

DEPARTMENT OF
PERSONNEL AND TRAINING

INDUCTION MATERIAL

(As on 30.09.2020)

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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 namely 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 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 Fundamental Rules (FRs) and Service Rules (SRs), 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 and Training (DOPT);
 - (b) Department of Administrative Reforms and 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 Central Bureau of Investigation (CBI) and Prevention of Corruption Act was transferred to Cabinet Secretariat in January 2003 but transferred back to the DOPT 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.

Sl. No.	NAME	FROM	TO	TOTAL PERIOD (IN MONTHS)
1.	Smt. Indira Gandhi Prime Minister	26.06.1970	24.03.1977	81
2.	Shri Morarji Desai Prime Minister	24.03.1977	07.04.1977	15 (Days)
3.	Ch. Charan Singh Home Minister	07.04.1977	01.07.1978	15
4.	Shri Morarji Desai Prime Minister	01.07.1978	24.01.1979	07
5.	Shri H.M. Patel Home Minister	24.01.1979	28.07.1979	06
6.	Shri Y.B. Chavan Dy. Prime Minister	28.07.1979	14.01.1980	05
7.	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 Prakash Chand B. 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	01.01.1985	02.12.1989	59
11.	Shri Vishwanath Pratap Singh Prime Minister	05.12.1989	10.11.1990	11
12.	Shri Chandra Shekhar 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 Atal Bihari 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 Inder Kumar Gujral Prime Minister	21.04.1997	19.03.1998	11
17.	Shri Atal Bihari Vajpayee Prime Minister	19.03.1998	29.01.2003	58
18.	Shri L.K. Advani Dy. Prime Minister	29.01.2003	22.05.2004	16
19.	Dr. Manmohan Singh Prime Minister	23.05.2004	26.05.2014	120
20.	Sh. Narendra Modi Prime Minister	27.05.2014	Till Date	

MINISTERS OF STATE

Sl. No.	NAME	FROM	TO	TOTAL PERIOD (IN MONTHS)
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	01.01.1984	25.09.1985	09
4.	Shri Shivraj V. Patil	25.09.1985	04.10.1985	10 (Days)
5.	Shri P. Chidambaram	20.01.1986	02.12.1989	47
6.	Smt. Margaret Alva	21.06.1991	16.05.1996	59
7.	Shri S. R. Balasubramanian	29.06.1996	19.03.1998	21
8.	Shri R. Janarthanan Kadumbur	20.03.1998	08.04.1999	12
9.	Ms. Vasundhara Raje	09.04.1999	22.11.1999	08
10.	Shri Arun Shourie	22.11.1999	01.09.2001	22
11.	Ms. Vasundhara Raje	01.09.2001	29.01.2003	17
12.	Shri Harin Pathak	29.01.2003	22.05.2004	16
13.	Shri Suresh Pachouri	23.05.2004	06.04.2008	46
14.	Shri Prithviraj Chavan	06.04.2008	10.11.2010	31
15.	Shri V. Narayanasamy	15.11.2010	26.05.2014	42
16.	Dr. Jitendra Singh	27.05.2014	Till date	

SECRETARY (PERSONNEL)

Sl. No.	NAME	FROM	TO	TOTAL PERIOD (IN MONTHS)
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 ICS (UP:41)	07.09.1972	31.07.1975	35
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 IAS (AP:69)	01.07.2004	26.12.2005	18
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	30.06.2016	11
31.	Shri Bhanu Pratap Sharma IAS (BH: 81)	01.07.2016	30.06.2017	12
32.	Shri Ajay Mittal IAS (HP:82)	01.07.2017	28.02.2018	08
33.	Dr. C. Chandramouli IAS (TN: 85)	01.03.2018	30.09.2020	31

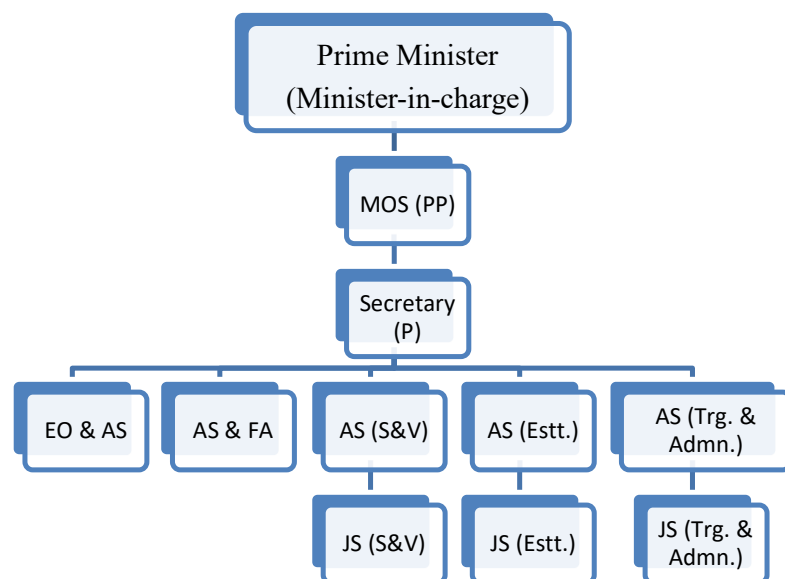
III. DEPARTMENT OF PERSONNEL AND TRAINING AND ITS VARIOUS OFFICES.

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

The role of the Department of Personnel and 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. 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 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 four Additional Secretaries, three Joint Secretary level officers and other supporting officers and staff. Functionally, the Department is presently divided into following 5 Wings, each of which is headed by either Additional Secretary or a Joint Secretary:



Establishment Officer (EO):

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

Services and Vigilance (S&V):

All matters relating to Administrative vigilance (including administration of CVC) and All India Services, Cadre Review Division, All matters relating to the Administrative Tribunal, 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.

Establishment:

All matters relating to personnel policies of Central Government servants other than All India Service Officers, Reservation in services, Joint Consultative Machinery for Central Government employees and matters relating to the Union Public Service Commission, Staff Selection Commission and PESB. State Reorganization and redeployment of surplus staff, Staff Welfare, Policy Matters relating to Departmental Canteen in the Ministries/Departments/offices of GOI.

Administration:

Personnel/ General Administration of DOPT. All coordination matters; Citizens and Client Charter. All Budget matters relating to this Ministry and its attached/ subordinate offices, Parliamentary Matters.

Training:

Training Division administers induction training to recruits to the Indian Administrative Service and other All India Services and Central Services. It is also responsible for coordinating the implementation of National Training Policy. Training Division implements Central Sector Scheme “Training for All (TFA)”. All matters relating to Training and Administration of Lal Bahadur Shastri National Academy of Administration- Mussoorie, Institute of Secretariat Training and Management- New Delhi and Indian Institute of Public Administration- New Delhi. An online training programme known as i-GOT (Integrated Government Online Training) has been launched on 20th December, 2018. Further, the ‘National Programme for Civil Services Capacity Building’ (Mission Karamyogi) has been approved by Cabinet on 2nd September 2020.

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.: 011-23383802 Email: secyoffice-upsc@gov.in
2.	Central Vigilance Commission (A Statutory Body of the Government of India)	Secretary, CVC, Satarkta Bhavan, INA Colony, New Delhi Tele. No. 011-24651891 Email: secy.cvc@nic.in
3.	Central Administrative Tribunal, New Delhi (Quasi-Judicial Body)	Principal Registrar, CAT, Principal Bench, 61/35, Copernicus Marg, New Delhi Tele No. 011-23382507 Email: cat-delhi@nic.in
4.	Central Information Commission, New Delhi	Secretary, 2 nd Floor, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi-110067 Tele No.011-26167932 Email: secy-cic@nic.in
5.	Lokpal, New Delhi	Lokpal Office, Oudh Corridor, Ashoka Hotel, New Delhi-110021 Tele No. 011-24100181 Email: osd@lokpal.gov.in
6.	Lal Bahadur Shastri National Academy of Administration, Mussoorie	Director, LBSNAA Mussoorie- 248179, Uttaranchal Tele. No. 2632289 Email: chopra.sanjeev@gov.in
7.	Institute of Secretariat Training & Management, New Delhi	Director, ISTM, Administrative Block, Opposite Bersarai Market, J.N.U. Campus(old), New Delhi – 110067 Tele. No. 011- 26164182 Email: istm@nic.in
8.	Central Bureau of Investigation, New Delhi (Attached Office)	Director, CBI, CGO Complex, Lodhi Road, New Delhi- 110003 Tele. No. 011-24302700 Email: dcbi@cbi.gov.in
9.	Staff Selection Commission, New Delhi (Attached Office)	Secretary, SSC, Block No.12,CGO Complex, Lodhi Road, New Delhi- 110003 Tele. No. 011- 24361408
10.	Public Enterprises Selection Board (PESB), New Delhi	Secretary, 3 rd Floor, Block 14, Public Enterprises Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 Tele No. 011-2436 1230 Email: secypesb@nic.in

IV. ROLE OF DOPT'S ATTACHED AND OTHER OFFICES

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 the posts of Group 'B' (Non-Gazetted) such as Assistant Section Officers, Stenographers etc. and Group 'C' levels. The Cabinet has approved the setting up of a National Recruitment Agency (NRA) on 19th August 2020.

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.

Central Administrative Tribunal

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 Courts. There are now 19 regular Benches of the CAT functioning in various parts of the country, including its Principal Bench at Delhi.

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 10 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.

Lokpal

The Lokpal is the first institution of its kind in independent India, established under the Lokpal and Lokayuktas Act 2013 to inquire and investigate into allegations of corruption against public functionaries who fall within the scope and ambit of the above Act. The Lokpal of India is committed to address concerns and aspirations of the citizens of India for clean governance. It shall make all efforts within its jurisdiction to serve the public interest and shall endeavor to use the powers vested in it to eradicate corruption in public life.

The Lokpal consists of a Chairperson and eight members. Four of the judicial members are former Chief Justices of different High Courts and the four non-judicial members are from All India Services/ Central Services. The Chairperson and members bring with them rich experience and probity, which they have maintained in the public offices that they have held.

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 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 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.

Public Enterprises Selection Board (PESB)

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 Chairperson 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.

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 (Central Services) 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. NOMINATION OF DIRECTOR (PG), LIAISON OFFICER FOR SCS/STs AND PERSONS WITH DISABILITIES, LIAISON OFFICER FOR OBCs IN SERVICE, CVO FOR THE DEPARTMENT

Ms. Rashmi Chowdhary, Joint Secretary (Administration) (now Additional Secretary) in the Department of Personnel and Training has been nominated as Director of Public Grievances for the Department vide Order No.23012/1/2007-P.G dated 20th August, 2019 (**copy at Appendix-III**).

Shri Juglal Singh, Deputy Secretary (Administration) in the Department of Personnel and Training has been nominated as the Liaison Officer for SCs/STs and Persons with Disabilities in service in respect of this Ministry vide O.M. No. I-28011/67/2000-Ad.III dated 7th September, 2018 (**copy at Appendix-IV**).

Shri A. K. Jain, Deputy Secretary (Pay) in the Department of Personnel and Training has been nominated as the Liaison Officer for OBCs in service in respect of this Ministry vide O.M. No. I-28011/67/2000-Ad.III dated 7th September, 2018 (**copy at Appendix-IV**).

Shri Srinivas Ramaswamy Katikithala, Joint Secretary (now Additional Secretary) in the Department of Personnel and Training has been nominated as Chief Vigilance Officer in the Ministry vide O.M. No. C-32013/1/2017-Vig. Dated 8th January, 2018 (**copy at Appendix-V**).

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

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

VIII. WRITING OF ANNUAL PERFORMANCE APPRAISAL REPORTS (APAR/PAR)

The Reporting, Reviewing and Accepting Authority for the purpose of writing of Annual Performance Appraisal Report (APAR/ PAR) 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 and 3rd November, 2010 (**copy at Appendix-VII and Appendix-VIII**).

IX. ORGANISTIONAL CHART FROM THE LEVEL OF DEPUTY SECRETARY AND ABOVE IN THE DEPARTMENT OF PERSONNEL AND TRAINING

A chart is placed at **Appendix-IX**.

X. CITIZENS'/ CLIENTS' CHARTER

This Department has updated its Citizens'/ Clients' Charter in August 2019. It is available on the following website link:

http://dopt.gov.in/sites/default/files/CitizenCharter_English.pdf

Department has identified some of the core services being offered by its various Divisions and their standards. This has been undertaken by a Task Force in consultation with the Stakeholders. While identifying the services, the focus has been on measurable and verifiable services and their standards. The charter contains Grievance Redress Mechanism related to the services mentioned in the Citizens'/Clients' Charter. The Charter also provides links for other grievances which are not related to the Citizens'/Clients' Charter. Timelines have been prescribed for final disposal of the complaints arising out of the Citizens'/Client's Charter.

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

(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 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 Ministry of Railways, the Department of Atomic

Energy, Ministry of Electronics and IT and the Department of Space.

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

7. Concessions to War Service candidates in respect of appointments to civil posts and services.

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

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

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

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

(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 (UN) and its allied agencies as also with other international agencies like International Labour Organization (ILO), Food and Agriculture Organization (FAO), etc.

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

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

14. Matters relating to Personal Staff of Ministers.

15. 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 organizations.

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

(ii) TRAINING

(a) Formation, implementation of National Training Policy 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) Indian Institute of Public Administration;

- (d) Training programmes for the Indian Administrative Service (IAS), Central Secretariat Service (CSS) and Central Secretariat Stenographer Service (CSSS);
- (e) Preparation and publication of training material and of the information of training techniques, facilities and programmes;
- (f) Liaison with training institutions within the States and abroad; and
- (g) Refresher and special courses of Middle and Senior Management levels;
- (h) 'Training for All' Scheme consists of:-
 - State Category Training Programme
 - Trainers Development Programme
 - Intensive Training Programme
 - Induction Training Programme
 - Faculty Development Scheme
 - Augmentation of capacity of ATIs (Hardware & Software component)
 - Comprehensive Online Modified Module on Induction Training (COMMIT)
 - I-GOT (Integrated Government Online Training Programme)/ Massive Online Open Courses (MOOCs)
- (i) National programme for Civil Service Capacity Building (Mission Karmayogi).

(iii) VIGILANCE AND DISCIPLINE

- 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;
- d. 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

- (a) 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 Ministry of Railways, the Department of Atomic Energy, Ministry of Electronics and IT and the Department of Space).
- (b) 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 FRs. SRs. and CSRs. (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 liberalization 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) Career Development for Middle Management (i.e. Directors, Deputy Secretaries and Under Secretaries and their 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 redressal 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.

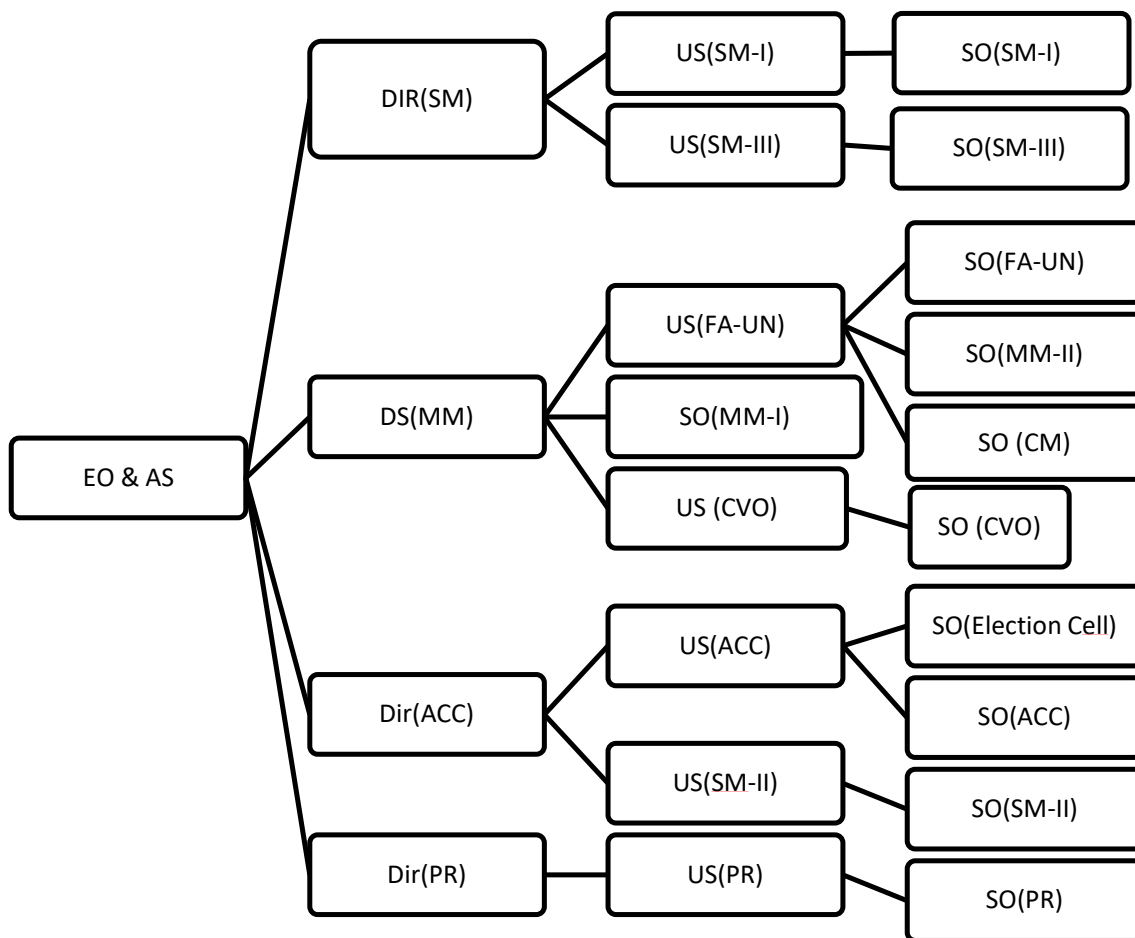
(xii) PUBLIC ENTERPRISES SELECTION BOARD

45. Public Enterprises Selection Board (PESB).

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

I. ESTABLISHMENT OFFICER'S WING

Hierarchy of Establishment Officer's Wing:



SM DIVISION

(i) E.O. (SM – I)

1. Holding meeting of Civil Services Board and preparation of agenda thereof.
2. JS level placement process under Central Staffing Scheme (CSS) as under:
 - i. Consideration of names of officers on offer;
 - ii. Placement of names of officers at the level of Joint Secretary/ equivalent at the Government of India including various foreign/captive posts;
 - iii. Extension /repatriation/ lateral shift;
 - iv. Granting NOC to officers for applying to non-CSS posts/ long term training.
3. AS/ Secretary or equivalent level matters
 - i. Issue of orders in respect of empanelment/ appointment as received from the Cabinet Secretariat.
 - ii. Granting NOC to officers for applying to Non-CSS/ long term training.
4. Policy matters on Central Staffing Scheme.
5. Matters pertaining to ADG/ DG or equivalent level Central deputation for IPS:
 - i. Issue of orders in respect of empanelment as received from the Cabinet Secretariat.
 - ii. Apex/ HAG+ level appointment.
6. Establishment matters in respect of IPS officers in relaxation of IPS tenure Policy as received from Ministry of Home Affairs.
7. ACC proposal of Inter-cadre deputation/ transfer of officers of All India Services.

(ii) E.O. (SM – II) Section

Processing of proposals received from various administrative Departments/Ministries seeking approval of the ACC on the following subjects:

- (i) Empanelment of officers for promotion to Senior Administrative Grade and above (excluding the following):
 - Cases related to the Services belonging to the Ministry of Railways, which are being dealt in EO (ACC) section.
 - Empanelment to Senior Administration Grade in the Services belonging to the Department of Telecommunications)
- (ii) Appointments to the posts of Chairperson, Members and equivalent in regulatory bodies and Tribunals;
- (iii) Appointment to the posts of Chief Executive in Statutory/non-statutory autonomous bodies in Level 14 of the Pay Matrix and above;
- (iv) Non-CSS appointments to posts in Level 14 of the Pay Matrix and above in Ministries/Departments and their subordinate/attached offices;
- (v) Appointment to scientific posts in Indian Missions abroad;
- (vi) Cases of disagreement with the UPSC in the matter of appointment;

(iii) E.O. (SM – III) Section

1. Processing of proposals at initial stage / First Review / Second Review received online in software Empanelment and Appraisal System (EASY) from the respective Cadre Controlling Authorities for JS level empanelment of officers belonging to 37 Group 'A' Services and 01 Central Secretariat Services as per list given below:

S.No	Name of the Service	S.No	Name of the Service
1.	Central Company Law Service	20.	Indian Inspection Service
2.	Central Engineering Service (CPWD)	21.	Indian Ordinary Factory Service
3.	Central Engineering Service (Roads)	22.	Indian P&T Finance & Account

			Service
4.	Central Power Engineering Service	23.	Indian Police Service
5.	Central Secretariat Service	24.	Indian Postal Service
6.	Central Water Engineering Service	25.	Indian Railway Accounts Service
7.	Indian Administrative Service	26.	Indian Railway Personnel Service
8.	Indian Audit & Account Service	27.	Indian Railway Service of Electrical Engineers
9.	Indian Broadcasting (Engineering) Service	28.	Indian Railway Service of Engineers
10.	Indian Broadcasting Programme Service	29.	Indian Railway Service of Mechanical Engineers
11.	Indian Civil Accounts Service	30.	Indian Railway Service of Signal Engineers
12.	Indian Cost Accounts Service	31.	Indian Railway Store Service
13.	Indian Defence Accounts Service	32.	Indian Railway Traffic Service
14.	Indian Defence Estate Service	33.	Indian Revenue Service (C&CE)
15.	Indian Defence Service of Engineers	34.	Indian Revenue Service (IT)
16.	Indian Economic Service	35.	Indian Statistical Service
17.	Indian Forest Service	36.	Indian Supply Service
18.	Geological Survey of India, Group 'A' Service	37.	Indian Telecom Service
19.	Indian Information Service	38.	Indian Trade Service

2. Empanelment guidelines.
3. Constitution of various Expert Panels and Review Expert Panels with the approval of the ACC.
4. Arrangement for holding meetings of Experts Panel (EP) and Review Expert Panels for the assessment of officers including multi-source feedback and follow up action like payment of honorarium (fee, claims for reimbursement of airfare/ taxi fare to EP members.
5. Agenda items for the proposals based on the recommendations of the Experts Panel for the meetings of the Civil Services Board (CSB).
6. Obtaining ACC approval on the recommendation of the CSB.
7. Obtaining ACC approval for IG level empanelment of IPS officers as received from the Ministry of Home Affairs.
8. Court cases/ Representations/ RTI application/ VIP references/ Parliament Questions etc. on the above subject.

A. ACC DIVISION

(j) EO (ACC) Section

- i. Board level appointment in CPSEs
 - CMD/MD/Functional Directors - through PESB procedure or immediate absorption basis. Approval of ACC with consent of DPE/PESB required for exemption from immediate absorption/PESB procedure.
 - CMD/MD/Functional Directors appointed for initial term of five years extendable up to superannuation, subject to CVC clearance and meeting performance benchmark.
 - Non-Official Directors - DPE is nodal Department. Selection through Search Committee in DPE, headed by Secretary (P) and comprising Secretary, DPE, Secretary of administrative Ministry and two external experts. Appointment for a term of three years with option for reappointment for another term.
- ii. Appointment of Governor and Deputy Governors in Reserve Bank of India

- iii. Board level appointments in Public Sector Banks (PSBs)/ Financial Institutions (FIs)/ Insurance Companies
 - Board level officers in PSBs/ FIs appointed through Banks Board Bureau (BBB).
 - Board level officers in Insurance Companies appointed through selection committee method.
- iv. Non-official Directors in PSBs/Insurance Companies/Financial Institutions.
- v. Empanelment for promotion in the cadre for Railway Services.
 - Appointment of Chairperson and Members, Railway Board
 - Empanelment and appointment of General Managers and Additional Members, Railway Board
 - Empanelment in the HAG of Group A Railway Services.

(ii). ELECTION CELL

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)}.

B. PR DIVISION

(i). EO (PR) Section

1. Maintenance of the Confidential Reports (APARs) of IAS officers.
2. Maintenance of immovable property returns of IAS officers.
3. Processing of the representations of IAS officers submitted to Referral Board.
4. Processing of memorials from IAS officers.
5. Maintenance of Smart Performance Appraisal Report Recording Online Window (SPARROW) platform and dealing with issues connected thereto.
6. Furnishing clarifications to the Ministries/ Departments and State Government w.r.t. the AIS (CR) Rules, 1970 and AIS (PAR) Rules, 2007 and instructions thereof in consultation with AIS Division.
7. 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/ she may be responsible, in the CR / APAR dossiers of IAS officer.
8. 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/APAR dossiers of IAS officers.
9. Supplying of CR/APAR Dossiers of IAS officers for empanelment to the posts at Centre.

C. MM DIVISION

(i) EO (MM-I) SECTION

1. Maintaining vacancies at the level of Deputy Secretary/ Director in the Government of India which are filled under the Central Staffing Scheme (CSS).
2. Processing proposals for appointment/ posting of officers of participating Services at the level of Deputy Secretary/ Director in various Ministries/ Department under CSS and other related matters including extension in tenure, pre-mature repatriations

- of officers on various grounds, lateral shift of officers, curtailment of tenure under CSS, placement of officers on “Compulsory Wait”, debarment/ revocation of debarment, issuance of NOC to the officers appointed under the CSS for applying for posts outside the CSS & applying for training courses, personal upgradation of Deputy Secretary as Directors, issuance of mandatory posting certificates for officers under CSS.
3. Processing proposals for appointment of Private Secretaries/ OSDs [DS level & above] to the Union Ministers and dignitaries having the status of Ministers and related matters as in the case of DS/ Director under CSS.
 4. Updating Executive Record Sheets of DS/ Director level officers appointed under CSS and PS/ OSDs [DS & above] to Ministers.
 5. Inviting nominations from State Governments and processing proposals for appointment of Director (Census Operations)/ Director (Citizen Registration) in all the States/ UTs and related issues as in the case of DS/ Directors under the CSS.

(ii) EO (MM-II) SECTION

1. Processing of applications of officers belonging to Services participating in the Central Staffing Scheme (CSS) for tenure deputation to posts at the level of Director and DS under CSS and other related matters.
2. Processing of proposals regarding appointment of Officers against certain non-Secretariat posts at the level of Director & DS at the Centre and other related matters including extension in tenure, premature repatriation, debarment, lateral shift, re-designation, grant of NOC for applying for other posts or training courses.
3. Processing proposals for appointment of the Officers at DS/ Director level to posts located in Indian Missions abroad.
4. Updating Executive Record Sheets of DS/ Director level officers appointed on certain non-secretariat posts.
5. Approving online access on SUPREMO for the Nodal Officers of Cadre Controlling Authorities for forwarding CSS/CVO applications.

(iii) EO (FA-UN) Section

1. Grant of Cadre Clearance to All India Service Officers for taking up foreign assignment / consultancy assignments with various UN and other International Organizations.
2. Grant of Cadre Clearance to Organised Group A and Group B Central Services Officers (JS level) for taking up foreign assignments / consultancy assignments with various UN and other International Organizations.
3. Processing proposals to fill the foreign and captive posts of Government of India at DS/ Dir level.
4. Grant of Cadre Clearance/NOC to IAS officers for taking up foreign visits.
5. Parliamentary Work on foreign assignment matters.
6. Processing of matters relating to Foreign Assignments of officers covered by Consolidated Instructions on Foreign Assignments (CIFA) issued vide letter no. 18/10/1991-FA(UN) dated 20.06.1991.
7. Updating Executive Record Sheets of DS/ Director level officers appointed on foreign/ captive posts and those accorded Cadre Clearance to take up foreign assignment.

(iv) EO (CM) Section

1. Updating Executive Records of IAS officers based on orders received from State Governments.
2. Generation of analytical statements from the electronic database viz C.D.R. (Tables

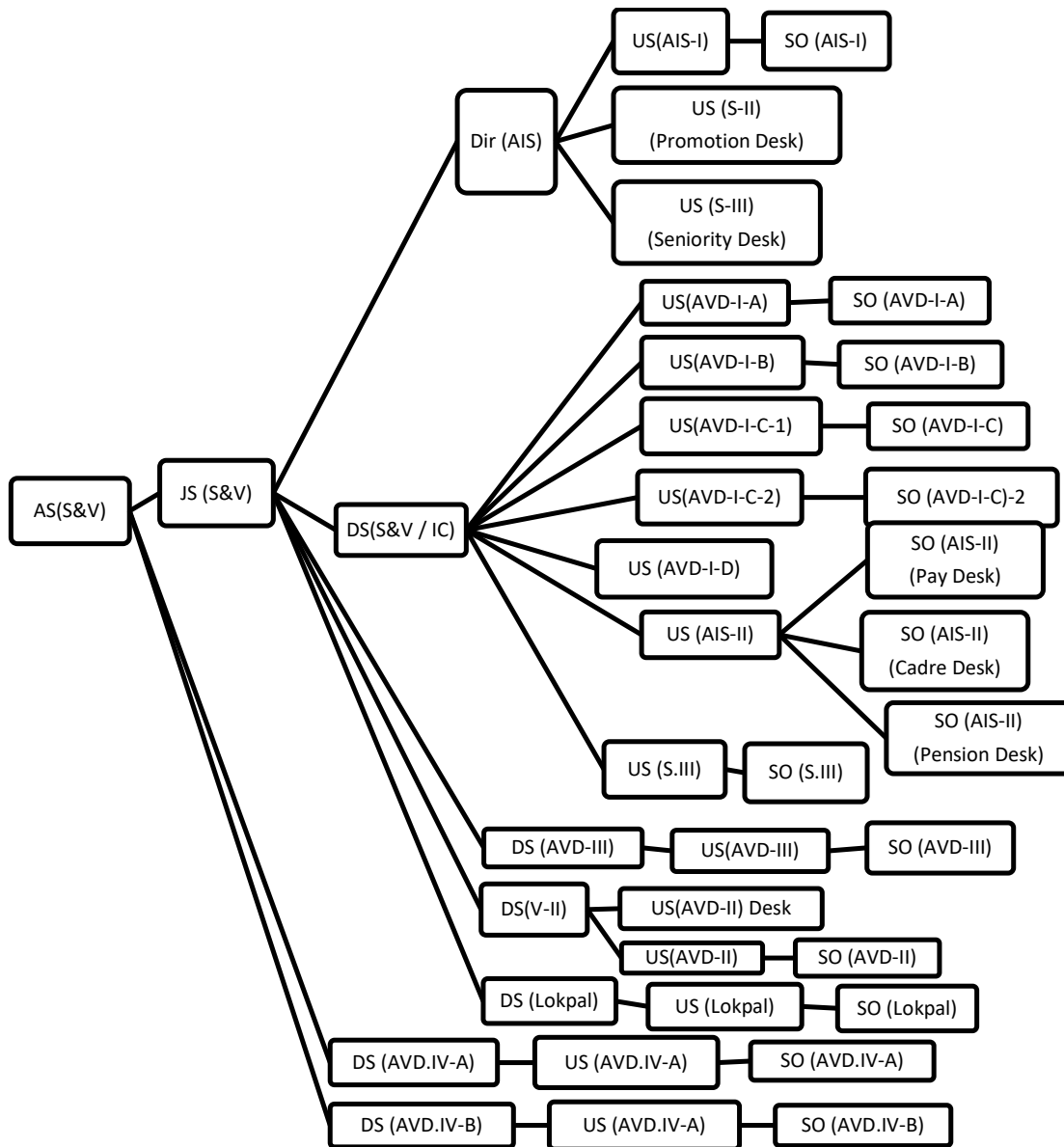
- A, B, C) in respect of representation of officers on Central Deputation by service, level and sex; Distribution of officers serving at the Centre by cadre, level and sex; utilization of Central Deputation Reserve on monthly basis.
3. To update the list of Chief Secretaries of various States.
 4. Compilation of material for Annual Report in respect of EO's Division.

(v) **EO-CVO Section**

1. Scrutinizing and processing of applications of officers for appointment to the posts of Chief Vigilance Officer (CVO) in Central Public Sector Enterprises (CPSEs) and other organizations like Autonomous Body, Statutory Body, Port Trust, etc. which are filled through DoPT.
2. Processing proposals for appointment of CVOs for approval of the competent authority.
3. Processing of proposals for approval of the Competent Authority with regard to extension of tenure, lateral shift, premature repatriation, additional charge etc. of CVOs.
4. Other matters related to appointment of CVOs through DoPT.

II. SERVICES AND VIGILANCE WING

Hierarchy



Work related to Lokpal Division and AVD.IV is currently seen by AS (Trg.)

\$ Work related to Cadre Review Division is currently seen by AS (Estt.)

A. SERVICES DIVISION

(i) AIS- I Desk

1. Framing / finalization of Civil Services Examination Rules, Syllabus, etc., in consultation with the UPSC and other concerned Cadre Controlling Authorities/ Ministries/ Departments including action taken on the reports relating to review of Civil Services Examination.
2. Allocation of successful candidates of Civil Services Examination (CSE) to IAS, IPS, IFS and other Central Civil Services, Group 'A' and Group 'B'.
3. Matters pertaining to Recruitment / Appointment of IAS including determination of vacancies, determination/ allocation of candidates to various States / Joint Cadre and issue of notification, etc.
4. Maintenance of dossiers of IAS officers. Custody of dossiers of IFS, IPS and other Central Civil Services, Group 'A' and Group 'B' till they are forwarded to concerned Cadre Controlling Authorities after confirmation of service allocation to the candidates.
5. IAS /IPS /IFoS (Recruitment Rules), 1954 and IAS/ IPS /IFoS (Appointment by Competitive Examination) Rules, 1955.
6. Matters regarding Medical Examination of candidates of CSE including framing and finalization of Medical Regulations, Constitution of Medical Boards, Review of Medical Reports and arrangement for re-Medical Examination by Appellate Medical Boards in consultation / with the approval of Ministry of H & FW.
7. Verification of character and antecedents / Caste claims of candidates allocated to IAS.
8. Allocation of cadres to IAS officers and making of policy for All India Services officers.

(ii) AIS- I (PROMOTION) Desk

1. Promotion of State Civil Service/ Non-State Service Officers to the Indian Administrative Service.
2. Administration of Statutory Regulation:
 - (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

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.
4. Policy making regarding inter-cadre deputation and inter-cadre transfer of All India Service (IAS/IPS/IFoS) officers and processing inter-cadre transfer and inter-cadre deputation of IAS officers.

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

1. Policy matters relating to pay rules of IAS / IPS / IFS and clarification thereon, including Central Deputation/ PSUs, etc..
2. Concurrence of the Central Government to the availability of vacancies in Selection Grade and above grades of IAS in State Cadres.
3. Pay fixation of non-State Civil Service officers on their promotion to IAS and clarification thereon.

4. Rules and clarification pertaining to mandatory Mid-Career Training of IAS officers.
5. Cases of payment of additional remuneration to IAS officers under FR 49 for holding additional charge of other post.
6. Guidelines for Promotion to various grades of IAS/ IPS/ IFS.
7. All India Services (Leave Travel Concession) Rules, 1975, All India Services (House Rent Allowance) Rules, 1977, All India Services (Dearness Allowance) Rules, 1972, All India Services (Travelling Allowance) Rules, 1964 and clarification thereon.
8. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.
9. Clarification to the officers who are belonging to North- Eastern Cadre.

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

1. Amendment/Framing of IAS/IPS/IFS (Cadre) Rules.
2. Amendment/Framing of IAS/ IPS/ IFS (Fixation of Cadre Strength) Regulation.
3. Amendment/Framing of All India Services (Joint) Cadre Rules.
4. Rules 16 (3) of All India Services (Death-cum-Retirement Benefits) Rules, 1958 regarding premature retirement-
 - (a) Where the State Government has recommended retention and it is proposed to accept the same.
 - (b) Where there is a difference of opinion between the Central Government and State Government or the cases in which retirement of officers is recommended.
5. Officiating of non-cadre officers on IAS cadre posts.
6. Keeping IAS Posts in abeyance; Quarterly cadre returns relating to IAS; Cadre Reviews of IAS/ IPS/ IFS and all allied matters.
7. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

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

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) Clarification of rules regarding recovery from pension on the basis of departmental or judicial proceedings.
 - 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) Clarifications and guidelines to State Governments etc. regarding Pension, Gratuity, Family Pension, Liberalised Pensionary Award, Death-Cum-Retirement Gratuity in respect of IAS officers and other All India Services officers.
 - j) Clarification regarding interest on delayed payment of gratuity.
 - k) Recovery and adjustment of Government dues from the retiring IAS officers-clarification to the State Governments, etc.
 - l) Representation from members of IAS for family pension - clarifications to the State

Governments etc.

- m) Permission for post-retirement commercial employment to the IAS officers.
 - n) Issue of NOC to IAS officers on deputation to non-CSS posts.
2. All India Services (Commutation of Pension) Regulations, 1959; All India Services (House Building Advance) Rules, 1978; All India Services (Group Insurance) Rules, 1981.
 3. Deputation of AIS officers under Rule 6(2)(ii) of the respective Cadre Rules of the All India Services.
 4. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(vii) AIS- III Section

1. All India Services (Conduct) Rules, 1968.
2. All India Services (Discipline and Appeal) Rules, 1969.
3. All India Services (Performance Appraisal Report) Rules, 2007 [previously it was AIS (Confidential) Rules, 1970].
4. All India Services (Leave) Rules, 1955.
5. All India Services (Study Leave) Regulations, 1960.
6. All India Services (Provident Funds) Rules, 1955.
7. All India Services (Medical Attendance) Rules, 1954.
8. All India Services (Special Disability) Regulations, 1957.
9. Appeals/ Memorials in respect of services conditions of IAS officers, except CR/ PAR (Rules).
10. IAS (Probation) Rules, 1954.
11. Confirmation/ extension of probation of IAS officers.
12. Fixation of *inter se* seniority of DR IAS officers.
13. Publication of Civil List of IAS officers annually.
14. Publication/ updation of All India Services Manual.
15. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

B. ADMINISTRATIVE VIGILANCE DIVISION

(i) AVD-I

AVD-IA

1. Policy regarding disciplinary matters of IAS officers.
2. Vigilance clearance of IAS officers.
3. Complaints against IAS officers.
4. Privilege Notices against IAS officers for violation of protocol.
5. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

AVD-I-B

1. Disciplinary cases against IAS officers for offences committed while working in States.
2. Appeals/ Memorials of IAS officers against suspension/ penalties while working in States.
3. 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.
4. Examination of proposals of the State Government/ Administrative Ministries for penalty of cut in pension of IAS officers after their retirement from service or on imposition of major penalties of compulsory retirement, removal or dismissal from service.
5. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

AVD-I-C-1

1. Disciplinary cases against IAS officers for offences committed while working at Centre.
2. Proposals from the Central Ministries/ Departments regarding suspension/ revocation of suspension of IAS officers.
3. Appeals/ Memorial of IAS officers against suspension/ penalties imposed on them.
4. Proposals of the Central Ministries/Departments for imposing the penalty of cut in pension of IAS officers after their retirement from service or for imposition of major penalties of compulsory retirement, removal or dismissal from service.
5. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

AVD-I-C-2

1. Proposals of Investigating Agencies viz CBI etc./ State Governments for prosecution of IAS officers under the Criminal and PC Act 1988.
2. Proposals against IAS officers consequent upon their conviction by the Law Courts.
3. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

AVD-I-D Desk

1. Disciplinary cases against CSS and CSSS (Group 'A') officers.
2. Review against penalty/ suspension of above officers.
3. Complaints against CSS and CSSS (Group 'A') officers.
4. Vigilance clearance of CSS and CSSS (Group 'A') officers.
5. Reference for advice on circulars issued in respect of CSS and CSSS (Group 'A')/ CSSS officers in disciplinary matters.
6. Sanction for prosecution of CSS and CSSS (Group 'A') officers.
7. Proposals against CSS and CSSS (Group 'A') officers consequent upon their conviction by the Law Courts.
8. Proposals against retired CSS and CSSS (Group 'A') officers to impose penalty of cut in pension under CCS (Pension) Rules, 1972.
9. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(ii) AVD – II Section

A. Administrative/ Financial Matters

1. All administrative and financial matters concerning CBI, including proposals to ACC approval.
2. Circulation of various posts to be filled on deputation basis.
3. Clarification on fixation of pay / general matters / seniority of various staff of CBI.
4. Delegation of powers to CBI.
5. Deputation abroad of CBI officers for investigation / conference and summoning of foreign witnesses.
6. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

B. Work relating to Prosecution

1. Issue of notification under Section 3 of DSPE Act for extension of jurisdiction 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. Preparation of panel of Advocates/ engagement of Special Counsels/ appointment of

- Retainer Counsel/ appointment of Assistant Prosecutors and Senior Prosecutors in court matters and payment of fees to them.
- 6. Complaints against CBI officers.
- 7. Request for CBI investigation into a matter from various States / general public / PSUs/ VIPs.
- 8. Obtaining comments from the State Government(s) concerned.
- 9. Withdrawal of CBI cases.
- 10. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iii) AVD-II Desk

- 1. Filing of Appeal/SLP in High Courts/ Supreme Courts in the cases investigated by CBI.
- 2. Authorization for attachment of property(ies) under Section 3 of the Criminal Law (Amendment) Ordinance, 1944.
- 3. 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.
- 4. Disciplinary Proceedings against Group 'A' officers of the CBI, including Appeal/ Revision/ Review Petition filed by them.
- 5. Sanction of prosecution against Group 'A' CBI officers under the PC Act 1988.
- 6. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iv) AVD – III Section

- 1. Complaints of corruption relating to Central /States /UT Administration and Public Sector Undertakings.
- 2. Suggestions for eradication of corruption and publicity thereon.
- 3. Complaints of corruption relating to commercial firms.
- 4. All matters concerning the CVC.
- 5. Disagreement cases with the advice of CVC from other Ministries / Departments.
- 6. Annual Report of the CVC.
- 7. Parliament Questions pertaining to anti-corruption activities of Government.
- 8. Reference relating OECD matters.
- 9. Allegations / complaints / enquiries against Chief Ministers and Ministers of State Governments.
- 10. Setting up of Commissions of Inquiry relating to corruption charges and matters relating thereto.

(v) AVD – IV Desk

AVD-IV (A) Section:-

- 1) Matters relating to monitoring of follow-up action in the Department on Hota Committee's following recommendations pertaining to DoPT:
 - (i) Prescribing time limit for minor penalty proceedings (Para 65-67);
 - (ii) Plea bargaining (Para 65-67);
 - (iii) Disposal of pending cases of sanction for prosecution/disciplinary inquiry (Para 62,108,116 & 136);
 - (iv) Formulation of Standard Operating Procedure (SOP) governing preliminary investigation (Para 121); and
 - (v) Applicability of minor penalty proceedings after retirement (Para 69 & 80- 81).
- 2) Coordination with authorities concerned on recommendation contained in 4th Report of the 2nd Administrative Reforms Commission (ARC) titled 'Ethics in Governance':-

- (i) Recommendation No. 43(6.12.7) - regarding Risk Management for Preventive

Vigilance.

- (ii) Recommendation No. 45 (6.14.3) - Proactive Vigilance on Corruption – regarding to provide reward to Government servants exposing case of corruption.
 - (iii) Recommendation No. 46 (6.15.2) - intelligence gathering – regarding modalities for implementation of recommendation of the ARC.
 - (iv) Recommendation No. 47 (6.16.2) - Vigilance network- establishing a national database containing the details of corruption cases.
- 3) Monitoring, analysis and assessment of vigilance matters pending with various Ministries/Departments;
 - 4) Prevention of Corruption Act and Whistle Blower Act.
 - 5) False Claims Bill.
 - 6) RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

AVD-IV (B) Section:-

- (1) Legislative matters relating to the Whistle Blowers Protection Act, 2011, the Prevention of Corruption Act, 1988 and the Foreign Bribery Bill;
- (2) RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

C. LOKPAL DIVISION

(i) Lokpal (Legislation):-

- 1. Amendment to the Lokpal and Lokayuktas Act, 2013 and framing of rules thereunder.
- 2. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

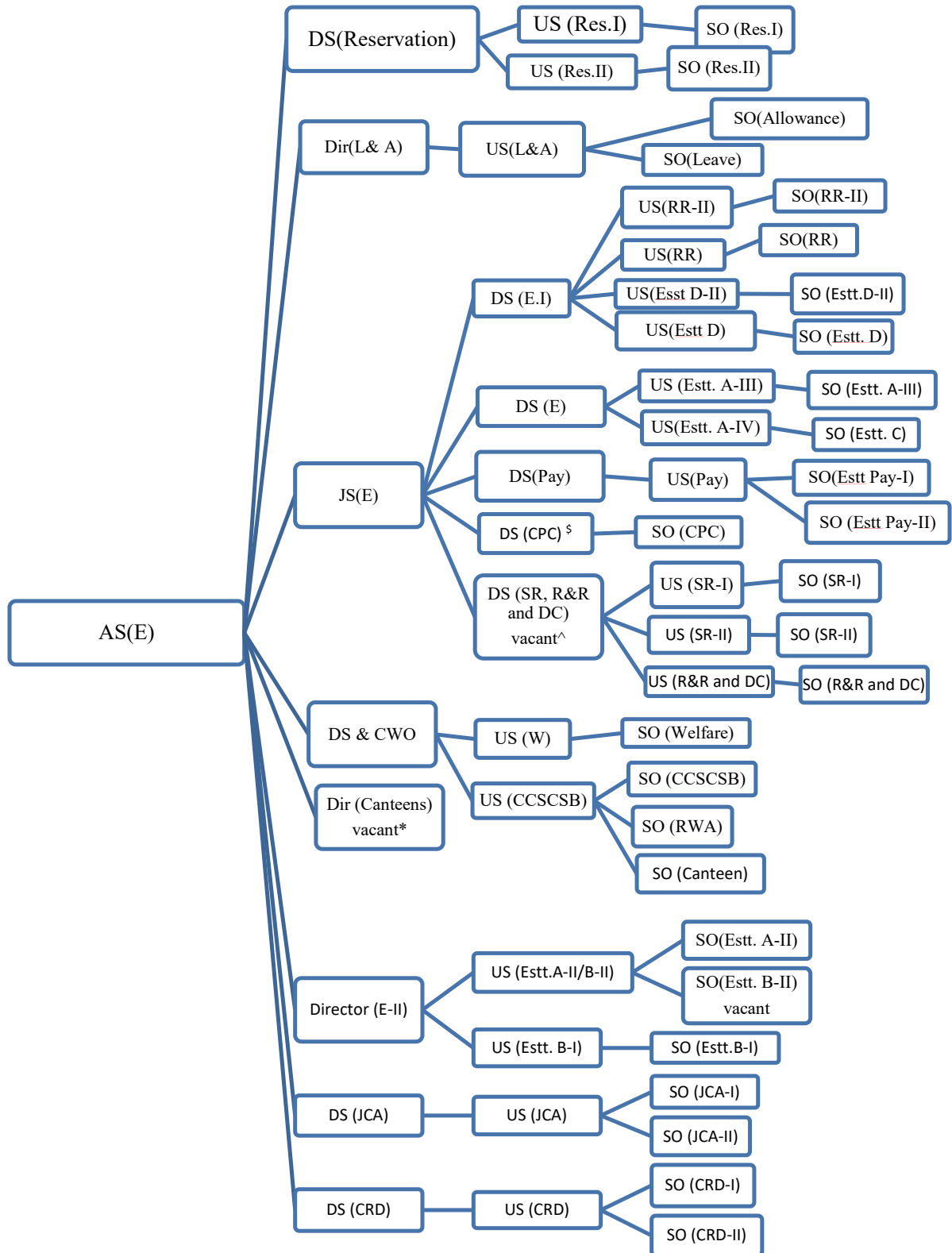
(ii) Lokpal (Administration):-

- 1. Creation of various posts for Lokpal Office.
- 2. Framing of Administrative Rules.
- 3. Encadrement of various posts in existing cadres.
- 4. Grant of leave and processing of other administrative matters in respect of Chairperson and Members of Lokpal, etc.
- 5. Other Administrative and Establishment matters.
- 6. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

D. CADRE REVIEW DIVISION

- 1. Policy of cadre review of Central Civil Services / Cadres.
- 2. Monitoring of periodical review of Group 'A' Central Civil Services / Cadres.
- 3. Secretariat functions of the Cadre Review Committee in respect of Group 'A' Central Civil Services / Cadres.
- 4. Policy regarding Non-Functional Selection Grade in Group 'A' Central Civil Services.
- 5. Compilation of Half Yearly/ 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.
- 6. Analysis based on Statistical Profile and follow up on stagnation/ in-congruencies with the concerned Cadres/ Services.

III. ESTABLISHMENT WING



* Additional charge given to CWO

^ Additional charge given to DS (CS-II)

\$ Additional Charge given to DS (Admn.)

A. ESTABLISHMENT DIVISION

(i) ESTABLISHMENT (A) Desk

Estt. A-II Desk

1. Commercial employment after retirement and employment under a foreign Government.
2. Commercial employment after retirement in respect of officers retired at the level of Joint Secretary and above (Other than AIS) for approval of Group of Ministers 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 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 resignation from service.

Establishment A-III Desk

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.
 - c) Central Civil Service (Conduct) Rules, 1964.
2. Oath of Allegiance to the Constitution.
3. Change of Name of Government Servant.
4. Re-imbursement of legal expenses incurred by Government Servant.
5. FRs 53 and 54 i.e. matters relating to regulation of subsistence allowance.
6. Issue of Gazette Notification Policy.
7. General policy matter relating to classification of posts and grant of gazetted status.
8. Promotion principles regarding sealed cover procedures.

Establishment A-IV Desk

1. Age of retirement.
2. Leave Travel Concession.
3. Premature retirement of Government Servants (F.R 56), F.R 56 (I) and Rule 2 (2) of the Liberalised Pension Rules.
4. 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.
5. Policy on Voluntary retirement under Rules 48 and 48A of the CCS (Pension) Rules, 1972.
6. Policy relating to grant of extension and re-employment to Government servants.
7. Medical Examination Rules, 1957.
8. Alteration of date of birth of Government Servants.
9. Transfer Policy.
10. Coordination work of Estt. (A-III) Desk, Estt.(A-IV) Desk and Estt. 'C' Section.

(ii) ESTABLISHMENT (B)

Estt.(B-I) Desk

STAFF SELECTION COMMISSION

1. Appointment of Chairperson and Members, SSC and Personnel matters relating to them.
2. Administration of the Resolution relating to creation and mandate of SSC and the matters related to inclusion/exclusion of posts from the purview of SSC.
3. Policy related to Recruitment Examinations conducted by SSC.
4. Disciplinary cases related to employees in SSC, which are beyond the powers of Chairperson, SSC.
5. Recruitment Rules for the posts in SSC.
6. Subject matters, which are beyond the powers of Chairperson SSC such as Medical claims, condemnation of staff cars, proposals for hiring of accommodation, its repair and maintenance, fixation of rates of remuneration for functionaries engaged for conduct of Examinations conducted by SSC, etc.

UNION PUBLIC SERVICE COMMISSION/STATE PUBLIC SERVICE COMMISSION MATTERS

1. Appointment of Chairperson and Members, UPSC.
2. Personnel matters relating to Chairperson and Members, UPSC such as sanction of leave, pay fixation, pensionary benefits, foreign visit, leave encashment etc.
3. Administration of (a) UPSC (Members) Regulations, (b) UPSC (Staff) Regulations; and (c) UPSC (Exemption from Consultation) Regulations.
4. Central Civil Services and Civil Posts (Consultation with Union Public Service Commission) Rules, 1999.
5. Cases relating to removal of Chairperson and Members, UPSC and State PSCs under Article 317 (1) of the Constitution.
6. Laying of Annual Report of UPSC along with Explanatory Memorandum in the Parliament.
7. Recruitment Rules for various posts in UPSC, creation of posts outside UPSC delegated powers.
8. Disciplinary cases related to employees in UPSC.
9. Other incidental matters related to UPSC such as check-list for submission of disciplinary cases to UPSC etc.
10. Disagreement with the advice of UPSC cases.
11. **OTHER MATTERS RELATED**
 - (i) Proposals for Grant of ex-officio to Secretariat status
 - (ii) Discontinuation of Interview;
 - (iii) Disclosure of Rankings and scores of the candidates in recruitment examinations;
 - (iv) Common Eligibility Tests (unified and Transparent Recruitment Process);
 - (v) RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects;
 - (vi) Other incidental matters related to SSC and UPSC such as Revision of fee, Budget matters, Audit Para /Routine Reports and Returns (e-Samiksha, Official Language, Monthly DO Letter to Cabinet Secretariat) etc.

Estt. (B) Desk -II

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-
 - a. Government Servants taking part in politics and activities of banned organization.
 - b. Candidates debarred by the UPSC and the SSC from appearing in their examinations.
5. Subversive activities of Governments servants - Procedure for consideration of cases.

6. Minorities in Government service – PM’s New 15 Point Programme for Welfare of Minorities. Special consideration for recruitment of Minorities in Government jobs.
7. Employment of Non-Indians - Policy regarding and annual returns.
8. General Policy on issue of certificate of eligibility for Union Government Service and posts to subjects of Nepal, Tibet, migrants from Pakistan, etc.
9. All Policy matters pertaining to PESB.

(ii) ESTABLISHMENT (C) SECTION

1. Domicile or Residential qualifications for employment under Government.
2. Probation of Government Servants.
3. CCS (Temporary Service) Rules, 1965.
4. Policy relating to forwarding of applications of Centre Government Servants for higher posts in offices of Central Government, State Governments, Autonomous Bodies, PSUs etc. and number of opportunities.
5. Technical Resignation; Confirmation /Lien in civil posts.
6. General Questions pertaining to posts of MTS/ Messenger, etc..
7. Regularization of services of casual workers.
8. Policy regarding release of Civil Government Servants for Military Service during the emergency.
9. Conditions of service of employees who are permitted to take up Military service in the matter of Protection of Pay and Allowance and seniority and proforma promotions and other connected matters.
10. Conditions of service of war service candidates appointed to civil posts.
11. General questions relating to promotion and seniority of commissioned officers/ short service commissioned officers who were commissioned or joined pre-commission training prior to 10.1.1968 in civil service upto 29.1.1974.
12. Matters relating to Government servants joining Territorial Army and Auxiliary Forces.
13. Representation of Women in Government service, DPC etc.
14. Bond obligation in respect of the persons who receive scientific or technical training at the expense of the Government.

(iii) ESTABLISHMENT (D) DESK

1. General policy relating to:
 - (i) promotion and seniority pertaining to Central Services (except Railway Services and Services under the control of 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) and examination of cases referred by Ministries / Departments for advice;
 - (ii) Relaxation of age-limits;
 - (iii) Stenographic Assistance to officers working in non-secretariat offices;
 - (iv) Compassionate appointments (including individual cases referred by Ministries / Departments for advice);
 - (v) Assured Career Progression Scheme, MACP Scheme;
 - (vi) employment assistance to persons of Indian origin coming from various countries; (Employment Exchange Procedure);
2. Exemption from passing typewriting test in respect of LDCs not belonging to Central Secretariat Clerical Service in non-participating offices;
3. Scheme of Recruitment and Promotion of meritorious sportsmen to Group ‘C’ and erstwhile Group ‘D’ posts;
4. Policy regarding Ad-hoc appointments and its extension;
5. Educational qualifications and recognition of non-technical diplomas for appointment to Government services*;

**[As per Government of India (Allocation of Business) Rules 1961, the following item of*

work falls within the purview of Department of Higher Education:-

“30: Recognition of professional technical qualification for purposes of recruitment to posts under Government of India”]

(iv) ESTABLISHMENT (RR)

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 recruitment/ service rules.
3. Recruitment/ Promotion / Deputation to be made in relaxation of any of the provisions of the Recruitment Rules.
4. Flexible complimentary scheme for Scientists and Doctors, except scale of pay and pay fixation matters.
5. Non-Functional Upgradation Scheme for Organized Group ‘A’ Services.

(v) ESTABLISHMENT (JCA) SECTION / DESK [JCA-I & JCA-II]

WORK ALLOCATED

1. All matters relating to :-
 - (a) Joint Consultative Machinery (JCM) 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;
 - (c) 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;
 - (d) Grants-in-aid (recurring as well as non-recurring) for the Staff Side Secretariat of the National Council (JCM);
 - (e) Nomination/ re-nomination of the Members of Staff side to National Council;
 - (f) Recognition of Associations / Unions etc;
 - (g) Anomalies arising out of the 7th Central Pay Commission;
 - (h) RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.
2. Policies relating to:-
 - (a) Supply of uniforms / washing allowance etc. to eligible Group ‘C’ (erstwhile Group ‘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; and
 - (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.

(vi) CPC SECTION

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’ and ‘C’.

3. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

B. ESTABLISHMENT (PAY) DIVISION:

(I) ESTABLISHMENT (PAY –I) SECTION

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, 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. Advance increments granted to Stenographers of Subordinate Offices on qualifying speed test in shorthand at 100/120 wpm.
5. Interpretation and amendment of Fundamental Rules related to pay matters.
6. Compilation of orders, notifications, resolutions, etc. on pay matters.
7. Fixation of pay under flexible complimenting scheme of Scientific Departments.
8. Incentive to sports persons for participating in National and International level sports/ games events.
9. Incentive for acquiring higher qualifications.
10. Matters relating to pay on reinstatement after suspension, removal and dismissal.
11. Comments on recommendations of Departmental Anomaly Committee.
12. Service of Group of Ministers on Pay Commission related matters.

(i) ESTABLISHMENT (PAY –II) SECTION

1. Terms and conditions of appointment to Personal Staff of the Ministers including the Prime Minister, Chairperson, Vice-Chairperson 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.
2. Terms and Conditions of Chairperson and Members in Regulatory Authorities and Statutory Bodies.
3. Foreign Service to Public Sector Undertakings, Autonomous Bodies, Private Undertakings and State Govts. and Reverse Foreign Service to Central Govt.
4. Special Pay, Cashier’s Special Pay, Headquarters Special Pay and all other Special Pay cases.
5. Deputation Allowance, Central Deputation Tenure Allowance to organized Group ‘A’ officers under Central Staffing Scheme.
6. Policy matter on pay fixation of re-employed civil and military pensioners including officers retiring before attaining age of 55 years.
7. Pension contribution cases of Central Government officers and employees deputed on Foreign Service terms.
8. Combination of appointments under FR 49 and payment of Charge Allowance, Additional Remuneration beyond 3 months.
9. Rules relating to NBR promotions including those under Central Staffing Scheme.

C. ESTABLISHMENT (LEAVE & ALLOWANCE) DIVISION:

(i) ESTABLISHMENT (LEAVE) SECTION

1. General Matters relating to CCS (Leave) Rules, 1972 (excluding Railway Servants, All India Services, Contractual Employees, Employees of Statutory Authorities, PSUs, Autonomous Bodies, Constitutional Authorities etc) and 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 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. Casual Leave including Special Casual Leave.
 3. Service Record and Service Books.
 4. Extension of special concessions/ facilities for Central Govt. employees posted in Kashmir Valley.

(ii) ESTABLISHMENT (ALLOWANCE) SECTION

- 1 Fee under SR 12.
- 2 Honorarium.
- 3 Over Time Allowance (OTA).
- 4 Joining Time Rules/Joining Time Pay.
- 5 Risk Allowance.
- 6 Formulation of policy for engagement of retired Government servants as Consultants/ Advisors.
- 7 Special Allowance to Parliament Assistants.
- 8 Weightage for Night Duty /Night Duty Allowance.
- 9 Children Education Allowance to Central Government Employees.
- 10 Special Allowance for Child Care to Women with Disabilities.
- 11 Performance Related Pay.
- 12 E-Service Book.

D. ESTABLISHMENT (RESERVATION) DIVISION:

(i) Reservation – I Section.

1. Reservation policy for Schedule Castes/ Schedule Tribes/ Other Backward Classes in services and posts under the Govt. of India and clarification thereon.
2. The representations received from SCs/STs/OBCs (both individual and associations) regarding reservation, harassment, etc.

(ii) Reservation – II Section.

1. Reservation policy for Economic Weaker Section in the posts/ services under the Govt. of India.
2. Reservation policy for persons with benchmark disabilities in the posts/ services under the Government of India.
3. Reservation Policy for Ex-servicemen in posts/ services under the Government of India.
4. Proposals having horizontal reservation for women/ transgender in posts/ services under the Government of India.
5. Examination of de-reservation proposals received from Ministries/ Departments.
6. Online collection of data on the representation of reserved categories i.e. SCs/STs/OBCs and PwDs in Government of India.
7. Special Recruitment Drives for filling up of backlog reserved vacancies.
8. Monitoring of backlog vacancies of reserved categories i.e. SCs/STs/OBCs and PwDs.

E. WELFARE DIVISION:

(i) WELFARE SECTION:

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 Grih Kalyan Kendra, Central Civil Services Cultural and Sports Board, Residents Welfare Associations, and non recurring grants-in-aid to the Civil Services Officers Institute and Sanskriti School.
3. Laying of Annual Reports and Annual Audited Accounts of Grih Kalyan Kendra, Kendriya Bhandar, Central Civil Services Cultural and Sports Board, Civil Services Officers Institute and Sanskriti School in both the Houses of Parliament.
4. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(ii) CANTEEN SECTION

1. Policy matters relating to setting up of Non-Statutory Departmental Canteens/Tiffin Rooms in Central Government Offices;
2. Framing of Model Recruitment Rules for the employees of Non-Statutory Departmental Canteens;
3. Service matters, scale of uniforms and washing allowance, stitching charges to canteen employees of Departmental Canteens located /Tiffin Rooms;
4. Periodical Inspection of Departmental Canteens located in the Central Government Offices;
5. Award of scholarship to the children of Non-Statutory Departmental Canteen employees;
6. Recognition of Associations of canteen employees;
7. Training programmes for canteen staff;
8. Framing guidelines for proper functioning of Departmental Canteens;
9. Grant of fund for modernization of non-statutory Departmental Canteens located in Central Govt. Offices;
10. Grievances/complaints /welfare matters of canteen employees.
11. Training of Non-Statutory departmental canteen employees on Food Safety & Standards norms by Food Safety & Standards Authority of India.
12. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iii) Welfare Section (RWA)

1. Recognition of Central Government Employees Resident Welfare Associations (CGERWAs)/ Revival of defunct CGERWAs.
2. Ensuring holding of election of CGERWAs for block of two years/ conduct of elections of newly recognized CGERWAs and revived CGERWAs.
3. Release of grant-in-aid to CGERWAs.
4. Nomination of Area Welfare Officers (AWOs) to look after the welfare and related problems of Central Government employees and their families.
5. Redressal of grievances/ settlement of disputes relating to conduct of election of CGERWAs.
6. Review of Model Constitution for CGERWAs.
7. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iv) CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD (CCSCSB) SECTION:

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 All India Civil Service (AICS) tournaments.
5. Maintaining play grounds/facilities at Vinay Marg, R K Puram, Bharti Nagar, Brassey Avenue, Pandara Road and Nirman Bhawan.
6. Promoting Sports & Cultural activities among the Government servants & their wards.
7. Procurement of sports equipment, prizes and store / inventory management.
8. Conducting regular coaching in Lawn Tennis, Hockey, Football, Basketball and Cricket at its facilities for children and dependents of Central Government employees.
9. Conducting summer coaching camps for children and dependents of Central Government Employees.
10. Promotion of Adventure Sports and similar activities amongst Central Government employees.
11. Providing facilities of Sports Authority of India (Badminton, Table-tennis, Fitness Centre and Swimming) for Central Government Employees and their dependent family members at nominal rates.
12. Providing grant to Ministries/Departments for setting up of Gymnasiums.
13. Organization of Music and Dance Competition for wards of Central Government Employees.
14. Organization of Half Marathon for all Central Government Employees and their wards.

F. SR DIVISION

(i) SR-I Section

All matters relating to allocation of State Cadre personnel (other than those belonging to the All India Service) between the successor States as per Bihar Reorganization Act, 2000 and MP Reorganization Act, 2000 and other issues connected therewith.

(ii) SR-II Section

All matters relating to allocation of State Cadre personnel (other than those belonging to the All Indian Services) between the successor States as per UP Reorganization Act, 2000 and Andhra Pradesh Reorganization Act, 2014 and other issues connected therewith.

G. R&R and DC Division

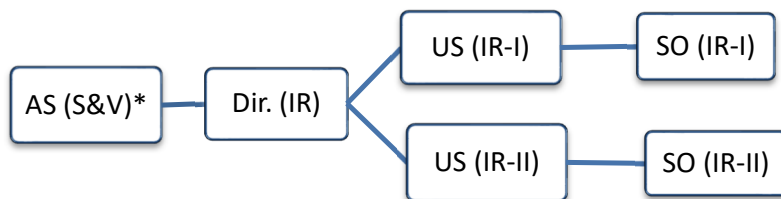
Retraining & Redeployment and Departmental Council' (R&R and DC) Section

In 2002, the Surplus Cell i.e. erstwhile CS.III Section was renamed as 'Retraining & Redeployment' Section. Subsequently CS.IV Section was also merged in it and 'Retraining & Redeployment' Section was further renamed as 'Retraining & Redeployment and Departmental Council' Section ('R&R and DC' Section).

1. Acceptance of Surplus Staff (Group 'A', 'B' and 'C') of Ministries / Departments/ Offices of Government of India on the Surplus Staff Roll and redeployment thereof.
2. Readjustment of redeployed Group 'A', 'B' and 'C' Surplus Staff.
3. Retention of vacancies for filling up by redeployment of surplus staff.
4. Issue of NOC to Ministries/ Departments/ Offices of Government of India for filling up the vacant post.
5. Maintenance of record in respect of special VRS optees / in respect of Surplus Staff.

6. Issue of clarifications and advice based on the existing provisions of rules/ orders in respect of redeployment of Surplus Staff.
7. Matters relating to Departmental Council of the Department of Personnel & Training.
8. Recognition of Service Association of CSS, CSSS and CSCS of the Central Secretariat.

IV. INFORMATION RIGHTS DIVISION (IR DIVISION)



* Currently seen by AS (Trg. & Admn.)

(i) IR-I SECTION

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

(ii) IR-II SECTION

1. Policy matters relating to the implementation of the Right to Information Act, 2005.
2. Examination of matters related to amendments to the RTI Act.
3. Framing and Notification of Rules under the RTI Act and matters related thereto.
4. Issue of guidelines and orders to remove difficulties arising in giving effect to the provisions of the RTI Act.

V. ADMINISTRATIVE TRIBUNAL DIVISION

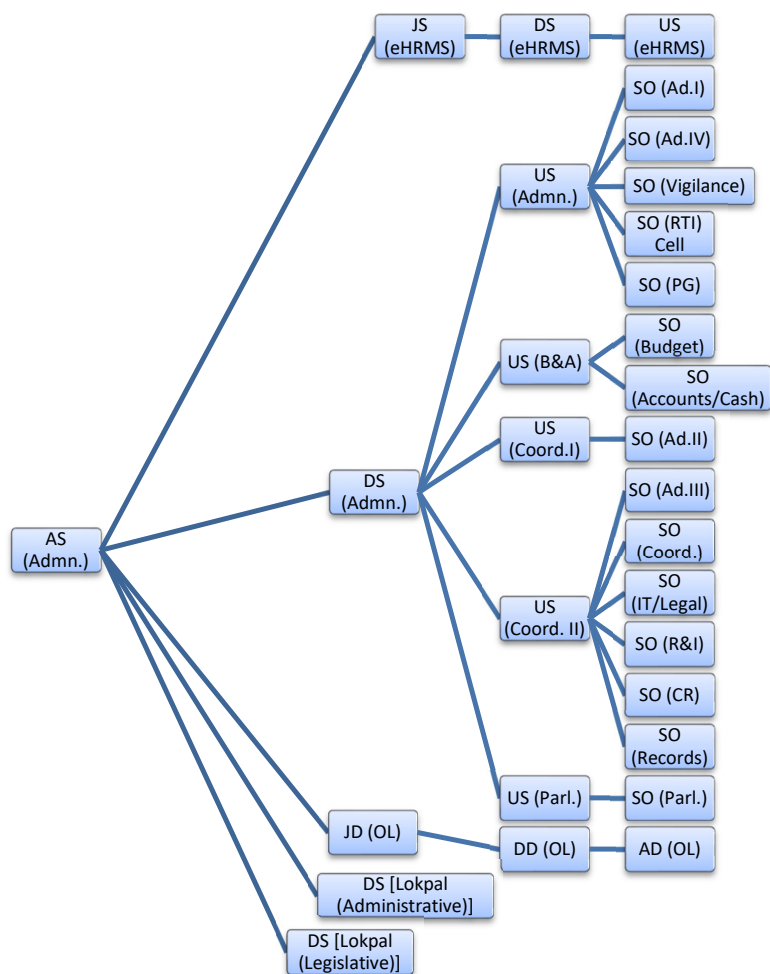


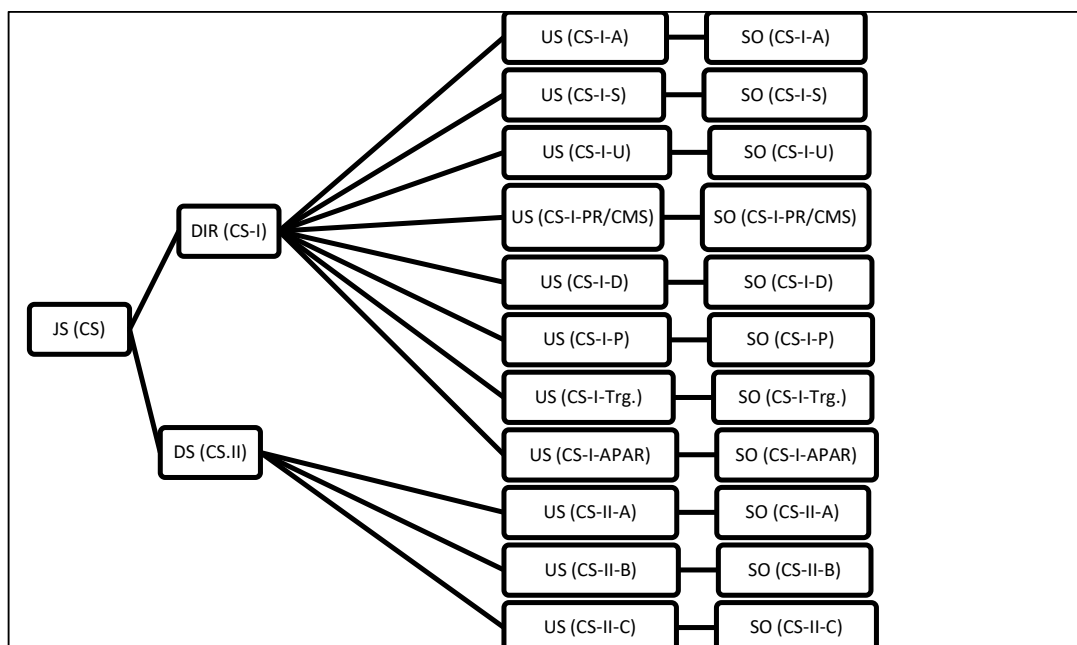
ADMINISTRATIVE TRIBUNAL SECTION / DESK

1. Administration of Administrative Tribunals Act, 1985 and clarification thereon.
2. Appointments of Chairperson, Vice-Chairperson 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 Chairperson, Vice Chairperson 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 Tribunals.
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 Chairperson, Vice-Chairperson 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.

VI. ADMINISTRATION & CENTRAL SECRETARIAT

Hierarchy of Administration Wing & Central Secretariat:





A. ADMINISTRATION DIVISION:

(i) ADMINISTRATION-I SECTION

1. All personnel matters in respect of Group 'A' and Group 'B' (Gazetted) officers of DOPT.
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. Nomination for 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. Pension cases including settlement of other pensionary benefits in respect of Group 'A' and Group 'B' Gazetted Officers.
7. Pension matters of non-gazetted officials except Staff Car Drivers, Dispatch Riders, MTS and Canteen Staff.
8. e-HRMS project for Government of India Ministries/ Departments.
9. Updation of contact on website of DOPT in respect of Gazetted officers.
10. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(ii) ADMINISTRATION II SECTION

1. All matters relating to the general administration and house keeping with particular emphasis on:
 - (i) Office accommodation for Department of Personnel and Training.
 - (ii) Caretaking/ housekeeping arrangements including sanitation, cleanliness etc., in the buildings of DOPT at North Block, Lok Nayak Bhawan, CGO Complex and Old JNU campus.
2. Procurement/ maintenance of furniture, stationery, wall clocks, time pieces, name plates / boards, rubber stamps, etc.
3. Procurement and maintenance of office equipments such as Computers, peripherals, photocopiers, duplicating machines, telephone, fax, RAX, franking machines, etc.
4. Procurement and maintenance of Air Conditioners, water dispensers, room coolers, fans,

- heaters/blowers, etc.
- 5. Arrangements for meetings / conferences and settlements of bills for supply of tea/ coffee etc.
- 6. Condemnation / disposal of obsolete articles.
- 7. Procurement/ hiring/ maintenance/ disposal of vehicles/ Government vehicles.
- 8. Issue of POL to Staff Cars.
- 9. Protocol to Foreign delegation, Minister/Secretary
- 10. Implementation of Swachh Bharat Mission.

(iii) ADMINISTRATION III SECTION

- 1. Establishment matters of Staff Car Drivers, Dispatch Riders, MTS and Staff of the Departmental Canteen.
- 2. Review under 56 (J).
- 3. Hiring the services of Staff Car Drivers, Dispatch Riders, MTS and Canteen attendants on outsourcing basis.
- 4. Dress Allowance to the eligible Group 'C' staff.
- 5. 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**).
- 6. Issue of Identity Cards to Staff Car Drivers, Dispatch Riders, MTS and Staff of the Departmental Canteen, as also non-officials.
- 7. Issue of CGHS cards to all employees of DOPT.
- 8. Hospitality service from Departmental Canteen, Coffee Board and Tea Board for Officers in the Department and payment thereof.
- 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. Welfare matters relating to employees of DOPT.
- 11. Celebration of Women's Day, Constitution Day, Armed Forces Flag Day, and various other import Days in DOPT.
- 12. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iv) ADMINISTRATION-IV SECTION

- 1. Establishment matters related to Non-Gazetted staff except Staff Car Drivers, Dispatch Riders, MTS and Canteen Staff handled by Ad.III.
- 2. Cadre management in respect of posts of ASO and SO of CSS cadre, Steno Grade 'D', PA & PS of CSSS cadre, JSA & SSA of CSCS cadre and promotion from MTS to JSA.
- 3. Compassionate appointments.
- 4. Reduction of posts as economy measures in pursuance of the directives issued by the Ministry of Finance.
- 5. Hiring the services of Data Entry Operators on outsourcing basis.
- 6. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(v) COORD-I SECTION

- 1. Delhi Official Directory
- 2. Coordination in Updation of court cases on LIMBS.
- 3. Coordination work of e-Samiksha.
- 4. Record Retention Schedule of the DoPT.
- 5. Citizen's Charter of the Department.
- 6. Senior Officers Meetings by Secretary(P) and monthly Review Meetings by Hon'ble MoS (PP).
- 7. Handling of Facebook and Twitter Account of DOPT

8. Annual Action Plan of the Department
9. Sectoral Group of Secretaries on Governance
10. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(vi) COORDINATION – II SECTION

1. Annual Report of the Ministry.
2. Monthly D.O. to Cabinet Secretary.
3. Monthly Summary to the Council of Ministers.
4. Updation of Induction Materials.
5. Updation of Internal Delegation of Powers and Channel of submission/ disposal of cases.
6. Passes in connection with Independence Day and Republic Day celebrations.
7. Monthly Summary from other Ministries.
8. Union War Book.
9. Compilation and transmission of comments on draft Cabinet Notes of other Ministries.
10. Compilation and transmission of comments on Parliament Questions/ Assurances of other Ministries.
11. Compilation of action taken report on points concerning DOPT on Administrative Reforms Commission reports.
12. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(vii) VIGILANCE SECTION

1. Disciplinary cases against CSS/CSSS (up to Group “B” gazetted officers and Non-Gazetted officials), SSA/ JSA/ MTS/ other posts upgraded to Group C including Review/ Appeal against penalty etc.
2. Maintenance of APARs (including managing SPARROW) and Immovable Property Return in respect of all officers and staff;
3. All work related to Monitoring of Aadhar Enabled Biometric Attendance System (AEBAS) and preparation of monthly reports on mandatory working hours in respect of employees of DOPT.
4. Vigilance clearance to employees of DOPT.
5. CVC complaints, Complaints under PIDPI and other Misc. complaints.
6. Monthly/ annual report to CVO/ CVC regarding pending Disciplinary proceedings/ vigilance cases / complaints in r/o DOPT including LBSNAA & DARPG.
7. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(viii) PARLIAMENT SECTION

1. Distribution of notices of Questions, Resolutions, Legislative Business and daily business of both the Houses.
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.

(ix) BUDGET SECTION

1. All matters relating to the Budget of the Ministry and its attached and subordinate offices.
2. Constitution of Annual Budget Proposals (estimates of the schemes) pertaining to this Ministry.
3. Submission of Scheme and Non-scheme statements and other documents / materials as required by the Ministry of Finance and arrangement of meetings with the Ministry of Finance for finalization of Budget 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. Settlement of all C&AG Paragraphs & PAC Paragraphs contained in the C&AG Reports.
7. Coordination / Settlement of all statutory audit objections on the accounts of DOPT.
8. Submission of replies / Action Taken Notes on the observations / recommendations of the Departmentally Related Parliamentary Standing Committee in its various reports.
9. Preparation of six monthly statements to be presented by the Hon'ble MOS(PP) in both the Houses of Parliament on the status of action taken on the recommendations / observations of the Parliamentary Standing Committee.

(x) ACCOUNTS (CASH) SECTION

1. Sanction of loans and advances viz, HBA, Computer Advance, 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 various types of advances.
4. Monthly / Annual reconciliation of expenditure figures with Pay and Account Office.
5. Reimbursement of Tuition Fees under Children Education Allowance.
6. Preparation of salary bills of officers and staff of the Department of Personnel and Training and PESB.
7. Preparation of bills relating to TA, LTC, OTA, Conveyance Charges, Tuition Fees, Contingent expenditure etc.
8. Grant of advance for TA, Transfer TA, LTC and issue of Air Exchange vouchers, and settlement of Air India / Balmer Lawrie & Co.
9. Disbursement of pay and allowances and payment of supplementary / contingent bills. OTA, advances etc.

(xi) RTI CELL

1. The Cell will be a single reference point to receive applications, appeals, complaints and decisions of the Central Information Commission;
2. Registration of all RTI applications and appeals not addressed by name of an Appellate Authority in RTI-MIS;
3. Scanning and uploading of all applications under RTI on the RTI-MIS; Entry of disposal of replies to RTI requests and appeals in RTI-MIS;
4. Deposit of fee and additional fee under RTI Act;
5. Transfer applications not pertaining to this Department to the concerned public authority;
6. 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);
 - e. Maintaining lists of CPIOs, FAAs and link officers;
 - f. Preparation of Annual Report of the CIC;
 - g. Preparation of periodic monitoring reports regarding disposal of RTI Requests/1st Appeals and compliance of CIC instructions.

B. RAJBHASHA SECTION

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.

(i) 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.
2. Translation of Parliament 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 DoPT.
3. Translation work related to Budget / Grants-in Aid /Annual Report / Performance Budget, Supplementary / Revised Estimates etc.
4. Translation work related to Parliamentary Standing Committees, documents to be produced before the Parliament and other administrative papers.
5. Translation related to RTI cases and other correspondence emanating from various Divisions of the DOPT and D/o Pension & Pensioners Welfare.

(ii) 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 compliance of follow up action.
- 3 Holding of the meetings of Official Language Implementation Committee quarterly and compliance of 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.
- 7 Preparation of quarterly progress report and annual report related to official language.
- 8 Monitoring the progressive use of Hindi.
- 9 Inspection of various sections and attached and subordinate offices.
- 10 Implementation of all incentive schemes of Departments of Official Language as well as departmental schemes.
- 11 Publication of Department E-Book (Patrika) “Kaushal”.

C. CENTRAL SECRETARIAT DIVISION:

(i) CS. I (A) Section

1. Cadre management of Direct Recruit Assistant Section Officers (DRASO) of CSS.
2. Completion of pre-appointment formalities for DRASO and subsequent nomination to ISTM for mandatory Foundation Course.
3. Allocation of DRASO to various Ministries/ Departments, participating in CSS after successful completion of ISTM mandatory foundation training.
4. Preparation of Post Based Reservation Roster (PBRR) of DRASO.
5. Preparation of Common Seniority List (CSL) of ASO.
6. Rendering advice to various Ministries / Departments on Court Cases / interpretation of DOPT orders etc. pertaining to CSS.
7. Clarification regarding grant of exemption from typing test in ASO Grade of CSS.
8. Transfer/posting of Assistant Section Officers under RTP.
9. Review of ASOs under 56 (J)
10. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(ii) CS. I (S) Section

1. Cadre Management of Section Officer of CSS.
2. Ad-hoc promotion in the grade of Section Officer - Finalizing zone of promotion and its continuation thereof.
3. 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.
4. Preparation and issue of Select List (LDCE quota) as recommended by UPSC on the basis of Limited Departmental Competitive Examination.
5. Preparation of All Secretariat Select List consisting of SO (SQ) and SO (LDCE Q).
6. Preparation of Common Seniority List (CSL) of Section Officers consisting of Section Officer (SQ), Section Officer (LDCE).
7. Inter-cadre transfer of Section Officers.
8. Review of SOs under 56 (J)
9. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(iii) CS.I (U) Section

1. Cadre Management of Under Secretary Grade of CSS.
2. Preparation of Select List of Under Secretary Grade of CSS in consultation with UPSC.
3. Ad-hoc promotion in the grade of Under Secretary and continuance thereof.
4. Postings/ transfers of officers of Under Secretary Grade of CSS.
5. Cadre Clearance for deputation / voluntary retirement / resignation / training course /foreign visit etc of Under Secretary Grade of CSS.
6. Review of cases of Under Secretary Grade of CSS under FR-56(J).
7. Handling of RTI/Parliament Questions/court case on the above subjects.

(iv) CS.I (PR/ CMS/ Coordination) Section

1. Maintenance of database of all CSS officers from Assistant Section Officer's Grade to Joint Secretary (in-situ).
2. Maintenance of property returns of CSS officers of the level of Under Secretary and above.
3. Updating/ publication of Civil List of officers of Grade A of CSS.
4. All Coordination work of CS.I Section.

(v) CS. I (D) Section

1. Cadre Management of Selection Grade (Deputy Secretary) Senior Selection Grade (Director) and Joint Secretary (in-situ) of CSS.
2. Preparation of Select Lists of Selection Grade (Deputy Secretary) and Senior Selection 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 Senior Selection Grade and Joint Secretary (in-situ) of CSS.
5. Review of cases of Group 'A' Officers (Deputy Secretary, Director and above) of CSS under FR-56(J).
6. Cadre clearance for deputation/ voluntary retirement/ resignation/ training/ study leave/ foreign visit etc to Officers of Selection Grades & Senior Selection Grade of CSS.
7. Preparation of panel for adhoc promotion whenever required.
8. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(vi) CS. I (P) Section

1. CSS 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. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(vii) CS. I (Trg.) Section

1. Assessing the training needs of CSS officers.
2. Nomination of CSCS/ CSS Officers from the level of SSA to Director for various mandatory training programs under CSS CTP.
3. Miscellaneous matters relating to training of CSS officers.
4. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(viii) CS. I (APAR) Section

1. Maintenance & upkeep of ACRs/APARs of Group A officers 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. Implementation of SPARROW (Smart Performance Appraisal Report Recording Online Window) for CSS officers.
5. RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

(ix) CS-II (A) Section

1. Recruitment and allocation of candidates to different Cadre Units of CSSS on the basis of Limited Departmental Competitive Examination of PS Grade.
2. 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.
3. Preparation of panels of PPS, Sr. PPS and PSO Grades of CSSS.
4. Voluntary retirement of PPS, Sr. PPS and PSO of CSSS – cadre clearance regarding.
5. Fixation of Zones of promotion for PS Grade of CSSS.
6. Allocation and transfers of personnel to other Cadre Units under the zoning schemes.
7. Matters regarding FR 56(j) & Rule 48 of CCS (Pension) Rules in respect of PS, PPS and Sr.PPS/PSO.
8. Matters regarding Rotational Transfer Policy in respect of CSSS and transfer of PS, PPS and Sr. PPS/ PSO under RTP.

Trg./APAR

1. Matters relating to mandatory mid-career training of Stenographer Grade 'D', PA, PS & PPS.
2. Maintenance of APARs, IPRs and matters relating to SPARROW for CSSS officers.

(x) CS-II (B) Section

1. CSCS Rules and Regulations – Framing and Amendment.

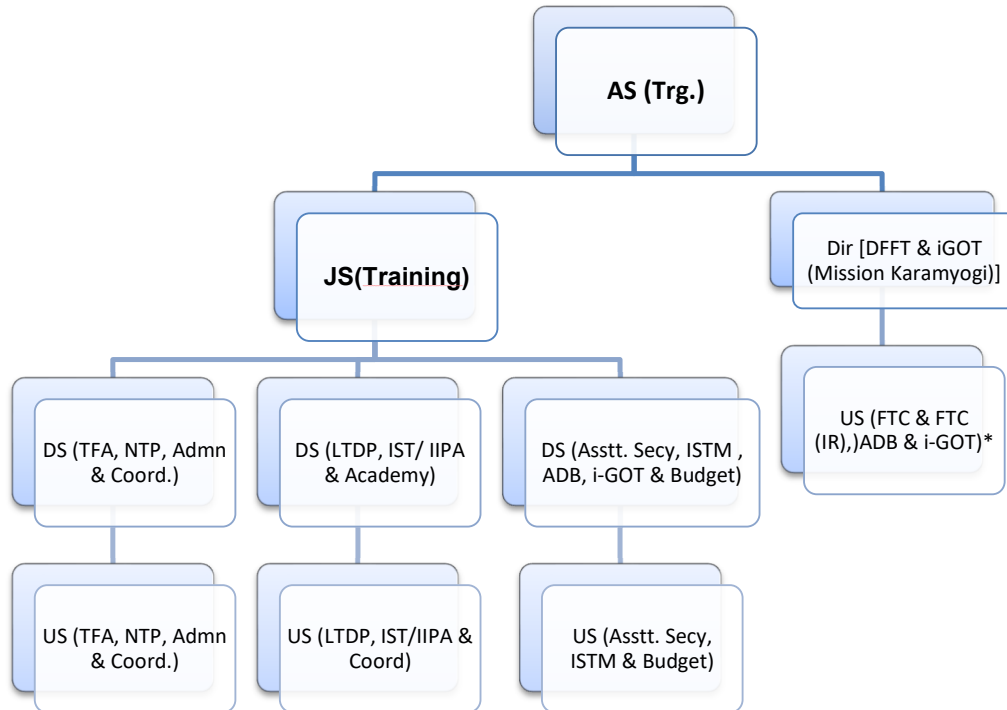
2. Recruitment and allocation of candidates to different grades of CSCS through Departmental examinations.
3. Advice to Cadre Units on individual cases of promotion, confirmation, seniority and other related service matters of CSCS.
4. Fixation of Zones of promotions for various grades CSCS
5. Allocation and transfers of personnel of CSCS grades to other Cadre Units under the zoning schemes and inter-cadre transfers.
6. Matters relating to promotions to the grade of SSAs of CSCS.
7. Ad-hoc promotions to the grade of ASO of CSS.
8. Matters relating to appointment of eligible MTS in the grade of JSAs of CSCS.
9. Matters related to entitlement of Personal Staff of Union Minister.
10. Matters related to cadre restructuring/ Policy matters of CSCS/CSSS.

(xi) CS-II (C) Section

- 1 CSSS Rules and Regulations – Framing and Amendment.
- 2 Recruitment of Stenographer Grade ‘D’ through Stenographer’s Grade ‘C’ and ‘D’ Examination conducted by Staff Selection Commission and their allocation to Cadre Units of CSSS.
- 3 Recruitment of PAs through Limited Departmental Competitive Examination and their allocation to Cadre Units of CSSS.
- 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 Advice to Cadre Units on individual cases of promotion, confirmation seniority and other related service matter in respect of Stenographers Grade ‘D’ and PAs of CSSS.
- 7 Review under FR 56(j) and Rule 48 of CCS (Pension) Rules in respect of Stenographers Grade ‘D’ and PA.
- 8 Matters regarding Rotational Transfer Policy and transfer of Stenographers Grade ‘D’ and PA under RTP.
- 9 RTI/ Court cases / Parliament Questions/ Public Grievances etc. on the above subjects.

VII. TRAINING WING

Hierarchy of Training Wing:



* The work of ADB & i-GOT is handled by Syed Imran Ahmed at DS level and Manoj Gupta at US level.

=

(i) DS (TFA, NTP, Admn. & Coord.)

US (TFA, NTP, Admn. & Coord.)

1. General Administration & Coordination related matters, Training Division other than Budget and Audit.
2. Matters relating to Estates/ Renovation of the Training Division
3. Publication Work/ Library/ Rajbhasha
4. Operation of imprest money provided to Training Division
5. E-office implementation
6. National Training Policy
7. Visit of Secretaries to the Government of India to their first place of posting
8. 'Training for All' Scheme consisting of:-
 - (a) State Category Training Programme
 - (b) Trainers Development Programme
 - (c) Intensive Training Programme
 - (d) Induction Training Programme
 - (e) Faculty Development Scheme
 - (f) Augmentation of capacity of ATIs (Hardware & Software component)
 - (g) Comprehensive Online Modified Module on Induction Training (COMMIT)
 - (h) i-GOT (Integrated Government Online Training Programme)/ Massive Online Open Courses (MOOCs)

(ii) DS (LTDP, IST/IIPA & Academy)

US (LTDP, IST/IIPA & Academy)

1. Long Term Domestic Programmes

2. Capacity Building Programme for State Civil Services officers and State Secretariat Service Officers of North-Eastern States
3. Mid- Career interaction between Armed Forces and Civil Services Officers
4. Nomination of IAS Officers for National Defence College (NDC) Course
5. Joint Civil Military (JCM) Interaction Programme
6. Advance Professional Programme in Public Administration (APPPA) at IIPA- New Delhi
7. One week In-Service Training Programme for the officers of All India Service (IAS, IPS & IFoS), Officers under Central Staffing Scheme and Officers of CSS/CSSS (DS/Sr. PPS and above level)
8. Policy matters & Budgetary matters of IIPA- New Delhi
9. 2nd ARC
10. Training references related to 7th Central Pay Commission
11. All matters related to LBSNAA – Mussoorie
12. All matters relating to mandatory Mid-Career Training Programme for IAS officers
13. Foundation Course for AIS and other Group 'A' Services
14. Induction Training for Promotee IAS officers

(iii) Director (DFFT)

US (FTC, ADB & i-GOT)

1. Domestic Funding of Foreign Training (DFFT) Scheme
2. All matters pertaining to international relations and MoU
3. Bilateral programme funded by Japan International Cooperation Agency (JICA)
4. Matters related to Commonwealth Secretariat and Colombo Plan Secretariat
5. Matters related to iGOT (Mission Karamyogi)

(iv) DS (Asstt. Secy, ISTM, ADB, i-GOT & Budget) US (Asstt Secy, ISTM & Budget)

1. All matters related to ISTM
2. Parliament Standing Committee on Demands for Grants
3. Budget Coordination of Training Division
4. Posting of IAS Officers as Assistant Secretaries in various Ministries/Departments

APPENDIX-I

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 enhanced 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(3) 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 dated 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 administration 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 reservation 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 of 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.

No.23012/1/2007-PG
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Public Grievance Cell)

North Block, New Delhi
The 20th August, 2019.

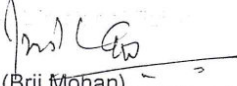
OFFICE MEMORADUM

Subject:- Nomination of a Joint Secretary level officer as Director of Public Grievances.

The undersigned is directed to refer to DARPG O.M. No. F-11011/1/2004-PG dated 24-10-2007 and to state that Ms. Rashmi Chowdhary, Joint Secretary has been designated as Director of Public Grievances for the Department of Personnel & Training. Her contact details are as under :

Ms. Rashmi Chowdhary
Joint Secretary (Admn.)
Department of Personnel & Training
Room No.279-B, North Block
New Delhi – 110 001
Tel : 23094010
Fax No. 23094001
E-mail : rashmi.edu@nic.in

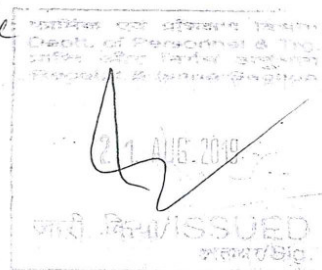
2. Necessary changes in the DARPG's website may also kindly be made to this effect.


(Brij Mohan)
Under Secretary to the Govt. of India
Tel. No. 23092982

To

The Department of Administrative Reforms & Public Grievances,
Room No. 504, 5th Floor, Sardar Patel Bhawan,
Sansad Marg, New Delhi – 110 001

Copy to:- PS to JS (Trg. & Admn.), DoPT, North Block, New Delhi



F.No. 1-28011/67/2000-Ad.III
Government of India
Ministry of Personnel, P.G. & Pensions
(Department of Personnel & Training)

New Delhi, the 7th September, 2018

OFFICE MEMORANDUM

Subject: Nomination of Liaison Officers for SCs/ STs/ Persons with Disabilities and OBCs in respect of Ministry of Personnel, Public Grievances and Pensions.

The undersigned is directed to refer to this Department's O.M. No. 43011/153/2010-Estt.(Res.) dated 04.01.2013 on the above mentioned subject and to say that in so far as the Ministry of Personnel, Public Grievances and Pensions is concerned, Shri Juglal Singh, Deputy Secretary (Admn.) in the Department of Personnel & Training is nominated as the Liaison Officer for the work relating to representation of SCs/ STs/ Persons with Disabilities in Services and Shri A.K. Jain, Deputy Secretary (Pay) in the Department of Personnel & Training is nominated as the Liaison Officer for the work relating to representation of OBCs in Services in respect of this Ministry. The details of both these officers are as follows:

Sl. No.	Name of the Officer	Address		Telephone Nos.	
		Office	Residence	Office	Residence
1.	Shri Juglal Singh, DS (Admn.)	Room No. 5-A, DoPT, North Block, New Delhi	A-7/103, Sector 17, Rohini, Delhi - 110085.	23092338	9999453103
2.	Shri A.K. Jain, DS (Pay)	Room No. 222A, DoPT, North Block, New Delhi	492, Sector-3, R.K. Puram, New Delhi - 110022.	23094542	26164641

Jainarain
 7/9/2018
 (Jai Narain)

Under Secretary to the Government of India
 ☎: 23040495

To

- (i) National Commission for SCs and STs. Floor V, Lok Nayak Bhawan, New Delhi.
- (ii) National Commission for Backward Classes. Trikot-I. Bhikaji Cama Place, New Delhi - 110066.
- (iii) Shri Juglal Singh, DS (Admn.), DoPT, North Block, New Delhi.
- (iv) Shri A.K. Jain, DS (Pay), DoPT, North Block, New Delhi.
- (v) All attached offices under this Ministry - for information.

Jainarain
 7/9/2018
 (Jai Narain)

Under Secretary to the Government of India
 ☎: 23040495

कार्मिक एवं प्रशिक्षण विभाग
 Deptt. of Personnel & Trg.
 प्राप्ति और निगम अनुभाग
 Receipt & Issue Section

3 07 SEP 2018

जारी किया/ISSUED
 हस्ताक्षर/Sig.

o/c

F.No.C-32013/1/2017-Vig.
 Government of India
 Ministry of Personnel & P.G. & Pensions
 Department of Personnel & Training

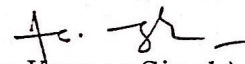
North Block, New Delhi
 Dated the 8th January, 2018

ORDER

Consequent upon the approval of the Central Vigilance Commission, Shri Srinivas Ramaswamy Katikithala, IAS (GJ: 1989), Joint Secretary, in this Department, is hereby appointed as part-time Chief Vigilance Officer, for the Department of Personnel & Training (including Public Enterprises Selection Board {P.E.S.B}), in the Ministry of Personnel, Public Grievances & Pensions, with immediate effect and until further orders.

2. Henceforth, all communications relating to the vigilance matters may be addressed to him by name. His office address and telephone numbers are given below:-

Address	Telephone Number
Office: Room No. 193, North Block, New Delhi.	011-23092974


 (Ajay Kumar Singh)

Under Secretary to the Govt. of India
 Tel.: 23093214

To

All Ministries/Departments of Govt. of India

Copy to:-

1. The Secretary, Central Vigilance Commission, Satarkata Bhawan, G.P.O. Complex, Block-A, INA, New Delhi.
2. Cabinet Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. All attached offices of the Department of Personnel & Training.
5. All Officers/Desks/Sections in this Department of Personnel & Training (including PESB).
6. Shri Srinivas Ramaswamy Katikithala, Joint Secretary & CVO, DoP&T, North Block, New Delhi.

MINISTRY OF PERSONEL, PUBLIC GRIVANCES AND PENSIONS STATEMENT 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 Chairman / 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 recommendations for reforms and reorganization	Sh. K. Hanumanthappa, MP Chairperson 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.1966 to June, 1970
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 Andhra 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, Chairperson, 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 dot 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. Jayaprakash 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 wherein 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 and 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 and Training will be as follows:

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

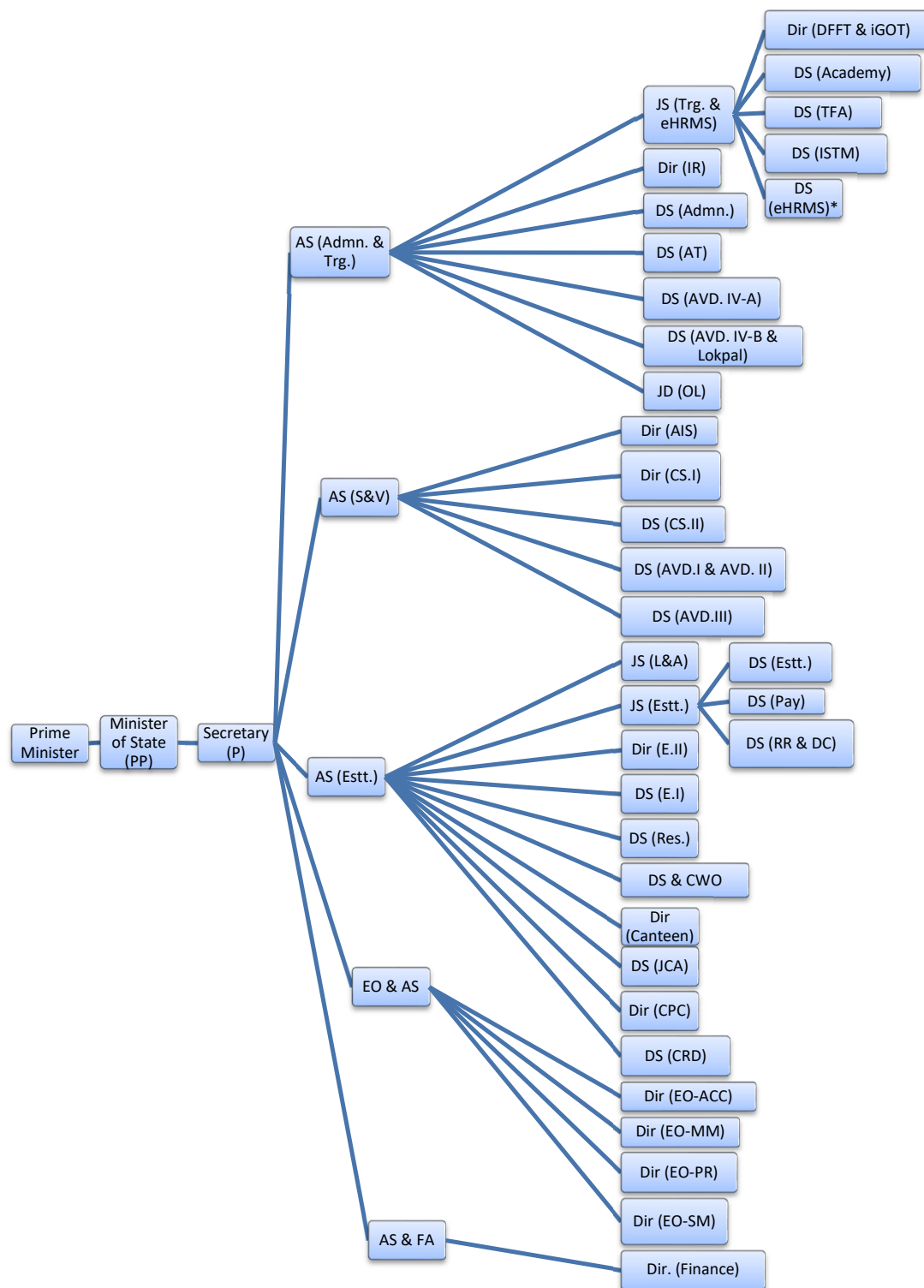
2. This issues with the approval of Cabinet Secretary.

(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.

Organizational Chart for Department of Personnel & Training



* vacant