

Annexure-II**DELAYERING**

Name of the Division/ Section		Name of the subjects handled by the Division/ Section	No. of channel of submission	
Establishment-II	Service Matters of Group C posts	Appointment	DS, 02	
		Verification of Character & Antecedent	US, 01	
		Confirmation	DS, 02	
		Seniority	DS, 02	
		Promotion/ MACP /NFSG	DS, 02	
		Transfer/Posting	DS, 02	
		FR56(j)	DS, 02	
		Initiating Disciplinary Proceeding	DS, 02	
		Service Matters of Group B posts	Appointment	Secretary 04
			Verification of Character & Antecedent	US, 01
			Confirmation	JS, 03
			Seniority	JS, 03
			Promotion/MACP /NFSG	Secretary 04
			Disciplinary Proceeding	JS, 03
Transfer/Posting	JS, 03			
FR56(j)	Secretary 04			
Miscellaneous Matters	Amendment/Framing of Recruitment Rules	Hon'ble Minister, 05		
	Court Case	Secretary, 04		
	Ex-India Leave	Secretary, 04		

		Compassionate Appointment	JS,03
		Outsourcing/Salary of contractual Staff	JS, 03
		Leave of Non Gazetted Staff	SO/US, 01
		CR duty	SO/US, 01
	Entitlements, Allowance & Pay Fixation of Group B & Group C posts	LTC	US, 02
		Family Details	US, 02
		Allowance	US, 02
		Increment	US, 02
		Reports/Return	US, 01
		CSCMS	US, 01
		EHRMS	US, 01
ACR Cell		Immovable Property Return	US, 01
		APAR Generation	US, 01
		Forwarding of APAR/Dossier	US,01
		No Report Certificate(NRC)	US, 01

2. Are Files Submitted to Minister level initiated at DS/ Director and equivalent level?	No
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3. Mention Constitution of levels in Channels of submission	Level VI – Hon'ble Minister Level V – Secretary Level IV – JS Level III – DS Level II – US Level I – SO/ ASO
3.1 List of subjects where movement of files taking place within same level	For matters related to increment, pay fixation, LTC etc. where entries of particulars into service books is necessary, movement of files takes place from ASO to SO level.