



OFFICE ORDER

Duties and Responsibilities of the Liaison Officer

1. Further to our Office Order No. IITPKD/RO/OO/2019-20/001 dated 21/10/2019.
2. Dr. Soumya G Rajan is hereby appointed as the Liaison Officer of IIT Palakkad in respect of matters relating to the representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes. She is also nominated as the Member Secretary of the committee constituted to look into the discrimination complaints received from SC/ST/OBC Students, Teaching Staff & Non-teaching Staff. The duties and responsibilities of the Liaison Officer will be as under:
 - (a) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes and other benefits admissible to them.
 - (b) Ensuring timely compilation of SC/ST/OBC Reports for the Institute and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Institute and sending the consolidated reports in the prescribed proforma as and when sought by higher authorities.
 - (c) Acquainting herself well in time about the dates of various DPCs, which will be held in future.
 - (d) 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 report.
 - (e) Conducting annual inspection of the reservation registers/roster registers maintained in the Institute with a view to ensuring proper implementation of the reservation orders.
 - (f) Responsible for supply of information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
 - (g) Performing any other work as may be delegated by the Competent Authority of the Institute.
3. This is issued with approval of the Director.

Copy to:

1. Directorate – For the kind information of the Director
2. Dean (Admin)
3. Assistant Registrar (HR)
4. Personnel Section
5. Web Admin – For publication in website
6. File


Registrar

कूलसचिव / Registrar
भारतीय प्रौद्योगिकी संस्थान पालक्काड
Indian Institute of Technology Palakkad
पालक्काड - ६७८ ५५७ Palakkad - 678 557