

	कार्यालय आयुक्त OFFICE OF THE COMMISSIONER सी.जी.एस.टी. एवं केन्द्रीय उत्पाद शुल्क, आयुक्तालय इंदौर C.G.S.T. & CENTRAL EXCISE, COMMISSIONERATE INDORE
	जी एस टी भवन, माणिकबाग पैलेस, इंदौर (म.प्र.- ४५२०१४) GST BHAWAN, MANIK BAGH PALACE, INDORE (M.P.) - 452014
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OFFICE ORDER

14-08-2026

In pursuance of the instructions contained in DOPT's O.M. dated 08.12.2022 issued under F.No. 43011/153/2010-Estt. (Res.), the following officers are nominated as Liaison Officer for the officers working in the jurisdiction of CGST & Central Excise, Indore Commissionerate:

1. Shri Aakash Singhai, Additional Commissioner for the employees belonging to the category of Other Backward Classes (OBCs).
2. Shri Dilip Vana Shevare, Joint Commissioner for the employees belonging to the category of Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Disabilities (PwDs)/ Ex-servicemen and Economically Weaker Sections (EWS).

The Liaison Officers need to acquaint and update themselves with the latest orders/ instructions/ statutory provisions on reservation matters and other safeguards provided to the officers belonging to the respective categories.

The Liaison Officers will be specifically responsible for the following:

- i. Ensuring due compliance by the Ministry/ Department and subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the category for which, he/she is a liaison officer i.e. Scheduled Castes, Scheduled Tribes, Persons with Disabilities, Other Backward Classes, Economically Weaker Sections and Ex-servicemen. In addition, he/she shall also ensure that other benefit admissible to them.
- ii. Ensuring timely submission of reports regarding appointment/representation of SC, ST, OBC, PwD and EWS by each appointing authority in the Ministry/Department concerned. He shall also ensure 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 Department of Personnel & Training. In case of Ex-servicemen, the Liaison Officer concerned shall ensure maintenance of reservation rosters and preparation of reports on appointment/representation of Ex-servicemen, in the formats as prescribed by the Department of Ex-servicemen Welfare, and timely submission of these reports to the Department of Ex-servicemen Welfare.
- iii. The Liaison officers, designated for SC/ST/OBC, have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before the DPC is actually conducted without a SC/ST/OBC Member. Therefore, it will be one of the duties of the Liaison Officers to acquaint themselves well in time about the dates of various DPCs to be held in future. He should maintain with him a ready list of officers of various levels,

belonging to SC/ST/OBC of a few sister Departments/Ministries, so that whenever requirement arises, an SC/ST/OBC 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 may be prepared by the Liaison Officers concerned by informally consulting the administrative wing of other Ministries/Departments.

- iv. Ensuring that while making a reference to the Department of Personnel and Training 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 National Commission for Scheduled Castes, the National Commission for Scheduled Tribes, National Commission for OBC and the Office of the Chief Commissioner for Persons with Disabilities in the investigation of complaints received by them from the officer(s) of respective category with regard to service matters and also in collection of information for their annual reports. In respect of EWS and PwBD, the concerned Liaison Officers shall extend all help to Grievance Redressal Officers appointed in respect of EWS and PwD reservation.
- vi. Conducting annual inspection of the reservation registers/rosters maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- vii. Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training (Department of Ex-servicemen Welfare in case of matters relating to Ex-servicemen) for supply of information, answering questions and queries and clearing doubts in respect of matters covered by the reservation orders.

This issues with the approval of the Commissioner, CGST & Central Excise, Indore.

(Arun Kumar Gupta)
Assistant Commissioner (P&V)

Copy to :-

1. The ADG (HRM-II), DGHRD, Deepshikha Building, Rajendra Place, New Delhi- 110008.
2. The Additional Commissioner (CCO), CGST & Central Excise, Bhopal Zone, Bhopal / Nagpur Zone, Nagpur.
3. The Additional/ Joint Commissioner (P&V), CGST & Central Ex., Bhopal /Jabalpur /Raipur / Ujjain/; Audit Indore/ Audit Raipur/ Audit Bhopal/; Appeals Raipur/ Appeals Indore/ Appeals Bhopal/; Customs Indore.
4. All Additional / Joint Commissioner, CGST & Central Excise, Indore.
5. All Deputy / Assistant Commissioner, CGST & Central Excise, Indore.
6. The Assistant Director (Cost), , CGST & Central Excise, Indore.
7. All Branch Heads, Hqrs, CGST & Central Excise, Indore .
8. The CAO, CGST & Central Excise, Indore.
9. Superintendent (Systems), CGST & Central Excise, Indore for uploading on the website.
10. Individual.
11. Notice Board.
12. Guard File.

