



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

Office of the Registrar  
Reservation & Coordination Cell

No: UH/RCC/F.18/2020/4004

January 22, 2020

**NOTIFICATION**

Sub: - Appointment of Liaison Officer for Other Backward Classes (OBCs) –  
Reg.

Ref: - Vice-Chancellor's Orders dated 20-01-2020.

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Mr. A. Srinivasa Rao, Deputy Registrar, has been appointed as Liaison Officer for Other Backward Classes (OBCs) vice Mr. B. Srinivas, Deputy Registrar, for a period of three years from the date of issue of notification. He shall look after work relating to matters of reservation for Other Backward Classes (OBCs) in service/posts, in addition to his current duties.

**He shall be responsible for:**

- (i). Ensuring due compliance by the University with the orders and instructions pertaining to the reservation of vacancies in favour of OBCs and other benefits admissible to them.
- (ii). Ensuring –
  - (1) Submission of an annual statement showing total number of Government servants and the number of OBCs amongst them as on 1<sup>st</sup> January (in the format similar to that of the Form in Appendix 8 to the Brochure issued with Ministry of Home Affairs O.M. No. 1/2/61-SCT(1), dated 27.4.1962).
  - (2) Submission by University to the concerned Ministry/Departments of Government of India/UGC or any other competent authority an annual statement showing particulars of recruitment made during the calendar year and the numbers filled by OBCs (in the format similar to that of the Form in Appendix-9 to the Brochure issued with Ministry of Home Affairs, O.M. NO. 1/2/61-SCT (1), dated 27.4.1962).
  - (3) Scrutiny and consolidation of the above annual statements in respect of all establishments and services in and under the control of the University and sending the consolidated statements to the concerned Ministry/Department of GoI/UGC etc.

**Contd...2.**

(4) Acting as Liaison Officer between the University and the other government bodies for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by reservation orders.

- (iii). Ensuring conduct of annual inspection of the rosters maintained in the University with a view to ensure proper implementation of the reservation in accordance to the instructions issued by Government of India/UGC from time to time, in the prescribed proforma. Cases of negligence or lapses in the matter of following reservation and other orders relating to representation of OBCs coming to light through the inspections carried out by the Liaison Officers or otherwise should be submitted to the Vice-Chancellor through the office of the Registrar. The OBC employees or their representative may be granted interview by the Liaison Officer for mitigating former's grievances regarding appointments, promotions etc.

  
22-1-20  
**REGISTRAR (i/c)**

To

1. Mr. A. Srinivasa Rao  
Deputy Registrar  
Horticulture & Sanitation
2. Mr. B. Srinivas  
Deputy Registrar  
Establishment-II

Copy communicated to:-

1. Deans of Schools / Heads of Depts./Centers
2. Dean, Students' Welfare
3. All Officers
4. O.S.D., to Vice-Chancellor
5. P.S. to PVC-I & PVC-II.
6. P.S. to Registrar / C.E. /F.O. / Librarian / Prof. in Charge UWD.
7. Web Master – with a request to place this notification on University website.