OFFICE MEMORANDUM

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

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/Depts. 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 rep-
resentation 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/institutes
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 asserted that the
system of the Liaison Officers forms a very important, indeed integral, part of the institutional safeguards to
generously 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 inspec-
tion of rosters and also certify the dereservation 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 in 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.