



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट

श्रीनगर 191132 जम्मूकश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

16343//NIFT/Sgr/Admin/OM/Circular/2018/1655

Dated: 30-07-2022

Office Memorandum

Sub: Nomination of Liaison Officer-NIFT Srinagar, for Ex-servicemen-reg

Ref: 1200(11)/NIFT/HO/Estt-II/Reservation to ESM/2022, dated 15th July, 2022

Pursuant to the approval of the Competent Authority, Mr Sandeep Sachan, Joint Director, NIFT Srinagar is nominated as Liaison Officer, NIFT Srinagar for implementation of orders of reservation relating to Ex-Servicemen (Re-employed in Central Service and posts) Rules 1979. The Officer shall ensure due compliance of the orders on reservation issued from time to time in favour of Ex-Servicemen.

The necessary roles & responsibilities of Liaison Officer are given at Annexure enclosed herewith.

By Order/-


30/07/2022
Assistant Director (Admin)
NIFT Srinagar

Copy to:

1. Joint Director, NIFT Srinagar for information, please.
2. All staff members of NIFT Srinagar for information please.
3. PA to Director for information of Director NIFT, please.
4. File.

RESPONSIBILITIES OF THE LIAISON OFFICER:

1. The Liaison Officer is especially responsible for:
 - i. Ensuring due compliance by the Ministry/Department and subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the ex-servicemen and other benefits admissible to them.
 - ii. Ensuring timely submission of ex-servicemen reports on appointment/representation by each appointing authority in the Ministry/ Department concerned and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proforma to the Department of Ex-servicemen Welfare;
 - iii. Acting as Liaison Officer between the Ministry/Department and the Department of Ex-Servicemen Welfare for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
 - iv. Cases of negligence or lapse in the matter of following the reservation and other orders relating to Ex-servicemen coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him/her to the Secretary/Additional Secretary to the Government of India in the respective Ministry/ Department or to the Head of the Department in respect of offices under the Heads of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.
 - v. In order to ensure due compliance of the reservation orders of the Government, the Liaison Officers may periodically

visit/inspect the offices/organizations under them. They should ensure that reservation for Ex-servicemen has been implemented properly. Liaison Officers should carry out their duties in relation to reservation by calling for the records from them and by convening the meetings of the officer of such organizations who are responsible for ensuring reservation in organizations under their control.

- vi. If Liaison Officers of Ministries/Departments notice that there are complaints against any officer of harassment or deliberately manipulating things to damage the interests of the ex-servicemen, they should feel free to report such lapses to the Secretary/ Additional Secretary of the Ministry/Department concerned.
2. Each CPSE, Statutory and Semi Government Body, Autonomous Body/ Institution including Municipal Corporations, Co-operative Institutions, Universities, Voluntary Agencies receiving grants-in-aid from the Government connected with appointment of the Ex-servicemen should appoint Liaison Officer in the same manner as is existing in the Ministries/Departments.
3. The appointment of Liaison Officer in the CPSEs, does not, however, dilute or alter or curtail the responsibilities of the Liaison Officer of the administrative Ministry/Department in regard to implementation of reservation policy in the CPSE.
4. Liaison Officers of the Ministries/Departments have special responsibility to monitor implementation of reservation in their attached and subordinate offices, Autonomous Bodies, CPSEs, etc., under the administrative control of the concerned Ministry/Department and voluntary agencies, which are getting substantial grants-in-aid from the Government of India.

