

NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
Beej Bhawan, Pusa Complex, New Delhi - 12

No.41(1)/06-HR/NSC

Date: 11th May 2017

OFFICE ORDER NO. (219)

With approval of Competent Authority, Shri Pramod Kumar, Manager (Engg.) Electrical, Corporate Office, New Delhi is hereby nominated as **Liaison Officer for SC & ST** employees of the Corporation with immediate effect. He will be specially responsible for:

- (i) Ensuring due compliance by the appointing authority with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and other benefits admissible to them.
- (ii) Ensuring timely submission of reports of SC & ST by appointing authority in the Corporation and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in NSC and sending the consolidated reports in the prescribed proforma to the Department of Personnel & Training.
- (iii) The Liaison officer has to endorse the non-availability of an SC/ST 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 officer of various levels belonging to SC/ST of a few sister PSUs 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 Officer by informally consulting the HR Department of NSC.
- (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 HR Department of NSC with a view to ensuring proper implementation of the reservation orders.

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(vii) Acting as Liaison Officer between the NSC 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.

(Binod Bihari Saw)
Sr. General Manager (HR)

Shri Pramod Kumar
Manager (Engg.) Electrical
Corporate Office, New Delhi

Copy to:-

1. Director (Commercial / Finance), NSC, Corporate Office for their information.
2. All Heads of Departments, Corporate Office, New Delhi
3. Addl. GM (HR)/ CVO/ Addl. GM (QC)/ DGM (HR)/ IT Cell
4. General Secretary, SC & ST Employees Welfare Forum, NSC, New Delhi
5. APS to CMD.
6. Personal File of Shri Pramod Kumar
7. Guard file