

**Ministry of Home Affairs O.M. No.16/17/67-Estt.(C),
dated the 10th April, 1968, to all Ministries/Departments, etc.**

Subject :—Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes—Recommendation No. (xiv) in Chapter 2 of the Report of the Commissioner for Scheduled Castes and Scheduled Tribes for the year 1965-66.

The undersigned is directed to say that the Commissioner for Scheduled Castes and Scheduled Tribes has made the following recommendation in his report for the year 1965-66 :—

CHAPTER 2

Recommendation No. (xiv)

"The Government of Gujarat have issued instructions to all the Heads of Departments and Offices that if any instances in which reservation orders are not followed come to the notice of the State Government, the officers concerned will be held personally responsible for the omission. This salutary step should be taken not only by all other State Governments but also by the Government of India.

The above recommendation has been considered in this Ministry. The orders regarding reservation for Scheduled Castes and Scheduled Tribes in services issued by this Ministry from time to time are required to be strictly observed by all appointing authorities under the various Ministries. Also officers of the rank of Deputy Secretary have been nominated by the Ministries and Departments to work as Liaison Officers who are in overall charge of the work relating to the special representation in their respective Ministries and attached and subordinate offices and are responsible for ensuring that the instructions in this behalf are strictly complied with. The duties of the Liaison Officers are given in para 33 of the Brochure issued with this Ministry's Office Memorandum No. 1/2/61-SCT(I) dated 27th April, 1962. The Ministries/Departments were also informed in this Ministry's D.O. letter No. 29/47/66-Estts.(C) dated 13th December, 1966 that it would be the responsibility of each Ministry/Department etc. to scrutinize the annual statements in Appendix 9 of the Brochure showing particulars of recruitment made and the number filled by members of Scheduled Castes and Scheduled Tribes in respect of the attached and subordinate offices under the respective Ministry/Department etc. and that Liaison Officers in each Ministry/Department should, with reference to para 33 of the Brochure, ensure that these statements are scrutinized in the Ministry/Department and errors, if any, are intimated to the offices concerned for necessary rectification. After considering the recommendation of the Commissioner referred to above it has been decided that the system of nominating Liaison Officers should be extended to Heads of Departments also. Accordingly, the Ministry of Finance etc. are requested to direct that in offices under the control of each head of Department also, an Officer is nominated for work of representation of Scheduled Castes and Scheduled Tribes in such offices. The duties of the Liaison Officers to be nominated would be the same as in the case of Liaison Officer in the Ministry/Department at present mentioned above, in respect of the offices under their charge. The present system of nominating Liaison Officer in each Ministry/Department for the Ministry/Department proper and all its attached and subordinate offices would, of course, continue for purpose of liaison work between the Ministry/Department and the Ministry of Home Affairs.

2. The names and designation of the Liaison Officers nominated and the Offices/Organisations for which they have been nominated may please be intimated to this Ministry.