

## **A statement of the categories of documents that are held by it or under its control**

### **1. ACC**

ACC guidelines and ACC orders/approvals  
ACC guidelines are available on website and  
ACC orders/approvals are uploaded regularly on website.

### **2. AD-I Section**

1. Files relating to service matter of all Gazetted Officer.
2. Service Book of all Gazetted Officers, who are in the service.
3. RTI files
4. Personal files of all serving Gazetted officers.

### **3. AD-II Section**

1. Purchase of Stationery items/ miscellaneous cleaning items.
2. Purchase and maintenance of AC's /Water Coolers/furniture/fixture etc.
3. Printing of books/ forms/ letter heads etc.
4. Procurement and maintenance of computers/printers/ photo copier machine/ fax/ telephone instruments/ staff cars etc.
5. Reimbursement of telephone bills/ canteen, coffee board, tea board bills.
6. Procurement of POL
7. Outsourcing of manpower for cleanliness etc.
8. Modernization of Govt. offices under plan scheme.

### **4. AD-III Section**

1. Delhi official directory.
2. Induction material of Department of Personnel & Training.
3. Citizen Charter of Department of Personnel & Training.
4. Annual report of Department of Personnel & Training.
5. Personal file & service book of group C (erstwhile Gr.-D) & canteen employees of the Department of Canteen.

### **5. AD-IV**

1. Service books/Personal files in r/o LDCs, UDCs, Asstts, Steno Gr.'D' and steno Gr, 'C' and also in r/o Jr. Hindi Translators sr, Hindi Translators supervisor 'Games' and Asstt. Librarian.
2. Seniority lists of steno Gr 'D' steno Gr'C' Erstwhile Gr'D' staff, LDCs and UDCs.
3. Files pertaining to Transfer/Posting of above staff in DOPT
4. Files pertaining to up gradation under ACP/MACP and promotions of the above staff.
5. Files pertaining RTI and other miscellaneous matters.

### **6. AIS-II (Pay Desk)**

1. IAS (Pay) Rules,1954.
2. IAS (Pay) Rules, 2007.
3. All India Services (Leave travel Concession) Rules,1975
4. All India Services (House Rent Allowance) Rules, 1977
5. All India Services (Dearness and allowance) Rules, 1972
6. Standard term and condition for deputation of AIS officers in PSU sect.
7. Guidelines for promotion to various grades of IAS
8. Clarification to state Government/Ministries/Departments under these rules.

9. Concurrence of the Central Government to the availability of vacancies in Selection Grade and above grade of IAS in State Cadres
10. Fixation of pay of non-State civil services offices on their promotion to IAS.

**7. AIS-II (Pension Desk)**

1. acceptance of resignation of IAS officers
2. Grant of extension in service to chief secretaries
3. Acceptance of notice for voluntary retirement of IAS officers under Rule 16(2A) of the AIS(DCRB) Rules, 1958 i.e., the cases of those officers who have rendered less than 30 years of qualifying service or not attained the minimum age of 50 years – waiver of notice period for voluntary retirement of IAS officers in certain cases.
4. Determination of date of birth in case of any dispute for the purposes of superannuation of IAS officers.
5. Permission to the IAS officers for post retirement commercial employment.
6. Deputation of AIS officers in autonomous organizations, not controlled by the Government and other private bodies under Rule 6(2)(ii) of the AIS (Cadre) Rules.
7. Payment of insurance/ accumulated amount to retired IAS officers (except IAS officers borne on UT Cadres) under AIS (Group Insurance) Rules, 1981.

**8. AIS-II (Cadre Desk)**

1. Amendment/Framing of IAS/IPS/IFS (Cadre) Rules
2. Amendment/Framing of IAS/IPS/IFS ( Fixation of Cadre Strength) regulation.
3. Amendment/Framing of IAS (Joint) Cadre Rules.
4. Processing of cases under Rule 16(3) of IAS (Death-cum-Retirement Benefits) Rules, 1958 regarding premature retirement.
5. Indian Forest service-Rules and Regulations regarding general policy matters.
6. officiating of non-cadre officers on IAS cadre posts.
7. Keeping IAS posts in abeyance.
8. Cadre review of IAS/IPS/IFS and all allied matters.
9. Issue of Gazette notifications relating to cadre reviews.
10. Court matters on the above issues

**9. AIS-III**

1. Amendment/Framing of IAS/IPS/IFS (Cadre) Rules
2. Amendment/Framing of IAS/IPS/IFS (Fixation of Cadre Strength Regulation.
3. Amendment/Framing of IAS (Joint) Cadre Rules
4. Processing of cases under Rule 16 (3) of IAS (Death-cum-Retirement Benefits) Rules,1958 regarding premature retirement.
5. Indian forest Service-Rules and Regulation regarding general policy matters.
6. Officiating of non-cadre officers on IAS cadre posts.
7. Keeping IAS posts in abeyance.
8. Cadre Reviews of IAS/IPS/IFS and all allied matters.
9. Issue of Gazette Notifications relating to cadre reviews.
10. Court matters on the above issues.

**10. AVD-1**

The following types confidential documents are held in AVD-I

1. Disciplinary cases against IAS officers on central deputation.
2. Disciplinary cases against IAS offices coming in state where penalty of compulsory retirement/removal/dismissal and cut in pension is invoked.
3. Disciplinary cases against CSS officers (US and above).
4. Prosecution sanction against IAS/CSS Officers (Us and above)
5. Complaints against IAS/CSS offices (US and above)
6. Vigilance clearance to IAS/CSS Officers (US and above)

**11. AVD-I (KJ)**

1. Complaints against IAS officers.
2. Disciplinary Officer cases against IAS officers on Central Deputation.
3. Appeals/memos against suspension of IAS officers.
4. Vigilance clearance of IAS officers.
5. Court cases relating to the IAS officers

**12. AVD-I (PKR)**

1. Complaints against Gr.-1 CSS/CSSS officers
2. Disciplinary cases, Suspension Cases against individual Gr.-1 CSS/CSSS officers
3. Prosecution sanction request against Gr.-1 CSS/CSSS officers
4. Vigilance clearance cases of Gr. 1 CSS/CSSS officers
5. Court cases relating to the above
6. Cases of request for review under Rule 29A of gr.-1 CSS/CSSS officers
7. Matters relating to rectification of UNCAC

**13. AVD-II**

1. Appointment orders for induction/extension of tenure in the rank of SP/DIG/JD/AD/SD in CBI
2. Notification issued under Section 5 of DSPE act for extension of jurisdiction of CBI to various States
3. Creation of posts in CBI in various rank
4. Orders for appointment of CBI's special Counsels/Retainer Counsels.

**14. AVD-III**

1. Files pertaining to appointment of CVOs in various PSUs
2. policy files pertaining to appointment of CVOs
3. Proposal for administrative approval of DOP&T pertaining to CVC.
4. Returns submitted by Ministries in respect of Annual Action Plan.
5. Disagreement cases with CVC in disciplinary matter and cases of sanction for prosecution referred to DOP&T to resolve disagreement..

**15. CRD**

the following categories of documents/Information held.

- (i) B keep files relating to Cadre review and Non-Functional selection Grade.
- (i) C Category files relating to Cadre review/NFSG/Court Case/Threshold/Parliament matter etc.
- (ii) Guard files on the Cadre Review & NFSG.
- (iii) Monograph on Cadre Review of Central Group 'A' services.

**16. CS-III**

1. Scheme for redeployment of Surplus Staff
2. Central Civil Services (Redeployment of staff) Rules,1990
3. Circulars regarding redeployment of surplus staff.

**17. EO (F)**

Categories of documents that are held in MM Division are as under.

- i. Documents relating to retention/officers appointment of DS/Dir level under Central Staffing Scheme (of DOPT), appointment of CVOs at DS/Dir level in PSUS and to the posts at Indian Mission abroad etc.

- ii. Documents relating to appointment to Government of India posts located abroad/ captive posts/assignments as per agreement and relating to grant of cadre clearance for taking up foreign assignment, workshop, seminar etc.
- iii. Documents relating to foreign funded foreign training scheme like JICA, Commonwealth Sectt, Colombo Plan, SI DA, SICA, Singapore, KDI Kerea, GRIPS,UNDP,UNSIAP etc.
- iv. Documents related to nominations of iAS officer to NDC Programme.
- v. Documents relating to appointment to various posts at D S/Dir level in LBSNAA, Mussoorie, UIDAI,Census Operation in the States/UTs etc.
- vi. Documents relating to appointment of PSs/OSDs to the Ministers.
- vii. Documents relating to shift from CSS to Non-CSS posts, lateral shifts, NOC for APPPA and other training courses, study leave in respect of officers appointed under Central staffing Scheme.

**18. EO (SM-I)**

- 1. Central staffing Scheme (CSS)
- 2. Empanelment of Officers to hold Secretary, Addl. Secretary level posts in the centre-orders thereto
- 3. Appointment of officers at the centre at the level of J.S., As. & Secy and their repatriation, extn. Etc- orders reg.
- 4. Vacancy circulation for JS level appointment under CSS.
- 5. Guidelines for empanelment at As/Secy level.

**19. Establishment – A – (III)**

- 1. CCS (Conduct) Rules, 1964 dated 9.5.2011
- 2. CCS (CCA) Rules, 1965 dated 2.2.2010
- 3. Submission of Immovable Property Returns of Group A Central Series 8.6.2011
- 4. Submission of the Immovable Property Returns-Planning of Public domain dated 23.5.2011 & 11.4.2011.
- 5. CCS (Conduct) Rules, 1964 amendments dated 9.8.2010- pension to Mileage points earned by Government servants.
- 6. CCS (Conduct) Rule 1964, amendments dated 2.2.2009- Constitution of complaints Committee to enquire into complaints of sexual harassment

**20. Establishment – A - (IV)**

- 1. Extracts of provisions of FR-56 amendments dated 13.1.2011
- 2. FR 56- 3<sup>rd</sup> amendments dated 8.12.2010
- 3. FR 56- 2<sup>nd</sup> amendments dated 26.10.2010
- 4. FR 56- verification dated 26.5.2010
- 5. FR 56- amendment Rules, 2010 dated 26.5.2010

**21. Establishment - B & Establishment -A (Desk-I)**

- 1. Union Public Service Commission ( Exemption from Consultation) Regulations, 1958.
- 2. Union Public Service Commission ( Members) Regulations, 1969
- 3. Union Public Service Commission Staff) Regulations, 1958.
- 4. Government Resolution constituting the Staff Selection Commission.
- 5. Instructions relating to the procedure to be followed in the case of disagreement with the advice of Union Public Service Commission issued vide DOP&T's O.M. No. 39023/2/2006-dated 5.12.2006.
- 6. Brochure on Annual performance Appraisal Report.

**22. Establishment - D**

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**23. Establishment - C**

1. Timely confirmation in various Central Civil Services- issue of guideline dated 30.8.2010
2. Timely confirmation in various Central Service dated 30.8.2010
3. Probation in various Central Services dated 20.4.1995

**24. Establishment (Allowance)**

- a. Estt. (Leave) Section: Policy matters related to CCS (Leave) Rule, 1972 applicable to non-industrial Government servants. SR.196 to 203
- b. Estt. (Allowance) Section: Policy matters related to Honorarium, Overtime Allowance, Night Duty Allowance, Fee under SR-12, Joining Time Rules, Risk Allowance, Children Education Allowance, Special Allowance for child care to women with disabilities, Plan Scheme-“ Creation and Maintenance of Electronic (e) Service Book and Other service records of the Government of India Employees”

**25. Establishment (Pay -I)**

1. Fixation of Pay under FR 22.
2. Stepping up of pay/ante dating of date of increment.
3. Lump sum incentive on acquiring higher qualification.
4. Sports incentives.
5. Annual Increment, Stagnation Increment.
6. Advance Increment.
7. Exercise of option for fixation of pay.
8. Incentive for family planning.
9. Pay fixation of PSUs' candidates who joins Central Government.
10. Pay fixation state Govt. PSUs' candidates who joins Central Government.
11. Pay fixation of state Govt. employees who joins Central Government.
12. Advance increment to stenographers of Sub Ordinates offices who acquire higher speed in shorthand.
13. Restriction on fixation of pay under FR 35.
14. National Anomaly Committee.
15. Pay fixation in case of transfer to lower post on own request.

**26. Establishment (Pay -II)**

1. Terms and Conditions of appointment to Personal Staff of all Ministries including the Prime Minister, Deputy Chairman and Members of the planning Commission, Chairman, Vice-Chairman and Members of CAT, UPSC, National Minorities Commission and other statutory Commissions including Commissions of Inquiry under MHA, Advisers to Governors of States which are President's Rule. Terms and Conditions of Chairperson and Members in Regulatory Authorities and Statutory Bodies.
2. Foreign Service to Public Sector Undertakings, Autonomous bodies, Private Undertakings and State Govts. and Reserve Foreign Service to Central Govt.
3. Special Pay and Cashiers Special Pay, Headquarters Special Pay and all other Special Pay Cases.
4. Deputation allowance, Central deputation Tenure allowance to organized Group 'A' officers under Central Staffing Scheme and Special Allowance to Special Protection Group personnel.
5. Extension of period of deputation beyond 5<sup>th</sup> year in all cases of deputation of central Govt. employees including organized Group 'A' Service.
6. Terms and Condition of re-employed civil and military pensioners including officers retiring before attaining age of 55 years
7. Leave salary and pension contribution cases of Central Government officers and employees deputed on foreign Service terms.

8. Combination of Appointments under FR 49 and payment of Charge allowance, additional remuneration beyond 3 months.
9. Interpretation and compilation of Rules and others relating to NBR promotions including those under Central Staffing Scheme.

**27. IR Division**

Information relates to broad categories of documents like circulars, reports, publications etc.

All the OMs related to clarification/modification of RTI Act,2005 have already been posted in the Department's website since its existence to till date.

**28. JCA**

1. Central civil Services ( Recognition of Service Associations) Rules, 1993
2. Brochure on Joint Consultative Machinery and Compulsory Arbitration for Central Government Employees.
3. Office Memorandums issued regarding JCM and recognition of service association/ unions/ federations
4. Holidays List
5. Various O.Ms on uniforms and stitching charges.
6. Working hours and office timings in respect of Central Government Administrative Offices.

**29. Parliament Section**

1. Monitoring of pending Assurance.
2. Issues likely to be raised during parliament session
3. Material for Presidential Address.

**30. RR**

- a. Handbook on Recruitment Rules
- b. Policy files relating to modified Flexible Complementing Scheme, Non Functional Upgradation based batch parity with IAS and Search cum selection Method of appointment.

**31. SRS**

1. Reorganization Acts,
2. Guidelines on Reorganization,
3. Files related to constitution of Advisory Committee.
4. Final allocation Orders of State Government Employees.

**32. SM-II**

1. Proposal from various Ministries/Department regarding promotion of Officers of Central services (other than IAS, IPS IFS & Railway Services) to SAG level
2. Proposals from various Ministries/ Departments regarding appointment to the post of CEO in autonomous statutory Bodies under their control
3. Proposals from various Ministries/ Departments regarding empanelment/ appointment in the services/ organizations under the Cabinet Secretariat including R&AW, ARC, SFF, O/o PSA to GOI, NSCS etc.
4. Proposals from various Ministries/ Departments regarding appointment on promotion in the Scientific Ministries and Departments under modified flexible Complementing Scheme for scientists.
5. Decision of the ACC in respect of senior appointments in the armed Forces.

6. Proposals from various Ministries/ Departments regarding extension in service to the 'Outstanding Scientists' on the basis of recommendations of the committee chaired by the Cabinet Secretary (other than autonomous bodies/PSUs)
7. Proposals from various Ministries/ Departments regarding appointment of Scientific Attache in Mission abroad.

**33. Training Division**

Files, Reports, Memorandum of Understanding, Brochure, Circulars, Office Memorandum, Programme Schedule, Course Material

**34. Vigilance Section**

1. Files relating to Vigilance cases in respect of all Officers except Gr.-A officers of the Department.
2. Files relating to complaints of Gr.-B Officers.
3. ACR & Property returns of all Gazetted & Non- Gazetted staff (Gr. B & C)
4. Files relating to maintenance of APAR

**35. Welfare**

1. Compendium of Welfare programmes/Instructions of facilities.
2. List of Area welfare officers, Residents welfare Associations and Central Government Employees co-ordination committees.
3. Circulars relating to holding of Elections of RWAs.
4. Administrative Instructions on Departmental Canteens in Government Offices and Industrial Establishments