No. 20/31/2016-Welfare (Pt.)
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building, Parliament Street,

To

The Chairman & Managing Directors of all Public Sector Banks,
Financial Institutions and Insurance Companies.

2. The Chairman, SBI and Managing Directors of its Associate Banks.

3. The Chief General Manager (HRDD), RBI, Mumbai.

Circular

Subject: Residential Training Programme for the Chief Liaison Officers (CLOs)/Liaison Officer (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on the Reservation Policy of Government of India from May 29 & 30, 2017 at the Hotel Vivanta by Taj-Dwarka, Metro Station Complex, Sector-21, Dwarka, New Delhi-110075.

Sir,

I am directed to enclose herewith copies of Ref: No.IPA/345/SCT-88/2016-17 dated 06.03.2017 and 28.02.2017 received from Institute of Public Administration, Bangaluru on the subject mentioned above.

2. You may like to nominate your Chief Liaison Officer/Liaison Officer for SCs, STs, OBCs and other Officers wherever felt necessary to participate in the above said training programme being conducted by above said Institute on May 29 & 30, 2017 at New Delhi.

Yours faithfully,

(Arun Kumar)

Under Secretary to the Government of India
Tel No. 011-23748725
Fax: 23747018, 23360250

Each: as above.
Ref: IPA/345 /SCT- 88/2016-17

To,
Economic Advisor (SS)
Ministry of Finance,
Dept. of Financial Services,
3rd floor, Jeevan Deep Building,
Parliament Street,
New Delhi – 11 0001

February 28, 2017

Sub:- Residential Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on May 29 & 30, 2017 at the Hotel Vivanta by Taj – Dwaraka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075.

Ref:

- Your letter No. 13/2/2007-SCT (B) dated 12.10.2007
- Your letter No. 13/1/2007-SCT(B) dated 14.08.2008
- Your letter No. 13/1/2008-SCT(B) dated 10.08.2009
- Your letter No. 13/1/2008-SCT (B) dated 24.02.2010
- Your letter No. 20/25/2011-SCT (B) dated 11.04.2011
- Your letter No. 20/25/2013-SCT (B) dated 14.05.2012
- Your letter No. 20/42/2014-Welfare dated 27.08.2014

Sir,
Attention is invited to your letter No. 20/31/2016-Welfare(Pt.) dated 28.03.2016 addressed to all PSBs, FLs, Insurance Companies and RBI advising them to nominate their Chief Liaison Officers /Liaison Officers for SC, ST & OBC employees to participate in our programme conducted from April 25 to 27, 2016 at the Hotel Solitaire Hotel,3, Kumar Krupa Road, Madhavnagar, Bengaluru – 560 001. The dates, venue and no. of participants of previous programmes for PSBs, FLs and Insurance Companies are given below:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Venue</th>
<th>No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i). November 15 to 17, 2007</td>
<td>The Capitol Hotel, Bangalore</td>
<td>58</td>
</tr>
<tr>
<td>(ii). October 16 to 18, 2008</td>
<td>Ramanshree California Resort, Bangalore</td>
<td>43</td>
</tr>
<tr>
<td>(iii). August 24 to 26, 2009</td>
<td>Hotel Taj Malabar, Cochin</td>
<td>20</td>
</tr>
<tr>
<td>(iv). April 22 to 24, 2010</td>
<td>Varca Palms Beach resort, Goa</td>
<td>32</td>
</tr>
</tbody>
</table>
(v). May 19 to 21, 2011
Hotal Swosti Premium, Bhubaneswar 45
(vi). July 30 to August 01, 2012
SMS Convention Centre of Ram Bagh 47
Palace, Jaipur

(vii). November 10 to 12, 2014
The Solitaire Hotel, Bangalore 54
(viii). April 25 to 27, 2016
The Solitaire Hotel, Bangalore 47

02. The Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India vide O.M. No. A36011/1/2013-Estt. (Res) dated January 23, 2014 has notified that reservation registers & reservation rosters registers in the new formats will be maintained hereafter. A copy of the OM dated 23.01.2014 has been forwarded to you also. The Govt. of India Ministry of Law and Justice has published the newly enacted “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 on December 28, 2016.

03. With a view to apprising the appointing authorities with the latest operatives relating to reservation in the services under the State, based on the new brochure and DoP&Ts OM No. A36011/1/2016-Estt. (Res) dated January 23, 2014, and Department of Financial Services OM No. 19/4/2014-Welfare dated December 23, 2014, we now propose to organize an exclusive Residential Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India, on May 29 & 30, 2017 at the Hotel Vivanta by Taj – Dwaraka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075. (Tele No. 011-660003000). The programme schedule is attached herewith (Annexure – I)

04. In the proposed programme, special emphasis will be laid on:-
(a) How to determine reservation especially in the cases of exits? and
(b) How to calculate carried forward backlog reserved vacancies?
so that a clarity emerges and proper reporting of the reserved posts could be made to higher authorities.

05. The proposed Residential Training Programme is aimed at dissemination and propagation of the latest operatives including writing the newly introduced reservation rosters and the reservation registers.

06. You are therefore, requested to kindly issue instructions to RBI, PSBs, FIs and Insurance Companies to nominate their Chief Liaison Officers/Liaison Officers for SC/ST and OBC employees and take advantage from this programme.

07. An early issuances of the instructions will be highly appreciated.
Thanking you

Yours faithfully,

(S.C. Kochar)
Director
Cell No.: 09845333383
Encl: Annexure – I
To,

1. The Chief General Manager DAPM, Reserve Bank of India, Mumbai
2. CMDs of all Public Sector Banks, Financial Institutions
3. The Chairman & Managing Director, NABARD, Mumbai
4. The Chairman, Life Insurance Corporation of India, Mumbai
5. CMDs of all Insurance Companies and GIC
6. CMDs of all RRBs
7. GMs of All Gramin Banks

Sub: Residential Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on May 29 & 30, 2017 at the Hotel Vivanta by Taj – Dwaraka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075

Sir,

The Department of Personnel & Training vide their O. M. No. 436011/1/2013-Estt. (Res.) dated January 23, 2014 has notified that an updated Brochure on Reservation for the members of Scheduled Castes (SCs), the Scheduled Tribes (STs) and the Other Backward Classes (OBCs) in services of the Government of India has been posted on the Departments website. Part I of the Brochure contains all the provisions of Reservation Policy including NEW FORMATS OF RESERVATION REGISTERS AND RESERVATION ROSTER REGISTERS, in a simple and easy to understand style and manner and is complete in itself. Govt. of India, Ministry of Laws and Justice has published the newly enacted “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 on December 28, 2016

02. In view of what has been stated above, the Institute which has been a pioneer in the field of disseminating information about the Government instructions on reservation in the services, has now planned its Residential Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on May 29 & 30, 2017 at the Hotel Vivanta by Taj – Dwaraka, Metro Station Complex, Sector -21, Dwarka, New Delhi-110075. (Tele No. 011-660003000/28070000)
03. The main objective of this training programme is two fold. One is to apprise the appointing authorities and recruiting agencies of the latest provisions of the Reservation Policy. The other is to evolve strategies for smooth and proper implementation of these instructions. The deliberations would largely focus on issues pertaining to vertical reservation (for SC, ST and OBC) and horizontal reservation (for Persons with Disabilities and Ex-servicemen) and how to prepare initially and maintain thereafter the reservation registers and the reservation roster registers. The Programme Schedule is attached herewith (Annexure - I).

04. The proposed 89th Training Programme is aimed at dissemination and propagation of latest operatives, including writing the newly introduced Reservation Roster Registers and the Reservation Registers, by which the Chief Liaison officers / Liaison Officers for SC /ST / PWD and OBC employees, CAOs, AOs, EOs and other Officers / dealing officials will be greatly benefited in order that the grievances / complaints of the SC/ST/PWD and OBC employees can be reduced to minimum numbers.

05. In the proposed programme special emphasis will be laid on:
(a) How to determine reservation especially in the cases of exits? and
(b) How to calculate carried forward backlog reserved vacancies?
so that a clarity emerges and proper reporting of the reserved posts could be made to higher authorities.

06. The Participants will be provided with a copy of the latest Brochure on Reservation for the members of the Scheduled Castes (SCs), the Scheduled Tribes (STs) & Other Backward Classes (OBCs) Edition 2014, Compendium on Reservation for and Employment of Scheduled Castes and Scheduled Tribes in Financial Organisations under the Department of Financial Services, the latest The Rights of Persons With Disabilities Act, 2015. The newest compendium on the reservation orders for Ex Servicemen in the services under the State.

07. The programme fee will be Rs.15,000/- (inclusive of Service Tax @15% of Rs. 1956/- payable to the Govt.). The crossed D.D. towards this non-refundable fee should be drawn in favour of "Institute of Public Administration", payable at Bengaluru and should be sent along with the nomination letter.

08. In case, the participant wishes to stay at the Hotel Vivanta by Taj - Dwaraka, he will be required to pay a non-refundable participation fee of Rs. 32,200/- (Participation fee of Rs. 28,000/+-Service Tax @15% = Rs. 4200 per participant. This fee includes the programme fee of Rs. 15,000 + and also covers the cost of lodging and boarding, breakfast, lunch and dinner. If the Organisation is nominating two officials (same gender) for the above programme and they are willing to share a room, the fee per participant will be Rs. 25,875/- (Rs. 22,500/+- Service Tax @ 15% = Rs. 3375/-). The lodging & boarding will be available from May 28, 2017 (afternoon) May 31, 2017 (morning) under this arrangement. If lodging & boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 5250/- per day. The participants who desire to have an independent
room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 4000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

09. All appointing authorities/heads of establishment are requested to nominate their Chief Liaison Officers/Liaison Officers for SC/ST/PWD and OBC employees and other Officers/dealing Officials at the earliest.

Yours faithfully,

(Subhash C Kochar)
Director
Cell No.: 098453 33383
Encl: Annexure – I
## INSTITUTE OF PUBLIC ADMINISTRATION

Residential Training Programme for the Chief Liaison Officers (CLOs) /Liaison Officers (LOs) for SC/ST and PWD employees and CLOs/LOs for Other Backward Classes on Reservation Policy of Govt. of India on May 29 & 30, 2017 at the Hotel Vivanta by Taj – Dwaraka, Metro Station Complex, Sector -21, Dwarka, New Delhi- 110075,(Tele No. 011-660003000/28070000)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (Hrs)</th>
<th>Session</th>
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<tbody>
<tr>
<td>May 29, 2017</td>
<td>9.30 - 10.00</td>
<td>Registration</td>
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<tr>
<td></td>
<td>10.00 - 10.15</td>
<td>Introduction of the delegates and the programme</td>
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<td></td>
<td>10.15 - 11.30</td>
<td>Constitutional Background of Reservation in Services</td>
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<td>11.30 - 11.45</td>
<td>Tea Break</td>
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<td></td>
<td>11.45 - 12.30</td>
<td>Reservation for SC/ST/OBC employees</td>
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<td></td>
<td>12.30 - 13.15</td>
<td>Appointments &amp; Promotions on Merit</td>
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<td>13.15 - 14.15</td>
<td>Lunch</td>
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<td></td>
<td>14.15 - 15.30</td>
<td>How to determine reservation and calculate carried forward backlog</td>
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<td></td>
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<td>reserved vacancies</td>
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<td></td>
<td>15.30 - 15.45</td>
<td>Tea Break</td>
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<tr>
<td></td>
<td>15.15 - 17.15</td>
<td>Making &amp; operating New reservation registers/</td>
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<tr>
<td></td>
<td></td>
<td>reservation roster registers</td>
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<tr>
<td>May 30, 2017</td>
<td>9.45 - 10.45</td>
<td>Verification of Caste Claims and Case Laws</td>
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<td></td>
<td>10.45 - 11.30</td>
<td>New Role and Functions of Chief Liaison Officers</td>
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<td></td>
<td>11.30 - 11.45</td>
<td>Tea Break</td>
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<tr>
<td></td>
<td>11.45 - 12.45</td>
<td>Reservation for PWDs under the newly enacted</td>
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<td>12.45 - 13.45</td>
<td>Lunch</td>
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<td>13.45 - 15.00</td>
<td>Reservation for EX-Servicemen (Latest operatives)</td>
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<td></td>
<td>15.00 - 15.45</td>
<td>Tea Break</td>
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<tr>
<td></td>
<td>15.45 - 16.00</td>
<td>Action Plan</td>
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</table>