



AUD/1-10() Admn./ 2011/3453

Dated 29/11/2011

### NOTIFICATION

In compliance of the directions contained in the OM. M.H.A No. 27/22/68-Estt.(SCT), dated 19/4/1969 and Dept. of Personnel, OM No. 27/4(i)/ 70-Estt. (SCT), dated 3/9/1970 as mentioned in the **Swamy's Compilation on Reservation and Concession for SCs and STs**, the Hon'ble Vice Chancellor has been pleased to nominate **Dr. Arnua Kumar M., Assistant Professor, School of Development Studies** as **Liaison Officer** of AUD for strict and effective implementation of reservation policy in favour of SC/ST in the University.

The duties of Liaison Officer are as under :

1. To ensure due compliance by the University with the reservation orders and other benefits admissible to SC/ST.
2. To scrutinize and ensure prompt submission of the prescribed annual statements by the appointing authority to Ministry/Department and consolidation of the annual statement and sending such consolidating statements to the DOPT.
3. To scrutinize properly all proposals for de reservation and to certify after due satisfaction that such de reservation are inevitable and that all steps prescribed in this regard have been faithfully taken.
4. To liaise between the Ministries/Departments for supply of required information, answering quires and clearing doubts.
5. To conduct annual inspection of the rosters maintained, keeping a record of such inspection.
6. To extend necessary assistance to the Commission for SC/ST in discharging of its duties and functions.

(Chandan Mukherjee)  
Registrar

**Copy to:-**

1. Office of the Vice-Chancellor
2. Dean, Academic Services/SDS/SHS/SHE/SUS/SLS/SES/SBPPSE/SCCE
3. Office of the Registrar
4. Controller of Finance
5. Director (IT Services)
6. Librarian
7. Dr. Arnua Kumar M. Assistant Professor, School of Development Studies
8. Deputy Registrar (Academic Services)/ Public Information Officer
9. Dy. Registrar (Admn.) & Student Services
10. Assistant Registrar (Admn.)/Nodal Officer
11. Assistant Registrar (Planning)
12. Office Order file