



ग्रुप 'बी' सी.पी.डब्ल्यू.डी. ऑफिस स्टॉफ एसोसिएशन (ऑल इंडिया)  
(भारत सरकार द्वारा मान्यता प्राप्त)

**GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)**  
**(RECOGNISED BY GOVT. OF INDIA)**

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No. GBCPW DOSAAI/ 73

Dated 27/3/2018

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**President**

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To

**Shri Abhai Sinha**  
**The Director General,**  
**Directorate General, C.P.W.D.**  
**Nirman Bhavan, New Delhi.**

**Sub: Comprehensive Cadre review of CPWD – Proposal of Ministerial Cadre – Reg.**

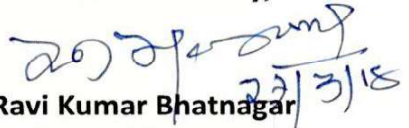
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**Most Revered Sir,**

With reference to the above cited subject, and Directorate's OM NO. 3/4/2018-S&D/Cadre Review/146 dated 15-03-2018, The proposal for Ministerial Cadre of CPWD is enclosed for further necessary action pleas.

**Thanking you and with regards,**  
**Encl: As above,**

**Yours faithfully,**

  
Ravi Kumar Bhatnagar  
General Secretary

**Copy for information and necessary action please:**

**1. The Director (S&D), CPWD, Nirman Bhavan, New Delhi.**

  
General Secretary

**GROUP 'B' CPWD OFFICE STAFF ASSOCIATION**  
**3<sup>RD</sup> CADRE REVIEW PROPOSAL**  
**FOR MINISTERIAL STAFF OF CPWD (SUBORDINATE CADRE)**

**1. Introduction**

Central Public Works Department is in existence since July, 1854 serving the nation for the past 163 years in disciplines including Architecture, Engineering, Project Management coupled with comprehensive experience in building construction and maintenance. It has executed priority of works in difficult and demanding geographical and climatic conditions and now grown into a comprehensive construction management department, which provides services from project concept to completion, consultancy and maintenance management. CPWD has PAN India presence and has ability to undertake construction of complex projects even in difficult terrain and maintenance in post construction stage. The vision of CPWD is to create and maintain a sustainable and inclusive built environment within the available resources while ensuring world class quality.

**2. Objectives of Restructuring Cadres**

The objective of the cadre review proposal is to strike a healthy balance between the functional requirements of the Organization and the career progression of the officers and staff. It is well known that a satisfied workforce leads to enhanced efficiency; with a greater sense of belongingness which in turn benefits the organization. The cadre review of the organization has to be undertaken with the objectives to:

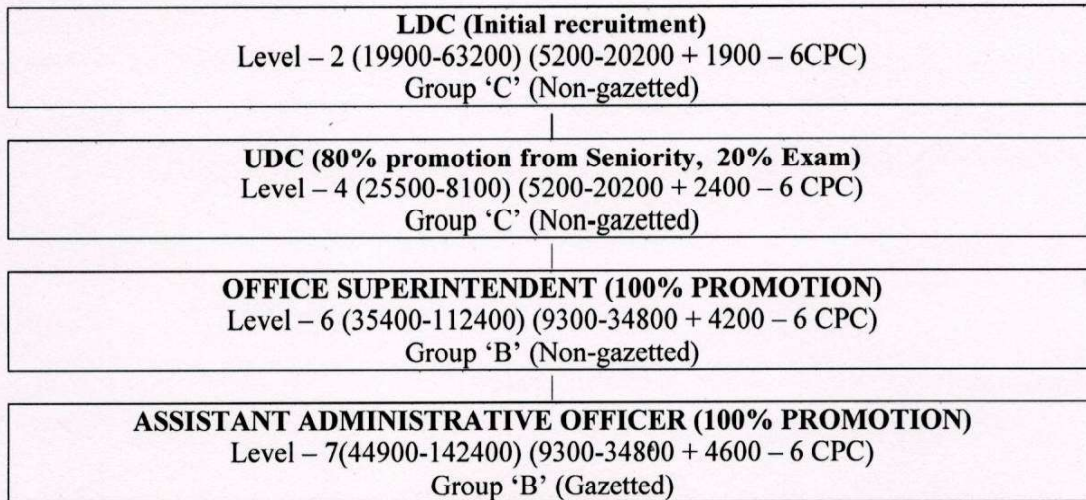
- a) Estimate the future manpower requirements on a scientific basis;
- b) Plan recruitment in such a way so as to avoid future promotional blocks and at the same time prevent gaps from building up;
- c) Restructure the cadre so as to harmonize the functional needs with the legitimate career expectations of its members; and
- d) Enhance the effectiveness of the services/posts.

A study undertaken by M/s Earnest & Young reiterated that **“CPWD follows traditional Pyramidal Structure resulting in few opportunities at junior level for an upward movement in the hierarchy. This results low motivation of officers and staff as the number of years they have to serve at every designation is very long”**

There has been a continuous and significant change in the very concept of governance. The cadre management has become a complex exercise because of several factors like changes in the role of Government Ministries/Departments, technological advancements, higher public expectations supported by a robust economic growth, thrust on greater participation of public in governance etc. that need to be taken care of to keep a service/cadre relevant.

The present restructuring exercise is to be comprehensive and done with the objective of organizing the organization to fulfill its goal in an efficient manner in tandem with the Govt. of India's policy and directives. While proposing restructuring an effort has to be made to retain the functionality of organizational cadres and reorganize them in simpler, leaner and more efficient structure by abolition or merger of existing cadres.

A flow chart of existing cadre structure of the Ministerial cadre of CPWD is as under:



Promotional avenues to the Ministerial cadre of some of other Departments/Ministries is given here under in order to compare the same with the promotional avenues available to the Ministerial cadre of CPWD. The pay scales are shown in 6 CPC scales (GP).

Organisation	PROMOTIONAL AVENUES						
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
<b>Central Secretariat</b>	LDC 1900	UDC 2400	Assistant 4600	SO 4800-5400	US 6600	DS 7600	
<b>CAG/CGA</b>	LDC 1900	Accountant/ Auditor 2800	Sr. Accountant 4200	AAO 4800	AO 5400	SR.AO 5400	DAG 6600

Organisation	PROMOTIONAL AVENUES						
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
<b>Income Tax</b>	LDC 1900	TA 2400	SR.TA 4200	Inspector 4600	ITO 4800-5400	AC 5400	DC 6600
<b>Central Excise</b>	LDC 1900	TA 2400	Sr. TA 4200	Inspector 4600	SUPDT 4800-5400	AC 5400	DC 6600
<b>Survey of India</b>	LDC 1900	UDC 2400	Assistant 4200	OS 4600	E & AO 4800	Sr. E & AO 6600	
<b>DDA</b>	LDC 1900	UDC 2400	Assistant 4600	Asstt. Dir. 4800 5400	Dy. Director 6600	Directo 7600	
<b>MES</b>	LDC 1900	UDC 2400	OS 4200	AO-I 4800 5400	Sr.AO 6600	Principal AO 7600	
<b>CPWD</b>	<b>LDC 1900</b>	<b>UDC 2400</b>	<b>OS 4200</b>	<b>AAO 4600</b>	<b>NO POST</b>		

From the above it can be seen that Ministerial Staff of CPWD is behind at least by 2 stages as compared to other Departments/Ministries.

Time and again the Ministerial staff of CPWD is demanding parity with CSS cadre in respect of posts OS and above. However, the said demand was turned down with the plea that the entry level qualification to CSS cadre is Graduation and also due to absence of an element of direct recruitment quota in the post of Office Superintendent.

It is a known fact that the successive Pay Commissions have kept the minimum qualification for entry grade in Sub-ordinate cadre (for LDC posts) as 10<sup>th</sup> standard (6 CPC) and 12<sup>th</sup> Standard (7 CPC) even though there is a demand to raise to the level up to Graduation. This is due to fact that there are crores of candidates who are not graduates due to various reasons and keeping the minimum qualification as graduation will deprive them from getting Govt. jobs and not for the reason that a LDC in sub-ordinate cadre require less skill as compared to a LDC of CSS cadre or the nature of duties of CSS cadre LDC are complex in nature and warrants higher qualification.

It is also a known fact that the Ministerial staff of CPWD and CSS cadre staff posted in CPWD performs identical nature of duties. The Ministerial staffs posted in Divisions performs more complex nature of duties such as maintenance of various Accounts records, auditing, maintaining & compiling Divisional accounts, tendering process etc.

Thus refusing parity with CSS staff (especially those posted in CPWD) in the respect of pay & allowances, promotional avenues are against the doctrine of "equal pay for equal work".

In a signification verdict, the Supreme Court has held that the principle of 'equal pay for equal work' has to be made applicable even to those engaged as daily wagers, casual and contractual employees who perform the same duties as the regulars.

Terming the denial of equal pay for equal work as "exploitative enslavement", "oppressive, suppressive" and "coercive", the apex court said that in a welfare state, the principle has to be extended to temporary employees as well. The Hon'ble Court further opined that "In our considered view, it is fallacious to determine artificial parameters to deny fruits of labour. An employee engaged for the same work, cannot be paid less than another, who performs the same duties and responsibilities. Certainly not, in a welfare state such an action besides being demeaning, strikes at the very foundation of human dignity," a bench of Hon'ble Justice J.S. Khehar and S.A. Bobde said. Citing Article 7 of the International Covenant on Economic, Social and Cultural Rights, 1966, to which India is a signatory and had ratified it on April 10, 1979, the apex court said, "There is no escape from the above obligation".

In order to mitigate the above issue it is proposed that following two promotional avenues be made available for the Ministerial staff of CPWD. As compared with similar Engineering Department i.e. MES or any of the above mentioned Department.

Initial Appointment	Proposed Promotional avenues				
	1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4th	5 <sup>th</sup>
LDC	UDC	OS	AAO	AO	Sr.AO
1900 Gr.'C' Non-gazetted	2400 Gr.'C' Non-gazetted	4600 Gr.'B' Non-gazetted	4800 after 4 yrs 5400 Gr.'B' Gazetted	6600 Gr.'A' Gazetted	7600 Gr.'A' Gazetted

(TABLE – A)

The existing regional set up in CPWD is as under:

SL NO	UNIT	UNIT HEAD	CATEGORY	NO. OF UNITS
1	Regions	SDG (HAG )	SDG 05	5
2	Sub Region	ADG (HAG)	ADG 11	11

SL NO	UNIT	UNIT HEAD	CATEGORY	NO. OF UNITS	
3	Zones	Chief Engineer (SAG)	CE (Regular)	40	97
			CE (Project)	23	
			CE (PWD)	23	
			CA	08	
			CE (Val)	02	
			DDG (Hort)	01	
4	Circles	Superintending Engineer (JAG)	SE( Regular)	94	215
			SE( Project)	41	
			SE( PWD)	34	
			SA	29	
			SE (Val)	13	
			Director (Hort)	04	
5	Division	Executive Engineer	EE( Regular)	334	689
			EE (Project)	188	
			EE( PWD)	112	
			EE (Val)	55	
TOTAL				1017	

(TABLE – B)

The existing Ministerial staff of CPWD is deployed in units as below:

UNIT	UNIT HEAD	MINISTERIAL HEAD
REGION	SDG (HAG)	AAO (Gr.B-Gazetted)
SUB REGION	ADG (HAG)	AAO (Gr.B-Gazetted)
ZONE	CE (SAG)	AAO (Gr.B-Gazetted)
CIRCLE	SE (JAG)	AAO (Gr.B-Gazetted)
DIVISION	EE	OS (Gr.B Non-gazetted)

(TABLE – C)

The present sanctioned strength of AAO & OS in Ministerial cadre of CPWD is as under:

AAO	OS	UDC	LDC	TOTAL
162	601	1813	1842	4418

Shortfall of AAO & OS as per allocation as in Table B within the existing staffing pattern is as under:

Sl. No.	Unit head	Sanctioned strength	Sanctioned strength of		Shortfall in the sanctioned strength of	
			AAO	OS	AAO	OS
1	SDG (HAG)	05	162		151	
2	ADG (HAG)	11				
3	CE (SAG)	95				
4	SE (JAG)	202				
5	EE	634	-	601		33
	<b>TOTAL</b>	<b>947</b>	<b>162</b>	<b>601</b>	<b>151</b>	<b>33</b>

The sanctioned strength of Valuation Cell excluded as the engineering staff posted to this unit is provided with ministerial staff support borne on Income Tax Department.

In order to restructure the cadre so as to harmonize the functional needs with the legitimate career expectations of its members, following proposals are put forward:

**PROPOSED STAFFING PATTERN**

UNIT	EXECUTIVE HEAD	MINISTERIAL SUPPORT
REGION	SDG (HAG)	Sr. AO (Gr.'A' Gazetted)
SUB REGION	ADG (HAG)	Sr.AO (Gr.'A' Gazetted)
ZONE	CE (SAG)	AO (Gr.'A' Gazetted)
CIRCLE	SE (JAG)	AAO (Gr.'B' Gazetted)
DIVISION	EE	OS (Gr.'B' Non-gazetted)

In order achieve the above staffing pattern, the sanctioned strength of posts which are proposed to be upgraded posts as well the existing posts should be as under:

Sl. No.	Unit head	Sanctioned strength	Sanctioned strength of			
			Sr.AO	AO	AAO	OS
1	SDG (HAG)	05	05		5	
2	ADG (HAG)	11	11		11	
3	CE (SAG)	95		95		
4	SE (JAG)	202			202	
5	EE	634				634
	<b>TOTAL</b>	<b>947</b>	<b>16</b>	<b>95</b>	<b>218</b>	<b>634</b>

The present sanctioned strength of the Ministerial cadre of CPWD is as under:

AAO	OS	UDC	LDC	TOTAL
162	601	1813	1842	4418

The existing combined sanctioned strength of AAO & OS is 763 as against the proposed strength of 947 which is an increase of 184 posts. This can be achieved by upgrading the post of UDCs to OS and LDCs to UDC. The matching saving can be achieved by abolishing matching number of LDC posts (approx. 460 posts) lying vacant.

A tentative distribution of ministerial staff among various CPWD units is proposed as under. Valuation Units have not been taken into consideration as Ministerial staffs are not posted there.



UNITS	NO. OF UNITS	MINISTERIAL STAFF STRENGTH			TOTAL NO. OF STAFF REQUIREMENT					
					Sr.AO	AO	AAO	OS	UDC	LDC
Office of SDG	5 Nos	1 Sr.AO +1 AAO	1 UDC	1 LDC	5	0	5	0	5	5
Office of ADG	11 Nos	1 Sr.AO	1 UDC	1 LDC	11	0	11	0	11	11
Office of CE	95	1 AO	1 UDC	1 LDC	0	95	0	0	95	95
Office of SE	202	1 AAO	2 UDC	1 LDC	0	0	202	0	404	202
Office of EE (Regular)	446	1 OS	3 UDC	2 LDC	0	0	0	446	1338	892
Office of EE (Project)	188	1 OS	0	1 LDC	0	0	0	188	0	188
Grand Total					16	95	218	634	1830	1392

#### THE OVERALL IMPACT ON STAFF STRENGTH

	Supervisory Posts					Non-supervisory Posts		
	SR.AO	AO	AAO	OS	TOTAL	UDC	LDC	TOTAL
Existing	0	0	162	601	763	1813	1842	3655
Proposed	16	95	202	634	947	1830	1392	3222
<b>INCREASE/ DECREASE</b>	<b>+16</b>	<b>+95</b>	<b>+40</b>	<b>+33</b>	<b>+184</b>	<b>+17</b>	<b>(-)450</b>	<b>(-)433</b>
<b>NET IMPACT - 184 + 17 - 450 = (-) 249 POSTS</b>								

In order to achieve the above proposed pattern of staffing, it is essential that the Recruitment Rules of the existing posts as well as upgraded posts are framed in a time bound manner. Following suggestions are placed for consideration keeping in view of the guidelines issued by the DoPT from time to time.

The process of revising the Recruitment Rules for the post of Office Superintendent is already initiated in the Directorate in order to re-introduce the earlier provision of recruitment by promotion through LDCE from eligible UDCs. Further the Directorate vide Office Memorandum No. 22/5/2010/716 dated 21.4.2010 has informed that the Grade Pay of 4600 can be granted to the post of OS if an element of direct recruitment through all India competitive examination similar to Assistants is available in the Recruitment Rules. The Proposed RR therefore provides an element of direct Recruitment and hence the Grade Pay of 4600 is proposed for the post of OS.

**PROPOSED RECRUITMENT RULES**

Post	Classification of Post	Pay as per 6 <sup>th</sup> CPC (GP norms)/7 CPC Pay matrix	Qualification	Quota for Appointment	
				Percent age	Eligibility
LDC	Group C	GP-1900 19900-63200	+2	80%	DR
				10%	LDCE From MTS
				5%	Seniority MTS
				5%	Compassionate Ground
UDC	Group C	2400 & 2800(6 CPC) 25500-81100 29200-92300	LDC with 5 Years Service for exam.& after 8 years as LDC for seniority.	50%	LDCE (from LDC)
				50%	Seniority LDC
OS	Group B Non - Gazetted	4600(6 CPC) 44900-142400	Degree	20%	DR( as recommended by Directorate OM.22/5/2010-S&D/716 Dated 21/04/2010 copy enclosed)
				UDC with 16 Years service	40%
			40%		Seniority from UDC
AAO	Group B Gazetted	4800(6 CPC) 47600-151100 After 4 years 5400(6 CPC) 53100-167800	OS with 2 Years service	100%	Seniority from OS

AO	Group A Gazetted	6600(6 CPC) 67700- 208700	AAO with 2 Years service	100%	Seniority from AAO
Sr. AO	Group A Gazetted	8700(6 CPC) 118500- 214100	AO with 2 Years service	100%	Seniority From AO

### FINANCIAL IMPLICATION

The financial implication on account of above proposal is given in the following table. The financial liability due to increase in respect of promotional posts of Sr. AO, AO and OS is calculated @ one increment + rounding off as the eligible employee shall only be entitled to one increment on promotion.

While calculating the financial liability of 127 posts of OS proposed to be placed under DR quota, the entry pay at Level 6 of the pay matrix has been taken into account.

The financial gain due to abolition of LDC posts, the entry pay at Level 2 of the pay matrix has been taken into consideration

Sl. No.	Name of post	Financial implication factor	Sanctioned strength		No. of additional posts	Total additional financial implication
			Existing	Proposed		
1	Sr. AO	2500	0	16	16	40,000
2	AO	2000	0	95	95	1,90,000
3	AAO	1300	162	202	40	52,000
4	OS (20% DR-127)	44900(Level-07)	0	127	127	57,02,300
	OS – 33 Nos.	1100	601	507	-94	-42,20,600
5	UDC-17 Nos.	800	1813	1830	17	13,600
<b>TOTAL ADDITION EXPENSES</b>						<b>17,77,300</b>
6	LDC – 249 Nos.	19900 (Level-02)	1842	1392	-450	-49,55,100
<b>NET SAVINGS</b>			<b>4418</b>	<b>4169</b>	<b>-249</b>	<b>31,77,800</b>

It can be seen from the above table that the Government can achieve an overall saving of Rs.31,77,800 due to the above proposed cadre review of ministerial cadre. The proposed cadre review if implemented will ensure systematic promotions and will be a morale booster to the cadre.

Even though our Association is not representing MTS,LDC,UDCs, these posts are in the same cadre and UDCs are feeder post for promotion to the post of OS, we hereby recommend the above for the betterment of the Cadre as well as for the Department also.

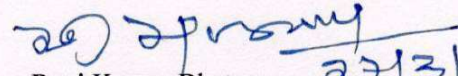
Our Association is hopeful that the Directorate would consider the above proposal just and reasonable. We hope that the Directorate will consider the proposal of this Association with due regard to the aspirations of the staff members of 2<sup>nd</sup> largest workforce of this Department on a positive note.

Thanking you in anticipation,

Encl:

1. Directorate OM.22/5/2010-S&D/716 Dated 21/04/2010
2. Proposed Duties.

Yours faithfully,

  
Ravi Kumar Bhatnagar 27/3/18  
General Secretary

Group B CPWD Office Staff Association(All India)

NEW DELHI  
27-03 2018

भारत सरकार  
निर्माण महानिदेशालय  
केन्द्रीय लोक निर्माण विभाग  
एसओ एण्ड डीओ अनुभाग  
कमरा सं० 114ए, निर्माण भवन, नई दिल्ली

No. 22/5/2010-S&D/ 7/6

Dated: 21/4/2010

कार्यालय ज्ञापन

**Subject: Up-gradation of Grade Pay in respect of Head Clerks, Office Superintendent Grade-II and Office Superintendent Grade-I respectively in the cadre of CPWD (Subordinate Cadre) to remove anomalies rise pursuant to implementation of 6<sup>th</sup> Central Pay Commission.**

Reference is invited to All India CPWD Office Staff Association ref. No. AICPW DOS/ND/16 dated 8.2.2010, vide which it was demanded that:

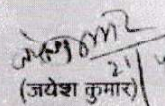
1. Head Clerks of the CPWD may be granted Grade Pay of Rs. 4600 similar to the Assistants of CSS cadre, to whom the Government as per its recent order vide OM No. F1/1/2008-IC dated 16.11.2009 has placed in Grade Pay of Rs. 4600.
2. Office Superintendents may be placed in the Grade Pay of Rs. 4800 and Rs. 5400 after 4 years as been given to the Section Officers of CSS.

Above demands of Association have been carefully considered in this Directorate, it is stated that Govt. while granting the Grade Pay of Assistants from 4200 to 4600 has cited that one of the reasons for granting higher scale to the Assistants is involvement of an element of direct recruitment through All India Competitive Examination. It has also been mentioned in the above referred OM dated 16.11.2009 that to maintain parity between field and Secretariat Offices, one new grade in the hierarchy between the post of the UDC and Assistant shall be introduced.

The post of the Head Clerk in CPWD does not involve an element of the direct recruitment through All India Competitive Examination; therefore Head Clerks are not likely to be placed in the scale of 4600. The element of direct recruitment has been made basis by the Government for granting higher Grade Pay to the Assistants of the CSS cadre. Though at the instance of the Ministry, we have also taken certain percentage of the posts of the Head Clerk to be filled up by direct recruitment though All India Competitive Examination in draft Recruitment Rules of this post, but until the Recruitment Rules are published, it shall be premature to recommend 4600 Grade Pay to the Head Clerks of CPWD.

With reference to demand of granting grade pay of Rs. 4800 to Office Superintendents, a proposal for granting parity to the Office Superintendents of CPWD with Section Officers of CSS cadre sent by this Directorate to the Ministry is under consideration.

This issues with the approval of Director General, CPWD.

  
(जयेश कुमार)  
निदेशक (एसओ एण्ड डीओ)  
PBX No. 2105  
Tele No. 23061911

To

Sh. Birender Kumar  
General Secretary  
All India CPWD Office Staff Association  
C Wing, Ground Floor, Near Generator Room  
I P Bhawan, New Delhi -110 002

## Office Superintendents

Division office	Circle office	Zonal and above office
<ol style="list-style-type: none"> <li>1. Distribution of Work among dealing hands.</li> <li>2. Helping and advising the staff.</li> <li>3. Training need of staff.</li> <li>4. Maintenance of a list of residential address of officials &amp; staff</li> <li>5. Go through receipts and put up to higher officers those required to be seen at dak stage.</li> <li>6. Checking of Pay and allowance bills of regular Estt.</li> <li>7. Watch on deduction of Income Tax of regular Estt.</li> <li>8. To keep note of import receipts</li> <li>9. Timely submission of arrear and other returns.</li> <li>10. Recording of files and their classifications</li> <li>11. Weeding out of files and destructions</li> <li>12. Proper maintenance of registers</li> <li>13. Court case relating to Establishment Branch.</li> <li>14. Any other work assigned by the Executive Engineer.</li> <li>15. Reporting of APAR in respect of Group C Ministerial Cadre.</li> <li>16. Issue of PWD-6(NIT) &amp; Publicity of Tenders</li> <li>17. Issue of Measurement Books.</li> <li>18. Issue of Time Extension Form.</li> <li>19. Bhavishya, LIMPS, and other online process.</li> </ol>	<ol style="list-style-type: none"> <li>1. He can be Supervisor of Works Correspondence Section.</li> <li>2. Helping and advising the staff.</li> <li>3. Training need of staff.</li> <li>4. Timely submission of arrear and other returns related to Estt.</li> <li>5. Court case relating to Establishment Matters.</li> <li>6. Budget related Correspondence.</li> <li>7. Contractor enlistment</li> <li>8. Bhavishya, LIMBPS and other online process.</li> <li>9. Any other work assigned by the Assistant Administrative Officer and Superintending Engineer.</li> </ol>	<ol style="list-style-type: none"> <li>10. He can be Supervisor of Works Correspondence Section.</li> <li>1. Disposal of Establishment matters received from Zonal Offices.</li> <li>2. Timely submission of arrear and other returns related to Estt.</li> <li>3. Arbitration Cases</li> <li>4. Budget related Correspondence</li> <li>5. Court case relating to Establishment Matters.</li> <li>6. Contractor enlistment</li> <li>7. Any other work assigned by the Superior officers.</li> <li>8. Bhavishya, LIMBPS and other online process.</li> <li>9. Promotion and Transfer cases</li> </ol>

## Assistant Administrative Officer

Circle office	Zonal Office	ADG and above office
<ol style="list-style-type: none"> <li>1. To assist the SE in carrying out overall administration of the Circle office and Division offices attached to the Circle.</li> <li>2. Drawing and Disbursement of Pay and allowances.</li> <li>3. To assist SE in budget formation and submission.</li> <li>4. Maintenance and attest entries in Service Book.</li> <li>5. Maintenance of APAR of Non Gazetted officials.</li> <li>6. Sanction normal increment of non Gazetted staff.</li> <li>7. Passing the TA/LTC, CEA Bills, medical reimbursement bills.</li> <li>8. Passing and recoupment of contingencies bills.</li> <li>9. Sanction of leave of non gazette staff except Leave not due.</li> <li>10. To Issue LPC.</li> <li>11. All Court Cases other than Works.</li> <li>12. All Vigilance Matters.</li> <li>13. Reply to Parliament Questions.</li> <li>14. RTI matters, CPIO in Circle office.</li> <li>15. Monitoring of Audit Paras</li> <li>16. Any other assigned entrusted by the SE.</li> </ol>	<ol style="list-style-type: none"> <li>1. To assist the CE in carrying out overall administration of the Zonal Office and Circle office attached to the Zone</li> <li>2. Drawing and Disbursement of Pay and allowances.</li> <li>3. Maintenance and attest entries in Service Book.</li> <li>4. Maintenance of APAR of Non Gazetted/Gazetted officials.</li> <li>5. Sanction normal increment of non Gazetted/Gazetted staff.</li> <li>6. Passing the TA/LTC, CEA Bills, medical reimbursement bills.</li> <li>7. Passing and recoupment of contingencies bills.</li> <li>8. Sanction of leave of non gazette staff except Leave not due.</li> <li>9. To Issue LPC.</li> <li>10. All Court Cases other than Works.</li> <li>11. Contractor enlistment</li> <li>11. All Vigilance Matters.</li> <li>12. Reply to Parliament Questions related of Estt.</li> <li>13. RTI matters, CPIO in Zonal office.</li> <li>14. Promotions and transfer posting matters in Coordination</li> <li>15. Any other assigned entrusted by the CE.</li> </ol>	<ol style="list-style-type: none"> <li>1. To assist the ADG in carrying out overall administration. Drawing and Disbursement of Pay and allowances.</li> <li>2. Maintenance and attest entries in Service Book.</li> <li>3. Sanction normal increment of non Gazetted/Gazetted staff.</li> <li>4. Passing the TA/LTC, CEA Bills, medical reimbursement bills.</li> <li>5. To Issue LPC.</li> <li>6. All Court Cases other than Works.</li> <li>7. All Vigilance Matters.</li> <li>8. Contractor enlistment.</li> <li>9. Reply to Parliament Questions.</li> <li>10. Any other assigned entrusted by the officer in charge.</li> </ol>

### **Administrative Officer**

The Administrative officer will be posted in Zonal offices is in charge of a Branch in the Zonal office including Coordination for making policies and promotions, each branch consisting of one or more Sections and, in respect thereof, exercise control both in regard to the dispatch of work and maintenance of discipline. Work comes to him from Sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of CEs/ADG or higher officers on important cases.

### **Senior Administrative Officer**

The Senior Administrative officer will be posted in Regional offices of SDG Offices is in charge of a Branch in the Regional office responsible for the disposal of Government Business dealt within the jurisdiction under his charge. The officer takes order from the DDG/ADG/SDG on important cases. Either orally or by submission of papers.

Further in terms of specific delegation of Powers. He is appointing authority in respect of Group C staff.

He is also empowered to Promote and impose all penalties under CCS(CCA)Rule 11 in respect of Group C employees under the Administrative Control of region.



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