

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

38/4, Coles Road Cross, Frazer Town, Bengaluru - 560 005.

Tel: 080 - 2548 1331 Fax : 080 - 2547 7444 / 4147 8241

Email : ipablr@yahoo.co.in / ipablr34@yahoo.com

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December 15, 2015

To,
The Secretaries, All Ministries / Departments of Central Govt.,
The Chief Executives, All CPSUs, Public Sector Banks and Financial Institutes
The Chief General Manager(DAPM), Reserve Bank of India
The Chairmen, LIC, GIC and Insurance Companies
The Directors, All National Institutes of Technology / IITs/ NITs/IIMs
The Chairmen, All Ports
The Directors, All Institutes
The Chairmen, All Boards & Autonomous Bodies
The Vice Chancellors, All Central Universities
The Directors, All Research Institutes
The Directors, DRDOs
The Chairmen, IRDA, TRAI, SEBI and other Statutory Bodies

Sub: 80th —Training Programme for the Chief Liaison Officers (CLOs) / Liaison Officers (LOs) for SC/ST/PWD and OBC employees and other Officers on the Reservation Policy of Govt. of India from February 22 to 24 2016 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhavnagar, Bengaluru - 560 001

Madam / Sir,

The Department of Personnel & Training vide their O. M. No. A36011/1/2013-Estt. (Res.) dated January 23, 2014 has notified that an updated Brochure on Reservation for the members of Scheduled Castes (SCs), the Scheduled Tribes (STs) and the Other Backward Classes (OBCs) in services of the Government of India has been posted on the Departments website. Part I of the Brochure contains all the provisions of Reservation Policy including NEW FORMATS OF RESERVATION REGISTERS AND RESERVATON ROSTER REGISTERS, in a simple and easy to understand style and manner and is complete in itself.

02. In view of what has been stated above, the Institute which has been a pioneer in the field of disseminating information about the Government instructions on reservation in the services, has now planned its **80th Training Programme on the Reservation Policy of Govt. of India, for the Chief Liaison Officers / Liaison Officers for SC / ST / PWD and OBC employees and other Officers / dealing officials from February 22 to 24 2016 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhavnagar, Bengaluru - 560 001 (Tel: 080 - 4044 3636).**

03. The main objective of this training programme is two fold. One is to apprise the appointing authorities and recruiting agencies of the latest provisions of the Reservation Policy. The other is to evolve strategies for smooth and proper implementation of these instructions. The deliberations would largely focus on issues pertaining to vertical reservation (for SC, ST and OBC) and horizontal reservation (for Persons with Disabilities and Ex-servicemen) and how to prepare initially and maintain thereafter the reservation registers and the reservation roster registers. The Programme Schedule is attached herewith (Annexure - I).

HRD
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INSTITUTE OF PUBLIC ADMINISTRATION

80th - Training Programme for the Chief Liaison Officers / Liaison Officers for SC / ST / PWD and OBC employees and other Officers on the Reservation Policy of the Govt. of India from February 22 to 24 2016 at The Solitaire Hotel, 3, Kumara Krupa Road, Madhav Nagar, Bengaluru - 560 001.

Date	Time (hrs.)	Session
Feb. 22, 2016 (Monday)	09.30 - 10.00	Registration
	10.00 - 10.15	Introduction of The delegates and The programme
	10.15 - 11.30	The Latest operatives on the Reservation Policy
	11.30 - 11.45	Tea Break
	11.45 - 13.15	Reservation for SC / ST / OBC employees
	13.15 - 14.15	Lunch
	14.15 - 15.30	Appointments & Promotions on merit
	15.30 - 15.45	Tea Break
	15.45 - 17.00	Making & operating new reservation registers & new reservation roster registers.
Feb. 23, 2016 (Tuesday)	10.00 - 11.30	Verification of Caste Claims and Case Laws
	11.30 - 11.45	Tea Break
	11.45 - 13.00	Role of SC / ST / OBC Associations / Unions
	13.00 - 14.00	Lunch
	14.00 - 15.15	New Role and Functions of Liaison Officers
	15.15 - 15.30	Tea Break
	15.30 - 17.00	Role and Functions of National Commissions for SCs, STs and OBCs
Feb. 24, 2016 (Wednesday)	10.00 - 11.30	Special Recruitment Drive (SRD) for PWDs
	11.30 - 11.45	Tea Break
	11.45 - 13.00	Reservation for Persons with Disabilities (PWDs) (Latest operatives)
	13.00 - 14.00	Lunch
	14.00 - 15.30	Reservation for Ex-Servicemen (Latest operatives)
	15.30 - 15.45	Tea Break
	15.45 - 16.00	Action Plan

04. The proposed 80th Training Programme is aimed at dissemination and propagation of the latest operatives, **including writing the newly introduced Reservation Rosters Registers and the Reservation Registers**, by which the Chief Liaison officers / Liaison Officers for SC / ST / PWD and OBC employees, CAOs, AOs, EOs and other Officers / dealing officials will be greatly benefited in order that the grievances / complaints of the SC / ST / PWD and OBC employees can be reduced to minimum numbers.

05. The Participants will be provided with a copy of the latest Brochure on Reservation for the members of the Scheduled Castes (SCs), the Scheduled Tribes (STs) & Other Backward Classes (OBCs) Edition 2014, the Latest operatives with regard to the reservation for Persons with Disabilities (PWDs), Special Recruitment Drive (SRD) for PWDs including copies of case laws and the newest compendium on the reservation orders for Ex-Servicemen. Also, the latest order on relaxations and Concessions extended to all the reserved categories including cumulative relaxations and concessions available to the candidates / employees in the matter of reservation in the services under the State.

06. The Programme will be conducted by

06.1 Shri K G Verma, Immediate Past Joint Secretary, Department of Personnel & Training, Ministry of Personnel, Public Grievances and pensions, Government of India.

06.2 Shri T D Dhariyal, Immediate Past Deputy Commissioner for Persons With Disabilities (PWDs), Govt. of India, will handle all matters related to PWDs with special reference to Special Recruitment Drive.

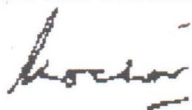
06.3 Dr. H.S. Rana, Principal Director, IPA Bangalore.

07. The programme fee will be Rs.15,000/- (inclusive of Service Tax(@ 14.5%) of Rs. 1900/- payable to the Govt.). The crossed D.D towards this **non - refundable** fee should be drawn in favour of "Institute of Public Administration", payable at Bengaluru and should be sent along with the nomination letter.

08. In case, the participant wishes to stay at The Solitaire hotel, he will be required to pay a **non - refundable participation fee of Rs. 33,491/- (programme fee Rs.29,250/- + service tax @ 14.5% = Rs.4,241/-)**. This fee includes the programme fee of Rs.15,000/- and covers the cost of lodging and boarding, breakfast, lunch, dinner. If the Organization is nominating two officials (same gender) for the above programme and they are willing to share a room, the fee per participant will be Rs.26,907/- (Rs. 23,500/- + Service Tax @ 14.5% = Rs.3407/-). The lodging & boarding will be available from February 21, 2016 (afternoon) to February 25, 2016 (morning) under this arrangement. If lodging and boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 4,500/- per day. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 10,000/- at the time of checking in at the hotel towards the lodging and boarding of the spouse.

09. All appointing authorities / heads of establishments are requested to nominate their Chief Liaison Officers / Liaison Officers for SC / ST / PWD and OBC employees and other Officers / dealing Officials at the earliest.

Yours faithfully,



(Subhash C Kochar)

Director

Cell No.: 098453 33383

Encl: Annexure - I