

National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110016

No. F. 44-1/2021-Pers.

Date : July 26, 2021

OFFICE ORDER NO. 120 /2021-22/NIEPA

In pursuance of the instructions issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, vide its OM dated 04.01.2013, the Competent Authority has been pleased to nominate the following officers at NIEPA, as the Liaison Officers for SC/ST/OBC and PwD.

Sl. No.	Name and Designation of the Officer	Designated for the reservation of	Room No. / Contact Number(s) and E-mail address
1.	Dr. Suman Negi Assistant Professor Department of Educational Planning NIEPA, New Delhi	Liaison Officer for SC and ST	Room No. 205 011-26565600, 26544800 (Ext. 841) sumannegi@niepa.ac.in
2.	Dr. Sangeeta Angom Associate Professor Department of Higher and Professional Education, NIEPA, New Delhi	Liaison Officer for OBC and PwD	Room No. 215-A 011-26565600, 26544800 (Ext. 851) sangeeta@niepa.ac.in

The Liaison Officers will ensure observation of reservation policy as per Government of India guidelines, as far as admission of students / research scholars and recruitment of faculty and staff in the Institute is concerned. They will verify the proposals and certify compliance to reservation points and maintenance of reservation rosters, by the concerned Sections and will submit report(s) to the Head of the Institution.

Responsibilities of Liaison Officers are placed at Annexure.

This is issued with the approval of the Vice-Chancellor.


REGISTRAR

26/7/2021

To

Dr. Suman Negi, Assistant Professor,
Department of Educational Planning, NIEPA

Dr. Sangeeta Angom, Associate Professor
Department of Higher and Professional Education, NIEPA.

Copy to :

1. PS to the Hon'ble Vice-Chancellor
2. PA to the Registrar
3. Administrative Officer (I/c)
4. Finance Officer (I/c)
5. Systems Analyst-with the request to upload the order on the Institute's Website /Staff Corner
6. Section Officer/ Incharges – Academic Admn./Personnel Admn./General Admn./Training/ Accounts/PMU
7. Master File
8. Office Order File

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 by each appointment authority in the Ministry/Department concerned and ensuring scrutiny and consolidation of the above reports in respect of all establishment and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proforma 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 /She should have with him/her 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 de-reservation 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 Institute /University with a view to ensure 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.

PRIVILEGES TO THE LIAISON OFFICER

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/her to the Head of the Department. The concerned Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.

SPAN OF CONTROL OF LIAISON OFFICER

The Liaison Officer of the 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 appointment of the Liaison Officer in the Department 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 Department.

The Liaison Officer have special responsibility to monitor implementation of reservation in the Department. In order to ensure due compliance of the reservation orders of the Government, the Liaison Officers may periodically inspect the documents related to reservation. They should ensure that reservation roster for SCs/STs/OBCs/PwDs have been maintained properly, as per latest rules and guidelines, 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 Section/Department who are responsible for ensuring reservation in the appointments made under their supervision. If Liaison Officers of the Department notice that there is flouting of reservation instructions by any Branch Officer / Head of Department / Incharges or complaint against any officer of harassment or deliberate manipulating things to damage the interests of the weaker section, they should feel free to report such lapses to the Secretary/Additional Secretary of the Ministry/Department concerned without fear and hesitation of hierarchical disobedience.
