

**F. No.20/25/2012-SCT (B)**  
Government of India  
Ministry of Finance  
Department of Financial Services

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New Delhi, Dated the 14th May, 2012

To

The Chairman & Managing Director/MD of all Public Sector Banks, Financial Institutions and All Insurance Companies.

**CIRCULAR**

**Subject: - Residential training programme on the Reservation Policy of Govt. of India for the Chief Liaison Officers/Liaison Officers for SC/ST/OBC employees of Public Sector Banks/FIs/Insurance Companies & RRBs from July 30 to August 01,2012 at Hotel SMS Convention Centre of Rambagh Palace, Sawai Ram Singh Road, Jaipur-302005.**

Sir,

I am directed to enclose herewith a copy of letter No. IPA/SCT/DFS/2012-13 dated 27-4-2012 from Institute of Public Administration, Bangaluru addressed to Director, Department of Financial Services on the subject mentioned above for information and necessary action.

Yours faithfully,

*J. A. Sharma*  
14/05/12

(A.K. SHARMA)

SECTION OFFICER(SCT)

TEL: 011-23362128

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(4)

03. With a view to apprising the practicing authorities with the latest operatives relating to the reservation in the services under the State, based on the new brochure and DoP&T's O. M. No. 36011/1/2011-Estt. (Res.) dated November 17, 2011, we propose to organize an exclusive residential training programme for the Chief Liaison Officers / Liaison Officers for SC / ST and OBC employees of RBI, PSBs, FIs, RRBs and Insurance Companies from July 30 to August 01, 2012 at **Hotel SMS Convention Centre of Rambagh Palace, Sawai Ram Singh Road, Jaipur - 302 005**. The Programme Schedule is attached herewith (Annexure - I).

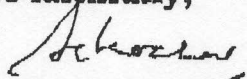
04. The Proposed Residential Training Programme is aimed at dissemination and propagation of the latest operatives including writing the newly introduced reservation rosters and the reservation registers.

05. We, therefore, request you to kindly issue instructions to RBI, PSBs, FIs, RRBs & Insurance Companies to nominate their Chief Liaison Officers / Liaison Officers for SC / ST and OBC employees and take advantage from this programme.

06. We further request you to kindly inaugurate and also deliver key address on July 30, 2012 at 10:00 hrs at **Hotel SMS Convention Centre of Rambagh Palace, Sawai Ram Singh Road, Jaipur - 302 005**.

07. An early issuance of the instructions will be highly appreciated.

Yours faithfully,



(S. C. Kochhar)

Director

Mobile No.: 98453 33383

Encl: Annexure - I

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन  
INSTITUTE OF PUBLIC ADMINISTRATION

38/4, Coles Road Cross, Frazer Town, Bengaluru - 560 005.  
Tel : 080-2548 1331 Fax : 080-2547 7444  
E-mail : ipablr@yahoo.co.in

Ref: IPA/266/SCT - 67/2012-13

April 27, 2012

To,

01. The Chief General Manager, DAPM, RBI, Mumbai
02. CMDs of all Public Sector Banks, Financial Institutions & RRBs
03. The Chairman & Managing Director, NABARD, Mumbai
04. The Chairman, Life Insurance Corporation of India, Mumbai
05. CMDs of All Insurance Companies and GIC.

**Sub: Residential training programme on the Reservation Policy of Govt. of India for the Chief Liaison Officers / Liaison Officers for SC/ST/OBC employees of Public Sector Banks, FIs, Insurance Companies & RRBs from July 30 to August 01, 2012 at Hotel SMS Convention Centre of Rambhag Palace, Sawai Ram Singh Road, Jaipur - 302 005.**

Madam / Sir,

The Department of Personnel & Training vide their O. M. No. 36011/1/2011-Estt. (Res.) dated November 17, 2011 has notified that an updated Brochure on Reservation for the members of Scheduled Castes (SCs), the Scheduled Tribes (STs) and the Other Backward Classes (OBCs) in services of the Government of India has been posted on the Departments website. Part I of the Brochure contains all the provisions of Reservation Policy including NEW FORMATS OF RESERVATION REGISTERS AND RESERVATION ROSTER REGISTERS, in a simple and easy to understand style and manner and is complete in itself.

02. In view of what has been stated above, the Institute, which has been a pioneer in the field of disseminating information about the Government instructions on reservation in the services, including post-based rosters (PBRs), has now planned its **Residential training programme on the Reservation Policy of Govt. of India for the Chief Liaison Officers / Liaison Officers for SC/ST/OBC employees of Public Sector Banks, FIs, Insurance Companies & RRBs from July 30 to August 01, 2012 at Hotel SMS Convention Centre of Rambhag Palace, Sawai Ram Singh Road, Opp. Reserve Bank of India, (a unit of Taj Group of Hotels), Jaipur - 302 005 (Tel: 0141 - 5111919).**

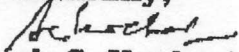
03. The main objective of this training programme is two fold. One is to apprise the appointing authorities and recruiting agencies of the latest provisions of the Reservation Policy. The other is to evolve strategies for smooth and proper implementation of these instructions. The deliberations would largely focus on issues pertaining to vertical reservation (for SC, ST and OBC employees) and horizontal reservation (for Persons with Disabilities and Ex-servicemen). The Programme Schedule is attached herewith (Annexure - I).

04. The proposed **Residential Training programme** is aimed at dissemination and propagation of the latest operatives including writing the newly introduced **Reservation Rosters and the Reservation Registers**, by which the Chief Liaison officers / Liaison Officers for SC / ST / OBC employees and other Officers / dealing officials will be greatly benefited in order that the grievances / complaints of the SC / ST / OBC employees can be reduced to minimum numbers.

05. The participants are required to pay a **non - refundable participation fee** of Rs. 27,247/- (participation fee = Rs. 24,250/- + Service Tax @ 12.36% = Rs. 2,997/-) per participant. The participation fee covers the cost of lodging and boarding, breakfast, lunch, dinner and study materials. If participant is willing to share a room with co - participant, the fee will be Rs. 22,472/- per participant (Rs. 20,000/- + Service Tax @ 12.36% = Rs. 2,472/-). The lodging & boarding will be available from July 29, 2012 (afternoon) to August 02, 2012 (morning) under this arrangement. If lodging and boarding is required before and after the scheduled dates, the participant will be required to pay all inclusive an additional amount of Rs. 4,500/- per day. The participants who desire to have an independent room and wish to bring their spouse, will be required to pay all inclusive an additional amount of Rs. 9,500/- at the time of checking in at the hotel towards the lodging and boarding of the spouse. However, non - resident participant will be required to pay only Rs. 12,360/- (participation fee = Rs. 11,000/- + Service Tax @ 12.36% = Rs. 1,360/-). The crossed D.D) towards this **non - refundable fee** should be drawn in favour of "**Institute of Public Administration**", payable at **Bengaluru** and should be sent along with the nomination letter.

06. All appointing authorities / heads of establishments are requested to nominate their Chief Liaison Officers / Liaison Officers for SC / ST / OBC employees and other Officers / dealing officials at the earliest.

Yours faithfully,



(Subhash C. Kochar)

Director

Mobile No.: (0)98453 33383

Encl: Annexure - I

# INSTITUTE OF PUBLIC ADMINISTRATION, BANGALORE

**Residential training programme on the Reservation Policy of Govt. of India for the Chief Liaison Officers / Liaison Officers for SC/ST/OBC employees of Public Sector Banks, FIs, Insurance Companies & RRBs from July 30 to August 01, 2012 at Hotel SMS Convention Centre of Rambhag Palace, Sawai Ram Singh Road, Jaipur - 302 005.**

Date	Time (Hrs)	Programme
July 30, 2012 (Monday)	09:30 - 10:00	Registration
	10:00 - 10:15	Introduction of (i) The distinguished delegates, and (ii) The programme
	10:15 - 11:30	The Latest Operatives
	11:30 - 11:45	Tea Break
	11:45 - 13:15	Appointments & Promotions on merit
	13:15 - 14:15	Lunch
	14:15 - 15:30	Reservation for SC / ST / OBC employees
	15:30 - 15:45	Tea Break
	15:45 - 17:00	Making & Operating Reservation registers & rosters
July 31, 2012 (Tuesday)	10:00 - 11:30	Verification of Caste Claims
	11:30 - 11:45	Tea Break
	11:45 - 13:00	Role and Functions of Liaison Officers
	13:00 - 14:00	Lunch
	14:00 - 15:15	Role of SC / ST / OBC Associations / Unions
	15:15 - 15:30	Tea Break
	15:30 - 17:00	Role and Functions of National Commissions for SCs, STs and OBCs
August 01, 2012 (Wednesday)	10:00 - 11:15	Reservation for Persons with Disabilities (PWDs)
	11:15 - 11:30	Tea Break
	11:30 - 12:45	Rosters for PWDs
	12:45 - 13:45	Lunch
	13:45 - 15:00	Reservation for Ex-Servicemen
	15:00 - 15:15	Tea Break
	16:00 - 20:00	Local Sight Seeing

*[Handwritten Signature]*