

डॉ. अखिलेश गुप्ता
सचिव

Dr. Akhilesh Gupta
Secretary



SPEED POST

विश्वविद्यालय अनुदान आयोग

बहादुरशाह ज़फर मार्ग, नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002

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D.O.No.F.31-1/2013 (CU)

12th September, 2013

Dear Sir,

117 SEP 2013

As you are aware, Central Government has been issuing various instructions from time to time for implementing the Reservation Policy of the Government; and UGC being an autonomous statutory body, under the administrative control of the Ministry of Human Resource Development, is under directions from the Government to strictly implement the said instructions by all grant-in-aid institutions.

In exercise of the powers vested under Section 20(1) of the University Grants Commission Act, 1956 the Government of India directs the UGC to ensure effective implementation of the reservation policy in the Central Universities and those of Institutions Deemed to be Universities receiving aid from the public funds except in minority institutions under Article 30(1) of the Constitution.

To safeguard the interest of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability (PWD), the most deprived groups of the Indian Society, the constitution provides reservation in various services under Central and State Governments. The main objective is not to just provide jobs to increase their representation in services but to improve their social and educational status so that they can have their rightful place in the main-stream of the society. As per the constitutional provisions, the reservation for Scheduled Castes is 15%, 7.5% for Scheduled Tribes, 27% for OBC and 3% for PWD.

The Commission has been contributing towards social equity and socio academic mobility of the under privileged groups of the society through various special schemes. The well being and the development of these groups are important indicators of the strength and success of a democratic society. Towards this, the Commission has been providing financial assistance to the universities and colleges under various schemes.

The Commission is pained to note that inspite of instructions issued by UGC for implementation of SC/ST/OBC/PWD reservation in admission and appointment; a number of complaints are being made by persons concerned to SC/ST/OBC/PWD category for irregularity in the implementation of reservation policy of Govt. of India in the university system.

In view of the monitoring of the complaints made by these groups for irregularity in implementation of reservation policy of Government of India, you are requested to intimate the details of complaints received during last two years from various quarters in the universities relating to irregularities in the implementation of reservation policy of

Government of India (SC/ST/OBC/PWD) and action taken thereon by the university. The information may be furnished within 15 days of issue of this letter.

It is also requested you to create a OBC Cell as per instructions issued by DoPT vide letter No.43011/153/2010-Estt (Res.) dated 4th January, 2013 (copy enclosed) and intimate the action taken at the earliest.

Needless to mention, this information is required urgently and I request your kind cooperation and personal indulgence.

With regards,

Yours sincerely,

(Akhilesh Gupta)

Vice-Chancellors
All Central Universities (39)

Copy to : Shri Anant Kumar Singh, Joint Secretary, Govt. of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001

(Akhilesh Gupta)

ISSUED

No.43011/153/2010-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi-110001.
Dated the 4th January, 2013.

OFFICE MEMORANDUM

Subject:-Nomination of Liaison Officer and Setting up of Cell in each Ministry/ Department for enforcement of orders of reservations in posts and services of the Central Government.

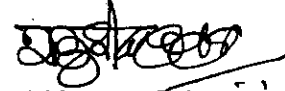
The undersigned is directed to say that the instructions have been issued by the Department of Personnel and Training from time to time for nomination of Liaison Officers, their roles, duties & responsibilities and setting up of a Special Reservation Cell in each Ministry/ Department under the direct control of the Liaison Officer for enforcement of orders of reservation in posts and services of the Central Government.

2. It is reiterated that in each Ministry/Department/Attached and Subordinate Office, the Deputy Secretary in charge of administration (or any other officer at least of the rank of Deputy Secretary) should be designated as a Liaison Officer in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities. Similarly, instructions provide for nomination of separate Liaison Officer in Ministries/ Departments in respect of matters relating to the representation of the Other Backward Classes.

3. The provisions about Liaison Officer, his role, responsibilities, control etc. and setting up of reservation cell is contained in Annexure.

4. All Ministries/ Departments are requested to bring the contents of this O.M. to the notice of all the attached and subordinate offices under their control and also ensure that the

cells are set up expeditiously in the Ministry/ Department and in Attached/ Subordinate offices under administrative control of Heads of Department.



(Sharad Kumar Srivastava)

Under Secretary to the Government of India

Tele. No. 23092110.

To

1. All Ministries/Departments of the Government of India.
2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Railway Board.
4. Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
5. Union Public Service Commission, Shahjahan Road, New Delhi.
6. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
7. National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
8. National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
9. National Commission for Backward Classes, Trikot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi – 110002.
11. Information and Facilitation Centre, DOPT, North Block, New Delhi.
12. Hindi Section for Hindi version.
13. NIC, DoPT for uploading the same on the web-site of DoPT.

ANNEXURE

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 I and II by each appointment authority in the Ministry/ Department concerned 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) 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 should 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 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 dereservation 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 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.

RESERVATION CELL:

2. Each Ministry/Department is required to set up a Special Reservation Cell within the Ministry/Department under the direct control of the Liaison Officer to assist the Liaison Officer in discharging of his duties effectively.

PRIVILEGES OF THE LIAISON OFFICER:

3. 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 to the Secretary/Additional Secretary to the Government of India in the respective Ministry/ Department or to the Head of the Department in respect of offices under the

Heads 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.

LIAISON OFFICERS IN PSUs etc.

4. Each Public Sector Undertaking, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants in aid from the Government connected with appointment and promotion of the SC/ST candidates should appoint Liaison Officer in the same manner as is existing in the Ministries/Departments.

SPAN OF CONTROL OF LIAISON OFFICER OF MINISTRIES/ DEPARTMENTS:

5. The Liaison Officer of a Ministry/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 instructions issued by the Department of Public Enterprises provide that each undertaking shall have Liaison Officer with functions similar to that of the Liaison Officer in Ministry/ Department. The appointment of Liaison Officer in the undertaking 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 Undertaking. Liaison Officers of the Ministries/ Departments have special responsibility to monitor implementation of reservation in their attached & subordinate offices, Autonomous Bodies, PSUs under the administrative control of the concerned Ministry/Department and Voluntary Agencies which are getting substantial grant-in-aid from the Government of India. In order to ensure due compliance of the

reservation orders of the Government, the Liaison Officers may periodically visit/ inspect the offices/organizations under them. They should ensure that reservation roster for SCs/STs/OBCs/PHs have been maintained properly 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 organizations who are responsible for ensuring reservation in organizations under their control. If Liaison Officers of Ministries/Departments notice that there is flouting of reservation instructions by any officers or complaint against any officer of harassment or deliberate manipulating things to damage the interests of the weaker sections they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned without fear & hesitation of hierarchical disobedience.

Sl. No.	List of Central Universities
1	Lt. Gen. Zameer Uddin Shah, Aligarh Muslim University, Aligarh - 202 002
2	Dr. Lalji Singh, Banaras Hindu University, Varanasi - 221 005.
3	Prof. Dinesh Singh, University of Delhi, Delhi - 110 007.
4	Prof. Ramakrishna Ramaswamy, University of Hyderabad, P.O. Central University Campus Hyderabad - 500 046.,
5	Prof. S.M. Sajid, Jamia Millia Islamia, Jamia Nagar, New Delhi - 110 025.
6	Prof. Sudhir Kumar Sopory, Jawaharlal Nehru University, New Mehrauli Road, New Delhi - 110 067
7	Prof. Prabodh Shukla, North Eastern Hill University, NEHU Campus, Shillong - 793 022.
8	Prof. Chandra Krishnamurthy, Pondicherry University, R. Venkataraman Nagar Kalapet, Puducherry - 605 014
9	Prof. Sushanta Dattagupta, Visva Bharati, Shantiniketan - 731235, West Bengal
10	Prof. Somnath Dasgupta, Assam University, P.O. Assam University, Silchar - 788 011. Assam
11	Prof. Mihir K. Chaudhuri, Tezpur University, Distt. Sonitpur, P.B.No.72, Tezpur - 784 001
12	Prof.B.K. Konwar, Nagaland University, Campus Kohima - 797 001, Headquarter Lumani Nagaland
13	Prof. Lalthantluanga, Mizoram University, Post Box No.910, Aizwal - 796 012, Mizoram
14	Prof. R.C. Sobti, Babasaheb Bhimrao Ambedkar University, Vidya Vihar, Rae Bareilly Road Lucknow - 226 025.
15	Prof. Mohammad Miyan, Maulana Azad National Urdu University, Gachibowli Hyderabad - 500 032
16	Sh. Vibhuti Narain Rai, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hill Wardha - 442 001, Maharashtra
17	Prof. A.K. Singh, University of Allahabad, Allahabad - 211 002., Uttar Pradesh
18	Prof. H. Nandakumar Sarma, Manipur University, Canchipur, Imphal - 795 003, Manipur
19	Prof. Tamo Mibang, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar - 791 111 Arunachal Pradesh
20	Prof. Anjan Kumar Ghosh, Tripura University, Suryamaninagar, Tripura - 799 130
21	Dr. (Mrs.) Sunaina Singh, English and Foreign Languages University, Osmania University Campus, Hyderabad- 500 007
22	Prof. Tanka Bahadur Subba, Sikkim University, 6 th Mile, Samdur, P.O. Tadong- 737 102 Gangtok, Sikkim
23	Prof. Tirtheshwar Singh (I/c), Indira Gandhi National Tribal University, Makal Sadan, Amarkantak, Madhya Pradesh
24	Prof. Lakshman Chaturvedi, Guru Ghasidas Vishwavidyalaya, Bilaspur, Chhatisgarh - 495 009
25	Prof. N.S.Gajbhiye, Dr. Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh - 470 003
26	Prof. S.K. Singh, Hemwati Nandan Bahuguna Garhwal University, Srinagar, Garhwal -246 174., Uttarakhand
27	Prof. B.P.Sanjay, Central University of Tamil Nadu, Collectorate Annexe, Tiruvarur, TN-610 001
28	Prof. M.M. Salunkhe, Central University of Rajasthan, NH-8, Bandar Sindri, Distt- Ajmer-305801. Rajasthan
29	Prof. Jai Rup Singh, Central University of Punjab, D-13, Civil Station, Bathinda - 151 001
30	Prof. (Dr.) Surabhi Banerjee, Central University of Orissa, Central Silk Board Building Landiguda, Koraput- 764 020., Orissa
31	Dr. Jancy James, Central University of Kerala, BKM Towers, Nayanmar Moola, Vidyannagar P.O. Kasaragod - 671 123
32	Prof. S.S. Murthy, Central University of Karnataka, 2 nd Floor, Karya Saudha, Gulbarga University, Gulbarga - 585 106
33	Prof. Darlando T. Khathing, Central University of Jharkhand, Brambe, Mander, Lohardaga Road, Ranchi, Jharkhand-835205
34	Prof. Abdul Wahid Qureishi, Central University of Kashmir, Sonwar (Near G.B.Pant Hospital), Srinagar - 190004, J & K
35	Prof. Furqan Qamar, Central University of Himachal Pradesh, PO Box No. 21, Dharamashala Dist - Kangra - 176 215
36	Major General (Retd.) Ranjit Singh, Central University of Haryana, Narnaul (Distt. - Mahendergarh), Haryana
37	Prof. Janak Pandey, Central University of Bihar, BIT Campus - Patna, P.O.B.V. College Patna - 800 014 (Bihar)
38	Prof. R.K.Kale, Central University of Gujarat, Sector - 30, Gandhinagar, Gujarat - 382 007
39	Dr. Sudhir S. Bloeria, Central University of Jammu, 8/8, Trikuta Nagar, Jammu-180 012