

174815/2021/O/o CE(HRM)

Email

cehrmgmt

Fwd: Online Workshop for Liaison Officers of SC/ST (WLO-SC/ST-16) from 10th to 11th January,2022

From : SK Haldar <chairman-cwc@nic.in>

Tue, Nov 16, 2021 05:33 PM

Subject : Fwd: Online Workshop for Liaison Officers of SC/ST (WLO-SC/ST-16) from 10th to 11th January,2022

To : cehrmgmt <cehrmgmt@nic.in>

From: "ISTM" <noreply-istm@nic.in>

To: cgds-pdp@indiancoastguard.nic.in

Sent: Tuesday, November 16, 2021 5:14:43 PM

Subject: Online Workshop for Liaison Officers of SC/ST (WLO-SC/ST-16) from 10th to 11th January,2022

op for Liaison Officers (SC/ST) (WLO SC/ST-16)



File No. Y-14027/3/2021-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 30.09.2021

To

1. Secy. to the Govt. of India (All Ministries / Departments)
2. All Attached & Subordinate Offices.
3. All State Governments / All Union Territories
4. The Central Vigilance Commission / Election Commission of India / UPSC
5. All Public Sector Undertakings / All Autonomous Bodies

174815/2021/O/o CE(HRM)

Subject - **Online Workshop for Liaison Officers of SC/ST (WLO-SC/ST-16) from 10th to 11th January,2022**

Sir,

An online Workshop for "**Liaison Officers of SC/ST**" will be conducted in this Institute from **10th to 11th January,2022**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at **<https://www.istm.gov.in/lms/registration>**. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority letter's is also to be compulsorily sent separately by post/ email.

3. **Only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/ Laptop facility.** While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by **6th December,2021**.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in at least one month prior starting of the course and no separate communication by post would be issued.**

5. A Course fee of Rs.2,000/- per participant will be charged in advance in respect of such officers of Public Sector Undertakings/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **PAO (DP&AR), New Delhi** payable at **New Delhi**

Yours faithfully,

Sd/-

(R.Gayathri)

Deputy Secretary & Course Director

Tel. No: 011-26737608

Encl: as above

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना)/ ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in

Annexure-1

Course Information Sheet

Code : WLO-SC/ST-16

Title : Workshop for Liaison Officers

Duration : 2 Days (From 10th to 11th January, 2022)

Aim :

- i. To sensitize the Liaison Officers with their role, duties, responsibilities and powers;
- ii. To impart the knowledge and skills for implementation of Instructions relating to reservation for SCs/STs/OBCs/PwDs/EWS in their respective Ministries/Departments/ Organizations with special emphasis on maintenance of reservation rosters.
- iii. To be fully competent for taking charge for the Reservation Cell in their respective Ministries/Departments/Organizations.
- iv. Other functions as deemed necessary for discharging the duties efficiently.

Course Content:

- i. Constitutional provisions relating to reservation in service, definition in respect of SC/ST/OBC/EWS;
- ii. Scope and applicability of reservation orders;
- iii. Provisions relating to verification of claims of SCs, STs, OBCs and EWS;
- iv. Reservation in Direct Recruitment and Promotion Cases; and
- v. Post based rosters;
- vi. Horizontal Reservation – Reservation for PwDs
- vii. Role and functions of Liaison Officers and other monitoring agencies.

Methodology

Lecture,	Case studies
Discussion	Practical exercises, etc.
Group Discussion	

6. Course Capacity

The maximum number of participants that can be admitted to the Course is 50.

7. Nominations for The Course:- The course is a designed exclusively for Liaison Officers dealing with matters of reservation in services for SCs/STs/OBCs/EWS/ PWD working in Central/State Government, Autonomous Bodies, Public Undertaking etc. **(Only Liaison Officer need apply)**

8. Acceptance of Nomination

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Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

9. Course Fee and Other Expenses

A Course fee of **Rs.2000/-** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi.



I/77074/2021

Government of India
Central Water Commission
Estt-IX

3rd Floor(S), Sewa Bhavan,
R.K.Puram, New-Delhi 110066
Dated: 24 November, 2021

CIRCULAR

Subject: Online Workshop for Liaison Officers of SC/ST(WLO-SC/ST-16) from 10th-11th January, 2022 –reg.

Please find attached herewith ISTM's letter no. Y-14027/3/2021-ISTM on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Last date of receipt of Nominations in Estt-IX section	Eligibility
Online Workshop for Liaison Officers of SC/ST(WLO-SC/ST-16)	ISTM	10.1.2022-11.1.2022	30.11.2021	Liaison Officers dealing with matters of reservation in services for SCs/STs/OBCs/EWS/PWD working in Govt./Govt Bodies.

2. Interested Liaison officers may send their nominations, keeping in view other criteria also, mentioned in ISTM's above said letter, to this section, not later than by 30.11.2021.

Encl: As above

Signed by R.mahalakshmi
Date: 25-11-2021 14:52:18
Reason: Approved
(R. Mahalakshmi)
Section Officer
Tel-011-29583314