



"Under Jurisdiction of Nagpur Court Only"

वेस्टर्न कोलफील्ड्स लिमिटेड

कार्मिक एवं औद्योगिक संबंध विभाग

Western Coalfields Ltd.

PERSONNEL & INDUSTRIAL RELATION DEPTT.

(भारत सरकार का मिनी रत्न श्रेणी -1 उपक्रम)

फैक्स/Fax : 0712-2510903

(Miniratna Cat.-1 Government of India Undertaking)

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पंजीकृत कार्यालय : कोल ईस्टेट, सिविल लाइन्स, नागपुर - ४४० ००१

CIN :U10100MH1975GOI018626

Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.

Website : <http://westerncoal.nic>.

email: generalmanager.ir@gmail.com

Ref. No. : WCL/IR/L.O./2022/2119

Date : 21.11.2022

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To,
The Area General Manager, All Area, WCL
The General Manager, CWS, Tadali

Subject : Duties & Responsibilities of Liaison Officers for SC, ST, OBC & PwD posted at Western Coalfields Limited.

Sir,

A Liaison Officer has been nominated in WCL at HQ and Area Level for SC/ST, OBC & PwD. All Liaison Officers should be informed of their duties and responsibilities. Some of the duties and responsibilities (which is not exhaustive) to be performed by the Liaison Officers are enumerated below:


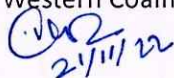
1. To inspect the roster registers periodically and omissions and/or irregularities are to be brought to the notice of the concerned office and get it rectified and close the Roster Register within scheduled time.
2. To hold periodical inspections of the offices of Establishment both at Headquarters and in Areas, to see that assessment of quotas for promotion/recruitment (as the case may be) has been done correctly.
3. To see that the promotions of Scheduled Castes/Scheduled Tribes candidate as per normal seniority against unreserved vacancies are not adjusted against reserved vacancies of subsequent panel and thus Scheduled Caste/Scheduled Tribe candidates are not deprived of their legitimate claims.
4. To see that a separate complaint register recording and disposing complaints from any source on the matter of communal reservation and concessions granted to the Scheduled Castes/ Scheduled Tribes/ Other Backward classes/PwD is maintained in each of the offices.
5. Proper assessment of Shortfall and carry forward of Backlog vacancies to be done by the concerned department in Recruitment and Promotion, as applicable and Benefits /concessions to SCs/STs/OBCs/PwD circulated through various orders should be scrupulously followed and any deviation should be reported to the Concerned Authority.
7. To see that the Selection/Recruitment Board/Screening Committee include one member belonging to the reserved community and also to see that such reserved candidates are interviewed in separate block (if interview is to be carried out).

8. To organize a system of periodical training of Scheduled Caste, Scheduled Tribe, OBC and PwD candidates and also hold meetings with respective Association.

9. Having Liaison with respective Commissions (i.e NCSC, NCST, NCOBC, NCPwD).

All Liaison Officers should adhere to the duties with respect to the directives issued by Government of India applicable to SC, ST, OBC & PwD respectively.

Your faithfully


General Manager(P)/IR
Western Coalfields Limited

21/11/22

Copy to:

1. General Manager (System), WCL (For uploading on the WCL website along with the name of Liaison Officer).
2. Area Personnel Manager, All Area, WCL / CWS, WCL
3. Ms. Rashmi Singh, Manager(P) - Liaison Officer (PwD), WCL
4. Mr. Atul P Bansod, Dy. Manager(P)/ Liaison Officer (SC-ST), WCL
5. Mr. Sridhar Cherala, Dy. Manager(P)/ Liaison Officer (OBC), WCL
6. All Liaison Officer (SC-ST), All Area, WCL