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CHAPTER 15

LIAISON OFFICER

MHA O.M. No. 16/17/67 Estt.(C) dt. 10-4-68 and No. 27/22/68-Estt (SCT) dt. 19-4-69. and Deptt. of Personnel & A.R. O.M. No. 36022/5/76 Estt.(SCT) dated 27-5-76. and No. 36028/1/79. Est (SCT) dated 11-10-79.

15.1 In each Ministry/Department/Attached and Sub-ordinate offices the Deputy Secretary in Charge of administration (or another officer at least of the rank of Deputy Secretary designated for the purpose) will act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. The Liaison Officer will be specially responsible for :

- (i) ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them;

- (ii) ensuring;

- (1) Submission by each appointing authority under the Ministry/Department to the Ministry/Department and annual statement showing total number of Government servants and number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January (in the Form in Appendix 8);
- (2) Submission by each appointing authority under the Ministry/Department to the Ministry/Department and to the Department of Personnel and Training and annual statement showing particulars of recruitment made during the calendar year and the numbers filled by Scheduled Castes and Scheduled Tribes (in the Form in Appendix 9); and
- (3) Scrutiny and consolidation of above annual statements in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated statements in the Forms in Appendix 8 and Appendix 9 to the Department and Personnel and Training.
- (4) Under the instructions of 10-8-81, the Liaison Officers have to endorse the non-availability of an SC/ST Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should also have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/Ministries. Whenever requirement arises a SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.

No. 36022/2/84-
Estt. (SCT) dt.
18-1-85.

No. 36011/22/82/
Estt. (SCT) dt.
18-1-83.