

# INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)



Hospital based autonomous academic Institute, under  
Government of National Capital Territory of Delhi dealing with  
"Brain- Mind Problems & Their Solutions"  
Dilshad Garden, Delhi 110 095 (India)



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No. F.2/769/2013/Estt./IHBAS/LO/SC/ST/OBC/PH/ 3051

Dated: 27/3/2023

## OFFICE ORDER

In terms of stipulations contained in Govt. of India, Dept. of Posts, Lr. No. 2-5/91-SCT, dated the 19<sup>th</sup> December, 1991, Government of India, Dept. of Personnel & Training, O.M. No.42011/18/96-Esst. (Res.) dated the 6<sup>th</sup> March, 1997 & Dept. of Personnel & Training, O. No.36035/3/2004-Esst. (Res), dated the 29<sup>th</sup> December, 2005, Dr. Anadrika, Assistant Professor (Psychiatry) is hereby appointed as Liaison Officer (in addition to her present assignments) for SC/ST/OBC/EWS/PH and for persons with disabilities to ensure prompt disposal of the grievances and to scrutinize and consolidate the statistical data of the employees belonging to SC/ST/OBC/EWS/PWD and for persons with disabilities. The following shall be the duties of the Liaison Officer:-

- I. To Ensure due compliance with the reservation orders and other benefits admissible to SCs/STs/OBCs/EWSs/PWDs and persons with disabilities.
- II. To scrutinize and ensure prompt submission of the prescribed annual statements by the appointing authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.
- III. To scrutinize properly all proposals for de-reservations and to certify after due satisfaction that such de-reservations are inevitable and that all steps prescribed in this regard have been faithfully taken.
- IV. To liaise between the Ministries/Department/Attached and Subordinate Offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
- V. To conduct annual inspection of the rosters maintained, keeping a record of such inspection.
- VI. To extend necessary assistance to the Commissioner for SCs/STs/OBCs/EWSs/PWDs and commissioner persons with disabilities. In discharge of his duties and functions.

2. This issues with the approval of the Director IHBAS

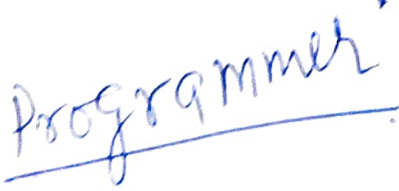
  
(Dr. V.K.S. Gautam)

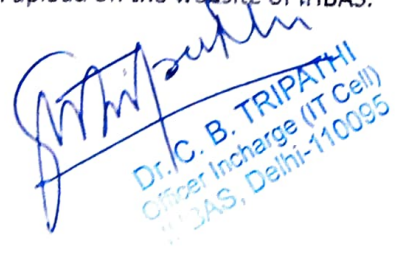
Offg. Joint Director (Admn.)

Dr. Anadrika Debbarma  
Assistant Professor (Psychiatry)  
Copy to:

- 1) Sr. PS. To Director
- 2) OIC (Computer) with the request to kindly get in upload on the website of IHBAS.
- 3) All HODs

For M.A.

  
Programmer

  
Dr. C. B. TRIPATHI  
Officer Incharge (IT Cell)  
IHBAS, Delhi-110095