

1841

**LOK SABHA SECRETARIAT  
(ADMINISTRATION BRANCH-I)**

PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110 001.

Dated the 24<sup>th</sup> September, 2012.  
Asvina 02, 1934 (Saka)

**OFFICE ORDER PART I**

No. 1651

**Subject:** Appointment of Liaison Officer for matters relating to the representation of Other Backward Class employees in services/posts.

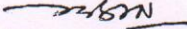
Hon'ble Speaker has decided to appoint a Liaison Officer for matters relating to the representation of Other Backward Class (OBC) employees of the Secretariat in services/posts.

**Responsibilities of Liaison Officer**

2. The responsibility of the Liaison Officer in the context of OBC employees of the Secretariat shall be as under:-

- i. Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of OBC and other benefits admissible to them.
- ii. Conducting annual inspection of the reservation register/roster registers maintained in the Administration Branch-I with a view to ensuring proper implementation of the reservation orders.
- iii. Acting as Liaison Officer between OBC employees and the Administration for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
- iv. Reporting/ submission to Secretary General of the cases of negligence or lapses in the matter of following the reservation and other orders relating to OBCs coming to light through the inspections carried out by the Liaison Officer or otherwise.

Secretary General shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the Administration.

  
(U.B.S. NEGI)  
DIRECTOR  
[F. No. 40/12/2012/AN-I]

To

All Officers.  
All Branches.

LOK SABHA SECRETARIAT  
(ADMINISTRATION BRANCH-I)

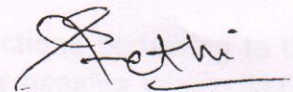
PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110 001.

Dated the 04<sup>th</sup> November, 2015.  
Kartika 13, 1937 (Saka)

OFFICE ORDER PART I  
No. 1841

Subject: Appointment of Liaison Officer for matters relating to the representation of Other Backward Class employees in services/posts in the Lok Sabha Secretariat.

In terms of Office Order Part-I No.1651 dated 24<sup>th</sup> September, 2012, the Speaker is pleased to appoint Shri Muraleedharan P., Deputy Secretary to function as Liaison Officer for matters relating to the representation of Other Backward Class employees of the Secretariat in services/posts.



(SANJAY SETHI)  
DEPUTY SECRETARY  
[F. No. 40/12/2012/AN-I]

To  
All Officers.  
All Branches.