

LOK SABHA SECRETARIAT
(ADMINISTRATION BRANCH-I)

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110 001.

Dated the 24th September, 2012.
Asvina 02, 1934 (Saka)

OFFICE ORDER PART I
No. 1650

Subject: Appointment of Liaison Officer for matters relating to the representation of Scheduled Caste/Scheduled Tribe employees in services/posts and setting up of Reservation Cell for enforcement of the orders regarding reservation of the Scheduled Castes/ Scheduled Tribes employees in services.

Hon'ble Speaker has decided to appoint a Liaison Officer for matters relating to the representation of Scheduled Caste/Scheduled Tribe employees of the Secretariat in services/posts.

Responsibilities of Liaison Officer

2. The responsibility of the Liaison Officer in the context of SC/ST employees of the Secretariat shall be as under:

- i. Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of SC, ST and other benefits admissible to them.
- ii. Conducting annual inspection of the reservation register/roster registers maintained in the Administration Branch-I with a view to ensuring proper implementation of the reservation orders.
- iii. Acting as Liaison Officer between SC/ST employees and the Administration for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
- iv. Reporting/ submission to Secretary General of the cases of negligence or lapses in the matter of following the reservation and other orders relating to SCs/STs coming to light through the inspections carried out by the Liaison Officer or otherwise.


Secretary General shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the Administration.

Setting up of Reservation Cell for SC/ST employees

3. Hon'ble Speaker has also decided to set up a Reservation Cell to assist the Liaison Officer to discharge his duties effectively for ensuring compliance of the orders of reservation issued in favour of the Scheduled Caste/ Scheduled Tribe employees. The initial working strength of the Reservation Cell will be as under:

Liaison Officer for SC/ST	01
EA/LA/CA/PA	01
Junior Clerk	01
Attendant Grade-III	01

4. The Reservation Cell will function under the direct control of the Liaison Officer for SC/ST.


(U.B.S. NEGI)
DIRECTOR
[F. No. 40/12/2012/AN-I]

To

All Officers.
All Branches.