

**Ministry of Home Affairs O.M. No.27/22/68-Estt.(SCT),
dated the 19th April, 1969, to all Ministries/Departments, etc.**

Subject :—Setting up of a small Cell in each Ministry for enforcement of orders of reservations in services and posts—consideration of—

Under para 33 of Brochure issued *vide* Ministry of Home Affairs O.M. No. 1/2/61-SCT(I), dated the 27th April, 1962. Ministry/Departments were required to nominate the Deputy Secretary incharge of Administration in the Ministry as Liaison Officer for work relating to representation of Scheduled Castes and Scheduled Tribes in services/posts. Following the recommendation of the Commissioner for Scheduled Castes and Scheduled Tribes in his Report of the year 1965-66, it was further decided that the system of nominating Liaison Officers should be extended to Heads of Departments also. Ministry of Finance etc., were requested to issue directions accordingly *vide* this Ministry's O.M. No. 16/17/67-Estt.(C), dated the 10th April, 1968. Some Ministries/Departments have already appointed Liaison Officers in pursuance of these suggestions and with the others the matter is being separately pursued. This matter was also considered by the High Level Committee set up under the Chairmanship of the Home Minister to review the performance in the matter of recruitment of Scheduled Castes and Scheduled Tribes in services/posts under the Government of India at its meeting held on 29th October, 1968 and it was felt that it would be desirable to have a small Cell functioning within each Ministry to ensure due compliance of the orders of reservation issued from time to time in favour of Scheduled Castes and Scheduled Tribes, ensuring prompt disposal of the grievance of the employees of these classes and to scrutinise and consolidate the statistical data in respect of all Departments under their control in the prescribed forms circulated by the Ministry in this regard. In the main, the functions of Cell would be to assist the Liaison Officer to discharge his duties effectively. The duties of Liaison Officers are shown in details in the note attached.

The Ministries of Finance etc., are requested to set up a Cell within the Ministry under the direct control of the Liaison Officer already appointed or to be appointed by them in pursuance of this Ministry's earlier suggestions. Action taken may please be intimated to this Ministry early.

Liaison Officers

In each Ministry/Department, the Deputy Secretary incharge of administration (or any other Officer designated for the purpose) will act as Liaison Officer in respect of matters relating to representations of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. He will be specifically responsible for—

- (i) ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favours of Scheduled Castes and Scheduled Tribes and other benefits admissible to them.
- (ii) ensuring :
 - (1) submission by each appointing authority under the Ministry/Department to the Ministry/Department, an annual statement showing total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January (in the Form in Appendix 8 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/2/61-SCT(I), dated 27-4-1962);
 - (2) submission by each appointing authority under the Ministry/Department to the Ministry/Department and to the Ministry of Home Affairs an annual statement showing particulars of recruitment made during the calendar year and the numbers filled by Scheduled Castes and Scheduled Tribes (in the Form in Appendix 9 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/2/61-SCT(I) dated 27-4-1962); and
 - (3) scrutiny and consolidation of the above annual statements in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated statements to the Ministry of Home Affairs;
 - (4) acting as Liaison Officer between the Ministry/Department and the Ministry of Home Affairs for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by reservation orders.

NOTE :—The duties of Liaison Officers for offices under the Heads of Department will be similar to those mentioned above, in respect of offices under their charge.