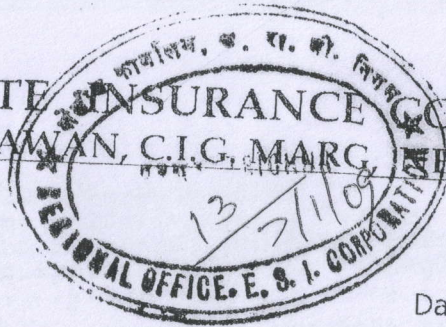


EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI -02.



NO. A-14/14/Fed./2002-SCT

Dated: 12th Dec., 2008

To

1. All Regional Directors, ESIC.
2. All Director (Medical) ESIC.
3. All Medical Supdts., ESIC Hospitals.
4. Joint Director (Estt.V), Hqrs. Office.

Subject : Setting up of separate Regional SC/ST/OBC Cell - reg.

Reference : This office letter no. 2-1-2/82-Estt.I(B) dated 18.9.86.

Sir,

I am directed to the reference cited above with regard to constitution of Regional SC/ST Cell for the purpose of complying with the instructions relating to reservation of SC/STs in services and redressal of grievances of the SCs/STs. From the reply on compliance of instructions on reservation, received from all field offices, it is observed that in none of the region, Cell was constituted. Therefore, it is once again advised that in compliance of Govt. of India instructions on the subject, the Regional SC/ST/OBC Cell may be set up consisting minimum required staff with proper supervision. The activities of the Cell would be as stated in Govt. of India OM No.36022/2/84-Estt.(SCT) dated 18.01.85 which is again circulated herewith.

It is requested a confirmation in this regard is sent to this office by 31st December, 2008, positively.

Yours faithfully,

(R. KESHAVDAS)
JOINT DIRECTOR

Copy to

1. The Addl. Commissioner (ESIC NTA).
2. All Regional Liaison Officers (SC/ST) & (OBC).
3. Joint Director (System), Hqrs. Office for necessary action his end.

No. 36022/2/84-Estt. (SCT)
Government of India, Bhupat Sarkar
Department of Personnel and Adm. Reforms
(Karmik Aur Prashashnik, Sudhar Vibhag)

New Delhi, the 18th Jan., 1985.

OFFICE MEMORANDUM

Subject :- Cells in Attached and Subordinate Offices for enforcement of the orders of reservation for Scheduled Castes and Scheduled Tribes in services-Parliamentary Committee.

The undersigned is directed to say that the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes (7th Lok Sabha) has in its 45th report, made the following recommendations :-

"Under Ministry of Home Affairs O.M.No.16/17/67-Estt(C) dated 10.4.68, instructions were issued that in offices under the control of each Head of Department, a Liaison Officers should be nominated for work relating to representation of Scheduled Castes and Scheduled Tribes in such officer. No specific instructions have been issued for setting up cells in attached and subordinate offices under the Liaison Officers. If a Liaison Officer has to function effectively, it is necessary that staff is earmarked specifically to assist him in the discharge of his functions in the form of the cell."

2. The need for strengthening the existing institution of Liaison Officer in the light of the above recommendation etc. and setting up of special cells for the purpose have been further considered in the Deptt. of Personnel and A.R. It has now been decided that :-

1. Liaison Officer of the Ministry or Department proper will be responsible for the implementation of reservation orders in the Ministry/Department. However, for the purpose of sending the annual statement to the Department of Personnel and A.R. the Liaison Officer of the Ministry or Department proper will co-ordinate and compile the statements received from all attached and subordinate offices including Heads of the Departments and send the consolidated statement to the Department of Personnel and A.R.

2/-

4

(ii) in each attached and subordinate offices, will be a separate Liaison Officer who will look after the implementation of reservation orders in such an officer independent of the Liaison Officer in the Ministry or Department proper. However, the Liaison Officer in the attached/subordinate offices will send the annual statement in respect of the office to the Liaison Officer of the Ministry or Department proper which will be consolidated by the latter in the annual or other such return to be furnished to the Department of Personnel and A.R.

(iii) the offices under the various Heads of the Departments will continue to have separate Liaison Officer but the annual statement or any other return or informational details pertaining to such offices shall be furnished to the Liaison Officer of the Ministry or Department proper for the purpose of consolidation and transmission to the Department of Personnel and A.R.

(iv) in respect of attached/subordinate offices the proposals for dereservation of vacancies reserved for Scheduled Castes and Scheduled Tribes shall be certified to be in order on the proforma by the concerned Deputy Secretary/Director in the particular Division of the Ministry/Department proper which functions as the administrative division for such attached/subordinate office and who will be designated as Liaison Officer for the purpose. This has been necessitated because the Deputy Secretary/Director (Adm.) who functions as the Liaison Officer of the Ministry/Department cannot look after all the reservation problems and issues of all the Attached/Subordinate offices of the Ministry/Department and also, the constructive responsibility for proper implementation of the reservation policy should be that of the concerned 'link' Division.

3. It has been further decided that cells should be set up in each attached/subordinate office to ensure due compliance of the orders of reservation issued from time to time in favour of the S.C./S.T. employees and to scrutinise the statistical data in respect of the attached/subordinate office required to be furnished to the Ministry/Department proper. In the main, the functions of a cell would be to assist the Liaison Officer to discharge his duties effectively. The strength of the cell would no doubt depend on the work-load and the norm, but not to

: 3 :

designate or have a cell, irrespective of its numerical composition, dictated by the quantum of work-flow, will not be in order.

4. The Ministry of Finance, etc., are requested to bring the above decisions to the notice of all authorities under their administrative control for their information and also ensure that the cells are set up expeditiously in the attached/subordinate offices in compliance of the above decision.

sd/-
Director.



मुख्यालय
कर्मचारी राज्य बीमा निगम
पंचदीप भवन कामरेड इंद्रजीत गुप्ता मार्ग
नई दिल्ली - ११०००२
Website - www.esic.nic.in



HEADQUARTERS OFFICE
Employees' State Insurance Corporation
Panchdeep Bhawan: C.I.G Marg,
New Delhi-110002
Email: jd-admin2@esic.nic.in

File No.A-14/14/CLO/2020/RC

Dated: 04/08/2022

To,

The Central Liaison Officer for OBC
ESI Corporation,
Panchdeep Bhawan,
New Delhi-110002

The Central Liaison Officer for SC and ST
ESI Corporation,
Panchdeep Bhawan,
New Delhi-110002

Subject: Nomination of Central Liaison Officer for matters relating to the reservation in services for SC/ST/PwD, OBC and EWS in ESIC.

Reference: Ministry of Labour and Employment O.M No. A-42020/06/2021-Admn.1, dated: 12.07.2022.

Sir,

Please refer this Office Memorandum of even No., dated: 07-07-2022 on the above subject. The Ministry of Labour and Employment, based on the observations made by the Parliamentary Committee on Welfare of OBC's, has directed that the Liaison Officers for OBC and SC & ST of ESIC to hold regular meetings with representatives of the respective groups of employees or their associations to ensure proper implementation of welfare measures and to redress any grievance in this regard. The Liaison Officer for OBC should also send the report to the Liaison Officer of the Ministry before 5th of every month the report as prescribed.

Copy of the above referred OM dated: 12.07.2022 is enclosed for information and necessary action/compliance.

This issues with the approval of the Competent Authority.

Enclosed: As stated above

Yours faithfully,
Signed by Rajesh Prasad
Gupta
Date: 04-08-2022 10:32:45
Reason: Approved

(Rajesh Prasad Gupta)
Assistant Director (E-II)

Copy to for information:

1. All Central Liaison Officers, ESIC, Hqrs. Office, New Delhi

1502
10/8/22

No.A-42020/06/2021-Admn 1
Government of India / Bharat Sarkar
Ministry of Labour / Shram Mantralaya

Shram Shakti Bhawan, Rafi Marg
New Delhi, Dated | 2nd July, 2022

OFFICE MEMORANDUM

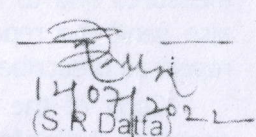
Sub:- Appointment of Liaisoning Officer - reg

The undersigned is directed to say that in the Senior Officers Meeting held on 27.06.2022, it has been directed that all organisations under Ministry of Labour & Employment may ensure the following -

- (i) All Organisations may appoint a Liaisoning Officers for OBC and the officer should belong to OBC category.
- (ii) There should be a mechanism for monitoring of Public Grievances Redressal by the Liaison Officer for Public Grievance filed by OBC employees. Liaison Officer appointed as Liaison Officer for OBC category should submit monthly report to Dr. Mahendra Kumar, Director & Liaisoning Officer for OBC in the Ministry by 05th of the every month.
- (ii) The Liaison Officer for OBC should meet with welfare groups / employees associations looking into welfare of OBC employees at regular interval.

2. It was also directed that all organisations may follow the same mechanism in case of SC and ST category. Action taken on the above may be furnished to the Ministry by 15.07.2022 as well as following officers -

- (i) Dr. Mahendra Kumar, Director & Liaison Officer for OBC.
- (ii) Ms. Vayaila Rungsung, Director & Liaison Officer for SC and ST.


14/07/2022
(S.R. Datta)
Deputy Secretary to the Government of India
Tele: 23766903

To,

1. US (ISH-I/II) - for information in r/o DGMS and DGFASLI.
2. US (CLS-I & II) - for information in r/o CGIT-cum-Labour Courts / CLS-I.
3. US (ESA) - for information in r/o DGLB, VVGNLI and CBWE.
4. US (SS-I) - for information in r/o ESIC.
5. US (SS-II) - for information in r/o EPFO.
6. US (W-I Section) - for information in r/o Labour Welfare Organization.
7. US (SK) - for information in r/o CLC(C).
8. US (AKB) - for information in r/o DGE.

I/642968/2023



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली - 110002
Panchdeep Bhawan, C.I.G. Marg,
New Delhi-110002
Phone:- 10011051,
E-mail: jd-admin2a@esic.nic.in

No. A/14//14/CLO/2022/RC

Dated:- 18/08/2023

To,

**All the Additional Commissioners & Regional Directors/DD I/Cs,
Estt. Branch-V, E-I and DPC Cell, Hqrs. Office,
Medical Branch-IV, VI and Medical DPC Cell, Hqrs Office.
CLO(SC/ST/PWD, OBC, EWS).**

Subject :- Regular Monitoring for welfare of SC, ST and OBC categories & nomination of liaison Officer for SC, ST, OBC, PwD, EWS and Ex-servicemen and setting up of a Reservation Cell for enforcement of orders of reservation in posts and services-reg.

Sir,

I am directed to forward herewith a copy of Ministry of Labour & Employment letter No. A-12034/14/2023-Adm.I dated 07/08/2023 along with copy of Department of Personnel and Training OM No. DOPT-1670494514912 dated 08/12/2022 (Copy enclosed) on the above cited subject for your information and necessary compliance of the instructions contained in the said OM.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully,

Signed by Manoj Kumar
Sahoo
(Manoj Kumar Sahoo)
Assistant Director (E-II)
Reason: Approved

Copy to:-WCM for uploading this circular on the website of ESIC for information & necessary action of all concerned.

No. A-12034/14/2023-Adm.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram aur Rozgar Mantralaya

New Delhi, Dated 07.08.2023

OFFICE CIRCULAR

Subject: Regular Monitoring for welfare of SC/ST and OBC categories-reg

This is with reference to the instructions/guidelines issued by DoPT on responsibilities of the Liaison Officers and Reservation Cell for SC/ST and OBC (copy attached). As required under these guidelines, meetings with the SC/ST and OBC employees should be held regularly in all organizations under the Ministry.

2. It is, therefore, requested that all organizations and the liaison officers nominated for the welfare of SC/ST/OBC should ensure to hold periodical meetings on regular basis and ensure monitoring as per guidelines issued by DoP&T.
3. This issues with the approval of competent authority.

Signed by
Rahul Sinha
Date: 07-08-2023 17:16:52 (Rahul Sinha)
Under Secretary to the Government of India
Tele: 23766903

To

1. DGE/DGFASLI/CLC(C)/DGLB/DGMS/EPFO/ESIC/CLS-I/CLS-II/VVGNI/DTNBWED/ DGLW
2. Sh. Vijay Kumar Meena, Deputy Secretary(L&E) & Liaison officer for SC/ST and PwD
3. Dr. Mahendra Kumar, Director & Liaison Officer for OBC

Copy to:

1. All the Bureau Heads

No.DOPT-1670494514912

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel and Training

ESTT.(Estt. Reservation-I)

North Block, New Delhi

Dated 08 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.

(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.
- 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.

(Sign of Authority)

Abhay Kumar

Under Secretary to the Government of India

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

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, Bhikaji Cama 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.
