

No. 36036/4/2014- Estt.(Res. I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi

Dated: 8.5.2014

To,

Director,
Institute of Secretariat Training & Management,
JNU Campus (OLD), OLOF Palme Marg,
New Delhi – 110067

Subject: Arrangement for training of Liaison Officers for Scheduled Castes and Scheduled Tribes

Sir,

I am directed to refer to the above mentioned subject and to say that National Commission for Scheduled Castes, in its 6th Annual Report for the year 2012-2013, has made the following recommendation:

Recommendation No. 5:

“During the review of implementation of reservation policy in various Ministries/Department/ PSUs, the National Commission for SCs noticed that no Liaison Officer were appointed or SC/ST Cell was not constituted despite clear instructions have been issued by the DoPT. Therefore, National Commission for SCs recommends that all the Government Sector should follow the instructions of the DoPT regarding appointment of Liaison Officer and constitution of SC/ST Cell. It is also recommended that special training should also be imparted to the Liaison Officer to implement the reservation orders in the department. The Liaison Officer should also be made accountable for implementation of reservation policy in the department.”

2. In view of the above, a decision has been taken to impart the necessary training to Liaison Officers of all the Ministries and Departments. It is thus, requested that training on “Reservation in Services for SCs/STs/OBCs” especially designed for Liaison Officers be included in the Training Calendar of ISTM to serve the following purposes:

- i) To sensitize the Liaison Officers with their role, duties, responsibilities and powers.

- ii) To impart the knowledge and skills for implementation of instructions relating to reservation for SCs/STs/OBCs in their respective Ministries and attached and subordinate offices with special emphasis on maintenance of reservation rosters.
- iii) To be fully competent for taking charge of the Reservation Cell in their respective ministries.
- iv) Other functions as deemed necessary for discharging the duties efficiently.

Yours faithfully,



(Sandeep Mukherjee)

Under Secretary to the Government of India

Phone- 011-23092110

Copy To:

1. All Ministries and Departments. It is requested to nominate the Liaison Officers for training on Reservation in Services as and when conducted by ISTM.
2. ✓ NIC Cell for uploading on DoPT's official website under the head of Establishment(Reservation) → OMs and Orders → SC/ST/OBC.