



भारत सरकार/ GOVERNMENT OF INDIA  
मंत्रालय/MINISTRY OF ENVIRONMENT & FOREST & CLIMATE CHANGE  
भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA  
निदेशक का कार्यालय/OFFICE OF THE DIRECTOR

ऑ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING

पिं और छठा तल/BLOCK F, 5<sup>TH</sup> & 6<sup>TH</sup> FLOOR (ROOM NO. 549-555 & 649-655)

डी एफ ब्लॉक, सेक्टर १, साल्ट लेक सिटी, कोलकाता - ६४/DF BLOCK, SECTOR I, SALT LAKE CITY, KOLKATA - 700064

No. BSI - 72/7/2022-Estt.

11339

Dated the 13 December, 2022

O R D E R

In pursuance of the powers conferred on him, Director, Botanical Survey of India is pleased to nominate Dr. C.Murugan, Scientist-E & Head of Office, BSI,Hqrs., Kolkata to act as a **Liaison Officer** for work relating to representation of Scheduled Caste(SC), Scheduled Tribe(ST) and Persons with Disabilities(PWD) in the office of the Director, Botanical Survey of India with immediate effect until further orders:

The Liaison Officer is specially responsible for:

- I. Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the Scheduled Castes, the Scheduled Tribes and the Persons with Disabilities and other benefits admissible to them.
- II. Ensuring timely submission of SC/ST/PWD Reports I & II by each appointment 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 Ministry/Department of Personnel & Training.
- III. The Liaison Officers have to endorse the non-availability of an SC/ST Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should have with him a ready list of officers of various level belonging to SC/ST of a few sister Departments so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list maybe prepared by the Liaison Officers by uniformly consulting the administrative wing of other Departments.
- IV. Ensuring that while making a reference to the DOPT and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-reservation of reserved vacancies, full details in support of the proposal for de-reservation are given.
- V. Ensuring the extension of necessary assistance to the NCSC/NCST in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports.
- VI. Conducting annual inspection of the reservation registers/rosters maintained in the Department under the control of the Department with a view to ensuring proper implementation of the reservation orders.

- VII. Acting as Liaison Officer between the Ministry/Department and the DOPT for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
- VIII. Any other functions that may be assigned to the Liaison Officer in pursuance of Govt. orders/ instructions.

This issues with the approval of the Director, Botanical Survey of India.

( C.Murugan )  
Scientist-E & Head of Office

Distribution:

- ✓ 1. Dr. C.Murugan, Scientist-E & Head of Office, BSI, Hqrs, Kolkata.
2. Dr. Vinay Ranjan, Scientist-E, CNH, BSI, Howrah for information.
3. The Secretary to the Govt. of India (Attn: Geeta Bhatnagar, Under Secretary (CS-II) Division,) MOEF & CC, New Delhi for information.
4. Addl. Director(OL) /JTO to issue of Hindi Version.
5. PS to Director, BSI/ JAO, Hqrs, BSI.
6. All H.O.O, BSI for information
7. Office order book of Hqrs.
8. Secretary General, BSIEA
9. Guard file.