

Hindustan Prefab Limited
(A Govt. of India Enterprise)
(Under Ministry of Housing & Urban Poverty Alleviation)
Jangpura, New Delhi - 110 014



OFFICE ORDER NO. 43/2014

Consequent upon his taking-over as Chief (Human Resource) in regular establishment in the Corporate Office of HPL at Jangpura, New Delhi w.e.f. 26.12.2013, Sh Gyan Prakash Ranjan is hereby nominated as 'Liaison Officer' of the Company for redressal of grievances of SCs/STs employees and also to ensure implementation of the scheme of reservation for SC/ST/OBC etc.

The duties and responsibilities of Sh Gyan Prakash Ranjan as Liaison Officer are as under:-

- i) To ensure due compliance of reservation orders and other benefits admissible to SCs/STs/OBC;
- ii) To scrutinize and ensure prompt submission of the prescribed annual statements to the concerned authorities;
- iii) To scrutinize properly all proposals for dereservation and to certify after due satisfaction that such dereservations are inevitable and that all steps prescribed in this regard have been faithfully taken in terms of Govt. of India, Department of Pers. & A.R. O.M. No. 36013/6/81-Estt. (SC/ST) dated the 7th December 1981;
- iv) To liaise between different departments and 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 grant interviews to those SC/ST employees who are desirous of meeting him in connection with their grievance regarding appointments, promotions etc. The meeting may, however, be informal without any agenda and no minutes thereof need be prepared;
- vii) To extend necessary assistance to the Commission for SCs & STs in discharging of their duties and functions.

This order will supersede earlier orders issued in this regard.


(Sanjeev Kumar)
Chairman & Managing Director 7/2/2014

Ref.No.HPL/ESF/2014/ 3116

Dated: 7 February, 2014

Circulation to:

1. Sh Gyan Prakash Ranjan, Chief (HR)
2. Steno to Director (Tech.)
3. All Heads of the Departments
4. All Notice Boards
5. All on-going Sites
6. HPL SC/ST Employees' Welfare Association, HPL, Jangpura, New Delhi.
7. The Under Secretary (Sh A N Jha), Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, New Delhi.
8. Office Order File
9. Website of the Company