



भारत सरकार  
राष्ट्रीय पिछड़ा वर्ग आयोग  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR BACKWARD CLASSES

F.No. NCBC/Misc/40/05/2019-Admn.(Pf.)

Dated: 12.11.2021

**OFFICE ORDER**

Sub: Allocation of work of Adviser and submission of channel of files regarding complaints & grievances to the Hon'ble Chairman/Vice-Chairman, Hon'ble Members – reg.

All Administrative matters, Parliament matters, Draft Cabinet Notes, Inter-Ministerial matters, Court Cases and matters relating to the inclusion/exclusion of any class of citizens as a backward class shall be routed through Secretary, NCBC.

2. In accordance with the approval of IFD, Advisers of the National Commission for Backward Classes have been given the task to co-ordinate, examine, monitor, evaluate and advise the Commission on various complaints received in NCBC and prepare periodical reports on their status and also assist the Commission during hearings.

3. The Commission has observed that both Advisers are satisfactorily co-ordinating, examining, monitoring, evaluating the complaints/grievances and assisting the Commission during hearings.

4. Work allocation of Advisers and submission channel of files regarding complaints & grievances to the Hon'ble Chairman, Hon'ble Vice Chairman & Hon'ble Members shall be as under:-

S.No.	For submission of files related to complaints/grievances	Name & Designation of Post and submission channel of files
1	Chairman	Adviser (Rajesh Kumar) ⇐Director/Under Secretary/RO/RI
2	Vice Chairman	Adviser (Ramayan Yadav) ⇐Director/Under Secretary/RO/RI
3	Member (SY)	Adviser (Ramayan Yadav) ⇐Director/Under Secretary/RO/RI
4	Member (AT)	Adviser (Ramayan Yadav) ⇐Director/Under Secretary/RO/RI
5	Member (KSP)	Adviser (Rajesh Kumar) ⇐Director/Under Secretary/RO/RI

5. All notices for hearing shall be issued by Under Secretary /Director or above.

6. Advisers shall be authorised to seek information from various State Government/UTs regarding reservation policies and programmes concerning OBCs.

*J. Rameshankar*  
12/11/2021

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7. Annual Report of the Commission for year of 2019-20 is being made. The said Annual Report shall be prepared under the guidance of Adviser (Rajesh Kumar), NCBC and in this connection, Director, NCBC & all ROs/RIs of Research Wing, NCBC shall assist Adviser (Rajesh Kumar) and make available required information to him.

8. Annual Report of the Commission for year of 2020-21 shall be prepared under the guidance of Adviser (Ramayan Yadav), NCBC and in this connection, Director, NCBC & all ROs/RIs of Research Wing, NCBC shall assist Adviser (Ramayan Yadav) and make available required information to him.

9. The final Report of the Commission for years of 2019-22 shall be prepared under the guidance of Adviser (Rajesh Kumar), NCBC and in this connection, Director, NCBC & ROs/RIs of Research Wing, NCBC shall assist Adviser (Rajesh Kumar) and make available required information to him.

This issues with the approval of Hon'ble Chairman, NCBC.

  
(J. Ravishankar)  
Under Secretary (Admn.)

To,

- a) Shri Rajesh Kumar, Adviser, NCBC
- b) Shri Ramayan Yadav, Adviser, NCBC

Copy to

- i) PS to Hon'ble Chairman/Hon'ble Vice-Chairman/Hon'ble Members, NCBC.
- ii) PS to Secretary, NCBC.
- iii) Director, NCBC and all other concerned officers/officials.
- iv) Programmer for uploading on website.
- v) Guard file.