

As on 13/06/2023

Admn.II

All administrative/establishment matters pertaining to the following Gazetted posts:

1. VC, CEO, Members, Addl. Secretary/Adviser/Joint Secretary, Joint Adviser, Deputy Adviser, Director, Deputy Secretary, Under Secretary, Director (Library) of GCS, Central Staffing Scheme and Central Secretariat Scheme;
2. Allocation & Distribution of work among above officers; Postings / Transfers of above officers;
3. Pay fixation / increment; MACP cases ;
4. Probation / Confirmation /Resignation or Retirement cases of above officers;
5. Issue of APAR forms (offline and through SPARROW); No Report Certificate and No Review Certificate of above officers;
6. Leave sanction and up-dation of above officers;
7. Verification of LTC advance, GPF withdrawal, Tuition Fee applications, CGHS Forms; Leave encashment of above officers;
8. Filling up the posts of DS/Director under Central staffing Scheme through DoPT;
9. Verification and acceptance of DE-2 form, acceptance of allotment and issue of authority slip online on E-Sampada portal of above officers;
10. Parliament Questions and compilation of information relating thereto pertaining to the matters dealt by the Section;
11. Court cases pertaining to the matters dealt by the Section;
12. RTI cases pertaining to the matters dealt by the Section;
13. Medical permissions and reimbursement of medical claims;
14. Grant of HBA;
15. Updating of ACC vacancy through SUPREMO;
16. Furnishing data for Independence Day Celebrations, Republic Day Celebrations, Table of Precedence, Establishment strength for IFD, E-Samiksha, Capacity Building, Induction Material, Channel of Submission;
17. Service verification matters with Accounts-I Section and Pay and Account office;
18. Electricity and water bills of VC, Members;
19. Forwarding of Application of above officers;
20. Work related to Assistant Secretaries including PMSAS portal;
21. E-office- Maintenance of EMD and Leave Account- Creation/correction of officers' account. Transfers of files to various accounts on request received from respective officers of NITI Aayog;
22. E- HRMS- creation and updation of service record of officers;
23. Any other administrative matter entrusted by the higher officers like annual reports, Annual Action Plan, CSCMS for Central Secretariat services, Talent Pool Management System;
24. Any other matter pertaining to administration of above class of officers like the service/establishment matters of Group A & above officers of EAC-PM.