

No. A-54/60/2019-HR  
Government of India  
Ministry of Micro, Small & Medium Enterprises,  
(HR Section)

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Udyog Bhavan, New Dehi.

Dated:01.05.2023

**OFFICE ORDER No. 08/2023**

The Competent Authority has nominated Shri Ajay Kumar, Deputy Secretary as Liaison Officer for Scheduled Caste, Scheduled Tribe in the Ministry of Micro, Small & Medium Enterprises to look after all the matters of related to these categories.

2. The Liaison Officer will be specifically responsible for the following:

1. Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of these categories and other benefits admissible to them as the case may be.
2. Ensuring timely submission of 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 proforma to the Department of Personnel & Training.
3. Acquainting himself 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.
4. 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.

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5. Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes in the investigation of complaints received by the Commissions, in regard to service matters and in the collection of information for his annual report.
  6. 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.
  7. 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.
3. The above assignment shall be in addition to the work already looked after by the officer.



**(Devaki Nandan)**

**Under Secretary to the Govt. of India**

**Tel. NO. 23061461**

Copy to:

1. Shri Ajay Kumar, Deputy Secretary, M/o MSME, Udyog Bhavan, New Delhi.
2. PPS to Secretary (MSME)/PS to AS&DC(MSME)/PPS to JS(SME)/PS to JS(ARI)/PPS to JS(AFI)/PPS to Economic Adviser
3. Sr. Technical Director (NIC), Nirman Bhawan, New Delhi.
4. All Officers/officials through e.office.
5. Hindi Section - for Hindi Version.
6. Guard File/Service Book