

F. No. 36023/1/2017-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment (Reservation-1) Section

North Block, New Delhi
Dated the August 11, 2017

OFFICE MEMORANDUM

Subject: Training of the Liaison Officers for Scheduled Castes/Scheduled Tribes/Person with Disabilities and Other Backward Classes-regarding.

The undersigned is directed to say that the instructions issued by this Department provide that every Ministry/ Department shall designate two separate officers, atleast of the level of Deputy Secretary, as Liaison Officers - one for Scheduled Castes/ Scheduled Tribes/ Persons with Disabilities and another for Other Backward Classes. Similar instructions exist in respect of offices under the Ministry/Department. The Liaison Officers play an important role in proper implementation of policy of reservation in services.

2. In order to ensure that the Liaison Officers are imparted necessary training to facilitate the performance of their duties, Institute of Secretariat Training & Management (ISTM) conducts training programmes/workshops for Liaison Officers for SC/ST/PWD and OBC. In Annual Training Calendar 2017-18 of ISTM, four training programmes have been included. The schedule of training is as under:

- (i) 04-05th September 2017 (ii) 02-03rd November 2017
(iii) 08-09th January 2018 (iv) 15-16th February 2018

Details are available on the website of ISTM at <http://www.istm.gov.in>.

3. All Ministries/ Departments are requested to refer to the ISTM's training calendar and nominate the Liaison Officers for the training so that they can be familiarised with their duties and responsibilities. It is also requested that the names, designation and contact details of the Liaison Officers may be forwarded to ISTM for taking necessary action, under intimation to this Department at the earliest.



(Raju Saraswat)

Under Secretary to the Government of India

Tele. No.-2309 2110

To,

The Secretaries of all Ministries/Departments of Government of India.

Copy to:

- (i) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi.
(ii) National Commission for Scheduled Tribes, Lok Nayak Bhavan, 'New Delhi.
(iii) Director, ISTM, for information and necessary action.
(iv) Director, NIC, for placing this O.M. in the website of the Department.
(v) Hindi Section- for providing Hindi translation.