



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)

हरियाणा, चण्डीगढ़ .

प्लॉट नं. 5, सैक्टर 33-बी,

दक्षिण दक्षिण मार्ग, चण्डीगढ़-160 047

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
HARYANA CHANDIGARH
PLOT NO.5, SECTOR 33-B,
DAKSHIN MARG, CHANDIGARH-160 047.**

No.: Admn-I/Au/SC-ST Cell/2016-17/784-86

Date: 26.05.2016

To

Shri Padmakar Kushwaha,
Dy. Accountant General (ES-I Sector)

Subject: Committee in the form of 'SC/ST Cell' to ensure due compliance of Government's reservation orders and for redressal of the grievances of SC/ST employees.

Sir,

The Principal Accountant General vide orders dated 23.05.2016 has been pleased to nominate Shri Ramesh Chander , Audit Officer as member in place of Shri Mahabir Singh, Audit Officer (retired on 30.04.2016) in respect of matters relating to representation of SC/ST. The Committee constituted for this purpose includes Shri Ramesh Chander, Audit Officer and Shri Rishi Kumar, AAO of this office. The Committee is to ensure due compliance of the orders issued by the Government of India relating to reservation and redressal of the grievances of SC/ST employees. .

Yours faithfully,

Sd/-

Dy. Accountant General (Admn)

Copy sent to Shri Ramesh Chander, Audit Officer and Shri Rishi Kumar, AAO for information please.

Sd/-

Sr. Audit Officer (Admn)

Annexure

A. DUTIES OF LIAISON OFFICER OF THIS OFFICE

- i) To ensure due compliance of orders and instruction pertaining to reservation of vacancies and other benefits in favour of SC/ST class.
- ii) To ensure timely submission of reports/returns in respect of SC/ST to the concerned Ministry/Departments.
- iii) To acquainting himself/herself well in time about the dates of various DPCs which will be held in future. He will have with him/her a ready list of officers of various levels belonging to SC/ST of Sister Offices so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC can always be associated as a member.
- iv) To ensure that whenever the proposal for de-reservation of reserved vacancies are made to DOPT/National Commission for ST/SC, the full details in support of proposal are given.
- v) To ensure necessary assistance to National Commission for SC/ST in investigation of complains in regard to service matters etc.
- vi) To conduct annual inspection of the reservation registers/roster registers maintained in the office with a view to ensuring proper implementation of reservation orders.
- vii) Acting as Liaison Officer between Ministry/Department and DOPT for supply of other information ensuring questions and queries and clearing doubts in regard to matters covered by the reservation orders.

B. DUTIES OF THIS OFFICE

- i) To set up SC/ST Cell under the direct charge of Liaison offices.
- ii) To inform the dates of meetings of DPCs for promotions etc. where reservation orders are to be applied or the proposal for de-reservation of reserved vacancies are made.
- iii) To supply the orders/instructions relating to implementation of reservation policy to Liaison Officer as well as SC/ST Cell.
- iv) To circulate the orders/instructions regarding reservation policy among the staff members to get acquainted about the provisions of reservation policy.
- v) To provide information/records required by Liaison Officer/Cell as and when requisitioned.

Sd/-

Sr. Audit Officer (Admn)