

**KENDRIYA VIDYALAYA SANGATHAN  
18-INSTITUTIONAL AREA,  
SHAHEED JEET SINGH MARG  
NEW DELHI - 110016**

No. F.11-17/2003-KVS(Admn.I) - 169

Dated 03.02.2011

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**OFFICE ORDER**

**Shri S. Vijaya Kumar, Deputy Commissioner (Admn.), Kendriya Vidyalaya Sangathan (Hqrs.) New Delhi is hereby nominated as convener of SCs/STs cell in terms of Article 159 of the Education Code for Kendriya Vidyalayas with immediate effect and until further orders. He will also act as Liaison Officer for SCs/STs and OBCs in respect of all categories of staff at Hqrs/Regional Offices Cadres/Principals & Vice Principals of the Vidyalayas.**

A copy of the duties assigned to the Liaison Officer is enclosed as Annexure-I.

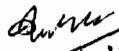
  
( O.M. PRABHAKARAN )  
JOINT COMMISSIONER (ADMN.)

**Shri S. Vijaya Kumar,  
Dy. Commissioner (Admn.)  
Kendriya Vidyalaya Sangathan (Hqrs.)  
New Delhi.**

Encl: As stated above.

Copy to:

1. The Assistant Commissioner, KVS, All Regional Offices with the request to circulate it to all Principals under their jurisdiction for information and bring it to the notice of the staff of each Vidyalaya .
2. All members of SC/ST Cell for information.
3. All Officers/Sections KVS (HQ), New Delhi
4. The Director, ZIET, Gwalior/Mumbai/Mysore/Chandigarh
5. The Education Officer (EDP), KVS(HQ), New Delhi with the request to upload it along with the duties of Liaison Officer in ANNEXURE-I in the KVS website.

  
9/2/11  
website

**1. DUTIES OF LIAISON OFFICER**

- (i) To ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SCs and STs.
- (ii) To scrutinize and ensure prompt submission of the prescribed annual statement by the Appointing Authorities to the Ministries/ Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.
- (iii) To scrutinize properly all proposals for de-reservation and certify after due satisfaction that such de-reservations are inevitable and that all steps prescribed in this regard have been faithfully taken.  
(G.I., Dept. of Per. & A.R. O.M. No. 36013/6/81-Estt. (SCT) dated the 7<sup>th</sup> December, 1981)
- (iv) To Liaise between the Ministries/Departments/Attached and Subordinate offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
  - (i) To conduct annual inspection of the rosters maintained, keeping a record of such inspection.
  - (ii) To extend necessary assistance to the Commissioner for SCs and STs in discharge of his duties and functions.

**2. Follow-up action of inspection**

Cases of negligence or lapse in the matter of following the reservation and other orders related to SCs and STs coming to light through the inspections carried out by the Liaison Officers or otherwise, are to be submitted to the Secretary/Additional Secretary to the Government in the respective Ministries/Departments and to the Heads of the Departments in respect of offices under them.

**3. Interview to SC/ST employees to be granted by the Liaison Officers**

The Liaison Officers for SC/ST employees should grant interview to those SC/ST employees who are desirous of meeting them in connection with their grievance regarding appointments, promotions, etc. The meeting may, however, be informal without any agenda and no minutes thereof need be prepared.