

**DEPARTMENT OF**  
**PERSONNEL AND TRAINING**

**INDUCTION MATERIAL**

**2008**

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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 of Personnel was created in August, 1970 under the Cabinet Secretariat by transferring the subject concerning public services from the Ministry of Home Affairs. The details of changes made in the nomenclature/allocation of work of the Department during the subsequent years are as given below:

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

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

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

16.	Shri I.K. Gujral Prime Minister	22.04.1997	18.03.1998	11
17.	Shri A.B. Vajpayee Prime Minister	19.03.1998	30.01.2003	58
18.	Shri L.K. Advani Dy. Prime Minister	30.01.2003	22.05.2004	16
19.	Dr. Manmohan Singh Prime Minister	23.05.2004	Till Date	

**MINISTERS OF STATE**

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

**SECRETARY (PERSONNEL)**

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

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

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

The Department of Personnel and Training is under the overall charge of the Prime Minister assisted by a Minister of State. The Department is functioning under the charge of Secretary (Personnel) who is presently assisted by two Additional Secretaries, four Joint Secretary level officers and other supporting officers and staff. Functionally, the Department is presently divided into 9 Divisions, each of which is headed by either Additional Secretary or a Joint Secretary. The Divisions are:

<b><u>NAME OF THE DIVISION</u></b>	<b><u>WORK ALLOCATED</u></b>
<b><u>Located in the North Block</u></b>	
(i) Establishment Officer (EO)	All matters relating to senior appointments, career management, fellowship abroad and foreign assignment.
(ii) Services and Vigilance (S&V)	All matters relating to Administrative vigilance (including administration of CVC) and All India Services.
(iii) Establishment	All matters relating to personnel policies of Central Government servants other than All India Service Officers, Joint Consultative Machinery for Central Government Employees and matters relating to the Union Public Service Commission, Staff Selection Commission and PESB.
(iv) Ad. Tribunal & Administration	All matters relating to the Administrative Tribunal, Reservation in Services, Staff Welfare and personnel administration of DOPT. Also bringing out the Delhi Official Directory.
(v) Right to Information	All policy matters relating to Right to Information Act, 2005 and the Central Information Commission.
(vi) Budget	All Budget matters relating to this Ministry and its attached/ subordinate offices.

**Located in Old JNU Campus**

- |                       |   |
|-----------------------|---|
| (vii) Training (Trg.) | All matters relating to training and administration of Lal Bahadur Shastri National Academy of Administration, Mussoorie and Institute of Secretariat Training and Management, New Delhi. |
|-----------------------|---|

**Located in Lok Nayak Bhavan**

- |                                  |  |
|----------------------------------|--|
| (viii) Central Services Division | All matters relating to Cadre Management of CSS / CSSS / CSCS and redeployment of surplus staff. |
|----------------------------------|--|

**Located in CGO Complex**

- |   |  |
|---|--|
| (ix) Public Enterprises Selection Board | All matters relating to appointment of top management posts in Public Sector Enterprises |
|---|--|

**4. STAFF STRENGTH**

The staff strength of the Department of Personnel and Training as on 2008 is as under :-

(i)	Group 'A' posts.	104
(ii)	Group 'B' posts.	350
(iii)	Group 'C' posts.	208
(iv)	Group 'D' posts.	170
	TOTAL	<b>832</b>



**ATTACHED AND OTHER OFFICES UNDER THIS DEPARTMENT**

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

<u>Sl. No.</u>	<u>Name of office and status</u>	<u>Official address and contact #</u>
1.	Union Public Service Commission, New Delhi. (Constitutional Body)	Secretary, UPSC, Dholpur House, New Delhi. Tel. No. 23383802 Fax: 011- 23385345
2.	Central Vigilance Commission, (A Statutory Body of the Government of India).	Secretary, CVC, Satarkta Bhavan, INA Colony, New Delhi. Tele. No. 24618891 Fax: 011- 24618891
3.	Central Administrative Tribunal, New Delhi. (Quasi-Judicial Body)	Principal Registrar, CAT, Principal Bench, 61/35, Copernicus Marg, New Delhi. Tele No. 23382507 Fax: 011-23387713”
4.	Lal Bahadur Shastri National, Academy of Administration, Mussoorie.	Director, LBSNAA, Mussoorie- 248179 Uttaranchal. Tele. No. 2632289 Fax: 0135- 2632350
5.	Institute of Secretariat Training, and Management, New Delhi.	Director, ISTM, J.N.U. Campus, New Delhi – 110067 Tele. No. 26164182 Fax: 011- 26104183
6.	Central Bureau of Investigation, New Delhi. (Attached Office)	Director, CBI, CGO Complex, Lodhi Road, New Delhi- 110003 Tele. No. 24360532 Fax: 011- 24364130
7.	Staff Selection Commission, New Delhi. (Attached Office)	Secretary, SSC, CGO Complex, Lodhi Road, New Delhi- 110003 Tele. No. 24361408 Fax: 011- 23460120
8.	Central Information Commission, New Delhi.	Secretary , 2 <sup>nd</sup> Floor, ‘B’ Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 Tele No.26167932

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

##### **Department of Personnel & Training**

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

##### **4.2 Recruitment Agencies.**

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

##### **4.3 Training Division**

Two major training institutions directly under the administrative control of the Department are the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussorie and the Institute of Secretariat Training and Management (ISTM), JNU Campus, New Delhi. The former is mainly responsible for providing induction training to recruits to the Indian Administrative Service and other All India Services and Central Services. The Institute of Secretariat Training and Management provides induction as well as in-service training to members of the Central Secretariat Service.

##### **4.4 Senior Appointments under the Government of India**

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

#### **4.5.1 Administrative Vigilance**

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

#### **4.6 Central Vigilance Commission**

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

#### **4.7 Central Bureau of Investigation**

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

#### **4.8 Joint Consultative Machinery**

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

#### **4.9 Central Administrative Tribunal**

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

#### **4.10 Staff Welfare**

Realising that improvement in the working and living conditions of the employees and their families leads to efficiency and high morale, the Department supports various welfare programmes. These are provided through Recreation Halls/ Clubs in various Ministries/ Departments, Central Government Employees Welfare Coordination Committees in Central Government Offices located

outside Delhi, Residents' Welfare Association /Area Welfare Officers, Benevolent Fund and Departmental canteens. Department of Personnel and Training is the nodal agency for four registered societies set up for the welfare of Government employees and their families. These societies are the Central Civil Services Cultural and Sports Board, Grih Kalyan Kendra, Civil Services Cultural and Sports Board and Kendriya Bhandar. All the four societies are located in Delhi.

#### **4.11 Public Enterprises Selection Board**

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

#### **4.12 Central Information Commission**

In pursuance of Section 12 of the Right to Information Act, 2005 the Central Government has constituted the Central Information Commission, consisting of the following names:-

- |      |                            |                                  |
|------|----------------------------|----------------------------------|
| i.   | Shri Wajahat Habibullah    | - Chief Information Commissioner |
| ii.  | Shri A.N. Tiwari           | - Information Commissioner       |
| iii. | Shri O.P.Kejariwal         | - Information Commissioner       |
| iv.  | Shri M.M. Ansari           | - Information Commissioner       |
| v.   | Smt. Padma Balasubramanian | - Information Commissioner       |

The Gazette Notification constituting the commission was issued on 11<sup>th</sup> October,2005 and all the Commissioners have taken oath and are in their positions. The Commission shall exercise the powers conferred on, and perform the functions assigned to it under the Act.

#### **V. DELEGATION OF POWERS**

- (a) The financial and administrative powers of Head of the Department under delegation of Financial Powers Rules, FR and SR, CCS (Leave) Rules, CCS (Pension) Rules, GPF (CS) Rules in respect of the Secretariat proper stands delegated to Director/Deputy Secretary (Administration) of the Department of Personnel and Training and Department of Administrative Reforms and Public Grievances vide Order No. 11011/4/78-Fin.II dated 16/21 March, 1978 (copy at Appendix, I- pages 78-80).
- (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 9<sup>th</sup> June, 1999 (copy at Appendix, II- page 82).

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

Dr. Syamal Kumar Sarkar, Joint Secretary (AT&A) in the Department of Personnel and Training has been appointed as Director of Grievances for the Department vide Order No. 23012/1/2007-P.G. dated 20<sup>th</sup> September, 2007 (copy at Appendix, III- page 83).

Shri Suresh Pal who is working as Director (Administration) in the Department of Personnel & Training has been appointed as the Liaison Officer for SCs/STs / OBCs in respect of the Ministry as well as its attached offices vide O.M. No. I.28011/67/2000-Ad.III dated 31.01.2007 (copy at Appendix, IV- page-84).

Shri Vineet Pandey, Director (Training) in the Department of Personnel and Training has been appointed as the part-time Chief Vigilance Officer in the Ministry vide A.32013/12/99-Ad.I dated 28/7/2006 (copy at Appendix, V- page- 85)

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

The information is as given in a statement at Appendix, VI- (pages 86-88).

**VIII. WRITING OF ANNUAL CONFIDENTIAL REPORTS**

The Reporting, Reviewing and Accepting Authority for the purpose of writing of Annual Confidential Report of the officers of the level of Under Secretary and above will be as specified in this Department's O.M. No. A-28011/1/89-Admn.I dated the 6<sup>th</sup> June, 1991 (copy at Annexure, VII –page 89-90)

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

A chart is enclosed at Appendix- VIII vide pages 91

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

With a view to ensure that the applications / requests received from the Officers / Staff are disposed off by the Administration Division promptly, time limits has been laid down for various types of applications / requests vide this Department's circular No. 18011/1/94-IWSU dated the 20<sup>th</sup> June, 1996. (Appendix- IX – at page 92-93)

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

**1. RECRUITMENT, PROMOTION AND MORALE OF SERVICES.**

1. Reservation of posts in Services for certain classes of citizen.
2. General questions relating to recruitment, promotion and seniority pertaining to Central Services except Railway Services and Services under the control of the Department of Atomic Energy (Parmanu Oorja Vidhag), the Department of Electronics (Electroniki Vibhag), the Department of Space (Antariksh Vibhag) and the Scientific and Technical Services under the Department of Defence Research and Development (Raksha Anusandhan Tatha Vikas Vibhag).
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 grants of gazetted status in relation to Services other than Railway Services.
5. Recruitment of ministerial staff for the Government of India Secretariat and its attached offices except that for the Department of Railways (Rail Vibag), the Department of Atomic Energy (Parmanu Oorja Vibhag), the Department of Electronics (Electroniki Vibhag) and the Department of Space (Antariksha Vibhag).
6. Appointment of non-Indians to civil posts under the Government of India posts under the Department of Railways (Rail Vibhag), the Department of Atomic Energy (Parmanu Oorja Vibhag), the Department of Electronics (Electroniki Vibhag) and the Department of Space (Antariksha Vibhag).
7. General policy regarding employment assistance to persons of Indian origin coming from various countries.
8. Concessions to War Services candidates in respect of appointments to civil posts and services.
9. General policy regarding resettlement of displaced Government servants from areas now in Pakistan and retrenched temporary employees.
10. Concessions to political sufferers in the matters of first appointment or reappointment to the public services.
11. General policy regarding grant of extension to or re-employment of superannuated officers.
12. Issue of certificates of eligibility for appointment to Civil Services and posts under the Union in respect of persons other than Indian citizens.
13. (a) Deputation of Indian experts abroad under the Indian Technical and Economic Cooperation Programme of the Ministry of External Affairs (Videsh Manytralaya) and on bilateral basis of the developing countries of Asia, Africa and Latin America.  
(b) Deputation of officers or placements with the United Nations and its allied agencies as also with other international agencies like ILO, FAO etc.

14. General policy regarding verification of character and antecedents, suitability of candidates for appointment to Government service.
15. Policy matters relating to issue of 'No Objection Certificate' to serving personnel for registration with the Employment Exchange for higher posts.
16. Matters relating to the Personal Staff of Ministers.
17. Redeployment of staff rendered surplus in Central Govt. Offices as a result of :
  - (i) Administrative Reforms,
  - (ii) Studies made by SIU, and
  - (iii) Winding up of long term but temporary organizations.
18. Advising Ministries on proper management of various cadres under their control.

## **II. TRAINING**

19. (a) Formulation and coordination of training policies for the All India and Central Services.
- (b) Lal Bahadur Shastri National Academy of Administration and ISTM.
- (c) Training programmes for the IAS and the CSS.
- (d) Preparation and publication of training material and of the information of training techniques, facilities and programmes.
- (e) Liaison with training institutions within the States and abroad.
- (f) Refresher and special courses of Middle and Senior Management levels.

## **III. VIGILANCE AND DISCIPLINE**

20. (a) The Prevention of Corruption Act, 1747 (2 of 1747): 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.
- (b) Central Vigilance Commission;
- (c) All policy matters pertaining to vigilance and discipline among public matters; and
- (d) Relation between the Members of Parliament and Administration.

## **IV. SERVICE CONDITIONS**

21. General questions (other than those which have a financial bearing including Conduct Rules relating to All India and Union Public Service, except in regard to services under the control of the Deptt. of Railways (Rail Vibhag), the Deptt. of Atomic Energy (Parmanu Ooraja Vibhag), the Deptt. of Electronics (Electroniki Vibhag) and the Department of Space (Antriksha Vibhag).
22. Conditions of services of Central Government employees (excluding those under the control of the Deptt. of Railways (Rail Vibhag), the Deptt. of Atomic Energy (Parmanu Ooraja Vibhag), the Deptt. of Electronics (Electroniki Vibhag) and the Department of Space (Antriksha Vibhag) and the Scientific

and Technical personnel under the Deptt. of Defence Research and Development (Raksha Anusandhan Tatha Vikas Vibhag) 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 FR, SR 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 traveling 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 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 including those having a predominantly financial character referred 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 Indian Institute of Public Administration.
25. Leave travel concession for civil employees other than railway employees.
26. The Central Service (Temporary Service) Rules, 1949.
27. General policy regarding retrenchment and revision of temporary Government servants except those under the Department of Railways (Rail Vibhag).
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 (Vitta Mantralaya).
32. Advice on proposals in respect of the Ministry of Finance (Vitta Mantralaya) relating to the number of grade of posts to the strength of a service or to the pay and allowances of Government servants or any other conditions of their service having financial implications.



33. General policy regarding reimbursement of legal expenses incurred by Government servants.
34. Proposals for grant of ex-officio Secretariat status.
35. Honorary appointments of persons in civil posts.
36. Oath of allegiance to the Constitution.

**V. SENIOR AND MIDDLE MANAGEMENT**

37. All aspects of Senior Management (i.e. Joint Secretaries and above and their equivalents) including developments of personnel for it.
38. (a) Establishment Officer to the Government of India.  
(b) Appointments Committee of the Cabinet.  
(c) Central Establishment Board.  
(d) Career Development for Middle Management (i.e. Director, Deputy and Under Secretaries and equivalents).

**VI. GOVERNMENT EMPLOYEES RELATIONS INCLUDING STAFF GRIEVANCES & 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 & Training (Karmik aur Prashikshan Vibhag).  
(c) Machinery for the redress of staff grievances.  
(d) Staff Welfare including Sports, Cultural activities, Grih Kalyan Kendra, Canteens, Cooperative Stores etc.,  
(e) All matters relating to Central Administrative Tribunals and State Administrative Tribunals, and  
(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 Service.
- (b) Rules and Regulations under the All India Service 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 Services, Central Secretariat Stenographers Service and Central Secretariat Clerical Services.

**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 Services 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 REORGANISATION.**

44. (a) Allocation of service personnel affected by the re-organization of States.
- (b) Division and integration of services affected by the re-organization of States other than the Union Territories.
- (c) Protection of Service conditions of personnel affected by re-organization of States.
- (d) Other matters relating of State Services affected by the re-organization of States.

**XII. PUBLIC ENTERPRISES SELECTION BOARD**

45. 1. Public Enterprises Selection Board.

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

**1. ESTABLISHMENT OFFICER'S DIVISION**

**DIVISIONAL HEAD**

Shri P. K. Misra  
Establishment Officer & Additional Secretary  
Telephone No. 23092370 (O)  
Intercom No. 213, Fax No. 011 – 23013142  
Room No. 115, North Block.

**DIRECTORS / DEPUTY SECRETARIES**

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

Mrs. Trishaljit Sethi,  
Director (MM),  
Tele. No. 23092842,  
Intercom No. 234,  
Room No. 19-A,  
North Block.

Shri Anil Kumar Singhal,  
Director (SM),  
Tele. No. 23092187,  
Intercom No. 289,  
Room No. 20,  
North Block.

Shri Chanan Ram  
Deputy Secretary (PR),  
Tele. No. 23093298,  
Intercom No. 280,  
Room No. 22-A,  
North Block.

**(i) E.O. (SM – I) Desk.**

Shri S.K. Mohanty,  
Section Officer,  
Tele. No. 23093376,  
Intercom No. 303,  
Room No. 18,  
North Block.

Director (SM)

**WORK ALLOCATED**

1. Holding of Civil Services Board's meetings and preparation of agenda thereof.
2. Empanelment of IPS Officers for holding the posts at the level of IG / Addl. DG in CPOs.
3. Retention of names of officers on offer at the level of Joint Secretary.

4. Placement of names of officers at the level of Joint Secretary / equivalent at the Government of India.
5. Issue of orders in respect of appointments at the level of Additional Secretary and Secretary and their equivalent received from the Cabinet Secretary's office.
6. Appointment of IPS officers at the level of ADG and above in the various CPOs.
7. Policy on the regulation of tenure of officers serving at the Centre.
8. Extension of tenure of officers serving at the Centre at the level of Joint Secretary and equivalent.
9. Regulation of various aspects of the provisions of the Central Staffing Scheme.
10. Inter – cadre deputation of officers of All India Service.
11. Inter – cadre transfers of officers of All India Service.

**(ii) E.O. (SM – II) Section**

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

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

Director (ACC)

**WORK ALLOCATED**

**1. All appointments by:**

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

**(iii) EO (ACC) Desk**

Shri P.K. Mishra,  
Section Officer,  
Tele. No. 23094487  
Intercom No. 288  
Room No. 18  
North Block

Shri S. K. Ahluwalia,  
Under Secretary (ACC),  
Tele. No. 23093063  
Intercom No. 258  
Room No. 278-A  
North Block.

Director (ACC)

Sh.Edmond Xalxo/ Sh R.N.Upadhyay,  
Section Officer      Section Officer

**WORK ALLOCATED**

- i) Processing of proposals received from various Ministries/ Departments for seeking approval of the ACC for appointments of Chairmen-cum-Managing Directors, Managing Directors, Functional Directors, part- time Chairmen and part-time non-official Directors on the Boards of Central Public Sector Undertakings.
- ii) Processing of proposals received from the Ministry of Finance, for seeking approval of the ACC for appointments of Chairmen & Managing Directors, Managing Directors, Executive Directors, part-time non-official Directors, 'Officers and Workmen Employee' Directors on the Boards of Nationalized Banks and Deputy Governors on the Boards of Reserve Bank of India.
- iii) Processing of proposals received from the Ministry of Finance for seeking approval of the ACC for appointments of Chairmen/Chief Executives/Managing Directors, Directors and part-time non-official Directors on the Boards of Insurance Companies and Financial Institutions.
- iv) Processing of proposals received from the Ministry of Railways for seeking approval of the ACC for empanelment/appointment of General Managers and equivalent, Additional Members in Railway Board; Appointment of Secretary, Members and Chairman, Railway Board. Empanelment of all Group 'A' Services under the Ministry of Railways for promotion to the Higher Administrative Grade of the Services (Rs.22400-24500).
- v) All appointments of part-time non-official Directors in Schedule 'C' and 'D' Central Public Sector Undertakings.
- vi) Processing of all the proposals for appointments on additional charge basis/ad-hoc extension of tenure in Central PSUs requiring approval of the Competent Authority and the ACC, as per the delegation of powers.
- vii) Coordination work within the EO Division.

(iv). **ELECTION CELL**

US (ACC)

Dir.(ACC)

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

**WORK ALLOCATED**

1. Appointments of Central Observers of Election to Lok Sabha / Assembly elections.  
  
( Director (ACC) has been nominated as the Nodal Officer on behalf of the Election Commission for appointment of IAS officers as 'Observers' for election duties He is assisted by the Under Secretary (ACC) and Section Officer (Election Cell) ).

**(v). EO (PR) Section**

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

DS (PR)

**WORK ALLOCATED**

1. Maintenance and proper custody of the Confidential Reports of IAS officers and CSS officers of J.S. Grade and collection and transmission of Annual Confidential Reports of IAS officers on deputation to Centre to their cadre authorities.
2. Maintenance of immovable property returns of IAS and CSS Grade I and above officers.
3. Processing of the representations of officers of the rank of Joint Secretary or equivalent level against adverse remarks.
4. Processing of memorials from IAS officers and CSS officers of J.S. Grade against adverse remarks.
5. Endorsement / deletion / attestation of adverse remarks communicated / expunged in the ACRs of the IAS / CSS officers of J.S. Grade by the Administrative Authorities.
6. Placing of appreciation letters / commendation letter certificates regarding languages learnt; Educational Qualifications acquired; and Record about any book; articles and other publication brought out or for publication of which he may be responsible in the C.R. dossiers of IAS officers and CSS officers of J.S. Grade.
7. Placing of copy of order of penalty (warning) reprimand or displeasure and record of final result of inquiry into the charges or allegations made in the CR dossiers of IAS officers / CSS officers of J.S. Grade.
8. Supplying of CR Dossiers of IAS officers for empanelment to the post of Joint Secretary / Deputy Secretary and Director at the Centre.
9. Supplying of CR dossiers of IAS officers and CSS officers of J.S. Grade for empanelment at the level of Additional Secretary / Secretary to the Cabinet Secretariat.

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

Shri S. I. Ahmed  
 Section Officer,  
 Tele. No. 23093376  
 Intercom No. 302  
 Room No. 18  
 North Block.

Director (MM)

**WORK ALLOCATED**

1. Appointment / postings of officers belonging to IAS / Central Group 'A' Services at the level of Deputy Secretary / Director in various Ministries/ Department under Central Staffing Scheme on Central Secretariat Posts and other related matters viz.
  - i. Placement of officers on "Compulsory Wait".
  - ii. Debarment / revocation of debarment.
  - iii. Extension in tenure / pre-mature repatriation of officers on various grounds.
  - iv. Personal upgradation of Deputy Secretary as Directors.
  - v. Appointments to various posts at DS/ Director level in LBSNAA, Mussoorie
2. Compiling vacancies at the level of Deputy Secretary / Director in the Government which are filled under the Central Staffing Scheme.
3. Appointment of Private Secretaries / OSD to the Ministers and other matters relating to their appointments.

**vii) EO (MM-II) SECTION**

Shri Nirmal Kumar                      Director (MM)  
 Section Officer,  
 Tele. No. 23092379,  
 Intercom No. 292,  
 Room No. 81-C,  
 North Block.

**WORK ALLOCATED**

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

**(viii) EO (F) Desk**

Shri R.K.Kharab,  
Section Officer,  
Tele. No. 23094574  
Intercom No. 260  
Room No. 201  
North Block.

Director (MM)

**WORK ALLOCATED**

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

**(ix) EO (SM-III)**

Ms.Lalitha Manchanda,  
Section Officer,

Shri Jai Prekash,  
Under Secretary,  
Tele. No. 23094575  
Intercom No. 261  
Room No. 201  
North Block.

Director (SM)

Sh.Sunil Kumar Aggarwal  
Section officer

**WORK ALLOCATED**

1. Empanelment of IAS officers for holding Joint Secretary / equivalent posts at the Center.
2. Empanelment of Indian Forest Officers for holding Joint Secretary / equivalent posts at the Center.
3. Empanelment of officers of 31 Central Services Group 'A' for holding Joint Secretary / equivalent posts at the Center.
4. Regularization of overstay of officers on inter-cadre deputation.
5. Extension / premature reversion of officers from inter-cadre deputation.
6. Empanelment of IPS and Central Services Group 'A' Officers for holding Joint Secretary / equivalent posts at the Centre



x). **FA (UN) Section**

Shri Rakesh Mishra,  
Section Officer,  
Tele. No. 23094575,  
Intercom No. 326,  
Room No. 201,  
North Block.

Shri.G.Srinivasan  
Under Secretary(FA-UN & F)

Director(MM)

**WORK ALLOCATED**

1. Grant of Cadre clearance to IAS Officers for taking up foreign assignment / consultancy assignments with various UN and other International Organisations.
2. Grant of cadre clearance to CSS Officers for taking up foreign assignment/ consultancy assignments with various UN and other International Organisations.
3. Grant of cadre clearance of IFS/IRS/IA & AS and other Gr. 'A' Service Officers for taking up foreign assignments / consultancy assignments with various UN and other International Organisations.
4. Grant of No Objection to IAS/ IFS/ IPS/ CSS and other services for applying against open advertisements.
5. Grant of No Objection to Secretary level officers who applied against open advertisements.
6. Submission of files to CSB to fill the foreign and captive posts of Government of India.
7. Action against officers who stay more than 5 year on foreign assignment and ho does not complete 25 years of service on the date of commencement of foreign assignments.
8. Filling up the post of Secretary General, Colombo Plan and ARR, UNDP, New Delhi and other such posts.
9. Policy matters relating to consolidated instructions on Foreign Assignment of India Experts.
10. Parliamentary Work on foreign assignment matters.
11. Putting up the cases of overstay beyond 5 years to the Central Establishment Board.
12. Holding the meeting of the Central Establishment Board.
13. Appointment of CVOs in Central Public Sector Undertakings
14. Extension in tenure of CVOs in PSUs
15. Premature repatriation of CVOs in PSUs
16. Maintaining of offer list for CVOs.
17. Preparation of ACC notes/ notes for approval of Competent Authority for appointment as CVO in PSU.
18. Dealing with other issues related to standard terms & conditions, fixation of pay, fixation of tenure etc. of CVOs of PSUs.
19. Proposals regarding appointment, extension of deputation, premature reversion of officers as CVOs below the rank of Joint Secretary under Ministries of the Govt. of India, PSUs etc.

**xi). EO(CM) Section**

Shri Hem Raj,  
Research Officer,  
Intercom No. 208  
Room No. 215  
North Block.

Director (MM)  
Tele. No. 23092584

Section Officer

**WORK ALLOCATED**

1. Computerisation and Supervision of data relating to Executive Records of IAS officers in the Centre and Cadres as entered by the Assistants by checking and regular updation of postings, transfers, trainings and experience on the basis of orders issued by DOP&T, Central Ministries/Departments and State Governments.
2. Modification of guidelines and studies on Career Management and examination of field experience criteria in respect of IAS officers.
3. Job Analysis, Planning & Research of Statistical Data and its Interpretation and Investigation..
4. Preparation of analytical statements viz C.D.R. (Tables A, B, C,) in respect of representation of officers on Central Deputation by service, level and sex; Distribution of officers serving at the Centre by cadre, level and sex; utilization of Central Deputation Reserve.
5. To maintain lists of Secretaries at the Centre and Chief Secretaries of various States on web-site for use by all Officers/ Sections in the DOP&T as well as outside DOP&T.
6. Preparation of material for Annual Report in respect of E.O.'s Division.
7. To meet the data/panel/report requirements of EO, Director, all Sections under EO Division and outside EO Division, Cabinet Secretariat, PMO and other Central Ministries.
8. To correspond with Central Ministries/Departments/State Govts. with reference to update and analyse the data of IAS officers.
9. To correct the database of IAS officers by receiving emails from IAS officers with reference to Civil List data.
10. To compare the Civil List with CMS database for updation of IAS postings.

Shri Desh Raj Singh,                      Director (MM)  
Section Officer,  
Intercom No. 271,  
Tele. No. 23092584  
Room No. 215,  
North Block.

### **WORK ALLOCATED**

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

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## II. SERVICES AND VIGILANCE DIVISION

### DIVISIONAL HEAD

Ms.Vibha Puri Das  
Additional Secretary  
Tele. No. 23093668 (O)  
Intercom No. 216  
Room No. 193  
North Block.

### JOINT SECRETARY/DIRECTORS / DEPUTY SECRETARIES

Smt Harjot Kaur Bamhrah,  
Director (S),  
Tele. No. 23093591  
Intercom No. 241  
Room No. 278-A,  
North Block.

Shri Yatendra Kumar  
Deputy Secretary (AIS),  
Tele No. 23092765  
Intercom No. 232,  
Room No. 215-A,  
North Block.

Sh Rajiv Rai  
Director (V-III),  
Tele No. 23094637  
Intercom No. 237  
Room No. 10-B/2  
North Block

Deputy Secretary(V.I)  
Tele No.  
Intercom No.  
Room No.  
North Block

Ms. Manisha Saxena,  
Deputy Secretary (V-II),  
Tele. No.23094319  
Intercom No.270  
Room No.123  
North Block.

### SERVICES DIVISION

#### (i) AIS- I Desk

Ms.Mansi Mehta,  
Desk Officer,  
Tele. No. 23093683  
Intercom No. 332  
Room No. 209-C  
North Block.

Deputy Secretary (AIS)

**WORK ALLOCATED**

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

**(ii) AIS- I (PROMOTION) Desk**

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

Deputy Secretary (AIS)

**WORK ALLOCATED**

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

**(iii) AIS- I (SENIORITY) Desk**

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

Deputy Secretary (AIS)

**WORK ALLOCATED**

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

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

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

Director (S)

**WORK ALLOCATED**

1. Pay Rules for IAS , IPS and IFS.
2. IAS (Pay) Rules – Fixation of pay of non-SCS officers appointed in IAS.
3. AIS (LTC) Rules.
4. Rules relating to grant of DA / HRA / TA and other allowances to AIS officers.
5. The Indian Police Service (Special Allowance) Rules, 1997.
6. Pay fixation of AIS officer joining Central Govt. on a lower post after drawing pay in Supertime Scale and above Supertime Scale in their cadres and on their pro-forma promotion.
7. Standard terms of deputation for AIS officers for deputation to PSUs / on Foreign Service etc.

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

Shri Harish C. Rai,  
Section Officer,  
Tele. No. 23094824  
Intercom No. 348  
Room No. 209-A  
North Block

Director (S)

**WORK ALLOCATED**

1. IAS / IPS / IFS (Cadre) Rules.
2. IAS / IPS / IFS (Fixation of Cadre Strength) Regulation.
3. Rule 16(3) of AIS (DCRB) Rules, 1958 regarding premature retirement.
4. AIS (Joint) Cadre Rules.

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

Shri Rama Kant Singh,  
Section Officer,  
Tele. No. 23094829,  
Intercom No. 267,  
Room No. 209-A,  
North Block

Director (S)

**WORK ALLOCATED**

1. Payment of saving / insurance amount to IAS Officers under AIS (Group Insurance) Rules, 1981.
2. All matters under AIS (DCRB) Rules, such as:
  - a) Acceptance of resignation of IAS officers.
  - b) Counting of past service / qualifying service of IAS Officers.
  - c) Extension in service to IAS Officers.
  - d) Voluntary retirement of IAS Officers.
  - e) Acceptance / determination of date of birth of IAS Officers.
  - f) Re-employment of IAS Officers.
  - g) All clarifications about pension / family pension to AIS Officers.
  - h) Permission for post-retirement employment of IAS Officers.
  - i) Welfare activities to the members of AIS serving in North East Region.

- j) LPA / ex-gratia payment – clarification on policy.
3. AIS (Group Insurance) Rules, 1981.
  4. Loans to State Govts. for grant of HBA to AIS Officers under AIS (HBA) Rules.
  5. AIS (Commutation of Pension) Regulation – All policy matters.
  6. The former Secretary of State Service Officers (Conditions of Service) Act, 1972.
  7. Deputation of IAS officers under Rules 6(2) (ii) of IAS (Cadre).
  8. All amendments to the aforesaid Rules.

(vii) **AIS- III Section**

Shri S.N. Mishra,  
Desk Officer,  
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Intercom No. 332,  
Room No. 209-C,  
North Block.

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

Director (S)

**WORK ALLOCATED**

1. IAS / IPS (Probation) Rules – Interpretation, Amendments and Application.
2. IAS / IPS (Probationers Final Examination) Regulations – Interpretation and Amendments.
3. Confirmation of IAS Probationers, extension of probationary period etc.
4. AIS (Medical Attendance) Rules, 1954, AIS (Provident Fund) Rules, 1960, AIS (Conditions of service-Residuary matters) Rules, 1960, AIS (Conduct) Rules, 1968, AIS (Disciplinary and Appeal) Rules, 1969, AIS (Confidential Rolls) Rules 1970..
5. AIS (Leave) Rules, 1955 and AIS (Special Disability) Regulation, 1987.
6. Appeals and Memorials (except memorials under Confidential Rolls) Rules of IAS Officers.
7. Printing / Publication of IAS Civil List / AIS Manual.
8. IAS – Change of names of officers.
9. Indian Forest Service (Probation) Rules, 1968 and IFS (Probationers' Final Examination) Regulations, 1968 – Amendment / Interpretation.
10. Indian Police Service (Uniform) Rules.
11. AIS (Study Leave) Regulation, 1960 – Interpretation, Amendment, Application.
12. Co-ordination work of Services Division,



**VIGILANCE DIVISION****(viii) AVD- I - Desk**

Shri Kabindra Joshi,  
Under Secretary (KJ),  
Tele. No. 23094224  
Intercom No. 305  
Room No. 23  
North Block.

**WORK ALLOCATED**

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

Shri Vijay Kumar,  
Under Secretary,  
Tele. No. 23094799  
Intercom No. 291  
Room No. 23  
North Block.

**WORK ALLOCATED**

1. Examination of disciplinary cases against IAS officers from the stage of receipt of IO's report.
2. Examination of proposals of the State Government / Administrative Ministries for imposing the penalty of cut in pension of an IAS officer after retirement from service or for imposition of major penalties of compulsory retirement, removal / dismissal from service.
3. Examination / Processing of Appeals / memorial of IAS officers against penalties imposed on them.
4. Policy regarding disciplinary matters.
5. Proposals of CBI / State Governments for prosecution of IAS officers under the PC Act.

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

Shri P. K.Ravi,  
Under Secretary,  
Tele. No. 23094799  
Intercom No. 350  
Room No. 23  
North Block.

### **WORK ALLOCATED**

1. Disciplinary cases against CSS (Grade –I and above) officers and Principal Private Secretaries of the Central Secretariat Stenographers Service.
2. Appeals against penalty / suspension and memorials.
3. Policy regarding disciplinary matters.
4. Complaints against CSS (Grade I and above) officers.
5. Vigilance clearance of CSS (Grade –I and above) officers.
6. Cases referred to by other Department's for advice in disciplinary matters.
7. Proposals for sanction for prosecution of CSS officers.
8. Processing of proposals against CSS Grade I and above officers consequent upon their conviction by the Law Courts.
9. Processing of proposals against retired CSS Grade I and above officers to impose penalty of cut in pension under CCS (Pension) Rules, 1972.
10. Court cases relating to subject matter.
11. U.N. Convention against corruption.
12. Privilege Notices / replies regarding CSS officers.

**(xi) AVD – II Section**

Smt. S.K. Sharma,  
Section Officer,  
Tele. No. 23092460  
Intercom No. 307  
Room No. 23 - A  
North Block.

Shri Chandra Prakash,  
Under Secretary (V.II)  
Tele. No. 23092285  
Intercom No. 334  
Room No. 209 – B  
North Block.

Deputy Secretary (V-II)

**WORK ALLOCATED**

1. All administrative and financial matters concerning CBI.
2. Appointment of Director CBI.
3. Induction/ extension/ premature repatriation of IPS officers at the level of SP / DIG / Joint Director / Additional Director / Special Director in CBI.
4. Preparation of ACC Notes for approval of competent authority for appointment / pre mature repatriation of the officers of the level of Joint Director and above.
5. Preparation of Agenda, Briefs for placing the proposals before the CBI Selection Committee.
6. Servicing of the CBI Selection Committee.
7. Creation / upgradation / conversion of posts in various ranks.
8. Framing of Recruitment Rules / amendment of various posts.
9. Processing of proposals of Executive Staff of CBI for promotion from the level of Inspectors to DSP, DSP to ASP, ASP to SP, SP to Sr. SP, Sr. SP to DIG, DIG to Joint Director for sending the same to UPSC and action on the Minutes of the DPC for issue of promotion orders
10. Appointment of Director of Prosecution, CBI and preparation of ACC Note.
11. Processing of proposals of Prosecution Staff of CBI for promotion from the level of APP to PP. PP to Sr.PP, Sr.PP to DLA, DLA to ALA for sending the same to UPSC and action on the Minutes of the DPC for issue of promotion orders.
12. Circulation of various posts for filling the same on deputation basis.
13. Clarification on fixation of pay / general matters / seniority of various staff of CBI.
14. Extension in deputation tenure of CBI personnel.
15. Budget / Secret Service Fund of CBI / Audit Reports received from CAG.
16. Purchase / condemnation of Vehicles of CBI.
17. Provision of office equipment including telephone / Fax / computers etc.
18. Purchase / Hiring / Construction of Residential and Office accommodation for CBI.

19. Holding various conference including Joint conferences of CBI State Anti Corruption Officers.
20. Awards / Rewards to CBI personnel.
21. Delegation of powers – CBI.
22. Deputation abroad of CBI officers for investigation / conference and summoning of foreign witnesses.
23. Grant of various incentives / allowances to CBI personnel.
24. Providing clarification to CBI on various administrative and financial matters.
25. Court cases relating to personnel matters of CBI.
26. RTI matters.
27. Report returns of the CBI – monitoring.

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Section Officer,  
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North Block.

Shri Chandra Prakash,  
Under Secretary (V.II)  
Tele. No. 23092285  
Intercom No. 334  
Room No. 209 - B  
North Block.

Deputy Secretary (V-II)

### **WORK ALLOCATED**

1. Issue of notification under Section 3 of DSPE Act for extension of jurisdiction of members of Delhi Special Police Establishment (CBI) to various acts.
2. Seeking general consent of the State Government and notifying the same.
3. Issue of notification under Section 5 of DSPE Act on the requests received from various States Governments for entrusting the case to CBI.
4. Setting up of Special Judge / Magistrate Courts for trial for exclusive CBI cases in various States and reimbursement of expenditure incurred by them.
5. Engagement of Special Counsels for defending CBI cases in various courts and issue of notification under Section 24 of Cr. PC.
6. Preparation of panel of Advocates for various States for conducting SPE cases.
7. Appointment of Retainer Counsel for CBI in various High Courts and issue of notification regarding.
8. Issue of notification under Section 24 & 25. of Cr.PC in respect of Assistant Prosecutors and Senior Prosecutors of the CBI.
9. Evaluation and Payment of fees to Special / Retainer Counsels / Public Prosecutors.

10. Complaints against CBI officers received from PMO / Cabinet Secretariat / Home Ministry / VIPs.
11. Request for CBI investigation into various scams received from various States / general public / PSUs / VIPs.
12. Seeking general and specific comments from the various State Governments on various issues concerning scams and corruption.
13. Direction of various Courts entrusting cases to CBI for investigation.
14. Parliament Questions pertaining to CBI / Assurances / Special Mentions.
15. Withdrawal of CBI cases.
16. Annual Report / Crime Report of CBI.
17. RTI matter.

**(xii) AVD-II Desk**

Shri.Rajbir Singh,  
Section Officer,  
Tele No. 2309 3028,  
Intercom No.266  
Room No.172-B,  
North Block.

DS(V.II)

**WORK ALLOCATED**

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

- (ii) Appeal/ Revision/ Review Petition filed by the CBI Officers against penalty orders passed in the disciplinary proceedings.
- (iii) Action against retired officers/ officials of CBI under rule 9 of the CCS(Pension) Rules, 1972.
- (iv) Sanction of prosecution against CBI officers under the PC Act 1988.
- (v) Suspension of Group 'A' officers of CBI.
- (vi) Court cases filed by CBI officers against penalty orders in disciplinary proceedings.
- (vii) RTI matters.

**(xiii) AVD – III Section**

Shri S. A. Ansari,  
Section Officer,  
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Shri Teja Singh,  
Under Secretary (V.III)  
Tele. No. 23093846,  
Intercom No. 219,  
Room No. 268-B,  
North Block.

Director (V-III)

**WORK ALLOCATED**

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

**(xiv) AVD – IV Desk**

Shri Amarjit Singh  
Under Secretary  
Tele No. 23092379  
Intercom No. 253  
Room No. A-1/3, Hutments  
North Block.

Director (V.III)

**WORK ALLOCATED**

1. Allegations / complaints / enquiries against Chief Ministers and Ministers of State Governments.
2. Setting up of Commissions of Inquiry relating to corruption charges and matters relating thereto.
3. Sanction for prosecution of Chief Ministers and Ministers of State Governments.
4. Central Lokpal Legislation and matters related therewith.
5. Legislation relating to Central Vigilance Commission.

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**III. ESTABLISHMENT DIVISION****DIVISIONAL HEAD**

Shri C.B. Paliwal  
 Joint Secretary,  
 Tele No. 23094276 (O),  
 Intercom No. 212,  
 Room No. 111,  
 North Block.

**DIRECTORS / DEPUTY SECRETARIES**

Shri Dinesh Kapila  
 Deputy Secretary (JCA),  
 Tele No. 23092589,  
 Intercom No. 294,  
 Room No. 215-B,  
 North Block.

Ms. Smita Kumar,  
 Director (E-I),  
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 Intercom 228,  
 Room No. 278-B,  
 North Block.

Shri C.A. Subramanian  
 Director (E-II),  
 Tele No. 23093180,  
 Intercom No. 249,  
 Room No. 278-C,  
 North Block.

Smt. Simmi. R. Nakra ,  
 Director (P & A),  
 Tele No. 23092483,  
 Intercom No. 306,  
 Room No. A-1 /1,  
 North Block.

Smt. Rita Mathur,  
 Director (Pay),  
 Tele No. 23093846,  
 Intercom No.250,  
 Room No. 268-B,  
 North Block.

Shri P.Prabhakaran  
 Dy.Secretary (E)  
 Tele No.23093176,  
 Intercom No.219  
 Room No.268-B  
 North Block

Sh S.Jainendra Kumar  
 Deputy Secretary(RR)

**(i) Establishment (A) Desk****Desk - I**

Smt. Sati Mohandas,  
 Under Secretary,  
 Tele No. 23093175  
 Intercom No. 321  
 Room No. 222-B  
 North Block.

Director (E-II)

**WORK ALLOCATED**

1. Casual Leave including Special Casual Leave.
2. Resignation from Government Service and withdrawal of resignation from service.
3. Honorary appointments.
4. Proposals for Grant of ex-officio Secretary status



## 5. Petition Instructions.

**Desk - II**

Shri Suneel K. Arora,  
Under Secretary,  
Tele No. 23092564  
Intercom No. 321  
Room No. 215-A/II  
North Block.

Director (E-II)

**WORK ALLOCATED**

1. Grant of permission to take up non – Government employment after retirement or during leave preparatory to retirement:
  - (a) Commercial employment
  - (b) Employment under Government outside India.
2. Confidential Reports – Principles regarding preparation and maintenance of communication of adverse remarks etc.
3. Advice on proposals in respect of the Ministry of Finance relating to number of grade of posts in a strength of a service or pay and allowances of Government servants or any other conditions of their service having financial implications.

**Desk – III**

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

DS (E)

**WORK ALLOCATED**

1. General questions relating to conditions of service (other than financial) of Central Services in relation to conduct and disciplinary matters.
  - (a) Provisions of constitution relating to services;
  - (b) Central Civil Services (Classification, Control and Appeal) Rules, 1965 – Interpretation and application of;
  - (c) Central Civil Service (Conduct) Rules, 1964.
2. Oath of Allegiance to the Constitution.
3. Change of Name of Government Servants.
4. Re-imbusement of legal expenses- orders and cases.

5. Interpretation, application and amendments to FRs 53 and 54 i.e. matters relating to regulation of subsistence allowance during suspension.
6. Coordination work of Estt. (A).
7. Issue of Gazette Notification Policy regarding.
8. General policy matter relating to classification of posts and grant of gazetted status.
9. Efficiency Bar – crossing of.
10. Promotion principles regarding sealed cover procedures.

#### **Desk – IV**

Shri A.K.Chaturvedi ,                      DS (E)  
 Under Secretary,  
 Tele No. 23092313  
 Intercom No. 341  
 Room No. 202  
 North Block.

#### **WORK ALLOCATED**

1. Age of retirement.
2. Leave Travel Concession.
3. Provisions relating to premature retirement of Government Servants (F.R. 56 (J) , F.R. 56 (I) and Rule 2(2) of the Liberalised Pension Rules).
4. Criteria, Procedure and Guidelines for review of cases of officers for retention in service beyond the age of 50/55 years or after completion of thirty years qualifying service.
5. Policy matters 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
8. Alteration of date of birth of Government Servants.
9. Transfer policy.
10. Coordination work of JS(E).

**(ii) ESTABLISHMENT (B) Desk****Desk – I**

Sh.Sanjay Kumar  
Section Officer (Estt-B)  
Tele No. 2309 2979  
Intercom No. 329  
Room No. 215-C  
North Block.

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

Dir. (E-II)

**WORK ALLOCATED****STAFF SELECTION COMMISSION**

- i) Appointment of Chairman and Members, SSC and all matters connected with their condition of service, pay fixation, leave etc.
- ii) Recruitment Rules for ex-cadre posts in SSC, Creation of posts and filling up of vacancies of staff.
- iii) Question of exclusion of posts from the purview SSC. Association of SSC for recruitment in non-Government offices.
- iv) Proposals for hiring of accommodation, its repair and maintenance; purchase of equipment etc.
- v) Fixation of rates of remuneration for functionaries engaged for conduct of Examinations.

**Desk -II**

Sh.Sanjay Kumar  
Section Officer (Estt-B)  
Tele No. 2309 2797  
Intercom No. 329  
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North Block.

Smt. Sati Mohandas,  
Under Secretary ,  
Tele No. 2309 3175,  
Intercom No.  
Room No. 222-B,  
North Block.

Dir. (E-II)

**WORK ALLOCATED****UNION PUBLIC SERVICE COMMISSION/STATE PUBLIC SERVICE COMMISSION MATTERS**

- i) Appointment of Chairman and Members, UPSC and all matters connected with their condition of services, pay fixation, leave etc. UPSC (Members) Regulation.
- ii) Matters relating to staff of UPSC – UPSC (Staff) Regulations; creation of posts outside UPSC delegated powers etc.
- iii) Recruitment Rules for ex-cadre posts in the UPSC.

- iv) Exclusion of posts from the purview of UPSC – UPSC (Exemption from Consultation) Regulations.
- v) Annual Report of UPSC – Laying before Parliament.

**Desk – III**

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

Shri Suneel K. Arora,  
Under Secretary ,  
Tele No. 2309 2564  
Intercom No. 321  
Room No. 215-A/II  
North Block.

Director (E-II)

**WORK ALLOCATED**

1. Verification of character and antecedents - Principles and procedures.
2. Verification of character and antecedents - extension to Public Sector Undertakings.
3. Strike by Government Servants including demonstration and other agitational activities.
4. Suitability of candidates for appointment to and continuance in Government service-Government Servants taking part in politics, RSS, Anand Marg, Jamat-E-Islami etc. – Action against them.
5. Subversive activities of Governments servants.
6. Candidates debarred by the UPSC and the SSC from appearing in their examinations-Suitability for Government service of.
7. Minorities in Government service – equitable employment opportunities to / Employment opportunities in Jammu and Kashmir.
8. Employment of Non-Indians-Policy regarding and annual returns.
9. Issue of certificate of eligibility for Union Service and posts to subject of Nepal, Tibet migrants from Pakistan etc – General Policy.
10. All Policy matters pertaining to PESB.

**(iii) ESTABLISHMENT (C) DESK**

Shri A. K. Sharma,  
Under Secretary (C)  
Tele No. 2309 2313  
Intercom No. 343  
Room No. 202  
North Block.

DS (E)

**WORK ALLOCATED**

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

(iv) **ESTABLISHMENT (D) DESK**

Sh R.D.Talukdar  
Under Secretary,  
Tele No. 2309 3804  
Intercom No. 339  
Room No. 202  
North Block.

Shri A.K. Srivastava,  
Under Secretary,  
Tele No. 2309 3804,  
Intercom No. 340  
Room No. 202  
North Block.

Director (E-I)

Sh.Raj Kumar,Section Officer

**WORK ALLOCATED**

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

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

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

Shri Ranbir Singh,  
Deputy Secretary (RR-II),  
Tele No. 23094254,  
Intercom No. 248  
Room No. 215-A/II,  
North Block.

Director (E-I)

**WORK ALLOCATED**

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

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

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

Smt. Urmila Rawat,  
Section Officer,  
Tele No. 23092030,  
Intercom No. 309,  
Room No. 281,  
North Block.

Director (Pay)

**WORK ALLOCATED**

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

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

Shri Mukesh Kumar,  
Section Officer,  
Tele No. 23092030,  
Intercom No. 309,  
Room No. 281,  
North Block.

Director (Pay)

**WORK ALLOCATED**

1. Terms and conditions of appointment to Personal Staff of all Ministers including the Prime Minister, Deputy Chairman and Members of the Planning Commission, Chairman, Vice-Chairman and Members of CAT, UPSC, National Minorities Commission and other Statutory Commissions including Commissions of Inquiry under MHA, Advisers to Governors of States which are under President's Rule. Terms and Conditions of Chairperson and Members in Regulatory Authorities and Statutory Bodies.
2. Foreign Service to Public Sector Undertakings, Autonomous Bodies, Private Undertakings and State Govts. and Reverse Foreign Service to Central Govt.
3. Special Pay, Cashiers Special Pay, Headquarters Special Pay and all other Special Pay cases.
4. Deputation Allowance, Central Deputation Tenure Allowance to organized Group 'A' officers under Central Staffing Scheme and Special Allowance to Special Protection Group personnel.
5. Extension of period of deputation beyond 5<sup>th</sup> year in all cases of deputation of Central Govt. employees including organized Group 'A' Service.
6. Terms and conditions of re-employed civil and Military pensioners including officers retiring before attaining age of 55 years.
7. Leave salary and pension contribution cases of Central Government officers and employees deputed on Foreign Service terms.
8. Combination of Appointments under F.R 49 and payment of Charge Allowance, Additional Remuneration beyond 3 months.
9. Interpretation and compilation of Rules and others relating to NBR promotions including those under Central Staffing Scheme.

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

Shri B. Ginkhan Mang,  
Section Officer,  
Tele No. 2309 3809,  
Intercom No. 323,  
Room No. 270,  
North Block.

Smt Promila Ummat,  
Section Officer

Smt. Rajbala Singh, DIR(P&A)  
US (Allows),



**WORK ALLOCATED**

1. General Matters relating to and interpretation of Leaves Rules including CCS (Leave) Rules, 1972 applicable to non-industrial Govt. Servants, covering Inter-alia the following:-
  - (a) Special kinds of leave such as Maternity Leave, Special Disability Leave, Hospital Leave, Terminal Leave and Departmental Leave.
    - (a) Study Leave;
    - (b) Leave preparatory to retirement and refused leave;
    - (c) Leave salary, advance of leave salary and provisional payment of leave salary;
    - (e) Leave terms of civil officers in military employees and vice-versa.
    - (d) 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.
2. Leave matters relating to Industrial Employees.
3. Leave matters relating to:
  - (a) Constitutional Statutory appointments except Chairman and Members of UPSC, High / Supreme Court Judges;
  - (b) Contract appointees (including coordination work relating to vetting of post appointment terms and conditions to be allowed to contract appointees, with the concerned sections providing the inputs on the terms and conditions concerning them).
  - (c) Members of Committees and Commissions.
4. Service record and Service Books.
5. Coordination work pertaining to corrections of Fundamental and Supplementary Rules, and Civil Services Regulations. (This Unit gives the amendments numbers to the Amendments made in the above rules (except F.R. 53 and 54).
6. Extension of special concessions / Facilities for Central Govt. employees posted in Kashmir Valley.

**(x) ESTABLISHMENT (ALLOWANCE) SECTION**

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 Section Officer,  
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 Room No. 270,  
 North Block.

Smt. Rajbala Singh,  
 Under Secretary (Allows),

DIR (P&A)

Sh.Ashok Prasad  
Section Officer

**WORK ALLOCATED**

1. Scheme of engagement of consultants.
2. Short term Consultancy.
3. Fee under SR-12.
4. Honorarium.
5. Joining Time Rules / Joining Time Pay.
6. Compulsory waiting.
7. Risk Allowance / Nursing Allowance HPCA etc.
8. Overtime Allowance.
9. Special Allowance to Parliament Assistants.
10. Weightage for Night Duty / Night Duty Allowance.
11. Children's Educational Assistance to Central Govt. Employees.

(xi) **ESTABLISHMENT (JCA) SECTION / DESK**

Shri S.P. Singh,  
Desk Officer,  
Tele No. 23094678,  
Intercom No. 282,  
Room No. 279-A,  
North Block.

Sh.J.S.Meena,  
Section Officer,  
Tele No. 23094678,  
Intercom No. 336,  
Room No. 279-A,  
North Block.

DS (JCA)

**WORK ALLOCATED**

1. Policies relating to:-
  - (a) Supply of uniforms / washing allowance etc. to Group 'C' and 'D' employees.
  - (b) Holidays for Central Govt. employees and issue of the list of Holidays every year.
  - (c) Working hours for the Central Government offices including working of the five-day week system.
  - (d) Recognition of Associations / Unions etc;
2. All matters relating to :-
  - (a) Joint Consultative Machinery and National Council;

- (b) Compulsory Arbitration under the JCM Scheme including forwarding of references on which disagreement is recorded in National Council / Departmental Council to the Board of Arbitration, follow-up action on Awards given by the Board of arbitration and processing of Cabinet Notes of other Ministries before formal disagreement is recorded;
- (c) Grants-in-aid (recurring as well as non-recurring) for the Staff Side Secretariat of the National Council (JCM);
- (d) Grant of TA / DA to staff members of the JCM Councils and office bearers of recognized service Associations and issue of sanction for payment of TA / DA to JCM members of National Council.

(xii) **PIC SECTION**

Shri P.G. Guite,  
Desk Officer,  
Tele No. 23093028,  
Intercom No. 315,  
Room No. 171-D,  
North Block.

DS(JCA)

**WORK ALLOCATED**

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

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**IV. RIGHT TO INFORMATION DIVISION**

**DIVISIONAL HEAD**

Dr.S.K.Sarkar,  
Joint Secretary (AT & A & RTI),  
Tele No. 23094010,  
Intercom No. 361,  
Room No. 109,  
North Block.

**IR-I SECTION**

Shri.D.C.Sharma,  
Section Officer,  
Tele. No. 23093022,  
Intercom No. 359,  
Room No. 215 –A/1  
North Block.

Smt.C.B.Zoya,  
Under Secretary(RTI),  
Tele. No.  
Intercom No.  
Room No.  
North Block.

Smt.Anuradha S.Chagti,  
DS(RTI),  
Tele. No. 23094504,  
Intercom No. 300,  
Room No. 3-A/II  
North Block.

Shri K.G.Verma,  
Director (RTI),  
Tele. No. 23092158,  
Intercom No. 285,  
Room No. 5-A,  
North Block.

**WORK ALLOCATED**

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

**IR-II SECTION**

Sh B.Sengupta  
Section Officer

US(RTI)

DS(RTI)

Director(RTI)

**WORK ALLOCATED**

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.

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

**DIVISIONAL HEAD**

Dr.S.K.Sarkar,  
Joint Secretary (AT & A),  
Tele No. 23094010,  
Intercom No. 361,  
Room No. 109,  
North Block.

**DIRECTORS / DEPUTY SECRETARIES**

Sh.Suresh Pal  
Director & CWO,  
Tele. No. 24625562,  
Intercom No. 263,  
Room No. 385,  
Lok Nayak Bhawan,

Shri K.G. Verma  
Director (Res.),  
Tele. No. 23092158,  
Intercom No. 285,  
Room No. 5-A,  
North Block,

ShriV.K. Velu kuty  
Deputy Secretary(Admn.)  
Tele. No. 251,  
Tele. No. 23092338,  
Room No. 215-A,  
North Block,

Ms. Manju Pandey,  
Director (AT)  
Tele. No. 23094906,  
Intercom No. 252,  
Room No. 280,  
North Block,

Shri Lal Singh,  
Deputy Secretary(Canteen)  
Tele. No. 24624893,  
Intercom No. 245,  
Room No. 321.  
Lok Nayak Bhavan.

Sh.B.K.Chugh,  
Deputy Secretary(Welfare).  
Tel No.24624204  
Intercom No.266,  
Room No.361,  
Lok Nayak Bhawan

1. **ADMINISTRATIVE TRIBUNAL SECTION / DESK**

Shri T.P.Kurien,  
Section Officer,  
Tele No. 23094142,  
Intercom No. 274,  
Room No. 278,  
North Block.

Shri S.K. Vohra  
Section Officer,  
Tele No. 23094142,  
Intercom No. 274,  
Room No. 278,  
North Block.

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

Director (AT)

Ms.S.Swarsha Kumari  
Section Officer

**WORK ALLOCATED**

1. Administration of Administrative Tribunals Act, 1985 including interpretation of the Act, framing of various Rules under the Act, clarification regarding the provisions in the Act.
2. Appointments of Chairman, Vice Chairman and Member and other Group 'A' posts in the Central Administrative Tribunal.

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

## **II. ESTABLISHMENT (RESERVATION) DESK / SECTION**

Ms.Mohini Malhotra, Section Officer, Tele No. 23093307, Intercom No. 200, Room No. 282, North Block.	US(Res)	Director (Res.)
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### **WORK ALLOCATED**

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

Shri S.K. Adlakha, Section Officer, Tele. No.2309 3307, Intercom No. 277, Room No. 282, North Block.	Shri A.K. Cashyap, Under Secretary, Tele No. 23092110, Intercom No. 331, Room No. 215-C, North Block.	Director (Res.)
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**WORK ALLOCATED**

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

**III. WELFARE SECTION**

Sh V.K.Jain,  
Section Officer,  
Tele No. 24694349,  
Intercom No. 267,  
Room No. 361,  
Lok Nayak Bhawan,

Shri M.S. Nagra,  
Under Secretary,  
Tele No. 24624204,  
Intercom No. 249,  
Room No. 362,  
Lok Nayak Bhawan,

DS(Wel)

Director &amp; CWO

Smt.Darshana Chugh,  
Section Officer

**WORK ALLOCATED**

1. Policy matters relating to Welfare activities for Central Government employees and its implementation.
2. Formulation of Budget estimates and payment of grants-in-aid to the Grih Kalyan Kendra, Central Civil Services Cultural and Sports Board, Residents Welfare Associations, and the Central Govt. Employees Welfare Coordination Committees, Ministry of Home Affairs, Benevolent Fund and three Recreation Halls located in South Block, Yojna Bhawan and Jeevan Deep Building.
3. Administrative matters relating to the Kendriya Bhandar and Grih Kalyan Kendra including complaints from Members of Parliament and, the general Public.
4. Matters relating to setting up of recreation halls in various Ministries / Departments.

#### **IV. CENTRAL CIVIL SERVICES CULTURAL AND SPORTS BOARD SECTION**

Shri Ghan Sham Singh,  
Assistant Secretary(CCSCSB),  
Tele No. 24624204,  
Intercom No. 261,  
Room No. 361,  
Lok Nayak Bhawan,

Shri M.S.Nagra  
Secretary(CCSCSB),  
Tele No. 24624204,  
Intercom No. 242,  
Room No. 330,  
Lok Nayak Bhawan,

Director & CWO

Sh I.K.Lall  
Section Officer

#### **WORK ALLOCATED**

1. Conducting All India Civil Services Tournaments in various disciplines in the country every year.
2. Conducting Inter-Ministry Tournaments in various disciplines in Delhi.
3. Co-ordinating the activities of 18 Regional Sports boards including grants-in-aid provided by the Board to the RSBs.
4. Providing financial assistance to State Govts. / UTs for holding AICS tournaments.
5. Maintaining play grounds in various disciplines in Delhi.
6. Promoting sports activities in various government localities for the children of government employees.
7. Procurement of sports equipment, prizes and store / inventory management.

#### **V. CANTEEN SECTION**

Shri G. Mukhopadhyaya,  
Section Officer,  
Tele No. 24695818,  
Intercom No. 267,  
Room No. 361,  
Lok Nayak Bhawan  
New Delhi.

Deputy Secretary (Canteen)

Director & CWO

#### **WORK ALLOCATED**

1. Policy matters relating to setting up of Departmental Canteens in Ministries / Departments.
2. Matters relating to the registration of Departmental Canteens.
3. Framing of guidelines for proper functioning of Departmental Canteens.
4. Service Matters relating to the employees of Departmental Canteens.
5. Award of scholarship to the children of non-statutory Departmental canteen employees.



**VI. ADMINISTRATION I (NG) SECTION**

Shri V.K. Gupta,  
Section Officer,  
Tele No. 23093979,  
Intercom No. 204,  
Room No. 5,  
North Block.

Shri P.K.Misra,  
Under Secretary(Cadre),

DS. (Admn.)

**WORK ALLOCATED**

1. All personnel matters including creation / continuation / abolition of posts, framing of Recruitment Rules. Training (Domestic & Foreign) etc. in respect of all non-gazetted posts such as LDCs / UDCs / Assistants / Stenographers and also Identity Cards in respect of all categories of posts (including Group A).

**VII. VIGILANCE SECTION**

Shri Ram Avtar Goel,  
Section Officer,  
Tele No. 23093979,  
Intercom No. 204,  
Room No. 5,  
North Block,

Sh. Harish Chander  
Under Secretary (Vigilance)

DS (Admn.)

**WORK ALLOCATED**

1. Maintenance of ACRs and other vigilance matters including Annual Property Return in respect of all officers and staff;

**VIII. ADMINISTRATION I (G) SECTION**

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

Under Secretary (Admn.),  
Tele No. 23092982,

DS (Admn.)

**WORK ALLOCATED**

1. All personnel matters including creation / continuation / abolition of posts, framing of recruitment rules, training (domestic & foreign) etc. in respect of Group 'A' and Group 'B' (Gazetted) posts;
2. Estt. Matters relating to Minister's personal staff and any residuary work relating to the Justice S.N. Phukan Commission of Inquiry.
3. Deputation of staff on election duty;

4. Preparation of pension papers of all categories of staff.

**IX. ADMINISTRATION II SECTION**

Shri. Sh.P.K.Misra,  
Section Officer  
Tele No.23093904,  
Intercom No.205,  
Room No.3,  
North Block,

Under Secretary(Coord)

DS (Admn)

**WORK ALLOCATED**

1. All matters relating to the general administration and house keeping with particular emphasis on:
  - (i) All matters relating to the office accommodation of Department of Personnel and Training, Department of Pensions and Pensioners Welfare and PESB.
  - (ii) Care-Taking arrangements including sanitation, cleanliness etc., in the buildings at North Block, Lok Nayak Bhavan, CGO Complex and Old JNU campus.
  - (iii) Provision of furniture, stationery, wall clocks, time pieces, name plates / boards, rubber stamps etc.
  - (iv) Provision of office equipments such as Computers, peripherals, typewriters, photocopiers, duplicating machines etc. and their maintenance.
  - (v) All matters relating to telephone, telex, fax, franking machines etc.
  - (vi) Provision / maintenance of Air Conditioners, water coolers, room coolers, fans, heaters etc.
  - (vii) Making arrangements for meetings / conferences and settlements of bills for supply of tea / coffee etc.
  - (viii) Condemnation / disposal of obsolete articles that have outlived their utility.
2. Establishment matters of Safai Karamchari including their deployment transfer etc.

**X. ADMINISTRATION III SECTION**

Shri S. L. Sharma,  
Section Officer,  
Tele No. 23093791,  
Intercom No. 284,  
Room No. 3,  
North Block,

Sh.P.K.Misra,  
Under Secretary(Coord)

DS (Admn.)

**WORK ALLOCATED**

1. Personnel administration of Group 'C' (Tech) and 'D' employees (excluding Staff Car Drivers / DR) of the Department of Personnel & Training, Department of Pensions and Pensioner's Welfare and the PESB.
2. Framing / amendments of recruitment rules of group 'C' (Tech) and Group 'D' posts including Staff Car Drivers / DR).
3. Supply of liveries to the eligible Group 'D' staff.
4. Issue of Identity cards to Group 'C' (Tech) and Group 'D' Staff as also non-officials.
5. Submission of monthly summary for Cabinet / progress reports regarding implementation of decisions of Cabinet, D.O. letters to Cabinet Secretary regarding significant events.
6. Work relating to allotment of residential accommodation, issue of CGHS cards and Medical Reimbursement claims in respect of all officers and staff of the Department of Personnel and Training, Department of Pension and Pensioner's Welfare and the PESB.
7. All work requiring coordination between the different Divisions.
8. Establishment matters of canteen employees of the Department of Personnel & Training.
9. Matters relating to office council and arranging farewell to retiring officers / staff.

**XI. PARLIAMENT UNIT**

Sh.V.R.Damor  
Section Officer

Shri J. S. Dahia,  
Under Secretary,  
Tele No. 23092240,  
Intercom No. 283,  
Room No. 3,  
North Block,

DS (Admn.)

**WORK ALLOCATED**

1. Distribution of notices of Questions, Resolutions, Legislative Business and daily business of both the House.
2. Collection of replies to Questions and preparation of pads.
3. Coordination and liaison work in respect of all Parliamentary matters concerning the Ministry.
4. Compilation, Printing and distribution of Annual Reports of the Ministry.
5. Compilation of statements of Pending assurances of the Ministry.
6. Submission of various Parliamentary reports and returns.
7. Work relating to maintenance / deployment of staff cars.
8. Work relating to condemnation of old vehicles and purchase of new in lieu thereof.

9. Estt. Matters relating to the Staff Car Drivers and Despatch Riders including maintenance of Service Books / Leave Account / other concerned issues.

## **XII. CASH SECTION**

Shri Lalit Kumar Sharma,  
Section Officer,  
Tele No. 23093214,  
Intercom No. 207,  
Room No. 4,  
North Block,

Under Secretary (Cash.),  
Tele No. 23092982,  
Intercom No. 255,  
Room No. 3A/II,  
North Block,

DS (Admn.)

## **WORK ALLOCATED**

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

## **XIII. ACCOUNTS SECTION**

Smt.Nirmal Seth  
Section Officer

US(Cash)

DS (Admn)

### **Work Allocated**

- 1 General Provident Fund
2. Loan and Advances
3. Reconciliation of expenditure figures.
4. All audit paras relating to DOP&T

## **XIV. DOD & MM**

Shri Y. K. Wadhwa,  
Section Officer,  
Tele No. 23094630,  
Intercom No. 254,  
Room No. 3A/1,  
North Block,

Under Secretary (Admn),

DS (Admn.)

**WORK ALLOCATED**

1. Printing & Distribution of Delhi Official Directory.
2. Work Relating to Union War Book.
3. Reduction of posts as economy measures in pursuance of the directive issued by the Ministry of Finance.
4. Preparation / Review of Induction Material and Record Retention Schedule.
5. Allocation of work amongst sections and specifying internal delegation of powers and channel of submission / disposal of cases.
6. Issue of passes for Flag hoisting Ceremony on the Independence Day, Republic Day Parade, Beating Retreat etc.
7. Collection of information regarding number of civil posts, their designation and scales of pay in offices under the Ministry as on 31<sup>st</sup> March, every year.

**XV. PUBLIC GRIEVANCES CELL**

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

Under Secretary (Admn),  
Tele No. 23092982,  
Intercom No. 255,  
Room No. 3A/II,  
North Block.

DS (Admn.)

**WORK ALLOCATED**

1. Public Grievances.
2. Information Facilitation Counter, North Block.

**XVI. HINDI SECTION**

1. Shri Anup Singh Negi,  
Assistant Director,  
Tele No. 23092277,  
Intercom No. 279,  
Room No. A-I/II,  
North Block,

Shri Prem Singh,  
Deputy Director,

DS (Admn.)

2. Shri P.L. Meena,  
Assistant Director,

**WORK ALLOCATED**

1. Translation from English into Hindi of Parliament questions, Assurances, Cabinet Notes, Reports, VIP references, documents required to be issued bilingually under section 3(3) of O.L. Act and

other important communications. Also translation into English of communications received in Hindi.

2. Translation of codes, Manuals and other procedural and informative literature including Civil List of IAS / CSS Officers pertaining to the Ministry into Hindi.
3. Implementation of official Language policy and programmes.
4. Constitution / re-constitution of Hindi Salahkar Samiti and the official language implementation committee of the Department and organizing their meetings.
5. Nomination of officers and staff for Hindi Language / Hindi Typing / Hindi Stenography classes and maintaining liaison with Hindi teaching schemes authorities and organizing Hindi workshops.
6. Coordination work relating to the inspection of the Ministry and it's attached and subordinate offices by the committee of Parliament on Official Language.

### **XVII. CADRE SECTION**

Shri G.K.Mishra,  
Section Officer,  
Tele No. 23093174,  
Intercom No.  
Room No.  
North Block,

Shri Harish Chander,  
Under Secretary(Cadre),

DS (Admn.)

### **WORK ALLOCATED**

1. Cadre management in respect of various CSS, CSSS and CSCS posts viz, Sr. PPS PS, PAs, Stenographers 'D' SOs, Assistants, UDCs, LDCs comprising work pertaining to Appointment, Seniority Lists, Confirmation, Promotion, Grant of ACPs etc, compassionate appointments

**VI- BUDGET****DIVISIONAL HEAD**

Sh.Vishwapati Trivedi  
AS&FA(Home)  
Telephone No.23094709  
Room No.192,  
North Block  
\*\*\*

**Budget Cell**

Shri J.C.Bhatt  
Section Officer,  
Tel No.23093214  
Intercom No.207.  
Room No.4,  
North Block,

Shri K.K.Bajaj  
Under Secretary(Budget)

Shri Sandeep Saxena  
Controller of Accounts

**WORK ALLOCATED:**

1. All matters relating to the Plan and Non-Plan Budget of the Ministry and its Attached and Subordinate Offices.
2. Printing of Detailed Demands for Grants of the Ministry of Personnel, P.G & Pensions including UPSC.
3. Laying of detailed Demand for Grants of Ministry of Personnel, P.G and Pensions on the Table of Lok Sabha and submission of notes on Demand for Grants for consideration of the Department Related Parliamentary Standing Committee.
4. Submission of answers to questionnaires, supplementary questions etc. of the Parliamentary Committee in respect of Budget related issues.
5. Submission of budget statement and other material to the Principal Accounts Office at various stages for inclusion in the Union Govt. Appropriation Accounts.
6. Consideration of all recommendations/ observations made by Audit on budget matters and Appropriation Accounts and settlement of Audit paragraphs thereto.
7. Identification of Audit paragraphs contained in the final report of Controller and Auditor General and Public Accounts Committee on Budget related matters and submission of Action Taken Notes thereof.

**VII. TRAINING DIVISION****DIVISIONAL HEAD**

Shri Ajay Prakash Sawhney,  
 Joint Secretary (Trg),  
 Telephone No. 26106314 (O),  
 Intercom No. 12,  
 Fax No. 011 – 26107962  
 Room no. 304 & 305,  
 Old JNU Campus,  
 New Delhi.

**DIRECTOR / DEPUTY SECRETARY**

Shri Vineet Pandey,  
 Director (TP),  
 Tele. No. 26107960,  
 Intercom No. 21  
 Room No. 303,  
 Training Division.

Shri Kanad Bhagat,  
 Deputy Secretary (IT & IR),  
 Tele. No. 26107956,  
 Intercom No. 20,  
 Room No. 305,  
 Training Division.

Shri Budh Parkash,  
 Director (F & LTT),  
 Tele. No. 26107966,  
 Intercom No. 23  
 Room No. 307  
 Training Division.

Shri Kuldeep Kumar,  
 Deputy Secretary (Acad)  
 Tele. No. 26165058,  
 Intercom No. 26,  
 Room No. 315,  
 Training Division.

Shri Bandla Srinivas,  
 Director (Trg.),  
 Tele. No. 26107967,  
 Intercom No. 40,  
 Room No. 302,  
 Training Division.

Shri A. B. Mandoliya,  
 Joint Director (Trg.),  
 Tele. No. 26107967,  
 Intercom No. 22,  
 Room No. 301,  
 Training Division.

**(i) TRAINING DESK - I**

Sr, Research Officer (Trg.),  
 Tele. No. 26107957/26109049,  
 Intercom No. 30,  
 Room No. 401

Deputy Secretary (Acad)



**WORK ALLOCATED**

1. All matters concerning compulsory in-service training of IAS Officers.
2. Original slotting for IAS officers training programmes and preparation of calendar.
3. Re-slotting of IAS officers working in Central Ministries.
4. Overall monitoring of attendance in the programmes.
5. Revision of Modules etc. in respect of IAS officers training programmes.
6. Annual meetings of the Course Coordinators and Nodal Officers.
7. Release of course fee, boarding / lodging charges etc.
8. All matters concerning flexible Training for IAS Officers.
9. Special Training Programme for IAS Officers.
10. Conducting workshop / retreat.
11. Evaluation of IAS in Service training programmes.

(B) Shri Jerome Minz, Director (LTT.) & Director (TP) & Director (IT&IR)  
 Under Secretary,  
 Tele. No. 26107957/26109049,  
 Intercom No. 27,  
 Room No. 310,

**WORK ALLOCATED**

1. Formulation of Budget proposal for Plan and Funds of Training Division and IIPA coordinating all activities related in Budget of Training Division.
2. Coordination and consolidation of work relating to Parliamentary Standing Committee on Demand of Grants.
3. Discharging functions of Drawing and Disbursing Officer in relation to Plan and Non-plan funds of Training Division, preparation of Bills, issue of cheques, maintaining Accounts and Reconciling.
4. Matters related to release of grant-in-aid to IIPA.
5. Operation of imprest money provided to Training Division.
6. Processing of the Study Group report and follow up action.
7. DFID Project on Capacity Building for Poverty Reduction.
8. UNDP Project on Strengthening of State ATIs in India.

9. Coordination of all UNDP Projects.
10. EROPA and other International Organizations.

- |   |  |
|---|--|
| <p>(C) Shri M.P.Rama Rao<br/>Under Secretary(FTC),<br/>Tele. No. 26161871,<br/>Intercom No. 28,<br/>Room No. 316,</p> | <p>Shri B. Srinivas,<br/>Director (Trg.)</p> |
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**WORK ALLOCATED**

1. Implementation of scheme of Domestic Funding of Foreign Training.
2. Formulation, interpretation and implementation of Scheme of Partial Funding of Foreign Study.
3. Long Term Training Programmes.
4. Short Term Training Programmes.

**TRAINING DESK – I I**

- |   |                               |
|---|-------------------------------|
| <p>(A) Shri A. B. Mandoliya,<br/>Joint Director,<br/>Tele. No. 26107967,<br/>Intercom No. 22,<br/>Room No301,</p> | <p>Joint Secretary (Trg.)</p> |
|---|-------------------------------|

**WORK ALLOCATED**

1. Matters relating to National Training Policy.
2. Coordination, implementing, monitoring and evaluation of non-plan training programmes and orientation programme for Deputy Secretaries / Directors, MDP for empanelled DS of CSS.
3. Matters relating to APPPA programme.
4. Budgeting and financial Management of all non-plan training programmes excluding in service training programme for IAS Officers.
5. Implementation of UNDP Project, on establishment of Centre for public Policy.
6. Implementation UNDP project Improving Citizens Access to information.
7. Software Development, Case/ Research Studies, to provide financial assistance to ATIs and other Institutes to develop cases/ research studies on the specified thrust areas.
8. Hardware Development/ Equipment Support. All matters relating to Grants-in-aid to various Administrative Training Institutes/ Regional Training Institutes/ Regional Training Institutes and District Training Institutes for purchase of Computers, audio visual and other training aids under the schemes of Development Administration.

**TRAINING DESK – III**

- (A) Deputy Secretary (Acad)  
Under Secretary (Acad),  
Tele. No. 26106589/ 26107957/26109049,  
Intercom No. 32,  
Room No. 404,

**WORK ALLOCATED**

1. All administrative (mainly establishment) and financial matters relating to Lal Bahadur Shastri National Academy of Administration and NSDART (erstwhile NRRC)
2. Project proposals of LBSNAA for a collaboration with external / outside Agencies / Institutions.
3. Support to state ATIs under Training for All Programmes

- (B) Smt. Manisha Bhatnagar, Director (F & TT)  
Under Secretary,  
Tele. No. 26160490/26107957,  
Intercom No. 34,  
Room No. 406,

**WORK ALLOCATED**

1. Establishment and financial matters relating to ISTM.
2. All administrative matters relating to IIPA.
3. Coordination work relating to allotment of accommodation in Old JNU Complex.
4. Training References.
5. Policy matter, issue of general orders, other interpretation clarifications and relaxation regarding Incentive Scheme for faculty members in Training Institutes.

**TRAINING DESK – IV**

- Shri D.K.D. Rao, Director  
Under Secretary,  
Tele. No. 26107957/26109049,  
Intercom No. 41,  
Room No. 208,

**WORK ALLOCATED**

1. All matters pertaining to Long Term Domestic Training Programmes conducted at IIM, Bangalore, IIM, Ahmedabad, TERI School of Advance Studies, New Delhi. and Management Development Institute, Gurgaon.
2. Matters relating to IAS Induction training syllabuses Review Committee.

3. All matters relating to MOUs/ Multilateral/ Bilateral agreements

Shri Som Nath,  
Senior Research Officer,  
Tele. No. 26109049/26107957,  
Intercom No. 36,  
Room No. 48,

Director (Trg.)

### **WORK ALLOCATED**

1. Organizing mid-career training.

Shri A.N.Venkatachala,  
Section Officer (Trg.),  
Tele. No. 26109049/26107957,  
Intercom No. 39,  
Room No. 409,

US (Acad) / DS (Acad)

### **WORK ALLOCATED**

1. Administration of LBSNAA, Mussoorie.
2. Publication and Library.

Shri Arvind Pokhriyal,/ Sh.Sabiel Kindo(S.O)  
Section Officer (Trg.),  
Tele. No. 26109049/26107957,  
Intercom No. 39,  
Room No. 409,

### **WORK ALLOCATED**

1. Organizing Meeting of Committee on Plan Training Schemes (Coordination, Agenda, Minutes and follow – up).
2. Planning Implementation and Monitoring of Trainers Development Programmes like DTS, DOT and MOT, SAT, Re-organized user Development and Computer Programmes on Information Management Tools.
3. Utilization of IT Tools & e-Governance, TNA, DLM, EOT & Training Techniques.
4. Faculty Development.
5. E-Government Champion Training Programme.
6. North East Training Programmes.

Shri P.K.Lalla,  
Section Officer,  
Tele. No. 26109049/26107957,  
Intercom No. 35,  
Room No. 407,

DS (Academy) &  
for organizing Mid-career Trg. Prog.  
SRO (Shri Som Nath)

**WORK ALLOCATED**

1. General Administration and Coordination.
2. Maintenance of Staff Car Vehicles of the Training Division.
3. Wing Registry.
4. Other miscellaneous matters of Training Division.
5. Maintenance of Equipments (Except Computers) and Film Library.
6. Organizing Mid-Career Training Programme.
7. Rajbhasha.

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**VIII**                      **CENTRAL SERVICES DIVISION**

**DIVISIONAL HEAD**

Dr.S.K.Sarkar,  
Joint Secretary (AT & A and CS),  
Tele No. 23094010,  
Intercom No. 361,  
Room No. 109,  
North Block.

**DIRECTORS / DEPUTY SECRETARIES**

Shri M. C. Luther,  
Deputy Secretary (CS-II),  
Tele. No. 24622365,  
Intercom No. 225,  
Room No. 348,  
Lok Nayak Bhavan,

Director (CR),  
Tele. No. 24624722,  
Intercom No. 233,  
Room No. 319,  
Lok Nayak Bhavan,

Shri R. K. Ojha,  
Deputy Secretary (CS-I),  
Tele. No. 24624893,  
Intercom No. 245,  
Room No. 321,  
Lok Nayak Bhavan,

Visstali Peddana,  
Deputy Secretary (SR),  
Tele. No. 24623711,  
Intercom No. 237,  
Room No. 318,  
Lok Nayak Bhavan,

Shri Raj Kishore,  
Deputy Secretary(R & RD),  
Tele. No. 24624821,  
Intercom No. 225,  
Room No. 311,  
Lok Nayak Bhavan,

Sh Mohinder Kumar,  
Deputy Secretary (CRD)  
Tele. No. 24624235,  
Intercom No. 216,  
Room No. 340,  
Lok Nayak Bhavan,

**CS-I (Coord) Section**

Shri Rakesh Kumar,  
Section Officer,

Shri K.Suresh Kumar,  
Under Secretary,

Shri R.K. Ojha,  
Deputy Secretary,

Sh.Rajen Kabui  
Section Officer,

**WORK ALLOCATED**

1. All coordination work in CS. I Section.

**CS. I (P) Section**

Shri Varinder Singh,  
Section Officer,

Shri Deepak Israni,  
Under Secretary,

Shri R.K. Ojha,  
Deputy Secretary,

**WORK ALLOCATED**

1. C.S.S. Rules and Regulations – Framing / Amendment.
2. Rendering advice to various Ministries / Departments on Court Cases/ interpretation of Deptt. of Personnel & Training's orders etc. pertaining to Policy matters of CSS.

**CS. I (Trg.) Section**

Smt.Swaraj Kaundal  
Section Officer,

Dr.Reena Sethi ,  
Under Secretary,

Shri R.K. Ojha,  
Deputy Secretary,

**WORK ALLOCATED**

1. Nomination of CSS Officers (Section Officers / Under Secretaries / Deputy Secretaries) for various Training Programmes conducted by ISTM / IIPA.
2. Assessing the training needs of CSS officers.

**CS. I (S) Section**

Shri S. Mahapatra,  
Section Officer,

Shri K.Suresh Kumar  
Under Secretary,

Shri R.K. Ojha,  
Deputy Secretary,

**WORK ALLOCATED**

1. Preparation of Select List of Section Officers Grade.
2. Preparation of Common Seniority List of Section Officers.
3. Rendering advice to various Ministries / Departments on Court cases / interpretation of Department of Personnel & Training's orders etc. pertaining to CSS.
4. Issue of zones of consideration for appointment to Section Officer Grade (Seniority Quota).
5. Bifurcation of cadres – processing of cases regarding.

**CS. I (A) Section**

Section Officer,	Shri K.S.Suresh Kumar Under Secretary,	Shri R.K. Ojha, Deputy Secretary,
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**WORK ALLOCATED**

1. Allocation of DR Assistants to various Ministries / Departments.
2. Preparation of Supplementary Common Seniority List (SCSL) of Assistants.
3. Rendering advice to various Ministries / Departments on Court Cases / interpretation of Deptt. of Personnel & Training's orders etc. pertaining to CSS.
4. Processing of cases regarding grant of exemption from typing test in Assistants Grade of CSS-clarification regarding.

**CS. I (M Section)**

Section Officer,	Under Secretary,	Shri R.K. Ojha, Deputy Secretary,
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**WORK ALLOCATED**

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

**CS. I (D) Section**

Shri K. Balan Nair, Section Officer,	Shri Deepak Israni, Under Secretary,	Shri R.K. Ojha, Deputy Secretary,
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**WORK ALLOCATED**

1. Review of cases of Group 'A' Officers of CSS under FR-56(J) for retention or otherwise in service beyond the age of 50 years.
2. Extension in service / Re-employment of CSS officers after retirement – cases relating to Selection Grade & Sr. Selection Grade (Deputy Secretaries' & Directors' Grade).
3. Policy relating to deputation of CSS officers / Inter-Cadre transfer of Selection Grade & Sr. Selection Grade (Deputy Secretaries' & Directors' Grade) of CSS.



4. Cadre clearance for deputation of Selection Grades & Sr. Selection Grade (Deputy Secretaries' & Directors' Grade).
5. Processing of cases of voluntary Retirement of CSS officers of Grade-I and above.
6. Updating / publications of Civil List of Selection Grade & Grade-I officers of CSS.
7. Rendering advice to various Ministries / Departments on Court cases / interpretation of Department of Personnel & Training's orders etc. pertaining to Selection Grade & Sr. Selection Grade (Deputy Secretaries' & Directors' Grade) of CSS.
8. Cadre Management of Selection Grade & Sr. Selection Grade (Deputy Secretaries' & Directors' Grade) of CSS.
9. Preparation of Selection Grade (Deputy Secretary) Select Lists.
10. Preparation of Senior Selection Grade (Director) panels.
11. Posting / transfer of Grade –I and Selection Grade (Director) of CSS.

**CS. I (C) Section**

Smt. Rita Das Sharma,  
Section Officer,

Dr.Reena Sethi,  
Under Secretary,

Shri R.K. Ojha,  
Deputy Secretary,

**WORK ALLOCATED**

1. Maintenance & upkeep of ACRs of CSS officers of Selection Grade and Sr. Selection Grades of CSS.

**CS. I Desk**

Shri Shaukat Ali,  
Under Secretary,

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Shri R.K. Ojha,  
Deputy Secretary,

**WORK ALLOCATED**

1. Preparation of Select List of Under Secretaries Grade.
2. Review of cases of Group 'A' Officers of CSS under FR-56 (J) for retention or otherwise in service beyond the age of 50 years.
3. Extension in service/ Re-employment of CSS Officers after retirement – case relating to Grade-I (Under Secy's Grade).
4. Policy relating to deputation of CSS Officers/ Inter-cadre transfer of Grade –I (Under Secy's Grade) of CSS.
5. Cadre Clearance for deputation of Grade – I (Under Secy's Grade) of CSS.
6. Processing of Cases of Voluntary retirement of Grade – I (Under Secy's Grade) of CSS.

7. Rendering advice to various Ministries / Departments on Court Cases / interpretation of Deptt. of Personnel & Training's orders etc. pertaining to Grade-I (Under Secy's Grade) of CSS.
8. Cadre management of Grade-I (Under Secy's Grade) of CSS.
9. Maintenance & upkeep of ACRs of CSS officers of Grade I of CSS

### **CS-II Section - A**

Shri K.N.Sharma,  
Section Officer,  
Tele. No. 26425816,  
Intercom No. 257,  
Lok Nayak Bhavan,

Shri G.S. Pundir,  
Under Secretary (CS-II),  
Tele. No. 26423157,  
Intercom No. 243,  
Lok Nayak Bhavan,

Shri M.C. Luther,  
Deputy Secretary (CS-II),

### **WORK ALLOCATED**

#### **All matters pertaining to Central Secretariat Stenographers' Service (CSSS) including:**

1. General policy and framing and interpretation of CSSS Rules.
2. Open competitive / departmental examinations, recruitment and allocation of candidates to different grades of CSSS.
3. Advice to Cadre Authorities on individual cases of promotion, confirmation, seniority and other related service matters.
4. Preparation of panels of Sr. PPS and PPS of CSSS.
5. Voluntary retirement of PPS and Sr. PPS of CSSS – Cadre clearance regarding.
6. Fixation of Zones of promotions for various grades in CSSS.
7. Allocation and transfers of personnel to other cadres under the zoning schemes and inter-cadre transfers.
8. Ad-hoc promotions in various grades of CSSS.
9. Policy regarding training courses for Stenographers of CSSS on various subjects.
10. Exclusion of posts from CSSS.
11. Matters relating to personal staff of Union Council of Ministers / Secretary.
12. Matters relating to Compassionate appointment in Steno Grade. 'D' of CSSS.
13. Residuary matters relating to CSSS.
14. RTI matters relating to CSSS.

**CS-II Section - B**

Shri K.G. Suresh Kumar,  
Section Officer,  
Tele. No. 26425816,  
Intercom No. 257,  
Lok Nayak Bhavan,

Shri G.S. Pundir,  
Under Secretary (CS-II),  
Tele. No. 26423157,  
Intercom No. 243,  
Lok Nayak Bhavan,

Shri M.C. Luther,  
Deputy Secretary (CS-II),

**WORK ALLOCATED****All matters pertaining to Central Secretariat Clerical' Service (CSCS) including:**

1. General policy and framing and interpretation of CSCS Rules.
2. Open competitive / departmental examinations, recruitment and allocation of candidates to different grades of CSCS.
3. Advice to Cadre Authorities on individual cases of promotion, confirmation, seniority and other related service matters.
4. Fixation of Zones of promotions for various grades in CSCS/ CSS (UDC/Asstt.).
5. Allocation and transfers of personnel to other cadres under the zoning schemes and inter-cadre transfers.
6. Ad-hoc promotions in various grades of CSCS and Assistant's grade of CSS.
7. Policy regarding training courses for LDCs/UDCs of CSCS.
8. Exclusion of posts from CSCS.
9. Matters relating to appointment of Group 'D' Employees in the LDC Grade of CSCS.
10. Matters relating to Compassionate appointment in LDC Grade of CSCS.
11. Residuary matters relating to CSCS.
12. RTI matters relating to CSCS.

**RETRAINING AND REDEPLOYMENT DIVISION\*****CS. III Section**

Smt. Savita Pandhi,  
Section Officer,  
(Redeployment),  
Tele. No. 26425816,  
Intercom No. 257,  
Lok Nayak Bhavan,

Shri Surinder Kumar,  
Section Officer

Under Secretary  
(CS.III)  
vacant

Shri Raj Kishore,  
Deputy Secretary  
(R & R Division),

**WORK ALLOCATED**

1. Acceptance of surplus staff (Group 'A' , 'B' , 'C' and 'D) of Ministries/ Departments / Offices of Government of India on the Surplus Staff Rolls.
  2. Readjustment of provisionally redeployed surplus staff (Group 'A' , 'B' , 'C' and 'D).
  3. Redeployment of Group 'A' , 'B' , 'C' and 'D' surplus staff.
  4. Issue of clarifications and advice based on the existing provisions of rules / orders in respect of redeployment of surplus staff.
  5. All references relating to leave encashment, due and drawn statement, missing GPF credits, recovery of excess payment, sanction of pension, DCRG / terminal gratuity and commutation of pension etc. in respect of surplus staff prior to 1-7-1986.
  6. Retention of vacancies for filling up by deployment of surplus staff, Issue of NOC for filling up the vacant posts.
  7. Maintenance of record in respect of special VRS optees / retirees.
- \* **The 'Surplus Cell' has been re-designated as 'Division of Retraining & Redeployment vide DOPT Order No. 20011/1/2002-WSU dated 10<sup>th</sup> January, 2002 (Copy enclosed).**

**CS-IV Section**

Smt. Bimla Chadha,  
Section Officer,  
Tele. No. 24624235,  
Intercom No. 208,  
Room No. 344,  
Lok Nayak Bhavan,

Deputy Secretary (CRD),      Director (CR),

**WORK ALLOCATED**

1. Matters relating to Departmental Council (JCM) of the Department of Personnel and Training.
2. 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.
3. Recognition of Service Association of CSS, CSSS and CSCS of all Secretariat basis.
4. Coordination of O & M matters of the Divisions, Senior Officers Meeting, VIP references etc., under the charge of Additional Secy.(P).

v. **CADRE REVIEW SECTION**

Sh Anant Kumar,  
Section Officer,  
Tele. No. 24622461,  
Intercom No. 213,  
Room No. 330,

Deputy Secretary (CRD),      Director(CR)

A. **WORK ALLOCATED**

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

Director (CR)

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

B. **WORK ALLOCATED**

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

**SR (S) DESK**

Shri V.K. Tirki,  
Section Officer,  
Tele. No. 24626024,  
Intercom No. 208,  
Room No. 336,

Sh.Sarangadhar Nayak,  
Under Secretary (SR) ,

Vistalli Peddana  
DS(SR)

**WORK ALLOCATED**

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

Ms.Anjali Anand,  
Section Officer,  
Tele. No. 24626024,  
Intercom No. 208,  
Room No. 336,

Shri Sarangadhar Nayak,  
Under Secretary,

DS(SR)

**WORK ALLOCATED**

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

Vacant  
Section Officer,

Shri Sarngdhar Nayak,  
Under Secretary,

DS(SR)

**WORK ALLOCATED**

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

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**IX. PUBLIC ENTERPRISES SLECTION BOARD**

Public Enterprises Bhavan,  
Block No. 14,  
CGO Complex,  
New Delhi.

**BOARD**

Shri Naresh Narad,  
Chairman,  
Tele. No. 24360314 (O),  
Room No. 301

Member,  
Tele. No. 24361703 (O),  
Room No. 504,

Shri V.S.Jain,  
Member,  
Tele. No.24363804  
R.No.507

Shri Chewang Phunsog  
Member,  
Tele. No. 24362843 (O),  
Room No. 505

**SECRETARIAT**

Dr(Mrs) P.S.Behuria  
Secretary,  
Tele. No. 24361230,  
Room No. 501

Shri Vedantam Giri  
Deputy Secretary  
Tele. No. 24362936,  
Room No. 509

Shri V.A. Pillai  
Under Secretary  
Tele. No. 24361636,  
Room No. 510,

Shri R.S. Indora,  
Section Officer,  
Tele. No. 24363817,  
Room No. 508,

Smt.Sneh Lata Mehra  
Section Officer

**WORK ALLOCATED**

The PESB which is a high powered body constituted by Government of India Resolution dated 3.3.1987 is headed by a full-time Chairman with two Members. The PESB set up with the objective of evolving a sound managerial policy for the Central Public Sector Enterprises and, in particular, to advise Government on appointments to their top management posts,

The Specific functions assigned to the PESB include the following:-

1. To be responsible for the selection of personnel for the posts of Chairman, Managing Directors or Chairman-cum-Managing Directors (Level –I) and Functional Directors (Level-II) in PSEs as well as in posts at any other level as may be specified by the Government.
2. To advise Government on matters relating to appointments, confirmation or extension of tenure and termination of services of the personnel of the above mentioned levels.
3. To advise Government on the desired structures at the Board level, and for senior management personnel, for each PSE or Group of PSEs.
4. To advise Government on a suitable performance appraisal system for both the PSEs and the managerial personnel in such enterprises.
5. To build a data bank containing data relating to the performance of PSEs and its officers.
6. To advise Government on formulation and enforcement of a Code of Conduct and ethics for managerial personnel in PSEs.
7. To advise Government on evolving suitable training and development programmes for management personnel in PSEs.

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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 Phalgun, 1899

**ORDER**

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

.....

Pursuant to the instructions contained in para 1 (1) of the Ministry of Finance O.M. No. 10(28)-E(Coord) / 77 dated the 20<sup>th</sup> 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 20<sup>th</sup> Jan., 1978.  
 The 25/30 Phalguna , 1899

OFFICE MEMORANDUM

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

.....

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

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

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

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

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

3. In cases, a ministry / Department has any reservations to delegations to delegate more financial and administrative powers under the aforesaid rules to their lower formations, the reasons for the same should be intimated in a self contained note to the Ministry of Finance through their Financial Adviser by the 28<sup>th</sup> 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 20<sup>th</sup> 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 9<sup>th</sup> June, 1999

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

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

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

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

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

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

No. 23012/1/2007-P.G.  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
\*\*\*\*\*

New Delhi, dated the 20/09/2007

**OFFICE MEMORANDUM**

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

The Undersigned is directed to refer to DAR&PG's O.M.No.F.110011/1/2004-P.G. dated 12.1.2007 addressed to this Department, on the subject mentioned above and to say that consequent upon transfer of Shri.R.Ramanujam from this Department, Dr. Syamal Kumar Sarkar, IAS(WB:79) has been appointed as Joint Secretary(AT&Admn). Accordingly, Dr. Syamal Kumar Sarkar has been appointed as Director of Grievances in this Department with immediate effect. Dr.Syamal Kumar Sarkar's Office address is as under:-

Dr.Syamal Kumar Sarkar,  
Joint Secretary(AT&Admn)  
Room No. 109,  
North Block.  
New Delhi.  
(Tel. No. 2309 4010)  
Fax No.2309 2580  
E-mail address- [jsata@nic.in](mailto:jsata@nic.in); [sarkardk@ias.nic.in](mailto:sarkardk@ias.nic.in)

Sd/-  
(V.K.Velukutty)  
Under Secretary to the Government of India  
Tele. No. 23092982

Deptt. of Admn. Reforms & P.G.,  
(Shri P.S.Chauhan, Under Secretary),  
Sarder Patel Bhavan, Sansad Marg,  
New Delhi-110001.

No. I. 28011/67/2000-Ad.III  
 Government of India  
 Ministry of Personnel, P.G. and Pensions  
 (Department of Personnel & Training)  
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New Delhi, dated the 24<sup>th</sup> September, 2008

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to this Department's O.M. of even number dated the 31<sup>st</sup> January, 2007 on the above mentioned subject and to say that in so far as the Ministry of Personnel, Public Grievances & Pension is concerned, Shri V.K. Velukutty Dy. Secretary (Administration) in the Department of Personnel & Training will now be the Liaison Officer for the work relating to representation of SCs/STs/OBCs in respect of this Ministry. The office and residential address and Telephone Nos. of Shri V.K. Velukutty are as given below:-

**Office Address**

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

**Residential Address**

602, Sector VI, Pocket 38  
 UNIQUE Apartment,  
 Dwarka, New Delhi

**Telephone No.**

23092338

**Telephone No.**

25082909

(P.K. Misra)  
 Under Secretary to the Govt. of India

National Commission for SCs and STs Vth Floor, Lok Nayak Bhavan, New Delhi.

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

( P.K. Misra)  
 Under Secretary to the Govt. of India

Copy to:- Shri V.K.Velukutty, Dy. Secretary(Admn.)

No. A.32013/12/99-Ad.I.  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
\*\*\*\*\*

New Delhi, the 28<sup>th</sup> July, 2006

**OFFICE MEMORANDUM**

Subject:- Appointment of part-time Chief Vigilance Officer in the Ministry of Personnel, P.G. & Pensions.

The undersigned is directed to say that Shri Vineet Pandey, IPoS:86 , Director (Training) in this Department, has been appointed as part-time Chief Vigilance Officer for the Department of Personnel and Training (including PESB), Department of Pensions & Pensioners' Welfare and Department of Administrative Reforms and Public Grievances in the Ministry of Personnel, Public Grievances & Pensions vice Shri T. Jacob, for a period of 03(three) years or until further orders, whichever is earlier.

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

**Address**

**Telephone Number**

Office:

Room No. 303,  
3<sup>rd</sup> Floor, Old JNU Campus,  
New Delhi -110067.

Tel: 2610 7960

Fax: 2610 7962

**Residence:**

Flat No. 1482-A,  
Sector-B, Pocket-I,  
Vasant Kunj, New Delhi-110070

Tel: 2612 1044

Sd/-  
(V.K.Velukutty)

Under Secretary to the Government of India

To:-

All Ministries/ Departments of the Government of India.

Copy to:

1. Secretary, Central Vigilance Commission, New Delhi.
2. Cabinet Secretariat, New Delhi.
3. Prime Minister's Office.
4. All the attached offices of Department of Personnel & Training.
5. All Officers/Desks/Sections in the Ministry of Personnel, P.G. & Pensions.
6. Shri Vineet Pandey, Director (Training), Department of Personnel & Training.

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

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



		Former Chief Minister and other Ministers of Karnataka			
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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,	Shri R.C. Jain, IAS (Retd) Sh. H.D. Shourie, Chairman, Common Cause Sh. R. Ramaiah,	08.05.98	30.09.98

		procedures legislative processes etc, in certain selected areas like environment industry, trade, commerce, housing and real estate etc.	Retired Legislative Secretary, Additional Secretary, D/o AR & PG.		
10.	K. Venkataswami Commission  S.N. Phukan Commission	To enquire into certain allegations made in the videotapes and transcripts released by Tehelka com under the name of Operation West End.	Justice K. Venkataswami, a retired Judge of the Supreme Court.  Shri Justice S.N. Phukan, a retired Judge of the Supreme Court.	24.03.01  20.01.03	23.11.02  Ceased to Exist w.e.f. 04.10.2004

11.	2 <sup>nd</sup> 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. Jayaprakarh Narayan, Member Smt. Vineeta Rai, Member Secretary	31.08.2005	
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No. A-28011/1/89-Ad.I  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
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New Delhi, the 6<sup>th</sup> June, 1991

**OFFICE MEMORANDUM**

Subject:- Writing of Confidential Reports of Officers working in the Ministry of Personnel, Public Grievances & Pensions.

In suppression of this Department's O.M. of even number dated the 1<sup>st</sup> April, 1991, the Reporting, Reviewing and Accepting Authorities for the purpose of writing of Confidential Reports of the officers of this Ministry will be as follows:

<u>Designation of the posts</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
Secretary/	MOS (PP)	Cabinet Minister	---
Addl. Secretary	Secretary (P)	MOS/Cabinet Minister	---
EO & AS	Secretary (P)/ Cabinet Secy.	MOS/Cabinet Minister	---
Joint Secretary	Secretary (P)	MOS (PP)	Cabinet Minister
Director/ DS	Joint Secretary	Secretary (P)	MOS (PP)
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), the Reviewing Authority.

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

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

Sd/-  
(U. S. PANT)  
Deputy Secretary to the Government of India

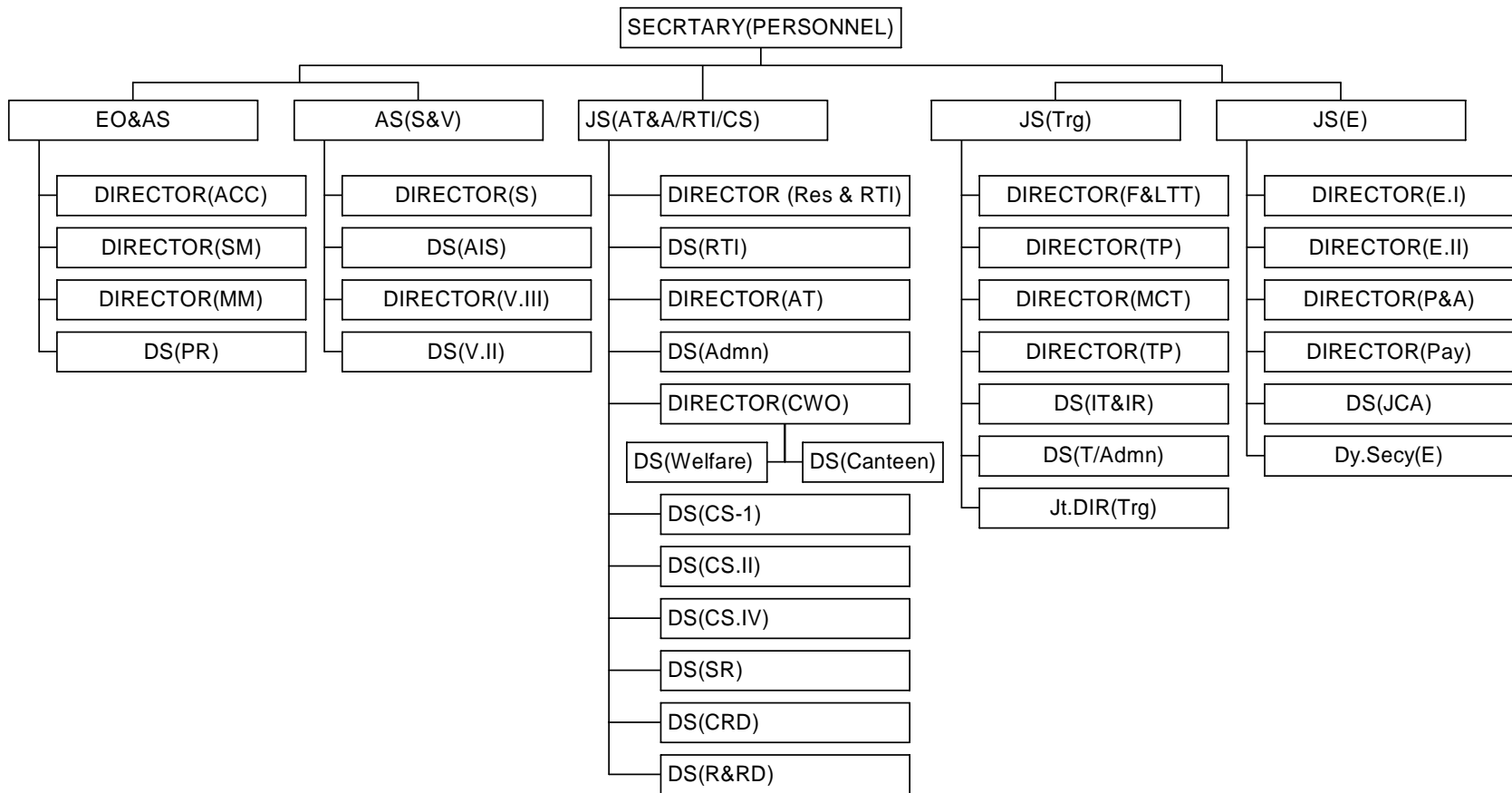
All Officers in the rank of Under Secretary  
And above in the Ministry of Personnel,  
Public Grievances & Pensions.

Copy to:-

1. Vigilance Division (Shri Hazara Singh, Deputy Secretary). Orders in respect of officers working in CVC, CBI may be issued in consultation with them.
2. Estt. Division (Shri M.V. Kesavan, Director), Orders in respect of UPSC/SSC may be issued in consultation with them.
3. Training Division (Shri A.K. Arora, Director) for issuing similar orders in respect of officers working in the –ISTM.
4. AIS-Division (Shri P.N. Narayanan, Director), Order in respect of officers working in LBSNAA may be issued in consultation with the Academy.
5. Controller of Accounts, Orders in respect of officers in the Pay & Accounts Organisation may be issued.
6. They are requested to endorse a copy of the orders issued in this regard to the undersigned (by name) for record.

Sd/-  
(U. S. PANT)  
Under Secretary to the Govt. of India

### ORGANIZATIONAL CHART OF THE DEPARTMENT OF PERSONNEL AND TRAINING



No. 18011/1/94-IWSU  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
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New Delhi, the 20<sup>th</sup> June, 1996

**OFFICE MEMORANDUM**

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

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

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

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

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

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

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