

F. No. 36036/4/2014 - Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Establishment (Reservation) Division

North Block, New Delhi-110001
Dated August 7, 2015

OFFICE MEMORANDUM

Subject: Training of the Liaison Officers for Scheduled Castes/Scheduled Tribes/
Person with Disabilities and Other Backward Classes - regarding

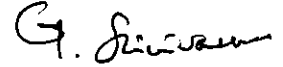
The undersigned is directed to refer to this Department's OM of even no. dated 24.07.2015 on the above mentioned subject and to say that the Institute of Secretariat training & Management (ISTM) have now proposed a workshop/ training on 25-26 August, 2015. A copy of the OM dated 04.08.2015 received from ISTM is enclosed for ready reference.

2. As was mentioned in the abovementioned OM dated 24.07.2015, the Chairman of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes, has desired that the liaison officers of the various Public Sector Undertakings/Public Sector Banks and other officers needs to be acquainted with the latest orders/instructions on reservation matters. It was mentioned by the Chairman that during the visits, the Parliamentary Committee has observed that the nominated Liaison Officers are not acquainted with the latest orders/instructions/ statutory provisions on reservation matters and safeguards provided to SC/ST candidates and employees in the services of the state.

3. It is, therefore, requested that upto three Liaison Officers, one from the Ministry/ Department and two from the attached/ subordinate offices/ PSUs and other field organisations may please be nominated for this training programme. The nominations may be sent to this Department and ISTM at an early date, preferably by 14.08.2015.

4. The receipt of this OM may also please be acknowledged.

Encl: As above



(G. Srinivasan)

Deputy Secretary to the Government of India

Tele. No. 2309 3074

Email: g.srinivasan@nic.in

To

1. The Chairman, Railway Board, Ministry of Railways
2. The Secretary, Ministry of Home Affairs
3. The Secretary, Department of Revenue
4. The Secretary, Ministry of Defence
5. The Secretary, Department of Posts
6. The Secretary, Department of Agriculture & Cooperation
7. The Secretary, Ministry of External Affairs
8. The Secretary, Department of Atomic Energy
9. The Secretary, Department of Commerce
10. The Secretary, Ministry of Earth Sciences
11. The Secretary, Department of Health & Family Welfare
12. The Secretary, Department of Expenditure
13. The Secretary, Ministry of Labour & Employment
14. The Secretary, Ministry of Mines
15. The Secretary, Department of Science & Technology
16. The Secretary, Department of Space
17. The Secretary, Ministry of Urban Development
18. The Secretary, Ministry of Water Resources
19. The Secretary, Department of Personnel & Training

Copy to:

1. The Director, Institute of Secretariat Training & Management
2. Shri Naresh Bhardwaj, Deputy Director (OM), ISTM
- ✓ 3. NIC, DoPT for uploading the same on the DoPT web-site.

IMMEDIA

F.No. A- 33057/3/2015-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, जू परिसर, वि.ने. (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date 14th August, 2015OFFICE MEMORANDUM

Subject: Conduct of workshop for Liaison Officer of Ministries/ Departments and Other Government's organizations on Reservation in Services for SC/ ST/OBC

The undersigned is directed to refer to the O.M NO. 36036/4/2014-Est(Res.) dtd. 10.7.2015 forwarding the minutes of the meeting held on 6.7.15 under the Chairmanship of Ms. Archana Varma, Joint Secretary, AT&T, DoP&T on the above subject and to say that the ISTM is concerned with para 9 (iii) & (v) of the above referred minutes of the meeting and accordingly a design has been developed for the module of the workshop which is placed at Annexure-I. for the approval of the DoP&T.

2. In accordance with para 9(v) of the meeting held on 6.7.15, ISTM has to indicate the proposed dates during the month of August and October, 2015 for the proposed workshop. The proposed dates of workshop for the first workshop is 25th -26th August, 2015 which will be coordinated by Sh. Naresh Bhardwaj, Deputy Director (OM) in the ISTM and the second workshop will be held from 12th -13th October, 2015 under the course directorship of Sh. Praveen Prakash Ambastha, Deputy Director (Vigilance) in ISTM [copy of O.M dtd. 24.7.15 in this regard is placed at Annexure 'II']

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3. In accordance with the discussion held in the above meeting, the DoP&T may nominate the Liaison Officers of various Ministries/ Departments/PSUs maximum up to 48 participants (though the normal capacity is 25-30) for the workshop scheduled to be held from 25-26 August, 2015, in view of the fact that ISTM is not issuing the Circular in this regard due to shortage of time.

This issues with the approval of the Director, ISTM

Yours faithfully,



(Naresh Bhardwaj)
Deputy Director(OM)
Tel: 26102597

To

1. Deputy Secretary, Estt(Res.)
(Sh. G.Srinivasan)
DoP&T North Block,
New Delhi
2. Under Secretary, Estt(Res.)
(Sh. Raju Saraswat)
DoP&T, North Block,
New Delhi



Institute of Secretariat Training & Management

Workshop on Liaison Officers of SC/ST (WLO(SC/ST))

Course Director: Naresh Bhardwaj Deputy Director

Objectives:

At the end of this week the participant will be able to:

1. Describe the Constitutional Provisions relating to Reservation in Service.
2. State the definition in respect of SC/ST/OBC; Explain the provisions relating to verification claims of SCs, STs and OBCs.
3. Explain the concept of Post based rosters.
4. Describe the procedure for reservation in Direct Recruitment Cases for SC/ST/OBC.
5. Describe the procedure for reservation in promotion for SC/ST/OBC.
6. Describe the role and function of Liaison Officer for SC/ST/OBC.

Programme Schedule 20 Oct 2014 To 21 Oct 2014

Day/Date	Session	Topic
25 th August, 2015	1	Registration / Introduction / Expectation Sharing / Programme Overview
	2	Constitutional Provision relating to Reservation and Judgments of Supreme Court on Reservation Issues
	3	Definition of SC/ST/OBC-Scope, Applicable & percentage- Verification of Claims – Earmarking of points for SC/ST/OBC
	4	Post based roster for large cadre for SC/ST/OBC
	5	L shaped rosters for SC/ST/OBC
26 th August, 2015	1-2	Reservation in Direct Recruitment for SC/ST/OBC- preparation of Merit List & Seniority list- concept of carry forward & backlog
	3	Role & function of Liaison Officer for SC/ST/OBC
	4	Role & function of National Commission for SC/ST&OBC
	5	Problem Discussion / Interaction with DoP&T officials & Valediction

ANNEXURE II



भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज.ने.वि. (पुराना) परिसर, Administrative Block, JNU (Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

टेलीफोन सं/Tele. No.: 26185314; फैक्स/Fax No. 26104183

No. A-33018/03/2015-ISTM (Coord.)

Dated: 24th July, 2015**OFFICE MEMORANDUM****Subject: Change in dates of training programmes -reg.**

The following changes are made in r/o dates of training programmes as per details given below:-

Sl. No.	Name of course	Previous dates	New Dates	Course Directors
1.	WLO SC/ST	12 th - 13 th October, 2015	25 th - 26 th August, 2015	DD(NB)
2.		18 th - 19 th January, 2015	12 th - 13 th October, 2015	DD(PPA)

2. This issues with approval of Director.


(R. K. Kundi)
Deputy Director (Coord.)

To

DD(NB), DD(PPA)

Copy to:

1. PA to JD (Coord.)
2. PS to Director