

Office of the Principal Controller of Defence Accounts (Central Command)
Cariappa Road, Lucknow Cantt. -226002

Important Circular

Admin Order No.277 Dated :- 01/11/2011

Subject: - Appointment of Liaison Officer for SC / ST - regarding.

Under the powers vested in me as Head of the Department and Head of the Office I, Saroj Kumar, CDA hereby appoint Shri D.K.Rai, IDAS, Jt.CDA serving in the O/o the PCDA (CC) Lucknow as Liaison Officer for SC / ST in r/o the organization of PCDA (CC) with immediate effect. He will perform his duties and responsibilities as Liaison Officer as given in the subsequent paras 8.1.2. & 8.1.3. of Chapter 27 under Section - III of the Swamy's Establishment & Administration, as under:-

8. LIAISON OFFICERS AND SPECIAL CELLS

1. Nomination of Liaison Officers:-

To ensure due compliance of the orders of reservation issued from time to time in favour of SCs and STs, to ensure prompt disposal of the grievances of the employees of these classes and to scrutinize and consolidate the statistical data, Officers of the rank of Deputy Secretary have been nominated as Liaison Officers and Special Cells set up in the following offices mainly to assist them:-

1. Ministries/ Departments.
2. Heads of Departments.
3. Attached and Subordinate Offices.

2. Duties of Liaison Officers:-

(i) To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SCs and STs.

(ii) To scrutinize and ensure prompt submission of the prescribed annual statements by the appointing authorities to the Ministries/ Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.

(iii) To scrutinize properly all proposals for dereservation and to certify after due satisfaction that such dereservations are inevitable and that all steps prescribed in this regard have been faithfully taken.

(iv) To liaise between the Ministries/ Departments/ Attached and Subordinate Offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.

(v) To conduct annual inspection of the rosters maintained, keeping a record of such inspection.

(vi) To extend necessary assistance to the Commissioner for SCs and STs in discharge of his duties and functions.

3. Interview to SC/ ST employees to be granted by the Liaison Officers :-

The Liaison Officers of SC/ ST employees should grant interviews to those SC/ ST employees who are desirous of meeting them in connection with their grievance regarding appointments, promotions, etc. The meeting may, however, be informal without any agenda and no minutes thereof need be prepared.

4. This supersedes the earlier Admin Order No.119 dated 23-11-2010.

Auth.:- Main Office Lucknow O.N.no. AN/ 1A/ 1004/ SC/ ST/ Liaison Officer dt.27/10/2011.

No. AN/1A/1004/SC/ST/Liaison Officer

Dated:-01/11/2011

Sdxxx/-
(Saroj Kumar)
CDA (CC)

Copy to-

1. The CGDA,
Ulan Batar Road, Palam, Delhi Cantt. - 110010 - for information w.r.t HQrs office letter no. AN- III/ 3012/ Circular/ Vol.-II/ 129 dt. 07/09/10 & no. AN- III/ 3012/ Circular/ Vol.-II/224 dt. 11/10/10
2. The Commissioner of SC/ ST Commission
Kendriya Bhawan, Aliganj, Lucknow - for information
3. The PCDA (P) ,Allahabad - for information
4. The CDA (Fund) ,Meerut - for information
5. The IFA (CC), Lucknow - for information
6. The CDA, RTC, Lucknow - for information
7. All sub offices under PCDA (CC), Lucknow - for information
8. All Sections in Main Office - for information
9. Sh. D.K.RAI, IDAS, JCDA - for information and necessary action please
10. O.A.Cell - for uploading on PCDA (CC) Website.
11. Guard File
12. Spare Copy

Devendra Kumar Ra
(D. K. RAI)
Jt. CDA (AN)