

कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
**Office of the CGDA, Ulan Batar Road, Palam, Delhi**  
**Cantt - 110010**

AN/III/3012/Circular/Vol-VI

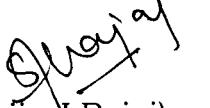
Dated 6.6.2014

To

All PCsDA / PCA (Fys) PIFAs  
CsDA /CsFA (Fys) / IFAs/RTCs

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

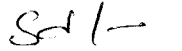
A copy of Ministry of Personnel, PG & P, bearing No. 36036/4/2014-Estt. (Res.I) dated 08.05.2014 on the above mentioned subject is forwarded herewith for information and necessary action please.

  
(Sanjiv J Bajaj)  
For CGDA

Copy to:-

OI/C EDP Section (local)

With request to upload on CGDA Website.

  
(Sanjiv J Bajaj)  
AO (AN)

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 6<sup>th</sup> 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.

AD  
13 May 14

Accd. (VP) R

2015/14

OSD  
30

13/05/2014  
2015

13/05/2014  
2015

- 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.