



ORDER
Imphal, the 14th May, 2024

No. 1/A/73-MC: ⁷⁵⁰² In pursuance to the DoPT's Office Memoranda No. 36034/2/2017-Estt.(Res.) dated 31st December, 2021 and No. 43011/153/2010-Estt.(Res.) dated 4th January, 2013 regarding instructions issued by DoPT on nomination of Liaison Officers, their roles, duties and responsibilities, the following officers of RIMS, Imphal, are hereby nominated as Liaison Officers as given below with immediate effect :-

(i)	Dr. Ksh. Raju Singh, Prof. of Deptt. of Surgery, RIMS, Imphal.	Liaison Officer for SC/ST and PWDs
(ii)	Dr. Ng. Arunkumar Singh, Assoc. Prof. of Deptt. of Biochemistry, RIMS, Imphal.	Liaison Officer for OBC and Ex-servicemen

- The roles, duties and responsibilities of Liaison Officer are given in Annexure as enclosed.
- This issues with the approval of Director, RIMS, Imphal.

Mecolt Singh
14/05/24
(R.K. Mecolt Singh)
Deputy Director (Admn.)
RIMS, Imphal

Copy to:

- P.S. to Director, RIMS, Imphal. – for kind information.
- The Medical Superintendent, RIMS Hospital, Imphal.
- The Dean (Academic), RIMS, Imphal.
- The Principal, Dental/College of Nursing, RIMS, Imphal.
- All HoDs, RIMS, Imphal.
- Dr. Ksh. Raju Singh, Prof. of Deptt. of Surgery, RIMS, Imphal.
- Dr. Ng. Arunkumar Singh, Assoc. Prof. of Deptt. of Biochemistry, RIMS, Imphal.
- The CAO/FA, RIMS, Imphal.
- All Hostel Wardens, RIMS, Imphal.
- The Chief Nsg. Officer i/c, RIMSH, Imphal.
- The Librarian i/c, RIMS, Imphal.
- The Accounts Officer i/c, RIMS, Imphal.
- The Consultant Engineer (Civil/Electrical), RIMS, Imphal.
- All S.O.s, RIMS & RIMS Hospital, Imphal.
- ✓ The System Administrator, RIMS, Imphal. – for uploading in RIMS website.
- Order Book.

RESPONSIBILITIES OF THE LIAISON OFFICER:

1. The Liaison Officer is especially 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 ex-servicemen and other benefits admissible to them.
 - ii. Ensuring timely submission of ex-servicemen reports on appointment/representation by each appointing authority in the Ministry/ Department concerned 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 Ex-servicemen Welfare;
 - iii. Acting as Liaison Officer between the Ministry/Department and the Department of Ex-Servicemen Welfare for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
 - iv. Cases of negligence or lapse in the matter of following the reservation and other orders relating to Ex-servicemen coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him/her 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.
 - v. 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 for Ex-servicemen has been implemented properly. Liaison Officers should carry out their duties in relation to reservation by calling for the records from them and by convening the meetings of the officer of such organizations who are responsible for ensuring reservation in organizations under their control.

- vi. If Liaison Officers of Ministries/Departments notice that there are complaints against any officer of harassment or deliberately manipulating things to damage the interests of the ex-servicemen, they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned.
2. Each CPSE, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants-in-aid from the Government connected with appointment of the Ex-servicemen should appoint Liaison Officer in the same manner as is existing in the Ministries/Departments.
3. The appointment of Liaison Officer in the CPSEs, does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/Department in regard to implementation of reservation policy in the CPSE.
4. Liaison Officers of the Ministries/Departments have special responsibility to monitor implementation of reservation in their attached and subordinate offices, Autonomous Bodies, CPSEs, etc., under the administrative control of the concerned Ministry/Department and voluntary agencies, which are getting substantial grants-in-aid from the Government of India.



ANNEXURE

RESPONSIBILITIES OF THE LIAISON OFFICER:

1. The Liaison Officer is especially responsible for:
 - (i) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities/ the Other Backward Classes and other benefits admissible to them.
 - (ii) Ensuring timely submission of SC/ST/OBC and PwD Reports I and II by each appointment authority in the Ministry/ Department concerned 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 proformae to the Department of Personnel & Training.
 - (iii) The Liaison officers have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should 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 Officers 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 dereservation are given.

- (v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports.
- (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 for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

RESERVATION CELL:

2. 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.

PRIVILEGES OF THE LIAISON OFFICER:

3. Cases of negligence or lapse in the matter of following the reservation and other orders relating to the Scheduled Castes, the Scheduled Tribes, the Persons with Disabilities and the Other Backward Classes coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him 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