

F. No.36023/1/2024-Estt.(Res-I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi,  
Dated: the 22<sup>nd</sup> October, 2024.

OFFICE MEMORANDUM

**Subject:- Training of Liaison Officers by ISTM and through the modules available on the iGot Karmyogi Platform- reg.**

The undersigned is directed to say that as per the existing instructions, issued and reiterated by DoPT from time to time, each Ministry/Department is required to designate an officer, at least of the rank of Deputy Secretary, as Liaison Officer in respect of matters relating to the representation of the SCs and STs and a separate Liaison Officer, also not below the rank of Deputy Secretary, for OBCs. As per these instructions, the Liaison Officer is required to ensure due compliance by the Ministry/Department and subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies. He is required to conduct annual inspection of the reservation registers/rosters maintained by the Ministry/Department. A Special Reservation Cell is also required to be set up under the direct control of the Liaison Officer to assist the Liaison Officer in discharging of his duties effectively. Organizations under the Ministries/Departments such as PSUs, Autonomous Bodies, Universities etc. are also required to designate Liaison Officer and set up Special Reservation Cell under the control of Liaison Officer, in the same manner as exists in the Ministries/Departments. However, overall responsibility for implementation of the orders relating to reservation policies in these organisations under the Ministry/Department lies with the Liaison Officer of the Administrative Ministry/Department.

2. Since, the Liaison Officer is a key officer with regard to implementation of the policies of reservation, it is necessary that Liaison Officer is fully aware of the policies related to the reservation in appointments in posts and services under the Central Government. In order to ensure that Liaison Officers get training with regard to reservation policies of the Government, the Institute of Training and Management (ISTM) conducts one workshop every year on each of the subjects "Reservation in Services" and 'Workshop for Liaison Officers'.

3. In addition to the above physical training of the officers/Liaison Officers by ISTM, online training option is also available to the officers/Liaison Officers through the iGOTKarmayogi platform, which is a comprehensive online platform to guide the individual civil services officials in their capacity building journey. This platform contains programmes titled 'Reservation Policy - Reservation in Service' and 'Role of Liaison Officer in Reservation'. The programme on reservation policy is of the duration of 2 hrs. 55 min. and contains modules on constitutional and legal provisions on reservation, relaxation and concessions available to the reserved category persons, creamy layer criteria on OBC, verification of caste certificate etc. The programme on Liaison Officer on this platform is of the duration of 45 minutes and contains modules on roles and duties of Liaison Officer, creation of Reservation Cell under Liaison Officer etc.

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4. It is stated that the Government is very sensitive towards the welfare of the Backward Classes of citizens and it is the endeavour of the Government that there is adequate representation of the Backward Classes/reserved category persons in posts and services under the Central Government. Since, Liaison Officer is a key officer in the Government of India for ensuring implementation of the policies of the reservation in the Central Government, it is necessary that every Liaison Officers undergoes training relating to implementation of reservation policies.

5. In view of the above, all the Ministries/Departments are requested to direct the Liaison Officers under them to mandatorily undergo the workshops being conducted by ISTM on "Reservation in Services" and 'Workshop for Liaison Officers'. It is also requested that the Liaison Officers may also be directed to mandatorily complete the online training programs titled 'Reservation Policy - Reservation in Service' and 'Role of Liaison Officer in Reservation', as available on the iGot Karmyogi Platform.

6. This issues with the approval of Secretary (P).

  
(Ajay Kumar Sinha)

Under Secretary to the Government of India  
Tele: 011-2309 2459

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- To
- ii. The Secretaries of all Ministries/Departments of the Government of India.
  - iii. The Secretary, Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi, with a request to issue similar instructions for compliance by Public Sector Banks/Financial Institution/Insurance Companies.
  - iii. The Secretary, Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi, with a request to issue similar instructions for compliance by all Central Public Sector enterprises.
  - iv. The Secretary, Railway Board, Rail Bhavan, New Delhi.
  - v. The Secretary, President Secretariat, Rashtrapati Bhavan, New Delhi.
  - vi. The Secretary, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi.
  - vii. The Secretary, Central Vigilance Commission, A-Block, GPO Complex, Satarkata Bhavan, INA, New Delhi, Delhi 110023.
  - viii. The Secretary, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
  - ix. The Registrar (Administration), Supreme Court of India, New Delhi.
  - x. The Joint Secretary (Administration), Prime Minister's Office, South Block, New Delhi.
  - xi. The Sr. Principal Secretary, Election Commission of India, Nirvachan Sadan, New Delhi.
  - xii. The Joint Secretary (Administration), Lok Sabha Secretariat, Parliament House Annexe, New Delhi.
  - xiii. The Joint Secretary (Administration), Rajya, Sabha Secretariat, Parliament House Annexe, New Delhi.
  - xiv. The Joint Secretary (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.