

F.No. 8(2)/06/Pers./NSC-Vol II
NATIONAL SEEDS CORPORATION LIMITED
(A Government of India Undertaking)
HR Department

New Delhi, Dated 20th August, 2020

OFFICE ORDER - 486

Subject: Nomination of Liaison Officer for implementation of Reservation Policy in respect of Other Backward Classes (OBCs) in National Seeds Corporation Ltd. – reg.

In pursuance of DoPT's OM No. 43011/153/2010-Estt. (Res.) dated 04.01.2013 regarding nomination of Liaison Officer for enforcement of orders of reservation in posts and services of the Govt., it has been decided that in respect of National Seeds Corporation Ltd, Sh. Gajanand Singh, Manager (Prod.) is hereby nominated / appointed as **Liaison Officer** in respect of matters relating to the representation of Other Backward Classes (OBCs).

Sh. Gajanand Singh is also directed to ensure proper implementation of each and every section and sub-section of the reservation policies for OBCs and related instructions issued by Govt. of India from time to time.

This issues with the approval of Hon'ble CMD, NSC.

Encl.: Responsibilities of Liaison Officer (1 Page on reverse of this office order)


20.08.2020
(Binod Bihari Saw)
Sr. General Manager (HR)

Distribution:

1. Sh. Gajanand Singh, Manager (Prod.)
2. Director (Finance)
3. Director (Commercial)
4. All Head of Departments, Corporate Office
5. All Regional Managers
6. All Head of Farms
7. Addl. GM (F&A/Welfare), Addl. GM (Vig.), AGM (Engg.), Manager (MM)
8. Office of Hon'ble CMD – for information of CMD.
9. IT Cell – for uploading on NSC website
10. Guard File.

RESPONSIBILITIES OF LIAISON OFFICERS (As per DOPT's instruction)

1. In each Ministry/Department the Deputy Secretary in charge of administration or any other officer at least of the rank of Deputy Secretary will act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes and Scheduled Tribes in all establishments and services under the administrative control of the Ministry/Department. A separate Liaison Officer should be appointed for Other Backward Classes. The Liaison Officers will be specially 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 and Other Backward Classes and other benefits admissible to them.

(ii) Ensuring timely submission of SC/ST/OBC Reports I and II by each appointing authority under the Ministry/Department to the Ministry/Department 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) Acquainting himself(Liaison Officer for SCs and STs) well in time about the dates of various DPCs, which will be held in future. He will 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 Officer 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 his annual report.

(vi) Conducting annual inspection of the reservation registers/roster registers 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. 9.8 Each Ministry/Department should set up a Reservation Cell within the Ministry/Department under the direct control of the Liaison Officers. The functions of the Cell will mainly be to assist the Liaison Officers to discharge their duties effectively.

2. In offices under the control of each Head of Department also, the Liaison Officers will be nominated for work relating to representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in such offices. The duties of Liaison Officers for offices under such Heads of Departments will be similar to those mentioned above in respect of offices under their charge.

3. Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes, Scheduled Tribes and Other Backward Classes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be reported/submitted by him to the Secretary/Additional Secretary to the Government in the respective Ministry/Department or to the Head of the Department in respect of offices under the Head 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. **(No.43011/153/2010-Estt.(Res.) dated 04/01/2013)**