

ANNEXURE-III

STATEMENT INDICATING THE ITEMS OF WORK WHICH MAY BE DISPOSED OF AT THE LEVEL OF MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS IN RESPECT OF MATTERS PERTAINING TO DEPARTMENT OF PERSONNEL & TRAINING

Sl.No.	Items of Work
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General

1. Parliamentary matters:
 - (a) Replies to Starred Questions.
 - (b) Replies to Unstarred Questions and Assurances.
 - (c) Replies to the recommendations of Parliamentary Committees.
 - (d) Replies to matters raised under Rule 377 in Lok Sabha and Special Mention in Rajya Sabha.
2. Deleted (included at Sl. No. 1A in Annexure 1)
3. Notes for Cabinet/Committees of Cabinet received from other Ministries/ Departments which involve policy matters concerning the work of the Department of Personnel & Training.
4. Notes for Committee of Secretaries on matters concerning the Department of Personnel & Training.
5. Notes for Committee of Secretaries received from other Ministries/ Departments which involve major policy or important issues.
6. Decision on contesting writ petition or filing appeal in cases of appointments made with the approval of ACC as also other appointments made to Group 'A' posts.
7. Submission of Notes /References to PMO on important policy matters.
8. Extension of the period of deputation to ex-cadre post for the' fifth year or beyond fifth year and/or for the Second year in excess of the period prescribed in the recruitment rules.
9. Replies to letters/ representations received by MOS (P) from MPs and other VIPs.

AT & Admn Division
CAT Matters

10. Amendment to various Rules framed under the Administrative Tribunal Act for the Central Administrative Tribunal and State Administrative Tribunals.
11. Policy matters relating to Administrative Tribunals.
12. Setting up of additional benches of Central Administrative Tribunal.
13. Complaints against Chairman/Vice-Chairmen/Members of CAT/SAT.
14. Acceptance of resignation of Chairman/Vice-Chairmen/Members of CAT/SAT.
15. Creation of Group 'A' posts in Central Administrative Tribunal.
16. Framing/amendment of Recruitment Rules for Group' A' posts in the Central Administrative Tribunal.
17. Appointment/ Extension of service/re-employment or resignation of the officers of the level of Deputy Registrar and above in the Central Administrative Tribunal.
18. Grant of permission for re-employment to officers of CAT within two years after retirement.
19. Ad-hoc appointment in Group' A' posts except the post of Deputy Registrar in CAT.
20. Disciplinary proceedings against Group' A' officers in CAT.
21. Memorials submitted by officers/Staff of the CAT to the President.
22. Fixation of pay in relaxation of Rules/Orders in respect of the Chairman/ Vice Chairman / Members of CAT.
23. Grant of Leave to Chairman, CAT.

Reservation Matters

24. Major interpretation of existing Orders/ Rules relating to reservation for SC/ST/OBC/Physically handicapped/ex -servicemen.
25. Replies to recommendations of National Commission for SC/STs.

Welfare Matters

26. General policy relating to payment of grants-in-aid to Welfare Associations / Coordination Committees etc.

27. Nomination of Members on Board of Directors of the Kendriya Bhandar.
28. Laying of audited accounts in respect of Kendriya Bhandar, Grih Kalyan Kendras, Central Civil Services Cultural and Sports Board before the Parliament.
29. Major change in the existing policy relating to Departmental Canteens.
30. Major policy matters relating to Grih Kalyan Kendras.

Administrative Matters

31. Creation of Group 'A' posts.
32. Deleted (included at Sl. No.3 in Annexure – 1).
33. Deputation abroad of officers for attending Conferences/Training courses.
34. Disciplinary proceedings against Group 'A' and 'B' officers.
35. Memorial addressed to the President by the officers and staff.
36. Appeals/Petitions of Group 'A' officers.
37. Grant of permission/ intimation under Conduct Rules to officers of the level of Secretary.
38. Cases of appointments under the Central Staffing Scheme to the posts of the level of Deputy Secretary/ Director.

CS Division
Central Services Matters

39. Framing/amendment of CSS/CSCS/CSSS Rules or finalisation of a new policy.
40. Determination of vacancies for Select List of Directors.
41. Determination of vacancies for Select List of Grade-I Officers of CSS.
42. Approval of Select List of Grade-I Officers of CSS.
43. Fixation of strength of Select List of Section Officers Grade of CSS.
44. Determination of vacancy for Select List of PPS of the CSSS.
45. Approval of Select List of PPS.
46. Approval of creation of posts in the personal staff of Ministers.
47. Grant of extension of service/re-employment to CSS officers.

48. Retirement of Grade-I and Selection Grade officers of CSS under FR 56(J).
49. Retention in Service of Grade-I and Selection Grade officers of CSS beyond the age of 50 years/after completion of 30 years of service.
50. Decision on change in policy and relaxation of provision of Rules relating to absorption of surplus staff.
51. Approval of request of surplus Group 'A' officers for voluntary retirement.
52. Matters relating to change/relaxation of policy/rules/accepted procedure in respect of officers and staff effected by States Re-organisation.
53. Decision on matters relating to policy formulation and changes in respect of Cadre Review of Group 'A' services.
54. Approval of final proposal for Cadre Review before submission to the Cabinet.

Establishment Division

55. Amendment to CCS (CCA) Rules, 1965.
56. Amendment to CCS (Conduct) Rules, 1964.
57. Individual cases of withdrawal of resignation of the officers of the level of Deputy Secretary and above.
58. Individual cases of grant of permission for commercial employment after retirement to officers, who had held posts of the level of JS and above but below Secretary level at the time of their retirement.

Matters Relating to UPSC/SSC

59. Amendment to UPSC (Members) Regulations.
60. Deputation abroad of Chairman/Members of UPSC/State PSCs.
61. Major complaints against Members of State PSCs.
62. Creation of posts above the level of Deputy Secretary in UPSC.
63. Proposals for grant of exemption under UPSC (Exemption from Consultation) Regulation.
64. Fixation of fee to be charged from candidates for UPSC/SSC examination.
65. Review of scheme of examination conducted by UPSC/SSC.

66. Creation of posts above the level of Deputy Secretary in SSC.
67. Appointment to posts above the level of Under Secretary in the SSC.
68. Disagreement with UPSC's advice referred by other Ministries in non-appointment cases of officers not belonging to any organised Group 'A' service.

Service Matters (General)

69. Policy relating to verification of character and antecedents.
70. Amendments to Fundamental Rule 17A relating to treatment of the period of strike/agitation by the Government servant on the basis of policy approved by the Prime Minister.
71. Amendment to Central Service (Temporary Service) Rules, 1965.
72. Amendment to instructions relating to probation in various Central Services.
73. Amendment to the basic instructions relating to fixation of seniority.
74. Policy regarding framing of Recruitment/Service Rules.
75. Policy relating to appointment of Consultants and payment of fees to them.
76. Amendment to rules/general order relating to fixation of pay.
77. Amendment to CCS (Joining Time) Rules, 1979.
78. Amendment to CCS (Leave) Rules, 1972.
79. Cases involving policy issues relating to Joint Consultative Machinery and compulsory arbitration.
80. Cases requiring relaxation of policy/Rules in regard to matters concerning the JCM.
81. Cases involving policy issues relating to holidays.
82. Cases involving policy issues relating to working hours.

EO Division

83. Selection of IAS/CSS officers and officers of other than Group 'A' Services on Central deputation for training/fellowship abroad.
84. Cadre clearance for foreign training of officers of the level of Additional Secretary/Secretary.

S & V Division

All India Services Matters

85. Cases of rejection of the opinion of Appellate Medical Board in respect of candidates selected through Civil Service Examination.
86. Decision on adverse verification of character and antecedents report in respect of persons recruited through Civil Service Examination.
87. Fixation of domicile of IAS/IPS probationers.
88. Policy matters relating to seniority of IAS/IPS officers and framing/amendment of rules relating to seniority.
89. Fixation of seniority of IAS officer in special cases in relaxation of Rules
90. Amendment/ framing of Rules /Regulations in respect of AIS officers.
91. Cases of retention of IAS officers beyond the age of 50 years/on completion of 30 years of service as per recommendations of State Government.
92. Deleted (included at Sl. No.33A of Annexure – 1)
93. Requests for change of date of birth of AIS officers.
94. Cadre review of IAS officers.
95. Amendment to AIS (Conduct) Rules.
96. Amendment to AIS (Discipline and Appeal) Rules.
97. Extension of the period of probation of IAS probationers.
98. Amendment to IAS/ IPS and IFS Examination - Regulations.
99. Amendment to AIS (Leave) Rules.
100. Amendment to AIS (Special Disability Leave) Regulations.
101. Amendment to AIS (Study Leave) Regulations.
102. Amendment to AIS (Medical Attendance) Rules.
103. Amendment to AIS (Confidential Rolls) Rules.
104. Acceptance of resignation tendered by IAS Officers.

Vigilance Matters

- 105. Complaints received from MPs, MLAs and other VIPs about corruption.
- 106. Complaints against Ministers in States except Chief Ministers.
- 107. Withdrawal of prosecution under Section 321 Cr.PC.

Matters Relating to CBI

- 108. Deputation of CBI officers for participation in training programme/ investigations/ seminars/conferences abroad.
- 109. Permission/intimation given by the CBI officers of the rank of JS and above under Conduct Rules.
- 110. Framing of Recruitment Rules for Group 'A' posts in CBI.
- 111. Grant of permission to CBI for filing extradition proceedings.
- 112. Deputation of CBI officers of the rank of DIG and above to other organisations.

Training Division

- 113. Laying of Annual Report and Audited Statement of Accounts of IIPA on the Table of Lok Sabha /Rajya Sabha.
- 114. Appointment to the post of the level of Deputy' Secretary and above in ISTM/LBSNAA.
- 115. Deputation of faculty Members of ISTM/LBSNAA for attending training programme/meetings/conferences.
- 116. Framing/ amending the recruitment rules for various faculty, non-faculty Group 'A' posts in ISTM / LBSNAA.
- 117. Approval of projects assisted by the Foreign Governments and International agencies such as UNDP and British Council etc.
- 118. Deputation abroad under projects assisted by the Foreign Governments and International agencies such as UNDP and British Council etc.

RTI Matters

- 119. Action on recommendations of Parliamentary Committees.
- 120. Action on recommendations of CIC.

121. Matters relating to Budget Provisions / creations of posts / continuation of temporary posts/ foreign visits of CIC's and other officers of CIC / Grant of Leave to CICs.

Lokpal Matters

122. Notification to be issued under the Lokpal and Lokayuktas Act, 2013 and the Rules framed thereunder.
123. Amendments to Rules framed under the Lokpal and Lokayuktas Act, 2013.

