भावाअशिप–उष्णकटिबंधीय वन अनुसंधान संस्थान
ICFRE-TROPICAL FOREST RESEARCH INSTITUTE
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
Indian Council of Forestry Research & Education
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद
An autonomous Council under the Ministry of Environment, Forest & Climate Change
डाकघर– आर0एफ0आर0सी0, मण्डला रोड, जबलपुर – 482 021
P.O. R.F.R.C., Mandla Road, Jabalpur – 482 021

No. 1-6-24/26/ Estt-roster/TFRI/JBP/ 1055 दिनांक 20-11-2026

आदेश/Order

भारत सरकार, वैयक्तिक, लोक शिकायत एवं प्रशिक्षण मंत्रालय, नई दिल्ली के कार्यालय ज्ञापन कमांक 430111/153/2010-Estt (Res) दिनांक 08-12-2022 एवं सचिव, भा.वा.अ.शि.प., देहरादून के पत्र कमांक 63-37/2010-ICFRE(Vol.III) दिनांक 27-10-2026 के अनुपालन में अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़ा वर्गों, आर्थिक रूप से कमजोर वर्गों, दिव्यांगजनों एवं भूतपूर्व सैनिकों के प्रतिनिधित्व एवं आरक्षण रोस्टर के रख–रखाव हेतु निम्नलिखित अधिकारियों को उनके नामों के समक्ष दर्शाये गए कार्यों के लिए संपर्क अधिकारी के रूप में मनोनीत किया जाता है:–

In compliance with the Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi, Office Memorandum No. 43011/153/2010-Estt. (Res.) dated 08.12.2022, and the letter No. 63.37/2010/ICFRE dated 27.10.2026 issued by the Secretary, ICFRE, Dehradun, the following officers are hereby nominated as **Liaison Officers** for the representation of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, Persons with Disabilities and Ex-Servicemen, and for the maintenance of reservation rosters, to discharge the work indicated against their respective names: -

कमांक / Sl. No.	नाम एवं पदनाम / Name and designation	कार्य / Role of work
1	डॉ0 अविनाश जैन, वैज्ञानिक–एफ Dr. Avinash Jain, Scientist-F	आर्थिक रूप से कमजोर वर्गों / दिव्यांगजनों एवं भूतपूर्व सैनिकों के लिए संपर्क अधिकारी Liaison Officer for EWS, PwBDs, Ex-servicemen
2	श्री एम. राजकुमार, वैज्ञानिक–ई Mr. M. Rajkumar Scientist-E	अनुसूचित जातियों के लिए संपर्क अधिकारी Liaison Officer for SCs
3	सुश्री सुषमा मरावी, मुख्य तकनीकी अधिकारी Ms. Sushma Maravi, CTO	अनुसूचित जनजातियों के लिए संपर्क अधिकारी Liaison Officer for STs
4	श्री योगेश पारधी, मुख्य तकनीकी अधिकारी Mr. Yogesh Pardhi, CTO	अन्य पिछड़ा वर्गों के लिए संपर्क अधिकारी Liaison Officer for OBCs

संपर्क अधिकारियों के कर्तव्य एवं उत्तरदायित्व उक्त संदर्भित कार्यालय ज्ञापन दिनांक 08-12-2022 (संलग्न) के अनुरूप होगें। The duties and responsibilities of the Liaison Officers shall be in accordance with the aforementioned Office Memorandum dated 08.12.2022 (enclosed).

इस कार्य हेतु इन्हें किसी प्रकार का अतिरिक्त पारिश्रमिक देय नहीं होगा। No additional remuneration shall be payable to them for this work.

आदेश सक्षम अधिकारी के अनुमोदनोपरान्त जारी किया जा रहा है। This order is being issued with the approval of the Competent Authority.

A.J. Asaima
अवर सचिव / Under Secretary
भावाअशिप–उवअसं / ICFRE-TFRI

प्रतिलिपिः– निम्नलिखित अधिकारियों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

(1) डॉ0 अविनाश जैन, वैज्ञानिक–एफ / प्रभागाध्यक्ष, वन विस्तार प्रभाग, भावाअशिप–उवअसं, जबलपुर।
(2) डॉ0 एम0 राजकुमार, वैज्ञानिक–ई, द्वारा प्रभागाध्यक्ष, वन पारिस्थितिकी एवं जलवायु परिवर्तन प्रभाग, भावाअशिप–उवअसं, जबलपुर।

कमशः Contd.

(3) सुश्री सुषमा मरावी, मुख्य तकनीकी अधिकारी द्वारा प्रभागाध्यक्ष, अनुवांशिकी एवं वृक्ष सुधार प्रभाग, भावाअशिप–उवअसं, जबलपुर।
(4) श्री योगेश पारधी, सहायक मुख्य तकनीकी अधिकारी द्वारा प्रभागाध्यक्ष, अनुवांशिकी एवं वृक्ष सुधार प्रभाग, भावाअशिप–उवअसं, जबलपुर।
(5) प्रभारी, आई0टी0 सेल, भावाअशिप–उवअसं, जबलपुर को संस्थान की वेबसाइट में अपलोड करने हेतु प्रेषित।

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 8th December, 2022.

Office Memorandum

Subject:- **Nomination of Liaison Officer for SC, ST, OBC, PwD, EWS and Ex-servicemen and setting up of a Reservation 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 DoPT, vide its OM No. 43011/153/2010-Estt.(Res), dated 4.1.2013, has issued detailed instructions for appointment of Liaison Officer, not below the rank of Deputy Secretary for Scheduled Castes (SCs), Scheduled Tribes (STs) and **Persons with Disabilities (PwDs)**. These instructions also provide for designation of a separate Liaison Officer for Other Backward Classes (OBCs). Further, OM No.36039/1/2019-Estt (Res), dated 31.1.2019 provides for nomination of Liaison Officer for Economically Weaker Section (EWS) and OM No. 36034/2/2017-Estt (Res.), dated 31.12.2021, provides for nomination of a Liaison Officer for Ex-servicemen. Instructions also provide for creation of Reservation Cell under the direct control of Liaison Officer to assist him in discharge of his duties.

2. During the sitting of the Parliamentary Committee on the Welfare of Other Backward Classes on 3.11.2022, the Hon'ble Members of the Committee directed this Department to reiterate the provision of separate Liaison Officers for OBCs and nomination of Deputy Secretary in-charge of Administration or any other officer at least of the rank of Deputy Secretary as Liaison Officer. Accordingly, the existing instructions in the matter are reiterated as follows:

A. APPOINTMENT OF LIAISON OFFICERS

(i) **Liaison Officer for SCs, STs and PwDs:** As per DoPT OM No. 43011/153/2010-Estt.(Res.), dated 4.1.2013, in each Ministry/Department/Attached and Subordinate Office, Deputy Secretary in charge of Administration (or any other officer at least of the rank of Deputy Secretary), shall be designated as Liaison Officer in the Ministries/ Departments in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities.

Level-12

O/C

(ii) **Liaison Officer for OBCs:** Similarly, the aforesaid instructions, dated 4.1.2013 also provide that Ministries/Departments shall designate a separate Liaison Officer at least of the rank of Deputy Secretary to deal with the matters relating to the representation of the Other Backward Classes.

(iii) **Liaison Officer for Ex-servicemen:** As per DoPT OM No. 36034/2/2017-Estt.(Res.), dated 31.12.2021, 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 representation of Ex-servicemen, either exclusively or in combination (the Officer already appointed as Liaison Officer for other categories), may be appointed as Liaison Officer for Ex-Servicemen also, depending upon the availability of Officer of the requisite rank. The particulars and contact details of Liaison Officer, so appointed, may be intimated to the Department of Ex-servicemen Welfare.

(iv) **Liaison Officer for Economically Weaker Section (EWS):** DoPT OM No.36039/1/2019-Estt.(Res), dated 31.1.2019, also provides that the Ministries/Departments/Attached and Subordinate Offices shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

B. RESPONSIBILITIES OF THE LIAISON OFFICERs: The Liaison Officer is responsible for:

i. Ensuring due compliance by the Ministry/ Department and subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the category for which, he/she is a liaison officer i.e. Scheduled Castes, Scheduled Tribes, Persons with Disabilities, Other Backward Classes, Economically Weaker Sections and Ex-servicemen. In addition, he/she shall also ensure that other benefit admissible to them are made available to them.

ii. Ensuring timely submission of reports regarding appointment/representation of SC, ST, OBC, PwD and EWS by each appointing authority in the Ministry/Department concerned. He shall also ensure 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. In case of Ex-servicemen, the Liaison Officer concerned shall ensure maintenance of reservation rosters and preparation of reports on appointment/representation of Ex-servicemen, in the formats as prescribed by

the Department of Ex-servicemen Welfare, and timely submission of these reports to the Department of Ex-servicemen Welfare.

iii. The Liaison officers, designated for SC/ST/OBC, have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before the DPC is actually conducted without a SC/ST/OBC Member. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs to be held in future. He should maintain with him a ready list of officers of various levels, belonging to SC/ST/OBC of a few sister Departments/Ministries, so that whenever requirement arises, an SC/ST/OBC 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 concerned 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, the National Commission for Scheduled Tribes, National Commission for OBC and the Office of the Chief Commissioner for Persons with Disabilities in the investigation of complaints received by them from the officer(s) of respective category with regard to service matters and also in collection of information for their annual reports. In respect of EWS and PwBD, the concerned Liaison Officers shall extend all help to Grievance Redressal Officers appointed in respect of EWS and PwD reservation.

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 (Department of Ex-servicemen Welfare in case of matters relating to Ex-servicemen) for supply of information, answering questions and queries and clearing doubts in respect of matters covered by the reservation orders.

C. CONSTITUTION OF RESERVATION CELL:

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.

D. PRIVILEGES OF THE LIAISON OFFICER:

Cases of negligence or lapse in the matter of following the reservation and other orders relating to SC, ST, OBCs, PwDs, EWS and Ex-servicemen coming to the light through the inspections carried out by the Liaison Officer, or otherwise shall be reported/submitted by him direct 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.

E. APPOINTMENT OF LIAISON OFFICERS IN ESTABLISHMENTS/ ORGANISATIONS UNDER THE MINISTRY/DEPARTMENT

Establishments/Organisations under the Government of India such as Public Sector Undertakings, Statutory and Semi Government Bodies, Autonomous Bodies/ Institutions including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies, receiving grants in aid from the Government, shall also appoint Liaison Officers in the same manner as is existing in the Ministries/Departments.

F. SPECIAL RESPONSIBILITIES OF THE LIAISON OFFICERS OF THE MINISTRIES/DEPARTMENTS TOWARDS IMPLEMENTATION OF RESERVATION POLICIES IN THE ESTABLISHMENTS UNDER THE GOVERNMENT:

The Liaison Officer of a Ministry/Department has to act as Liaison Officer in respect of the matters relating to the representation SCs/STs/PwDs, OBCs, Ex-servicemen and EWS in all establishments and services under the administrative control of the Ministry/Department. The appointment of Liaison Officers separately by the Organisations under the Government of India such as Public Sector Undertakings, Statutory and Semi Government Bodies, Autonomous Bodies/ Institutions, including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants in aid from the Government etc. does not, however, dilute or alter or curtail the responsibilities of the Liaison Officers of the administrative Ministry/ Department with regard to implementation of reservation policy in such organisations. Liaison Officers of the Ministries/ Departments have

special responsibility to monitor implementation of reservation policies in these organisations. 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 rosters for these categories have been maintained properly without any gap in the entries made in the rosters. Liaison Officers shall carry out their duties in relation to reservation by calling for records from them and convening meetings with the officers of such organizations as are responsible for ensuring reservation policies in their respective organizations. If Liaison Officers of Ministries/Departments notice that reservation instructions are not being followed by any officers or complaint against any officer for harassment or deliberate manipulation of orders/instructions to harm the interests of the above-mentioned categories, are received they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned without fear & hesitation of hierarchical disobedience.

3. As the Liaison Officers so nominated keep on changing due to administrative reasons, such as transfer, promotions, retirement etc., it is desirable that necessary details of the Liaison Officers, such as their names, designations, telephone numbers, emails, fax and complete official addresses are posted and updated as and when required on the official website of the concerned Ministry/ Department.

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

5. Hindi version will follow.

(Abhay Kumar)
Under Secretary to the Government of India
Tele No.011-23092459

To

1. The Secretaries of all the Ministries/Departments of the Govt. of India.
2. The Secretary, Department of Financial Services, New Delhi in respect of Nationalised Banks, Financial Institutions, Insurance Companies.
3. The Secretary, Department of Public Enterprises, New Delhi in respect of CPSEs.
4. Department of Ex-servicemen Welfare, for Directorate General of Resettlement
5. Department of Empowerment of PwD, in respect of O/o Chief Commissioner for Persons with Disabilities
6. The Secretary, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
7. The Secretary, Union Public Service Commission
8. The Secretary, Staff Selection Commission

9. Office of Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
10. Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/ Prime Minister's Office/ NitiAyog
11. National Commission for Scheduled Castes, Lok Nayak Bhawan, New Delhi
12. National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi
13. National Commission for Backward Classes, Trikoot-1, BhikajiCama Place, R. K. Puram, New Delhi
14. Office of Chief Commissioner for Persons with Disabilities (Divyangjan) 5th Floor, NISD Building, Plot No.G-2, Sector-10, New Delhi-110075
15. The Director, ISTM.
16. NIC, DoPT with the request to upload the same on the website of the Department.