

F. No. 36036/4/2014 - Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment (Reservation) Division

North Block, New Delhi-110001
Dated July 24, 2015

OFFICE MEMORANDUM

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

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. But many a times, the Liaison Officers fail to play their role effectively in absence of proper training on the subject.

2. In order to ensure that the Liaison Officers are imparted necessary training to facilitate the performance of their duties, this Department had requested the Institute of Secretariat Training & Management (ISTM) to design a suitable training module and include it in the Training Calendar. All Ministries/ Departments were also requested to nominate the Liaison Officers for the training. A training was conducted by ISTM in October, 2014 but the participation was not found encouraging. A similar programme has now been scheduled in October, 2015, the details of which are available on the website of ISTM at <http://www.istm.gov.in>. It is, requested that the Liaison Officers may be nominated for the programme so that they can be familiarised with their duties and responsibilities.

3. It is also requested that the names, designation and contact details of the Liaison Officers may be forwarded to this Department for records. The details of the Liaison Officers from the attached/ subordinate offices/ PSUs and other field organisations/ offices under the administrative control of the Ministry/ Department, if any, may also please be collectively sent to this Department. The details of the Liaison Officer may also be prominently displayed on the website of the Ministry/ Department for information of all concerned.

4. All Ministries/ Departments etc. are requested to issue necessary instructions in this regard.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India
Tele. No. 2309 3074

To

1. The Secretaries of all Ministries/Departments of the Government of India.
2. The Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
3. Union Public Service Commission/ Supreme Court of India/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ NITI Aayog
4. The Secretary, Staff Selection Commission, CGO Complex, New Delhi
5. The Secretary, National Commission for Scheduled Castes
Lok Nayak Bhavan (5th Floor), Khan Market, New Delhi
6. The Secretary, National Commission for Scheduled Tribes
Lok Nayak Bhavan (6th Floor), Khan Market, New Delhi
7. The Secretary, National Commission for Backward Classes
Trikoort-1, Bhikaji Cama Place, R.K. Puram, New Delhi
8. Office of the Comptroller and Auditor General of India,
10, Bahadurshah Zafar Marg, New Delhi — 110002
9. Information and Facilitation Centre, DOPT, North Block, New Delhi
10. Director (Administration), Department of Personnel & Training
11. N/C, DoPT for uploading the same on the DoPT web-site

Copy for information to

The Director, Institute of Secretariat Training & Management