

EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/ Estt. Srl. No. 193/2020
पूतरे/कार्मिक/आर/ECOR/Pers/R/Reservation.

RBE No-106/2020
Date: 14.12.2020

सेवा मे,


सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरभारोड,वालातेरू, संबलपुर,
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
उ.मु.का अधिकारी(नि.)/भुवनेश्वर
महा सचिव/इकोर थ्र. कां., महा सचिव/इकोर थ्र. यू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

Sub: Nomination of Liasion Officers for SCs/STs in Zonal Railways/Production Units at the Level of JA grade officer.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं.2020-E(SCT)I/34/1 दिनांक 03.12.2020 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Lr.No. 2020-E(SCT)I/34/1 dated 03.12.2020 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(R.N.A.Parida)

Chairman Railway Recruitment Cell
For Principal Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(स्टाफ), वकाधि(मुख्या. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.),सहा.कार्मिक अधि.(कल्याण),
सहा.कार्मिक अधि.(बिल),

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2020-E(SCT)I/34/1

New Delhi, dated 23.12.2020

The General Manager (P)
All Indian Railways and Production Units

Sub: Nomination of Liaison Officer for SCs/STs in Zonal Railways/Production Units at the level of JA Grade Officer.

A copy of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training's O.M. No. 43011/153/2010-Estt. (Res.) dated 04.01.2013, regarding nomination of Liaison Officer and setting up of cell in each Ministry/Department for enforcement of orders of reservations in posts and services of the Central Government, is enclosed herewith for information/compliance and bringing to the notice of all concerned.

It has also been decided to appoint a Liaison Officer of the level of JA Grade Officer (Deputy Secretary) or above in each Zonal Headquarters and Divisional Headquarters. Further, SC/ST from Personnel Department may be given the task of Liaison Officer but in absence of suitable JAG or above officer from personnel department, SC/ST officers from other department may be deputed to look after the task of Liaison Officer. Reservation Cell should consist of at least one dedicated supervisor in the Ch. OS grade and to be assisted by dedicated one multitasking staff. As regards Workshop, Extra Divisional unit, the Liaison Officer of nearest Division or Headquarter may look into the matter.

This has the approval of DG/HR.

DA: As above

U.N. Mehta
23.12.2020
(U.N. Mehta)

Joint Director Estt.(Res.)I

OK

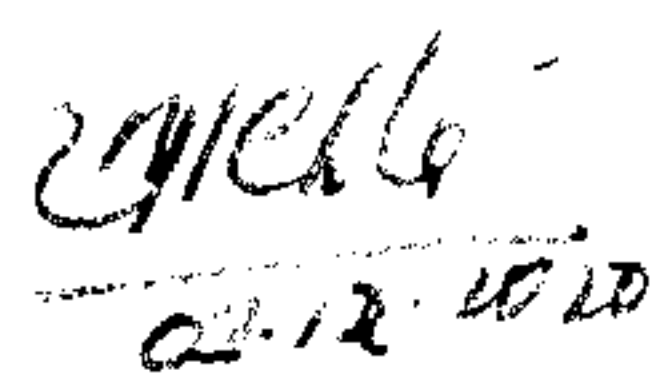
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Copy to:

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi.
2. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi.
3. The Members of National Council, Departmental Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi.
4. The Secretary General, FROA, Room No. 256-A, Railway Board.
5. The Secretary, RBSS Group 'A' Officer's Association.
6. The Secretary, RBSS Group 'B' Officers' Association.
7. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Class II Officers' Association.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Group D Employees Association.
11. The General Secretary, AIRPF Association Room No.256-D, Rail Bhawan.
12. General Secretary, All India SC/ST Railway Employees Association, Room No.7, Rail Bhawan, New Delhi.
13. The General Secretary, All India OBC Railway Employees Federation, Room No.48, GF, Rail Bhawan.
14. Chief Commissioner Railway Safety, Lucknow.
15. Chief Administrative Officer, MCF/Raebareli Project, Kishanganj, Delhi-7.
16. The Secretary, Railway Board Promotee Officers Association, Room No. 341-C, Rail Bhawan.
17. The GMs, N.F. Railway (Const.), CAO,SR(Const.) and CR(Const.).
18. The Director General & ex-officio General manager, R.D.S.O/Lucknow.
19. The General Manager, and FA&CAO/Metro Railway/Kolkata.
20. The CAO and FA&CAO/COFMOW/New Delhi.
21. The General Manager, and FA&CAO/CORE/ Allahabad.
22. The Director General, National Academy of Indian Railways, Vadodara
23. The Directors, IRISSET, Secunderabad/IRIMEE; Jamalpur/ IRIEEN, Nasik/IRICEN, Pune and CAMTECH, Gwalior.
24. The CAO (Const.), MTP (R), Mumbai & Chennai.
25. The Chairman & Managing Director/Managing Director, RITES/IRCON/CONCOR/KRCL/IRFC/RCIL/KMRCL/RVNL/DFCCIL/BCL/BSCL/BWEL/MRVC/IR CTC.
26. The Chairman, Railway Recruitment Board: Allahabad/Ahmedabad/Ajmer/Bangalore/Bhopal/Bilaspur/Bhubaneswar/Kolkata/Chandigarh/Chennai/Gorakhpur/Guwahati/Jammu&Shrinagar/Malda/Mumbai/Muzaffarpur/Patna/Ranchi/ Secunderabad /Thiruvananthapuram.
27. The Chief Project Administrator (Telecom), IRCOT Consultancy, Shivaji Bridge, New Delhi.
28. The Director (Movement) Railways, Kolkata.
29. The General Secretary, IRCA, DRM Office Complex, State entry road, New Delhi.
30. Managing Director, Centre for Railway Information System,
31. Vice Chairman, Rail Land Development Authority.
32. Chief Admn. Officer, Indian Railways Organization for Alternative Fuels, 12th Floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi -110092.
33. Office of Chief Administrative Officer, Indian Railways (Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.
34. The Joint Director (Iron & Steel), 3 Koilaghat Street, Kolkata.
35. The Secretary, Railway Claims Tribunal, Chennai.
36. The Railway Liason Officer, DGS&D, Jeevan Tara Building, Parliament Street, New Delhi.



(U.N. Mehta)

Joint Director Estt.(Res.)I

Copy to: PSs to MR, MOS(S) & MOS(G).

Copy to: **PSO/Sr.PPS/PPSs/PSs/PA to:**

CRB, FC, MS, M(RS), ME, M(Tr.), MT, Secretary/Rly.Bd., DG/RPF, DG/RHS, DG/PERS, DG(S&T), DG(RS), DG(PR).

AM(Comml), AM(CE), AM(C&IS), AM(Elect.), AM (Budget), AM(E), AM(ME), AM(Plg.), AM(PU), AM(Tele), AM(Sig), AM(Store), AM(T), AM(TT), PED(Bridge), PED(Stn.Dev.Engg.), AM(Works), AM(F), AM(Staff), Adv(Infra), Adv.(IR), Adv.(Project), PED(Vig.), Adv (C), Adv.(T&MPP), Adv. (Health), PED(Safety), Adv.(Transformation), Adv.(F), Adv.(Project), Legal Adviser, PED (Signal).

EDE(N), EDCE(G), EDE(G), ED(A), EDF(E), EDE(Safety), EDE(RRB), EDE(GC), EDE, EDV(A), ED(PSU), EDE(Sports), EDE(E&R), EDE(IR), EDH(G), EDPC-I, EDPC-II, EDF(BC), ED(ERP), EDPG, Chairman/HRRC, **JS, JS(G), JS (E), JS(C),** DE(W), DE(MPP), DE(G), DE(GP), DE(LL), DME(C&IS), JDF(E), JDE(N), JDE(Rep), JDPG, DDF(E)-I,II&III, DDE(R)-II, DDE (LR)-I & II,&III, DD(Sec/E), DD(Sec/ABE), DD E(P&A)I & E(P&A)II, E(G), E(NG)I & II, E(Trg), E(MPP), A/C-III, ERB-I, ERB-II, ERB-III, ERB-IV, ERB-V & ERB-VI, E(Rep)I, E(Rep)-II & E(Rep)-III, E(Sports), E(W), Sec(E), FE-I,II&III, FE(Spl), E(RRB), PC-III, PC-IV, PC-V, PC-VI, PC-VII, E(SCT)II, E(GR) I & E(GR)-II, E(GC), E(GP), E (Welfare)-I,II&III, E(D&A), E(Co-op), PR, E(D&A), E(LR)-I,II&III, Code Revision Cell/ Branches of Railway Board.

No.43011/153/2010-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001.
Dated the 4th January, 2013.

OFFICE MEMORANDUM

Subject:-Nomination of Liaison Officer and Setting up of Cell in each Ministry/ Department for enforcement of orders of reservations in posts and services of the Central Government.

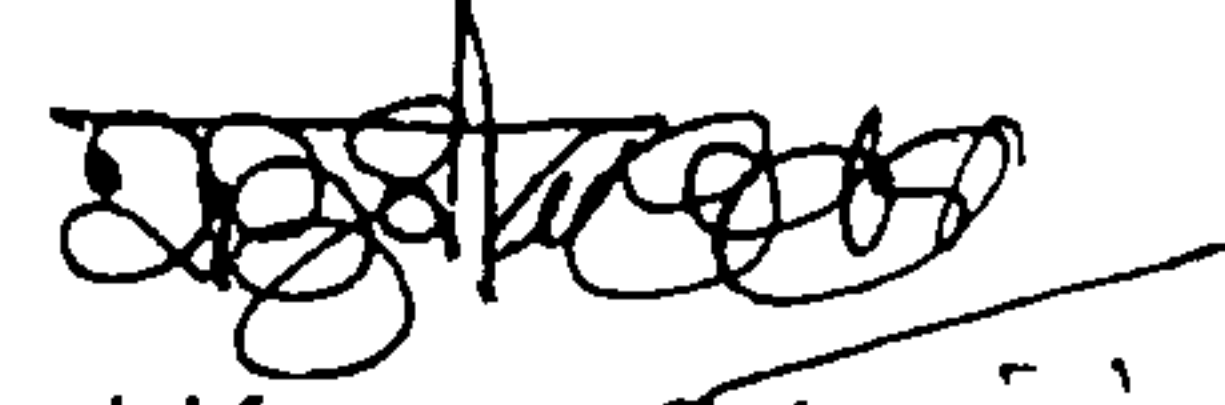
The undersigned is directed to say that the instructions have been issued by the Department of Personnel and Training from time to time for nomination of Liaison Officers, their roles, duties & responsibilities and setting up of a Special Reservation Cell in each Ministry/ Department under the direct control of the Liaison Officer for enforcement of orders of reservation in posts and services of the Central Government.

2. It is reiterated that in each Ministry/Department/Attached and Subordinate Office, the Deputy Secretary in charge of administration (or any other officer at least of the rank of Deputy Secretary) should be designated as a Liaison Officer in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities. Similarly, instructions provide for nomination of separate Liaison Officer in Ministries/ Departments in respect of matters relating to the representation of the Other Backward Classes.

3. The provisions about Liaison Officer, his role, responsibilities, control etc. and setting up of reservation cell is contained in Annexure.

4. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all the attached and subordinate offices under their control and also ensure that the

cells are set up expeditiously in the Ministry/ Department and in Attached/ Subordinate offices under administrative control of Heads of Department.



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110.

To

1. All Ministries/Departments of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Railway Board.
4. Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
5. Union Public Service Commission, Shahjahan Road, New Delhi.
6. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
7. National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
8. National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
9. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi – 110002.
11. Information and Facilitation Centre, DOPT, North Block, New Delhi.
12. Hindi Section for Hindi version.
13. NIC, DoPT for uploading the same on the web-site of DoPT.

ANNEXURE

RESPONSIBILITIES OF THE LIAISON OFFICER:

1. The Liaison Officer is especially responsible for:
 - (i) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities/ the Other Backward Classes and other benefits admissible to them.
 - (ii) Ensuring timely submission of SC/ST/OBC and PwD Reports I and II by each appointment authority in the Ministry/ Department concerned and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proformae to the Department of Personnel & Training.
 - (iii) The Liaison officers have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/ Ministries so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.
 - (iv) Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-

reservation of reserved vacancies, full details in support of the proposal for dereservation are given.

- (v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports.
- (vi) Conducting annual inspection of the reservation registers/rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- (vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

RESERVATION CELL:

2. Each Ministry/Department is required to set up a Special Reservation Cell within the Ministry/Department under the direct control of the Liaison Officer to assist the Liaison Officer in discharging of his duties effectively.

PRIVILEGES OF THE LIAISON OFFICER:

3. Cases of negligence or lapse in the matter of following the reservation and other orders relating to the Scheduled Castes, the Scheduled Tribes, the Persons with Disabilities and the Other Backward Classes coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him to the Secretary/Additional Secretary to the Government of India in the respective Ministry/ Department or to the Head of the Department in respect of offices under the

Heads of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.

LIAISON OFFICERS IN PSUs etc.

4. Each Public Sector Undertaking, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants in aid from the Government connected with appointment and promotion of the SC/ST candidates should appoint Liaison Officer in the same manner as is existing in the Ministries/Departments.

SPAN OF CONTROL OF LIAISON OFFICER OF MINISTRIES/ DEPARTMENTS:

5. The Liaison Officer of a Ministry/Department has to act as Liaison Officer in respect of the matters relating to the representation of Scheduled Castes/Scheduled Tribes/ /PWDs and OBCs in all establishments and services under the administrative control of the Ministry /Department. The instructions issued by the Department of Public Enterprises provide that each undertaking shall have Liaison Officer with functions similar to that of the Liaison Officer in Ministry/ Department. The appointment of Liaison Officer in the undertaking does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/ Department in regard to implementation of reservation policy in the Undertaking. Liaison Officers of the Ministries/ Departments have special responsibility to monitor implementation of reservation in their attached & subordinate offices, Autonomous Bodies, PSUs under the administrative control of the concerned Ministry/Department and Voluntary Agencies which are getting substantial grant-in-aid from the Government of India. In order to ensure due compliance of the

reservation orders of the Government, the Liaison Officers may periodically visit/ inspect the offices/organizations under them. They should ensure that reservation roster for SCs/STs/OBCs/PHs have been maintained properly and there is no gap in the entries made in the rosters. Liaison Officers should carry out their duties in relation to reservation by calling for the records from them and by convening the meetings of the officer of such organizations who are responsible for ensuring reservation in organizations under their control. If Liaison Officers of Ministries/Departments notice that there is flouting of reservation instructions by any officers or complaint against any officer of harassment or deliberate manipulating things to damage the interests of the weaker sections they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned without fear & hesitation of hierarchical disobedience.
