

No. PER. (AP-III)-D (5)-1/90-Vol.V
Government of Himachal Pradesh
Department of Personnel (AP-III).

Dated: Shimla-171002, the

26th June, 2012.

From

The Principal Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Divisional Commissioners in H.P.
3. All the Heads of the Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Chairmen/Managing Directors/Secretaries & Registrars of all the Public Sector Undertakings/Corporations/Boards/Universities etc. in Himachal Pradesh.

Subject: Appointment of Liaison Officer for work relating to reservation for Scheduled Castes and Scheduled Tribes in services.

Sir,

I am directed to refer to the subject cited above and to say that the State Government has issued instructions regarding appointment of Liaison Officer vide Department of Personnel letter No.8-61/71-DP(A-II) dated 17.12.1973 which have further been re-iterated vide this department's letter No. PER(AP)-C-F(4)-7/99 dated 23.10.2000 and letter No. PER(AP-III)-D(5)-1/90-Vol-II dated 24.10.2002. The Liaison Officers will be specifically 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 Scheduled Castes, Scheduled Tribes, Other Backward classes and other reserved categories and other benefits admissible to them.
- (ii) Ensuring timely submission of SC/ST/OBC reports on the prescribed proforma (**Annexure-I**) by each appointing authority under the Department to the Department and ensuring scrutiny and consolidation of the above reports in respect of all establishment and services in and under the control of the Department and sending the consolidated reports in the prescribed proforma to the Department of Personnel invariably.
- (iii) Acquainting himself well in time about the dates of various DPCs, which will be held in future. He/she will have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments 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 member. Such a list may be prepared by the Liaison Officer by informally consulting the administrative wing of other Departments.
- (iv) Ensuring that while making a reference to the Department of Personnel and to the Social Justice and Empowerment Department/Tribal Development Department for de-reservation of reserved vacancies, full details in support of the proposal for de-reservation are given.

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- (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 his annual report.
- (vi) Conducting annual inspection of the reservation registers/roster registers maintained in the Department/Offices under the control of the Department with a view to ensuring proper implementation of the reservation orders.
- (vii) Acting as Liaison Officer between the Department and the Department of Personnel for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

2. While examining the proposals of the various department(s) in the Department of Personnel it has been noticed that the reservation rosters maintained in some department(s) have neither been checked nor signed by the Liaison Officer/competent authority. It appears that some of the departments have still not appointed the Liaison Officer in their department, which amounts to flouting of Government orders.

3. All the Administrative Departments/ Departments/ Board/ Corporations/ PSUs etc. are directed to appoint Liaison Officer immediately and send information on the prescribed proforma (Annexure-II) within fortnight, failing which the matter will be viewed seriously. The officer at least of the rank of Deputy Secretary in the Administrative Department and the officer at least of the rank of Deputy Director or equivalent at Directorate level will act as Liaison Officer.

4. The earlier instructions issued on the subject are deemed to have been modified to this extent. If the above instructions are not implemented in letter and spirit by the concerned officer, he/she will be held directly responsible and action will be taken against erring officer under the conduct rule for non-compliance.

5. Kindly acknowledge the receipt of this communication.

Yours faithfully,

Mason

Under-Secretary (Personnel) to the
Government of Himachal Pradesh.

Endst. No. as above.

Dated: Shimla

the

26th June, 2012

Copy forwarded for information and necessary action to:-

1. The Secretary to the Governor, Himachal Pradesh, Shimla-171002.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Registrar, H.P. High Court, Shimla-171001.
4. The Secretary, H.P. Public Service Commission, Shimla.
5. The Secretary, H.P. Subordinate Services Selection Board, Hamirpur.
6. All the Section Officers in H.P. Secretariat, Shimla-171002.
7. Spare Copies (50).

Mason

Under Secretary (Personnel) to the
Government of Himachal Pradesh.

Annual statement showing the representation of the SCs, STs, OBCs and others as on 1st January of the year and number of appointments made during the preceding calendar year.

Name of the Department/ Board/ Corporation /PSU etc.....

Class/Group of Posts.	Representation of SCs/STs/OBCs and others as on 01.01.2012.							Number of appointments made during the calendar year, 2011.									
	Total Sanctioned Strength of Employees	Existing Strength of Employees.	SCs	STs	OBCs	Others	By Direct Recruitment					By Promotion			By Deputation/ Absorption		
							Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs	
I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	
I/A																	
II/B																	
III/C																	
IV/D																	
Sweepers																	

Signature of the Officer
furnishing the information

Name of the Department/ Board/ Corporation /PSU etc.....

Name and designation of the Liaison Officer	Date of Appointment	Telephone/ Mobile No.	Reasons for not appointing the Liaison Officer till date.