

DEPARTMENT OF PERSONNEL
AND TRAINING

INDUCTION MATERIAL

(As on 30.12.2014)

ANNEXURE-I**SETTING UP THE DEPARTMENT**

The Administrative Reforms Commission (1969) had in its report on Machinery of the Government of India and its procedure of work recommended inter-alia setting up of a separate Department of Personnel directly under the Prime Minister. In pursuance of these recommendations, a new Department of Personnel was created in August, 1970 under the Cabinet Secretariat by transferring the subject concerning public services from the Ministry of Home Affairs. The details of changes made in the nomenclature/allocation of work of the Department during the subsequent years are as given below:

- (i) The work concerning administrative reforms was transferred from the Ministry of Home Affairs to the Department of Personnel and the Department was re-designated as Department of Personnel and Administrative Reforms in February, 1973.
- (ii) The Department of Personnel and Administrative Reforms was shifted from the Cabinet Secretariat to the Ministry of Home Affairs in April, 1977.
- (iii) The work relating to administration of service rules including FRs, SRs and CSRs, subject to certain exceptions was transferred from the Ministry of Finance to the Department of Personnel and Administrative Reforms in December, 1978.
- (iv) The Department of Personnel and Administrative Reforms was moved out of the Ministry of Home Affairs and placed under the independent charge of the Prime Minister in January, 1985.
- (v) In March, 1985 a separate Department of Pensions and Pensioners Welfare was created and the Department of Personnel and Administrative Reforms was re-designated as Ministry of Personnel and Training, Administrative Reforms and Public Grievances and Pensions, with three separate Departments, namely:
 - (a) Department of Personnel & Training;
 - (b) Department of Administrative Reforms & Public Grievances; and
 - (c) Department of Pensions and Pensioners Welfare.
- (vi) The Ministry was further re-designated as 'Ministry of Personnel, Public Grievances and Pensions' in December, 1985.
- (vii) The work of Public Enterprises Selection Board (PESB) was transferred from the Ministry of Industry (Bureau of Public Enterprises) to the Department of Personnel and Training in August, 1986.
- (viii) Work relating to CBI and Prevention of Corruption Act was transferred to Cabinet Secretariat in January, 2003. but transferred back to the DOP&T w.e.f. 07.06.2004.

II. NAME OF CABINET MINISTERS, MINISTERS OF STATE AND SECRETARY (PERSONNEL) WHO HAVE HELD THE CHARGE OF THIS DEPARTMENT / MINISTRY SINCE ITS INCEPTION IN 1970.

<u>Sl. No.</u>	<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>TOTAL PERIOD (IN MONTHS)</u>
1.	Smt. Indira Gandhi Prime Minister	01.08.1970	24.03.1977	80
2.	Ch. Charan Singh Prime Minister	26.03.1977	30.06.1978	15
3.	Shri Morarji Desai Prime Minister	01.07.1978	23.01.1979	07
4.	Shri H.M. Patel Home Minister	24.01.1979	28.07.1979	06
5.	Shri Y.B. Chavan Home Minister	28.07.1979	13.01.1980	05
6.	Giani Zail Singh Home Minister	14.01.1980	22.06.1982	29
7.	Shri R. Venkataraman Home Minister	22.06.1982	02.09.1982	02
8.	Shri P.C. Sethi Home Minister	02.09.1982	19.07.1984	22
9.	Shri P.V. Narasimha Rao Home Minister	19.07.1984	31.12.1984	05
10.	Shri Rajiv Gandhi Prime Minister	31.12.1984	02.12.1989	59
11.	Shri V.P. Singh Prime Minister	02.12.1989	10.11.1990	11
12.	Shri Chandrasekhar Prime Minister	10.11.1990	21.06.1991	07
13.	Shri P.V. Narasimha Rao Prime Minister	21.06.1991	16.05.1996	59
14.	Shri A.B. Vajpayee Prime Minister	16.05.1996	01.06.1996	17(Days)
15.	Shri H.D. Deve Gowda Prime Minister	01.06.1996	21.04.1997	11

16.	Shri I.K. Gujral Prime Minister	22.04.1997	18.03.1998	11
17.	Shri A.B. Vajpayee Prime Minister	19.03.1998	30.01.2003	58
18.	Shri L.K. Advani Dy. Prime Minister	30.01.2003	22.05.2004	16
19.	Dr. Manmohan Singh Prime Minister	23.05.2004	25.05.2014	120
20.	Shri Narendra Modi Prime Minister	26.05.2014	Till date	

MINISTERS OF STATE

<u>Sl. No.</u>	<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>TOTAL PERIOD (IN MONTHS)</u>
1.	Shri Ram Niwas Mirdha	23.08.1970	10.10.1974	49
2.	Shri Om Mehta	10.10.1974	24.03.1977	29
3.	Shri K.P. Singh Deo	31.12.1984	25.09.1985	09
4.	Shri P. Chidambaram	26.12.1985	02.12.1989	47
5.	Smt. Margaret Alva	21.06.1991	16.05.1996	59
6.	Shri S.R. Balasubramoniyam	27.06.1996	17.03.1998	21
7.	Shri K.M.R. Janarthanan	18.03.1998	08.04.1999	12
8.	Ms. Vasundhara Raje	09.04.1999	30.01.2003	45
9.	Shri Arun Shourie	22.11.1999	01.09.2001	22
10.	Shri Harin Pathak	30.01.2003	22.05.2004	16
11.	Shri Suresh Pachouri	23.05.2004	06.04.2008	46
12.	Shri Prithviraj Chavan	06.04.2008	10.11.2010	31
13.	Shri V. Narayanasamy	15.11.2010	25.05.2014	42
14.	Dr. Jitendra Singh	26.05.2014	Till date	

SECRETARY (PERSONNEL)

<u>Sl. No.</u>	<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>TOTAL PERIOD (IN MONTHS)</u>
1.	Shri H. Lal ICS (BH: 36)	01.08.1970	06.12.1970	05
2.	Shri B.B. Lal ICS (UP:41)	07.12.1970	28.04.1971	05
3.	Shri P.K.J. Menon IAS (BH:41)	15.09.1971	01.04.1972	07
4.	Shri B.P. Bagchi	07.09.1972	31.07.1975	35

	ICS (UP:41)			
5.	Shri R.K. Trivedi IAS (UP:46)	01.08.1975	25.05.1977	22
6.	Shri C.R. Krishnaswamy Rao Sahib, IAS (AP:49)	26.05.1977	02.06.1978	12
7.	Shri Maheshwar Prasad IAS (UP:50)	03.06.1978	06.06.1980	24
8.	Shri A.C. Bandyopadhyay IAS (OR:49)	07.06.1980	26.07.1982	25
9.	Shri U.C. Agarwal IAS (OR:52)	27.07.1982	24.02.1985	31
10.	Shri K. Ramanujam IAS (BH:54)	25.02.1985	07.07.1986	16
11.	Smt. P.P. Trivedi IAS (AM:53)	08.07.1986	29.02.1988	19
12.	Shri Manish Bahl IAS (MP:57)	02.03.1988	02.01.1990	22
13.	Shri M. Dandapani IAS (KL:58)	03.01.1990	17.07.1992	30
14.	Shri N.R. Ranganathan IAS (MH:60)	05.08.1992	30.06.1995	35
15.	Shri P.C. Hota IAS (OR:62)	14.07.1995	27.09.1996	14
16.	Shri Arvind Varma IAS (UP:63)	30.09.1996	30.11.1998	26
17.	Shri B.B.Tandon IAS (HP:66)	01.12.1998	13.06.2001	31
18.	Shri A.K. Agarwal IAS (MP:66)	14.06.2001	30.11.2002	21
19.	Shri S.S. Dawra IAS (PB:67)	02.12.2002	31.10.2003	11
20.	Shri Arun Bhatnagar IAS (MP:66)	03.11.2003	29.06.2004	08
21.	Shri A.N. Tiwari	01.07.2004	26.12.2005	18

	IAS (AP:69)			
22.	Shri Pratyush Sinha IAS (BH:69)	03.01.2006	31.07.2006	07
23.	Shri L.K. Joshi IAS (MP:70)	01.08.2006	31.01.2007	06
24.	Shri Satyananda Mishra IAS (MP: 73)	01.02.2007	04.09.2008	19
25.	Shri Rahul Sarin IAS(JH:74)	13.09.2008	31.08.2009	11
26.	Shri Shantanu Consul IAS (KN:74)	01.09.2009	30.10.2010	14
27.	Smt. Alka Sirohi, IAS (MP:74)	01.11.2010	03.01.2012	14
28.	Shri P.K. Misra IAS (UP: 76)	16.01.2012	30.06.2013	17
29.	Dr. S. K. Sarkar IAS (WB: 79)	01.07.2013	31.07.2014	13
30.	Shri Sanjay Kothari IAS (HR: 78)	01.08.2014	till date	

III. DEPARTMENT OF PERSONNEL TRAINING AND ITS VARIOUS OFFICES.

The Department of Personnel and Training is the coordinating agency of the Central Government in personnel matters specially issues concerning recruitment, training, career development and staff welfare.

The Department of Personnel and Training is under the overall charge of the Prime Minister assisted by a Minister of State. The Department is functioning under the charge of Secretary (Personnel) who is presently assisted by two Additional Secretaries, five Joint Secretary level officers and other supporting officers and staff. Functionally, the Department is presently divided into 5 Wings, each of which is headed by either Additional Secretary or a Joint Secretary. The Wings are:

NAME OF THE DIVISION

WORK ALLOCATED

Located in the North Block

(i) Establishment Officer (EO)

All matters relating to senior appointments, career management, fellowship abroad and foreign assignment.

- (ii) Services and Vigilance (S&V) All matters relating to Administrative vigilance (including administration of CVC) and All India Services, Reservation in Services, Staff Welfare, Budget, Parliamentary Matters, Cadre Review Division.
- (iii) Establishment All matters relating to personnel policies of Central Government servants other than All India Service Officers, Joint Consultative Machinery for Central Government Employees and matters relating to the Union Public Service Commission, Staff Selection Commission and PESB.
- (iv) Administrative Tribunal & Administration : All matters relating to the Administrative Tribunal. Policy Matters relating to Departmental Canteen in the Ministries/Departments/offices of GOI. Personnel/ General Administration of DOPT. All coordination matters; Citizens and Client Charter. All Budget matters relating to this Ministry and its attached/ subordinate offices. All policy matters relating to Right to Information Act, 2005 and the Central Information Commission. All matters relating to Cadre Management of CSS / CSSS / CSCS. State Reorganisation and redeployment of surplus staff.
- (vii) Training All matters relating to training and administration of Lal Bahadur Shastri National Academy of Administration, Mussoorie and Institute of Secretariat Training and Management, New Delhi.

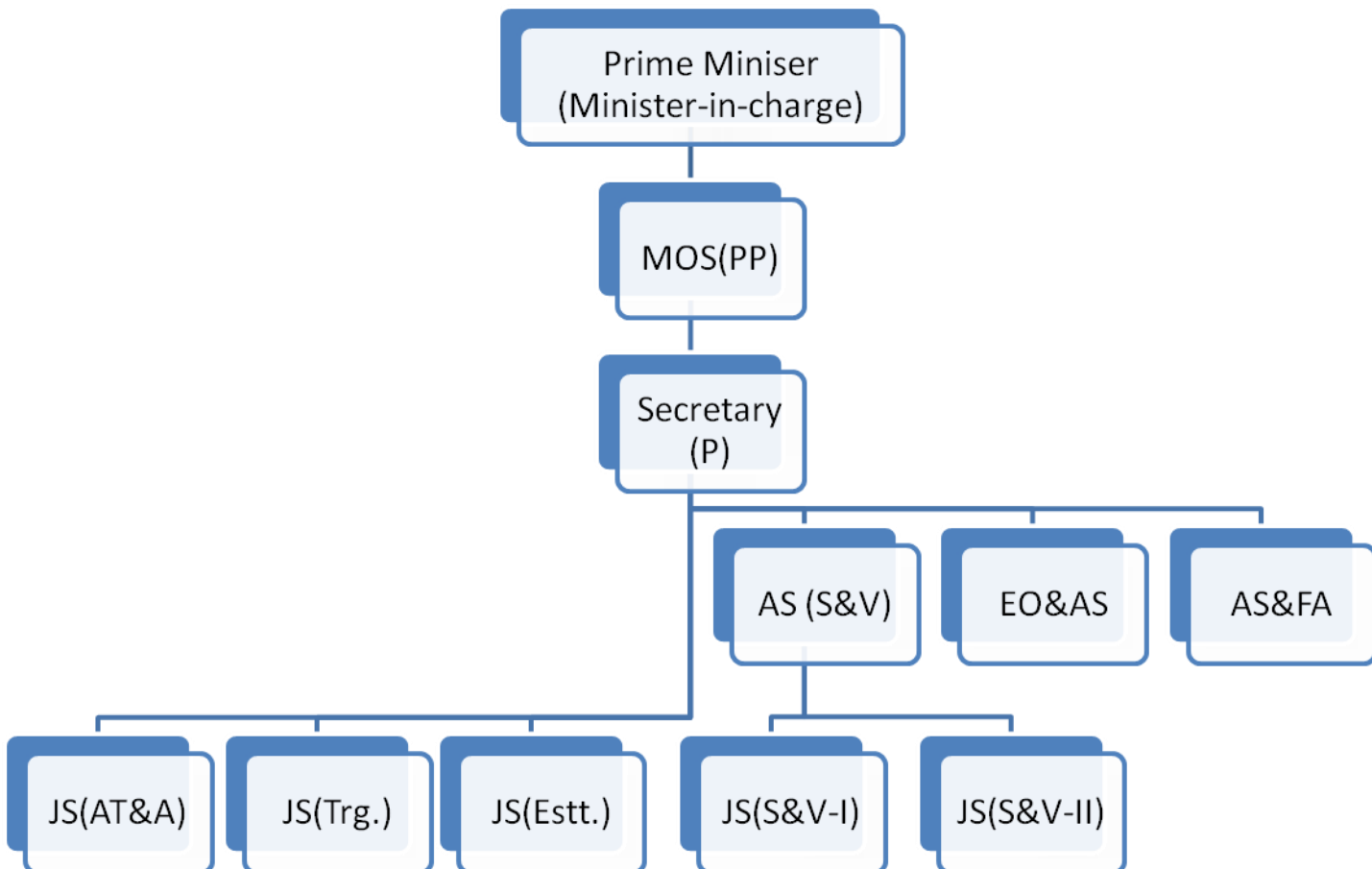
ATTACHED AND OTHER OFFICES UNDER THIS DEPARTMENT

The particulars of attached and other offices under this Department are as follows: -

<u>Sl. No.</u>	<u>Name of office and status</u>	<u>Official address and contact #</u>
1.	Union Public Service Commission, New Delhi. (Constitutional Body)	Secretary, UPSC, Dholpur House, New Delhi. Tel. No. 23383802 Fax: 011- 23385345
2.	Central Vigilance Commission,	Secretary, CVC,

- (A Statutory Body of the Government of India).
3. Central Administrative Tribunal,
New Delhi.
(Quasi-Judicial Body)
 4. Lal Bahadur Shastri National,
Academy of Administration,
Mussoorie.
 5. Institute of Secretariat Training,
and Management,
New Delhi.
 6. Central Bureau of Investigation,
New Delhi.
(Attached Office)
 7. Staff Selection Commission,
New Delhi.
(Attached Office)
 8. Central Information Commission,
New Delhi.
 9. Public Enterprises Selection Board
(PESB), New Delhi
- Satarkta Bhavan,
INA Colony, New Delhi.
Tele. No. 24618891
Fax: 011- 24618891
Principal Registrar, CAT,
Principal Bench,
61/35, Copernicus Marg,
New Delhi.
Tele No. 23382507
Fax: 011-23387713
Director, LBSNAA,
Mussoorie- 248179
Uttaranchal.
Tele. No. 2632289
Fax: 0135- 2632350
Director, ISTM,
J.N.U. Campus,
New Delhi – 110067
Tele. No. 26164182
Fax: 011- 26104183
Director, CBI,
CGO Complex, Lodhi Road,
New Delhi- 110003
Tele. No. 24360532
Fax: 011- 24364130
Secretary, SSC,
CGO Complex, Lodhi Road,
New Delhi- 110003
Tele. No. 24361408
Fax: 011- 23460120
Secretary,
2nd Floor, 'B' Wing,
August Kranti Bhawan,
Bhikaji Cama Place,
New Delhi-110066
Tele No.26167932
Secretary
3rd Floor, Block 14,
CGO Complex, Lodhi Road,
New Delhi – 110 003.

Organizational Structure of Department of Personnel and Training:



IV. ROLE OF THE DEPARTMENT AND ITS OTHER ATTACHED OFFICES.

Department of Personnel & Training

The role of the Department of Personnel & Training can be conceptually divided into two parts, In its large nodal role, it acts as the formulator of policy and the watch-dog of the Government ensuring that certain accepted standards and norms, as laid down by it, are followed by all Ministries/Departments, in the recruitment, regulation of service conditions, posting/transfers, deputation of personnel as well as other related issues. Towards this end, guidelines are issued by it for the benefit of all Ministries/Departments and it monitors the implementation of these guidelines. It also advises all organizations of the Central Government on issues of personnel Management. At a more immediate level, the Department has the direct responsibility of being the cadre controlling authority for the IAS and the three Secretariat Services in the Central Secretariat. The Department also operates the Central Staffing Scheme under which suitable officers from All India Services and Group 'A' Central Services are selected and then placed in posts at the level of Deputy Secretary/Director and Joint Secretary, on the basis of tenure deputation. The Department also deals with cases of appointment to posts

of Chairman, Managing Director, full-time functional Director/Member of the Board of Management of various Public Sector Undertakings/ Enterprises, Corporations, Banks and financial institutions. It also deals with the assignment of Indian experts to various developing countries.

4.2 Recruitment Agencies.

The two organizations through which the Department ensures recruitment of personnel for the Government are the Union Public Service Commission (UPSC) and the Staff Selection Commission (SSC). The former is constituted under a provision of the Constitution and is responsible for conducting examinations for appointment to the higher civil services and civil posts under the Union Government; including recruitment to the All India Services. There is a mandatory provision for consulting the Commission on all matters relating to methods of recruitment, principles to be followed in making promotions and transfers from one service to another and on all disciplinary matters. The SSC is responsible for making recruitment to subordinate staff such as Assistants, Stenographers etc. The office of the UPSC is located in Dholpur House, New Delhi, while that of the Staff Selection Commission is located at the CGO Complex, Lodhi Road, New Delhi.

4.3 Training Division

Training Division administers induction training to recruits to the Indian Administrative Service and other All India Services and Central Services. It sponsors a number of training programme on a variety of subjects for different categories of Central and State Government employees. Training Division is also responsible for coordinating the implementation of national Training Policy, which was adopted in April 1996. Two major training institutions directly under the administrative control of the Department are the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussorie and the Institute of Secretariat Training and Management (ISTM), JNU Campus, New Delhi. The former is mainly responsible for providing induction training to recruits to the Indian Administrative Service and other All India Services and Central Services. ISTM provides induction as well as in-service training to members of the Central Secretariat Service. Indian Institute of Public Administration (IIPA) is an autonomous academic institution of national eminence under the Department, engaged in training, research and information dissemination in streams related to the ethos of Public Administration.

4.4 Senior Appointments under the Government of India

All proposals for senior appointments under the Government of India, which require the approval of the Appointments Committee of the Cabinet (ACC), are processed through the Establishment Officer as Secretary of the ACC. These include Board level appointments to Central Public Sector Undertakings and appointments of Joint Secretaries, Directors and Deputy Secretaries in the Ministries/Departments. In addition, all appointments by promotion, which require the approval of the ACC are also processed through the Establishment Officer, whose office is located in the North Block, New Delhi.

4.5.1 Administrative Vigilance

An important element of personnel management is the maintenance of the professional ethics and standards of the bureaucracy. The Department of Personnel & Training determines Government policy for the maintenance of the integrity of the public services and eradication of corruption and coordinates the activities of various Ministries/Departments in that area. However, all Ministries/Departments and offices of the Government of India have the direct

responsibility for the maintenance of discipline and integrity of their staff by taking preventive measures and eradication of corruption in their operational area of work.

4.6 Central Vigilance Commission

Advice on all vigilance matters is provided by Central Vigilance Commission. It has jurisdiction and power in respect of all matters to which the executive power of the Central Government extends. The Commission enjoys the same measure of independence and autonomy as the Union public Service Commission. The Commission has its office at Satarkta Bhavan, INA Colony, New Delhi.

4.7 Central Bureau of Investigation

The Central Bureau of Investigation (CBI) is the premier investigating agency of the country and watchdog of the nation to arrest the growing menace of corruption as also to investigate the various types of banking, non-banking and the multitude of economic and other conventional offences. A new addition to its function is investigation of inquiries into terrorist crimes, vandalism etc. Cases are referred to this agency, on the basis of concurrence of the State Governments, by the High Court as well as by the Supreme Court and there is an ever-growing public demand for CBI investigation on account of the general perception that investigation by the CBI is more objective. The CBI has its headquarters office in Block No. 3, CGO Complex, New Delhi.

4.8 Joint Consultative Machinery

There is a well-structured machinery for joint consultation between the Central Government and its employees on a wide variety of service matters having a bearing on the administration and the general interests of the Government employees. It is three-tier machinery consisting of the National Council, the Department Council and the Regional/Office Council. Service matters, pertaining to the interests of the generality of the employees or specific groups of them, are dealt with by this machinery.

4.9 Central Administrative Tribunal

In spite of the elaborate system of rules and regulations, which govern personnel management, there are Government employees who feel aggrieved by the Government decisions. The courts used to take many years to decide these cases and litigation was expensive. In order to provide speedy and inexpensive justice to employees aggrieved by Government decisions, the Government set up the Central Administrative Tribunal (CAT) in 1985, which now deals with all cases relating to service matters which were previously dealt with by courts up to and including the High Court. There are now 17 regular Benches of the CAT functioning in various parts of the country, including its Principal Bench at Delhi.

4.10 Staff Welfare

Realising that improvement in the working and living conditions of the employees and their families leads to efficiency and high morale, the Department supports various welfare programmes. These are provided through Recreation Halls/ Clubs in various Ministries/ Departments, Central Government Employees Welfare Coordination Committees in Central Government Offices located outside Delhi, Residents' Welfare Association /Area Welfare Officers, Benevolent Fund and Departmental canteens. Department of Personnel and Training is the nodal agency for four registered societies set up for the welfare of Government employees and their families. These societies are the Central Civil Services Cultural and Sports Board, Grih

Kalyan Kendra, Civil Services Cultural and Sports Board and Kendriya Bhandar. All the four societies are located in Delhi.

4.11 Public Enterprises Selection Board

The PESB is an expert body responsible for selection and placement of personnel for top managerial posts in the Public Sector Undertakings. The Board was originally constituted in 1974 and placed under the administrative control of the Ministry of Industry (Bureau of Public Enterprise). In 1986, the administrative control of the Board was transferred to the Department of Personnel and Training. The Board consists of a full time Chairman and three full time Members. The Secretariat of the Board is headed by an officer, designated as 'Secretary' who is an officer of the rank of Joint Secretary to the Government of India. The office of the Board is located in 3rd Floor, Block 14, CGO Complex, Lodhi Road, New Delhi.

4.12 Central Information Commission

In pursuance of Section 12 of the Right to Information Act, 2005 the Central Government has constituted the Central Information Commission, consisting of one Chief Information Commissioner and 7 other information commissioners.

The Gazette Notification constituting the commission was issued on 11th October, 2005. The Commission shall exercise the powers conferred on, and perform the functions assigned to it under the Act.

V. DELEGATION OF POWERS

- (a) The financial and administrative powers of Head of the Department under delegation of Financial Powers Rules, FR and SR, CCS (Leave) Rules, CCS (Pension) Rules, GPF (CS) Rules in respect of the Secretariat proper stands delegated to Director/Deputy Secretary (Administration) of the Department of Personnel and Training and Department of Administrative Reforms and Public Grievances vide Order No. 11011/4/78-Fin.II dated 16/21 March, 1978 (copy at Appendix-I).
- (b) The powers to sanction the grant of medical advance for indoor treatment in Govt./Govt. recognized Hospitals stands delegated to all the Heads of Attached offices vide O.M. No. D.12019/3/99-Admn.III dated the 9th June, 1999 (copy at Appendix-II).

VI. APPOINTMENT OF DIRECTOR (PG), CVO, LIAISON OFFICER FOR SC/ST AND OBC FOR THE DEPARTMENT

Joint Secretary (AT&A) in the Department of Personnel and Training has been appointed as Director of Grievances for the Department vide Order No.23012/1/2007-P.G dated 22nd March, 2012.(copy at Appendix-III).

Director (Administration) in the Department of Personnel & Training has been appointed as the Liaison Officer for SCs/STs / OBCs in respect of the Ministry as well as its attached offices vide O.M. No. I.28011/67/2000-Ad.III dated 31st May, 2011. (Copy at Appendix-IV).

Shri Jishnu Barua, Joint Secretary (S&V-II) in the Department of Personnel and Training has been appointed as the part-time Chief Vigilance Officer in the Ministry vide O.M.No.A-32013/1/2014-Vig. Dated 23rd December, 2014.

VII. PARTICULARS OF COMMITTEES/COMMISSIONS SET UP BY THE DEPARTMENT FROM TIME TO TIME.

The information is as given in a statement at Appendix-VI.

VIII. WRITING OF ANNUAL CONFIDENTIAL REPORTS

The Reporting, Reviewing and Accepting Authority for the purpose of writing of Annual Confidential Report of the officers of the level of Under Secretary and above will be as specified in this Department's O.M. No. A-60011/2/2010-Vig dated the 10th September, 2010 (copy at Annexure-VII).

IX. FIXATION OF TIME LIMIT FOR DISPOSAL OF APPLICATIONS / REQUESTS RECEIVED FROM OFFICERS / STAFF OF DEPARTMENT

With a view to ensure that the applications/requests received from the Officers / Staff are disposed off by the Administration Division promptly, time limits has been laid down for various types of applications / requests vide this Department's circular No. 18011/1/94-IWSU dated the 20th June, 1996. (Appendix- IX).

X. SUBJECT ALLOCATED TO THE DEPARTMENT OF PERSONNEL AND TRAINING (KARMIK AUR PRASHIKSHAN VIBHAG) UNDER THE GOVERNMENT OF INDIA (ALLOCATION OF BUSINESS) RULES, 1961, AS AMENDED FROM TIME TO TIME.

I. RECRUITMENT, PROMOTION AND MORALE OF SERVICES

1. Reservation of posts in Services for certain classes of citizens.
2. General questions relating to recruitment, promotion and seniority pertaining to Central Services except Railways Services and services under the control of the Department of Atomic Energy, the erstwhile Department of Electronics, the Department of Space and the Scientific and Technical Services under the Department of Defence Research and Development.
3. General policy regarding age limits, medical standards, educational qualifications and recognition of non-technical degrees diplomas for appointment to Government service.
4. General policy matters regarding classification of posts and grant of gazetted status in relation to Services other than Railway Services.
5. Recruitment of ministerial staff for the Government of India Secretariat and its attached offices except that for the Department of Railways, the Department of Atomic Energy, the erstwhile Department of Electronics, and the Department of Space.

6. Appointment of non-Indians to Civil posts under the Government of India except posts under the Department of Railways, the Department of Atomic Energy, the erstwhile Department of Electronics and the Department of Space.

7. *****

8. Concessions to War Service candidates in respect of appointments to Civil Posts and services.

9. General policy regarding resettlement of displaced Government servants from areas now in Pakistan and retrenched temporary employees.

10. Concessions to political sufferers in the matters of first appointment or reappointment to the public services.

11. General policy regarding grant of extension to or re-employment of superannuated officers.

12. Issue of certificates of eligibility for appointment to Civil Services and posts under the Union in respect of persons other than Indian citizens.

13.(a) Deputation of Indian experts abroad under the Indian Technical and Economic Cooperation Programme of the Ministry of External Affairs and on bilateral basis of the developing countries of Asia, Africa and Latin America.

(b) Deputation of officers or placements with the United Nations and its allied agencies as also with other international agencies like ILO, FAO, etc.

14. General policy regarding verification of character and antecedents, suitability of candidates for appointment to Government service.

15. Policy matters relating to issue of No Objection certificate to serving personnel for registration with the Employment Exchange for higher posts.

16. Matters relating to Personal Staff of Ministers.

17. Re-deployment of staff rendered surplus in Central Government offices as a result of-

(a) administrative reforms;

(b) studies made by the SIU;

(c) winding up of long term but temporary organisations.

18. Advising Ministries on proper management of various cadres under their control.

II. TRAINING

19.(a) Formation and coordination of training policies for the All India and Central Services;

(b) Lal Bahadur Shastri National Academy of Administration and Institute of Secretariat Training and Management;

(c) Training programmes for the Indian Administrative Service and the Central Secretariat Service;

(d) Preparation and publication of training material and of the information of training techniques, facilities and programmes;

(e) Liaison with training institutions within the States and abroad;

(f) Refresher and special courses of Middle and Senior Management levels.

III. VIGILANCE AND DISCIPLINE

20. (a) Central Vigilance Commission ;

(b) All policy matters pertaining to vigilance and discipline among public servants;

(c) Relationship between Members of Parliament and the Administration. 20A. The Prevention of Corruption Act, 1947 (2 of 1947); the Central Bureau of Investigation (the Delhi Special Police Establishment including the Legal Division, the Technical Division, the Policy Division, and the Administration Division); the Food Offences Wing; and Economic Offences Wing.

IV. SERVICE CONDITIONS

21. General questions (other than those which have a financial bearing including Conduct Rules relating to All India and Union Public Services except in regard to services under the control of the Department of Railways, the Department of Atomic Energy, the erstwhile Department of Electronics and the Department of Space).

22. Conditions of service of Central Government employees (excluding those under the control of the Department of Railways, the Department of Atomic Energy, the erstwhile Department of Electronics, the Department of Space and the Scientific and Technical personnel under the Department of Defence Research and Development, other than those having a financial bearing and in so far as they raise points of general service interests).

23.(a) The administration of all service rules including F.Rs. SRs. and C.S.Rs. (but excluding those relating to Pension and other retirement benefits) except—

(i) proposals relating to revisions of pay structure of employees;

(ii) proposals for revisions of pay scales of Central Government employees;

(iii) appointment of Pay Commission, processing of the recommendations and implementation thereof;

(iv) dearness allowance and other compensatory allowances and travelling allowances;

(v) any new facility to Government employees by way of service conditions or fringe benefits which involve significant recurring financial implications; and

(vi) matters relating to amendments to service rules having a predominantly financial character;

(b) Initiation of proposals for new facility to Government employees by way of service conditions and fringe benefits, involving significant recurring financial implications;

(c) Issue of formal orders of the Government of India in matters relating to amendments to service rules including those having a predominantly financial character referred to in item (vi) of clause (a);

(d) Relaxation and liberalisation of any service rules having long-term financial implications in consultation with the Ministry of Finance.

24. Grants to the Indian Institute of Public Administration.

25. Leave travel concession for civil employees other than Railway employees.

26. The Central Services (Temporary Service) Rules, 1949.

27. General policy regarding retrenchment and revision of temporary Government servants except those under the Department of Railways.

28. Administration of the Central Services (Safeguarding of National Security) Rules.

29. Uniforms for Class IV and other Government servants in the Central Secretariat, and its attached offices.

30. Working Hours and Holidays for Government of India offices.

31. Administration of service rules with financial content under specific delegation made by the Ministry of Finance.

32. Advice on proposals in respect of the Ministry of Finance relating to the number or grade of posts to the strength of a service or to the pay and allowances of Government servants or any other conditions of their service having financial implications.

33. General policy regarding reimbursement of legal expenses incurred by Government Servants.

34. Proposals for grant of ex-officio Secretariat status.

35. Honorary appointments of persons in civil posts.

36. Oath of allegiance to the Constitution.

V. SENIOR AND MIDDLE MANAGEMENT

37. All aspects of Senior Management (i.e., Joint Secretaries and above and their equivalents) including developments of personnel for it.

38.(a) Establishment Officer to the Government of India;

(b) Appointments Committee of the Cabinet;

(c) Central Establishment Board;

(d) Career Development for Middle Management (i.e. Directors, Deputy and Under Secretaries and equivalents).

VI. GOVERNMENT EMPLOYEES RELATIONS, INCLUDING STAFF GRIEVANCES AND WELFARE.

- 39.(a) Service Associations of the industrial and non-industrial employees of the Government of India;
- (b) Joint Consultative Machinery; Departmental Council for the Department of Personnel and Training (Karmik aur Prashikshan Vibhag);
- (c) machinery for the redress of staff grievances;
- (d) staff welfare including sports, cultural activities, Grih Kalyan Kendras, Canteens, Cooperative Stores, etc;
- (e) all matters relating to Central Administrative Tribunals and State Administrative Tribunals;
- (f) other matters involving Government Employees relations not specifically provided for under any other entry relating to this Ministry.

VII. UNION PUBLIC SERVICE COMMISSION

40. Union Public Service Commission.

VIII. CENTRALISED ASPECTS OF MANAGING IAS, INTER-MINISTRY CADRES INCLUDING A CAREER PLANNING FOR THE MEMBERS THEREOF.

- 41.(a) Creation of new All India Services;
- (b) Rules and regulations under the All-India Services Act, 1951 (61 of 1951);
- (c) All matters relating to the Indian Administrative Service including the Indian Civil Service;
- (d) All India Civil List and History of Services;
- (e) Central Secretariat Service, Central Secretariat Stenographers' Service and Central Secretariat Clerical Service.

IX. CAREER PLANNING AND MANPOWER PLANNING.

- 42.(a) General Policy questions regarding Career Planning and Manpower Planning for the All India and Central Government Services;
- (b) All matters pertaining to Career Planning and Manpower Planning for the Indian Administrative Service and the Central Secretariat Service.

X. PERSONNEL MANAGEMENT AGENCIES

43. Coordination of the work of personnel management agencies within various Ministries and Departments.

XI. ALLOCATION OF PERSONNEL AND INTEGRATION OF SERVICES AS A RESULT OF STATES RE-ORGANISATION.

- 44.(a) Allocation of service personnel affected by re-organisation of States;
- (b) Division and integration of services affected by the re-organisation of States other than the Union Territories;

- (c) Protection of service conditions of personnel affected by re-organisation of States;
- (d) Other matters relating to State Services affected by the re-organisation of States.

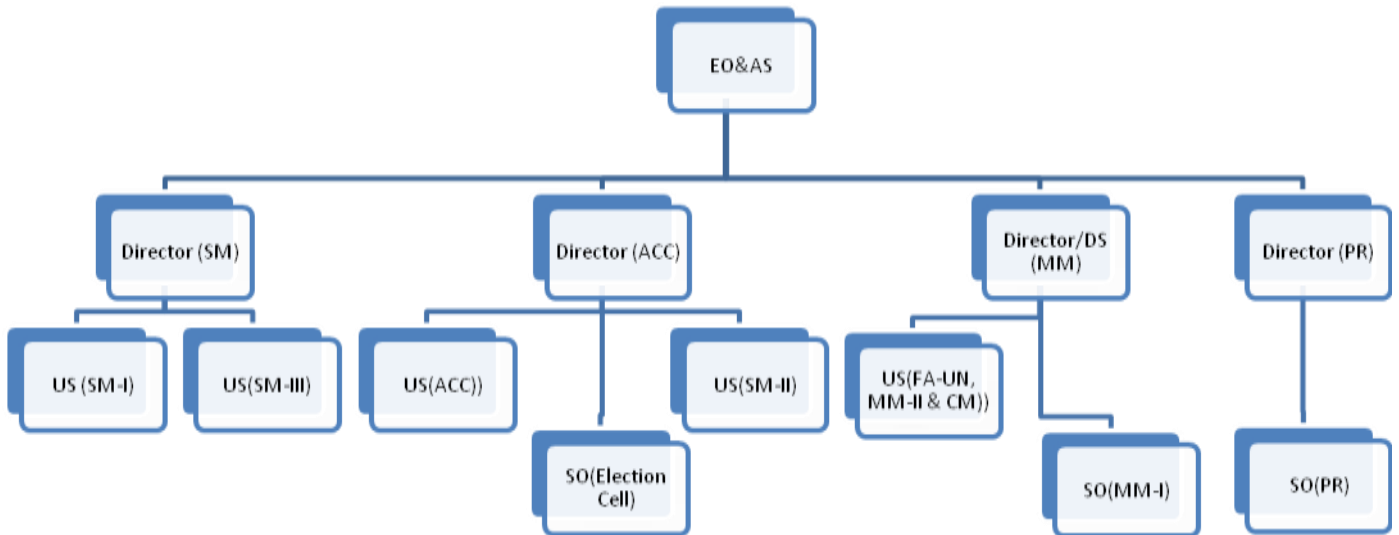
XII. PUBLIC ENTERPRISES SELECTION BOARD

45. Public Enterprises Selection Board (PESB).

SECTION / DESK WISE ALLOCATION OF WORK ALONG WITH THE NAMES OF THE CONCERNED OFFICERS

1. ESTABLISHMENT OFFICER'S WING

Hierarchy of Establishment Officer's Wing:



WING HEAD

Shri Bhanu Pratap Sharma
 Establishment Officer & Special Secretary
 Telephone No. 23092370 (O)
 Intercom No. 213, Fax No. 011 – 23013142
 Room No. 115, North Block.

DIRECTORS / DEPUTY SECRETARIES

Shri Anand Madhukar,
 Director (ACC),
 Tele. No. 23092272
 Intercom No. 319,
 Room No. 169-A,
 North Block.

Shri Jagannath Srinivasan
 Deputy Secretary (MM),
 Tele. No. 23092842,
 Intercom No. 234,
 Room No. 19-A,
 North Block.

Shri Gulzar Natrajan,
 Director (SM),
 Tele. No. 23092187,
 Intercom No. 289,
 Room No. 20,
 North Block.

Shri Raj Kumar Gathwal,
 Director (PR),
 Tele. No. 23093298,
 Intercom No. 280,
 Room No. 22-A
 North Block.

(i) E.O. (SM – I) Desk.

Under Secretary (SM-I),
Tele. No. 23093376,
Intercom No. 303,
Room No. 18,
North Block.

Director (SM)

WORK ALLOCATED

1. Holding of Civil Services Board's meetings and preparation of agenda thereof.
2. Retention of names of officers on offer at the level of Joint Secretary.
3. Placement of names of officers at the level of Joint Secretary / equivalent at the Government of India including various foreign and captive assignments.
4. Issue of orders in respect of appointments at the level of Additional Secretary and Secretary and their equivalent received from the Cabinet Secretary's office.
5. Seeking ACC Approval for empanelment IPS Officers for holding the posts at the level of IG / Addl. DG in CPOs.
6. Seeking ACC Approval appointment of IPS officers at the Level of ADG and above in the various CPOs.
7. Seeking ACC approval for appointment of CVO's and selected non CSS Posts.
8. Policy matters on Central Staffing Scheme.
9. Extension of tenure of officers serving at the Centre at the level of Joint Secretary and equivalent.
10. Regulation of various aspects of the provisions of the Central Staffing Scheme.
11. Inter – cadre deputation of officers of All India Service.
12. Inter – cadre transfers of officers of All India Service.
13. NOC/Clearances to officers working under Central Staffing Schemes

(ii) E.O. (SM – II) Section

Section Officer,
Tele. No. 23093913
Intercom No. 357
Room No. 277-A
North Block.

Under Secretary (SM - II)
Tele. No. 23093013
Intercom No. 296
Room No. 277-A
North Block.

Director (ACC)

WORK ALLOCATED**1. All appointments by:**

- (i) Direct Recruitment, promotion, transfer on deputation, re-employment etc., and empanelment in respect of posts / services outside the Central Staffing Scheme, with maximum pay scale of Rs. 6700/- and above except in the Ministry of Railways and posts in which appointment of IPS officers is involved.
 - (ii) All cases of disagreement with the UPSC in the matter of appointment,
 - (iii) Appointments of Scientific Attaches in Mission abroad,
2. Appointments of the Statutory Commissions, Tribunals, Financial Institutions (excluding Banks and Insurance Companies) Autonomous Institutes under the control of the Govt. etc.

(iii) EO (ACC) Section

Section Officer,
Tele. No. 23094487
Intercom No. 288
Room No. 18
North Block

Under Secretary (ACC)
Tele. No. 23093671
Intercom No. 258
Room No. 278-A
North Block.

Director(ACC)

Section Officer
Tele No. 23094487
Intercom No. 376
Room No. 18
North Block

WORK ALLOCATED

- i) Processing of proposals received from various Ministries/ Departments for seeking approval of the ACC for appointments of Chairmen-cum-Managing Directors, Managing Directors, Functional Directors, part- time Chairmen and part-time non-official Directors on the Boards of Central Public Sector Undertakings.
- ii) Processing of proposals received from the Ministry of Finance, for seeking approval of the ACC for appointments of Chairmen & Managing Directors, Managing Directors, Executive Directors, part-time non-official Directors, 'Officers and Workmen Employee' Directors on the Boards of Nationalized Banks and Deputy Governors on the Boards of Reserve Bank of India.
- iii) Processing of proposals received from the Ministry of Finance for seeking approval of the ACC for appointments of Chairmen/Chief Executives/Managing Directors, Directors and part-time non-official Directors on the Boards of Insurance Companies and Financial Institutions.

- iv) Processing of proposals received from the Ministry of Railways for seeking approval of the ACC for empanelment/appointment of General Managers and equivalent, Additional Members in Railway Board; Appointment of Secretary, Members and Chairman, Railway Board. Empanelment of all Group 'A' Services under the Ministry of Railways for promotion to the Higher Administrative Grade of the Services 67000-89000/-
- v) Processing of all the proposals for appointments on additional charge basis/ad-hoc extension of tenure in Central PSUs requiring approval of the Competent Authority and the ACC, as per the delegation of powers.
- vi) Coordination work within the EO Division.

(iv). ELECTION CELL

Section Officer,
Tele. No. 23094487,
Intercom No.377
Room No.18
North Block.

US (ACC)

Dir.(ACC)

WORK ALLOCATED

1. Appointments of Central Observers of Election to Lok Sabha / Assembly elections/ Presidential Elections.

(Director (ACC) has been nominated as the Nodal Officer on behalf of the Election Commission for appointment of IAS officers as 'Observers' for election duties He is assisted by the Under Secretary (ACC) and Section Officer (Election Cell)).

(v). EO (PR) Section

Section Officer,
Tele. No. 23092697
Intercom No. 233
Room No. 19
North Block.

Director (PR)

WORK ALLOCATED

1. Maintenance and proper custody of the Confidential Reports of IAS officers and CSS officers of J.S. Grade and collection and transmission of Annual Confidential Reports of IAS officers on deputation to Centre to their cadre authorities.
2. Maintenance of immovable property returns of IAS transferred to CS Division.
3. Processing of the representations of officers of the rank of Joint Secretary or equivalent level against adverse remarks.
4. Processing of memorials from IAS officers and CSS officers of J.S. Grade against adverse remarks.

5. Endorsement / deletion / attestation of adverse remarks communicated / expunged in the ACRs of the IAS / CSS officers of J.S. Grade by the Administrative Authorities.
6. Placing of appreciation letters / commendation letter certificates regarding languages learnt; Educational Qualifications acquired; and Record about any book; articles and other publication brought out or for publication of which he may be responsible in the C.R. dossiers of IAS officers and CSS officers of J.S. Grade.
7. Placing of copy of order of penalty (warning) reprimand or displeasure and record of final result of inquiry into the charges or allegations made in the CR dossiers of IAS officers / CSS officers of J.S. Grade.
8. Supplying of CR Dossiers of IAS officers for empanelment to the post of Joint Secretary / Deputy Secretary and Director at the Centre.
9. Supplying of CR dossiers of IAS officers and CSS officers of J.S. Grade for empanelment at the level of Additional Secretary / Secretary to the Cabinet Secretariat.
10. Processing of representation of IAS officers on covered of Department for consideration of Department after consideration of Referral Board under AR Rules 2007.

(vi) **EO (MM-I) SECTION**

Section Officer,
Tele. No. 23093376
Intercom No. 302
Room No. 18
North Block.

Deputy Secretary (MM)

WORK ALLOCATED

1. Appointment / postings of officers belonging to IAS / Central Group 'A' Services at the level of Deputy Secretary / Director in various Ministries/ Department under Central Staffing Scheme on Central Secretariat Posts and other related matters viz.
 - i. Placement of officers on "Compulsory Wait".
 - ii. Debarment / revocation of debarment.
 - iii. Issuance of NOC to the officers appointed under the Central Staffing Scheme for applying to non-css post, study leave & Training courses.
 - iv. Extension in tenure / pre-mature repatriation of officers on various grounds.
 - v. Personal upgradation of Deputy Secretary as Directors.
 - vi. Appointments to various posts at DS/ Director level in LBSNAA, Mussoorie
2. Compiling of vacancies at the level of Deputy Secretary / Director in the Government of India which are filled under the Central Staffing Scheme.

- 2(a). Filling up of the posts of Addl. DG(DS/Dir level) in the UIDAI under Planning Commission.
3. Appointment of Private Secretaries / OSD to the Ministers and other matters relating to their appointments.
4. Appointment of Director, Census operations in the States/UTs.

vii) EO (MM-II) SECTION

Section Officer,
Tele. No. 23092694,
Intercom No. 292,
Room No. 81-C,
North Block.

U.S(FA-UN)

Deputy Secretary (MM)

WORK ALLOCATED

1. Retention of panel of officers belonging to IAS and other organized Central Services Group 'A' on offer for appointment on tenure deputation basis to posts at the level of Director, DS and US at the centre and all correspondence connected with these matters.
2. Proposals from the cadre authorities regarding cases of retirement in public interest arising under rule 16(3) of all India Services (DCRB) Rules, 1958 in respect of all officers belonging to All India Services.
3. Proposals regarding appointment, extension of deputation, premature reversion of officers belonging to All India Services and other services holding posts below the rank of Joint Secretary in the public enterprises exempted from the rule of immediate absorption.
4. Proposals regarding appointment of the Officers against non-Secretariat posts at the level of Director, DS and US at the Centre.
5. Proposals regarding appointment of Chief Security officers in the Public Sector Undertakings up to the level of Deputy Inspector General of Police.
6. Proposal regarding appointment of the Officers belonging to organized services below the level of Joint Secretary against the posts located in Indian Missions abroad including the appointment in Government of India Tourist Offices abroad.
7. Proposals regarding appointment, extension of deputation, premature reversion of officers as CVOs below the rank of Joint Secretary under Ministries of the Govt. of India, PSUs etc.

(viii) EO (F) Desk

Desk Officer,
Tele. No. 23094575
Intercom No. 260
Room No. 201
North Block.

Deputy Secretary (MM)

WORK ALLOCATED

1. Nomination of officers belonging to IAS, CSS and other Central Services working under the Central Staffing Scheme and State Civil Services Officers for training programmes in various selected Institutions abroad funded by Government of Australia, Japan, Singapore, France, CFTC etc. as also for programmes abroad identified under Domestic Funding Scheme of this Ministry.
2. The foreign training programmes of duration of more than 4 weeks' under foreign Funding Scheme, which were earlier dealt by the Department of Economic Affairs.
3. The foreign training programmes of upto 4 week duration relating to personnel management Governance and Administration under foreign tending scheme, which were earlier dealt by the DEA.
4. Nomination of Officers of CSS for the Foreign Training.

(ix) EO (SM-III)

Section Officer,
Tele. No. 23094575
Intercom No. 261
Room No. 201
North Block.

Under Secretary

Director (SM)

WORK ALLOCATED

1. Empanelment of IAS officers for holding Joint Secretary / equivalent posts at the Center.
2. Empanelment of IPS and Indian Forest Officers for holding Joint Secretary / equivalent posts at the Center.
3. Empanelment of officers of 31 Central Services Group 'A' for holding Joint Secretary / equivalent posts at the Center.
4. Constitution and holding sittings of Experts Panel for empanelment purposes.
5. Review Cases of empanelment for all services at JS level.

x). FA (UN) Section

Section Officer,
(MM)Tele. No. 23094575,
Intercom No. 326,
Room No. 201,
North Block.

Under Secretary(FA-UN)

Deputy Secretary

WORK ALLOCATED

1. Grant of Cadre clearance to IAS Officers for taking up foreign assignment / consultancy assignments with various UN and other International Organisations.
2. Grant of cadre clearance of IFS/IRS/IA & AS and other Gr. 'A' Service Officers for taking up foreign assignments / consultancy assignments with various UN and other International Organisations.
3. Grant of No Objection to IAS/ IFS/ IPS/ CSS and other services for applying against open advertisements.
4. Grant of No Objection to Secretary level officers who apply against open advertisements.
5. Submission of files to CSB to fill the foreign and captive posts of Government of India at DS/Dir level.
6. Action against officers who over stay on foreign assignment.
7. Filling up the post of Secretary General, Colombo Plan and ARR, UNDP, New Delhi and other such posts.
8. Policy matters relating to consolidated instructions on Foreign Assignment of India Experts.
9. Parliamentary Work on foreign assignment matters.
10. Constitution of the Central Establishment Board.

xi). EO(CM) Section

Deputy Secretary (MM)

Section Officer,
 Tele. No. 23092584
 Intercom No. 208, Room No. 215
 North Block.

WORK ALLOCATED

1. Computerisation and Supervision of data relating to Executive Records of IAS officers in the Centre and Cadres as entered by the Assistants by checking and regular updation of postings, transfers, trainings and experience on the basis of orders issued by DOP&T, Central Ministries/Departments and State Governments.
2. Modification of guidelines and studies on Career Management and examination of field experience criteria in respect of IAS officers.
3. Job Analysis, Planning & Research of Statistical Data and its Interpretation and Investigation..

4. Preparation of analytical statements viz C.D.R. (Tables A, B, C,) in respect of representation of officers on Central Deputation by service, level and sex; Distribution of officers serving at the Centre by cadre, level and sex; utilization of Central Deputation Reserve.
5. To maintain lists of Secretaries at the Centre and Chief Secretaries of various States on web-site for use by all Officers/ Sections in the DOP&T as well as outside DOP&T.
6. Preparation of material for Annual Report in respect of E.O.'s Division.
7. To meet the data/panel/report requirements of EO, Director, all Sections under EO Division and outside EO Division, Cabinet Secretariat, PMO and other Central Ministries.
8. To correspond with Central Ministries/Departments/State Govts. with reference to update and analyse the data of IAS officers.
9. To correct the database of IAS officers by receiving emails from IAS officers with reference to Civil List data.
10. To compare the Civil List with CMS database for updation of IAS postings.

Section Officer,
Intercom No. 271,
Tele. No. 23092584
Room No. 215,
North Block.

Deputy Secretary (MM)

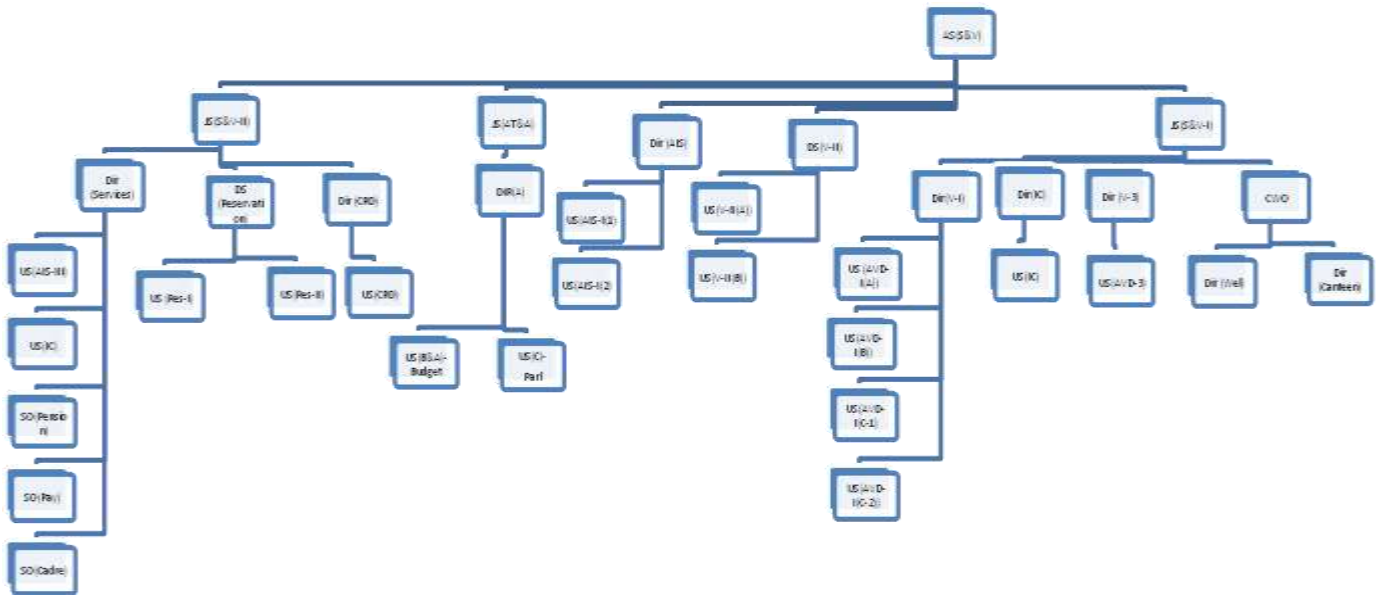
WORK ALLOCATED

1. Computerization and supervision of data relating to Executive Records (ER) Sheets of Non-IAS Group 'A' officers at the Centre and CSS Officers of Under Secretary level & above, as entered by the Assistants by checking and regular updation of posting, transfer, training and experience etc., on the basis of orders issued by EO's Division, various Ministries/ Departments etc.,
2. Job Analysis, Planning & Research of statistical data and its Interpretation and Investigation.
3. Supplying the panels, vacancy statements etc., to senior officers and various sections under EO Division for filling up various posts on Central Deputation.
4. To meet the data/panel/report requirements of EO, all sections under EO Division and outside EO Division, Cabinet Secretariat, PMO and other Central Ministries.
5. To correspond with Central Ministries/Departments with reference to update & analyse the data relating to officers in Central Ministries.
6. Dealing with information relating to Parliament Questions.

7. To correct the database of Group 'A' officers (Non-IAS) and CSS officers by corresponding with Central Ministries/Departments.
8. Work relating to retention of officers (Non-IAS) on offer and Central Deputation.

II. SERVICES AND VIGILANCE DIVISION

Hierarchy



WING HEAD

Shri T. Jacob
 Additional Secretary
 Tele No. 23094010,
 Intercom No. 361,
 Room No. 109,
 North Block.

JOINT SECRETARY/DIRECTORS / DEPUTY SECRETARIES

Joint Secretary (S&V-I)
 North Block,
 New Delhi.

Shri Jishnu Barua
 Joint Secretary (S&V-II),
 Tele. No. 23093591
 Intercom No. 241
 Room No. 279-B,
 North Block.

Shri V. M. Rathnam,
Director (IV)
Tele. No.23094637
Intercom No.222-B
Room No.237
North Block

Ms. Meera Mohanty,
Deputy Secretary(V-II)
Tele No. 23094319
Intercom No. 270
Room No. 10-B/II
North Block

Ms. Anshu Sinha,
Director (AVD-I)
Tele No. 23092158
Intercom No. 285
Room No. 215-A/I
North Block

Smt. Mona Singh,
Director (CRD),
Tel No. 24624893,
Intercom No. 231.
Room No. 321,
Lok Nayak Bhawan.

Shri N. Sri Raman
Director (Welfare),
Telephone No. 24624821
Intercom No. 218
Room No. 311
Lok Nayak Bhawan.

Shri G. Srinivasan,
Deputy Secretary (Reservation)
Tel No. 23093074
Intercom No. 395
Room No. 280,
North Block

Smt. Gayatri Mishra,
Director (AIS),
Tele No. 23092765
Intercom No. 232,
Room No. 215-A,
North Block.

Shri A. K. Joshi
Director(V-III)
Tele. No.23094542
Intercom No.403
Room No.222/A
North Block

Shri Diwakar Nath Mishra
Director (S)
Tele No. 23092483
Intercom No. 306
Room No. 215-B
North Block

Shri Ashish Kumar,
Director & CWO,
Tel No. 24625562
Intercom No. 229
Room No. 385,
Lok Nayak Bhawan.

Smt. Pratima Tyagi,
Director (Canteen),
Telephone No. 24624722
Intercom No.233
Room No. 319
Lok Nayak Bhawan.

SERVICES DIVISION**(i) AIS- I Desk**

Section Officer,
Tele. No. 23093683
Intercom No. 332
Room No. 209-C
North Block.

Under Secretary (AIS-I)

Director (AIS)

WORK ALLOCATED

1. Framing / finalization of Civil Service Examination Rules, Syllabus etc, in consultations with the UPSC including Action taken on the reports relating to review of Civil Service Examination.
2. Allocation of successful candidates of Civil Service Examination to IAS / IPS, IFS and other Central Services Group 'A' and 'B'.
3. Matters pertaining to Recruitment / Appointment of IAS including determination of vacancies, allocation of candidates to various States / Jt. Cadre and issue of notification etc.
4. Maintenance of Dossiers of IAS officers. Custody of dossiers of IPS and other central services Group 'A' and 'B' till they are forwarded to concerned cadre controlling authorities.
5. IAS / IPS / IFS (Recruitment Rules), 1954 and IAS / IPS / IFS (Appointment by Competitive Examination) Rules, 1955.
6. Arrangement for sending the IAS / IPS and other Central Service Group 'A' probationers for Foundational course at LBSNAA and other Institutes.
7. Policy regarding inter-cadre deputation / inter-cadre transfer of All India Service Officers and inter-cadre transfer and inter-cadre deputation of IAS officer.
8. Matter regarding Medical Examination of candidates of CSE including framing / finalization of Medical Regulations, Constitution of Medical Board, Review of Medical Report and arrangement for re-Medical Examination by Appellate Medical Boards in consultation / with the approval of Ministry of H & FW.
9. Verification of character and antecedent / Caste claims of successful candidates of CSE.

(ii) AIS- I (PROMOTION) Desk

Under Secretary,
Tele. No. 23093683
Intercom No. 335
Room No. 209-C
North Block

Director (AIS)

WORK ALLOCATED

1. Promotion of State Civil Service / Non-State Service Officers to the Indian Administrative Service.
2. Administration of Statutory Regulations:
 - (i) Indian Administrative Service (Appointment by Promotion) Regulations, 1955.
 - (ii) Indian Police Service (Appointment by Promotion) Regulations, 1955.
 - (iii) Indian Forest Service (Appointment by Promotion) Regulations, 1966.
3. Indian Administrative Service (Appointment by Selection) Regulations, 1997.

(iii) AIS- I (SENIORITY) Desk

Under Secretary (S.II),
 Tele. No. 23093063
 Intercom No. 257
 Room No. 278-A North Block.

Director (AIS)

WORK ALLOCATED

1. Fixation of year of allotment and seniority of IAS officers promoted / appointed from State Civil Services / Non-State Civil Services and court cases on the subject.
2. Creation of new All India Services.
3. Administration of Statutory Rules:
 - (i) Indian Administrative Service (Regulation of Seniority) Rules, 1987.
 - (ii) Indian Police Service (Regulation of Seniority) Rules, 1988.
 - (iii) Indian Forest Service (Regulation of Seniority) Rules, 1997.

(iv) AIS- II (Desk-I) (Pay Desk)

Desk Officer
 Tele. No. 23094829,
 Intercom No. 330,
 Room No. 209-A,
 North Block.

Director(S)

WORK ALLOCATED

1. Policy matters relating to pay rules of IAS / IPS / IFS.
2. Clarification to State Government /Ministries/departments under these rules.

3. Concurrence of the Central Government to the availability of vacancies in Selection Grade and above grades of IAS in State Cadres.
4. Clarification on matters of Pay fixation of IAS officers on Central deputation.
5. Matters pertaining to pay fixation of IAS/IPS/IFS officers on their deputation to Public Sector Undertakings etc.
6. Pay fixation of non-State Civil Service officers on their promotion to IAS.
7. Rules and clarification pertaining to mandatory Mid Career Training of IAS.
8. Cases of payment of additional remuneration to IAS officers under FR 49 for holding additional charge of other post.
9. Matters pertaining to guidelines for promotion to various grades of IAS .
10. Policy matters pertaining to All India Services (Leave Travel Concession) Rules,1975 and clarification to State Government /Ministries/departments under these rules.
11. Policy matters pertaining to All India Services (House Rent Allowance) Rules, 1977 and Clarification to State Government/Ministries/departments under these rules.
12. Policy matters pertaining to All India Services (Dearness and Allowance), Rules, 1972 and clarification to State Government/Ministries/ departments under these rules.
13. Court cases on the above issues.
14. RTI matter

(v) **AIS- II - Desk II (Cadre)**

Desk Officer,
Tele No.23092983
Intercom No. 348
Room No.209-A
North Block

Director(S),

WORK ALLOCATED

1. (a) Amendment/Framing of IAS/IPS/IFS (Cadre) Rules
(b) Interpretation/Relaxation of provisions of Rules.
2. (a) Amendment/Framing of IAS/IPS/IFS (Fixation of Cadre Strength) Regulation.
(b) Interpretation /Relxation of Provisions of Rules and Individuals cases
3. (a) Amendment/Framing of All India Services (Joint) Cadre Rules,
(b) Interpretation/Relaxation of Provisions of Rules.

4. Rules 16 (3) of all India Services (Death-cum-Retirement Benefits) Rules, 1958 regarding premature retirement.
5. Officiating of non-cadre officers on IAS cadre posts.
6. Keeping IAS Posts in abeyance.
7. Quarterly cadre returns relating to IAS.
8. Cadre Reviews of IAS/IPS/IFS and all allied matters;
9. Issue of Gazette Notifications relating to Cadre reviews for publication.
10. Laying of notifications in both the houses of the Parliament;
11. Court Cases/RTI matters on the above issues

(vi) **AIS- II - Desk III (Pension)**

Section Officer,
Tele. No. 23094829,
Intercom No. 267,
Room No. 209-A,
North Block

Director (S)

WORK ALLOCATED

1. All India Services (Death Cum Retirement Benefits) Rules, 1958.

- a) Acceptance of resignation of IAS officers – clarifications in respect of resignation of other All India Services.
- b) Permanent absorption of IAS and other All India Services officers in PSUs.
- c) Recovery from pension on the basis of departmental or judicial proceedings-clarifications of rules.
- d) Qualifying service – guidance to the State Government on past services rendered by the members of the All India Services, particularly IAS officers.
- e) Counting of period of deputation or leave outside India for purposes of qualifying service for pension.
- f) Grant of extension in service to Chief Secretaries
- g) Voluntary retirement – 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.
- h) Determination of date of birth in case of any dispute for the purposes of superannuation of IAS officers.
- i) Pension, Gratuity, Family Pension, Liberalised Pensionary Award, Death-Cum-Retirement Gratuity in respect of IAS officers and other All India Services-clarifications and guidelines to State Government etc.
- j) Interest on delayed payment of gratuity.

- k) Recovery and adjustment of Government dues from the retiring IAS officers-clarification and guidelines to State Government etc.
- l) All representations from members of IAS for family pension - clarifications and guidance and directions to the State Governments etc.
- m) Permission for post retirement commercial employment to the IAS officers.
- n) Amendments to the aforesaid rules.

2. The All India Services (Commutation of Pension) Regulations, 1959.

- (a) Clarification and guidance to State Government in respect of the aforesaid Regulation - Amendment to the Regulations.

3. Deputation of AIS officers under Rule 6(2)(ii) of the respective Cadre Rules.

- (a) Rules 6(2)(ii) of the respective Cadre Rules of the All India Services provide deputation of AIS officers in autonomous organizations, not controlled by the Government and other private bodies.

4. All India Services (House Building Advance) Rules, 1978.

5. All India Services (Group Insurance) Rules, 1981.

6. Court cases related to the subject matters indicated above.

7. RTI applications related to the subject matters indicated above.

(vii) AIS- III Section

Section Officer,
Tele. No. 2309 4824,
Intercom No.268,
Room No. 209-B-I,
North Block.

Under Secretary (S.III),
Tele. No. 2309 2285,
Intercom No. 242,
Room No. 209 – B,
North Block.

Director (S),

WORK ALLOCATED

1. All policy matters/framing/amendment/interpretation and implementation of AIS (Conduct) Rules.
2. All policy matters/framing/amendment to AIS (Discipline & Appeal)Rules.
3. All policy matters/framing/amendment/interpretation/clarification to AIS (PAR) Rules, 2007 (previously it was AIS (Confidential) Rules, 1970)
4. All policy matters/rule framing/amendment /implementation of the AIS (Leave) Rules, 1955.
5. All policy matters/regulation framing/amendment/implementation of the AIS (Study) Regulations.
6. All policy matters/framing/amendment to AIS (Provident Funds) Rules.
7. All policy matters/framing/amendment to AIS (Medical Attendance)Rules

8. All Policy matters/Framing/amendment to AIS (Special Disability)Regulations.
9. Appeals/Memorials in respect of services conditions of IAS officers, except CR/PAR(Rules)
10. All policy matters/framing/amendment to AIS (Probation) Rules
11. Confirmation of IAS officers in the services
12. Fixation of inter se seniority of DR IAS officers
13. Publication of Civil List of IAS officers yearly
14. Publication/ updation of All India Services Manual.
15. Defence of court cases arising out of the aforesaid matters.
16. Furnishing information to the seekers on the aforesaid matters under the RTI Act.

VIGILANCE DIVISION

(viii) AVD- I - Desk

Under Secretary (AVD-I),
Tele. No. 23094799
Intercom No. 305
Room No. 270
North Block.

Director (V-I)

WORK ALLOCATED

1. Disciplinary cases against IAS Officers for offences committed while working at Centre.
2. Appeals and memorials of IAS officers against suspension.
3. Policy regarding disciplinary matters.
4. Complaints against IAS Officers.
5. Vigilance clearance of IAS Officers.
6. Court cases relating to subject matters.
7. Miscellaneous matters not covered above.

Under Secretary(AVD-I),
Tele. No. 23040291
Intercom No. 291
Room No. 270
North Block.

Director (V-I)

WORK ALLOCATED

1. Examination of disciplinary cases against IAS Officers from stage of receipt of IO's report.
2. Examination of Proposals of the State Government/ Administrative Ministries for penalty of cut in pension of an IAS Officers after retirement from service or on imposition of major penalties of compulsory retirement, removal/dismissal from service.
3. Examination/ Processing of Appeals/ memorial of IAS officers penalties imposed on them.
4. Proposals of CBI / State Governments for prosecution of IAS officers under the PC Act.
5. Processing of proposals against IAS officers consequent upon their conviction by the Law Courts.
6. Court cases relating to subject matters.

Under Secretary (AVD-I),
 Tele No.23040381
 Intercom No.381
 Room No.81-C
 North Block.

Director (V-I)

WORK ALLOCATED

- 1.Processing of proposals for according sanction of the Central Government under Rule 6(1) (b) (1) of the All India Services (Death cum Retirement Benefit) Rules, 1958 against retired IAS officers-who are to be charge-sheeted after retirement from service.
2. Court cases relating to subject matters.

Under Secretary (AVD-I),
 Tele. No. 23094799
 Intercom No. 394
 Room No. 270
 North Block.

Director (V-I)

WORK ALLOCATED

1. Disciplinary cases against CSS (Grade –I and above) officers and Principal Private Secretaries of the Central Secretariat Stenographers Service.
2. Review against penalty/ suspension
3. Complaints against CSS (Grade I and above) officers.
4. Vigilance clearance of CSS (Grade –I and above) officers.
5. Reference for advice on circulars issued in respect of CSS/CSSS offices in disciplinary matters.
6. Proposals for sanction for prosecution of CSS officers.

7. Processing of proposals against CSS Grade I and above officers consequent upon their conviction by the Law Courts.
8. Processing of proposals against retired CSS Grade I and above officers to impose penalty of cut in pension under CCS (Pension) Rules, 1972.
9. Court cases relating to subject matter.
10. U.N. Convention against corruption.
11. Reference pertaining to Financial Action Task Forces, Indo Brazil South Africa Co-operation.
12. Privilege Notices / replies regarding CSS officers.

Under Secretary

Tel. No.23040253

Intercom No.245

Room No.268-B

North Block.

WORK ALLOCATED

1. Examination of disciplinary cases against IAS officers from the stage of receipt of IO's report.
2. Examination of Proposals of the State Government / Administrative Ministries for imposing the penalty of cut in pension of an IAS officer after retirement from service of for imposition of major penalties of compulsory retirement, removal /dismissal from service.
3. Examination / Processing of Appeals / memorial of IAS officers against penalties imposed on them.
4. Processing of proposals against IAS Officers consequent upon their conviction by the law courts.
5. Processing of proposals for according sanction of the Central Government under Rule 6(1) b(1) of the AIS (DCRB)Rules, 1958 against retired IAS Officers who are to be charge-sheeted after retirement from service.
6. Court cases relating to subject matters.

(xi) AVD – II Section

Section Officer (V-II)

Tele. No. 23092460

Intercom No. 307

Room No. 23 - A

North Block.

Under Secretary (V.II)

Tele. No. 23092285

Intercom No. 334

Room No. 209-B

North Block.

Deputy Secretary (V-II)

WORK ALLOCATED

1. All administrative and financial matters concerning CBI.

2. Appointment of Director CBI.
3. Induction/ extension/ premature repatriation of IPS officers at the level of SP / DIG / Joint Director / Additional Director / Special Director in CBI.
4. Preparation of ACC Notes for approval of competent authority for appointment / premature repatriation of the officers of the level of Joint Director and above.
5. Preparation of Agenda, Briefs for placing the proposals before the CBI Selection Committee.
6. Servicing of the CBI Selection Committee.
7. Creation / upgradation / conversion of posts in various ranks.
8. Framing of Recruitment Rules / amendment of various posts.
9. Processing of proposals of Executive Staff of CBI for promotion from the level of Inspectors to DSP, DSP to ASP, ASP to SP, SP to Sr. SP, Sr. SP to DIG, DIG to Joint Director for sending the same to UPSC and action on the Minutes of the DPC for issue of promotion orders
10. Appointment of Director of Prosecution, CBI and preparation of ACC Note.
11. Processing of proposals of Prosecution Staff of CBI for promotion from the level of APP to PP. PP to Sr.PP, Sr.PP to DLA, DLA to ALA for sending the same to UPSC and action on the Minutes of the DPC for issue of promotion orders.
12. Circulation of various posts for filling the same on deputation basis.
13. Clarification on fixation of pay / general matters / seniority of various staff of CBI.
14. Extension in deputation tenure of CBI personnel.
15. Budget / Secret Service Fund of CBI / Audit Reports received from CAG.
16. Purchase / condemnation of Vehicles of CBI.
17. Provision of office equipment including telephone / Fax / computers etc.
18. Purchase / Hiring / Construction of Residential and Office accommodation for CBI.
19. Holding various conference including Joint conferences of CBI State Anti Corruption Officers.
20. Awards / Rewards to CBI personnel.
21. Delegation of powers – CBI.
22. Deputation abroad of CBI officers for investigation / conference and summoning of foreign witnesses.
23. Grant of various incentives / allowances to CBI personnel.
24. Providing clarification to CBI on various administrative and financial matters.
25. Court cases relating to personnel matters of CBI.

26. RTI matters.
27. Report returns of the CBI – monitoring.

AVD-II Section

Section Officer (V-II), Tele. No. 23092460 Intercom No. 375 Room No. 23 - A North Block.	Under Secretary (V.II) Tele. No. 23092285 Intercom No. 334 Room No. 209-B North Block.	Deputy Secretary (V-II)
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WORK ALLOCATED

1. Issue of notification under Section 3 of DSPE Act for extension of jurisdiction of members of Delhi Special Police Establishment (CBI) to various acts.
2. Seeking general consent of the State Government and notifying the same.
3. Issue of notification under Section 5 of DSPE Act on the requests received from various States Governments for entrusting the case to CBI.
4. Setting up of Special Judge / Magistrate Courts for trial for exclusive CBI cases in various States and reimbursement of expenditure incurred by them.
5. Engagement of Special Counsels for defending CBI cases in various courts and issue of notification under Section 24 of Cr. PC.
6. Preparation of panel of Advocates for various States for conducting SPE cases.
7. Appointment of Retainer Counsel for CBI in various High Courts and issue of notification regarding.
8. Issue of notification under Section 24 & 25. of Cr.PC in respect of Assistant Prosecutors and Senior Prosecutors of the CBI.
9. Evaluation and Payment of fees to Special / Retainer Counsels / Public Prosecutors.
10. Complaints against CBI officers received from PMO / Cabinet Secretariat / Home Ministry / VIPs.
11. Request for CBI investigation into various scams received from various States / general public / PSUs / VIPs.
12. Seeking general and specific comments from the various State Governments on various issues concerning scams and corruption.
13. Direction of various Courts entrusting cases to CBI for investigation.
14. Parliament Questions pertaining to CBI / Assurances / Special Mentions.
15. Withdrawal of CBI cases.
16. Annual Report / Crime Report of CBI.

17. RTI matter.

(xii) AVD-II Desk

Under Secretary
Tele No. 2309 3028,
Intercom No.266
Room No.172-B,
North Block.

Deputy Secretary (V-II)

WORK ALLOCATED

- A.** (i) Filing of Appeal in the High Courts against the orders of Trial Courts in the cases investigated by CBI.
- (ii) Filing of SLP in the Hon'ble Supreme Court against the orders of High Courts in the cases investigated by CBI.
- (iii) Authorization of the Central Government to file an application in the competent court for the attachment of the property(ies) under Section 3 of the Criminal Law(Amendment) Ordinance, 1944.
- (iv) Grant of sanction u/s 188 of the Cr.PC 1973 in respect of the crimes committed by Indian citizens abroad and investigated by the CBI.
- (v) Legislation/administration of the Prevention of Corruption Act 1988.
- (vi) Court cases on various provisions of the PC Act, 1988.
- (vii) Parliament matters relating to the above items of work.
- (viii) RTI matters.
- B.** (i) Disciplinary Proceedings against Group 'A' officers of the CBI.
- (ii) Appeal/ Revision/ Review Petition filed by the Group 'A' CBI Officers against penalty orders passed in the disciplinary proceedings.
- (iii) Action against retired Group 'A' CBI officers under rule 9 of the CCS (Pension) Rules, 1972.
- (iv) Sanction of prosecution against Group 'A' CBI officers under the PC Act 1988.
- (v) Suspension of Group 'A' CBI officers.
- (vi) Court cases filed by CBI Group 'A' officers of CBI against penalty orders in disciplinary proceedings.
- (vii) RTI matters.

(xiii) AVD – III Section

Section Officer,
Tele. No. 23094224,
Intercom No. 304,
Room No. 270,

Under Secretary (V.III)

Director (V-III)

North Block.

WORK ALLOCATED

1. Monitoring of Action Plan Anti-Corruption measures policy
2. Complaints of corruption relating to Central / States / UT Administration and employees of Public Sector Undertakings.
3. Suggestions for eradication of corruption and publicity regarding corruption.
4. Complaints of corruption relating to commercial firms.
5. All Financial and Administrative matters concerning the CVC.
6. Monitoring of Disciplinary Proceedings cases in respect of all the Ministries / Departments.
7. Disagreement cases with the advice of CVC from other Ministries / Departments.
8. Annual Report of the CVC.
9. Appointment of Chief Vigilance Officers (CVO) in Central PSUs etc and matter related thereto.
10. Parliament questions pertaining to anti-corruption activities of Govt., Calling Attention Motion on anti-corruption matters and Private Member Bills.
11. Reference relating OECD matters
12. Co- ordination work of Administrative Vigilance Divisions.

(xiv) AVD – IV Desk

Section Officer (AVD-IV-A)	Under Secretary	Director (V.4)
Tele No. 23090253	Tele No.23093028	
Intercom No. 253	Intercom No.266	
Room No. Hall 1,	Room No.172B	
Jalebi Chowk, North Block.	North Block.	

Section Officer (AVD-IV.B)
 Tel No. 23093808
 Intercom No. 393
 Room No. Hall No. 1
 Jalebi Chowk, North Block.

WORK ALLOCATED

1. Allegations / complaints / enquiries against Chief Ministers and Ministers of State Governments.
2. Setting up of Commissions of Inquiry relating to corruption charges and matters relating thereto.
3. Sanction for prosecution of Chief Ministers and Ministers of State Governments.

4. Central Lokpal Legislation and matters related therewith.
5. Legislation relating to Central Vigilance Commission.

CADRE REVIEW DIVISION

xv) CADRE REVIEW SECTION:

Section Officer,
Tele. No. 24622461,
Intercom No. 213,
Room No. 330,

Director (CRD),

A. WORK ALLOCATED

1. Policy and Guidelines of cadre review of regularly constituted Central Civil Service / Cadres.
2. Monitoring of periodical review of regularly constituted Group 'A' Central Civil Services.
3. Secretariat functions of the cadre review committee in respect of Group 'A' Central Civil Services.
4. Policy and general orders regarding Non-Functional Selection Grade in organized Group 'A' Central Civil Services.

Sr. Research Officer,
Tele. No. 24622461,
Intercom No. 210,
Lok Nayak Bhavan,

Director (CR)

B. WORK ALLOCATED

1. Compilation of Half yearly statistical information about grade wise cadre strength and structural ratio of Group 'A' Central Civil Service and the threshold profile of the members of these services.
2. Analysis based on statistical profile and follow up on stagnation / in-congruencies with the concerned cadres / services.

CHIEF WELFARE OFFICER'S DIVISION (CWO):

xvi) WELFARE SECTION:

Section Officer,
Room No. 361,
Tele No.24694349

Director (Welfare)
Room No.385
Tele No. 24625562

CWO

Lok Nayak Bhawan.
Intercom No. 235

Lok Nayak Bhavan.

Section Officer.
Room No. 361,
Tele No.24694349
Lok Nayak Bhawan

WORK ALLOCATED

1. Policy matters relating to Welfare activities for Central Government employees and its implementation.
2. Formulation of Budget estimates and payment of grants-in-aid (recurring) to the Grih Kalyan Kendra, Central Civil Services Cultural and Sports Board, Residents Welfare Associations, and the Central Govt. Employees Welfare Coordination Committees and non recurring grants-in-aid to the Civil Services Officers Institute and Sanskriti School..
3. Policy and administrative matters of Grih Kalyan Kendra., including complaints from Members of Parliament and the general public.
4. Appointment of Area Welfare Officers for Central Government employees for residential areas.
5. Recognition of Central Government Employees Resident Welfare Associations (RWAs) and acceptance of election results of RWAs.
6. Laying of Annual Reports and Annual Audited Accounts of Grih Kalyan Kendra, Central Civil Services Cultural and Sports Board, Civil Services Officers Institute and Sanskriti School in the two House of Parliament.

xvii) CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD SECTION:

Assistant Secretary(CCSCSB),
Tele No. 24624204,
Intercom No.235
Room No.361
Lok Nayak Bhawan,

Secretary(CCSCSB)
Tele No. 24646961
Intercom No. 261
Room No. 362
Lok Nayak Bhavan,

CWO

WORK ALLOCATED

1. Conducting All India Civil Services Tournaments in various disciplines in the country every year.
2. Conducting Inter-Ministry Tournaments in various disciplines in Delhi.
3. Coordinating the activities of 21 Regional Sports boards(RSB), including grants-in-aid provided by the Board to the RSBs.
4. Providing financial assistance to State Govts. / UTs for holding AICS tournaments.

5. Maintaining play grounds/facilities at Vinay marg, R K Puram, Bharti Nagar, Brassey Avenue and Nirman Bhawan.
6. Promoting Sports & Cultural activities among the government servant & their wards.
7. Procurement of sports equipment, prizes and store / inventory management.

xviii) CANTEEN SECTION

Section Officer,
Tele No. 24625818,
Intercom No. 236
Room No. 361,
Lok Nayak Bhawan
New Delhi.

Director (Canteen)

Director & CWO

WORK ALLOCATED

1. Policy matters relating to setting up of Departmental Canteens in Ministries / Departments.
2. Framing of Model Recruitment Rules for the employees of Departmental Canteens.
3. Implementation of SIU recommendations in the non-statutory Departmental Canteens.
4. Service Matters relating to the employees of Departmental Canteens/Tiffin Rooms.
5. Award of scholarship to the children of non-statutory Departmental canteen employees.
6. Recognition of association of Canteen employees.
7. Arranging training programmes for Canteen staff.
8. Framing of guidelines for proper functioning of Departmental Canteens.
9. Court Cases/Petitions filed by the canteen employees on matters concerning them.
10. RTI cases on the subjects concerning Director (Canteen).

ESTABLISHMENT (RESERVATION) DIVISION:

xix) ESTABLISHMENT (RESERVATION) DESK / SECTION

Section Officer,
Tele No. 23093307,
Intercom No. 200,
Room No. 282,

Under Secretary(Res)

Deputy Secretary (Res)

North Block.

WORK ALLOCATED

1. Reservation policy for physically handicapped / ex-servicemen in services and posts under the Govt. of India.
2. Proposal regarding reservation for women in services / posts under the GOI.
3. De-reservation of vacancies relating to all categories of posts.
4. The representation received from SC / ST / OBC (both individual and Associations) regarding reservations, harassment etc. which are required to be sent to various administrative Ministries / Departments and followed up.
5. Special Recruitment Drives.

Section Officer,
Tele. No.2309 3307,
Intercom No. 277,
Room No. 282,
North Block.

Under Secretary (Res)

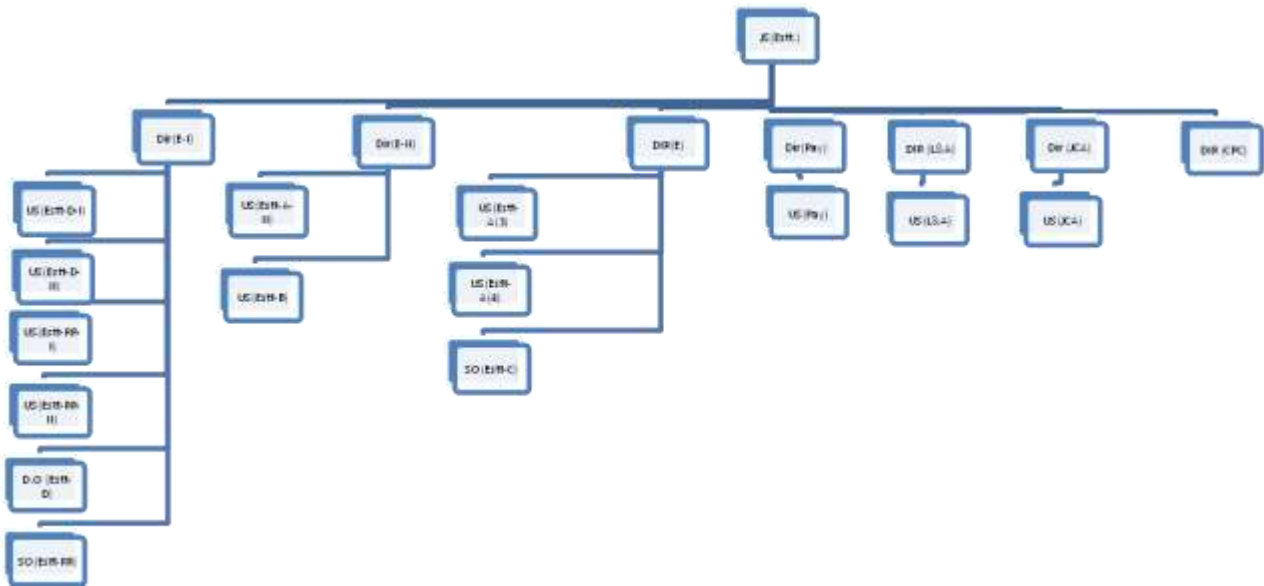
Deputy Secretary (Res.)

WORK ALLOCATED

1. Reservation policy for Scheduled Castes / Scheduled Tribes / other Backward Classes in services and posts under the Government of India.
2. Clarification sought by Ministries / Departments / Offices on the reservation policy.
3. Collection of information on the employment of reserved community candidates in Government.

III. ESTABLISHMENT DIVISION

Hierarchy of Establishment Wing:



WING HEAD

Ms. Mamta Kundra
 Joint Secretary,
 Tele No. 23094276 (O),
 Intercom No. 212,
 Room No. 111,
 North Block.

JS/DIRECTORS / DEPUTY SECRETARIES

Shri Ashok Kumar,
 Director (CPC),
 Tel. No. 23092589,
 Intercom No. 294,
 Room No. 278-C,

Ms. Mukta Goel
 Director(E-1),
 Tel. No. 23092479,
 Intercom No. 228,
 Room No. 278-B,

Shri J. A. Vaidyanathan,
 Director(E),
 Tel. No. 23093179,
 Intercom No. 262,
 Room No. 279

North Block

Mukul Ratra,
Director(L&A),
Tel. No. 26164114,
Intercom No. 119,
Room No. 316,
JNU Campus

Ms. K. Kipgen,
Director (JCA),
Tel No. 24623711
Intercom No. 222,
Room No. 318,
Lok Nayak Bhawan

North Block

Sh. Mukesh Chaturvedi
Director (Pay),
Tel. No. 23093176,
Intercom No. 219,
Room No. 222,
North Block

North Block

Ms. G. Jayanti
Director (E.II)
Tel. No. 23093180
Intercom No.249
Room No.278
North Block

(i) **Establishment (A) Desk**

Desk - I

Under Secretary (Esstt.A)
Tele No. 23093175
Intercom No. 365
Room No. 222-B
North Block.

Director (E)

WORK ALLOCATED

1. Casual Leave including Special Casual Leave.
2. Honorary appointments.
3. Proposals for Grant of ex-officio Secretary status
4. Petition Instructions.

Desk - II

Under Secretary (E),
Tele No. 23092564
Intercom No. 321
Room No. 215-A/II
North Block.

Director (E-II)

WORK ALLOCATED

1. Policy on grant of permission for commercial employment after retirement and employment under a foreign Government.
2. Processing of Proposals for commercial employment after retirement in respect of officers retired at the level of Jt Secretary and above for approval of Group of minister and Prime Minister as the case may be.

3. Principles regarding preparation and maintenance of Annual Performance Appraisal Report (APAR).
4. Advice on proposals in respect of the Ministry of Finance relating to number of grade of posts in a strength of a service or pay and allowances of Government servants or any other conditions of their service having financial implications.
5. Resignation from Government Service and Withdrawal of registration form service.

Desk-III

Under Secretary
Tele No.23093804
Intercom No.264
Room No.202
North Block.

Director(E)

WORK ALLOCATED

1. General questions relating to conditions of service (other than financial) of Central Services in relation to conduct and disciplinary matters.
 - (a) Provisions of constitution relating to services;
 - (b) Central Civil Services (Classification, Control and Appeal) Rules, 1965 – Interpretation and application of;
 - (c) Central Civil Service (Conduct) Rules, 1964.
2. Oath of Allegiance to the Constitution.
3. Change of Name of Government Servants.
4. Re-imbursment of legal expenses- orders and cases.
5. Interpretation, application and amendments to FRs 53 and 54 i.e. matters relating to regulation of subsistence allowance during suspension.
6. Coordination work of Estt. (A).
7. Issue of Gazette Notification Policy regarding.
8. General policy matter relating to classification of posts and grant of gazetted status.
9. Promotion principles regarding sealed cover procedures.

Desk-IV

Under Secretary,
Tele No. 23092313
Intercom No. 341
Room No. 202
North Block.

Director (E)

WORK ALLOCATED

1. Age of retirement.
2. Leave Travel Concession.
3. Provisions relating to premature retirement of Government Servants (F.R. 56 (J), F.R. 56 (I) and Rule 2(2) of the Liberalised Pension Rules).
3. Criteria, Procedure and Guidelines for review of cases of officers for retention in service beyond the age of 50/55 years or after completion of thirty years qualifying service.
4. Policy matters on Voluntary retirement under Rules 48 and 48A of the CCS (Pension) Rules, 1972.
5. Policy relating to grant of extension and re-employment to Government servants.
6. Medical Examination Rules, 1957
7. Alteration of date of birth of Government Servants.
8. Transfer policy.

(ii) **ESTABLISHMENT (B) Desk**

Estt.(B-I) Desk

Section Officer (Estt-B)
Tele No. 23092797
Intercom No. 329
Room No. 215-C
North Block.

Under Secretary (Estt. B-II)
Tele No. 23093175,
Intercom No. 365
Room No. 222B,
North Block.

Dir. (E-II)

WORK ALLOCATED

STAFF SELECTION COMMISSION

- i) Appointment of Chairman and Members, SSC and all matters connected with their condition of service, pay fixation, leave etc.
- ii) Policy issues on conduct of examination by the SSC.
- iii) Recruitment Rules for posts in SSC, other than those covered by Central Staffing Scheme and Central Secretariat Services, Creation of posts.
- iv) Question of exclusion of posts from the purview of SSC.
- v) Proposals for hiring of accommodation, its repair and maintenance; for SSC.
- vi) Fixation of rates of remuneration for functionaries engaged for conduct of Examinations conducted by SSC.
- vii) Administrative matters of SSC beyond the powers delegated to the chairman, SSC.

UNION PUBLIC SERVICE COMMISSION/STATE PUBLIC SERVICE COMMISSION MATTERS

- i) Appointment of Chairman and Members, UPSC and all matters connected with their condition of services, pay fixation, leave etc. UPSC (Members) Regulation.
- ii) Matters relating to staff of UPSC – UPSC (Staff) Regulations; creation of posts outside UPSC delegated powers etc.
- iii) Recruitment Rules for posts in the UPSC other than those covered by Central Staffing Scheme and the Central Secretariat Services.
- iv) Exclusion of posts from the purview of UPSC – UPSC (Exemption from Consultation) Regulations.
- v) Annual Report of UPSC – Laying before Parliament.
- vi) Cases of Disagreement with the advice of UPSC other than appointments.
- vii) Presidential References under Article 317 of the Constitution for inquiry by the Supreme Court in respect of Chairman/Members of State Public Service Commissions.

Estt. (B) Desk -II

Section Officer,
Tele No. 2309 2313,
Intercom No. 236,
Room No. 202,
North Block.

Under Secretary (Estt. B),
Tele No. 2309 2564
Intercom No. 321
Room No. 215-A/II
North Block.

Director (E-II)

WORK ALLOCATED

1. Verification of character and antecedents - Principles and procedures.
2. Verification of character and antecedents – extension to Public Sector Undertakings.
3. Strike by Government Servants including demonstration and other agitational activities.
4. Suitability of candidates for appointment to and continuance in Government service- Government Servants taking part in politics, RSS, Anand Marg, Jamat-E-Islami etc. – Policy on questions of action against them.
5. Subversive activities of Governments servants-Procedure for consideration of cases.
6. Candidates debarred by the UPSC and the SSC from appearing in their examinations- Suitability for Government service of.
7. Minorities in Government service – PM’s New 15 Point Programme for welfare of Minorities. Special consideration for recruitment of Minorities in Government jobs.
8. Employment of Non-Indians-Policy regarding and annual returns.
9. General Policy on issue of certificate of eligibility for Union Service and posts to subject of Nepal, Tibet migrants from Pakistan etc.
10. All Policy matters pertaining to PESB.

(iii) ESTABLISHMENT (C) DESK

Section Officer (C)
 Tele No. 2309 2313
 Intercom No. 343
 Room No. 202
 North Block.

Director (E)

WORK ALLOCATED

1. Domicile or Residential qualifications for employment under Government.
2. Probation of Government Servants.
3. C.C.S. (T.S.) Rules, 1965.
4. Policy relating to forwarding of applications of Centre Government Servants for higher posts in Central Government officers, State Governments, Autonomous Bodies, PSUs etc. and number of opportunities to apply for higher posts.
5. Technical Resignation.
6. Confirmation / Lien in civil posts.
7. General Questions pertaining to Group 'D' posts / Messenger.
8. Regularization of services of casual workers in Group 'D' posts.
9. Policy regarding release of Civil Government Servants for military Service during the emergency.
10. Conditions of service of civil employees who are permitted to take up Military service in the matter of Protection of Pay and Allowance and seniority and pro-forma promotions and other connected matters.
11. Conditions of service of war service candidates appointed to civil posts.
12. General questions relating to promotion and seniority of commissioned officers / short service Commission officers who were commissioned or joined pre commission training prior 10.1.1968 in civil service unto 29.1.1974.
13. Matters relating to Auxiliary forces. Government servants joining Territorial Army and Auxiliary Forces.
14. Status of women.
15. Bond obligation in respect of the persons who receive scientific or technical training at the expense of the Government.

(iv) ESTABLISHMENT (D) DESK

Section Officer

Under Secretary,

Director (E-I)

Tele No. 2309 3804
Intercom No. 339
Room No. 202

Tele No. 2309 3804,
Intercom No. 340
Room No. 202

WORK ALLOCATED

1. General policy relating to promotion and seniority pertaining to Central Services (except Railway Services and Services under the control of Department of Atomic Energy) and examination of cases referred by Ministries / Departments for advice;
2. General policy regarding employment assistance to persons of Indian origin coming from various countries; (Employment Exchange Procedure);
3. General policy regarding age-limits and educational qualifications and recognition of non-technical diplomas for appointment to Government services;
4. Matters relating to Stenographic Assistance to officers working in non-secretariat offices;
5. Matters relating to compassionate appointments including examination of individual cases referred by Ministries / Departments for advice;
6. Exemption from passing typewriting test in respect of LDCs not belonging to Central Secretariat Clerical Service in non-participating offices;
7. Scheme on appointment of meritorious sportsmen to Group 'C' and 'D' posts;
8. Policy regarding Ad-hoc appointments and its extension;
9. General policy / interpretation / relaxation of instructions on Assured Career Progression Scheme; and
10. Policy matter relating to promotion of Staff Car Drivers;

(v) **ESTABLISHMENT (RR) DESKS**

Under Secretary (RR)
Tele No. 23094254
Intercom No. 337
Room No. 215-A/II
North Block.

Director (E-I)

WORK ALLOCATED

1. All cases relating to framing of Recruitment Rules / Service Rules for posts / Service Cadres in Ministries / Departments of the Government of India.
2. All amendments to the existing rules.
3. Periodical returns relating to the progress made by Ministries / Departments in framing Rules for Service / Posts which have not been prepared so far and other connected work.
4. Recruitment Promotion / Deputation to be made in relaxation of any of the provisions of the Recruitment Rules.

5. Flexible complimentary scheme for Scientists and Doctors, except scale of pay and pay fixation matters.

(vi) **ESTABLISHMENT (PAY -I) SECTION**

Section Officer,
Tele No. 23040309,
Intercom No. 309,
Room No. Hall No.1,
North Block.

Under Secretary (Pay)

Director(Pay)

WORK ALLOCATED

1. Fixation of Pay of Central Government Employees including organized Group 'A' Services and those joining Central Government from Public Sector Undertakings, Autonomous Bodies, Universities, Semi-Government Institutions and Banks etc.
2. Stepping up of pay of Central Government employees including organized Group 'B' services.
3. Belated split option cases for grant of special dispensation.
4. Stagnation increment, advance increment and other incentive increments.
5. Interpretation of Fundamental Rules, Compilation of orders on pay matters, Notifications, Resolutions etc.
6. Fixation of pay of war services candidates, political sufferers and ex-ECOs/ SSCOs on their re-employment in civil Departments against un-reserved posts etc.
7. Fixation of pay under flexible complimenting scheme of Scientific Departments.
8. Incentive to sports persons for participating in National and Inter national level sports/ games events.
9. Incentive for acquiring higher qualifications.
10. Orders regarding grant of additional increment for promoting small family.
11. Matters relating to pay and allowances on reinstatement after suspension, removal and dismissal.
12. Clarification on issues arising out of recommendations of Fifth Pay Commission related matters.
13. National Anomaly Committee.
14. Comments on recommendations of Departmental Anomaly Committee.

15. Services of Group of Ministers on Pay Commission related matters.

(vii) **ESTABLISHMENT (PAY –II) SECTION**

Section Officer,
Tele No. 23040309,
Intercom No. 310,
Room No. Hall No.1,
North Block.

Under Secretary (Pay)

Director(Pay)

WORK ALLOCATED

1. Terms and conditions of appointment to Personal Staff of all Ministers 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 under 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 Reverse Foreign Service to Central Govt.
3. Special Pay, 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 5th year in all cases of deputation of Central Govt. employees including organized Group 'A' Service.
6. Terms and conditions 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 F.R 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.

(ix) **ESTABLISHMENT (LEAVE) SECTION**

Section Officer,
Tele No.26164331
Room No. 316,
JNU Campus.

US (L&A)
Tel.No.26164316

Director (L&A)

WORK ALLOCATED

1. General Matters relating to interpretation of Leaves Rules including CCS (Leave) Rules, 1972 applicable to non-industrial Govt. Servants, covering Inter-alia the following:-
 - (a) Special kinds of leave such as Maternity Leave, Special Disability Leave, Child Care Leave, Hospital Leave, Terminal Leave, Departmental Leave and Study Leave.
 - (b) Leave Preparatory to retirement and refused leave;
 - (c) Leave salary, advance of leave salary and provisional payment of leave salary;
 - (d) Leave terms of civil officers in military employees and vice-versa.
 - (e) Medical certificate in respect of gazetted and non-gazetted Government servant while proceeding on and returning from leave.
 - (f) Leave terms of local recruits in Indian Missions abroad.
 - (g) Carry forward of leave.
 - (h) Leave encashment on LTC.
2. Leave matters relating to Industrial Employees.
3. Leave matters relating to Constitutional Statutory appointments except Chairman and Members of UPSC, High/Supreme Court Judges.
4. Leave matters relating to Contract appointees (including coordination work relating to vetting of post appointment terms and conditions to be allowed to contract appointees, with the concerned section providing inputs on the terms and conditions concerning them.
5. Leave matters relating to Members of Committees and Commissions.
6. Service record and Service Books.
7. Extension of special concessions /Facilities for Central Govt. employees posted in Kashmir Valley.

ESTABLISHMENT (ALLOWANCE) SECTION

Section Officer,
Tele No.26164331
Room No. 316,
JNU Campus.

US (L&A)
Tel.No.26164316

Director (L&A)

WORK ALLOCATED

- 1 Overtime Allowance.
- 2 Short term consultancy undertaken by the Government servants in International Organizations, which are governed under SR-12.
- 3 Honorarium.
- 4 Joining Time Rules/Joining Time Pay.
- 5 Compulsory waiting.
- 6 Risk Allowance.
- 7 Special Allowance to Parliament Assistants.
- 8 Weightage for Night Duty /Night Duty Allowance.

- 9 Children Education Allowance to Central Govt. Employees.
- 10 Special Allowance for Child Care to Women with Disabilities.
- 11 "Creation and Maintenance of e-Service Book and other Service Records of the Government of India Employees" Plan Scheme.

(xi) ESTABLISHMENT (JCA) SECTION / DESK

Section Officer, Tele No. 23094678, Intercom No. 336, Hall No. 1, Jalebi Chowk, North Block.	Section Officer, Tele No. 23094678, Intercom No. 282, Room No. 279-A, North Block.	Director (JCA)
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WORK ALLOCATED

1. Policies relating to:-
 - (a) Supply of uniforms / washing allowance etc. to Group 'C' and 'D' employees.
 - (b) Holidays for Central Govt. employees and issue of the list of Holidays every year.
 - (c) Working hours for the Central Government offices including working of the five-day week system.
 - (d) Recognition of Associations / Unions etc;
2. All matters relating to :-
 - (a) Joint Consultative Machinery and National Council;
 - (b) Compulsory Arbitration under the JCM Scheme including forwarding of references on which disagreement is recorded in National Council / Departmental Council to the Board of Arbitration, follow-up action on Awards given by the Board of arbitration and processing of Cabinet Notes of other Ministries before formal disagreement is recorded;
 - (c) Grants-in-aid (recurring as well as non-recurring) for the Staff Side Secretariat of the National Council (JCM);
 - (d) Grant of TA / DA to staff members of the JCM Councils and office bearers of recognized service Associations and issue of sanction for payment of TA / DA to JCM members of National Council.

(xii) CPC SECTION

Desk Officer, Tele No. 23093028, Intercom No. 315, Room No. 171-D, North Block.	Director (CPC)
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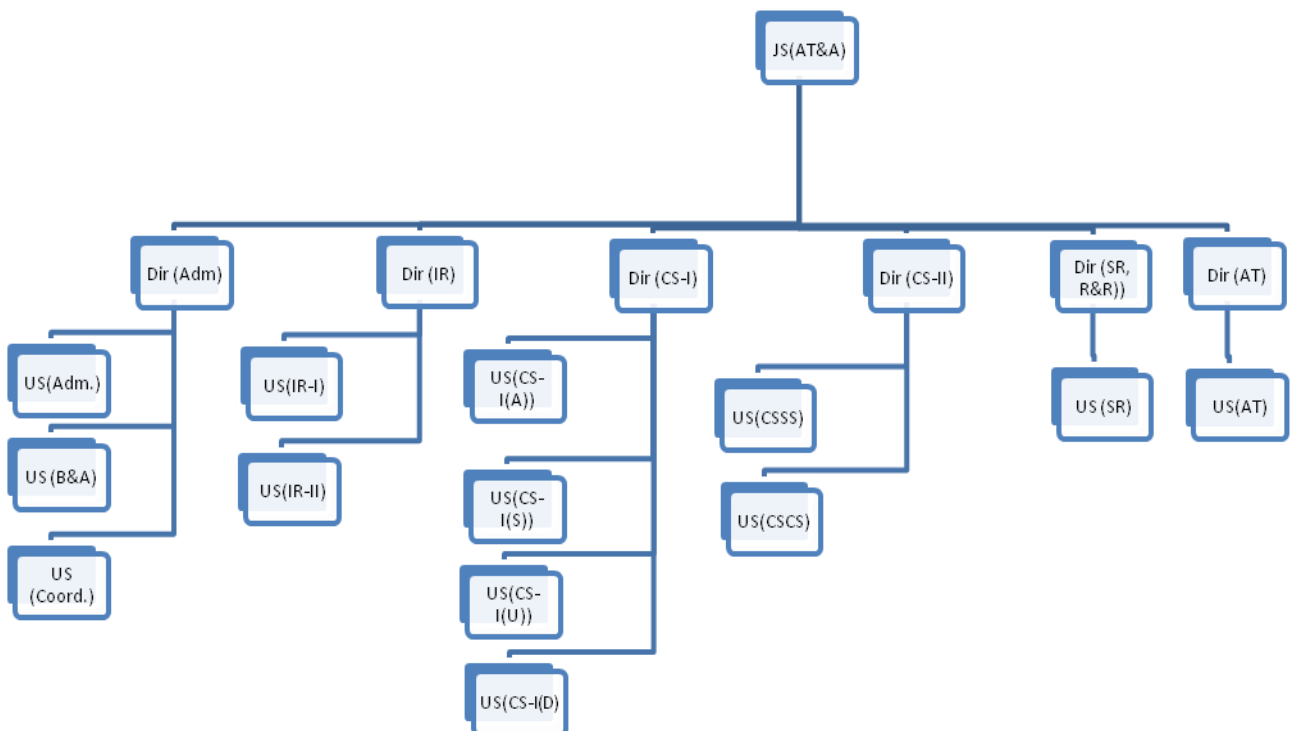
WORK ALLOCATED

1. Optimization of direct recruitment to civilian posts – policy matters.
2. Scrutiny of paper / data relating to Screening Committee meeting held in various Ministries / Departments for Group 'A', 'B', 'C' and 'D'.

3. Court cases relating to optimization of direct recruitment to civilian posts.

V. **ADMINISTRATIVE TRIBUNAL, RESERVATION, WELFARE ADMN. & CENTRAL SECRETARIAT**

Hierarchy of AT&A Wing:



WING HEAD

Ms. Archana Varma
 Joint Secretary (AT & A),
 Tele. No. 23093668 (O)
 Intercom No. 216
 Room No. 278 A
 North Block.

JS /DIRECTORS / DEPUTY SECRETARIES

Shri Shri Prakash Director(Admn.) Tele. No.23092338 Intercom No.251 Room No. 5A North Block,	Shri A. Asholi Chalai, Director (AT) Intercom No. 252, Room No. 280, North Block,
Shri Sandeep Jain, Director (IR), Tel. No. 23092755 Intercom No. 260 North Block, New Delhi	Smt. Kimbuong Kipgen, Director (SR and R&R), Tel. No. 24623711 Intercom No. 252, Room No. 209, Lok Nayak Bhawan
Shri Utkarsh R. Tiwari Director (CS-I), Tele. No. 24629411 Intercom No. 252. Room No. 209, Lok Nayak Bhavan, Khan Market New Delhi-110003.	Smt. Vandana Sharma Director (CS-II), Tele. No. 2622365 Intercom No. 210 Room No. 384 Lok Nayak Bhavan, Khan Market New Delhi-110003.

I- ADMINISTRATIVE TRIBUNAL DIVISION:**ADMINISTRATIVE TRIBUNAL SECTION / DESK**

Section Officer,
 Tele No. 23094142,
 Intercom No. 274,
 Room No. 278,
 North Block.

Section Officer,
 Tele No. 23094142,
 Intercom No. 274,
 Room No. 278,
 North Block.

Under Secretary (AT),
 Tele No. 23094142,
 Intercom No. 272,
 Room No. 278,
 North Block.

Director (AT)

WORK ALLOCATED

1. Administration of Administrative Tribunals Act, 1985 including interpretation of the Act, framing of various Rules under the Act, clarification regarding the provisions in the Act.
2. Appointments of Chairman, Vice Chairman and Member and other Group 'A' posts in the Central Administrative Tribunal.
3. Setting-up of Additional Benches of Central Administrative Tribunal and Extension of jurisdiction of the Central Administrative Tribunal.
4. Setting-up of States Administrative Tribunals and Joint Administrative Tribunals and appointment of Chairman, Vice Chairman and Members of the State Administrative Tribunals.
5. Approval of Budget Estimates and issue of administrative cum-expenditure sanction for various items in respect of the Central Administrative Tribunal.
6. Hiring / acquisition of accommodation for the Central Administrative Tribunal and its Benches.
7. Monitoring of institution, disposal and pendency of cases in the Central Administrative Tribunal and dealing with complaints against its functioning.
8. Personnel matters including creation of posts, framing of conditions of service, court cases, re-appointment etc. in respect of Chairman, Vice Chairman and Members of the Central Administrative Tribunal.
9. Personnel matters including creation of posts, framing of conditions of service, recruitment rules, extension of deputation, court cases, re-employment etc, in respect of officers and staff of the Central Administrative Tribunal.

II- ADMINISTRATION DIVISION:

VIGILANCE SECTION

Section Officer,
Tele No. 23093979,
Intercom No. 204,
Room No. 5,
North Block,

Under Secretary (Admn)

Director(Admn.)

WORK ALLOCATED

1. Maintenance of APARs and other vigilance matters including Immovable Property Return in respect of all officers and staff;
2. All work related to Biometric Attendance Control system in respect of employees of DOPT posted in North Block and Lok Nayak Bhawan.

ADMINISTRATION – I SECTION

Section Officer,
Tele No. 23093979,
Intercom No. 372,
Room No. 5,
North Block,

Under Secretary
Telephone: 23092982
Intercom: 255
Room No. 3A/II,
North Block

Director (A)

WORK ALLOCATED

1. All personnel matters/day to day administration in respect of Group ‘A’ and Group ‘B’ (Gazetted) posts;
2. Creation/continuation /abolition of posts in respect of Group ‘A’ and Group ‘B’ Gazetted officers.
3. Appointment to and framing of recruitment rules for the posts of Secretary / Assistant Secretary, Civil Services Cultural and Sports Control Board.
4. Issuance of sanction orders in respect of training (domestic and foreign) etc. in respect of Group ‘A’ and Group ‘B’ Gazetted officers.
5. Establishment Matters relating to Minister’s personnel staff.
6. Preparation and processing of pensions papers of categories of staff including settlement of other pensionary benefits in respect of Group ‘A’ and Group ‘B’ Gazetted Officers.
7. Updation of website of DoP&T in respect of gazetted officers.
8. E-service book/e-leave matters in respect of gazetted officers.
9. Parliament Questions/RTI matters relating to above
10. Pension matters of non-gazetted officials.

ADMINISTRATION II SECTION

Section Officer
Tele No.23093904,
Intercom No.205,
Room No.3,
North Block,

Under Secretary (Coord)

Director(Admn)

WORK ALLOCATED

1. All matters relating to the general administration and house keeping with particular emphasis on:
 - (i) All matters relating to the office accommodation of Department of Personnel and Training, Department of Pensions and Pensioners Welfare and PESB.

- (ii) Care-Taking arrangements including sanitation, cleanliness etc., in the buildings at North Block, Lok Nayak Bhavan, CGO Complex and Old JNU campus.
- (iii) Provision of furniture, stationery, wall clocks, time pieces, name plates / boards, rubber stamps etc.
- (iv) Provision of office equipments such as Computers, peripherals, photocopiers, duplicating machines etc. and their maintenance.
- (v) All matters relating to telephone, telex, fax, RAX, franking machines etc.
- (vi) Procurement and maintenance of Air Conditioners, water dispensers, room coolers, fans, heaters/blowers etc.
- (vii) Making arrangements for meetings / conferences and settlements of bills for supply of tea / coffee etc.
- (viii) Condemnation / disposal of obsolete articles that have outlived their utility.
- (ix) Hospitality service from departmental Canteen, Coffee Board and Tea Board for Officers in the Department and payment thereof.
- (x) Issue of POL to Staff Cars
- (xi) Hiring of vehicles
- (xii) Matters relating to procurement/maintenance & disposal of Staff Cars and other vehicles of the Department.
- (xiii) Protocol to Foreign delegation, Minister/Secretary.

ADMINISTRATION III SECTION

Section Officer,
Tele No. 23093791,
Intercom No. 284,
Room No. 3,
North Block,

Under Secretary (Coord)

Director (Admn)

WORK ALLOCATED

1. Supply of liveries to the eligible Group 'D' staff;
2. Issue of Identity cards to Group 'C' (Tech) and Group 'D' Staff as also non-officials;
3. Issue of CGHS cards in respect of all officers and staff of the Department of Personnel and Training, Department of Pension and Pensioner's Welfare and the PESB;
4. Establishment matters of employees of the Departmental Canteen;
5. Matters relating to Office Council;

6. Union War Book
7. Issue of passes of Flag hoisting ceremony on the Independence Day, Republic Day Celebrations etc.
8. Medical Reimbursement claim (Permission / Medical advance/ credit facilities) in respect of all Officers / staff of DoPT and PESB. (**Transferred from Accounts Section in June, 2014**)
9. Forwarding of applications for Accommodations to Directorate of Estates in respect of all officers and staff members of the Department of Personnel and Training and PESB
10. Work related to foreign delegation.

COORDINATION SECTION

Section Officer,
Tele No. 23093791,
Intercom No. 404,
Room No. 3,
North Block,

Under Secretary (Coord)

Director (Admn)

1. Coordination related to Cabinet Secretariat/PMO's References
2. Work related to MP/VIP Cases.
3. Work related to Delhi Official Directory
This includes issue of Log-in-ID, provide Guidance to Ministries/Departments in uploading their respective data, arrangement of training, coordination of data received from various Ministries/Departments, Arrangement for the Publishing of Delhi Official Directory.
4. Draft Cabinet Notes of other Ministries.
-Consolidation of Comments of this Department from various Divisions and onward transmission to the concerned Ministry.
5. Coordination work of Parliament Questions/Parliament Assurances in respect of other Ministries/Deptts.
6. The Government Of India (Allocation Of Business) Rules, 1961-*Review of the Allocation of Business Rules of this Department.*//The Government Of India (Transaction of Business) Rules, 1961
7. Issue of Passes in connection with Independence Day & Republic Day celebrations
8. Monthly Summary in respect of other Ministries
9. Printing of Annual Report of the Ministry
10. (i) Monthly Reports on Significant events/information:-
-Coordinate significant events and CoS items pertaining to the Department to be included in the Monthly D.O. letter from Secretary to the Cabinet Secretary.
(ii) Monthly Summary to the Cabinet.
-Circulate the significant events of this Department to all the members of the Council of Ministers and other relevant officers.
(iii) Monthly report on Implementation of Cabinet/Cabinet Committee decisions.
-Coordinate the pending Cabinet/Cabinet Committee decisions of the Department and submission of monthly report to the Cabinet Secretariat.
11. Work related to all Administrative Reforms Commission (ARC) reports.
This includes Coordination work related to implementation of recommendations of the 15 reports of 2nd Administrative Reforms Commission (ARC).
-Coordinating with the Nodal Officers of various Divisions.

-Consolidation of the Action Taken Report (ATR) concerning this Division and onward transmission to DARPG.

12. Induction Materials

Updation of Induction Material of this Department annually by coordination with various Divisions and circulation thereof.

13. Internal Delegation of Powers and Channel of submission/ disposal of cases

Updation of Internal Delegation of Powers and Channel of Submission of this Department annually by coordination with various Divisions and circulation thereof.

14. Record Retention Schedule of the DoPT

15. Coordination work related to Results Frame-work Document (RFD).

16. Preparation and monitoring of Citizen Charter of the Department

17. Collection, compilation, collation and preparation of Annual Action Plan of the Department

18. Matters relating to Senior Officers Meetings

19. Reply of RTI applications in respect of Coordination Section

ADMINISTRATION-IV SECTION

Section Officer,
Tele No. 23093174,
Intercom No.392
Room No. 222-B
North Block,

Under Secretary (Adm.)

Director (Admn.)

WORK ALLOCATED

1. All establishment and personnel matters related to Non-Gazetted staff including Staff Car Drivers/Despatch Riders;
2. Matters relating to framing/amendment of Recruitment Rules of non-gazetted ex-cadre posts, Group "D" Staff and Staff Car Drivers;
3. Cadre management in respect of non-gazetted staff of CSS, CSSS and CSCS viz., Assistants, Stenographers Grade "C" and Grade "D";
4. Compassionate appointments;
5. Reduction of posts as economy measures in pursuance of the directives issued by the Ministry of Finance.

PARLIAMENT SECTION

Section Officer

Under Secretary (Coord-I)

Director(Admn)

WORK ALLOCATED

1. Distribution of notices of Questions, Resolutions, Legislative Business and daily business of both the house.
2. Collection of replies to Questions and preparation of pads.
3. Coordination and liaison work in respect of all Parliamentary matters concerning the Ministry.
4. Compilation of Statements of pending assurances of the Ministry.
5. Submission of various parliamentary reports and returns.

BUDGET SECTION

Section Officer	Under Secretary(B&A)	Director(Admn.)
Tele:23040370	Tele: 23040402	
Intercom No. 370	Intercom No. 402	
Room No, 4	Room No.222-B	
North Block	North Block	

WORK ALLOCATED

1. All matters relating to the Budget of the Ministry and its attached and subordinate offices
2. Constitution of Annual plan Proposals (estimates of the Plan schemes) pertaining to this Ministry.
3. Submission of Five Year Plan statements and other documents / materials as may be required by the Planning Commission and arrangement of meetings with the planning commission for finalization of Annual / Five Year Plan pertaining to all Departments / Organizations under this Ministry.
4. Submission of detailed notes on Demands for Grants to the Department Related Parliamentary Standing Committee for consideration of Demands for Grants.
5. Submission of answers to questionnaires, supplementary questions, reports etc. of the Parliamentary Standing Committee prior to the consideration of demands for grants of this Ministry.
6. All work related to the visit / study tour of the members of the Parliamentary Standing committee on various issues.
7. Settlement of all Audit Paras contain in the C&AG Reports.
8. Coordination / Settlement of all statutory audit objections on the accounts of DOPT.
9. Submission of replies / Action Taken Notes on the observations / recommendations of the Departmentally Related Parliamentary Standing Committee in its various reports.
10. Preparation of six monthly statements to be presented by the Hon'ble MOS(PP) in both the Houses of Parliament on the status recommendations / observations of the Parliamentary Standing Committee.

ACCOUNTS SECTION

Section Officer	Under Secretary (Admn)	Director (Admn)
Tele No.23093214	Tele No. 23040402	
Intercom No.207	Intercom No. 402	
Room No.4	Room No. 222-B	
North Block	North Block	

1. Sanction of loans and advances viz, HBA, MCA, OMCA, Computer etc.
2. All work relating to GPF of officers/officials of DOPT including Advance / withdrawal from General Provident Fund, General Provident Fund Annual Statement, General Provident fund transfer (incoming as well as outgoing), GPF Final Payments in respect of retiring Government Servants.
3. Sanction of Festival advance.
4. Monthly / Annual reconciliation of expenditure figures with Pay and Account Office
5. Reimbursement of Tuition Fees under Children Education Allowance.

CASH SECTION

Section Officer,
Tele No. 23093214,
Intercom No. 207,
Room No. 4,
North Block,

Under Secretary (B&A.),

Director(Admn)

WORK ALLOCATED

1. Preparation of pays bills of officers and staff of the Department of Personnel and Training, Department of Pension and Pensioners Welfare, and PESB.
2. Preparation of bills relating to TA, LTC, OTA, Conveyance Charges, Tuition Fees, Contingent expenditure etc.
3. Grant of advance for TA, Transfer TA, LTC and issue of Air Exchange vouchers, and settlement of Air India / Indian Air Lines Bills.
4. Disbursement of pay and allowances and payment of supplementary / contingent bills. OTA, advances etc.

PUBLIC GRIEVANCES CELL

Section Officer,
Tele No.
Intercom No. 263,
Facilitation Centre,
North Block.

Under Secretary (Admn)

Director (Admn.)

WORK ALLOCATED

1. Public Grievances.
2. Administration of CPGRAMS

3. Information Facilitation Counter, North Block.

HINDI SECTION

Assistant Director(OL),

Deputy Director(OL)

Director(Admn)

WORK ALLOCATED

The work allocated to official Language Division can be divided into two categories Translation of varied material and implementation of the Official Language Policy of the Union.

Translation

1. Translation from English into Hindi of all administrative documents such as Resolutions, General orders, Rules, Regulations, Notifications, Administrative or other reports, Press releases etc. referred to in sub-section(3) of section 3 of the Official Language Act, 1963 in Hindi.
2. Translation of Parliamentary Questions, Assurances, Cabinet Notes (except the annexures relating to other Ministries / Departments), VIP references, other communications and all day-to-day work emanating from various divisions of the DoPT.
3. Translation of Civil list of IAS / CSS officers.
4. Translation work related to Budget / Grants-in Aid /Annual Report / Performance Budget, Supplementary / Revised Estimates etc.
5. Translation work related to Parliamentary standing Committees, documents to be produced before the Parliament and other administrative papers.
6. Translation related to RTI cases and other correspondence emanating from various divisions of the Department of Personnel & Training and Department of Pension & Pensioners Welfare.

Implementation of Official Language Policy of the Union

1. Work related to Kendriya Hindi Samiti.
2. Reconstitution of Hindi Salahkar Samiti and holding its meetings and follow up action.
3. Holding of the meetings of Official Language Implementation Committee in every quarter and follow up action.
4. Work related to the Kendriya Rajbhasha Karyanvayan Samiti.
5. Nomination of officers and staff for Hindi language / Hindi typing / Hindi stenography training.
6. Organising Hindi workshops for imparting Hindi noting / Drafting training.

RTI CELL**Section Officer (RTI)****US(Admn)****Dir(Admn)****Telephone No. 23094112****Intercom No. 247****Room No. 7,****North Block, New Delhi.**

Work Allocated:-

- i. The Cell will be a single reference point to receive applications, appeals, complaints and decisions of the Central Information Commission;
- ii Deposit of fee and additional fee under RTI Act;
- iii Registration of all RTI applications and appeals not addressed by name of an Appellate Authority in RTI –MIS;
- iv Scanning and uploading of all applications under RTI on the RTI-MIS;
- v Entry of disposal of replies to RTI requests and appeals in RTI-MIS;
- vi Transfer applications not pertaining to this Department to the concerned public authority;
- vii Coordination for the Department regarding:
 - a. Proactive disclosures under Section 4.
 - b. Systemic changes that can be introduced to reduce the number of queries on a particular area /process;
 - c. Formulation of FAQs on information that can be accessed from the Department;
 - d. Information dissemination through the information facilitation Counter(IFC);
- viii Maintaining lists of CPIOs, FAAs and link officers;
- ix Preparation of Annual Report of the CIC;
- x Preparation of periodic monitoring reports regarding disposal of RTI Requests/1st Appeals and compliance of CIC instructions.

III- RIGHT TO INFORMATION DIVISION (IR DIVISION)**IR-I SECTION**

Section Officer,
Tele. No. 23093022,
Intercom No. 359,
Room No. 215 –A/II
North Block.

Under Secretary(RTI),
Tele. No.23092759
Intercom No.363
Room No.7B
North Block.

Director (IR)
Tele. No 23092755
Intercom No. 260
Room No. 279 A
North Block.

WORK ALLOCATED

1. Development of programmes to advance the understanding of the public about the RTI Act.
2. Administrative matters relating to the Central Information Commission.
3. Coordination of issues relating to the RTI Act with the State Governments.
4. Other issues relating to Right to Information.

IR-II SECTION

Desk Officer
Tele.No. 23093022
Intercom No.387

Under Secretary (RTI)
Tele. No. 23092759
Intercom No.373

JS(RTI)

1. Cadre Management of Section Officer of CSS.
2. Ad-hoc promotion in the grade of Section Officer-Finalizing zone of promotion.
3. Approval for continuance of ad-hoc appointments in the grade of Section Officer
4. Issue of zones of consideration, preparation and issue of Select List(SQ) in the grade of Section Office(Seniority Quota), after assessing vacancy position from all the cadres.
5. Preparation and issue of Select List(LDCE quota) as recommended by UPSC on the basis of Limited Departmental Competitive Examination.
6. Preparation of All Secretariat Select List consisting of SO(SQ) and SO(LDCE Q).
7. Preparation of Common Seniority List(CSL) of Section Officers consisting of Section Officer(SQ), Section Officer(LDCE Q).
8. Inter-cadre transfer of Section Officers.
9. Handling of RTI/Parliament Questions/Court cases with regard to Section Officers grade.

CS.I(U) Section

Section Officer (CS-I(U)) Under Secretary(CS-I(U)) Director(CS-I)

1. Cadre Management of Grade-1 of CSS(Under Secretary)
2. Preparation of Select List of Grade 1 of CSS in continuation with UPSC
3. Ad-hoc promotion in the grade of Under Secretary and continuance thereof
4. Postings/ transfers of officers of Grade-1 of CSS.
5. Updating/ publication of Civil List of
6. Cadre Clearance for deputation / voluntary retirement / resignation / training course Study leave /foreign visit etc of Grade I officers of CSS.
7. Review of cases of officers of Grade-I of CSS(Under Secretary) under FR-56(J) for Retention or otherwise in service beyond the age of 50 years.
8. Handling of RTI/Parliament Questions/court case with regard to under Secretary Grade.

CS.I(ER/PR) Section

Section Officer Under Secretary Director (CS-I)

1. Preparation of database of all CSS officers from Assistant Grade to Director.
2. Maintenance of Property returns of CSS officers of the level of Under Secretary and above.

CS. I (D) Section

Section Officer **CS. I (D)**, Under Secretary **CS. I (D)** Director(CS-I)

WORK ALLOCATED

1. Cadre Management of Selection Grade (Deputy Secretary) & Sr. Selection Grade (Directors' Grade) and Joint Secretary (in-situ) of CSS.
2. Preparation of Select Lists of Selection Grade (Deputy Secretary) and Sr. Section Grade (Director).
3. Appointment of CSS officers as Joint Secretary (in-situ) after empanelment by EO Division.
4. Posting / transfer of officers of Selection Grade and Sr. Selection Grade and Joint Secretary (in-situ) of CSS.
5. Review of cases of Group 'A' Officers of CSS under FR-56(J) for retention or otherwise in service beyond the age of 50 years.
6. Extension in service / Re-employment of CSS officers after retirement – cases relating to Selection Grade & Sr. Selection Grade
7. Cadre clearance for deputation/voluntary retirement/resignation/training/study leave/foreign visit etc to Officers of Selection Grades & Sr. Selection of CSS.
8. Handling of RTI/ Parliament Questions/ Court case with regard to Selection Grade and Sr. Selection Grade of CSS.

CS. I (P) Section

Section Officer,

Under Secretary,

Director (CS-I)

WORK ALLOCATED

1. C.S.S. Rules and Regulations – Framing / Amendment/Interpretation
2. Creation/separation of cadre units
3. Encadrement/ decadrement of posts into/from CSS/CSSS/CSCS
4. Rotational Transfer Policy of CSS officers
5. Cadre review of CSS
6. Policy matters of CSS
7. Rendering advice to Ministries/ Departments on Court Cases/ interpretation of Deptt. of Personnel & Training's orders etc pertaining to policy matters of CSS
8. All coordination work in CS.I Division.
9. RTI/ court case /Parliament matters relating to CSS policy.

7. CS. I (Trg.) Section

Section Officer,

Under Secretary,

Director (CS-I)

WORK ALLOCATED

1. Assessing the training needs of CSS officers.
2. Nomination of CSCS/CSS Officers from UDC to Director for various mandatory training programmes under CSS CTP.
3. Review of CSS Cadre Training Plan
4. Miscellaneous matters relating to training of CSS officers.
5. Specific training of CSS officers as per demands/requirements.
6. Orientation/ Induction Training to fresh/ newly posted/transferred CSS officers in various Ministries/Departments in consultation with ISTM.
7. RTI/Court Cases/Parliament matters related to training of CSS officers.

CS. I (CR) Section

Section Officer,

Under Secretary,

Director

WORK ALLOCATED

1. Maintenance & upkeep of ACRs/APARs of officers of Grade I and above of CSS.
2. Handling/coordination of representations on adverse entries/below benchmark gradings in ACRs/APARs.
3. Preparation of grading sheet of ACRs/APARs of Deputy Secretaries./Under Secretaries at the time of DPC.
4. RTI/Court Cases/Parliament matters related to training of CSS officers

CS. I (M Section)

Section Officer,

Under Secretary,

Director (CS-I),

WORK ALLOCATED

1. Cases of continuance of ad-hoc appointment in Section Officers' Grade of CSS in the participating cadres-approval regarding.
2. Cadre management of Section Officers' grade of CSS.

CS-II (A) Section

Section Officer,

Under Secretary (CS-II(A))

Director (CS-II)

WORK ALLOCATED

1. CSSS Rules and Regulations – Framing and Amendment.
2. Recruitment and allocation of candidates to different Cadre Units of CSSS on the bases of Limited Departmental Competitive Examination of PS Grade.
3. Advice to Cadre Units on individual cases of promotion, confirmation, seniority and other related service matters in respect of PS, PPS, Sr. PPS and PSO Grades.
4. Preparation of panels of PPS, Sr. PPS and PSO Grades of CSSS.
5. Voluntary retirement of PPS, Sr. PPS and PSO of CSSS – cadre clearance regarding.
6. Fixation of Zones of promotion for PS Grade of CSSS.
7. Allocation and transfers of personnel to other Cadre Units under the zoning schemes and inter-cadre transfers in the PS Grade.
8. Ad-hoc promotions in the grades of PS, PPS, Sr. PPS and PSO of CSSS.
9. Cadre Training Plan in respect of personnel of CSSS.
10. Residuary matters relating to CSSS.
11. RTI Matters on the above subjects.

CS-II(B) Section

Section Officer,

Under Secretary (CS-II(B))

Director (CS-II)

WORK ALLOCATION

1. CSCS Rules and Regulations – Framing and Amendment.
2. Recruitment and allocation of candidates to different grades of CSCS through Departmental examinations.
3. Advice to Cadre Units on individual cases of promotion, confirmation, seniority and other related service matters of CSCS.
4. Fixation of Zones of promotions for various grades CSCS
5. Allocation and transfers of personnel of CSCS grades to other Cadre Units under the zoning schemes and inter-cadre transfers.
6. Ad-hoc promotions in various grades of CSCS and Assistant's grade of CSS.

7. Policy regarding training courses for LDCs /UDCs of CSCS.
8. De-cadrement of posts form CSCS.
9. Matters relating to appointment of Group 'D' Employees in the LDC Grade of CSCS.
10. Residuary matters relating to CSCS.
11. RTI matters relating to CSCS.

CS-II(C) Section

Section Officer,

Under Secretary,

Director (CS-II)

- 1 Recruitment of Steno Grade 'D' through Open Competitive Examination and their allocation to Cadre Units of CSSS.
- 2 Recruitment of PAs through Limited Departmental Competitive Examination and their allocation to Cadre Units of CSSS
- 3 Advice to Cadre Units on individual cases of promotion, confirmation seniority and other related service matter in respect of Steno Grade 'D' and Pas of CSS.
- 4 Fixation of zones of promotion for PA grade of CSSS.
- 5 Allocation of PAs to Cadre Units of CSSS under the zoning schemes.
- 6 Inter-cadre transfer of steno Grade 'D' and Pas of CSSS.
- 7 Ad-hoc promotions in the PA grade of CSSS.
- 8 Matters related to entitlement of personal Staff of Union Minister.
- 9 Residuary matters in respect of Ssteno Grade and PA Grade of CSSS.
- 10 RTI matters related to above subjects of CSSS and Personal staff of them Council of Ministers.

V- SR AND R&R DIVISION:-

SR SECTION

Section Officer,
Tele.No.24626024
3rd Floor Hall,
Lok Nayak Bhawan
New Delhi-110003.

Under Secretary (SR-I),
Tele.No.24651898
R.No. 9, 3rd Floor Hall
Lok Nayak Bhawan
New Delhi-110003.

Director (SR)

WORK ALLOCATED

1. All matters relating to allocation of service personnel (other than those belonging to the All India Service) between the successor States of the Madhya Pradesh & Chhattisgarh and successor States of Bihar & Jharkhand affected by States Reorganisation and other issues connected therewith.
2. Setting up of State Advisory Committees to assist the Central Government in discharge of its functions.

Section Officer,
Tele. No. 24626024,
3rd Floor Hall
Lok Nayak Bhawan
New Delhi-110003.

Under Secretary (SR-II),
Tele.No.24624235,
R.No.7, 3rd Floor,
Lok Nayak Bhawan
New Delhi-110003.

Director (SR)
Tele.No.24623711
R.No..318, 3rd Floor,
Lok Nayak Bhawan
New Delhi-110003

WORK ALLOCATED

1. All matters relating to allocation of service personnel (other than those belonging to the All India Services) of the erstwhile State of Uttar Pradesh on account of State Reorganisation to the successor States of Uttar Pradesh and Uttarakhand and other issues connected therewith.
2. Setting up of Uttar Pradesh State Advisory Committee to assist the Central Government in discharge of its functions.

R & R and DC Section

Section Officer,
Tele. No. 26425816
Intercom No. 257,
Lok Nayak Bhawan

Under Secretary
(CS.III)

Director
(R & R Division),

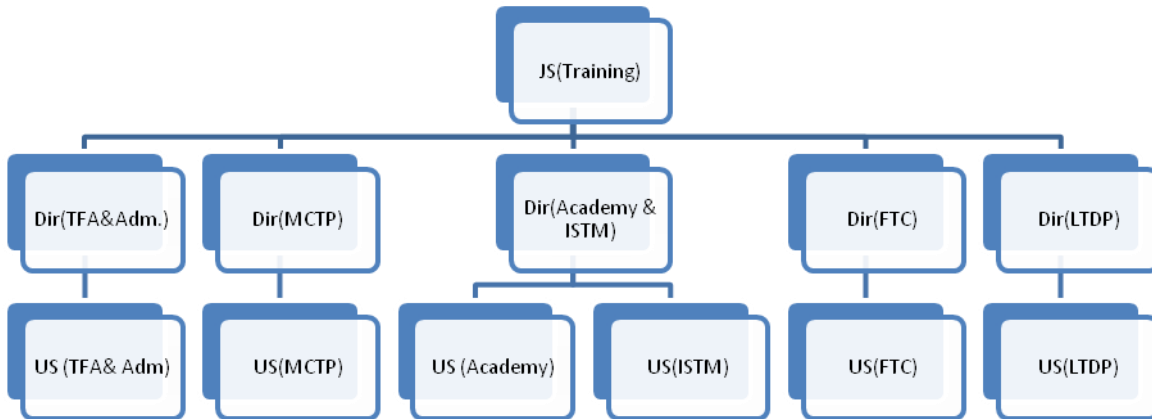
WORK ALLOCATED

1. Acceptance of surplus staff (Group 'A' , 'B' , 'C' and 'D) of Ministries/ Departments / Offices of Government of India on the Surplus Staff Rolls.
2. Readjustment of provisionally redeployed surplus staff (Group 'A' , 'B' , 'C' and 'D).
3. Redeployment of Group 'A' , 'B' , 'C' and 'D' surplus staff.
4. Issue of clarifications and advice based on the existing provisions of rules / orders in respect of redeployment of surplus staff.
5. Retention of vacancies for filling up by deployment of surplus staff, Issue of NOC for filling up the vacant posts.
6. Maintenance of record in respect of special VRS optees / retirees.

- * **The 'Surplus Cell' has been re-designated as 'Division of Retraining & Redeployment vide DOPT Order No. 20011/1/2002-WSU dated 10th January, 2002 (Copy enclosed).**
- 7. Matters relating to Departmental Council (JCM) of the Department of Personnel and Training.
- 8. Coordination of references made to the Board of Arbitration and reference of non-arbitrable cases to the Group of Ministers where disagreement has been recorded.
- 9. Recognition of Service Association of CSS, CSSS and CSCS of all Secretariat basis.

VII. TRAINING WING

Hierarchy of Training Wing:



DIVISIONAL HEAD

Shri P.K. Das,
 Joint Secretary (Trg),
 Telephone No. 26106314 (O),
 Intercom No. 12,
 E-mail: trgjs@nic.in
 Fax No. 011 – 26107962
 Room no. 304 & 305,
 Old JNU Campus,
 New Delhi.

DIRECTOR / DEPUTY SECRETARY/JOINT DIRECTOR

Shri Sanjeev Kumar Jindal,
 Director(T),
 Tele No.26107960,
 Intercom No.21
 Room No.303
 e-mail: sanjeev.jindal@nic.in

Director (Acad & Adm),
 Tele. No. 26165058,
 Intercom No. 102
 Room No. 302
 e-mail: dirtrg.dopt@nic.in

Shri V. K. Sinha

Shri Deepika Lohia Aran,

Director (Trg., PII A),
 Tele. No. 26161159
 Intercom No. 104,
 Room No. 305,
 e-mail: vk_sinha2007@yahoo.co.in

Dy.Secretary(ITP & ISTM),
 Tele. No. 26168197
 Intercom No. 105,
 Room No. 305,
 e-mail: deepika.lohia@nic.in

Shri Rajesh Arya
 Director
 Tele. No. 26107967,
 Intercom No. 106,
 Room No.307

WORK ALLOCATION

Joint Director

JS (T)

WORK ALLOCATED

1. Advance Professional Programme in Public Administration. (APPPA)
2. IIPA
3. IAS in-service Training
4. Distance & e-Learning
5. JCM & Joint AIS Programmes
6. Rural-Urban sensitization training programme

Under Secretary (FT)

Director (FT)

WORK ALLOCATED

1. Domestic Funding of foreign Training (DEFT) Scheme
2. All matters pertaining to international Relations

Under Secretary (Bud&Adm)

Director(T)

Director(Acad & Adm)

WORK ALLOCATED

1. Budget
2. General Administration / Coordination
3. Estates / Renovation of the Training Division

4. Publication Work / Library / Rajbhasha
5. Capacity Building for poverty Reduction (CBPR)- Training Component
6. Parliamentary Standing Committee on Demands for Grants
7. Augmentation of capacity of ATIs (Hardware & software component) & Grants in AID to ATIs
8. Networking of ATIs and IT matters
9. e-office implementation

Under Secretary (ITP)

DS (ITP)

WORK ALLOCATED

1. Support to State ATIs under ‘Training for All- Intensive Training Programme’
2. Matter relating to RTI and 6th Central Pay Commission Report.

Under Secretary (Acad)

Director (Acad & Adm)

WORK ALLOCATED

1. All Matters related to LBSNAA, Mussoorie.
2. Conference of Heads of ATIs/CTIs and Retreat of IAS Officers conducted by LBSNAA
3. Mid-career interaction between the officers of the Armed Forces and Civil Service
4. National Training Policy
5. Special Programme for NER

Under Secretary (MCT&ISTM)

Director(Acad & Adm)

Director(T)

WORK ALLOCATED

1. All matters relating to Mandatory Mid Career Training Programme for IAS officers
2. Domestic Long Term Training Programmes in Public Policy and management in institutions like IIM, Bangalore, MDI, Gurgaon, TERI, New Delhi.
3. ISTM

4. RFD

Section Officer(TFA)**DS(ITP)****Director (Acad & Adm)****WORK ALLOCATED**

1. State Category Training Programme
2. Trainer Development Programme
3. Faculty Development Scheme

No. 11011/4/78 – Finance II
 Government of India / Bharat Sarkar
 Ministry of Home Affairs / Grih Mantralaya

...

New Delhi- 110001, the 16/21 March, 1978.
 The 25/30 Phalguna, 1899

ORDER

Sub : Delegation of enhances financial powers to sub- Ministry formations / levels, etc.

.....

Pursuant to the instructions contained in para 1 (1) of the Ministry of Finance O.M. No. 10(28)- E(Coord) / 77 dated the 20th January, 1978 (Copy enclosed) on the above subject, it has been decided that the following officers of the Ministry of Home Affairs, etc. will exercise without consulting the Integrated Finance Division, financial and administrative powers of a Head of a Department in terms of Delegation of Financial Powers Rules, 1958 as amended and read with Ministry of Finance O.M. No. 10 (13) – E(Coord)/ 75, dated 10.4.75, G.F. Rs (R&E), 1963, FRs and SRs, Central Civil Services (Leave Rules) 1972, Central Civil Services (Pension) Rules, 1972 and G.P. Fund (Central Services) Rules, 1960 in respect of Secretariat Proper:

- | | | |
|----|---|--------------|
| 1. | Ministry of Home Affairs (including Department of Official Language and Justice). | DS (A) |
| 2. | Department of Personnel | Director (A) |
| 3. | Department of Administrative Reforms | DS (A) |

2. In exercising the above powers the Officers concerned will ensure that the Rules and Orders and necessary safeguards have been prescribed will be scrupulously observed. In other words the exercise of these powers will continue to be governed by procedural and other instructions issued by Government from time to time like general economy instructions, ban on creation of post, ban on filling up of vacancies, etc where proposals involve departure from such procedural instructions, etc., cases may be referred to the Home Finance Division. Further, it will also be ensured that any sanction involving expenditure is covered by adequate budget provision for the relevant year and that the sanctioned budget grant is not exceeded under any circumstances.

Sd/- R.P.

JOINT SECRETARY & FINANCIAL ADVISER TO THE GOVT. OF INDIA

1. Copy to Ministry of Home Affairs, Deputy Secretary (Admn.),
2. Copy to Department of Personnel, Director (Admn.),
3. Copy to Department of Administrative Reforms, Dy. Secretary (Admn.)

Immediate

No. F. 10 (28) – E (Coord) / 77
 Government of India
 Ministry of Finance
 (Department of Expenditure)

.....

New Delhi , the 20th Jan., 1978.
 The 25/30 Phalguna , 1899

OFFICE MEMORANDUM

Sub : Delegation of financial Powers to sub – Ministry formations / levels, etc.

.....

Under the existing scheme of budgetary and financial control and delegation of financial powers as introduced vide this Ministry's O.M. No. F. 10(13)-E(Coord) / 75 dated 10.4.1975, the Ministries were specifically requested in para 3(30) thereof that, in order to derive the benefit of additional powers delegated optimally, they should not only make full use of the delegated powers but also further re-delegate powers to their subordinate organisations to match the latter's requirements. It has come to notice that appropriate steps have not been taken to delegate sufficient financial and administrative powers to subordinate formations. In order to improve the quality of administration and to avoid administrative delays, it has become imperative to take immediate steps in this direction. Accordingly, the Ministries/ Departments are requested to issue immediately necessary orders not later than the 28th February, 1978 in consultation with their Financial advisers Delegating more financial and administrative powers to their lower formations under Rules 10(2) and 10(3) and of the delegation of Financial Powers Rules, read with this Ministry's O.M. No. F. 10(13)- E(Coord)/ 75, 10.04.1975 and 08.03.1976 in respect of delegation of Financial Powers Rules, 1953, general Financial Rules, 1963 and F.Rs and S.R. on the lines indicated below:

(i) Secretariat Proper: Joint Secretary / Director / Deputy Secretary in-charge of administrations should be authorized to exercise financial and administrative powers under the aforesaid rules upto the extent enjoyed by a Head of Department, without consulting the Integrated Finance Branch as required under this Ministry's O.M. No. F. 10(3) – E(Coord)/ 67 dated 19.10.1968.

(ii) Subordinate Formations: (a) Head of a Department declared as such under the delegation of Financial Powers Rules, 1958 and Head of an organization (who has not been declared as a Head of Department, so far) and whose status is not less than that of a Joint Secretary should be delegated the powers vested in a Ministry or a department, In such cases, he has to utilize the Department of Accounts Organisation for financial advice where he exercises powers of a Ministry. In cases of disagreement, the matter should be referred to the administrative Ministry (In cases of such consultation, the sanctions should clearly indicate that these have been issued after consultation with the Account Officer).

(b) All other Heads of Organizations who are of the level of Deputy Secretary to Government and have not been declared, as Heads of Department should be delegated all the powers of a Head of Department automatically. In such cases also, the Head of the organization may consult the Accounts Officers.

2. The delegation orders so issued should be effective from 1st March, 1978. Copies of all such orders should invariably be endorsed to this Ministry not later than the 28th February, 1978.

3. In cases, a ministry / Department has any reservations to delegations to delegate more financial and administrative powers under the aforesaid rules to their lower formations, the reasons for the same should be intimated in a self contained note to the Ministry of Finance through their Financial Adviser by the 28th February, 1978 at the latest.

Sd/- J.P. DAS
JOINT SECRETARY TO THE GOVT. OF INDIA

To

All the Ministries / Department of the Govt. of India, etc., etc.

No. F. 10(28)-E(Coord)/ 77

Dated the 20th January, 1978

Copy forwarded to :

1. All Financial Advisers : and
2. All Officers and Branches of the Establishment Division.

No. D-12019/3/99-Ad.III
 Government of India
 Ministry of Personnel, P.G. & Pensions
 (Department of Personnel & Training)

New Delhi, the 9th June, 1999

Subject: Delegation of powers for grant of medical advance for indoor treatment in hospitals.

In pursuance of the instructions contained in para 6 of the Ministry of Health & Family Welfare (Department of Health)'s O.M. No. S.40125/7/94 MS 15.05.96 (copy enclosed), sanction of the competent authority is hereby accorded to the delegation powers to all the Heads of the Attached Offices under the Ministry for sanctioning the grant of advance under the CS (MA) Rules, 1944 to the employees serving under them (including their dependent family members) in case of major operation/treatment in Government or Government recognized hospitals, subject to following conditions:-

- (i) The amount of advance may be sanctioned upto 90% of the package deal, wherever it exists or according to the estimate submitted by the Government or Government recognized hospitals, whichever is less, in case of By-Pass Surgery, Kidney Transplant, Major Cancer treatment etc.
 - (i) The amount of advance in other cases will be restricted to the ceiling limits prescribed in Ministry of Health OM dated 15.05.96 and other orders in this regard issued, from time to time.
 - (ii) The amount will be paid directly to the hospital, on receipt of an estimate from the treating Physician/Medical Supdt. of the hospital.
 - (iii) All other criteria laid down in O.M. dated 15.05.96 will be followed.
2. This issues with the concurrence of FA (Home) vide his Dy. No. 2396/FA(H)/99 dt. 13.05.99.

Sd/-
 (V.K.Gupta)
 Under Secretary to the Govt. of India
 Telephone no. 23017982

To

Director, CBI , New Delhi.
 Director, LBSNNA, Mussorie.
 Director, ISTM, New Delhi.
 Secretary, SSC, New Delhi.

Copy also to AVD.II Section/ Trg. Division/ Estt. (B) Desk.

APPENDIX-IV

No.I-28011/67 /2000-Ad.III
 Government of India
 Ministry of Personnel, P.G. and Pensions
 (Department of Personnel and Training)

New Delhi, dated 31st May,2011.

OFFICE MEMORANDUM

Subject: Nomination of Liaison Officer for SCs/STs/OBCs in respect of Ministry of Personnel, Public Grievances and Pension.

The undersigned is directed to refer to this Department's O.M of even number dated 15th December,2009 on the above mentioned subject and to say that in so far as the Ministry of Personnel, Public Grievances and Pension is concerned Shri M.C.Luther Director(Administration) in the Department of Personnel and Training will now be the Liaison Officer for the work relating to representation of SCs/STs/OBCs in respect of this Ministry in place of Shri Rajiv Rai, Director. The office and residential address and Telephone numbers of Shri M.C.Luther are given as below:

Office Address

Room No. 215-A/1
 North Block
 New Delhi

Telephone No: 23092338

Residential Address

1311, Sector-A
 Pocket B&C
 Vasant Kunj
 New Delhi

Telephone No: 26895230

Sd/-
 (Priya Mahadevan)
 Under Secretary to the Govt of India
 Tele: 23092982

To
National Commission for SCs and STs
Vth floor, Lok Nayak Bhawan
New Delhi.

Copy forwarded for information to all attached Offices under the Ministry.

Sd/-
 (Priya Mahadevan)
 Under Secretary to the Govt of
 India
 Tele: 23092982

Copy to: Shri M.K.Luther,Director(Administration)

APPENDIX-VI**MINISTRY OF PERSONEL, PUBLIC GRIVANCES AND PENSIONS SATEMENT
GIVING PARTICULARS OF COMMITTEES AND COMMISSIONS APPOINTED BY
THE MINISTRY FROM TIME TO TIME.**

Sl. No.	Name of the committee/ commission	Terms of reference	Name of the Chairmen / member	Date and year of appointment	Date of submission of the report
1.	Administrative Reforms Commission	To examine the public Administration of the Country and to make recommendation for reforms and reorganization	Sh. K. Hanumanthappa, MP Chairman Sh. H.C.Mathur, MP Member Sh. G.S.Pathak, MP Member Sh. H.V. Kamath, MP Member	05.01.66	The Commission submitted 2 reports from Jan.66 to June, 70
2.	Dave Commission	To enquire into allegations leveled against former Ministers of Punjab by S/Shri Trilochan Singh Riyasati and Satpal Dang.	Sh. Justice D.S. Dave Sh. Justice L.N. Chhangani	10.10.71 20.01.73	Jan, 1973 Sept. 1975
3.	Sarkaria Commission	To enquire into the allegations leveled against Shri M. Karunanidhi former Chief Minister of Tamil Nadu and some of his Cabinet colleagues.	Shri Justice Sarkaria	03.02.76	Feb. 1978
4.	Vimadalal Commission	To enquire into the allegations leveled by 22 State legislators against Sh. J.Vengal Rao, Former Chief Minister of Anshra Pradesh and some of his Cabinet colleagues	Sh. Justice J.R. Vimadalal	19.05.77	Oct. 1978
5.	Grover	To enquire into the	Sh. Justice A. N.	23.05.77	March, 1979

	Commission	allegations leveled by certain legislators against Shri D. Devraj Urs. Former Chief Minister and other Ministers of Karnataka	Grover		
6.	Reddy Commission	To enquire into certain allegations against Shri Bansi Lal, Former Chief Minister of Haryana and Union Defence Minister in terms of Private Member's Resolution in Lok Sabha.	Sh. Justice Jagmohan Reddy	14.06.77	June, 1978
7.	Ray Commission	To enquire into the allegations leveled by 21 Members of Parliament/ Legislative Assembly of Kerala regarding diversion of large quantities of Sugarcane molasses from sugar factories in Tamil Nadu for conversion into rectified spirit and illegal movement of huge quantities of rectified spirit from Tamil Nadu to Kerala and Matters connected therewith.	Sh. Justice S.K. Ray.	18.06.81	The Committee did not submit any report due to the stay order given by the Court
8.	Kuldeep Singh Commission	To enquire into certain allegations against Members of Council of Ministers of Government of Karnataka in respect of certain land transactions.	Sh. Justice Kuldeep Singh Shri Kanwar Rajinder Singh	28.08.89	June, 1990
9.	Commission on the Review of Administrative Laws	To review the administrative laws and to make recommendations for repeal/ amendment of laws, regulations, procedures legislative	Shri R.C. Jain, IAS (Retd) Sh. H.D. Shourie, Chairman, Common Cause Sh. R. Ramaiah, Retired	08.05.98	30.09.98

		processes etc, in certain selected areas like environment industry, trade, commerce, housing and real estate etc.	Legislative Secretary, Additional Secretary, D/o AR & PG.		
10.	K. Venkataswami Commission S.N. Phukan Commission	To enquire into certain allegations made in the videotapes and transcripts released by Tehelka com under the name of Operation West End.	Justice K. Venkataswami, a retired Judge of the Supreme Court. Shri Justice S.N. Phukan, a retired Judge of the Supreme Court.	24.03.01 20.01.03	23.11.02 Ceased to Exist w.e.f. 04.10.2004
11.	2 nd Administrative Reforms Commission	To prepare a detailed blueprint for revamping the Public administration system.	Sh. Veerappa Moily, Chairperson Sh. R. Ramachandran, Member Dr. A.P. Mukherjee, Member Dr. A.H. Kalro, Member Dr. Jayaprakarth Narayan, Member Smt. Vineeta Rai, Member Secretary	31.08.2005	

**No. A-60011/2/2010-Vig.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

North Block, New Delhi.
Dated 16th September, 2010

OFFICE MEMORANDUM

Sub:- Writing of Confidential Reports- nomenclature- PAR/APAR of officers working in the Ministry of Personnel, Public Grievances and Pensions.

In supersession of this Department's O.M. No. A-60011/2/2010 –Vig. dated 9th August, 2010, the Reporting, Reviewing and Accepting Authorities for the purpose of writing of PAR/APAR of the officers for this Ministry will be as follows:

Designation of the posts	Reporting Authority	Reviewing Authority	Accepting Authority
Secretary	MOS(PP)	Cabinet Minister	-
Addl. Secretary	Secretary(P)	MOS/Cabinet Minister	-
EO & AS	Cabinet Secretary	MOS/Cabinet Minister	-
Joint Secretary	Secretary (P)	MOS	Cabinet Minister
Joint Secretary(Vig.)	AS(S&V)	Secretary(P)	MOS
Director/DS	Joint Secretary	Secretary(P)	MOS
Under Secretary	DS/Director	Joint Secretary	Secretary(P)

2. In cases where Deputy Secretary/Director is submitting cases direct to Additional Secretary, the Additional Secretary will be the Reporting Authority and Secretary(P), Reviewing Authority.

3. In cases when an Under Secretary submits cases direct to Joint Secretary, the Joint Secretary will be the Reporting Authority and Secretary(P) the Reviewing Authority.

4. In the case of officers belonging to Central Services, where the reports are recorded at two stages only i.e. the Reporting, Reviewing Authority, there would be no Accepting Authority.

(Harish Chander)
Deputy Secretary to the Government of India

To

All Officers in the rank of Under Secretary and above
in the Ministry of Personnel, Public Grievances and Pensions.

No. A-60011/2/2010-Vig.
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi.

Dated the 3rd November, 2010

OFFICE MEMORANDUM

Sub:- Writing of Confidential Reports- nomenclature- PAR/APAR of officers working in the Ministry of Personnel, Public Grievances and Pensions.

In partial modification of this Department's OM of even number dated 16th September, 2010, the Reporting, Reviewing and Accepting Authorities for the purpose of writing of PAR/APAR of Establishment Officer & Additional Secretary in the Department of Personnel will be as follows:

Designation of the post	Reporting Authority	Reviewing Authority	Accepting Authority
EO & AS	Secretary(P)	Cabinet Secretary	MOS

2. This issues with the approval of Cabinet Secretary.

(Priya Mahadevan)

Under Secretary to the Government of India

To

All Officers in the rank of Deputy Secretary and above
in the Ministry of Personnel, Public Grievances and Pensions.

No. 18011/1/94-IWSU
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, the 20th June, 1996

OFFICE MEMORANDUM

Subject:- Fixation of time limit for disposal of applications / requests received from officers / staff.

With a view to ensure that the applications / requests received from officers / staff are disposed of by the Administration Division promptly, it has been decided to lay down the following time limit for disposal of various types of applications/ requests:-

<u>S.No.</u>	<u>Nature of application</u>	<u>Maximum number of working days allowed for disposal</u>
1.	Grant of advance/withdrawal from GPF	7 days
2.	Grant of Festival Advance	7 days
3.	Grant of Motor Cycle/Motor Car/Computer advance	15 days
4.	Grant of LTC advance	7 days
5.	Grant of TA advance	7 days
6.	Grant of Cycle advance	7 days
7.	Settlement of adjustment bill of LTC/TA	20 days
8.	Grant of pay certificate/TD certificate/ certificate of accrual of interest on HBA	3 days
9.	Forwarding of application for outside posts	5 days
10.	Forwarding of application for type test	3 days
11.	Forwarding of application for allotment of Govt. accommodation	3 days
12.	Issue of CGHS Card	3 days

13.	Issue of temporary passes	2 days
14.	Issue of Photo passes	10 days
15.	Issue of no objection certificate for transfer outside Delhi	3 days
16.	Issue of no objection certificate for obtaining personal passport	7 days
17.	Sanction of medical reimbursement claim under the delegated powers	20 days
18.	Sanction of medical advance	7 days
19.	Grant of permission under Conduct Rules	7 days
20.	Change of 'Home Town' recorded in the Service Book.	10 days

2. All officers/ staff are requested to furnish their application/ requests complete in all respects so that their application requests may be disposed of within the time limit mentioned above. In case of delay, they may kindly bring the matter to the notice of the Under Secretary concerned i.e. US (Admn) or US(Coord), s the case may be.

Sd/-
(A.K. Bhattarai)
Deputy Secretary to the Govt. of India

All officers and staff of the Deptt. of Personnel & Training, Deptt. of Pension and Pensioners Welfare and PESB.