



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

प्रशासन / ADMINISTRATION

संदर्भ / Ref.: AD/32/98/Vol. 24/1339-A

दिनांक / Date: 07.09.2021

परिपत्र / CIRCULAR
(C- 52/09/2021)

It is for information of all concerned that with slight modification in the Office Order no AD/32/98/Vol. 19-II/5519 dated 01.12.2016, the Competent Authority of the Institute nominates the following Officers as Liaison Officers in the Institute to look after the matters of reservations and other related issues for Scheduled Castes (SCs), Scheduled Tribes (STs), Other Backward Classes (OBCs), Persons with Disabilities (PwD) and Economically Weaker Sections (EWS), as the case may be with immediate effect:

Sl no.	Name and Designation of Liaison Officers	Category of persons
1.	Mr. T. T. Haokip Joint Registrar & HoS, Establishment	Scheduled Tribes (STs)
2.	Mr. Gunamani Das, Deputy Registrar & Head, Equal Opportunity cum Special Reservation Cell	Scheduled Castes (SCs) Persons with Disabilities (PwD) and Economically Weaker Sections (EWS)
3.	Mr. Pranab Borgohain Assistant Registrar & Head, Legal Cell	Other Backward Classes (OBCs)

The roles and responsibilities of the Liaison Officer will be as follows:

- i. Ensuring due compliance by the appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes and other benefits admissible to them.
- ii. Ensuring timely submission of SC/ST/OBC Reports I and II by each appointing authority of the Institute and ensuring scrutiny and consolidation of the above reports in respect of all teaching and non-teaching employees of the Institute and sending the consolidated reports in the prescribed proformae to the Department of Personnel & Training.
- iii. Acquainting himself (Liaison Officer for SCs and STs) 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 in the Institute belonging to SC/ST 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 Administration Section.
- iv. Ensuring that the procedure laid down by Department of Personnel & Training, Government of India is strictly followed in case of dereservation of reserved vacancies.
- v. Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes, National Commission for Scheduled Tribes and Nation Commission for Backward Classes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for his annual report.
- vi. Conducting annual inspection of the reservation registers/roster registers maintained in the Institute with a view to ensuring proper implementation of the reservation orders.
- vii. Acting as Liaison Officer between the Ministry of Education and the Institute for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.



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- viii. Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes, Scheduled Tribes and Other Backward Classes coming to light through the inspections carried out by the Liaison Officers or otherwise, should be reported/ submitted by him to the Director of the Institute.

The above assignment shall be, in addition to the work already looked after by the aforementioned officers nominated as Liaison Officers.

**कुलसचिव (अंतरिम)/
REGISTRAR (INTERIM)**

Copy for information to:

1. Persons Concerned
2. Director's Office/ Deputy Director's Office/ Registrar's Office
3. Deans/ Assoc. Deans
4. All Heads of Schools, HoDs, HoCs, HaCs, HoSs
5. Circular File/ Intranet