

**Department of Personnel and Administrative Reforms O.M. No.36022/2/84-Estt.(SCT),  
dated the 18<sup>th</sup> January, 1985, to all Ministries/Departments, etc.**

**Subject:—**Cells in Attached and Subordinate offices for enforcement of the orders of reservation for Scheduled Castes and Scheduled Tribes in services-Parliamentary Committee.

The undersigned is directed to say that the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes (7th Lok Sabha) has, in its 46th report, made the following recommendation:—

"Under Ministry of Home Affairs O. M. No. 16/17/67-Estt. (C) dated 10-4-68, instructions were issued that in offices under the control of each Head of Department, a Liaison Officers should be nominated for work relating to representation of Scheduled Castes and Scheduled Tribes in such offices. No specific instructions have been issued for setting up cells in attached & subordinate offices under the Liaison Officers. If a Liaison Officer has to function effectively, it is necessary that staff is earmarked specifically to assist him in the discharge of his functions in the form of the cell."

2. The need for strengthening the existing institution of Liaison Officer in the light of the above recommendation etc. and setting up of Special Cells for the purpose have been further considered in the Deptt. of Personnel and A. R. It has now been decided that:—

- (i) the Liaison Officer of the Ministry or Department proper will be responsible for the implementation of reservation orders in the Ministry/Department. However, for the purpose of sending the annual statement to the Deptt. of Personnel and A. R. the Liaison Officer of the Ministry or Department proper will coordinate and compile the statements received from all attached and subordinate offices including Heads of the Deptt. and send the consolidated statement to the Deptt. of Personnel and A. R.
- (ii) in each attached and subordinate offices, will be a separate Liaison Officer who will look after the implementation of reservation orders in such an office independent of the Liaison Officer in the Ministry or Deptt. proper. However, the Liaison Officer in the attached/subordinate offices will send the annual statement in respect of the office to the Liaison Officer of the Ministry or Deptt. proper which will be consolidated by the latter in the annual or other such return to be furnished to the Deptt. of Personnel and A. R.
- (iii) the offices under the various Heads of the Deptt. will continue to have separate Liaison Officer but the annual statement or any other return or informational details pertaining to such offices shall be furnished to the Liaison officer of the Ministry or Deptt. proper for the purpose of consolidation and transmission to the Deptt. of Personnel and A. R.
- (iv) in respect of attached/subordinate offices the proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes shall be certified to be in order on the proforma by the concerned Deputy Secretary/Director in the particular Division of the Ministry/Deptt proper which functions as the administrative division for such attached/subordinate office and who will be designated as Liaison Officer for the purpose. This has been necessitated because the Deputy Secretary/Director (Admn.) who functions as the Liaison Officer of the Ministry/Deptt. Cannot look after all the reservation problems and issues of all the Attached/Subordinate offices of the Ministry/Deptt. and also, the constructive responsibility for proper implementation of the reservation policy should be that of the concerned 'link' Division.

3. It has been further decided that cells, should be set up in each attached/subordinate office to ensure due compliance of the orders of reservation issued from time to time in favour of the SC/ST employees and to scrutinise the statistical data in respect of the attached/subordinate office required to be furnished to the Ministry/Deptt. proper. In the main, the functions of a cell would be to assist the Liaison Officer to discharge his duties effectively. The strength of the cell would no doubt depend on the work-load and the norm, but not to designate or have a cell, irrespective of its numerical composition, dictated by the quantum of work-flow, will not be in order.

The Ministry of Finance etc. are requested to bring the above decisions to the notice of all authorities under their administrative control for their information and also ensure that the cells are set up expeditiously in the attached/subordinate offices in compliance of the above decision.