

F.No.23-9/2008-Adm.I
Government of India
Archaeological Survey of India

Janpath, New Delhi-110011

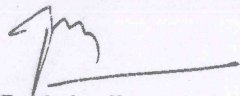
Dated: **09 SEP 2015**

OFFICE ORDER NO. 160 /2015-ADM.I

In partial modification of office order No.174/2011-Adm.I dated 17.08.2011, Dr. Urmila Sant, Director(Museum), is nominated as Liaison Officer to look after the matters of reservation and other related issues in respect of SC/ST/OBC, Persons with Disability (PwD) & Ex-serviceman in Archaeological Survey of India with immediate effect. She will also be associated as a Member in various DPCs as per norms. Her office address is as under :-

Dr. Urmila Sant,
Director(Archaeology),
Archaeological Survey of India,
Room No.32,
Janpath, New Delhi-110011.
Tel.No.; 011-2306 2476.

2. The duties and responsibilities assigned to the Liaison Officer are indicated in the Annexure.
3. This issues with approval of Director General, ASI


(P.G.Kaladharan)
Director (Administration)

Copy to :-

1. Dr. Urmila Sant, Director(Museum), ASI Hqrs., Janpath, New Delhi
2. Department of Personnel & Training, Establishment (Reservation) North Block, New Delhi.
3. ASI Section, Ministry of Culture, Shastri Bhawan, New Delhi.
4. OSD/PS/PA to DG/ADG(Adm)/Jt.DG(Arch)/Dir.(Adm)/Dy.Dir(A/C), ASI Hqrs., New Delhi.
5. All Directors/Regional Directors, ASI.
6. All Archaeological Offices.
7. Joint Director (OL), ASI Hqrs., New Delhi
8. Web Manager, Website, ASI Hqrs., New Delhi
9. Office Order/Guard file.

ANNEXURE

The Liaison Officer shall specifically be responsible for:

- i) Ensuring due compliance by the Ministry and their subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities and Ex-serviceman, as the case may be, and other benefits admissible to them.
- ii) Ensuring timely submission of SC/ST/OBC Reports I and II and Persons with Disabilities Reports III and IV by each appointing authority under the Ministry and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry and sending the consolidated reports in the prescribed proforma to Department of Personnel & Training.
- iii) Acquainting himself/herself well in time about the dates of various Departmental Promotion Committees, proposed to be held in future. LO will have with him/her a ready list of officers of various level belonging to SC/ST of few sister Departments/Ministries so that wherever requirement arises, an SC/ST officer of appropriate level consistent with level of the other members of the DPC and the level 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 administrative wing of other Ministries/Departments.
- iv) Ensuring that while making a reference to the Department of Personnel and Training 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. Ensuring that before any general candidate is appointed to a vacancy reserved for Ex-Servicemen, a Non-availability Certificate is obtained from the Employment Exchange and the office of the D.G. Resettlement and ensuring that the individual cases of de-reservation of vacancies reserved for ex-servicemen are referred to the Ministry concerned by the various subordinate Appointing Authorities and such posts are filled by general candidates only with the approval of the Ministry.
- v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and 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/roster registers maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel and Training for supply of other information, answering questions and queries and clearing doubts in regard to matters conveyed by the reservation orders.