



Power and Function of Liaison officer of Special Cell (SC, ST, OBC, PWD & E.O. Cell) In Indian Universities: - An Overview.

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A. Abstract

Although India is a multicultural, multi-religion, and multi-language nation but despite all there is one similarity that is cast. There are various provisions in the Constitution of India to eradicate the discrimination based on cast and welfare of the weaker section of the society. Somehow we cannot change the mind and thought of a person. However, this can be achieved through the educational institute and educational policy of the State. To implement the various reservation policy in educational institute University Grant Commission of India create office of Liaison officer in all the Government and Pvt. Universities. The establishment of said office is still pending due to either one or more reasons.

Key words:- Reservation policy, welfare, Liaison officer, responsibility.

B. Object of the Study

The primary object of this study is to remove all the willful doubts created by the administration in the establishment of special cell.

C. Hypothesis

Constitution of India has clear provision for the welfare of weaker section of the society and UGC formulated the policy to implement the same. However, the administrative authorities in Universities are passive in nature to implement the provision.

D. Introduction

Constitution of India under Article 341 and 342 identifies the SC&St as most backward group in Indian society. As per Article 335 the main objective of reservation policy is not only to provide employment but to improve the status of these people socially and educationally so that they can regain their rightful



place in the mainstream of society.¹ “To ensure the effective implementation of reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc. SC/ST Cell are established in the Universities.”² Whereas Article 46 of the Constitution States that, “The State shall promote, with special care, the education and economic interests of the weaker sections of the people, and , in particular of Schedule Cast and Schedule Tribes, and shall protect them from social injustice and all form of exploitation.

E. Objectives of the Special Cell,

1. To implement, monitor and evaluate continuously the reservation polity in educational institute and plane for the ensuring effective implementation of the policy and programme of Government of India.
2. To collect, and analyse the data, showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measure for achieving the objectives of the Cell.

F. Function of special cell

1. To circulate Government of India and Commission’s decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.³
2. To circulate Government of India orders and Commission’s decisions and to collect information in respect of appointment, training of these communities in teaching and non-

¹ Available at https://www.ugc.ac.in/oldpdf/xplanpdf/special_cell.pdf last visited on Dec. 11, 2016

² UGC Xth plan profile of Higher Education in India Under Para 10.B2 Establishment of Special Cell for Scheduled Cast and Scheduled Tribes in Universities and institution Deemed to be University. available at https://www.ugc.ac.in/oldpdf/xplanpdf/special_cell.pdf last visited on Dec. 11, 2016

³ Available at https://www.ugc.ac.in/oldpdf/xplanpdf/special_cell.pdf last visited on Dec. 11, 2016



teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.⁴

3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.⁵
4. To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.⁶
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities/Colleges.⁷
6. To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.⁸
7. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.⁹
8. To maintain a register for employment of SCs/STs in the University and Colleges for the candidates belonging to SC/ST communities for various posts in the university/colleges.¹⁰
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.¹¹
10. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.¹²
11. . If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information/data is received. Hence, the universities/colleges are advised to supply the necessary information as required.¹³

4 Ibid.
5 Ibid.
6 Supra note 2 at p.3.
7 Ibid.
8 Ibid.
9 Ibid.
10 Ibid.
11 Ibid.
12 Ibid.

G. Composition of SC&ST Cell office¹⁴

S.No.	Name of the Post	Number of Posts
01	Coordinator Grade 1 in the scale of pay of Reader/Deputy Registrar for State/Central Universities and Coordinator Grade II in the scale of pay of Lecturer/Assistant Registrar for Deemed to be Universities.	01
02	Administrative Assistant equivalent to Section Officer	01
03	Research-cum-Statistical Officer	01
04	Steno with Computer knowledge/Data Entry Operator	01
05	Peon	01
	Total	05

H. Advisory Committee at University level¹⁵

For effective implementation of policies and programmes of the reservation policy for the Scheduled Castes and Scheduled Tribes, University should appoint

- i. A liaison officer in the rank of Professor under whom the Cell may be placed,¹⁶
- ii. A Standing Committee, with the Vice-Chancellor as a Chairman. The Committee will consist of Liaison Officer, 2 to 3 Heads of Departments, 2 to 3 faculty members (Professor, Reader and Lecturer level),¹⁷
- iii. 3 to 4 Principals of the under-graduate/post-graduate colleges affiliated to the University¹⁸

¹³ Ibid.

¹⁴ Supra note 2 at p. 4.

¹⁵ Available at https://www.ugc.ac.in/oldpdf/xplanpdf/special_cell.pdf last visited on Dec. 11, 2016

¹⁶ Ibid.

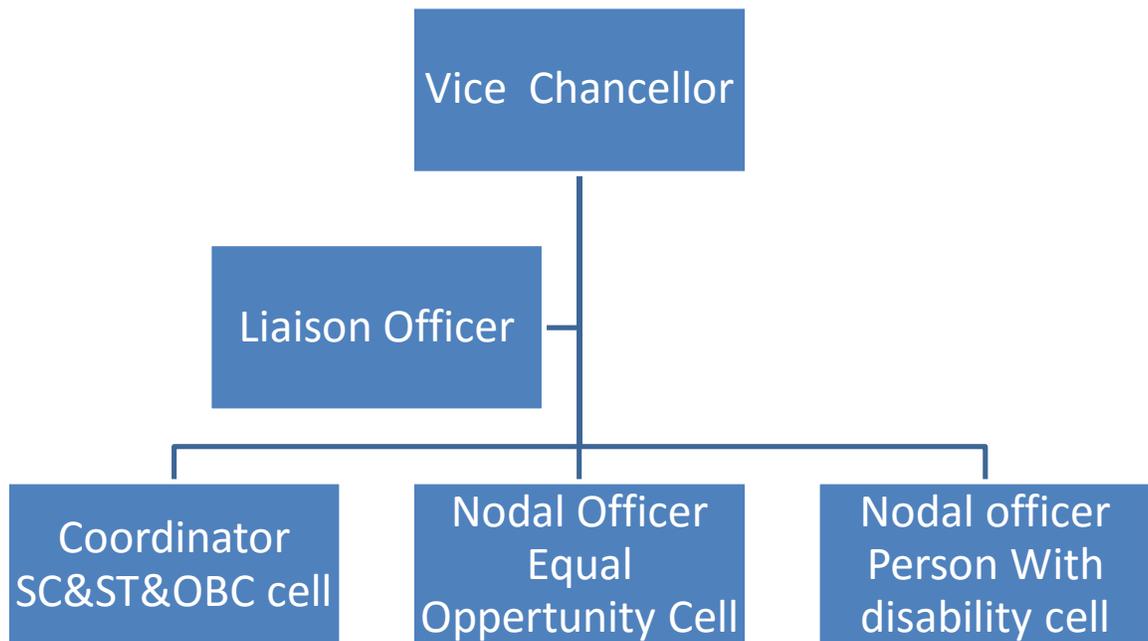
¹⁷ Ibid

¹⁸ Ibid.

- iv. Co-ordinator of the SC/ST Cell as a Member Secretary.¹⁹
- v. Some of these members should belong to the SC/ST categories.²⁰
- vi. The Committee should meet at least once in the a Quarter and action taken on the decisions reviewed in the next meeting.²¹
- vii. The work relating to the implementation of the reservation policy may be monitored by the above stated Committee.²²

The Commission has constituted Standing Committee on SC/ST to over-see the implementation of reservation policy in Universities and Deemed Universities.²³ The Standing Committee on SC/ST will visit Universities to review and monitor the work of SC/ST Cells.²⁴

I. Administrative Structure of the Cell



¹⁹ Ibid.
²⁰ Ibid.
²¹ Ibid.
²² Ibid.
²³ Ibid.
²⁴ Ibid.

J. Who can be Liaison officer,

Each University/ Institutions referred to in sub-clause (a) of paragraph 6²⁵ shall appoint a liaison officer, who is not below the rank of a Deputy Secretary of the Concerned State or Central Government and will be responsible for monitoring the implementation of reservation under these Guidelines. A Senior Professor, should be designated as a Liaison officer in respect of matter relating to the representation of Scheduled Cast , Scheduled Tribes, OBC and Person with disabilities.²⁶

K. RESPONSIBILITIES OF THE LIAISON OFFICER:²⁷

The Liaison Officer is especially responsible for:

- (i) Ensuring due compliance by the subordinate appointing authorities with . the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities/ the Other Backward Classes and other benefits admissible to them.²⁸
- (ii) Ensuring timely submission of SC/ST/OBC and PwD Reports I and II by each appointment authority in the Ministry/ Department concerned and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed Performa to the Department of Personnel & Training.²⁹

²⁵ UGC Guidelines for Strict Implementation of Reservation Policy of The Government in Universities, Deemed to be Universities, Colleges and other Grant- in- Aid Institutions and Centers. Available at <http://jnrm.and.nic.in/UGC%20NET/JGCGuidelines.pdf> last visited on Dec 12,2016

²⁶ Available at <https://www.govtempdiary.com/2013/01/nomination-of-liaison-officer-and-setting-up-ofcell-in-each-ministry-department-for-enforcement-of-orders-of-reservations-in-posts-and-services-of-the-central-government/6732..> last visited on Dec. 01, 2016

²⁷ Ministry of Personal, Public Grievances and Pensions (Department of Personal and Training) No. 43011/153/2010-Estt.(Res.) Available at http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02adm/43011_153_2010-Estt.Res.-04012013.pdf last visited on 11Dec,2016.

²⁸ Available at <https://www.govtempdiary.com/2013/01/nomination-of-liaison-officer-and-setting-up-of-cell-in-each-ministry-department-for-enforcement-of-orders-of-reservations-in-posts-and-services-of-the-central-government/6732> last visited on 11Dec,2016

²⁹ Ibid.

- (iii) The Liaison officers have to endorse the non availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various . DPCs which will be held in future. He should have with him a ready list of officer of various levels belonging to SC/S1 of a few sister department and ministries 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 Officers by informally consulting the administrative wing of other Ministries/Departments.³⁰
- (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.³¹
- (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.³²
- (vi) Conducting annual inspection of the reservation registers/rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.³³
- (vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.³⁴

L. RESERVATION CELL:³⁵

Each Ministry/Department is required to set up a Special Reservation Cell within the Ministry/Department under the direct control of the Liaison Officer to assist the Liaison - Officer in discharging of his duties effectively.

³⁰ Ibid.

³¹ Ibid.

³² Ibid.

³³ Ibid.

³⁴ Supra note 25 at p 2

³⁵ Ibid.



M. Privileges of the Liaison Officer :³⁶

Cases of negligence or lapse in the matter of following the reservation and other orders relating to the Scheduled Castes, the Scheduled Tribes, the Persons with Disabilities and the Other Backward Classes coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him to the Secretary/Additional Secretary to the Government of India in the respective Ministry/ Department or to the Head of the Department in respect of offices under the Heads of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.

N. Liaison officer in PSUs and Autonomous bodies etc.³⁷

Each Public Sector Undertaking, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, **Universities**, Voluntary Agencies receiving grants in aid from the Government connected with appointment and promotion of the SC/ST candidates should appoint Liaison Officer in the same manner as is existing in the. Ministries/Departments.

O. SPAN OF CONTROL OF LIAISON' OFFICER OF MINISTRIES/ DEPARTMENTS.³⁸

- (1) The Liaison Officer of a Ministry/Department has to act as Liaison Officer in respect of the matters relating to the representation Scheduled Castes/Scheduled Tribes/PWDs...and :OBCs in all establishments and services under the administrative control of .the Ministry /Department. ³⁹
- (2) The instructions issued by the department of public Enterprise's provide that each undertaking shall have Liaison Officer with functions similar to that of the Liaison Officer in Ministry/ Department. ⁴⁰
- (3) The appointment of Liaison Officer in the undertaking does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/ Department in regard to implementation of reservation policy in the Undertaking. ⁴¹

³⁶ Ibid.

³⁷ Ibid.

³⁸ Available at <https://www.gservants.com/2013/01/24/nomination-of-liaison-officer-and-setting-up-of-cell-in-each-ministry-department-of-central-government/3864/> last visited on Dec 12,2016

³⁹ Ibid.

⁴⁰ Ibid.

- (4) Liaison Officers of the Ministries/ Departments have special responsibility to monitor implementation of reservation in their attached & subordinate offices, Autonomous Bodies, PSUs under the administrative control of the concerned Ministry/Department and Voluntary Agencies which are getting substantial grant-in-aid from the Government of India. In order to ensure due compliance of the reservation orders of the Government, the Liaison Officers may periodically visit/ inspect the offices/organizations under them.⁴²
- (5) They should ensure that reservation roster for SCs/STs/OBCs/PHs have been maintained properly and there is no gap in the entries made in the rosters. Liaison Officers should carry out their duties in relation to reservation by calling for the records from them and by convening the meetings of the officer of such organizations who are responsible for ensuring reservation in organizations under their control. If Liaison Officers of Ministries/Departments notice that there is flouting of reservation instructions by any officers or complaint against any officer of harassment or deliberate manipulating things to damage the interests of the weaker sections they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned without fear & hesitation of hierarchical disobedience.⁴³

P. Amendments to existing University Acts and Statutes:⁴⁴

All the universities, Deemed to be Universities, Colleges, and other grant –in- aid or research Institution and centers are hereby directed to adopt these guidelines by appropriate resolution by the respective Governing/Executive Bodies/Syndicate/Senate etc. for effective implementation of these guidelines. Action should be initiated by the Universities so as to effect necessary amendments to their Acts/Statutes for the statutory support for reservation in admission, appointments to teaching and non-teaching posts and representation of SC/ST in their bodies like Syndicate Executive Council, Academic Council, Selection Committees, etc.

Q. Annual Report:⁴⁵

- (a) All the Institution and Universities shall submit reports about the implementation of these guidelines annually by 15th February of the following year in prescribed format, attached to

⁴¹ Ibid.

⁴² Ibid.

⁴³ Ibid.

⁴⁴ UGC Guidelines for Strict Implementation of Reservation Policy of The Government in Universalities, Deemed to be Universities, Colleges and other Grant- in- Aid Institutions and Centers. Available at <http://jnrm.and.nic.in/UGC%20NET/UGCGuidelines.pdf> last visited on Dec 12,2016

⁴⁵ Id at p. 4

- these Guidelines to the Deputy Secretary, SCT Division, University Grant Commission, New Delhi with a copy each to the Ministry of Human Resource Development or the Department of Education of the concerned State Government .⁴⁶
- (b) All applications for grant –in-aid, shall be accompanied by the reports on the implementation of these guidelines during the previous recruitment or academic year, as the case may be.⁴⁷
 - (c) Reports as referred in sub clause (a) should assist UGC to re-adjust or reduce the extent of demand for grant-in-aid for the following academic year, at least in proportion to the deficiency in implementation of these guidelines during the previous recruitment/academic year.⁴⁸
 - (d) A separate chapter in the annual report published by the institutions should be provided to explain the steps undertaken and the results accomplished for bringing the level of performance of SC/ST to the general level during the year. ⁴⁹

R. Conclusion

In the end of the paper researcher, conclude that all the relevant provision and Guidelines issued by UGC and Government of India time to time are itself clear. There is no doubt regarding the implementation of Govt. Policies. Therefore, it shows that Authorities in Education institute are passive in nature to implement these guidelines.

S. Suggestions

University Grant Commission, New Delhi, is statutory autonomous organization responsible for implementation of policy of the central Govt. in the matter of admissions as well as recruitment to the teaching and non-teaching post in the Universities and Institution, which are Deemed to be Universities. The UGC has fail to ensure effective implementation of the reservation policy in the Universities and Grant-in-aid institution. The following are important suggestion of this research.

- (1) In exercise of the power vested under Section 20(1) of the University Grant Commission Act, 1956 the Government may direct the UGC to ensure effective implementation of

⁴⁶ Ibid.
⁴⁷ Ibid.
⁴⁸ Ibid.
⁴⁹ Ibid.

reservation policy in the Universities. The Central Government issued the above said direction in year 2005⁵⁰ but the result was still pending.

- (2) National Commissions for Scheduled Casts, Scheduled Tribes, OBC, and Chief Commissioner for Person With Disability may also direct to the education institute to implement the policy and can demand for annual report of the Institution.
- (3) UGC can take Deterrent step like cutting and stopping the grants desired by the institution, to implement the policies.
- (4) Unless and until the Chief of the Educational institute is made personally liable for implementation of these polices there is no chance that the Indian institute follows the direction of UGC or Govt. of India.

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⁵⁰ Ministry of Human Resource Development(Dept. of Secondary and Higher Education), vide their order No. F.No.6-30/2005 U-5 Dated 6th December, 2005.