

सं/No.: NCST-12/1/2024-Cord

राष्ट्रीय अनुसूचित जनजाति आयोग/ National Commission for Scheduled Tribes
(A Constitutional body set up under Article 338A of the Constitution of India)
(भारत के संविधान के अनुच्छेद 338ए के तहत स्थापित एक संवैधानिक निकाय)

छठी मंजिल, लोक नायक भवन,
खान मार्केट, नई दिल्ली – 110003
दिनांक: 15.05.2026

To,

All Liaison Officers for SC/ST
(As per the list)

Subject: Meeting for awareness-cum-sensitisation of Liaison Officers regarding their duties and activities, held on 07, 08, 11 and 12 May 2026 – Forwarding the minutes of the meeting

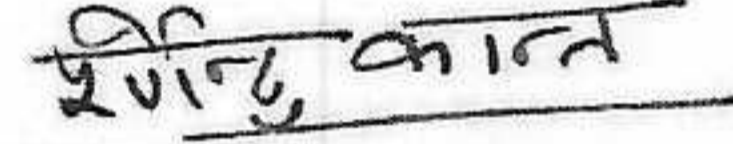
महोदय/ महोदया,

The undersigned is directed to forward the consolidated minutes of the meeting held under the Chairmanship of Shri Nirupam Chakma, Hon'ble Member, National Commission for Scheduled Tribes, held on 07, 08, 11 and 12 May 2026 in the Conference Hall, NCST, 6th Floor, B-Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.

2. It is requested that the action taken / action proposed to be taken on the points contained in the minutes may be furnished to the undersigned by 25th May, 2026.

Encl.: As above

भवदीय,



(पूर्णन्दु कान्त/ Purnendu Kant)

निदेशक (समन्वय)/ Director (Coordination)

दूरभाष सं.: 011-24650551| ई-मेल: purnendu.kant@nic.in

प्रतिलिपि सूचनार्थ प्रेषितः:

- माननीय अध्यक्ष महोदय के निजी सचिव / माननीय सदस्य (एन०सी०) के निजी सचिव / माननीय सदस्या (ए०एल०) के निजी सचिव / माननीय सदस्य (जे०एच०) के निजी सचिव / सचिव, रा० अनु० जन० आ० के वरिष्ठ निजी सचिव / संयुक्त सचिव, रा० अनु० जन० आ० के निजी सहायक/ वरिष्ठ सलाहकार(श्री प्रकाश उईके)
- सहायक निदेशक (राजभाषा)- हिन्दी अनुवाद हेतु

Minutes of the Meeting

Subject: Meeting for awareness-cum-sensitisation of Liaison Officers regarding their duties and activities, held on 07, 08, 11 and 12 May 2026 held in the NCST

A meeting for awareness-cum-sensitisation of Liaison Officers (for STs) of various organisations was held under the chairmanship of Shri Nirupam Chakma, Hon'ble Member, National Commission for Scheduled Tribes (NCST). The Hon'ble Member welcomed the participants and emphasised the importance of strengthening institutional mechanisms for effective implementation of constitutional safeguards and reservation policies for Scheduled Tribes. The consolidated list of participants is placed at Annexure-I.

2. At the outset, the Hon'ble Member observed that despite significant public expenditure and multiple welfare interventions for tribal communities, the intended outcomes are not uniformly visible at the grassroots level. It was noted that the Commission regularly receives complaints from members of the Scheduled Tribes community regarding violation of service safeguards, improper implementation of reservation policies, non-maintenance or non-publication of reservation rosters, discrimination at the workplace, denial of promotional opportunities, and harassment by superior officers. In this context, the role of Liaison Officers was underscored as crucial in ensuring proper implementation and monitoring of constitutional safeguards and Government instructions relating to reservation and service matters.
3. Officers of the NCST briefed the participants on the statutory and administrative responsibilities of Liaison Officers under the instructions issued by the Department of Personnel and Training (DoPT). Reference was made to DoPT O.M. No. 43011/153/2010-Estt.(Res.) dated 04.01.2013, which provides for designation of an officer not below the rank of Deputy Secretary as Liaison Officer in every Ministry/Department/Attached and Subordinate Office for matters relating to representation of Scheduled Castes, Scheduled Tribes, Persons with Disabilities, Other Backward Classes, Economically Weaker Sections, and Ex-servicemen. It was emphasised that the said instructions are required to be followed in letter and spirit.
4. The Commission highlighted that Liaison Officers are expected to function as nodal authorities for implementation and monitoring of reservation policies and related safeguards. In this regard, the following key responsibilities were specifically emphasised:
 - 4.1. **Ensuring compliance with reservation policies:** Liaison Officers shall ensure due compliance by Ministries/Departments and subordinate appointing authorities with all orders and instructions relating to reservation in favour of Scheduled Tribes, including extension of all admissible benefits and concessions.
 - 4.2. **Submission and consolidation of reports:** Liaison Officers shall ensure timely submission of reports relating to appointment and representation of reserved categories by all appointing authorities. They shall also scrutinize, consolidate, and forward such reports in the prescribed formats to the Department of Personnel and Training and other concerned authorities.
 - 4.3. **Role in Departmental Promotion Committees (DPCs):** Liaison Officers designated for SC/ST/OBC matters are required to certify the non-availability of suitable officers belonging to reserved categories before any DPC is conducted without representation from such categories. They were advised to remain apprised of upcoming DPCs and maintain updated lists of eligible officers from sister Ministries/Departments for association in DPCs whenever necessary.
 - 4.4. **Processing of de-reservation proposals:** Liaison Officers shall ensure that proposals relating to de-reservation of reserved vacancies are submitted to the Department of Personnel and

Training and the concerned Constitutional Commissions (NCST/NCSC) only with complete justification and supporting details.

4.5. **Coordination with Constitutional and statutory bodies:** Liaison Officers shall extend all necessary assistance to the National Commission for Scheduled Tribes (including other commissions, as case may be) during investigation of complaints, collection of information, and preparation of annual or special reports.

4.6. **Inspection and monitoring of reservation rosters:** Liaison Officers shall conduct annual inspections of reservation registers and rosters maintained by Ministries/Departments and subordinate offices to ensure proper implementation of reservation orders and maintenance of records in the prescribed manner.

4.7. **Coordination with DoPT and other authorities:** Liaison Officers shall function as nodal points between the Ministry/Department and the Department of Personnel and Training, as well as other concerned authorities, for supply of information, clarification of doubts, and compliance relating to reservation policies and service safeguards.

5. During the interaction, representatives of various Ministries/Departments/Public Sector Enterprises apprised the Commission regarding the status of implementation of reservation policy, maintenance of reservation rosters, functioning of Reservation Cells, training of Liaison Officers, and representation of Scheduled Tribes in their respective organizations. Key observations and submissions are summarized below:

i. The representative of **State Trading Corporation of India Limited** informed that recruitment in the organization has remained limited since 2017. Out of approximately 97 employees, 9 belong to the Scheduled Tribe category. It was further informed that no promotions have taken place since 2016. A grievance redressal mechanism is stated to be functional within the organization.

ii. The representative of **India Trade Promotion Organisation** informed that recruitment processes are ongoing, though progressing slowly. An SC/ST Employees' Association is functional in the organization and periodic meetings are being conducted.

iii. The representative of the **Department of Commerce** informed that reservation rosters are being maintained in accordance with DoPT guidelines. The Department has approximately 6.6% ST representation in a workforce exceeding 1000 employees, and vacancy positions are regularly reported to the competent authorities.

iv. The representative of **Pawan Hans Limited** informed that he had recently been assigned the responsibilities of Liaison Officer and had not undergone formal training in reservation-related matters. It was stated that reservation rosters are yet to be fully compiled and are presently not available online. The representative further submitted that due to the highly specialized and technical nature of certain posts, particularly helicopter pilots, the organization faces difficulties in ensuring adequate representation of SC/ST candidates. It was also suggested that special scholarship or capacity-building initiatives may be considered for such niche technical domains.

v. The representative of the **Department of Fisheries, Animal Husbandry and Dairying** informed that a substantial number of posts are under cadres controlled by DoPT and vacancy positions are accordingly reported. It was further informed that an employees' association exists in the Department and no complaints relating to reservation policy implementation have been received.

vi. The representative of the **Department of Drinking Water and Sanitation** informed that reservation rosters are being maintained; however, the same are not hosted online. Recent inspections of rosters for cadre posts have been conducted. The Department was not in a position to readily furnish the percentage of ST employees and assured that the requisite information would be submitted to the Commission at the earliest. It was also observed that the

representatives were not aware of the details of recent interactions or meetings held with SC/ST employees.

vii. The representative of **Power Finance Corporation Limited** informed that approximately 7% ST representation is maintained in the organization. Reservation rosters are reviewed by the Ministry of Power and quarterly meetings are regularly organized, with the last meeting having been held on the occasion of Ambedkar Jayanti. Training programmes for Liaison Officers are conducted; however, reservation rosters are not hosted online. It was further informed that representation of SC/ST officers at E-9 level remains low and no proposal for de-reservation has been submitted. SC/ST representatives are also included in Departmental Promotion Committees (DPCs).

viii. The representative of the **Ministry of Heavy Industries** informed that Group-wise data relating to employees is maintained in coordination with DoPT. Against a sanctioned strength of 142 employees, 16 belong to the ST category. In the MTS cadre, against a sanctioned strength of 56, 36 posts are filled, including 3 ST employees. No separate SC/ST association exists within the Ministry, though employees are associated with the central association under DoPT.

ix. The representative of the **Department of Agricultural Research and Education (DARE)** informed that reservation rosters are maintained in accordance with DoPT guidelines across headquarters as well as regional offices located at Imphal, Jhansi, and Pusa. Backlog vacancies have been identified and efforts are underway to fill them expeditiously. It was also informed that no formal training has yet been imparted to the Liaison Officer. A Reservation Cell exists in the Department and autonomous/subordinate organizations are also maintaining reservation rosters.

x. The representative of the **Custodian of Enemy Property for India (CEPI), Ministry of Home Affairs**, informed that recruitment processes have commenced since December. Offices are located at Delhi, Mumbai, Kolkata, and Lucknow. Against a total sanctioned strength of 117 posts, representation of ST employees is comparatively low, primarily due to a large number of contractual engagements. However, it was stated that reservation provisions are being followed in contractual recruitment as well.

xi. The representative of the **Ministry of Earth Sciences** informed that reservation rosters are being maintained, though the same are not available online. The Ministry has five autonomous bodies and assured that detailed information regarding ST representation and other related matters would be furnished to the Commission shortly.

xii. The representative of the **Indian Institute of Packaging** informed that the Institute has approximately 80 employees, including permanent and contractual staff, with offices located at Delhi, Kolkata, Chennai, Ahmedabad, Bengaluru, Lucknow, Hyderabad, and other centres. It was informed that no SC/ST association presently exists and no sensitization or training programmes have been conducted through the iGOT platform. However, reservation rosters are hosted publicly on the Institute's website.

xiii. The representative of **Cochin Special Economic Zone** informed that the Zone has jurisdiction over Kerala, Karnataka, Lakshadweep, and Mahe. Against 98 permanent employees in Cochin, only one employee belongs to the ST category. Reservation rosters are not hosted on the website and details relating to the Liaison Officer are also not available online.

xiv. The representative of **Rajiv Gandhi National Aviation University** informed that no Reservation Cell has been constituted in the University, though reservation rosters are hosted on the website. Against a regular sanctioned strength of approximately 60 posts, no ST faculty member is presently in position. However, a special recruitment drive advertisement dated 02.04.2026 has been issued for filling 3 ST vacancies. In the non-teaching category, one ST employee is in position. No formal training has been imparted to the Liaison Officer and no recent interaction has been held with SC/ST associations/employees.

xv. The representative of **Bharat Electronics Limited** informed that out of a total workforce of 9,620 employees, ST representation includes 522 employees in executive cadre, 131 in non-executive cadre, and 6 in technical cadre. The organization has 9 manufacturing units, each having an SC/ST association and designated Liaison Officer. A Reservation Cell exists and quarterly meetings are conducted regularly. Training programmes for Liaison Officers are also organized, though reservation rosters are not publicly hosted online.

xvi. The representative of **Rashtriya Ispat Nigam Limited** informed that against a total workforce of 8,954 employees, 771 belong to the ST category. Monthly meetings are conducted regularly and reservation rosters are publicly available.

xvii. The representative of **AI Airport Services Limited** informed that reservation rosters are publicly available. Out of approximately 300 permanent employees, 38 belong to the ST category, while the total number of ST employees including contractual staff is 449. However, no sensitization or training programmes have been conducted through the iGOT platform.

6. During the course of deliberations, it emerged that a significant number of Liaison Officers had not undergone formal **training relating to their roles and responsibilities**, particularly with regard to maintenance of reservation rosters, compliance monitoring, and implementation of reservation policies. The participants expressed the need for structured and regular capacity-building programmes to enable Liaison Officers to effectively discharge their responsibilities.
7. The Commission also highlighted the importance of maintaining functional Reservation Cells, digitisation and public disclosure of reservation rosters, and regular sensitisation and interaction with SC/ST employees and associations. Liaison Officers were advised to proactively identify systemic issues affecting Scheduled Tribe employees and ensure timely resolution of grievances through appropriate administrative mechanisms.
8. The Commission further observed that the prescribed sub-target of 4% procurement from Micro and Small Enterprises (MSEs) owned by SC/ST entrepreneurs, out of the overall 25% annual procurement target, was not being effectively implemented in several organisations. It was noted that even in cases where such provisions formally existed, the intended benefits were not materialising in practice, particularly in procurement processes involving lottery or empanelment systems where category-wise allocation was not adequately ensured. The Commission emphasised the need for effective monitoring and transparent implementation of the procurement policy for SC/ST entrepreneurs.
9. The Commission also expressed concern that complete details of Liaison Officers designated by various Ministries, Departments, Public Sector Enterprises, and autonomous organisations had not yet been furnished to the Commission. It was observed that, upon receipt, such information may be consolidated and hosted on the NCST website to facilitate accessibility, coordination, and monitoring.
10. During the discussions, the Commission decided that all concerned Ministries, Departments, Public Sector Enterprises, and autonomous organisations shall furnish detailed information relating to:
 - i. sanctioned strength and working strength;
 - ii. number of outsourced/contractual staff along with category-wise breakup,
 - iii. including representation of Scheduled Tribes;
 - iv. category-wise composition of employees; and
 - v. cadre controlling authorities and related administrative details.
11. In pursuance of the deliberations held during the meeting, the following action points were issued for compliance by all concerned Ministries, Departments, Organisations, Public Sector Enterprises, and autonomous bodies:
 - i. **Mandatory Training and Capacity Building:** All designated Liaison Officers should mandatorily undergo training programmes through ISTM or other recognised training institutions and complete relevant modules available on the iGOT Karmayogi platform within the prescribed timeline, in accordance with DoPT O.M. dated 22.10.2025 (copy enclosed).
 - ii. **Compliance with Reservation Policies:** Ministries/Departments/Organisations shall ensure proper implementation of reservation policies and constitutional safeguards, including

maintenance, digitisation, and periodic review of reservation rosters in accordance with DoPT instructions.

iii. **Monitoring, Inspection, and Reporting:** Periodic inspection of reservation registers and rosters shall be undertaken regularly. Quarterly returns and reservation-related data shall be submitted accurately and within prescribed timelines, including proper reflection in Annual Reports.

iv. **Strengthening of Institutional Mechanisms:** Reservation Cells shall be established or strengthened under the supervision of Liaison Officers to ensure effective monitoring of compliance, identification of systemic gaps, and implementation of reservation policies across attached/subordinate offices, Public Sector Enterprises, and autonomous bodies.

v. **Grievance Redressal and Stakeholder Engagement:** Liaison Officers shall maintain regular interaction with Scheduled Tribe employees and associations, ensure timely redressal of grievances, and report instances of non-compliance or irregularities to the competent authority and the Commission.

vi. **Disclosure of Liaison Officer Details:** Details of designated Liaison Officers, including contact particulars and responsibilities, shall be made available on the official websites of the respective organisations.

12. The meetings concluded with the observation that effective functioning of Liaison Officers, supported by stronger institutional mechanisms, regular sensitisation, and greater accountability, would play an important role in ensuring that the constitutional safeguards and service-related protections available to members of the Scheduled Tribes community are implemented in a meaningful and effective manner.

Enclosure

List of participants (consolidated)

National Commission for ST

1. Shri Nirupam Chakma, Hon'ble Member (in-chair)
2. Shri Purnendu Kant, Director
3. Shri R.K. Dubey, Director
4. Shri Prakash Kumar Uikey, Sr. Consultant cum APS to Chairperson
5. Shri Manish Raj, Sr. Investigator

Liaison Officers for ST

1. Smt. Taruna Doliya, Director, Department of Commerce, Ministry of Commerce & Industry, Government of India.
2. Shri S.K. Meena, Joint General Manager, State Trading Corporation of India Ltd. (STC), Government of India Undertaking.
3. Shri B. Nagaraju, Deputy Manager, State Trading Corporation of India Ltd. (STC), Government of India Undertaking.
4. Shri Brij Lal, General Manager, India Trade Promotion Organisation (ITPO), Ministry of Commerce & Industry, Government of India.
5. Shri S.C. Kashyap, Deputy Secretary, Department of Animal Husbandry and Dairying
6. Shri B.H.T. Vaiphei, Under Secretary, Ministry of Tourism
7. Shri A.B. Acharya, Director, Ministry of Parliamentary Affairs
8. Shri N.V. Pawar, Joint General Manager (MATS), Pawan Hans Limited
9. Shri Surajit Ghosh, Deputy Secretary, Department of Drinking Water and Sanitation
10. Shri G. Onkara, Chief General Manager, Power Finance Corporation Limited
11. Shri Arun Kumar Sarkar, Deputy Secretary, Ministry of Heavy Industries
12. Shri Prem Prakash Suman, Under Secretary, Department of Agricultural Research and Education (DARE)
13. Shri Nehar Singh, Ministry of Earth Sciences
14. Shri Krishnakant Prasad, Under Secretary, Department of Agricultural Research and Education (DARE)
15. Shri Deep C. Lakra, Deputy Secretary, Custodian of Enemy Property for India (CEPI), Ministry of Home Affairs
16. Dr. Babu Rao Guduri, Addl. Director, Indian Institute of Packaging, Mumbai
17. Sh. Sunil Kumar V.S., Executive Assistant, CSEZ, Cochin
18. Sh. Dy. Commer. Curbius, CSEZ
19. Dr. Anand Hindolia, Associate Professor, RGNAU, U.P.
20. Sh. Manish Kumar, Sr. DGM, BEL, Bangalore
21. Sh. J. Babu Naik, DGM (TA), RINL
22. Ms. Chetna Sharma, Manager HR, AIASL