



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
प्रशासन / ADMINISTRATION

संदर्भ /Ref: AD/32/98/Vol.19-II/5519

दिनांक / Date:01.12.2016

कार्यालय आदेश / Office Order

In partial modification of the Circular no AD/32/98/Vol.19/1097 dated 14.03. 2016, Mr. Dilip Boro, Deputy Registrar will be the Head of the Special Reservation Cell (SRC). He will also continue to hold the charge of Public Information Officer (shortly PIO).

Accordingly, he will henceforth be designated as DR (SRC) and PIO .

The Special Reservation Cell (SRC) will be responsible for enforcement of the Government order of reservation in posts and services of the Institute in respect of ST, SC, PWD and OBC. The DR (SRC) shall be the Liaison officer in respect of matters related to SC/ST/PWD/OBC. The cell will be under the direct control of the Liaison Officer and will be under the administrative control of the Registrar of the Institute until further orders.

Mr. Dilip Boro, DR (SRC) will continue to be the Liaison Officer and he shall continue to report to the Registrar as per the Circular vide Ref No 1097 dated 14.03.2016.

The duties and responsible of the Liaison officer will be the following:-

- i. Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favor 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 Quarterly Return relating to redressal of grievances of SC/ST Employees which is to be sent to the Under Secretary to the Govt. of India, MHRD, Department of Higher Education Vigilance Section, GOI, New Delhi.
- iii. Endorsing the non-availability of an SC/ST/OBC Officer for being associated in the Selection Committee/DPC before actually convening the same.




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- iv. Ensuring that while making a reference to the Board of Governors of the Institute 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 de-reservation 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 Institute with a view to ensuring proper implementation of the reservation orders. Cases of negligence or lapse coming to the light through the inspection carried out by the Liaison Officer should be reported to the Director of the Institute.
- vii. Acting as Liaison Officer between the Institute and the Government for supply of information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders through the Registrar.
- viii. Performing any other work as may be delegated by the Competent Authority of the Institute

This is issued with approval of the Director.


1/12/16
कुलसचिव / REGISTRAR

प्रति /Copy to:

1. All Deans/Associate Deans
2. All HODs/HOCs/HACs/HOSs
3. Director's Office/Deputy Director's Office/Registrar's Office
4. Office order /Circular File
5. Intranet