

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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June 18, 2018

To,

The Secretaries, All Ministries/Departments of Central Govt.,

The Vice Chancellors, All Central Universities

The Chairmen, SEBI/ IRDA/TRAI/PFRDA

The Chairmen, LIC, GIC and Insurance Companies

The Chairmen, All Boards & Autonomous Bodies

The Chairmen, All Ports

The Directors, All NITs

The Directors, All IITs

The Directors, All IIMs

The Directors, All other Institutes

The Directors, DRDOs

The Chief Executives, All CPSUs, PSB's, and Financial Institutions and

The Chief General Manager (DAPM), Reserve Bank of India

Sub: 95th 2 Day Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on August 17 & 18, 2018 at the Hotel Vivanta by Taj – Dwarka, New Delhi.

Sir,

The Department of Personnel & Training vide their O.M.No.436011/1/2013-Estt. (Res.) dated January 23, 2014 has notified that an updated Brochure on Reservation for the members of Scheduled Castes (SCs), the Scheduled Tribes (STs) and the Other Backward Classes (OBCs) in services of the Government of India has been posted on the Departments website. Part I of the Brochure contains all the provisions of Reservation Policy including NEW FORMATS OF RESERVATION REGISTERS AND RESERVATON ROSTER REGISTERS, in a simple and easy to understand style and manner and is complete in itself.

Ministry of Law and Justice, Govt. of India has published the newly enacted “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 on December 28, 2016 and The Rights of Persons with Disabilities Rules, 2017 on June 15, 2017. Also Department of Empowerment of Persons with Disabilities has appointed 19th April 2017 as the date of commencement of the Act.

02. In view of what has been stated above, the Institute which has been a pioneer in the field of disseminating information about the Government instructions on reservation in the services, has now planned its Annual Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on August 17 & 18, 2018 at the Hotel Vivanta by Taj – Dwarka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075.(Tele No. 011-66003000/28070000)

03. The main objective of this training programme is two fold. One is to apprise the appointing authorities and recruiting agencies of the latest provisions of the Reservation Policy. The other

is to evolve strategies for smooth and proper implementation of these instructions. The deliberations would largely focus on issues pertaining to vertical reservation (for SC, ST and OBC) and horizontal reservation (for Persons with Disabilities and Ex-servicemen) and how to prepare initially and maintain thereafter the reservation registers and the reservation roster registers. The Programme Schedule is attached herewith (Annexure - I).

04. The proposed Training Programme is aimed. at dissemination and propagation of latest operatives, including writing the newly introduced Reservation Roster Registers and the Reservation Registers, and PWD Rosters by which the Chief Liaison officers / Liaison Officers for SC / ST / PWD and OBC employees, CAOs, AOs, EOs and other Officers / dealing officials will be greatly benefited.

05. In the proposed programme special emphasis will be laid on:

(a) How to determine reservation especially in the cases of exits?

(b) How to calculate carried forward backlog reserved vacancies?

(c) What is the meaning of cadre strength/sanctioned strength ?and

(d) How to determine reservation on the existing sanctioned strength and proposed vacancies?

06. The Participants will be provided with a copy of the latest Brochure on Reservation for the members of the Scheduled Castes (SCs), the Scheduled Tribes (STs) & Other Backward Classes (OBCs) Edition 2014, Compendium on Reservation for and Employment of Scheduled Castes and Scheduled Tribes in Financial Organisations under the Department of Financial Services, the latest The Rights of Persons With Disabilities Act, 2016 and Rules, 2017. The newest compendium on the reservation orders for Ex Servicemen in the services under the State.

07. The programme fee per participant will be Rs.14,986/- (Programme fee of Rs. 12,700/- + GST @ 18% = Rs. 2,286/-). The crossed DD towards this non-refundable fee should be drawn in favour of **“Institute of Public Administration”, payable at Bengaluru** and should be sent along with the nomination letter.

08. In case, the participant wishes to stay at the Hotel Vivanta by Taj – Dwarka, he will be required to pay a **non - refundable** participation fee of Rs. 32,922/- (Participation fee of Rs. 27,900/- + GST @18%= Rs. 5,022/-) per participant. This fee includes the programme fee of Rs. 14,986 + and also covers the cost of lodging and boarding, breakfast, lunch and dinner. If the Organisation is nominating two officials (same gender) for the above programme and they are willing to share a room, the fee per participant will be Rs. 27,140/- (Rs. 23,000/- + GST @18% = Rs. 4,140/-). The lodging & boarding will be available from August 16, 2018 (afternoon) to August 19, 2018 (morning) under this arrangement. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 5,000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

09. All appointing authorities/ heads of establishment are requested to nominate their Chief Liaison Officers /Liaison Officers for SC/ST/PWD and OBC employees and HR Personnel, Administrative, Establishment Officers and dealing Officials at the earliest.

Yours faithfully,



(Subhash C Kochar)

Director

Cell No. : 098453 33383

Encl: Annexure – I

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन

INSTITUTE OF PUBLIC ADMINISTRATION

95th 2 Day Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on August 17 & 18, 2018 at the Hotel Vivanta by Taj – Dwarka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075. (Tele No. 011- 66003000/28070000)

Date	Time (hrs.)	Session
August 17, 2018 (Friday)	9.30 – 10.00	Registration
	10.00 – 10.15	Introduction of the delegates
	10.15 – 11.30	Scope of reservation
	11.30 – 11.45	Tea Break
	11.45 – 12.30	Reservation, Relaxation and Concession
	12.30 – 13.15	Appointments & Promotions on Merit
	13.15 – 14.15	Lunch
	14.15 – 15.30	How to determine cadre strength reservation and calculate carried forward backlog reserved vacancies
	15.30 – 15.45	Tea Break
	15.15 – 17.15	Making & operating New reservation registers/reservation roster registers
August 18, 2018 (Saturday)	9.45 – 10.45	Verification of Caste Claims
	10.45 – 11.30	New Role and Functions of CLOs/LOs
	11.30 – 11.45	Tea Break
	11.45 – 12.45	Reservation for PWDs under the newly enacted “The Rights Of Persons With Disabilities Act, 2016 and Rules, 2017.
	12.45 – 13.45	Lunch
	13.45 – 15.00	Reservation for EX-Servicemen (Latest operatives)
	15.00 – 15.45	Tea Break
	15.45 – 16.00	Action Plan