

**Department of Personnel and Administrative Reforms O.M. No.36013/6/81-Estt.(SCT),  
dated the 7<sup>th</sup> December, 1981, to all Ministries/Departments, etc.**

**OFFICE MEMORANDUM**

*Subject:— Recommendations Nos. 37, 38 and 39 contained in the 25th Report of the Commissioner for Scheduled Castes/Scheduled Tribes for the year 1977-78.*

The undersigned is directed to say that the Commissioner for SC/ST has, in his 25th Report for the year 1977-78 made the following recommendations:

**Recommendation No. 37**

"All Ministries/Depus. and Bureau of Public Enterprises should be advised to ensure that the instructions regarding appointment of Liaison Officers and setting up of Special Cells for work relating to representation of SC & ST are implemented in the public sector undertakings, statutory bodies, semi-Government bodies, etc., which are required to give effect to the reservation orders. The Liaison Officers of the Ministry/Department should monitor the working of the organisations under them to ensure effective implementation of service safeguards for Scheduled Castes and Scheduled Tribes."

**Recommendation No. 38**

"In the same way Liaison Officers should be appointed and Special Cells established in Autonomous Bodies/Institutions Municipal Corporations, Cooperative Institutions, Universities, etc."

**Recommendation No. 39**

"Voluntary agencies receiving grants-in-aid from Govt. should also appoint Liaison Officers and set up Cells for ensuring implementation of the service safeguards for Scheduled Castes and Scheduled Tribes.

2. The Govt. have accepted the above recommendations of the Commissioner. Accordingly, it should be the endeavour of every public undertakings, statutory and semi-govt. bodies, autonomous bodies/institutions including municipal corporations, cooperative institution, universities, voluntary agencies receiving grants-in-aid from the Govt. connected with appointment and promotion of SC/ST candidates to have Liaison Officers in the same manner as is existing in Ministries/Departments where the Deputy Secretary in charge of administration is nominated the Liaison Officers.

3. Ministries/Department may also provide suitable infra-structural support-system to the Liaison Officers in the shape of a small Cell in the above-mentioned organisation under their charge, which will be under the direct control of the Liaison Officers and will assist the Liaison Officers in discharging his duties, effectively. The duties of the Liaison Officers have already been specified in appropriate Govt. orders vide Chapter 15 of the Brochure on reservation for Scheduled Castes & Scheduled Tribes in Services (fifth edition).

4. It has been brought out that the institutions of Liaison Officers and Cell are treated in a routinistic fashion and the nomination is considered as a mere fulfilment of the formality. It is once again stressed that the system of the Liaison Officers forms a very important, indeed integral, part of the institutional safeguards to vigorously oversee the implementation of reservation orders and maintenance of rosters at the grass-root level where lack of seriousness affects the interests of SC/ST. Hence, apart from appointment of Liaison Officers, the Ministries/Departments should also ensure that the Liaison Officers do submit the annual report of the inspection of rosters and also certify the dereservations proposals after satisfying themselves that such dereservations are inevitable and all the steps prescribed in this regard have been taken faithfully.

5. Ministry of Finance etc. are requested to bring the contents of this O. M. to the notice of all the attached and subordinate offices under their control and make efforts for due compliance on the part of these organisations.

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