in posts filled by direct recruitment has been correctly determined in accordance with the principles enunciated in this Directive. - N.A.
11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year. - Yes
12. Whether reservations have been carried forward to three subsequent recruitment years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in Para 8 of the Directive. N.A.
13. Any other remarks. NIL

Summing up.

14. Brief recapitulation of defects and shortcomings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection.

Signature of Inspecting Officer _____

Designation Assistant Manager
Liaison Officer, Pune RD.

Date 12-Oct-2023

Remarks of
Chief
Executives _____



डॉ. प्रवीण कांबळे
सहायक प्रबंधक
Dr. Pravin Kamble
Assistant Manager

Liaison Officer
(SC/ST)
RD Pune