

154

No.43011/153/2010-Estt.(Res.)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi-110001.  
Dated the 4<sup>th</sup> January, 2013.

**OFFICE MEMORANDUM**

**Subject:-Nomination of Liaison Officer and Setting up of Cell in each Ministry/ Department for enforcement of orders of reservations in posts and services of the Central Government.**

The undersigned is directed to say that the instructions have been issued by the Department of Personnel and Training from time to time for nomination of Liaison Officers, their roles, duties & responsibilities and setting up of a Special Reservation Cell in each Ministry/ Department under the direct control of the Liaison Officer for enforcement of orders of reservation in posts and services of the Central Government.

2. It is reiterated that in each Ministry/Department/Attached and Subordinate Office, the Deputy Secretary in charge of administration (or any other officer at least of the rank of Deputy Secretary) should be designated as a Liaison Officer in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities. Similarly, instructions provide for nomination of separate Liaison Officer in Ministries/ Departments in respect of matters relating to the representation of the Other Backward Classes.

3. The provisions about Liaison Officer, his role, responsibilities, control etc. and setting up of reservation cell is contained in Annexure.

4. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all the attached and subordinate offices under their control and also ensure that the