

**Department of Personnel O.M. No.27/2/71-Estt.(SCT),
dated the 24th March, 1972, to all Ministries/Departments, etc.**

Subject :—Liaison Officers for work relating to representation of Scheduled Castes and Scheduled Tribes—inspection of rosters etc.

As the Ministry of Finance etc. are aware, Officers of the rank of Deputy Secretary are required to be nominated as Liaison Officers in the Ministries/Departments for ensuring strict compliance of the orders of reservation for Scheduled Castes and Scheduled Tribes by all appointing authorities under the Ministry/Department. Liaison Officers are also required to be nominated in offices under the Heads of Departments. The Liaison Officers in Ministry/Departments and in offices under the Heads of Departments have been entrusted with the responsibility inter-alia of conducting annual inspection of the rosters maintained in the Ministry/Department/Office with a view to ensuring proper implementation of the reservation orders *vide* this Department's O.M. No. 27/4(ii)/70-Estt.(SCT), dated 3rd September, 1970. The proforma for conducting annual inspection of the rosters has also been prescribed *vide* this Department's O.M. No. 8/8/71-Estt.(SCT) dated 22nd April, 1971. Instances have however come to notice where rosters were not properly maintained or the reservation orders were not fully implemented. Ministry of Finance etc. are therefore requested to once again impress upon the appointing authorities the need to observe the reservation and other order relating to representation of Scheduled Castes and Scheduled Tribes in services strictly. Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes and Scheduled Tribes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be submitted to the Secretary/Additional Secretary to the Government in the respective Ministries/Departments and to the Head of the Department in respect of officers under a Head of Department. Necessary action should be taken as directed by the Secretary/Additional Secretary/Head of the Department on such reports to ensure strict compliance of these orders by the appointing authority concerned.
